



# **Application Guidelines**

## Community Seed Bank Academy

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## **1. General Information**

The Community Seed Bank Academy is founded together with partners from the international network of *Let's Liberate Diversity* to help Community Seed Banks (CSBs) in Europe to overcome the multiple social, technical and policy barriers that CSBs face by providing training and funding innovative solutions.

### **1.1. Objectives of the CSB Academy project**

Fund chosen trainings, preparatory actions and innovative solutions under the capacity building purpose

Thereby, contribute to a lively European seed networking, based on personal relations, commons views and a profound understanding and appreciation of differences in the European seed network.

### **1.2. Deadlines**

There are no submission deadlines for training applications. Applications can be submitted at any time. However, the CSB Academy project has a budget for supporting a limited number of applications. Therefore, we recommend you to apply at the earliest possible time.

### **1.3. Who is eligible to apply?**

Any non-profit, non-governmental seed initiative working in the European region, which possesses necessary qualifications, sufficient time and human resources to carry out the activity submitted.

Applications may be submitted by an individual natural person in the name of a CSB community (initiatives without legal form) as well as organisations like e.g. associations or foundations.

### **1.4. What types of activities can be funded?**



Funding may be requested for activities such as trainings, preparatory actions (***please see the definition WEBPAGE LINK TO Preparatory action***) and test actions (***please see the definition WEBPAGE LINK TO test actions***).

Trainings that are provided on a regular basis by the applicant or its connected communities are not eligible for funding. The aim of the CSB Academy project is to support support training schemes that are new and innovative for the regional CSBs, or for the larger European CSB community.

### **1.5. What requirements must be met to apply?**

Applicants must show that they possess the qualifications needed to carry out the project. They must demonstrate a commitment to good partnership with community they work (in) for.

All activities should be clearly defined, convincingly described in terms of objectives and methods, and planned to be realized within 12 months after the application.

### **1.6. What types of funding can be requested?**

Funding by the CSB Academy project can provide up to 70 per cent of the applied project costs, to be calculated following the budget template in the application form (***LINK TO THE BUDGET TEMPLATE***) up to a maximum amount of 2,000 € per training.

## **2. Application content and form**

For an application to be complete, it must contain the following sections:

### **2.1. Application Form in English**

Applicants must first send an outline of their proposed activity in English using the Application Form (***LINK TO THE APPLICATION FORM***).

### **2.2. Budget**

The template for the training budget can be found in (***LINK TO THE BUDGET TEMPLATE***). Applicants must fill the budget template and add it to their application. Please note that funding can provide up to 70 per cent of the calculated costs with maximum amount to be granted is 2,000€.

### **2.3. Annexes**

Please note that when the applicant is an individual natural person annexes are a part of the application and must be attached to the application form.



Annex 1: CV's of project responsible and collaborators with description of related previous experience

Annex 2: Description of the partnership / cooperation with the CSB community

#### **2.4. Submitting the application**

The application may be submitted online at [academy.communityseedbanks.org](http://academy.communityseedbanks.org) or sent as PDF to [yasemin.ceylanrisse@arche-noah.at](mailto:yasemin.ceylanrisse@arche-noah.at).

### **3. Processing and decision on the application**

The Steering Committee of the Community Seed Bank Academy is responsible of reviewing the applications and taking the decision of which applications will receive funding.

#### ***Guiding Principles of the Community Seed Bank Academy and the Decision-Making Procedure***

- A participatory and needs based approach – with support of the experienced Advisory Board and by involving the initiatives as potential applicants
- Openness for established and new initiatives from different background, regions and networks; and by a combination of free application and special trainings that are initiated by the CSB Academy
- Respect for the diversity of life, initiatives and approaches
- Cooperation attitude and dialogue to create shared views as well as a profound understanding of differences
- High quality standards in training
- Ensuring that project results are available for the broader community and that successful activities can continue after the project ends



#### **4. What happens once your application has been approved?**

Upon approval of the application by the Steering Committee, a Grant Agreement will be set up between the Arche Noah Association and the applicant.

#### **5. Publication of project data and results**

We would like to point out that for transparency and public relations purposes, the summary of approved applications will be published on the project webpage ([academy.communityseedbanks.org](http://academy.communityseedbanks.org)) and, on project completion, summaries of the final report of the activity realized including visual material (photo, video etc.).