

# Makers Empowerment Hubs Application Guide



Please send your answers to all questions to [info@tolocar.org](mailto:info@tolocar.org).

## 1) Short presentation of the makerspace

*Please describe the makerspaces including:*

- a. name of the makerspace,
- b. the team and the team members' responsibilities (if the team is not complete, please let us know which roles you foresee for the future),
- c. legal status (e.g. registered NGO incl. name of NGO),
- d. organizational structure,
- e. date of establishment,
- f. thematic focus (if any),
- g. examples of previous projects and activities,
- h. location (address)
- i. description of the space itself (rooms, building, etc.)
- j. description of the equipment of the makerspace (machines, tools, furniture)
- k. (if possible) link to website or social media

## 2) Makerspace vision (100-200 words)

*Please describe your vision for the makerspace. How do you envision the development of the makerspace? What role should the makerspace play within the community? Which activities would you like to implement with the makerspace and which target groups would you like to reach?*

## 3) Local Development (100-200 words)

*Please describe how you want to contribute to local development. Are you for instance active in or interested in contributing to one of the following fields: social cohesion, building and repairing, innovation, culture, community building, inclusion and support of women, internally displaced people and veterans, or any similar areas?*

## 4) Partnerships (150-300 words)

*Please give us some insight into your current local partner network and how you want to develop it. Are you already in contact with local stakeholders (businesses, universities, schools, municipality)? With which stakeholders do you plan to establish additional partnerships and why?*

## 5) Maker community (50-100 words)

*Please give us an overview, why and how you want to be part of the Ukrainian maker community. How could you benefit from such an exchange and what could you contribute? Are you already connected with other Ukrainian makerspaces?*

## 6) Capacity development (50-100 words)

*Please describe, which skills or capabilities you would like to strengthen to develop*

*the makerspace successfully. This can be technical making skills, but also administrative or soft skills.*

**7) Project idea** (200-300 words)

*Part of the program is the implementation of one making project contributing to local development and addressing specific local needs. If you already have a rough idea, please describe it. Which impact would you like to create? Who in the community would benefit? Which existing or new partnerships would you like to involve in the project?*

**8) Budget**

*Please provide an overview over the proposed budget for the one-year program. The total budget is 40.000€ (about 1.7 Mio UAH according to the exchange rate on the day the contract is concluded), while a maximum of 40% should be invested in materials and procurement (e.g. commission of machinery and tools, renovation work of the makerspace). Costs for trainings and skill development do not have to be included in the budget. Please provide your budget estimation in UAH.*

	Description	Unit of measurement (e.g. person, vehicle, room)	Quantity	Price per unit (in UAH)	Total (in UAH)
<b>1</b>	<b>Staff (prime cost for employees)</b>				
<b>2</b>	<b>External services</b>				
<b>3</b>	<b>Transport costs/ travel expenses</b>				
<b>4</b>	<b>Procurement of materials and equipment</b>				
<b>5</b>	<b>Other costs/ consumables</b>				
	<b>Subtotal</b>				
<b>6</b>	<b>Administration cost (10% on budget line 1-5)*<sup>1</sup></b>	-	-	-	
	<b>Total</b>				

<sup>1</sup> Administration costs may be calculated pro rata on the reported direct costs. This is the only budget line for which no vouchers are required, and no breakdown of actual costs must be submitted.

Example of filling out the budget:

	Description	Unit of measurement (e.g. months, trips, machines)	Quantity	Price per unit (in UAH)	Total (in UAH)
<b>1</b>	<b>Staff (prime cost for employees)</b>				
	<i>Project manager (100% of full time position)</i>	Months	12	XX	XX
	<i>Communication manager (50% of full time position)</i>	Months	12	XX	XX
	<i>Administrative assistant (50% of full time position)</i>	Months	12	XX	XX
<b>2</b>	<b>External services</b>				
	<i>External moderation for workshops and events for the project for local development</i>	Days	4	XX	XX
<b>3</b>	<b>Transport costs/ travel expenses</b>				
	<i>Travel within Ukraine</i>	Trip	2	XX	XX
<b>4</b>	<b>Procurement of materials and equipment</b>				
	<i>Makerspace equipment (e.g. machines, tools)</i>	Tools/ Machines	4	XX	XX
	<i>Materials for renovating Makerspace floor (e.g. tiles, grout)</i>	Floor	1	XX	XX
	<i>Materials and equipment for the project for local development (e.g. wood, drills)</i>	Lump sum	-	-	XX
<b>5</b>	<b>Other costs/ consumables</b>				
	<i>Office materials</i>	Lump sum	-	-	XX
	<i>Rent of workshop rooms for the project for development</i>	Days	15	XX	XX
	<b>Subtotal</b>				XX
<b>6</b>	<b>Administration cost (10% on budget line 1-5)*</b>	-	-	-	XX
	<b>Total</b>				1.700.000