

2021 PROJECT APPLICATION FORM

Procedure:

Deadline for submission: 12th of January 2021 or 13th of December 2020 if submitted in any language other than English.

Decision: Received projects will be discussed and approved by the Coppieters Bureau at their next meeting in January 2021.

Notification: All project applicants will be notified by 29th of January 2021 about the decision of the Coppieters Bureau.

NB: Given the current pandemic, the Coppieters Bureau will assess proposals also based on feasibility, especially regarding travels of speakers and/or participants and their necessity to ensure the completion of the project.

Guidelines:

Coppieters Foundation is committed to the principles of democracy, human rights, diversity, collective rights, gender equality, solidarity, peace and open dialogue. Applicants and their project proposals should be developed and implemented in the spirit of these values.

Coppieters has 4 main pillars of action, (1) political and socio-economic studies, (2) historical studies and philosophy (3) capacity building and (4) direct interactions with EU and global institutions.

Your project proposals should fall into one of these 4 categories, but it can also include: a series of interviews, media work, or archiving services. Other types of services or websites are atypical, but also eligible for funding.

When submitting a proposal, please note that it has to comply with the following criteria:

- Projects should have a political impact (policy implications and/or analysis) rather than a cultural outlook;
- Proposals should take the current pandemic and associated restrictions in place into account, putting forward a project that can realistically be put in place given the current circumstances;
- Projects should have European scope;
- Projects should have a good quality outcome;
- Projects should be easy to communicate;
- Projects should have some co-financing by a local counterpart, member or partner;
- Projects should not go against EFA objectives, such as respect for democratic values, cultural diversity, collective rights and peace;
- Gender equality in the composition of panels in conferences and publications is a requirement;
- Priority will be given to those projects already approved in previous years;
- Projects submitted by the same researchers will not be granted again in two consecutive years;

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- Project budgets should not include provisions to cover human resources or coordination.

Co-financing:

Coppieters Foundation is a non-profit European political foundation. It is partially funded by the European Parliament. Therefore, implementation of projects must follow strict rules to ensure correct implementation of (1) the European Union financial regulations and rules of application, (2) the grant agreement signed with the European Parliament, and (3) Coppieters' own internal control rules and procedures.

All projects are co-financed by project partners in the form of direct project contributions. Coppieters is a recognised political foundation at the European level, hence financial contributions are regulated by articles 2.7 and 2.8 of regulation 1141/2014 of the European Parliament and of the Council on the statute and funding of European political parties and European political foundations.

The Coppieters Foundation will bear the costs related to the project and will pay the relative costs to third party providers of goods and services necessary for the implementation of the project¹; upon receipt of invoices or upon the presentation of any other equivalent document. Where applicable, the reimbursement of travel expenses is calculated on actual costs resulting by the provided supporting evidence, which shall mandatorily include, in case, inbound and outbound boarding passes. Administration and personnel costs be excluded from the project budget.

Coppieters Foundation will not transfer any funds, directly or indirectly, to the partner.

The partner will make a financial contribution to Coppieters Foundation conclusion of the project.

Such contribution shall not be regarded as a compensation for services nor as a re-invoicing of costs. The contribution is calculated as a percentage of the total budget of the project.

The desirable project contribution is set at 15% of the actual costs after implementation of the projects for our members, 30% for our associated members and 50% for non-members. Please bear in mind that members and associated members pay annual fees to the Coppieters Foundation.

Coppieters Foundation meets all relevant project costs through payment transfers to third party providers of goods and services necessary for the implementation of the The proposing partner makes a financial contribution based on actual costs and set up in the project agreement.

For more information, please check the FAQ page at the end of this document.

¹ Such as venue booking, speaker flights, catering, professional photographer, interpretation/translation, design of publicity materials, printing of leaflets/publications, proofreading, expert fees etc.

PART 1: ALL APPLICANTS <u>MUST</u> COMPLETE THIS SECTION	
Name of Applicant	
Lead Contact Name and Position (if appropriate)	
Address	
Postcode	
Telephone Number	
Email Address	
Web Address	
Have you sent a project to Coppieters Foundation before?	YES / NO
Have you implemented a project with Coppieters Foundation before?	YES / NO
Do you plan on applying for more than 1 project to Coppieters Foundation in the coming year?	YES / NO

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PART 2: PROJECT DESCRIPTION	
Project Title (1-5 words)	
Full Project Title	
<p>What are the aims of your project? If you are successful in receiving funding, we may use this information in any publicity we produce about your project (500 words maximum)</p>	
Types of outcomes (mark all relevant outcomes of the project or add your own).	Event
	Policy paper
	Study
	Video
	Interviews
	Podcasts
	Archiving services

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	Other: ...
When will your project start?	
When do you expect your project to end?	
Where will your project take place?	
Who will your project reach?	
Who is responsible for the implementation of the project? Please specify the roles of Coppieters Foundation and your organisation (max. 200 words).	
Are the human resources of Coppieters Foundation needed? If yes, please specify.	
Are other organisations, such as NGOs or think tanks, involved in the implementation of the project? If so, please specify their role.	

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PART 3: BUDGET	
What is the total budget of the project?	€
Please specify in % the forecast project contribution. The Project contribution will be paid by the project applicant to Coppieters Foundation at the end of the project.	%
BUDGET BREAKDOWN Please write estimated costs per budget line relevant to your project.	
CONFERENCE (TOTAL)	€
Travel costs	€
Accommodation	€
Venue	€
Interpretation (English <> second language) and interpretation facilities (booths, headphones, micro)	€
Media insertions + printing materials	€
Professional photographer	€
Coffee break(s) and meal(s)	€
Advertising	€
STUDIES (TOTAL)	€
Drafting of the text and research (expert fees)	€
Translation into English	€
Graphic design	€
Printing	€
Mailing	€
VIDEO/PODCASTS (TOTAL)	€

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Audio/video editing	€
Storyboard	€
Travel and accommodation	€

PART 4: SUBMISSION

Please read the procedures and guidelines on page 1 carefully. For more information, please check the FAQ page at the end of this document.

Please keep in mind that:

- Intellectual property and content of the studies or conferences remains property of Coppieters Foundation, not of the author(s). Publication by other bodies, such as companies, NGOs or think tanks will be analysed and approved on a case-by-case basis, giving priority to publications by our members.
- The Bureau (board of directors) reserves the right to re-scale a project or make a budget counterproposal. Assessment is done on a case-by-case basis.
- [Gender equality](#) is an important principle of the Coppieters Foundation. Priority will be given to projects that are committed to ensuring gender balance in debate, research, as well as other activities.

Once you have completed the application form, please make sure to send it to the correct address in Word or PDF format before the deadline.

SIGNATURE

Name	
Position	
Date	
Place	
Signature	

FREQUENTLY ASKED QUESTIONS

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1. Can we submit documents and propose projects in a different language than English?

Yes. Please respect the deadline set on Page 1 in order to translate the documents in time for the Bureau meeting.

2. Can we propose a cultural event, like an art exhibition or music festival?

Although we coordinate research on cultural diversity, our work program includes projects that carry out or engage with political / policy analysis. We are looking for projects with a political focus and European scope. Art exhibitions and music festivals do not fall under our pillars of action (Page 1).

3. Can we apply for more than one project?

Yes.

4. If we submitted a project proposal last year, can we apply for another project this year?

Yes.

5. What does a typical budget break-down look like for a conference, study or other types of projects?

Below you can see estimates of costs and approximate budget breakdowns for each activity based on our experience. Please use these as a guide when designing your project. Do get in touch with service suppliers in your geographical area as prices can vary.

(1) CONFERENCES have an approximate cost of 5,000 to 15,000 EUR

1,000 to 5,000 EUR – Travel costs and accommodation
2,000 to 4,000 EUR – Interpretation (English <> second language)
2,000 to 4,000 EUR – Interpretation facilities (booths, headphones, micro)
1,000 to 3,000 EUR – Media insertions + printing materials
500 to 1,000 EUR – Coffee breaks and meals

(2) STUDIES have an approximate cost of 10,000 to 15,000 EUR

1,000 to 4,000 EUR – Drafting of the text and research
1,500 to 2,500 EUR – Graphic design
3,000 to 7,000 EUR – Translation, copy-editing and proofreading
4,000 to 7,000 EUR – Printing and distribution

(3) PODCASTS have an approximate cost of 4,000 EUR

1,000 to 2,000 EUR – Travel costs and accommodation
1,000 to 2,000 EUR – Audio editing

(4) VIDEOS have an approximate cost of 10,000 EUR

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1,000 to 3,000 EUR – Storyboard
3,000 to 8,000 EUR – Video editing

(5) WEBINARS have an approximate cost of 2,000 EUR

1,000 to 2,000 EUR – Video design and promotion materials

6. How do project contributions work in practice?

Step 1

Coppieters Foundation will cover all project costs through payment transfers to third party providers of goods and services necessary for the implementation of the project. This includes venue fees, speaker flights, catering, professional photographer, interpretation/translation, design of publicity materials, printing of leaflets/publications, proofreading, expert fees etc. Ideally, Coppieters Foundation would cover the total amount of the budget directly to suppliers.

Step 2

Once the project has finished, project partners compile a list of all project costs.

Step 3

The proposing partner makes a project contribution according to the previously agreed-upon project agreement. This contribution is regulated by articles 2.7 and 2.8 of regulation 1141/2014 of the European Parliament and of the Council on the statute and funding of European political parties and European political foundations.

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