

Project Grants

APPLICATION GUIDELINES

ARMENIAN COMMUNITIES DEPARTMENT
CALOUSTE GULBENKIAN FOUNDATION

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● GENERAL OVERVIEW AND PRIORITY AREAS

The Armenian Communities Department of the Calouste Gulbenkian Foundation (CGF) supports various cultural, educational, research and philanthropic projects that can have a positive impact in the Armenian world, both in Armenia and the Diaspora. Our Project Grants are open to all applicants, both individuals and organizations, provided the projects pertain to Armenian themes and issues.

Submitted projects must align with the Department's [priority](#) areas.

To assist applicants in understanding the Foundation's expectations for project proposals and to facilitate the application process, CGF has developed this **Application Guidelines** document. Before completing the CGF online Application Form, all applicants are required to review these guidelines and the accompanying **Requirements, Criteria and Conditions** document. The guidelines are designed to help applicants address key considerations and formulate comprehensive responses.

Please note that we may ask follow up questions and further details, or request an online meeting with you.

Projects are received throughout the year, with the exception of one month, mid-December until mid-January. They are assessed in **May, September, and January**.

Questions should be submitted to the following email address: carmenias@gulbenkian.pt.

● GUIDELINES FOR COMPLETING THE APPLICATION FORM

Before Submitting Your Application

You must complete all mandatory fields in the application form and upload the Project Budget (a required document). Once the budget is uploaded and all required fields are completed, click **SUBMIT** at the end of the form to finalize your application.

At the top of the application form, you'll find a link to the **Budget Template**, which should be completed in Excel (or a compatible program) and saved as a PDF before uploading.

Mandatory fields are marked with an asterisk (*).

Enter only whole numbers in the total budget amount and amount requested from the Foundation fields in the application form. Do not include euro/dollar signs, periods, or commas.

Attaching Documents Within the Application Form

To upload required files:

1. Scroll to the **Documents** module at the bottom of the application form.
2. Click **Add file**.
3. Enter a brief description in the **Description** field.
4. Click **Choose file** and select your document (PDF, JPEG, or PNG formats only). The maximum size of each file should not exceed 4 MB.
5. Click **ATTACH**.

Submitting Additional Documents (Optional)

After submitting your application, you may upload additional supporting documents:

1. Log in to gulbenkian.pt/en
2. Go to **Grants**.
3. Select your application.
4. Click **Details** and upload your files (PDF, JPEG, or PNG formats only) in the **Documents** section. The maximum size of each file should not exceed 4 MB.

● GUIDELINES FOR THE SPECIFIC QUESTIONS IN THE APPLICATION FORM

1. Please give a brief summary of the project you are proposing.

If you were explaining to someone unfamiliar with your work what your project is about, what would be the key points that you would make? Principal questions to address should include: what are you going to be doing and why? This section should be a short, impactful paragraph that effectively communicates the essence of your project.

2. What are you going to produce or what service are you going to offer through the project?

Please give specific numbers and provide examples of what materials or services you will be producing during or at the end of the project, and when available, send samples of work done previously. Be as specific as possible. These materials and services are often referred to as outputs. They may be physical items (e.g., books), events (e.g., seminars), or services (e.g., new research about a subject, an app, etc.). A project will often have several outputs.

3. Why do you want to do this project?

Projects that are going to bring about a positive change in the Armenian world would interest the Foundation, as would projects that would add to collective knowledge, enhance culture, augment language use and improve education. For example, you might want to address (but not be limited to) sub-questions such as: Is the project solving a specific problem? Is it addressing a need? What is it going to change? Is it going to substantially add to knowledge?

4. Who is going to do or implement the project?

Please give details about the team and/or the person who would implement the project, about their experience, and about any other partners or funders who are going to contribute to the project. For example, short biographies of team members would be useful, as well as descriptions of other organisations you plan to work with to implement the project. Enhancing collaboration is always beneficial. Mention if you have a partnership or collaboration strategy.

5. Who is going to benefit from the project?

Who will directly or indirectly benefit from this project? Where are they located? For example, you might want to address (but not be limited to) sub-questions such as: Is the project age specific? Is the project location specific? Does the project have the capacity to reach a bigger worldwide audience? Whose capacity does it aim to build? Have gender considerations been taken into account? In order to promote equality and healthy societies, it is important to have an inclusive approach.

6. When are you going to implement the project? Please give the start date and anticipated finish date.

Make sure to indicate the start and finish dates of the project, as well as a time-line of planned activities or outputs. It would be helpful to break down specific tasks/events or other deliverables into specific time periods and key milestones. The scheduling has to be realistic and feasible.

7. How are you going to communicate about the project to the wider community?

Who is your main communication target group (if any)? What might be the key messages that you would want to convey to others? If you have a communications strategy, please include it here. Describe the specific channels you will use to disseminate information about your project (e.g., website, social media, press releases, presentations, workshops). Consider how you will utilize these channels to reach your target audience effectively.

8. How are you going to know if the project succeeds? Is there a way of measuring its success?

This might be the most challenging question to address. We would like to know your thoughts on the long-term impact of the project. At the conclusion of the project or a few years later, will it influence individuals, culture, education, or any other domain? How would you assess this influence? In the short term, if you have specific indicators and targets, please mention them.

For example, if your project involves creating an Armenian language website (the output), your indicators could include the number of visitors (and their profiles), citations or downloads. How many visits are you targeting per month? If your project involves publishing a book, the indicators might be the number of books sold or distributed within a year, the number of bookstores or online platforms offering it, potential readership, citations and/or reviews. Specify your targets for these indicators.

However, outputs alone do not necessarily demonstrate impact. The long-term success or impact of the website or book lies in its ability to influence public opinion, language use or research. Indicators can hint at the potential impact and how to measure it. If you have considered these “impact” factors, please mention them. Each project has unique indicators, targets and potential impacts; reflect on what these might be for your project. If you plan to evaluate the project or its components, include that information here.

In summary, outputs represent the short-term accomplishments your project aims to achieve (e.g., a website, book, or research). Impact refers to the long-term influence these outputs have on society (e.g., changing opinions or habits). Indicators serve as the connection between outputs and impact. While immediate evidence of impact might be hard to show, describe what you believe the impact could be and how it could eventually be measured.

9. Will/can the project continue after funding from the Calouste Gulbenkian Foundation comes to an end?

Foundation grants are time-bound, so it is important to outline plans for sustaining the project after funding ends. Will the project continue without ongoing support from the Foundation, or do you have an exit strategy in place? Sustainability can mean either the project's ability to operate without further support from the Foundation or the continued use of its results after completion. For instance, if the project involves creating a website, will it remain operational and regularly updated once funding ends? Additionally, include any risk assessment conducted, identifying potential risks associated with the project or its components and how you plan to address them.

10. The budget.

The last section of the application form pertains to the projected budget of the project. Please ensure that all costs have been considered, and justifications provided for each expense (e.g., salaries, equipment, travel, communications, IT services, etc.). All potential sources of income should be listed. The budget should demonstrate good value for money. You should indicate the overall project cost, the amount of funding requested from the Foundation, and any other secured funds or in-kind services (including your own contribution). If you have a separate project budget document, you may upload it on the main application webpage. If a detailed budget is not readily available, we advise you to utilize the budget template we provide.

Please note that budgets of proposals from the Americas must be submitted in USD, those from the UK in GBP, and all other proposals (including Armenia, Lebanon and Turkey) must be submitted in EUR.

● DATA PROTECTION

(This section is included as per European legal requirements)

All personal data provided in the application process or during project implementation shall be treated exclusively for the purpose of managing the Project Grants by Calouste Gulbenkian Foundation (CGF), as the entity acting as joint controller for processing the data.

The CGF may be contacted regarding any questions related to data processing carried out in this context and for these purposes through privacidade@gulbenkian.pt.

The personal data of the subject shall be kept for the period of time necessary for the management of the grant, except in cases where another period is required by applicable law. Some data (i.e., the name of the subject, date of application, terms and duration of the grant and personal data potentially included in the works and final publications) will be kept indefinitely by the CGF for the purpose of conservation of relevant information in the context of its relevant cultural assets.

The subject may, at any time, withdraw his/her consent for the processing of his/her personal data, in accordance with the applicable legislation, without prejudice to the validity of the processing made based on the consent previously

given. The withdrawal of the consent implies that the CGF cannot treat his/her personal data for the purposes consented to and as such may result in the impossibility of the applicant continuing as such in the application.

The controller guarantees the subjects the exercise of their rights in relation to their personal data, such as the right of access, rectification, erasure, opposition, limitation of treatment and portability, according to the applicable legislation.

The controller implements all security measures necessary and adequate for the protection of the personal data of the subjects, either when the data is processed directly by them or when the data is processed by entities subcontracted by it.

The controller may treat personal data collected in this context directly and/or through subcontractors for the purpose of managing the grant. In such cases, appropriate contracts shall be entered into with such subcontracting entities, in accordance with the applicable legislation.

In the scope and for the purposes of managing the grant, the CGF may communicate the data of the subject to partner entities for publications and institutional communications. These entities may be located within the territory of the European Union or abroad, and in the latter case, appropriate mechanisms under the applicable legislation to safeguard the security of personal data processed shall be used at all times.

The subjects may file a complaint to the Portuguese National Authority (“*Comissão Nacional de Proteção de Dados*”) if they believe that there is a breach of data protection incurred by the joint controllers.

For more information visit <https://gulbenkian.pt/en/privacy/>.