

Project proposal for the programme “Engage in dialogues”

Information about the applying institution

Name of institution

Contact person

Postal address

Email address

Telephone number

Website

Legal form

VAT-registered /
Entitled to reclaim VAT?

Yes

No

Short description of your institution

(max. 3,000 characters including spaces)

Please describe the history, mission, and areas of focus of your institution. Include information on your institution’s particular strengths and distinctive features, as well as the national and international significance of your institution and previous international activities.

Insert *short profile* here

Information on partner institution(s)

Partner institution	
Name of institution	
Contact person	
Postal address	
Email address	
Telephone number	
Website	
Legal form	

Partner institution

Name of institution

Contact person

Postal address

Email address

Telephone number

Website

Legal form

Partner institution

Name of institution

Contact person

Postal address

Email address

Telephone number

Website

Legal form

Partner institution

Name of institution

Contact person

Postal address

Email address

Telephone number

Website

Legal form

Project information

Project title
Planned start date (no earlier than 1 April 2026)
End date (no later than 31 December 2026)
Project period for the planned activities
Location(s)
Please specify at least three measurable goals that you want to achieve during the funding period.

Project description

Background and motivation (max. 2,500 characters including spaces)

Please describe the background and motivation for your project.

What questions or challenges in museum practice are you addressing?

Why is international dialogue important for this topic and for your institution(s)?

Insert *background and motivation* here

Objectives and target groups of the project (max. 2,500 characters including spaces)

Please explain:

- What specific developments do you aim to achieve for the participating institutions (e.g. professionalisation, further development, contextualisation of collections)?
- What external effects do you wish to achieve (e.g. audience development, international visibility, or new impulses within the professional discourse)?
- Which target groups – internal and external – do you want to reach with the project?

Insert *objectives and target groups of the project* here

Planned activities and milestones (max. 2,000 characters including spaces)

Please describe in keywords:

- Planned activities (e.g. workshops, working meetings, training sessions, digital/hybrid formats)
- Schedule/timeline
- Key milestones

Insert *planned activities and milestones* here

Expected results and impact on international cooperation

(max. 2,000 characters including spaces)

Please explain:

- How will the project strengthen long-term cooperation?
- How will it contribute to the strategic development of the participating museums in an international context?
- How will the results be documented, published, and incorporated into professional discourse?

Insert *expected results and impact on international cooperation* here

Project participants (max. 6,000 characters including spaces)

Please provide short biographies of the relevant project participants, including information on:

- Role in the project
- Professional background
- Areas of expertise
- Experience in international cooperation

Insert *project participants* here

Budget overview

Please provide an overview of the planned expenditures (detailed figures should be included in the separate budget and financing plan):

Total budget:	_____	€
Own funds or third-party funds:	_____	€
Requested funding amount:	_____	€

Declaration by an authorised representative

(Text form is sufficient, no signature required.)

I hereby confirm that all information provided in this application (project proposal/budget and financing plan) is, to the best of my knowledge, complete, truthful, and correct and that the proposed project has not yet been initiated.

Place, date:	_____
Name:	_____
Position:	_____

Submission

Please send the following, fully completed documents in a single email (max. 10 MB) to programmes@museumsagentur.de:

- Completed application form "Project proposal" as PDF
- Completed template "Budget and financing plan" as Excel
- Letter of Intent from the partner institution(s) as PDF
- Copy of your institution's official registration document (e.g. an extract from the association, commercial, or foundation register, depending on the legal form of the institution)
- If applicable, include written confirmation of additional funding sources

Contact

Do you have questions? Get in touch – we look forward to speaking with you!

Kathleen Clancy & Susann Pfarr
International Programmes
+49 30 213089 617
programmes@museumsagentur.de