

Christian Pfeiffer Maschinenfabrik GmbH, IBAU HAMBURG and SCHWENK Latvija

grant program in Saldus region
announced January 12, 2021.

REGULATION

INTRODUCTION

With finishing the project of innovative and future oriented technologies in Broceni cement plant, SCHWENK Latvija in close cooperation with project partners Christian Pfeiffer Maschinenfabrik GmbH and IBAU HAMBURG creates special grant program only for educational institution in Saldus region.

Grant program aims to support educational institutions in Saldus region in order to grow capacity in STEM subjects, foster interest, understanding and knowledge about science at any age, provide new technologies, tools and methods for learning.

Call for grants: January 12, 2021

Deadline for applications: February 10, 2022

Result announcement: February 25, 2022

PROJECT APPLICATION PROCESS

1. Project application form (annex 1) must be submitted only by educational institutions in Saldus region (primary schools, high schools, professional schools) per e-mail stiprakopiena@schwenk.lv, until February 10, 2022 17.00 with e-mail subject "Application for school grant program".
2. Only one project application per institutions is allowed.
3. Project proposal is written in English.
4. Project application form which is a PowerPoint presentation is filled in appropriate: all required fields of information about project, project activities, target groups and budget are filled in.
5. Projects activities must meet one or several of mentioned requirements:
 - 5.1. activities have long-term impact on educational process and to persons involved (pupils, educators, society etc.);
 - 5.2. activities involve solutions and/or actions that grow capacity of mastering STEM subjects;
 - 5.3. activities involve solutions and/or actions that raise interest about science;
 - 5.4. activities involve solutions and/or actions that provide new technologies, tools and methods for learning;
 - 5.5. additional, but not necessarily activities aim to involve wider target audiences.
6. Available grant for project competition is EUR 15'000. There is no limit for minimum costs of projects. Costs per one project might be EUR 15'000. Grant program committee have rights not to support all project costs or support only partly, as well have rights not to use all available funding for grant.
7. Admitted project costs:
 - 7.1. Purchase of fixed assets and purchase of inventory;

- 7.2. Human resource (does not apply to salary for employees in educational institutions, but can be associated with one-off fees for consultations or activities);
- 7.3. Technical costs (transportation, communication expenses or any other project related costs, rental);
- 7.4. Administrative costs (only project related and grounded).
8. Not admitted project costs for:
 - 8.1. Already finished projects and activities;
 - 8.2. Political, military or religious events and activities;
 - 8.3. Unsafe, hazardous events and activities that might cause damage to health;
 - 8.4. Events and activities that are harmful to environment;
 - 8.5. Events that do not meet aims of grant program;
 - 8.6. Regular environmental cleaning works (grass cutting, bushes, fuel, use of mechanics, replacement and purchase of machine parts)
 - 8.7. Administrative costs of educational institution (except project related).
9. No co-funding for project is required.
10. Project must be implemented from March 1 till December 31, 2022.

PROJECT EVALUATION

1. Project that is submitted per e-mail stiprakopiena@schwenk.lv, until February 10, 2022 17.00 with e-mail subject "Application for school grant program" is checked, if all information required on application forms is filled in.
2. Project applicant who has submitted application correctly is invited to online presentation to present the idea to grant program committee on February 23, 2022. Presentation must be prepared and presented in English. Project applicant is responsible for choosing the person who might present idea in English and answer to questions. Presentations that were sent in as application forms must be updated with additional information, photos, videos etc. materials.
3. Given time for presentation is 10-15 minutes and project applicant can choose most appropriate way of presentation method. Grant program committee members can ask additional questions.
4. In online presentation participates project applicants and grant program committee.
5. Projects are evaluated after such criteria:

	Criteria not met (0 points)	Criteria met partly (1 point)	Criteria almost met (2 points)	Criteria met fully (3 points)
Project idea (according to grant program aim)				
Project content (activities according to project idea)				
Budget (clearly defined and grounded positions)				
Project added value	After all presentations grant committee members each might give a one extra point if project in overall is outstanding, innovative or clearly identifies the importance of implementation			

6. All given points are counted together. If any of the project has similar points, committee discuss projects again and votes about each of the project. Project that has most of the votes is selected.

PROJECT DECISION MAKING

1. Decision about supported project/-s is taken in closed grant program committee meeting.
2. Grant program committee is represented by one to three representatives of each company Christian Pfeiffer Maschinenfabrik GmbH, IBAU HAMBURG and SCHWENK Latvija, in total up to nine members:
 - 2.1. Christian Pfeiffer Maschinenfabrik GmbH 1-3 representatives;
 - 2.2. IBAU HAMBURG 1-3 representatives;
 - 2.3. SCHWENK Latvija 1-3 representatives;
3. To make decision grant committee must be represented by at least five persons, but at least one person of each company must be present.
4. Grant program committee evaluates each project by the criteria and makes decision based on total points per project. If any of the project has similar points, committee discuss projects again and votes about each of the project. Project that has most of the votes is selected.
5. Grant program committee has the right to support one or more projects.
6. Grant program committee have rights not to support all project costs of selected project or support only partly. It also have rights not to use all available funding for grant.
7. Decision is announced until February 25, 2022 and is published on SCHWENK Latvija web page <https://schwenk.lv>, Facebook and LinkedIn page.

AWARDING OF FUNDING AND CONTRACTING

1. Grantee signs a contract in 3 proportional parts with each program partner individually. One between Christian Pfeiffer Maschinenfabrik GmbH, one between IBAU HAMBURG and one between SCHWENK Latvija. The allocated funding in the amount of 100% is transferred to the account specified by the beneficiary after the contract is signed in not more than 30 days, unless the parties agree on other types of support.
2. Any changes to agreed project and the funding must be approved by all three program partners by contacting SCHWENK Latvija representative by e-mail stiprakopiena@schwenk.lv. About all changes grant program partners are informed and agreed on.
3. According to the contract, within ten working days after the project implementation, the grantee must submit a report on the use of the allocated funds. According to the accounting requirements, the report must be accompanied by copies of the documents certifying the use of the allocated funds, such as invoices, copies of payment orders, cashier's checks, contracts, acceptance-transfer deeds, travel tickets etc.
4. Together with financial report (annex 2) grantee submits also content report about project results and outcomes. Grantee must present additional any publications, photos, videos that shows project implementation.
5. All program partners have rights to check the use of allocated funding. If funds are not used properly grantee shall return funding to the source of financing.

PUBLICITY AND BRAND VISIBILITY

1. Grantee ensures publicity about the project – information in social media channels, information for mass media clearly showing grant program as source of funding.

2. In all project documents distributed, sent out, published (invitations, brochures, information materials, press releases, websites and other public materials) on the purchased objects, equipment and installed objects, as well as on the premises where the project activities take place, an indication of the project and or grant program partners must be added, if possible, using the company's logo, with the prior agreement of the company's representative.

OTHER INFORMATION

1. Project applicants might receive free consultations about project proposal in Latvian by contacting SCHWENK Latvija. Mobile + 371 24242135 (work days 9.00 – 17.00), e-mail: stiprakopiena@schwenk.lv.
2. Consultations might not be given two days before deadline.