**ANNEX 1b: SUBSIDY APPLICATION FOR ASSOCIATIONS SUPPORTING THE "I CAN VOTE" AWARENESS CAMPAIGN**

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| **General information about the association** |

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| Name of the association: | ---------------------------------------------------------------------------------------------------------------- |

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| Legal status: | ------------------------------------- | Matricule RCS : | ------------------------------- |

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| Address: | ------------------------------------- | Postcode : | ------------- | Town: | ------------- |

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| Phone number: | ------------------------------------- | Site internet : | ---------------------------------------------- |

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| Main field of action of the association: | ------------------------------------------------------------------------------------- |

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| Association under agreement with another ministry? | |  | Yes |  | No |
| If yes, which one(s): | ---------------------------------------------------------------------------------------------------------------- | | | | |

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| **Bank details** |

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| Account holder: | ---------------------------------------------------------------------------------------------------------------- |

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| BIC Code: | -------------------- | IBAN Code: | ----------------------------------------------------------------- |

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| **Contact person(s)** |

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| *President/Person in charge of the association:* | |
| Surname, First Name: | ------------------------------------------------------------------------------------------------------------------------- |

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| Phone number: | ------------------------------------------ | Email: | ----------------------------------------------------------- |

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| Address: | ------------------------------------------ | Postcode: | ------------- | Town: | ------------------------ |

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| *Project officer/contact person (to be completed if different from the President/Person in charge):* | | | |
| Surname, First Name: | ----------------------------------------------------------- | Role: | ------------------------------------------ |

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| Phone number: | ------------------------------------------ | Email: | ----------------------------------------------------------- |

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| Address: | ------------------------------------------ | Postcode: | ------------- | Town: | ------------------------ |

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| **Project description** |

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| Title of the project: | ----------------------------------------------------------------------------------------------------------------- |

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| --- | --- |
| Date of the project | ------------------------------- |

Or

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| Implementation period: | From | ------------------------------- | to | ------------------------------- |

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| Target audience(s): | ----------------------------------------------------------------------------------------------------------------- |

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| Location(s): | ----------------------------------------------------------------------------------------------------------------- |

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| Project description (maximum 15 lines): |
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| **“I can vote” stand/booth** |
| How do you plan to incorporate the "I can vote" stand into your event? |
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| Who will manage the "I can vote" stand? At least 2 people. |
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| |  | | --- | | How many people is the event trying to reach? Of this number, how many people do you estimate will be informed through the "I can vote" stand? | | ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | |
| Of which nationality(ies) are the people targeted at the stand? |
| |  | | --- | | ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | |
| *In the final report you will be asked: Of which nationalities were the majority of the people who were reached by the stand and what were the most frequently asked questions?*  How do you intend to collect this data? |
| |  | | --- | | ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | |
| Do you plan to collect feedback and/or evaluate the satisfaction of those informed at the stand? If so, how?   |  | | --- | | ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ | |
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| **“I can vote" materials and documentation** |
| *If the subsidy is approved, the material must be requested and collected from the Ministry's building via the following e-mail address:* [*communes@integration.etat.lu*](mailto:communes@integration.etat.lu)  Please mark the equipment you wish to reserve for your event:   |  |  |  | | --- | --- | --- | | Stand/booth : |  | Large (W124 x H98 x D60 cm) in French | |  | Large (W124 x H98 x D60 cm) in English | |  | Small (W100 x H80 x D50 cm) in French | |  | Small (W100 x H80 x D50 cm) in English |  |  |  |  | | --- | --- | --- | | Other equipment: |  | Roll-up (W85 x H200 cm) in French | |  | Roll-up (W85 x H200 cm) in Luxembourgish | |  | Roll-up (W85 x H200 cm) in German | |  | Roll-up (W85 x H200 cm) in English | |  | Beach Flag (H255 cm) in French | |  | Beach Flag (H255 cm) in Luxembourgish | |  | Beach Flag (H255 cm) in English | |  | Beach Flag (H255 cm) in Portuguese | |

*As far as documentation is concerned, leaflets (FR/LU/DE/EN/PT) will be given to you together with the equipment. Further communication tools can be found here:* [*https://jepeuxvoter.lu/kit-de-communication/*](https://jepeuxvoter.lu/kit-de-communication/)

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| Do you plan to promote the campaign in your networks? If so, through what means? |
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| **Training of multipliers**  Name(s) and role(s) of the person(s) committing to participate in the multiplier training organised by CEFIS. |
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| Registration for training: <https://cefis.lu/appel-aux-multiplicateurs-pour-les-elections-communales-du-11-juin-2023/> |

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| **Provisional budget** |

Each applicant is required to complete the provisional budget template in detail, specifying the purpose of each expense. If available, supporting documents (quotes, etc.) should be attached.

**N.B.** Please note that within the framework of the subsidies related to the "I can vote" campaign, the Ministry of Family Affairs, Integration and the Greater Region **finances up to** **75% of the total cost of an event with a threshold of €1000 per event**.

The following expenses, incurred during the current calendar year (N), are considered eligible:

* expenses incurred and paid for during the duration of the project;
* expenses directly related to the project and necessary to carry out the project activities;
* expenses that are reasonable and respecting the principles of sound financial management (optimization of resources and cost-effectiveness ratio according to the number of people involved in the project);
* counted, identifiable, controllable and duly documented expenses from the start of the project onwards.

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| **(A) Expenditure** | | **Detail(s)** | **Amount** |
| **1** | Personnel costs | ------------------------------------------------------ | ------------------------ |
| **2** | Travel and subsistence costs | ------------------------------------------------------ | ------------------------ |
| **3** | Equipment costs | ------------------------------------------------------ | ------------------------ |
| **4** | Real estate rental costs | ------------------------------------------------------ | ------------------------ |
| **5** | Consumables, supplies and general services | ------------------------------------------------------ | ------------------------ |
| **6** | Experts and subcontractors | ------------------------------------------------------ | ------------------------ |
| **7** | Administrative costs | ------------------------------------------------------ | ------------------------ |
| **8** | Other costs (please specify) | ------------------------------------------------------ | ------------------------ |
| **Total cost of the project (100%)** | | ------------------------------------------------------ | ------------------------ |

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| *Any revenue received during the project’s implementation (own resources, other subsidies, sponsorship, financial support, etc.) must be indicated in the financial statement (Appendix 3) to be submitted at the end of the project. The receipts will then be taken into account for the calculation of the project balance. Thus, the amount of the 2nd payment may be reassessed accordingly, however without exceeding the maximum amount initially granted to the project.* |

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| Has a request for a subsidy been made to another Ministry? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

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| If yes, which Ministry(ies) and for what amount(s) ?: | -------------------------------------------------------------------------------------- |

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| List the projects carried out in recent years for which you have received a subsidy from the Ministry of Family Affairs, Integration and the Greater Region (if applicable): | | |
| **Project name** | **Year** | **Subsidy awarded?** |
| -------------------------------------------------------------------------------------- | ---------------- | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| -------------------------------------------------------------------------------------- | ---------------- | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
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| **Required documents** |

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| **Please certify the following required documents have been submitted by ticking the appropriate boxes:** | |
|  | Duly completed and signed application form |
|  | Certified and signed articles of incorporation by the president of the association and a list of the members of the board of directors |
|  | Activity report and financial statement for the past year (*signed by the president or treasurer of the association*) - optional |
|  | Bank statement/details (RIB) |
|  | Programme of planned integration-related activities for the current year - optional |
|  | Any other document deemed useful to support your application |

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| **Terms and conditions to be respected** |

* Submit a complete application in accordance with the deadlines set out in the terms and conditions of the grant.
* Mention "With the support of the Ministry of Family Affairs, Integration and the Greater Region" on all information and communication documents intended for the public, as well as the website, while also including the logo of the Department of Integration.
* Inform the Ministry of any major changes related to the project.
* Provide the Ministry with any information/document deemed necessary for the processing and monitoring of the project.
* In the event of double public funding, the project holder must return all sums unduly received to the Luxembourg government. The same applies if the declarations prove to be inaccurate or incomplete, or if the use of the financial assistance does not correspond to the purpose for which it was granted, or if controlling bodies or services are hindered in the performance of their duties by the beneficiaries.
* After obtaining a subsidy, the association commits to submit the following documents to the Ministry of Family Affairs, Integration and the Greater Region, before the 31st of January N+1:
* Financial statement - Annex 3 (invoices with proof of payment)
* Project implementation report - Annex 4
* Promotional material and/or documentation related to the project

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| **Signature** |

**The signature below certifies the compliance of the information provided.**

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| **Location:** | -------------------------------------------- | **Signature:** |  |
|  |  |  |
| **Date:** | -------------------------------------------- |  |