



IHRA Grant Programme

Title: **GPA Call 2020**

ID: **696**

Name: **Preview of application system**

Organization

1. Name of Organization: Preview of application system
2. Original Name:
3. Street and No.:
4. Zip Code:
5. City:
6. State or Province:
7. Country: Other
8. Mailing Address:
9. Website:
10. Not-for-profit Yes
11. Remarks:

Director of Organization

12. Title:
13. Name:
14. Telephone:
15. Email:

Project

16. Title:
17. Type: Countering distortion or Safeguarding the record
18. Projected budget for € 0.00
19. Amount requested from IHRA: € 0.00 (minimum: 15,000; maximum 50,000]
20. Proposed date project will begin:
21. Proposed duration of project
in months: (max. 2 years)

— Main Contact for Project _____

22. Title:

23. Name:

24. Phone:

25. Mobile:

26. Email:

— Alternative Contact for Project _____

27. Title:

28. Name:

29. Phone:

30. Mobile:

31. Email:

— Contact for media, communication _____

32. Title:

33. Name:

34. Phone:

35. Mobile:

36. Email:

— Former Grants by IHRA _____

— Institutional Information _____

1. Describe the major purposes and activities of your organization or institution

max. 100 words

2. Date organization established:

3. Number of permanent staff members and number of volunteers in your institution:

4. Organization's current annual budget (EUR) and reference year for annual budget:

5. List the board members and professionals holding major positions within the organization:

max. 150 words

Project Summary

Please be concise and reflect on whether your project truly fits the criteria and standards. Copy/paste from the grant guidelines is not acceptable.

1. Summary: Please provide a concise summary with a maximum of 300 words outlining the project and explaining why IHRA should co-fund this project.

- Ensure that you include who, where, when, what, how, and especially why.
- Please describe how the project fits within the IHRA Grant Strategy 2019-2023.

max. 300 words

2. Project Objective: In one sentence, what does your project want to achieve?

An objective should be a realistic target that fills an identified need. Ask yourself:

- Does the objective demonstrate who is going to do what, when and why?
- Does the objective I have provided truly summarize the purpose(s) of the project?
- Is the purpose of the project consistent with the overall objective of IHRA's grant strategy?

max. 100 words

Please make sure to reflect upon and differentiate between objectives (question 2), outcomes (question 3) and outputs/activities (question 4)

3. Project Outcomes: *With a view to the IHRA Program Guidelines what impact or changes does the project intend to achieve in the short or long-term in order to safeguard the record and/or counter distortion?*

Outcomes are the changes that the project can make over time to address the need(s) that have been identified. It might be helpful to ask yourself:

- *Have I identified clear, specific and realistic changes to be achieved?*
- *Have I used words of change to describe the outcomes?*
- *Are the outcomes limited to a manageable number?*
- *How do the outcomes I have specified support my objective?*

max. 150 words

4. Outputs and Activities: *Please describe the projects concrete results, deliverables, services and/ or products and the activities which are planned to achieve these outputs. - Ask yourself what you need to produce or provide in order to achieve the desired results and what concrete steps are needed to effect the desired changes among the target groups. - Please describe why precisely these outputs and activities are appropriate to meet the project's objectives.*

max. 200 words

5. Please specify the type of your project:

- Seminar
- Conference, symposium
- Research
- Website/interactive tools/new media
- Educational Materials/Handbook/Curriculum Development
- Database/Archives
- Exhibition
- Other

Please make sure to review the following related attachments:

- Draft programme for the Conference/Seminar/Symposium
- List of speakers for the Conference/Seminar/Symposium

Please make sure to review the following related attachments:

- Bibliography
- Survey of literature
- List of archives, archival fonds and kinds of material

Target Groups

6. Target groups: *With a view to the eligible target groups under the IHRA Grant Strategy, whom does your project aim to influence and how does it propose to do so?*

- *If you have multiple target groups, please differentiate between primary, secondary and tertiary target groups.*

7. List the countries of origin of the project's target groups and expected beneficiaries:

max. 100 words

Please note that IHRA only funds multilateral projects.

8. If your project targets 'educational multipliers' please describe their professional role and in which ways they may serve as 'multipliers':

max. 200 words

9. Does your project target 'teacher trainers'?:

10. Estimated size of target group:

11. Communication target groups: Who should be aware of your project and its key messages? (Note that the target audiences for communication about the project may be broader than the target groups for the project itself.)

max. 150 words

12. Communication - key message(s): Please specify what you think it is important for your (communication) target groups to know about your project.

max. 100 words

**13. Challenges and Strategies: What challenges do you see in successfully communicating about the project with the target groups mentioned above and what strategies could be employed to help overcome these constraints?
- For each challenge, please list at least one strategy.**

max. 100 words

14. Communication Resources: How are you planning to get your message across your target groups using the communication channels available to you, and when? Please indicate what type of communication resources you think you need.

Examples of resources:

- Website
- Social Media
- Press Release
- Newsletter
- Media
- Other (please specify)

max. 100 words

Experience and Evaluation Procedures

15. Describe the experience your organization has had in conducting similar projects:

max. 200 words

16. Monitoring and Evaluation standards are integral to IHRAs Grant Program.

Based on the criteria defined in the Grant Guidelines, please double-check your project proposal with regard to the following points:

- whether the project objective and outcomes are consistent with the IHRAs vision, mission and priority theme (relevance);**
- if your project is likely to achieve its objectives and outcomes (effectiveness);**
- if the project is likely to deliver change as a direct result of a project activity (impact);**
- if the project has identified the appropriate partnerships and is likely to establish effective coordination (partnership & cooperation);**
- if a process has been developed to determine and report back on what did and didnt work in the project and why (lessons learned).**

In this section, please explain what methods and indicators will help you to measure the success of your project a) while it is ongoing (monitoring) and b) after its completion (evaluation). Please list indicators of success at various time intervals, e.g. six months, one year, two years etc.

As a checklist ask yourself:

- What observations will help you know that your project is progressing towards achieving your objectives?**
- Is the indicator measurable?**
- Does the indicator measure change?**
- What methods does the project use to measure the impact, effect and change you envisage, such as reviews, questionnaires, surveys or interviews?**
- How can we collect the data indicating success?**

max. 300 words

Partnership and Participation

Partnering Organizations

#	Name	Country	Description of nature and scope of involvement
1	Partner	(India)	<ul style="list-style-type: none"> • While identifying partnerships, think about which intergovernmental bodies, institutions or networks would best support your project. • Please explain why these are the appropriate partnerships for the project. • Please describe how you intend to achieve synergies and effective coordination with them.

Participating Organizations

Timetable

#	Stage	From	Until	Notes on Implementation
1	prep	30 Aug 2020	31 Sept 2020	<ul style="list-style-type: none"> • Please specify important steps of your project according to the planning (preparatory meeting, initial research, outreach etc.), implementation (events, travel, briefings, press release, campaign, research, published materials etc.) and completion (follow up and feedback, preparation of final report etc.) • Make sure to include communication as well as monitoring aspects.

Project Budget (EUR)

Year 1

#	Budget Items	Whole estimated	Requested from the IHRA	Co-funding	Calculation <i>Please explain in this column the calculation for each budget item!</i> <i>Budgets without explanation will not be accepted.</i>
1	Administrative Staff Salaries				
	Total	0.00	0.00	0.00	
2	Programmatic Staff Salaries				
	Total	0.00	0.00	0.00	
3	Travel				
	Total	0.00	0.00	0.00	
4	Accommodation				
	Total	0.00	0.00	0.00	
5	Conferences and Seminars				
	Total	0.00	0.00	0.00	
6	Materials				
	Total	0.00	0.00	0.00	
7	External Services				
	Total	0.00	0.00	0.00	

#	Budget Items	Whole estimated	Requested from the IHRA	Co-funding	Calculation
8	Evaluation				
	Total	0.00	0.00	0.00	
9	Other				
	Total	0.00	0.00	0.00	
	Year 1 - Total	0.00	0.00	0.00	

Budget in Total

Projected budget in total (in EUR)	0.00	
Requested from the IHRA in total (in EUR)	0.00	
Amount provided by Co-funding (in EUR)	0.00	

— **Co-Funding Sources (EUR)** _____

A minimum of 50 % co-funding must be secured before 2021. If you have not yet secured funding, please list your applications or to which funding institutions you intend to apply.

Required Attachments

Checklist for required attachments

Letters of recommendation (2) > please ensure to use the provided template (IHRA may disqualify your application if these two letters are identical)

Proof of partnership agreement for the project: PARTNER

Draft programme for the Conference/Seminar/Symposium

List of speakers for the Conference/Seminar/Symposium

List of archives, archival fonds and kinds of material

Bibliography

Survey of literature
