

FREQUENTLY ASKED QUESTIONS (FAQ)

CALL FOR KEY PROJECTS: ACTION FOR SUSTAINABLE FUTURE

WHAT TYPE OF PROJECTS WILL BE SUPPORTED?

The ASF *hub* will support projects that ideally address several of the Sustainable Development Goals (SDGs) defined by the United Nations in various ways. Citizens shall be actively involved in project design and implementation. The projects are primarily implementation projects that combine artistic and scientific strategies

HOW BIG CAN A PROJECT BE?

The total amount of project support is EUR 500.000. Projects should be planned with at least EUR 100.000. Therefore, a maximum of 5 projects can be supported. It is also possible to support larger projects with a higher budget.

HOW LONG IS THE DURATION OF A PROJECT?

The support of the projects by the ASF hub and the Ludwig Boltzmann Gesellschaft (LBG) ends on **December 31, 2023**. With respect to their societal impact a further continuation of the projects is desired.

HOW CAN PROJECTS BE SUBMITTED?

Project sketches (1-3 pages) can be submitted **until June 30, 2021**. The submission of a project sketch is not mandatory and not a prerequisite for a successful project submission. **Full proposals** (max. 10 pages) have to be submitted **until September, 30, 2021**. Both project sketches and full proposals should be written in Arial 12 pt. and sent as one PDF to asf.hub@uni-ak.ac.at.

WHAT KIND OF SUPPORT IS OFFERED DURING THE SUBMISSION PHASE?

A kick-off workshop will be held on **July, 14, 2021** from **10 a.m. to 5 p.m.**, to which all individuals and groups who have submitted a project sketch meeting the selection criteria will be invited. During this workshop, individuals and groups who submitted a sketch will be connected. In addition, further support needed during the submission phase will be identified.

Planned so far are a workshop on **citizen engagement** and **societal impact**, which will take place on **August, 24, 2021** from **2-5 p.m.**, and a writing workshop on **August, 31, 2021** from **1-5 p.m.**, which will revolve around writing proposals, including budget and timelines. Additionally, there will be the opportunity to get individual feedback on project ideas and applications.

What criteria will be used to evaluate and select projects?

Projects will be evaluated regarding their implementation of the following four selection criteria

- **Focus on sustainability**

Supported projects should pursue a holistic approach towards sustainability. Sustainability is defined via the SDGs and should be incorporated into the projects in several dimensions (e.g. ecological, economic, social, cultural) if possible. The projects should deal with sustainability issues from a scientific and artistic perspective and should pursue a connecting approach.

- **Citizen participation**

Citizens should actively participate in shaping projects. The composition of the project teams should be based on the different knowledge and experience of the participants and enable cooperation on an equal footing.

- **Diversity and inclusion**

The project consortia should be diverse. The projects should be generally accessible to enable broad participation and involvement of different population groups. Accessibility should be considered on as many levels as possible.

- **Societal impact**

The societal impact of the projects should extend beyond the project period. This applies to the results of the projects as well as to the resulting collaborations between researchers, artists and civil society actors.

WHO SELECTS THE PROJECTS

All formally valid applications are evaluated and ranked by members of the *Sustainability Board* in regard to the selection criteria mentioned above. The Sustainability Board represents the content-related advisory board of the ASF *hub* and consists in equal numbers of members of the University of Applied Arts, members of the UniNetZ project (Universities and Sustainable Development Goals) and representatives of civil society organizations.

The final decision lies with the *Management Board* of the ASF *hub*, consisting of members of the University of Applied Arts Vienna and the Ludwig Boltzmann Gesellschaft.

WHEN WILL BE DECIDED WHICH PROJECTS WILL BE SUPPORTED AND WHEN WILL THE APPLICANTS BE INFORMED?

The meetings of the *Sustainability Board* and the *Management Board* of the ASF *hub* will take place in early **November 2021**. Applicants will be notified of acceptance or rejection afterwards. **Projects can start earliest in December 2021.**

HOW ARE PROJECTS SUPPORTED BY THE UNIVERSITY OF APPLIED ARTS VIENNA, THE LUDWIG BOLTZMANN GESELLSCHAFT AND THE ASF HUB?

The projects are **financially supported by LBG**. The **University of Applied Arts Vienna** supports the projects in terms of content and by providing **resources and premises**. The **ASF hub accompanies and supports** the projects. Projects will receive access to project coaching and various content-related workshops. Through connecting individual projects, a peer network is created which enables mutual

support and exchange between the projects. The projects also receive support in regard to public relations by being able to use the homepage and social media channels of the ASF *hub*.

HOW ARE PROJECTS HANDLED LEGALLY?

A consortium agreement will be drawn up between the LBG, the University of Applied Arts Vienna and the project partner(s), in which the individual contributions are clearly defined. The project costs will be contributed by the LBG.

WHAT CONTRIBUTIONS DO PROJECT PARTNERS HAVE TO DELIVER

The project partners' contribution has to be described in the application, but is not a prerequisite.

WHAT KIND OF COSTS CAN BE ACCOUNTED FOR?

In accordance with the planned budget, the project costs will be contributed directly by the LBG:

- **Personnel expenses:** these are incurred directly through employment by LBG
- **Personal fees**
- **Material expenses and services:** e.g. Catering, printing costs, advertisements, room rentals, communication and collaboration software, small equipment (e.g. digital recorder, video camera, laptops up to EUR 1500), research and office infrastructure (up to EUR 1500)
- **Travel expenses:** public transport, 2nd class
- **Subcontracting:** Third party services that serve the implementation of the activities (e.g. facilitation of workshops). When subcontracting abroad, 20% VAT must be included in the budgeting for the activity

HOW WILL THE BILLING BE DONE?

The budgeted costs are borne by LBG, so the billing is done directly through LBG.

HOW WILL EMPLOYMENT IN THE COURSE OF A PROJECT BE IMPLEMENTED?

People will be employed directly by LBG under the usual conditions. The place of work is either with the project partners or with LBG.

ARE THERE ANY REPORTING OBLIGATIONS?

All supported projects have to submit an interim report and a final report.

IS IT POSSIBLE TO ADJUST PROJECTS DURING THEIR DURATION?

Project adjustments are possible after consultation with the ASF *hub*.