

**ARMENIAN COMMUNITIES DEPARTMENT
CALOUSTE GULBENKIAN FOUNDATION
Project Grants
*Requirements, Criteria and Conditions***

General Overview and Priority Areas

The Armenian Communities Department of the Calouste Gulbenkian Foundation supports various cultural, educational, research and philanthropic projects that can have a positive impact on the Armenian world, be it in Armenia or in the Diaspora.

Project grants are open to all applicants (both individuals and organisations), regardless of nationality or country of implementation, as long as they pertain to Armenian themes and issues. Projects submitted must, however, fall within the scope of the Department's priority areas.

We strongly urge applicants to read the Department's [priorities](#) before submitting a project grant application. These are:

- 1. The Western Armenian Language**
- 2. Cultural Creativity Support in Armenian**
- 3. Research and Critical Engagement in Armenia**

Selection Criteria

The evaluation and selection of projects is made by a committee within the Calouste Gulbenkian Foundation. On occasion, external expertise is sought and references solicited (in accordance with European Privacy Laws). The evaluation process takes into account the following factors:

- The relevance of the proposed project to the priorities of the Department.
- The originality of the project, as well as its feasibility and sustainability.
- The potential impact of the project and if it offers any solutions to underlying problems or fills a specific niche.
- The financial and human resources needed to complete the project successfully (including an appropriate budget and a realistic timeline).
- The qualifications and track-record of the applicant(s).
- If the project includes any evaluation mechanisms.

Application Process

Applications must be submitted online. Before completing the online form, make sure to read the "Application Guidelines" document, also available on the Project Grants webpage in the documents section. Applications may be submitted in English, Armenian, French or Portuguese. If an application

is submitted in Armenian, we recommend that prior to its submission a copy is kept for your records in case of technical difficulties arising from font incompatibility.

Applicants must first register and create a “MyGulbenkian account” to be able to complete an application. Once registered, applicants must login and open the project grants application form. An application is considered to be complete once it is submitted. Please note that a confirmation e-mail will not be sent.

Below are the deadlines regarding the submission periods and response times. Project applications are evaluated four times a year in **April, July, October and January**.

Please note that project grants applications are suspended every year from mid-December to mid-January for year-end accounting purposes.

Deadlines

Project grants applications can be submitted anytime during the year, in one of the four cycles mentioned below. They will be evaluated four times during the year: in **April, July, October and January**. *The same or similar project cannot be submitted more than once during any given year.*

First application submission period: 14 January - 31 March	<i>Applications received during the first application submission period are evaluated and results are communicated during the month of April.</i>
Second application submission period: 1 April - 30 June	<i>Applications received during the second application submission period are evaluated and results are communicated during the month of July.</i>
Third application submission period: 1 July - 30 September	<i>Applications received during the third application submission period are evaluated and results are communicated during the month of October.</i>
Third application submission period: 1 October- 16 December	<i>Applications received during the fourth application submission period are evaluated and results are communicated during the month of January.</i>

Submission deadlines are strictly observed. Applications must be received by 23h59 of the day of the deadline, Lisbon time. Please do not leave your submission to the last day. If applications are submitted but miss the deadline of the given cycle, they will be automatically considered during the following cycle.

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

Data Protection

All personal data provided in the application process or during project implementation shall be treated exclusively for the purpose of managing 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 guarantee 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.