



## Call for Projects 2024

### « Promoting intercultural living together »

#### 1. Introduction

In order to implement the law of 23 August 2023 on intercultural living together, the Integration Department of the Ministry of Family Affairs, Integration and the Greater Region is launching a call for projects promoting intercultural living together for all residents of the Grand Duchy of Luxembourg, as well as cross-border workers.

To be eligible, a project must cost a minimum amount of €10,000. Other means of funding are available outside of this call for projects for smaller-scale association projects as well as for grants to local authorities<sup>1</sup>.

#### 2. Purpose of the call

This call for projects focuses on two main areas:

The two priorities	
<b>Work-stream 1</b>	<p><b>Promoting cross-border worker participation</b></p> <p>Projects aimed at identifying the needs in terms of participation of cross-border workers and proposing activities to encourage exchanges between cross-border workers and residents.</p> <p>In this context, projects with the following objectives are particularly targeted:</p> <ul style="list-style-type: none"><li>- Carrying out consultations, surveys and/or needs analyses to encourage the active participation of cross-border workers in social and cultural life in the Grand Duchy of Luxembourg, and more specifically at the level of the municipality where they work.</li><li>- Developing activities to discover the country and promote active participation in Luxembourg, and more specifically in the municipality where they work.</li><li>- Developing activities to bring together people who live and work in Luxembourg.</li></ul> <p>Projects can be implemented in many ways, such as surveys and polls among cross-border workers, awareness-raising activities, information sessions, events, peer-to-peer information projects, exchange forums, educational booklets, etc.</p> <p><b>Target group:</b> Cross-border workers in Luxembourg and residents of the Grand Duchy of Luxembourg</p> <p><b>Eligibility period:</b> Projects to be carried out between 1 May 2024 and 30 November 2025 are eligible.</p>

<sup>1</sup> For further information, please contact [communes@integration.etat.lu](mailto:communes@integration.etat.lu) or [associations@integration.etat.lu](mailto:associations@integration.etat.lu).



<b>Work-stream 2</b>	<p><b>Citizens' Pact and Intercultural Living Together Program - Development of model modules</b></p> <p>Projects aimed at developing model modules as part of the "intercultural living together program" for people living and/or working in Luxembourg.</p> <p>In this context, the following are particularly targeted :</p> <ul style="list-style-type: none"> <li>- Projects that provide a deeper understanding of life in the Grand Duchy of Luxembourg, its history and its cultural heritage.</li> <li>- Projects aimed at promoting the values of the Grand Duchy of Luxembourg.</li> <li>- Projects aimed at promoting the range of social, economic, political and cultural activities and encouraging citizen participation.</li> </ul> <p>The modules can be developed in a variety of ways, including themed guided tours, participatory activities, non-formal information and training sessions on Luxembourg. Preference will be given to projects that seek to create and develop networks of multipliers and develop tools to facilitate the sustainability of the modules, as well as modules that will be offered at local or regional level.</p> <p><b>Target group:</b> Residents of the Grand Duchy of Luxembourg and cross-border workers in Luxembourg.</p> <p><b>Eligibility period:</b> Projects to be carried out between 1 May 2024 and 30 November 2025 are eligible.</p>
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The work stream chosen by the applicant must be indicated on the application form. Although each project submitted must respond exclusively to one of the two priorities, an applicant is allowed to submit several projects under this call for projects.

General conditions	
<b>Project location</b>	Grand Duchy of Luxembourg
<b>Eligible applicants</b>	<ul style="list-style-type: none"> <li>• Non-profit, politically neutral associations</li> <li>• Private organisations / Companies</li> <li>• Public institutions</li> <li>• Professional chambers</li> <li>• Public research centres / Training institutes</li> </ul>
<b>Selection criteria</b>	<p>To be eligible for funding, projects must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Relevance of the project to the needs identified</li> <li>• Innovation (content, methodology, deliverables)</li> <li>• Participation and involvement of the target audience</li> <li>• Efficiency of the project: cost-effectiveness ratio</li> <li>• Implementation of steering and assessment tools</li> <li>• Expertise and experience of the applicant</li> <li>• Prospects and potential for development as well as sustainability of the project beyond the funding period</li> </ul>



	<ul style="list-style-type: none"><li>• Partnership: projects submitted in partnership (with a main project leader and one or more partners) will be given priority.</li><li>• <u>Asset</u>: Projects that can include an initial agreement from the competent authorities in the project's field of action when they submit their application are an asset. Project promoters are therefore invited to contact the relevant ministries and administrations to ensure future collaboration in order to sustain the project in the medium or long term.</li><li>• <u>Asset</u>: Projects that encourage networking of participants at local level.</li><li>• <u>Asset</u>: Pilot projects promoting the use of digital approaches are an asset.</li><li>• Taking into consideration the cross-disciplinary principles of equal opportunities.</li></ul>
<b>Indicators to consider</b>	<ul style="list-style-type: none"><li>• Number of people targeted</li><li>• Number, diversity and profile of participants (nationality, age, gender, etc.)</li><li>• Number of activities to be carried out</li><li>• Number and type of partners</li><li>• Number of tools and material to be developed</li><li>• Degree of participant satisfaction</li><li>• Tools and methods for evaluating the results of the project, i.e. the resulting changes and benefits</li></ul>
<b>Exclusion criteria</b>	Individuals are excluded.  The funding of entities is excluded ; only projects may be the subject of a funding application.
<b>Financial indications</b>	Projects worth a minimum of €10,000 are eligible.
<b>Eligibility of expenses</b>	Eligible expenses are : <ul style="list-style-type: none"><li>• Directly related to the project and necessary to carry out the relevant project activities Reasonable and in line with the principles of proper financial management, in particular value for money and cost-effectiveness, particularly in relation to the number of people involved in the project</li><li>• Recorded in the applicant's accounts, identifiable and verifiable</li><li>• The hiring of staff is the responsibility of the project leader. Funding for staff under this 2024 call for projects is limited to the duration of the project and will not be provided by the Ministry of Family Affairs, Integration and the Greater Region beyond this period.</li></ul>



<b>Submission of the application</b>	<p>The deadline for submitting applications for this call for projects is <b>10 January 2024. No project will be accepted after this deadline.</b></p> <p>Applications and attached documents are to be sent by e-mail only to the following address: <a href="mailto:pan@integration.etat.lu">pan@integration.etat.lu</a></p> <p>The signed version of the application form can be sent to us in PDF format. However, a Word version of the application form (signed or unsigned) must accompany the application.</p>
<b>Information sessions</b>	<p>Two information sessions will be held at the Ministry of Family Affairs and Integration (13c, rue de Bitbourg):</p> <ul style="list-style-type: none"><li>• Wednesday 15 November 2023 at 3pm</li><li>• Tuesday 12 December 2023 at 10am</li></ul> <p>In order to better organize the information sessions, interested parties are asked to confirm their participation by indicating the session they wish to attend: <a href="mailto:pan@integration.etat.lu">pan@integration.etat.lu</a></p> <p>A confirmation e-mail will be sent to them.</p>

### 3. Activity sheet and implementation reports

The selected project leaders agree to deliver, prior to the launch of their project, an activity sheet providing details of the activities planned as part of their project, as well as the following reports: an mid-term implementation report and a final implementation report including the financial account of the project (with copies of invoices and proof of payment). The final report must be submitted no later than one month after the end of the project.

The implementation reports give an account of the activities carried out and the results achieved in terms of intercultural living together, analyzed according to the indicators defined at the beginning of the project.

The final report must include recommendations and/or all the products produced (methods, tools, etc.).

### 4. Preparation of applications for this call for projects

Organizations wishing to respond to the call are invited to submit an application file containing the signed application form (including checklist, timetable and provisional budget) duly completed.

The "Application Form" can be downloaded from the website <https://mfamigr.gouvernement.lu>.

No application will be accepted if the documents in question have not been duly submitted by the deadlines set out in this call.

Once the application is submitted, an acknowledgement of receipt is sent to the applicant.



The deadline for submitting applications for this call for projects is **10 January 2024**.  
The application form and attached documents must be sent by e-mail only to the following address: [pan@integration.etat.lu](mailto:pan@integration.etat.lu)

## 5. Next steps :

From 10 January 2024, several steps will be taken:

Step 1 : Pre-selection of eligible projects.

Step 2 : Shortlisted applicants and their partners will be contacted and invited to a meeting to present their project (*mid-February/early March*).

Step 3 : Following the meeting, applicants may be invited to revise their project.

Step 4 : The final selection of projects is made on the basis of the revised applications. Project acceptance and rejection letters will be sent to all applicants.

Step 5 : A bilateral agreement will be signed with the selected organisations before the start of the project.

The selected projects will be financed over a maximum period of 18 months. Projects will start on 1 May 2024.

### Contact

For further information, M. Jean-Aimé POBA and Mme Catia FERNANDES are at your disposal.

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Tél. : 247-75735 ou 247- 65799