

An die
Bundesstiftung zur Aufarbeitung
der SED-Diktatur
Kronenstraße 5
10117 Berlin

not to be filled by the applicant

(Eingangsstempel)

not to be filled by the applicant

Kategorisierung/Projektnummer:

**Application for Funding
under the International Exchange Programme “Memory Work”**

Please be sure to inform yourself about the call for applications and the guidelines for the exchange programme on the website of the Federal Foundation for the Study of Communist Dictatorship in East Germany prior to submitting your application. **The application period ends on 31 August 2018: your application must have been received by the Federal Foundation’s head office by that day at the very latest.**

- The stay is to be completed in an institution dedicated to the study and reappraisal of experiences of dictatorship and (state) violence as well as remembrance work. The institution is located in Germany. The applicant is a foreign national.
> Please continue with No. 1

or

- The stay is to be completed in an institution dedicated to the study and reappraisal of experiences of dictatorship and (state) violence as well as remembrance work. The institution is located abroad. The applicant is from Germany.
> Please continue with No. 3

1. Stay in Germany

Applicant (must be a legal entity based in Germany)

Name of the registered society or institution	
Address	
Surname, first name of authorized signatory of the registered society or institution	
Surname, first name of contact person at the registered society or institution	
Period of stay: From	E-mail address
to	

Telephone number / fax number	Website
The above stated institution hereby declares that it will supervise the stay and provide a workstation as well as the required internal infrastructure for the scholarship holder.	

2. Applicant is a foreign national planning a stay in Germany:

Surname, first name	
Address	
Telephone number	E-mail address

3. Foreign Stay

- An institution based in the Federal Republic of Germany (e.g. independent archives, memorials, educational institutions, whose work focuses on the study of Communist dictatorship) is applying for funding of a stay at a foreign institution on behalf of the applicant.
> **Please continue with No. 4**
- The applicant from Germany is applying for funding of a stay at a foreign institution as an individual.
> **Please continue with No. 5**

4. Applicant (this must be a legal entity based in Germany):

Name of the registered society or institution	
Address	
Surname, first name of the authorized signatory of the registered society or institution	
Telephone number	E-mail address
Fax number	Website

5. Foreign institution at which the stay is to be completed:

Name of the registered society or institution	
Address	
Surname, first name of the contact person at the registered society or institution	
Period of stay: From to	
Telephone number	E-mail address / internet address (URL)

6. Applicant (from Germany) planning a stay in a foreign country:

Surname, first name	
Address	
Telephone number	E-mail address

7. Please include in the application the following documents required for our selection procedure:

- CV
- Proof of previous involvement in the study of Communist or other dictatorships or experiences of (state) violence as well as description of applicant's experience in this field
- Proof of both the applicant's and the host institution' staff's adequate language skills so as to ensure a successful collaboration during the stay
- Only for applicants from Germany who wish to complete a foreign stay: a written statement by the foreign host institution confirming that this institution will supervise the stay and provide a workstation and infrastructure is to be included in the application.
- If the applicant is a legal entity as according to points 1 to 4, the application must include documents proving the entitlement to apply (e.g., in the case of a registered society this may include the society's statute and a copy of the entry in the register of associations)

8. Details concerning the intended stay and information about the applicant (please complete):

Project Outline (Please describe your planned project as well as the content and itinerary of your intended stay; 2,700 characters max.)

Project Outcome I (Please briefly describe which concrete results you expect to gain from your intended stay. These may include: collaboration with a partner institution, international network-building or organising projects such as exhibitions, workshops, conferences, etc.; 900 characters max.)

Project Outcome II (Please briefly describe the long-term effect(s) you hope for as a result of your intended stay; 900 characters max.)

Personal motivation (please briefly describe your personal motivation for your intended stay; 900 characters max.)

9. Please also note:

This application must be submitted in fully completed and signed **paper form (not via e-mail!)** to the Federal Foundation for the Study of Communist Dictatorship in East Germany. **In addition**, please send the complete application as a pdf to j.volkmer@bundesstiftung-aufarbeitung.de.

Should the application be accepted, the scholarship holder is obliged to be present at the host institution during the stay. The duration of the stay is usually up to three months.

Applicants may receive a work scholarship of up to 2,000 € per month for a maximum duration of three months in the form of a non-refundable grant based on a fixed-sum funding. The funds for a scholarship may be paid out to the host institutions who then passes these funds on to the scholarship holder. Scholarship funds may also be paid out directly to the applying individual.

The exchange programme moreover includes an expenses lump sum of 300 € per month for the host institution to cover material and travel expenses during the stay. Should applicants who are to complete their stay at a foreign institution receive approval for such an allowance, these applicants, or, by then, scholarship holders are responsible for transferring the partial material reimbursement of 300 € per month to the foreign host institution. Scholarship holders are expected to cover the travel expenses for the journeys to and from the location of their stay.

There is no entitlement for any applicant to be granted funds. Rather, the board of the Federal Foundation makes a decision based on its obligatory//dutiful assessment and depending on available budgetary funds.

I/We hereby declare that the stay has not yet commenced and that all statements made in this application (including the application forms) are complete and accurate.

I/We hereby state my/our agreement that my/our personal data contained in the application be saved and potentially forwarded in automated processes, in the form of files and records (or other documents serving administrative purposes) to other public-administrative bodies to the extent necessary for processing the application.

I/We hereby authorize the Federal Foundation for the Study of Communist Dictatorship in East Germany to publish the applicant's name, the objective of the intended stay as well as the allocated or considered funding amount.

Place, Date

Legally binding original signature(s)
of applicants as according to 1., 4. or
5.