**SCI A Route to Connect**

**Guidelines for your Follow Up Actions**

***\*\*deadline to submit your proposal: no fixed application deadline, as soon as you have an exciting idea, communicate with us and make it happen\*\****

***\*\*implementation period: the action needs to happen by 01 December 2017 at the latest\*\****

Below you will find instructions how you will be successfully able to implement your follow up idea, together with us!!!

**In a nutshell, what should be the action about:**

* We can provide a small financial support (up to 800€ from SCI) to enable you and your friends/ SCI local group/ SCI branch to carry out  small actions at the local or national level that multiply the knowledge and ideas gathered during the field study trip
* We want an easy, smooth and fast process, but some small criteria are necessary to follow: once you idea is clear, just hand in the attached application and make a short budget draft (we know it can be slightly different in reality than planned) no later than 10 days before the project is supposed to start. To give the team a moment to screen and check. Within 5 days  you will receive information, if your initiative is entitled to the support. All procedures are brought to necessary minimum and are meant to support the planning and evaluation of your initiative. So do not worry, carry on, for any doubts contact us here: [refugeeinsci@gmail.com](refugeeinsci%40gmail.com).
* After completing your follow up action (no later than **01/12/2017**), you hand in a short report form (including pictures or video material if possible) and all original receipts (or scan) for your expenses. Within 3 weeks you will receive reimbursement (bank transfer or pink slip to your SCI branch). We will upload a report on your action on our “A Route to Connect” online blog.

**Aims/ objectives your actions should work on (nothing new, you worked on it at the field study trip, just to remind you shortly):**

- to raise awareness about the conditions of refugees on their route to Europe
- to spread and disseminate diverse stories of refugees
- to reach various components of European society (local, regional and national) with a realistic image of refugees and asylum seekers
- to empower and give visibility to local associations and actions run by refugees

**Action topics/ forms: (During the field study trip the participants already discussed possible ideas and forms of the local actions, below a small list as reminder of which topic you could tackle together with your branch):**

You can adapt according to local needs and capacities, and all forms are valuable, as long as your actions:

* have a direct impact on the target group, local community
* is contributing to raise awareness on SCI newcomers and SCI activists

Examples of actions: educational workshops, direct actions, pop up art projects, welcome dinners and discussions, series of workshops or evening events, theatre, photo exhibitions, human libraries, debates with experts, street actions and workshops.

In order to increase visibility and create synergies (some branches already run local actions on these symbolic days), follow up actions should happen around 3 key dates: **20 June (World Refugee Day), 12 August (International Youth Day) and 21 September (International Day of Peace)**

|  |
| --- |
| You want to know more about similar projects which already took place? Visit the **SCI web page:** <http://bit.ly/2oleGxv> You need more ideas for educational tools and methods? Refer to the **Building Bridges toolkit** available here: <http://buildingbridges.scich.org/landing>  |

**Conditions you have to keep in mind:**

* Please **complete the application form and submit it ASAP to:** refugeeinsci@gmail.com
* **In order to make the local action feasible and sustainable get in touch with your local SCI activists or SCI branch/ partner to implement the action together.**
* Keep all bills (with date and items purchased). No bill = no money.
* Make sure the invoice/ bills/ receipts **is dated.**
* **We cannot reimburse more than indicated in each budget line. Of course you can spend more from your own funds.**
* We have a **limited budget** for the activity available (you are free to add other funds to implement your actions if you can find support or donors):

(Amounts below represent the maximum you can spend for the respective item, less is always possible, more is not unless you find external funding)

|  |
| --- |
| **Financial Support available for the follow up action** |
| *Food for the event/ action* | *120 EUR* |
| *Travel costs for a local expert/ trainer / speaker* | *50 EUR* |
| *Travel costs for locals (participants, volunteers supporting the action, yourself if needed)* | 80 EUR |
| *Allowance/ fee for the local expert/ trainer/ speaker* | 150 EUR |
| *Rent a room (workshop room, meeting room/space)* | 200 EUR |
| *Promotional material (flyer, sticker, leaflets you can print for the event)* | 100 EUR |
| *Costs for Mobile Open space of expression* | 100 EUR |
| *Total (Maximum SCI International can support you with from this project)* | *800 EUR* |

* Submit a short report (**incl. pictures and video if possible**) and hand in all original bills for expenses/ receipts at the end of your project. **All reporting needs to be submitted within 30 days after the project is finished**, but no later than **10th December 2017**. Please note that if you don’t submit the documents within the indicated period, you will not be eligible for reimbursement**!**

|  |
| --- |
| **Application for the Local Action** |
| *Title of the initiative:* |
| *Location and date(s) of the initiative:* |
| ***Provide a short description of the local action/ follow up idea (max. 20 lines).*** * *What is the main goal? Why is the action important/ needed?*
* *Include information about the target group, venue, duration, foreseen activities, number of participants and number of people who will be reached.*
 |
|  |

Please provide a rough total budget for your initiative( we have maximum 800 EUR per action). We understand that this is an estimate and that the different cost components might change according to your needs in the course of the project. You will be able to include also unexpected costs in the report that you will send at the end of the project.

The reimbursement will be done on the basis of the receipts/bill provided and up to the amount requested in the application (max. 800€ from SCI).

|  |
| --- |
| **Budget for the Local Action/ Follow Up Idea** |
| **Type of Cost\*** | **Unit Price** | **Number of Units** | **Cost / Currency** | **Cost in EUR** |
| e.g. Material | e.g. 10 | e.g. 5x |  | e.g. 50 EUR |
| e.g. Speaker |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |
| …. |  |  |  |  |
|  | **Total:** |  |  |

\* In “type of cost”, you can mention for instance “local transport”, “paint & materials”, “food and drinks”, “printing”… You can include any costs related to the initiative (for instance also food & drinks for the preparatory meetings).

Thanks for your support and initiative, wish you a great and inspiring action!!!

Your A Route to Connect Team