



## LIFELONG LEARNING PROGRAMME GRUNDTVIG Armagh-Leuven Links

[ **Extracts from the Application form signed by both partners** ]

### SUBMISSION DATA

FILLED IN JOINTLY BY BOTH PARTNERS:

LLP Sub-Programme	Grundtvig	Action Type	Senior Volunteering Projects
Call for proposals	2011		
Working language of the project	EN - English		
Title of the Project	ALL – Armagh-Leuven Links		
Acronym (if applicable)	ALL		
Eligibility period of the volunteering activities	Start date: 01/08/2011 End date: 31/07/2013		

FILLED IN BY EACH APPLICANT ORGANISATION IN THE COPY THAT IT SENDS TO ITS OWN NATIONAL AGENCY:

Name of applicant organisation	FULS - Federation of Ulster Local Studies SAL – Stadsarchief Leuven (City Archives of Leuven)
--------------------------------	--

Before submitting the application, please make sure that it fulfils the requirements listed below.

### COORDINATOR'S PROFILE

A. What are the main aims and main activities of the organisation? Which target groups does the organisation address?

The Federation's main aims are to initiate and assist with the study and recording of the history of antiquities and folk-life of Ulster.

Its activities include the development of communication and co-operation between its member local historical groups and between these groups and the relevant Statutory and other organizations such as the Public Record Office of Northern Ireland (PRONI), the Linenhall Library Belfast and the Robinson Library Armagh. In addition seminars, workshops, exhibitions, sponsored visits and field trips to historic sites together with Publications on specific themes and locations are features of the Federation's work. The FULS website [www.fuls.org.uk](http://www.fuls.org.uk) lists an expansive account of the Federation's activities.

B. Does the organisation have any previous involvement with local / international volunteers? Does the organisation have any experience in hosting / sending local or international volunteers? If so, please indicate numbers and profile of these volunteers.

C. What is the location and environment of the organisation (e.g. rural or urban, deprived area, isolated location, and the general geographical, social and economical environment)?

The Federation is composed of 100 Associations located throughout Ulster governed by an Executive Committee elected from the Member Associations. Each of the member Associations has a varying number of volunteers who individually, or in conjunction with colleagues, engage in aspects of historical research, normally local; but there is also an intense interest in European links especially those seniors working on research material in the Cardinal O Fiaich Memorial Library and Archives (COFLA) [www.ofiaich.ie](http://www.ofiaich.ie) , which is the seat of the Federation of Ulster Local Studies (FULS). See website *Federation –members-events* for full coverage of location and morphology of the various Associations.

## **PARTNER'S PROFILE**

A. What are the main aims and main activities of the organisation? Which target groups does the organisation address?

The City Archives ([www.leuven.be/archief](http://www.leuven.be/archief)) are the memory of the city of Leuven. It preserves the archives of the city administration, starting with charters of the twelfth century and the youngest document being digitally transferred as we speak. Besides these rich historical sources, several remarkable collections give us a unique view on the past: local newspapers, pictures, postcards, posters, maps and plans, ... All this valuable material makes 15 kilometers of archives. Our main concern is to preserve these documents in the best possible way in our stacks. Next to that we aim at disclosing the sources for private or professional historical research. On a regular basis we organize cultural events for a larger audience like exhibitions and lectures and make publications on the history of Leuven based on our sources. An important project of the archives involving senior volunteers is Itinera Nova | New ways to the digital disclosure of archival sources ([itineranova.be](http://itineranova.be)). As an overall concept, wants to explore new methods in four domains: bulk digitization of a large hand-written source, its digital disclosure through the internet, working with volunteers and the approachable translation of the rich historical contents to the public. The registers of the court of aldermen in Leuven (1362-1795) are the testcase for this prestigious project. Other volunteers help in the preservation or disclosure of the archives by removing damaging materials like staples and paperclips or by repacking documents and inventorying them.

B. Does the organisation have any previous involvement with local / international volunteers? Does the organisation have any experience in hosting / sending local or international volunteers? If so, please indicate numbers and profile of these volunteers.

C. What is the location and environment of the organisation (e.g. rural or urban, deprived area, isolated location, and the general geographical, social and economical environment)?

## SUMMARY

Summary of the planned project. This description will be used by the European Commission and the National Agency in the Grundtvig Senior Volunteering Projects 2011 Compendium, to be published on the European union and National Agencies websites, so please be clear, complete and precise and do not exceed 200 words. This summary should be provided in English, French or German. If the language of the application is different, please provide an appropriate translation into one of the above languages. (The translated summary is to be put in the second box below and will not be included in the 200 words).

ALL - Armagh-Leuven Links is an SVP involving Volunteers from **FULS** and Volunteers from the City of Leuven's Archives (SAL) Research and Documentation Centre. The main aims of ALL are to explore, research and document the role of archives in European history and Culture by examining the links between Ulster and Leuven employing techniques of digitalisation, indexing, transcribing and inventorying of archives. The seat of FULS, based in the Cardinal O Fiaich Memorial Library and Archives (COFLA) in Armagh, houses archive material relevant to Irish links with the City of Leuven; while that of the City of Leuven contains archival material relating to the 400 + year old Irish College founded there in 1607, which, in turn, has historical links with the City of Armagh. In addition the Itinera Nova Project of the City Archives of Leuven is concerned with a digital approach to the disclosure of the City's Archives and will involve the scanning and indexing of registers and their transcription in a wiki environment. Important tasks for volunteers also include the cleaning, packing and inventorying of the archives. This all dovetails with techniques carried out at COFLA. All Senior volunteers will contribute to Erfgoedplus ([www.erfgoedplus.be](http://www.erfgoedplus.be)), the Regional aggregator in Leuven for assembling information on cultural heritage, by combining and integrating cutting-edge Internet technologies.

## RELEVANCE FOR THE OPERATIONAL OBJECTIVES OF THE PROGRAMME

Please tick in the table below the objectives of the Grundtvig programme that your project will address, if any, in addition to the first two (leave blank if none):

<input checked="" type="checkbox"/>	GRU-OpObj1	to improve the quality and accessibility of mobility throughout Europe of individuals involved in adult education and to increase its volume
<input checked="" type="checkbox"/>	GRU-OpObj2	to improve the quality and to increase the volume of cooperation between organisations involved in adult education throughout Europe
<input type="checkbox"/>	GRU-OpObj3	to assist people from vulnerable social groups and in marginal social contexts, in particular older people and those who have left education without basic qualifications, in order to give them alternative opportunities to access adult education
<input checked="" type="checkbox"/>	GRU-OpObj4	to facilitate the development of innovative practices in adult education and their transfer, including from a participating country to others
<input checked="" type="checkbox"/>	GRU-OpObj5	to support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning
<input type="checkbox"/>	GRU-OpObj6	to improve pedagogical approaches and the management of adult education organisations

## BACKGROUND AND OBJECTIVES

Please describe

- The rationale, background, and motivation for this project.
- What/who your common activity / topic / target group is/are.
- The general and specific objectives of the project
- The project activities which you intend to develop during the course of the project besides the exchange of volunteers
- The expected results and outcomes

Both the City archives Leuven and the Cardinal O Fiaich Memorial Library are Archival and Documentation Centres that share historical links; this coupled with a desire to research these links further employing new technologies is the rationale and motivation for this SVP.

The common activity relates closely to the modus operandi of both institutions as archival research and documentation centres. The target groups in both centres are Senior Volunteers with an interest in Cultural Heritage in a European context with particular emphasis on the historical connections between the two cities.

The general objectives are to research and document archival material relevant to linkages between the two cities and their Foundations among which are the Irish college in Leuven, the City archives of Leuven, the Cardinal O Fiaich Memorial Library, and the University of Leuven; and to use cutting edge technology in its collation and dissemination in order to allow greater access to fellow European researchers and other researchers outside Europe to this material.

Specific objectives include hands-on learning in archival collation and documentation; use of modern scanning, cleaning, assembling of Registers, indexing, transcribing and correction where appropriate. Inter alia seniors will enhance their ICT and palaeographic skills and the building of personal contacts within and between the Partner organisations and beyond.

Each of the Partner organisations will set out a work plan for Seniors throughout the period of the project appropriate to age, skills, interests and the aims of the Action. There will be a winter and a Spring Programme over years one and two with Senior Exchanges taking place in late spring and autumn of 2012.

The expected results during the two-year period of the Action may be classified into those results occurring within each organisation and those between each organisation. In the former a more structured approach to the treatment and retrieval of archival material on the part of each partner should be evident. In the latter the interaction between partners during the period should enhance the skills of all participants involved in the various methodologies concerned with archival history and culture using modern technological methods.

We envisage outcomes as having a longer time span than that of the action period. Such outcomes would not only link the two organisations closer but also link those relevant ancillary organisations such as, on the Belgium side, The Irish College in Leuven, the University of Leuven, Museum M and the organisations comprising Erfgoedplus; while on the Irish side the COFLA, the Linenhall Library, The Robinson Library, the Ulster Museum and PRONI. These links will be supported by means of links on the dedicated ALL website.

## **TOPICS**

Please list the main thematic areas (maximum 3) of your project or complete under "other" if it is missing from the list.

Nr.	Topic ( <i>maximum 3</i> ) [Table F - Topics]	
	Please insert code number and topic from Table F. If "other", please specify.	
	<i>Code</i>	<i>Topic</i>
1	61	Volunteering
2	10	Cultural Heritage
3	28	Learning in later Life / seniors

## **ORIGIN OF THE PROJECT**

Is this project application the result of contact seminars / preparatory visits?

	<b>Grant agreement number</b>
<b>Contact seminar- Lyon</b>	<b>GR/PV/10/048</b> <b>2010-GRU-PVC-014-10-VLA</b>

## **PROJECT MANAGEMENT**

**Please keep in mind that the cooperation between the two organisations around a common topic / target group is an objective of the Grundtvig Senior Volunteering Projects as important as the exchange of volunteers.**

Please describe how the Project will be managed, referring to the following aspects:

- summary of distribution of tasks between the partner organisations;
- timetable for the Project, setting out the main phases of work;
- indicative number and purpose of potential meetings between the participating organisations and any other key meetings relating to the Project;
- how effective cooperation and communication between the participating organisations will be organised throughout the Project
- Potential web site / blog for the Project and other communication issues

Tasks. FULS:

Winter & spring working assignments

Emphasis on the historical links, building on Irish/Belgium links since and before the founding of the Irish Franciscan College in Leuven (400<sup>th</sup> anniversary 1607).

Research on the history of the city of Leuven, its institutions and its role in European Culture in History

Working assignments in the centres of information:

Cardinal O Fiaich Memorial Library and the Robinson Library Armagh, the Linenhall Library and the Public Record Office & the Ulster Museum

Down Museum and the Saint Patrick Centre Downpatrick.

Tasks. SAL:

Winter & spring working assignments in the Leuven City Archives:

Research on the City of Armagh & Irish links with Leuven (Possibly cooperation with the Leuven University)

Introduction to different activities for ALL-participants:

Medieval registers discovering new research paths (Itinera Nova project)

Poster collections disclosed & Preparation of the archive's documents

Inventory cultural heritage (Erfgoedplus.be), Charters & Seals

Catalogue and webdesign for the reference library

Building permits in Leuven & Civil registers in alphabetical index  
 Contacts with Museum M

Summer working assignment: preparation of the seminars in Armagh

**Timetable**

Project Period 2011 – 2013; Dedicated Website 2011 2016

Visit of FULS SV's to Leuven Spring 2012

Visit of Leuven SV's to Armagh Autumn 2012

Winter and Spring Work Programme for both organisations

**Meetings**

The number of meetings involving seniors and Cordinator/Partner together will be two. However it may be necessary for the coordinator to visit Leuven to firm up arrangements for purposes of senior visits, work schedules, Leuven Institutions, accomodation arrangements and any other issues that arise in year one. Similar matters may necessitate a visit to Armagh by partner in year two.

Communication between Coordinator and Partner will be effected using e-mail, skype video calling and telephone. Communication between Seniors will employ the Euro Buddy system in which a Senior is matched with another one or two people in the Partner country, to share aspects of the work undertaken and thereby share expertise and build personal contact. E-mail and Skype video conferencing will also be employed as appropriate.

A dedicated website will be constructed within two months of the commencement of the Action. It will be maintained for a period of five years and will serve as an important valorisation tool for the Action. It will include details and photographs of work carried out over the action period together with links to relevant insti>tutions. The viability of social networking sites such as Ning and Moodle will be explored. A logo for ALL will be created and all documentation will include this as well as the LLP logo and the Year of volunteering logo.

**NUMBER OF VOLUNTEERS AND STAFF INVOLVED IN THE PROJECT IN EACH OF THE PARTICIPATING ORGANISATIONS**

	Total number of volunteers to be sent	Total number of volunteers to be hosted	Total number of staff involved in project activities
<b>Coordinator</b>	5	5	1
<b>Partner</b>	5	5	1

**PROVISIONAL DATES OF VOLUNTEERING ACTIVITIES**

Please make sure that the number of weeks matches the start and end dates (1 week = 7 days!). If these differ, the number of weeks will be considered as the correct figure.

Please indicate a round number of weeks, as this will be the basis for calculating your grant. If you indicate a number of weeks +/- a few days, the number of additional days will not be taken into account.

Please remember that the minimum duration of a volunteering period is 3 full weeks (i.e. 21 days)

Volunteer	Hosting organisation	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	Length of the activity (in weeks)
Volunteer 1	<b>FULS</b>	23/09/2012	13/10/2012	3 weeks
Volunteer 2		Do	Do	Do
Volunteer 3		Do	Do	Do
Volunteer 4		Do	Do	Do
Volunteer 5		Do	Do	Do
Volunteer 1	<b>LEUVEN</b>	01/04/2012	21/04/2012	3 weeks
Volunteer 2	Do	Do	Do	Do

Volunteer 3	Do	Do	Do	Do
Volunteer 4	Do	Do	Do	Do
Volunteer 5	Do	Do	Do	Do

**Add rows if necessary**

### **VOLUNTEERS IDENTIFICATION**

**Please note that the volunteers need to be 50 years old or over when they undertake their volunteering placement**

A. Please state whether you have already identified the potential volunteers (yes / no / partially). If the volunteers have been fully or partially identified, please describe profile (including age and gender), motivation and expectations.

**FULS** - Five volunteers

**LEUVEN** – Five volunteers

B. If the volunteers have not yet been fully identified, please describe your recruitment plans (advertisement, selection criteria and process). If specific skills are required, please justify.

**LEUVEN**

The City Archives of Leuven launched a recent call for volunteers, which has been largely answered. At the moment our number of senior volunteers is increasing, so it is hard to say who will be the best candidates to participate in the exchange in autumn 2012. We will execute the selection in autumn 2011, when the committed new volunteers will be identified next to our existing group (we already have a couple of candidates, but chose to postpone the final choice to give our new volunteers a fair chance). We plan an information session for all interested volunteers, after which they can stand themselves up for the SVP. Candidates will be screened and evaluated on skills and motivation. The final choice will be made before the preparation period in winter 2011. In this way the SAL volunteers will still have enough time to prepare and be acquainted with their Euro Buddies.

C. Please explain whether your project will / may involve volunteers with fewer opportunities (facing a situation that makes their inclusion in society more difficult) and/or special needs (mobility problems, health care, etc.). If so, describe how you will / may accommodate these special needs; if appropriate, justify any particular additional funding requested to cover these special needs.

**ARMAGH.** No special needs.

**LEUVEN.** Possibly one man in a wheelchair will take part in the exchange.

### **VOLUNTEER ACTIVITIES**

**Please note that the volunteers are expected to perform their voluntary activities in the Coordinating or in the Partner organisations themselves rather than in external placements, in order to reinforce the cooperation dimension of the project. If the participating organisations wish to do otherwise, this should be strongly justified.**

Even if the individual volunteers are not yet known, it is assumed that at the time of applying for a grant the participating organisations will have a clear idea of the type of volunteering envisaged in the Project. Please, therefore, describe the main aspects of each "volunteer placement" by answering the following questions:

- What will be the role and tasks of the volunteers? How will the volunteer be actively involved in the activity?
- How will the activities match the volunteer's profiles and interests?

- Please make clear the non profit-making nature of the activity and how you will avoid job substitution

In the Coordinating organisation

**FULS**

Volunteers at home during year one – Working on historical and cultural tasks associated with each volunteer’s home society with a view to disseminate to volunteers in SAL and to colleagues in ALL using e-mail, skype and the ALL website. Year two will largely follow the pattern of year one but will build on experience and research gained in the first year

Volunteers in Leuven will actively engage and build on contacts made using ICT prior to the visit and will benefit from the opportunity to view, at first hand, the activities in which SAL volunteers are involved.

SAL’s seniors visit to Armagh during the second year will experience the range of documentation linking Leuven and Armagh with particular reference to the O’Fiaich papers and other archives, which pertain to the City of Leuven Archives, the University of Leuven and the Irish Franciscan College in Leuven.

ICT techniques built up over year one will be further refined.

Monitoring and evaluation tools will be employed throughout the Action (see 5.14)

The profiling of the Senior volunteers has been discussed by the Coordinator and the partner coordinator in order that their interests and motivation coincide. This task has been made easier given the background of the volunteers in their respective societies and their general cultural interests.

The nature of the ALL project is non-profit.

In the Partner Organisation

**SAL**

Volunteers at home during year one – Working on historical and cultural tasks on Leuven and the City Archives with a view to disseminate to volunteers in FULS and to colleagues in ALL using e-mail, skype and the ALL website. Year two will largely follow the pattern of year one but will build on experience and research gained in the first year

SAL seniors will prepare the visit of the FULS volunteers in the City Archives during winter/spring 2012 (see 5.6) and the seminars they will give in Armagh (see 5.12) during summer 2012.

FULS’ seniors visit to Leuven will engage and build on contacts made using ICT prior to the visit and will benefit from the opportunity to view, at first hand, and actively take part in the activities in which SAL volunteers are involved, like disclosing, digitising and inventorying medieval registers and charters, poster collections, building permits and civil registers or preparing the archives for an optimal conservation.

SAL Volunteers in Armagh will experience the range of documentation linking Leuven and Armagh with particular reference to the O’Fiaich papers and other archives, which pertain to the City of Leuven Archives, the University of Leuven and the Irish Franciscan College in Leuven.

ICT techniques built up over year one will be further refined.



## TRAINING AND SUPPORT FOR THE VOLUNTEERS

A. How will the volunteers be prepared, trained and supported before departure, during the volunteering period and upon return after the volunteering activity?

FULS

Before departure Seniors will undertake two preparation work blocks during the winter/spring period 2011/2012. During these periods the coordinator will assist in working with the volunteers in researching information on SAL, the other Leuven Institutions relevant to the visit and general information on Belgium and Leuven in particular.

This support will continue during the visits and will continue into the second year of the Action during the work period winter/spring 2012/2013. The coordinator, as mentor, will, in partnership with the volunteers, assist in providing on-going management and support throughout the two-year period. The communication links set up during the two-year period (the euro buddy system, e-mailing and Skype, among others) will assist in this.

SAL

Before departure Seniors will undertake a preparation period during the winter/spring period 2011/2012. During this the SAL coordinator will assist in working with the volunteers in researching information on the FULS organisations relevant to the visit and general information on Ulster and Armagh in particular. Preparing for the SAL volunteers' visit to Armagh, the coordinator will also help them to prepare their seminars on the Leuven themes.

This support will continue during the visits and will continue into the second year of the Action during the work period winter/spring 2012/2013. The coordinator, as mentor, will, in partnership with the volunteers, assist in providing on-going management and support throughout the two-year period. The communication links set up during the two-year period (the euro buddy system, e-mailing and Skype, among others) will assist in this.

B. Please describe whether you foresee any linguistic difficulties regarding the implementation of the Project, for the volunteer participants or the participating organisations, and if so, how you plan to tackle these before and during the volunteering phases.

FULS

While the Language of the action is English, nevertheless some tutorial linguistic support will be given to Volunteers in Dutch and French in order to assist in ordering meals or asking simple directions in these languages.

SAL

All selected volunteers will have at least a basic knowledge of English.

C. How will you evaluate the volunteer's learning experience? What recognition will you give for this learning?

FULS

Volunteers will be furnished with the Europass Mobility and Europass Language Documents. The coordinator will assist seniors in their use and completion.

SAL

Through SoCiuS, Steunpunt voor Sociaal-Cultureel Volwassenenwerk vzw [the Support point for Socio-Cultural Adult Work, registered charity], SAL will provide the volunteers with a competence appreciation document ([www.oscaronline.be](http://www.oscaronline.be)), developed specifically for the appreciation of volunteer work.

D. The “mentor”<sup>1</sup> for the volunteers in the **Coordinating organisation**

What role will the mentor play?

FULS. Essentially assistance, on-going support and management throughout the Action period.

- Will the same person act as a mentor for both outgoing and incoming volunteers?
- FULS yes
- Please provide the contact details for all the people who will play the role of mentor (family name, first name, e-mail):
- DEVLIN William [William.devlin@fuls.org.uk](mailto:William.devlin@fuls.org.uk)

E. The “mentor” for the volunteers in the **Partner organisation**

• What role will the mentor play?

Providing information on the SVP to interested volunteers and organising the selection. Permanent assistance and support. Management of the project together with the FULS mentor.

• Will the same person act as a mentor for both outgoing and incoming volunteers?

Yes.

• Please provide the contact details for all the people who will play the role of mentor (family name, first name, e-mail):

Moris Inge, [inge.moris@leuven.be](mailto:inge.moris@leuven.be)

### **PRACTICAL ARRANGEMENTS**

Please describe the practical arrangements, which you envisage putting in place during the volunteering period (working hours, days off, board, accommodation, local transport, insurance<sup>2</sup>).

#### **Coordinating organisation**

Winter/spring 2011/2012. Two work blocks for volunteers made up of two six-week periods. Each block will comprise 36 contact hours making a total of 72 contact hours in year one. This will be replicated in year two. The normal weekly contact will be two mornings each of three hours duration working on aspects of archival history and research. The Coordinator will arrange that group work periods will be included given the geographical locations of FULS senior Volunteers

Visit Period 3 weeks at Leuven, April 2012

During the visiting period Volunteers will present one seminar per week for SAL seniors on the following themes: week one The Plantation of Ulster; week two the Cardinal O Fiaich Papers and Leuven; week three the role of COFLA.

In addition FULS seniors will actively engage with SAL seniors in joint research and learning activities centred on the volunteering projects of SAL and its partner organisations as well as experiencing the opportunity to visit centres of historical and cultural interest

<sup>1</sup> The mentor, or tutor is the person in the organisation who will be in charge of the preparation / support / follow-up of the volunteer. As a host organisation, the support given must be personal, social, cultural but also task-related; you may want to choose two different persons for these two different aspects.

<sup>2</sup> The sending organisation should review the existing insurance cover of the volunteer before departure and subscribe to any extra insurance as necessary; the host organisation should make sure that the volunteer is correctly insured for any particular task that s/he may be asked to perform (e.g. driving), and that the accommodation is well insured.

Hosting period 3 weeks at Armagh

A programme will be drawn up in partnership with the SAL coordinator and SAL seniors for year two. This will largely be that experienced in year one. But will be modified in the light of experience gained. There will be an emphasis on Ulster Historical archival material and on European Documentation held at COFLA

FULS will provide insurance for Seniors travelling to Leuven and all aspects of their stay. The FULS coordinator will, in partnership with the SAL coordinator make the necessary arrangements with regard to accommodation, transport, visits, events and any other matters that might arise.

### Partner organisation

Winter/spring 2011/2012. After selecting five motivated volunteers, SAL will organize their preparation in dialogue with them. To prepare for hosting the FULS seniors, they will study the City of Armagh and Ulster, the history of Leuven and its links with Ulster in groups and present their findings to each other and their FULS colleagues using the website and the Euro Buddy system. SAL will also introduce its volunteers tasks they are not used to, but will be executed by the FULS volunteers (see 5.6). During summer 2012 they will prepare the seminars on Leuven they will give at Armagh. All preparation contacts will happen in the buildings of SAL.

Hosting Period 3 weeks at Leuven, April 2012

A programme will be drawn up in partnership with the FULS coordinator and SAL and FULS seniors. FULS seniors will actively engage with SAL seniors in joint research and learning activities centred on the volunteering projects of SAL and its partner organisations, Erfgoedplus.be and Museum M, as well as experiencing the opportunity to visit Leuven and other centres of historical and cultural interest like Brussels, Antwerp, Ghent and Bruges.

Visiting period 3 weeks at Armagh

During the visiting period Volunteers will present one seminar per week for FULS seniors on the following themes: week one The City of Leuven; week two the City Archives of Leuven; week three the Itinera Nova project (with reservation).

The City of Leuven will provide insurance for Seniors travelling to Armagh and all aspects of their stay. The SAL coordinator will, in partnership with the FULS coordinator make the necessary arrangements with regard to accommodation, transport, visits, events and any other matters that might arise.

### IMPACT

What impact and benefits do you expect Project activities to have on the volunteers?

Learning outcomes.

Increase in archival research and documentation skills using the latest technology, sharing good practice, working together, greater awareness of European citizenship.

Social and personal development of the volunteers

The opportunity to meet people with similar research interests, increase personal confidence and make friends with fellow Europeans.

Other impacts and benefits.

It is hoped there will be a growing awareness among participants of a common European Cultural Identity and the benefits of LLP actions in fostering this goal.

What impact and benefits do you expect Project activities to have on the other persons involved, notably the staff at the participating organisations, on the organisations themselves, and on the local community?

The European dimension on staff of the partner organisations should lead to an appreciation of the wider remit their organisation can have and the benefits of collaboration at a Trans-European level. This also applies to the organisations themselves at a managerial level. The impact on the wider community can come about particularly following the dissemination phase of the Action as the result of local and regional and national publicity. In the case of FULS publicity of the Project to constituent associations will give rise to interest, which hopefully will result in European cooperation programmes and further SVP applications.

In the case of SAL, we expect to have this volunteer project to have a positive influence on the archives' staff. The presence and work of the senior volunteers will be motivating and supporting. The staff will see its own work more highly appreciated and SAL will be able to adjust its functioning more to the involvement of the public.

We expect and hope to create an extra dimension to our current volunteer work by bringing it to a European level. Next to the fact that this SVP will be appreciated by our financiers and we expect publicity will raise the interest of potential new volunteers for the City Archives, SAL hopes to have a clearer view on foreign interest in and international relevance of the Leuven City Archives. This SVP will force SAL think about and handle its work more in an international context. ALL will give SAL the chance to build bilateral and international bridges regarding content, which are less obvious from a regional perspective.

### **MONITORING AND EVALUATION**

Describe what measures you will take, during and after the project:

1. to monitor the Project's implementation and
2. to evaluate whether the aims of the Project have been met and the expected impact has been achieved, including at the level of individual participants

#### **Monitoring**

The Action (FULS) Coordinator will, in conjunction with the SAL Partner Coordinator and the seniors from both organisations, instigate in the beginning of year one a Learner Aspiration form and following the visit in 2012 to SAL Leuven a Formative Assessment form. Seniors in both organisations will complete these. In addition Monthly feedback Tutorials involving seniors will be chaired by each of the coordinators/ Mentors throughout year one. In the beginning of the second year a Continuation form to reprise the action will be completed and following the visit of SAL to Armagh Formative documentation will be given to seniors in both organisations for completion.

#### **Evaluation**

Two components will comprise evaluation. These will consist of the Management practices described above and the Progress Report and Final Report forms. These evaluation tools will be informed by the communication strategies set up by the Partnership such as the website and the Euro buddy system. Such an evaluation will indicate how, and to what extent, the aims of the Action have been achieved.

### **DISSEMINATION AND USE OF RESULTS**

A. How will you disseminate, use and share the results, experiences and, where applicable, products of the Project:

- in the participating organisations?
- in the local communities?
- in the wider lifelong learning / volunteering community? How will the volunteers be involved in these activities?

In the Participating countries

At local, regional and national level involving newspapers, Radio/TV

In the local communities

Via Member & Affiliate Associations and local community groups.

In the wider European community & further afield

The Action and NA websites and the EST

For SAL it is important to share its experience with volunteers in general and with this SVP in particular with other cultural archives and the network of heritage organisations in Flanders.

B. Please indicate your plans to make the Project sustainable after European funding, if relevant.

Both FULS and SAL will commit to continuing their interaction after the two-year period of the Action. They will also strive to involve those affiliate and other organisations with which links have been established during the action period. They will consider extending organisational contacts with which they have had links prior to the action period as appropriate. The website will continue to be maintained for a period of five years. It is to be hoped that both the Coordinating and Partner organisations can be involved in further LLP Actions.

## DECLARATION OF HONOUR

*To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. This Declaration must be separately completed and signed by each applicant organisation in its copy of the application.*

### **I, the undersigned,**

Request from my National Agency a grant for my organisation as set out in section 7 of this application form.

#### **Declare that:**

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

#### **EITHER**

- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

#### **OR**

- The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely: It provides learning opportunities and
  - Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
  - Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

#### **Certify that:**

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify ;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

#### **Acknowledge that:**

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);

- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

**I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.**

**PROTECTION OF PERSONAL DATA**

*The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate National Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. ([http://www.edps.europa.eu/00\\_home.htm](http://www.edps.europa.eu/00_home.htm)).*

**SIGNATURE:**

**Date:** 30-03-2011

**Name of signatory:** *William Devlin*

**Position within the organisation:** Company Secretary

**Name of the applicant organisation:** Federation for Ulster Local Studies

**Stamp of the organisation (if required by your National Agency)<sup>3</sup>:**

**SIGNATURE:**

**Date:** 31-03-2011

**Name of signatory:** *Mrs. Denise Vandevooort*

**Position within the organisation:** Schepen van cultuur, sociale zaken, gelijke, kansen en studentenzaken

**Name of the applicant organisation:** StadLeuven (Stadsarchief)

**Stamp of the organisation (if required by your National Agency)**

---

<sup>3</sup> A stamp is not required in the UK.