

# THE VELUX FOUNDATIONS

VILLUM FONDEN ✕ VELUX FONDEN

## GETTING STARTED WITH YOUR APPLICATION



*A European VET Development Initiative  
2018-28*



These guidelines contain information and advice for organisations considering applying for a grant from THE VELUX FOUNDATIONS' programme for vocational education and training (VET) in Europe, especially in Central and Eastern Europe.

### AIM

THE VELUX FOUNDATIONS wish to make it easier for young people to enter the labour force by focusing on vocational education and training (VET) and related activities.

Our motivation is the substantial lack of young people with adequate vocational skills needed for the current and future labour market. Therefore, our goal is to contribute to a significant improvement in the quality of vocational education and training.

### Background

Our vision with the programme is to promote improved conditions and better opportunities for the future in Central and Eastern Europe.

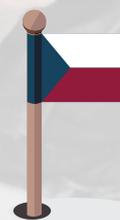
In the period 2007-16, emphasis was on social as well as educational projects targeting at-risk children and youth. From 2017, emphasis is on projects that can serve as examples of how to improve vocational educational and employment opportunities for young people.



POLAND



HUNGARY



CZECHIA



SLOVAKIA

## FAQ

### ✕ WHICH COUNTRIES ARE INCLUDED IN THE PROGRAMME?

Applications with activities taking place in one or more of the programme countries – Poland, Hungary, Czechia and Slovakia – are accepted.

Projects taking place in the rest of Europe are received by-invitation-only. Please don't expect feedback on enquiries about projects taking place in the rest of Europe.

### ✕ WHO CAN APPLY?

Civil society organisations, local innovators, schools and public authorities can apply. Applicants can come from all countries, not necessarily from the four programme countries. Applicants cannot be individual persons.

### ✕ WHICH ISSUES ARE SUPPORTED?

We prioritise long-term social investments in projects with potential for systemic change. Project proposals should serve as examples of how to improve educational and employment opportunities for young people within these areas:

- Model projects uniquely important for the continuous improvement of the vocational educational system, including work-based learning, recognition of prior learning, soft skills and high-level vocational training.
- Mobility projects for students, teachers, managers and others who have significant influence on the content and framework of training programs and direction of their development. Mobility could be improved through partnerships and scholarships, exchanges and the sharing of new methods and content.
- Projects developing initial vocational education and training (i-VET) as socially oriented efforts targeting at-risk youth who would benefit from educational support tailored to their needs.

We make grants to innovative model projects as well as to projects that have contributed to long-term socially sustainable development elsewhere.

### ✕ WHICH PROJECT SETUPS ARE SUPPORTED?

We prioritise projects that are:

1. Developmental, i.e. having a real development perspective and seeking to change and improve a specific vocational educational challenge.
2. Systemic and exemplary, with ability to inspire other schools, organisations or the educational system by power of example.
3. Innovative. Please note that we do not only support new innovative initiatives, but also initiatives that in other contexts have proved their worth in promoting long-term sustainable and systemic developments.
4. Long-term, preferably with a project period of several years, allowing for necessary time to increase changes for success.
5. Directly including young people in its activities. Youth as a target group must benefit directly from the project, even though the main goal is organisational or sectoral development.

### ✕ WHICH PROJECT COSTS ARE ELIGIBLE?

All types of costs can be included in the project budget as long as the costs are relevant for the project.

Renovation and property acquisition costs are eligible, if this is necessary for the proposed activities and if it strengthens the continuity of the activities when our grant ends.

VAT costs are not supported. VAT costs must be financed by the applicant itself or by other funding sources in case the applicant is not VAT exempt or cannot have VAT costs reimbursed by national authorities.

### ✕ HOW MUCH CAN BE APPLIED FOR?

Applications with a budget of less than 70,000 EUR will not be considered. Applications with budgets of 500,000 EUR or more are preferred.

### ✕ IS CO-FUNDING REQUIRED?

No. However, please note that if the total project budget includes VAT costs, applicants should outline how these costs will be financed as VAT costs are not supported.

### ✕ HOW DO YOU APPLY?

All interested applicants must submit project proposals online on our website.

Applicants are advised to use the application form (max 5 pages) that can be [downloaded on our website](#). The application form contains further, more specific, guidance to fill out the form.

### ✕ ARE THERE ANY LANGUAGE REQUIREMENTS?

English is our working language in everyday communications with applicants and grantees. Applications should be submitted in English. When grants are given, communication with project managers must be possible without interpreters.

### ✕ WHAT ARE THE DEADLINES?

Applications can be submitted continuously. We have no specific deadlines to take into consideration.

### ✕ HOW LONG DOES IT TAKE TO EVALUATE APPLICATIONS?

It takes around six months, sometimes more, from the time an application is received to the applicant receives a final answer if a grant is given. During these months, the secretariat will process the application, the programme committee and the board will discuss the application. Applicants are likely to be receiving clarifying questions, requests for elaborated information and visits by us.

We will keep in touch with all applicants during the application period. In the ongoing dialogue with applicants as well as project partners – before, during and after a grant – we seek to be relatively un-bureaucratic and highly receptive to sound arguments and good sense.

### ✕ WHAT HAPPENS IF YOU RECEIVE A GRANT?

Be happy. Applicants will receive all relevant information from us by email.

### ✕ DO YOU NEED MORE INFORMATION?

Learn more about the programme policy [on our website](#) where you can also find link to the online application portal and the application form – and get an overview of previous granted projects.

## YOU ARE ALWAYS WELCOME TO REACH OUT TO US FOR MORE INFORMATION



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*THE VELUX FOUNDATIONS are comprised of the two philanthropic foundations VILLUM FONDEN and VELUX FONDEN. Among our grant areas are science, environmental, social and cultural purposes in Denmark and internationally. In 2017, the two foundations gave joint grants of approx. EUR 168 million.*

*Both foundations were established by graduate engineer Villum Kann Rasmussen – the founder of VELUX and other companies in the VKR Group, whose mission it is to bring daylight, fresh air and a better environment into people's everyday lives.*