2020 PROJECT SUPPORT FUND

Submission Deadline: May 1 2020

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 site.
- Engage the public in programs that stimulate dialogue on pressing social issues
- Share opportunities for public involvement and positive action on the issues raised at the site.
- Promote justice and universal cultures of human rights.

The Project Support Fund provides capacity-building grants of up to $10,000 paired with one-on-one consultations with the Coalition's staff and other members to support the design and implementation of innovative new Sites of Conscience programs and initiatives that use the lessons of history to spark action on contemporary issues

What types of initiatives does the Fund support?

The Project Support Fund is designed for pilot or incubator projects so that members can experiment and innovate. The type of innovation the Project Support Fund encourages includes:
- new programs on a topic that the site has not previously addressed
- programs that use new methodologies or technologies
- programs that bring new audiences to the site
- programs that use new evaluation methods or that use evaluation for the first time.

The Fund provides direct support for the following initiatives:

On-site Projects: New and innovative public programs that inspire reflection and action on pressing issues, that use new technologies or methods, or that target new populations with which the site has not previously engaged. For example: human rights education programs, public dialogues on new issues, innovative exhibitions or site tours and programs that aim to create or use new tools that evaluate the impact of Sites of Conscience programming.

Peer-Exchanges: Projects that focus on members learning from one other. For example, a representative from one site might visit another to learn how it implements a specific project; a site representative, Trustee, or Secretariat staff member might provide advice on a specific project; one site might seek mentoring from another site around a specific issue or need.

Advocacy projects or missions: Projects in which a Coalition site Director, Trustee, and/or Secretariat staff member helps legitimize and build public support for a particular human rights or social justice issue by sharing their international experience with local communities, authorities, and media.

Who can apply?

All Coalition members in good standing (dues fully paid and membership information up to date) may apply. Please note that applicants must submit final narrative and financial reports from previous projects or exchanges before applying for new grants. Previous Project Support Fund recipients must wait a minimum of twelve months following the close of their most recent project to reapply.

What types and levels of support are available?

Financial Support:
A maximum of $10,000 per project is available for On-Site Project or Peer-Exchange proposals in this round.

Methodological Support:
The Secretariat works closely with applicants to identify needs and connect applicants with other member sites, trustees, or staff who can address methodological or technical needs. Support could include:

- Providing written models of program designs and evaluation tools
- Collaboration by phone or email on developing the project design
- Strategic advice on communications and advocacy

Types of Activities Funded

All activities must have their basis in dialogue. For more information about dialogue-based activities, consult the online resource center or Global Programs staff . Supported activities may include:

- Exhibitions that have community involvement at the center of the project
- Dialogue-based Public or School Programs
- Oral Histories and Contemporary Collecting
- Peer exchanges with other Sites of Conscience
- Collaborations with other Sites of Conscience on any of the activities listed above

These projects must meet the core goals of Sites of Conscience, which are to:

- Interpret history through site;
- Engage the public in programs that stimulate dialogue on pressing social issues;
- Share opportunities for public involvement and positive action on the issues raised at the site; and
- Promote justice and universal cultures of human rights.

Who Reviews PSF Applications?

Sites submit PSF applications to the Secretariat. The Secretariat reviews applications for completeness and, after asking for additional information where necessary, final applications are submitted to the Grant Review Committee for consideration and final funding decisions. The Grant Review Committee is made up of Sites of Conscience representatives who meet strict criteria for their participation, including extensive experience in the development and implementation of exemplary Sites of Conscience programs.

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 preference to projects that are collaborative with other Sites of Conscience (if you are seeking a partner, please check with us--we're happy to help you connect with one).
- Give preference to projects that result in replicable or scalable tools that can advance the work of Sites of Conscience around the world;
- Give special consideration to sites that are under threat because of economic, political, or social conditions that may negatively impact the site's future.

What Expenses can be Supported?

- 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 to the project, which must be identified in the budget, such as time and expertise, accommodation and/or food. **Please note that the Coalition's support should be at least 60% of the total budget.**

What Expenses Cannot be Supported?

- Requests for costs incurred prior to the date of the grant award will not be considered.

How will the Funds be Disbursed for Approved Projects?

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

What are the Reporting Requirements?

- Within **1** month of the conclusion of the project or exchange, sit es complete a final report on project activities, outcome, and evaluation and submit it to the Secretariat following the Project or Peer-Exchange Report Format. Select Project Support Fund recipients may be asked to write a project toolkit to assist Coalition members in implementing similar projects at their sites. Both reports and toolkits must include a detailed financial report.

- Outcomes of the projects will be shared with all Coalition members to further our collective learning and development. As part of the application process, 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.

Applications should Clearly Demonstrate:

- How dialogue is being used in the project;
- How the project uses the physical experience of its site to help participants understand and connect with contemporary issues in ways they could not do otherwise;
- How the project offers a mode of active engagement among new and a diverse range of participants;
- How the project raises 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
- How the project assesses its immediate, intermediate and long-term impact.

Applicants are <u>strongly encouraged</u> to consult with the Coalition's Secretariat prior to submitting an application well in advance of the submission deadline. Application drafts reviewed prior to submission by the Secretariat are much more likely to receive funding. As part of this support during the proposal development process, Coalition staff will discuss your overall vision for the project, its planning, and execution, and may connect you with other sites and experts who could provide resources. After this preliminary conversation, Coalition members may submit a final application online through the web link or by email to psf@sitesofconscience.org on or before the submission deadline, May 1, 2020.

Secretariat staff are available for discussion of your application from March 1-April 24, 2020.

Applicants are strongly encouraged to contact the PSF Coordinator at psf@sitesofconscience.org before applying and schedule a call.

The final submission deadline is May 1, 2020.

Completing the Application

You may submit the final application as a Google form in English, Spanish, French or Arabic. If you have any problems submitting it through the grant portal, you may email it directly to psf@sitesofconscience.org on or **before May 1 2020** . Please only use the space (number of characters) provided.

Application Tips

Some characteristics of a good grant application are:

- Be specific in answering the questions
- Be descriptive yet concise and focused
- Remember, those reviewing your application may not know your organization or its work.
- Provide relevant details whenever possible
- Support your plans with data or direct quotes
- Check your math in the budget