# Checklist
# For the Use of Participatory Methods / Implementation of Projects Aimed at Strengthening Democracy and European Awareness

**Approaches and project concepts for civil society actions at the local, national, and transnational levels — designed by and with diverse segments of civil society.**

The primary target group is not administrative bodies, political or business representatives, professional associations, but the citizens themselves (although they may act as supporting local partners in many initiatives)!

## Preparation Phase – Key Framework Conditions

### 1. Organisers – Who is leading the project?

Local governments/ regional authorities/ partnership associations/ civil society organisations active in the fields of culture/ education/ environment/ social affairs/ sports (e.g. educational institutions/ women's centres/ citizen initiatives); Joint initiatives involving multiple local partners coordinated by...

**Key questions to consider:**

- How can volunteers be recruited to commit to the project?

- How much human capacity (man-/womanpower) is needed to successfully carry out the project – both in the short and long term?

- How will their contributions be secured (e.g. through insurance), and how will their time and effort be acknowledged or compensated?

- Is there a clearly designated point of contact?

### 2. Partners – Where are they based?

Locally (Germany)/ bordering regions/ EU countries/ non-EU countries/ developing countries/ global partners (from other continents). The project may involve bilateral, trilateral, or multilateral cooperation.

**With whom specifically?** Local governments/ regional authorities/ civil society organisations active in the fields of culture/ education/ environment/ social affairs/ sport

**Key questions:**
- Is there any designated point of contact for each partner?
- Are there already prior experiences in cooperation/ proven alliance partners/ individual persons?

• Are there any limiting factors (related to people, agreements, or risks, etc.)?

• Common language / Solving language comprehension issues – Are there volunteers available for translation and interpretation tasks, or is cooperation with schools planned, etc.?

**3. What kind of activity is planned?**

One-day events/ workshops/ exchange visits or meetings/ media campaigns/ exhibitions/ project, etc.

**Key questions:**

- Is there a specific occasion (e.g. an anniversary, European elections)?

- Reference to the thematic focus / annual themes (Democracy/ Europe/ Education/ Women/ Ecology/ Social Welfare Projects/ New Media, etc.)?

**4. Duration**

Short-term, medium-term, or long-term initiative

**5. Location**

One location, multiple locations / separate, rotating, in exchange

**6. Objectives**
- Communication, exchange, and encounters

- Overall, to foster better mutual understanding (people/ daily life/ culture) as a way to reduce prejudices and support the development of European awareness and identity.
- Promoting collaboration among specific groups (in culture/ education/ environment/ social issues/ sports).
- Identifying and discussing problem areas / challenges and developing joint solutions

**Key questions:**
- What is innovative about this?
- Which new target groups could it appeal to? Reach
- Are there resources (groups, materials, prior experience) that can be used or involved?

**7. Target Groups**

- Civil society organisations active in the fields of

  culture/ education/ history/ environment/ social affairs/ sport/ new media

- Schools, universities, networks

- Youth, adults, women, seniors, families, migrants, persons with disabilities

- All citizens, especially those who are distant from education and politics, or tired of the EU

- Leaders of organizations, multipliers – both in professional and voluntary work.

**Key questions (crucial for international collaboration):** What does "civil society" mean to each partner? Is active participation possible, or are there hierarchical limitations

**8. Approaches: interactive, action-oriented, for the head, heart, and hands.**

**Learning format:** Non-formal/informal learning/age-specific/intergenerational/intercultural.

More knowledge-oriented or action-oriented or language-focused – minimal language, shared activities, common results, competitions.

Provider-based or demand-driven methods.

**9. Funding**

Expected required expenses for staff, materials, and meetings: secured/planned/expected/must be raised.

Amount of own funds or own resources (premises, equipment, staff, volunteers)

Potential supporters/funders/support programs: municipality, regional government, business sector, foundations.

European programs (e.g. *Europe for Citizens*, *Erasmus+ KA2, etc.*)
Sponsors
Charity events and "hands-on" fundraising

**10. Implementation**

Clarification of coordination, administrative work, language, division of labor, communication channels, meetings, scheduling, key milestones , process monitoring, evaluation, expected results. Potential issues and problem-solving strategies (language barriers), challenges between paid staff and volunteers.

**11. Ensuring results / Sustainability:**

- Evaluation and documentation of results
- Public outreach and media communication
- Expected outcomes/transferability.

**12. Public Relations**

Consistent motto/striking slogan
Materials: flyers, posters, postcards, videos, brochures, roll-ups, giveaways (bookmarks, pens, keychains, etc.)
Digital: website, Facebook, Instagram, WhatsApp group, mailing lists, newsletters, radio
Analog: print media, printed newsletters

**13. Communication Channels**
Email/ Mailing list/ Doodle list/ WeTransfer/ Dropbox/ Online survey/ Blog
Single or multilingual websites with comprehensible content and graphical design options (map, location and subject markers, images, videos, search function, contact option).
Online conferences/webinars, online platforms (e.g., vima-danube.eu).

*Signed: Carmen Stadelhofer, Ulm, April 26, 2025*