

# International Coalition of Sites of Conscience Project Support Fund On-Site Project Description

## Guidelines

The Sites of Conscience Project Support 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.

**Please note that on-site projects** must focus on specific projects that advance the site's ability to serve as a Site of Conscience. Please refer to the **Annotated Accreditation Criteria** for a guide to the standards the Coalition uses to evaluate the effectiveness of Sites of Conscience, and to assess applications for accreditation.

Descriptions should clearly demonstrate:

- How the project uses history to help participants understand or connect with the 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 the 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 the 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.

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

## Format

Descriptions must answer **all** of the following:

1. **Description of the site:** (institutional/accredited member)
  - Mission and Vision
  - Contemporary local issues the site seeks to address



- Staff capacity
- Institutional status
- Site's history with the Coalition:
  - Date the site joined the Coalition
  - Why the site joined the Coalition
  - Previous contact the site had with the Coalition (either through regional sites or with the Secretariat).

**2. Statement of Need** for the project:

- Overall goals
- Contemporary issue(s) the project seeks to address (Why?)
- Current challenges you face in developing or implementing the project (How do you propose to overcome these challenges?)

**3. Description of the project** to be undertaken:

- Name of the project, if applicable
- Specific objectives
- Main participants
  - Who are the intended participants in the project (e.g., school children, survivors, local visitors)?
  - Do you plan to sustain the engagement with these participants when the project has been concluded? How?
  - How have, or will, the participants be involved in the development of the project?
- Other stakeholders
- Design used to engage the public in contemporary issues:
  - How does the project use history to help participants understand or connect with the contemporary issues in ways they couldn't do otherwise?
  - How does the project use the physical experience of its site to help participants understand or connect with the contemporary issues in ways they couldn't do otherwise?
  - How does the project offer a mode of active engagement among participants to discuss or engage with the contemporary issues? E.g.
    - How the project creates a space for sharing ideas, information, experiences, and assumptions about difficult issues.
    - How the projects creates a space for interactive dialogue.
    - What questions are raised to allow participants to make their own connections to the site and its contemporary issues.
    - How the project fosters new communication and understanding across difference through the exchange of perspectives and experiences between visitors.
  - How does the project raise multiple perspectives on an issue, rather than promoting a single solution to a problem?
  - How the project provides information to participants for public involvement in the issue(s) raised at the site; and
  - Qualifications of key staff that will be working on the project.
  - Timeline

**Note: For Accredited Sites please explain how the project will help you achieve the goals you have identified in your Development Plan. How will the project assist in building the skills of staff and your institution's capacity?**

**4. Impact and Evaluation** plan:

- Immediate impact
- Long-term impact



- Lessons to be learned (e.g. new implementation strategies; new methodologies to integrate into your broader institutional work; integrate lessons into other project areas)
- Evaluation tools

**Please note that the Sites of Conscience Project Support Fund places great emphasis on careful and honest project documentation and evaluation. Outcomes will be shared with all Coalition members through evaluation reports.**

**5. Description of the Project’s Potential for Future Development:**

- Future versions of the project
- Additional support/funds for the site
- Other potential for growth

**6. Support from the Coalition**

- In addition to funding, what other support could the Coalition provide for this project (e.g., promotion, referrals to consultants)?

**7. Budget**

- A project budget noting:
  - Site’s financial or in-kind contribution (e.g. time, expertise, accommodation, food, etc)
  - Other additional sources of funding received or anticipated.

**Sample Budget** (please describe expenses in each category in USD):

	<b>Coalition contribution</b>	<b>Site contribution</b>
Staff (x hours/days/weeks worked @ \$x)		
Consultant fees		
Materials and supplies		
Printing		
Other		
Administrative expenses (e.g. Internet, telephone, copying, etc.)		
<b>TOTAL</b>		

**Note: If this project is part of a larger project budget, please indicate which aspects of the project the Coalition is supporting.**

Please send complete project description to Silvia Fernandez, [sfernandez@sitesofconscience.org](mailto:sfernandez@sitesofconscience.org).