

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 site's ability to serve as a Site of Conscience. It seeks to create a space for innovation and experimentation on how places of memory can inspire dialogue and action in 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:

- Test a new idea or method that can later be revised or expanded into something larger and more permanent
- Demonstrate and legitimize the idea to skeptical stakeholders, authorities, or funders to secure future support

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:

- 1) **On-Site Projects:** For example, human rights education programs, public dialogues, new exhibit formats that use memory and history to invite conversation or action on contemporary issues.
- 2) **Staff Exchanges:** For example, a representative from one site visits another site to learn from that site or advise that site on a specific project. Sites may also 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.

Note: Both **On-Site Projects** and **Staff Exchanges** 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.



Who can submit a description for an On-site Project or Staff 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 Staff Exchange or On-Site Project.
- 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 Staff Exchange 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 are the criteria for On-Site projects and staff exchanges descriptions?

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

On-Site project descriptions must clearly explain:

- 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.

Staff Exchange descriptions should:

- demonstrate that the exchange will result in a design for a project that actively engages the public in the contemporary issues raised at the site;
- demonstrate that the project could not be designed without the exchange;
- 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.

Staff 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.

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 Staff Exchanges: travel and meeting expenses.

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 staff 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 Staff Exchange Report on project activities, outcome, and evaluation and submits it to any partner sites (if a staff exchange) and to the Secretariat, following the Project or Staff Exchange Report Format. The report must include a detailed financial report/invoice. For staff 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 staff 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 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.

What is the role of the Secretariat?

The Secretariat:

- Provides assistance and advice on potential partners for staff exchanges, referrals to appropriate consultants, and/or provide 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.



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- 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 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.