Application for project funding

in the funding area “Colonial Contexts”

**Long-term project**  **Application for extension**

**Short-term project**

# **Applicant information**

|  |  |
| --- | --- |
|  | |
| Name of institution | |
|  | |
| Funding entity/legal form | |
|  |  |
| Street, house number | E-mail address |
|  |  |
| Zip code/city | Phone/fax |
|  | |
| Legally represented by Ms./Mr., position | |
|  | |
| Responsible project manager, position | |

# Information on further applicants, if applicable

# (Further applicants are treated by us on an equal basis with the main applicant, and are therefore later also official grant recipients and contractual partners of the centre. Cooperation partners can provide non-material and logistical support as well as benefit from the project in terms of content and funding, but the nature of the relationship is based on an agreement between them and the applicant).

# This section can be copied and repeated if necessary.

Further applicant

Cooperation partner or supporting institution

|  |  |
| --- | --- |
|  | |
| Name of institution | |
|  | |
| Funding entity/legal form | |
|  |  |
| Street, house number | E-mail address |
|  |  |
| Zip code/city | Phone/fax |
|  | |
| Legally represented by Ms./Mr., position | |
|  | |
| Responsible project manager, position | |

1.1 Previous funding provided by the German Lost Art Foundation

(with Project ID, regarding all funding areas of the Foundation)

1.2 Other funds/third-party funds applied for or approved elsewhere with regards to the present project

1.3 Reasons for the cooperation of several applicants or cooperation partners, if applicable

(E.g. expertise/experience of the applicants: how do the partners' professional knowledge and skills, which are necessary for the organisation, implementation and achievement of the project's purpose, complement each other?)

# **Project details**

|  |
| --- |
| Project title |

|  |
| --- |
| Project period and duration in months |

|  |
| --- |
| Location |

|  |
| --- |
| Institution |

|  |
| --- |
| Department |

Short description / project abstract

Overview of research project

(maximum 1,500 characters)

3 Detailed description of the project

## Aims and objectives

(Present the project’s aims and objectives briefly and concisely)

## Subject of research or indexing

(Detailed description of collection or holdings in question, grounds for suspicion; in the case of digitization and indexing projects, demonstration of the particular relevance of the holdings for provenance research with regard to colonial contexts)

## Scope of the collection to be studied (number as precise as possible) / overview of the sources to be processed.

(Please also enclose a list of 10 object or source examples with the application, which can be used to assess the significance of the object or source collection to be processed. This is not necessary in the case of human remains).

## Preliminary work, state of experience, identification of sources

For projects in the field of digitization and indexing: presentation of the status of recording and previous research.

For extension applications, show interim results.

## Sustainability of the project

(To what extent does the project serve to permanently establish and systematize provenance research on "colonial contexts" within the institution and the entire research field?

In the case of projects in the field of digitization and indexing: concept for indexing the content and the sustainable and permanent publication and storage of the results (digital infrastructure); if you are planning a comprehensive transcription of sources, include an example that meets academic standards with the application).

## Involvement of individuals, stakeholders or institutions from the countries and communities of origin in the planning and implementation of the project and regarding access to project findings (in particular multilingualism)

## Information on the participation of in-house staff in the project and use of existing infrastructure

(Pro-rata personnel costs for in-house staff cannot be listed as own contributions and therefore must not be listed in the financing plan)

## Personnel planning

(Personnel requirements for the project at home and abroad)

## Project structure, schedule

(Describe individual work steps and time required)

## Division of tasks between several applicants or cooperation partners, if applicable

## Transparency

(Documentation and publication of the research results or the collected data incl. accessibility for an international audience)

## Justification of the amount of the applicant’s own financial contribution

(To be completed only if the contribution differs substantially from the recommendation given during project advising)

## Please declare whether you are generally or for this project entitled to input tax deduction under Section 15 of the German Turnover Tax Act (Umsatzsteuergesetz = UStG). In this case, the resulting benefits must be shown in the financing plan.

# **Financing plan**

For financial planning, please use the attached Excel spreadsheet and attach it to your application. To assist you, table sheets 3 and 4 contain examples of how to fill in the tables.

In table sheet 1, we ask you to calculate all planned financial items (income and expenditure). Please take into account the specified categories and the division into material and personnel costs and disclose the basis of calculation for individual items. You are welcome to break down or explain the latter in an additional document. Travel costs must always be calculated according to the German Travels Expenses Act (BRKG).

In table sheet 2, you are asked for a distribution of expenditure and income over the planned financial years. Please use this as a basis for thorough financial planning within the framework of your project. If funding is granted, such a table, if necessary adjusted prior to the signing of the contract, will form the binding basis for the financial implementation of the project.

When completing the spreadsheet, please note that many of the totals are calculated automatically; this gives you the opportunity to offset items in the two table sheets. The totals must be congruent, otherwise you will receive a corresponding warning within the table.

We declare, in cases of research of collections and holdings as well as individual research efforts on actual or supposed collections from colonial contexts, that we are the owners of the items to be researched or free to dispose of said items, and undertake to adhere to the “Guidelines for German Museums. Care of Collections from Colonial Contexts” (Leitfaden zum Umgang mit Sammlungsgut aus kolonialen Kontexten) and the “Recommendations for the Care of Human Remains in Museums and Collections” (Empfehlungen zum Umgang mit menschlichen Überresten in Museen und Sammlungen) issued by the German Museums Association (Deutscher Museumsbund) in the version valid at the time of application. I/we hereby confirm that work on the project has not yet commenced.

|  |  |  |  |
| --- | --- | --- | --- |
| City, date |  | Signature of applicant |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Signatures of other applicants, if applicable |  |