

Conveyor terms on the micro grants from the Initiative Central and Eastern Europe e.V. (InMOE)

The Initiative Central and Eastern Europe e.V. (InMOE) is a charitable association which connects more than twenty initiatives from Central and Eastern Europe in a network. The InMOE e.V. qualifies her members in educational measures, interlinks them and gives them impulses for innovative projects.

With new micro grants we would like to give impulses for new project initiatives. The aim is to unbureaucratically strengthen the interlinking between the initiatives on the regional and international level, to give opportunities for advanced training possibilities and common learning (beyond the workshops organized by InMOE) and to strengthen the appearance of the network.

Which projects are promoted?

Three kinds of projects are promoted:

- **Interlinking projects** serve the interlinking of the InMOE's member initiatives. This interlinking can take place internationally as well as on the regional level or locally. The main focus lies on cooperation and meeting measures as well as the knowledge transfer and the enlargement of the InMOE network. The aims of these measures are among other things the recruitment of new, active members as well as the improvement or expansion of the cooperation within the network.
- **Qualification projects** serve the qualification of the InMOE's member initiatives. The main focus lies on the rise of the competence of the volunteers and on the knowledge transfer between InMOE initiatives.
- **Projects with public-relations character** serve the improvement of the public perception of the InMOE's network and its members. The aims of these measures are among other things the raised presence of the InMOE's network and its members in regions and areas which are so far not so strongly represented in the network.

Which conditions must fulfill projects, in order to be promoted?

- Only initiatives that are members of InMOE can apply for minigrant. Every member can receive the project support by InMOE only once a year.
- A group must benefit from the projects, an individual support is not possible.
- The projects must be open for the participation of other InMOE members.
- The projects must create a recognizable additional value for the InMOE network, e.g. by the participation of several initiatives of the network or a public-relations representation of the network.
- The projects may earn no profit.

How and when can the project support be applied?

Applications can be submitted from now on immediately. The project advisory board decides on the approval independently of appointment **within three weeks**. Applications must be submitted to the project advisory board at least **six weeks before the beginning of the project**. Promoted projects must be concluded up to the 12/31/2011.

The applications can be submitted to the project advisory board in German or English via e-mail (projekte@initiative-moe.de).

What is promoted and up to which amount?

Promoted are small projects with up to **500 euro per project**. Third-party funds are not necessary. The own resources and the third-party funds have to amount at least to 20% and may amount at most to 50% of the whole extent. With an application sum of 500 euro, the whole extent of the project has to be **at least 625 euro and may amount to maximum 1000 euro**. Thus cash value achievements, own contributions of the participants or third-party funds have to be produced.

The cash value achievements are achievements which must not be paid, although they ordinarily cost something (for example private accommodation).

Participant achievements are own shares of the participants in the project costs (for example travel expenses, catering).

The projects are carried out in a honorary capacity. An expense allowance for all attacking material costs (including travel expenses) is possible. Personnel expenditure like fees for advisers can be promoted only in special cases, if it does not concern members of the organisation. This is to be reasoned in the application separately. Nevertheless, the integration of experts from the InMOE network is desirable.

How does the final report and the account occur?

The final report and the account of the project money must be given to InMOE one month after the ending of the project. The account occurs only with original documents which will be sent back again with the discharge writing. The whole network must be informed about the results of the promoted projects. The project coordinator is responsible for the fact that this takes place on the members' meeting as well as by other means (as for example the InMOE newsletter or the InMOE website).

The InMOE and the Robert Bosch Foundation must be named in the public relations of the applicants with name and logo (this concerns every form by publication or mention of the project, e.g. flyer, website and others).