



# International Coalition of Sites of Conscience Project Support Fund Overview

## What is the mission of the Project Support Fund?

The Project Support Fund aims to advance the Coalition member sites' ability to serve as Sites of Conscience. **It seeks to create a space for innovation and experimentation on how places of memory can inspire dialogue and action on contemporary issues.** The Fund supports initiatives that meet the core goals of Sites of Conscience, which are to:

- interpret history through historic sites;
- stimulate dialogue on pressing social issues and promote humanitarian and democratic values as a primary function; and
- share opportunities for public involvement in issue raised at our site

The Fund supports initiatives that move beyond providing a passive learning experience, by creating experiences in which visitors engage in dialogue on important contemporary issues and identify ways they can shape those issues in the future.

The Fund is intended to provide holistic support, combining financial support, methodological resources, advocacy and promotion. The scope of the Fund's financial support is small, but intends to:

- Enable sites to conduct a first-time pilot or small-scale experiment that can later be revised or expanded into something larger and more permanent
- Demonstrate and legitimize an idea to skeptical stakeholders, authorities, or funders to secure future support
- Promote exchange, collaboration, and support among the Coalition's members

By requiring careful documentation and evaluation, the Fund seeks to help the Coalition as a whole to think critically and creatively about how historic sites can inspire diverse publics to become active in addressing pressing human rights and social issues.

## What types of initiatives does the Fund support?

The Fund provides direct support for two types of initiatives:

- **On-site Projects:** Programs that use places of memory to engage visitors in dialogue on important contemporary issues and identify ways they can shape those issues in the future. The Fund supports exploratory, first-time pilot or small scale experiments such as:
  - Human rights education programs: programs aimed at promoting knowledge, skills and values of human rights.
  - Public dialogues: dialogue programs offered to the general public.
  - Projects that use innovative ways to stimulate dialogue and action on contemporary issues (e.g. new technologies/new media/art).
  - Programs that aim to create tools that evaluate the impact of Sites of Conscience programming in building cultures of human rights and democracy.



- Projects geared towards the development of the site’s institutional and programmatic capacity as a Site of Conscience.
- **Peer-Exchanges:**
  - Activities that promote exchange, collaboration, and support among members such as:
    - Staff exchanges: a representative from one site visits another site to learn from that site on a specific project.
    - Consultancies: a site representative, Trustee or Secretariat staff provides advice on a specific project.

Note: The above exchanges will result in either (1) the design of a project that actively engages the public in the contemporary issues raised at the site or in (2) a strategy or practice that undergirds the future implementation of such activities.

- Mentoring: Provides management and technical assistance to newer/smaller sites. In partnership with an Accredited Site that serves as “mentor” for the duration of the grant, it supports the site’s management/administration — its fund raising, marketing, financial management – communication and programmatic development as well as other types of strategic guidance. Together with the sponsor, the applicant site will develop a work plan of activities, responsibilities and timeframe.
- Activities that legitimize and build public support for a specific project and/or promote the Sites of Conscience movement and programming such as:
  - Advocacy missions
  - Conferences
  - Trainings and workshops

Note: The above activities will invite Coalition members, Trustees, or Secretariat staff to share their international experience with local communities, authorities, or media to help legitimize and build public support for a project.

## Who can submit a description for an On-site Project or Peer-Exchange?

- Accredited Sites
- Institutional Members using places of memory to address contemporary issues

**Please note that all applicants must submit** final narrative and financial reports from previous projects or exchanges before applying for new grants. **Preference is given to applicants that have not received funding from the Coalition within one year of the deadline for descriptions.**

## What types and levels of support are available?

- Financial support: Up to \$10,000 per On-Site Project or Peer-Exchange.
- Methodological support: the Secretariat works closely with applicants to identify any needs and connect applicants with other member sites, trustees, or staff who can address those needs. Support could include:
  - Providing written models of program designs and evaluation tools
  - Collaboration by phone or email on developing the project design
  - On-site consultation.



- **Advocacy and Promotion:** Applicants may use Peer-Exchanges funds to invite Coalition members, Trustees, or staff to share their international experience with local communities, authorities, or media to help legitimize and build public support for a project. Projects will also be publicized through the Coalition’s newsletter and on its web site.

## What information is required in On-Site Project and Peer-Exchange descriptions?

Descriptions should follow and address **all** sections of the On-Site Project and Peer-Exchange Formats.

**On-Site project** descriptions must clearly explain:

- How the project uses history to help participants understand or connect with contemporary issues in ways they couldn’t do otherwise;
- How the project uses the physical experience of its site to help participants understand or connect with contemporary issues in ways they couldn’t do otherwise;
- How the project offers a mode of active engagement among participants to discuss or engage with contemporary issues;
- How the project raises multiple perspectives on an issue rather than promoting a single solution to a problem; and
- How the project provides information to participants for public involvement in the issue(s) raised at the site.

**Peer-Exchange** descriptions for **staff exchanges, consultancies** should:

- demonstrate that the exchange/consultancy will result in either (1) a design for a project that actively engages the public in the contemporary issues raised at the site or in (2) a strategy or practice that undergirds the future implementation of such activities ;
- demonstrate that the above could not be carried out without the exchange/consultancy;
- explain why the exchange partner was chosen -- what specific experience the exchange partner has that is necessary for the design of the project (Secretariat staff is available to help applicants identify appropriate exchange partners)
- include a specific plan for implementing the program after the exchange.

**Peer-Exchange** descriptions for **mentoring** should:

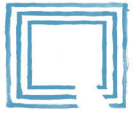
- develop and submit a clear work plan of activities, responsibilities and timeframe;
- explain why the “mentor” site was chosen - what specific experience and characteristics the mentor site has that is beneficial for the mentorship (Secretariat staff is available to help applicants identify appropriate mentor partners)
- include a specific plan that clearly explains the sustainability of the site once the mentorship ends.

**Peer-Exchange** descriptions for **advocacy** and **promotion** should:

- demonstrate that the exchange will result in legitimizing and building public support for a project;
- explain why the Coalition member, Trustee, or Secretariat staff was chosen – what specific experience they can share with local communities, authorities, or media to help legitimize and build public support for a project; and
- include a specific plan for after the exchange.

## Who reviews project descriptions?

Sites submit descriptions to the Secretariat. The Secretariat reviews descriptions for completeness and, after asking for additional information where necessary, submits final descriptions to the Grant Review Committee for review and approval. The Grant Review Committee is formed by members from the Coalition’s Accredited Sites.



In order to ensure a review and selection process that is effective, fair and equitable and that takes into consideration the varied levels of development (both institutional and programmatic) of applicant sites, the Grant Review Committee will:

- Give special consideration to applicants that are developing Sites of Conscience programs for the first time
- Give preference to programs that use new methodologies and technologies to engage visitors in dialogue on important contemporary issues and identify ways they can shape those issues in the future
- Give special consideration to Sites in regions that do not have the benefit of established networks of Sites of Conscience
- Give preference to projects that require urgent/time-sensitive implementation
- Give preference to projects that result in replicable or scalable tools that can advance the work of Sites of Conscience around the world

### What expenses do Program funds support?

- For On-Site projects: fees and costs related to the design and implementation of the proposed project, including staffing.
- For Peer-Exchanges: travel and meeting expenses. Please note that for Mentoring exchanges, the Fund will also support the fees and costs related to the design and implementation of the mentorship, including staffing.

**Please note that all applicants will be expected to make some financial or in-kind contribution, which must be acknowledged in the budget, such as time and expertise, accommodation and/or food.**

### What expenses do Program funds not support?

- Requests for costs incurred prior to the date of the grant award

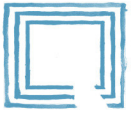
### How will the funds be disbursed?

- 80% of Coalition funding for the project will be disbursed upon approval of the project.
- 20% will be disbursed upon receipt of the Project or Staff Exchange Report (please see below).

### What are the criteria and processes for reporting?

- If conducting a peer-exchange, the exchange must include a final meeting in which all parties can collaborate on defining the outcomes of the exchange.
- Projects/exchanges must be completed within one year of the approval of the project.
- Within **1 month of the conclusion** of the project or exchange, the lead site completes a Project or Peer-Exchange Report on project activities, outcome, and evaluation and submits it to any partner sites (if a peer-exchange) and to the Secretariat following the Project or Peer-Exchange Report Format. The report must include a detailed financial report. For Peer-Exchanges, participating sites complete and distribute exchange evaluation forms and the host site and consulting site submit a report of all activities that occurred during the peer-exchange, the recommendations that were developed, and how those recommendations will be implemented.
- **One year after the conclusion** of the project or exchange, lead site submits an Impact Report to the Secretariat. The final report describes: a) how the project has developed and its impact; or b) how the site has applied consultant recommendations after the exchange.
- **Sites that do not submit complete reports are ineligible for future funding.**

**Please note that the Fund places great emphasis on careful and honest project documentation and evaluation by each participating site. Outcomes of the projects will be shared with all Coalition members, through evaluation reports, to further our collective learning and development.** As part of the application process,



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applicant sites will be required to submit a detailed and specific evaluation and impact plan to assess the impact of the proposed project in their communities.

## What is the role of the Secretariat?

The Secretariat:

- Provides assistance and advice on potential partners for Peer-Exchanges, referrals to appropriate consultants, and/or provides models of program designs and evaluation tools.
- Ensures that the final description is complete.
- Receives and circulates all descriptions to the Grant Review Committee and coordinates conference calls for Grant Review Committee Members to discuss and approve the descriptions.
- Communicates any questions, requests for additional information, and comments from the Grant Review Committee to the applicant.
- Circulates approved descriptions to the entire Program Committee.
- Disburses funds.
- Reviews all reports to ensure they fulfill the necessary criteria.
- Posts a public version of the Project/Staff Exchange Report or Impact Report on the Coalition web site after consulting the applicant and any partner sites.

*We strongly urge applicant sites to contact the Coalition's Secretariat prior to submitting a full project description.*