Call for Projects

**NEED HELP filling in this form?**

* Please contact [Bénévolat Fribourg Freiburg](https://www.benevolat-fr.ch/), the competence centre for associations, at info@benevolat-fr.ch
* They may also be able to offer advice to help with your project.
* You can also access training events held throughout the year.

“Fribourg, ville plurielle”

Application Form

Project fields (at least two areas):

[ ]  Art [ ]  Sport [ ]  Intercultural relations

[ ]  Other: ………………………….

NOTE: You will find a glossary at the end of this document to help you understand the terms used.

**1. Project title**

|  |
| --- |
|  |

**2. Contact details**

|  |
| --- |
| *Association:* *Address:* *Tel./mobile*: *E-mail*: *Bank details (name of bank + IBAN):*  |

**3. Contact person**

|  |
| --- |
| *Surname:**First name:* *Address:* *Tel./mobile*: *E-mail*:  |

**4. Timetable**

|  |
| --- |
|  |

**5. Project description** (max. 1 page)

|  |
| --- |
|  |

**6. Participation and diversity**

1. Is your project open to everyone? How will you encourage people of all ages and from different communities to take part? Can participants contribute with their own ideas?
2. How will you ensure that everyone who wants to participate in your project will be able to do so?
3. How will those who want to do so be able to get involved in the project?

|  |
| --- |
|  |

**7. Who is your project aimed at?**

|  |
| --- |
|  |

**8. How are you going to communicate regarding your project (communication plan)?**

|  |
| --- |
|  |

**9. Partnerships: do you foresee setting up any collaborations? If yes, what types, and with whom?**

|  |
| --- |
|  |

**11. Evaluation: how are you going to evaluate your project?**

|  |
| --- |
|  |

**12. Financial plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Total project cost: |  | Own contributions: |  |
| Grant requested from the City of Fribourg: |  | Grants requested from third parties: |  |

**12.1 Details from the financial plan**

|  |  |
| --- | --- |
| **EXPENSES** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **EXPENSES TOTAL** |  |

|  |  |
| --- | --- |
| **RECEIPTS** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **RECEIPTS TOTAL** |  |
| Difference expenses – receipts |  |

**REMINDER**

The following documents must be sent by e-mail to fribourg-ville-plurielle@ville-fr.ch:

* This completed form;
* The association’s articles of association;
* Confirmation of the composition of the committee.

Application packages can be submitted throughout 2024.

Once you’ve submitted your application, you will be informed by e-mail about the response times for your package.

The call will close once the available funding for 2024 has been allocated. Please visit [www.ville-fribourg,ch/fribourg-ville-plurielle](http://www.ville-fribourg,ch/fribourg-ville-plurielle) to check that this call for projects is still open before submitting your application.

**TERMS USED**

**What is cultural participation?**

Cultural participation aims to promote cultural activities that we as a society take part in, either individually or in groups. It seeks to encourage individuals to express their own culture and to participate in and take collective ownership of creating and shaping cultural life. Participating means: taking part, partaking in, having a stake in – becoming and being part of something.

**What forms can cultural participation take?**

In processes and projects related to cultural participation, various forms of participation present themselves at different stages. Experience shows that evaluating the forms and levels of participation available to groups and individuals at each stage of the process pays dividends. The general model of forms of participation may serve as an appropriate aid in this regard:

1. Learning: information is the bedrock of all participative processes and makes all other forms of participation possible.
2. Consultation: individuals and groups provide their opinion on a situation or subject.
3. Contributing and offering expertise: based on their own experiences, individuals and groups adopt a position regarding a given subject.
4. Targeted collaboration: individuals and groups become participants. They work together with experts to make decisions.
5. Co-creation and having a say in decision-making: the participating individuals and groups make decisions independently in certain pre-identified areas.
6. Autonomous actions and independent decision-making: participating individuals and groups make key decisions independently. They can ask for help or support from experts if required.

Having a broad understanding of cultural participation encompasses the most diverse aspects of participation, from passive contemplation to autonomous action and interactive participation.

*Excerpts from the Guide to Cultural Participation,* [*available here*](https://www.newsd.admin.ch/newsd/message/attachments/68163.pdf) *(pp. 11-12) – available in French and German.*

**What is social diversity?**

The term ‘social diversity’ describes the concept of people from different social and professional categories, [cultures](https://www.toupie.org/Dictionnaire/Culture.htm), [nationalities](https://www.toupie.org/Dictionnaire/Nationalite.htm) or age groups coexisting or living together in the same space.

**What is the intercultural field?**The intercultural field relates to the connections or contact between various cultures or groups of people from different cultures, points they have in common, their interactions, their exchanges, their relationships etc.

**How is interculturality perceived in Fribourg?**The INTERFRI survey, carried out in 2022, aimed to identify and describe intercultural activities and practices in Fribourg and assess the potential for development, support and networking expressed during the process: [summary of the INTERFRI survey](https://www.ville-fribourg.ch/sites/default/files/inline-files/22_06_30_Synth%C3%A8se%20INTERFRI%20UNIFR.pdf). (only in french)

**Is my project sustainable?**

Analyse your project from a sustainability standpoint; take a step back and identify aspects to improve, then optimise them. This link can help: <https://www.boussole21.ch> (page available in French or German)

List of projects that promote sustainability: [Les actions | DAEC (communes-durables.ch)](https://communes-durables.ch/les-actions/) (page available in French or German)

**What does Bénévolat Fribourg Freiburg do?**

Bénévolat Fribourg Freiburg, the centre of competence for associations, seeks to promote and support associations and charitable organisations across the canton of Fribourg.

Useful link: [Service catalogue· Bénévolat Fribourg (benevolat-fr.ch)](https://www.benevolat-fr.ch/catalogue-de-services)