

To DG Employment
European Commission

Dear Sir or Madam

Please find enclosed a completed application for the VP/2010/007 Call on social experimentation.

The enclosed application relates to the project entitled:
Turning Words into Action: Enabling the Rights and Inclusion of Children with Intellectual Disabilities in Europe.


I trust that the information contained is sufficient, but should you require anything further, please do not hesitate to contact me

Yours faithfully



Chief Executive Officer

27 August 2010



LUMOS
Working to transform the lives
of disadvantaged children
Registered company number: 5611912



EUROPEAN COMMISSION

DG Employment, Social Affairs and Equal Opportunities

Employment, social affairs and equal opportunities
Inclusion, socio-political aspects of migration, social integration policies

Call for proposals:	Call for proposals for Social Experimentations
Reference:	VP/2010/007
Budget Heading:	04.04 01 02

APPLICATION FORM

Application ref.: **VP/2010/007/0035**

Applicant information

A: General Information on the Applicant

A.1: Applicant organisation

A.1.1 Name of the organisation..... Lumos Foundation
A.1.2 Abbreviation..... Lumos
A.1.3 Type of organisation..... Private Law Body/Non-profit/International/NGO
A.1.4 Address..... 12-14 Berry Street
A.1.5 Postal code..... EC1V 0AU
A.1.6 City..... London
A.1.7 Country..... UK - United Kingdom
A.1.8 Telephone..... +44 2072536464
A.1.9 Fax..... +44 2072536563
A.1.10 E-mail address..... @lumos.org.uk
A.1.11 Registration number..... 1112575
A.1.12 VAT number..... 974383972
A.1.13 Web Site..... www.lumos.org.uk
A.1.14 Language for correspondence..... EN - English

A.2: Legal representative

A.2.1 Title..... Mr
A.2.2 Surname.....
A.2.3 Forename.....
A.2.4 Gender..... Male
A.2.5 Function..... Other
A.2.6 Other function..... Chief Executive Officer (CEO)
A.2.7 Telephone..... +40 20725364
A.2.8 Fax..... +402072536563
A.2.9 E-mail address..... @lumos.org.uk

A.3: Person responsible for managing the action

A.3.1 Title..... Ms
A.3.2 Surname..... MULHEIR
A.3.3 Forename..... Georgette
A.3.4 Gender..... Female
A.3.5 Function..... Director
A.3.6 Other function..... Director of Operations
A.3.7 Telephone..... +40 2072536475
A.3.8 Fax..... +402072536563

A.3.9 E-mail address..... georgette.mulheir@lumos.org.uk

Action

B: Information on the action for which the grant is requested

- B.1 Title..... Turing Words into Action: Enabling the Rights and Inclusion of Children with Intellectual Disabilities in Europe
- B.2 Short summary of the action..... This project proposes two primary courses of action, which would run concurrently. The first focuses efforts at the National level and aims to result in the production of an action plan for the inclusion of children with intellectual impairments in each country's current health and social reform policy areas. These plans will build on the success and endorsement of the WHO Europe Better Health, Better Lives Declaration at the European Level by ensuring national level consideration and planning in line with specific country circumstances and priorities. The second focus of the proposed project seeks to lead by example and ensure that children and young people with intellectual impairments are actively and meaningfully included in planning regarding decisions which affect their lives. Recognising the need for clear stakeholder collaboration and communication across different levels of action, representatives from these groups will come together regularly throughout the project to share experiences and plan for future developments. The proposed project also seeks to promote social experimentation in social protection and social inclusion. In order to do so, the objectives of this proposal have been further defined into measureable outcomes, which will demonstrate effects of the activities over the project's duration and allow for the comparison of experimental and control groups. Additional information is provided in the description of action, section 3.6.
- B.3 Specific objective(s)..... Aim
To improve the life chances, inclusion, access to rights and social participation of children with an intellectual disability in Europe. To ensure that all children and young people with intellectual disabilities become fully participating and included members of their communities with genuinely equal opportunities to their peers and support proportional to their needs.
- Objectives
1. To provide opportunities for the genuine inclusion of the voices of children and young people with intellectual impairments and their families and carers. To demonstrate implementation of inclusive policies by providing a model of good practice in consultative participation and what is both possible and apposite for children with intellectual impairments.
2. Using the Better Health, Better Lives Declaration as a framework, assist countries to develop, and understand how to implement, national plans for deinstitutionalisation through the development of community based health, education and social service alternatives. To ensure countries consider and are able to accommodate the specific challenges of meaningfully including children with intellectual disabilities.
3. To increase mutually beneficial partnerships and learning including transnational cooperation and in-country collaboration of stakeholders.
4. To strengthen the understanding, interpretation and implementation of international legislative and rights based frameworks in meeting the needs of children with intellectual disabilities and their families. For target countries to understand the harmful effects of institutionalisation and agree values and principles of inclusive living, including the right of all children to live with their families.
- B.4 Duration of activities
- B.4.1 Start..... 01/01/2010
- B.4.2 End 01/07/2011
- B.4.3 Months..... 18.00
- B.5 Implementation of the action..... The implementation of the project will take the form of two strands of activities ongoing concurrently.
1. National Action: A local working group will be formed in each of three project countries (Bulgaria, Czech Republic & Serbia) at the beginning of the project. This multi-stakeholder working group will consist of 10 members representing policy makers from various levels of government, service providers, NGOs and children with intellectual disabilities and family members. Through a series of three local meetings in each country and two transnational meetings with all 3 working groups, each country will be supported to develop a national action plan for the social protection and social inclusion for children with intellectual disabilities in national policy priorities.
2. Child participation- a group of children with intellectual disabilities, both from residential institutions and family homes, will come together for a series of activities throughout the project. These activities will be led by a Local Coordinator in each country and supported by local Project partners. This will include consultation on the national action plans as well as events aimed at increasing the visibility and understanding of disability in local communities.
- The project will be supported by a multi-sector Steering Committee, External Evaluator, Project Management Team and Project Partners.
- The proposed project would benefit from a multiple levels of monitoring and evaluation including the internal and external evaluation activities and social experimentation. Details of how each project

objective will be evaluated can be found in the detailed work programme attached.

B.6 Workplan..... Organisation of three country-level, multi-stakeholder working groups in each project country (Months 1-3). Project Countries include Bulgaria, Czech Republic and Serbia.

National action planning for the social inclusion and community living of all children with intellectual disabilities in each of the three project countries. To include 3 in country local working group meetings (in months 4, 10 & 15) and two additional transnational workshops (months 6 in Czech Republic & 13 in Bulgaria).

Organisation of a group of children and young people with intellectual disabilities in each project country to participate in child participation activities (Months 1-3). These groups will come together for a series of activities a minimum of one time per month in months 4-15. In the later stages of the project this will include facilitated feedback on the Better Health, Better Lives Declaration and contribution to the national action planning process.

A detailed workplan is provided in Annexe 5.

B.7 Will you subcontract any task related to the action?..... Yes

B.8 Timetable for action events

Please enter the key dates for the main events of the action (i.e. conferences, project meetings...)

Start date	End date	Venue	Type of event
01/04/2011	30/04/2011	Bulgaria, Czech Republic, Serbia	First Local Working Group Meeting in each country
01/06/2011	30/06/2011	Czech Republic	Transnational Action Planning Workshop
01/10/2011	31/10/2011	Bulgaria, Czech Republic, Serbia	Second Local Working Group Meeting in each country
01/01/2012	31/01/2012	Bulgaria	Follow-up Transnational Workshop
01/01/2012	31/01/2012	Bulgaria, Czech Republic, Serbia	Child-Choice Event in each country
01/03/2012	31/03/2012	Lumos, London Office (TBC)	Final Local Working Group Meeting in each country

B.9 Partnerships..... Karin Dom is a day Centre for Rehabilitation and Social Integration of Children with Special Needs and their Families in Varna, Bulgaria. Amongst others, the centre provides services to children with intellectual impairment, learning difficulties, autism and multiple or complex disabilities. Karin Dom combines educational and therapeutic work with children with advocacy and raising public awareness to help social inclusion as part of a better quality of life.

Pardubice Region represents a local authority currently undergoing reform of their residential system of care for children with disabilities through the development of community based health, education and social service alternatives. Pardubice County demonstrated early commitments to national reform efforts and has recently been named as an official pilot county for the national action plan on deinstitutionalisation in the Czech Republic.

B.10 Targeted groups / sectors Children with Intellectual Disabilities: the proposed project places this target group at the core of all activities. National and transnational activities will seek to raise their visibility and ensure disability mainstreaming in national policies and programmes for children. Child participation activities will enhance individual children's self-esteem and decision making skills while also raising awareness of their rights and potential for other children, family members, personnel working in institutions, their larger community and members of National Working Group.

Families of Children with Intellectual Disabilities: This project aims to demonstrate to families the capacity of their children to contribute to decisions which affect their lives. In addition, national and transnational activities are aimed at ensuring the needs of children with intellectual disabilities and their families are considered and provided for in national plans and programmes for children. The proper process of deinstitutionalisation requires the development of preventative and social services, which will, in the longer term, ensure more families of children with intellectual disabilities will have the support necessary to provide for their children at home.

Policy and Decision Makers from all levels of Government: This project will serve to enhance their understanding of disability and the unique needs of children with intellectual disabilities. Through national mentoring and transnational workshops it will facilitate a national planning process and impart skills and attitudes which can be used in future policy and programmatic decisions.

Professionals and Service Providers: Modelling the true and meaningful participation of children with intellectual disabilities will serve to increase the capacity of professionals and service providers to further include these children in all aspects of their practice.

B.11 Transnational dimension..... Project Countries: Bulgaria, Czech Republic, Serbia
Project Languages: Bulgarian, Czech, Serbian, English and French

Transnational methodology: multi-stakeholder working groups from each project country will come together twice during the project to participate in mutual learning through a transnational action planning workshop and a follow up transnational meeting.

A multi-sector Steering Committee and inter-ministerial, multi-stakeholder National Working Groups in

each country are key to the realisation of this mutual learning. This will provide opportunities for their own growth and development as well as the enrichment of other project participants' knowledge and understanding of intellectual disability. Expert Mentors and meeting facilitators (all members of the Steering Committee) will provide insight and knowledge from countries which have previously undergone reform and will in turn learn from the National Working Groups they are facilitating. In addition, children and young people with intellectual disabilities will be actively included in all project activities. Furthermore, research and experience both demonstrate the learning and positive impact on the attitudes surrounding disability for non-disabled children when they are brought together with children with disabilities in this type of mutual learning.

Additional details of working in partnership and the transnational dimensions of the proposed project can be found in the attached description of action (annexe 8) and detailed work programme (annexe 5).

- B.12 Arrangements for evaluation / monitoring of the action.....** This project will benefit from having three tiers of evaluation:
1. Internal Evaluation through regular meetings and reporting of the Steering Committee, Project Management Team and Local Coordinators
 2. External Evaluation: An independent external evaluator will ensure that objective and independent feedback to the project is provided throughout.
 3. Social experimentation methodology will allow for comparison of groups both before and after project activities as well as between project countries and control groups. Please see the attached description of action for additional details.

- B.13 Added value / innovativeness of the action.....** The true and meaningful inclusion of children with intellectual disabilities in policy arenas remains a highly innovative exercise. This project will bring children with intellectual disabilities living in residential institutions together with those living in families and will bring both groups together with their non-disabled siblings and peers. In addition, children and young people with intellectual disabilities will attend working group and transnational meetings, providing an innovative and likely never experienced opportunity for policy makers across CEE to interact with an individual with a disability. In addition, the opportunities for transnational collaboration of stakeholders in an interactive workshop designed to facilitate their active engagement with each other and ability to share and learn from one another, represent a rare and innovative methodology to the action planning process. Facilitating connections between children at a local level and decision makers at the highest levels allows for the modelling of good practice of how to systematically translate international legislation into practical action.

- B.14 Expected results.....** Outputs include:
1. Newly developed or updated action plans for children with intellectual disabilities in each of the three countries.
 2. A guide to national planning which will assist countries in translating the Better Health Better Lives Declaration's words into action. This guide will offer concrete advice on including children with intellectual disabilities in future government policies and programmes as well as on how to ensure children are able to contribute to the planning process.
 3. A guidance manual on how to facilitate the active and meaningful participation of children and young people with intellectual disabilities in contributing to decisions which impact upon their lives. An easy read version of this will also be produced. This will focus on encouraging children with intellectual disabilities to become involved in the planning process and demonstrating how this is possible.
 4. A simple and user friendly self monitoring and evaluation tool which provides a set of indicators for each of the 10 priorities in the Better Health, Better Lives Declaration.
 5. A child publication which demonstrates their thoughts and feedback on the Declaration. This publication could be in the form of pictures, video, drawings, words or anything else children wish to create. By its nature this will also be an EasyRead accessible publication
 6. A report to the EC on project that details its successes outlines areas for growth and provides suggestions for replication or expansion.

Additional details about each of the expected

- B.15 Use of results (multiplier effects and dissemination plans).....** Project information will be disseminated in the following ways to ensure maximum exposure
1. A website, which will contain free access pdf versions of each of the above outputs. This website will be hosted as a subsection on Lumos' website, www.lumos.org.uk.
 2. Production of the above outputs (with the exception of National Action Plans) in all five project languages- English, Bulgarian, Czech, Serbian and French.
 3. Further production of the self-assessment monitoring and evaluation tool in all remaining PROGRESS Country languages.
 4. Production of outputs in EasyRead format to ensure children and young people with intellectual impairments are able to fully access the information.
 5. Printed replication of the above outputs totalling of 5,300 copies- see the budget for a specific breakdown.
 6. Production of 3000 data CD's which contain all project outputs in all four project languages and the monitoring and evaluation self-assessment tool in all PROGRESS Country languages.
 1. Leaflets, posters and general advocacy materials will be produced in each country to support the messages of the child participation activities and advocate for the right and need of full inclusion for children with intellectual disabilities.
 2. Publicity of the child-choice events, which serves to make the inclusion of children and young people with intellectual disabilities in daily activities highly visible to the larger community.
 7. Dissemination of project information and all outputs at a European level through supporting organisations Inclusion Europe and WHO Europe. Project information and outputs will also be shared with the Ad-Hoc Group on deinstitutionalisation, which Lumos chairs. This will ensure wide dissemination across sectors and to organisations committed to the field of social protection.

Applicant organisation

C: Structure, activities and resources of the applicant organisation

C.1: Operational structure

C.1.1 Main objectives and activities.....	<p>Lumos is a not-for-profit charitable organisation based in the UK, with Operations across the European Region.</p> <p>Primary Objectives: To bring an end to the institutionalisation of children in the European region To support governments, NGOs and communities to improve the provision of health, education and social services to vulnerable children and their families To develop and disseminate best practices in de-institutionalisation (DI), in order to accelerate and improve the quality of process of reform and to reduce the risk to children involved</p> <p>Main activities:</p> <p>Country programmes, including: Rep. of Moldova: Large scale DI programme - reducing numbers of children in institutions by 25% Infant mortality reduction programme Development of a national inspection/accreditation system for social services</p> <p>The Czech Republic: Supported the government to develop a National Action Plan for complete reform of the system of care for vulnerable children (including DI) Support to the government on the implementation of an ESF/ERDF funded large-scale DI programme for children and adults with disabilities Pilot project for complete DI of children's services in one county Supporting the government on a comprehensive analysis of the entire child care system.</p> <p>Bulgaria: Supporting the government on the development of a 10-year plan for DI of 137 children's institutions Supporting the government on the implementation of the national DI plan</p> <p>Montenegro: Assisting the government and UNICEF to carry out a comprehensive analysis of the child care system, as the basis for a National Plan for DI.</p> <p>International work: Chairing the ad hoc group on DI; contributed to report on DI requested by Commissioner Spidla Providing advice to DGs' Empl and Regio on Bulgaria DI programme Training for DG Regio and DG Empl desk officers on DI Work in partnership with the WHO and many international NGOs on the development and implementation of a new Declaration on Children with Intellectual Disabilities.</p>
C.1.2 Administrative structure of your organisation.....	<p>Lumos' Administrative Structure: The Board of Trustees, whose members are voluntary, guides, directs and oversees governance and activities, in accordance with English Charity Law. The Board approves the Business Plan of the organisation.</p> <p>A permanent Executive body of full-time directors, led by the Chief Executive Officer, provides the overall direction and management of the actions.</p> <p>Lumos has three Branches - the Czech Branch, the Moldovan Branch and the Bulgarian Branch. Each branch is managed by a local Country Representative, a full-time permanent employee of Lumos. Lumos also has an office in Brussels as a base for our international advocacy work.</p>
C.1.3 Members of your organisation.....	<p>Lumos is not a membership organisation.</p>
C.1.4 Staff employed by your organisation in the relevant field.....	<p>Directors/senior management: 5 Project management and implementation: 16 Advocacy (1 full-time permanent) Finance (4 permanent) Administration (3 full-time permanent) Communications (1 full-time permanent)</p>
C.1.5 Experience of similar projects.....	<p>Lumos manages a range of international projects, which demonstrate our expertise and capacity in this field, including: 1. Chairing the 'ad hoc group on de-institutionalisation', convened in Brussels by Commissioner Spidla, with a remit to: Assess the situation of people in long-term residential institutions in Europe Explore cross-cutting aspects of institutionalisation of different groups (children, adults with disabilities, adults with mental health issues, older people)</p>

Assess challenges in DI
Produce recommendations for EC and member states.
The group produced a report, endorsed by Commissioners Spidla Andor.
Lumos budget: 105,000 Euro

2. Provision of advice and training to DGs Empl and Regio in Brussels. The purpose is:
To assist decision makers to improve the funding of DI in Bulgaria
To train desk officers working with New Member States on best practices/challenges in DI.
The advice resulted in the development of a comprehensive DI plan in Bulgaria. The training was welcomed by desk officers, who requested further training, guidelines and toolkits to assist them in assessing Member States' proposals for the use of ESF/ERDF funding.
Lumos budget: 66,000 Euro

3. Partnership with WHO on Children with Intellectual Disabilities (CWID). Lumos' role is to:
Support the development of a WHO Declaration on CWID, to be signed by all governments in the European region
Coordinate consultation with European umbrella NGOs/DPOs on the Declaration
Organise consultation meetings, website/newsletter; an inter-governmental signing conference
Authoring expert papers on best practice.
Lumos budget: 61,000 Euro

4. Large DI programmes in the Czech Republic, Moldova, Bulgaria and Montenegro, including:
Training and capacity building of governments/local authorities
Developing tools for all aspects of DI and supporting implementation
Assisting in analyses of child care systems; developing and implementing DI projects.
Lumos budget: 587,000 Euro

C.2: Financial resources

C.2.1 Your organisation's usual sources of finance.....

Income 2007
1) £1,950,000 received from "The Tales of Beedle the Bard" book, hand written and illustrated by JK Rowling – representing 98.95% of the total income.
2) £20,600 received in general donations – representing 1.05% of the total income.

Income 2008
1) £252,550 received from "The Tales of Beedle the Bard" royalties – 91.09% of the income.
2) £24,700 received in general donations – 8.91% of the income.

Income 2009
Accounts for the period 01.01.2009 to 31.12.2009 have not been audited yet. The audited accounts will be available after 30 September 2010.

1) £14,337,270 received from "The Tales of Beedle the Bard" royalties – 99.35% of the income.
2) £83,490 received in restricted funding from grants – 0.58% of the income:
£72,500 grant from the Department for Education
£10,990 grant from the World Health Organisation
3) £9,900 received in general donations – 0.07% of the income.

C.2.2 Your organisation's turnover or equivalent for the last financial year in EUR.....

Turnover for the year 01.01.2009 to 31.12.2009 was € 17,624,600 (£14,430,660 - exchange rate 1.221 dated 23.08.2010).

C.2.3 Any other information demonstrating financial capacity.....

During 2010, the main source of finance for the charity's activities has been the proceeds from the sales of "The Tales of Beedle the Bard", written by JK Rowling. The author has donated the rights to publish the book and the proceeds from the sales to the charity. We expect to continue receiving royalties for the foreseeable future.

C.3: Previous grants and current grant applications

C.3.1 Previous Union grants

(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Service responsible and programme	Agreement N°	Year of the award	Title of the action	Amount of the grant (in EUR)

C.3.2 Action Grant applications in the current year

Has your organisation presented or does it intend to submit an application for support in the current year to any other Commission services or other Union institutions? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of agreement if applicable and the state of play of your application).

Service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (in EUR)
European Commission; DG Employment; PROGRESS	European Guidelines on De-institutionalisation	Pending	233 265.00

C.3.3 Have you requested/obtained an operating grant which is currently ongoing?..... No

C.3.4 If yes, please indicate the Union institution and service responsible, the amount and the period covered by the grant/request.....

Partners

D: Partners involved in the action

Partner : 1

P1/ D.1.1 Name of the Organisation..... Pardubice Region Local Authority

P1/ D.1.2 Type of organisation..... Public Law Body/Local

P1/ D.1.3 Abbreviation.....

P1/ D.1.4 Address..... Komenskeho namesti 125

P1/ D.1.5 Postal code..... 523 11

P1/ D.1.6 City..... Pardubice

P1/ D.1.7 Country..... CZ - Ceská republika

P1/ D.1.8 Telephone 466 026 160

P1/ D.1.9 Fax..... 466 026 383

P1/ D.1.10 E-mail address..... @pardubickykraj.cz

Partner : 2

P2/ D.1.1 Name of the Organisation..... Karin Dom Foundation

P2/ D.1.2 Type of organisation..... Private Law Body/Non-profit/National/NGO

P2/ D.1.3 Abbreviation.....

P2/ D.1.4 Address..... Sveti Nikola, P.O.B. 104

P2/ D.1.5 Postal code..... 9010

P2/ D.1.6 City..... Varna

P2/ D.1.7 Country..... BG - Balgarija

P2/ D.1.8 Telephone +359 52 302 517

P2/ D.1.9 Fax..... + 359 52 302 516

P2/ D.1.10 E-mail address..... @karindom.org

Annexes

E: Annexes

- E.1 Declaration on honour..... annexe 1.pdf
- E.2 Letters of commitment (as specified in the call)..... annexe2, letters of commitment.pdf
- E.3 Financial identification form..... Annex 3, Financial data_23_08_10.pdf
- E.4 Legal entity form..... Annex 4, legal entity LUMOS.pdf
- E.5 Detailed work programme..... annexe 5, detailed work programme.pdf
- E.6 Contracts for implementing the action..... annexe 6, subcontracting.pdf
- E.7 Checklist..... Annexe 7, checklist.pdf
- E.8 Description of the action..... annexe 8, description of the action.pdf
- E.9 Summary Quantitative Information on Planned Deliverables/Outputs..... annexe 9, quantitative.xls
- E.10 Supplementary space for additional documents (if needed)..... annexe10.pdf

Signature

F: Signature of the legal representative

Warning : Failure to sign by the lead applicant, will entail the Commission to automatically reject the application.

F.1 Name

Please indicate your name only on the paper version.

F.2 Date and place

27/8/10 LONDON

Please insert date and place only on the paper version.

F.3 Signature (on the paper copy)

A handwritten signature in black ink, consisting of several overlapping, stylized strokes.

Budget

If applicable, expected value of the subcontracting plans for external expertise..... 0.00

Total cost of the action **224 588.22**

Total eligible costs (D + I) **224 588.22**

Total eligible direct costs (D) **214 588.22**

Heading 1 - Staff costs

Management.....	47 967.27
Administration.....	36 003.00
Secretariat.....	0.00
Accounting.....	8 332.95
Other staff.....	7 600.00
Total - Staff costs.....	99 903.22

Heading 2 - Travel, accommodation and subsistence allowances

Travel.....	25 500.00
Subsistence allowances (accommodation, meals, etc.).....	34 200.00
Total - Travel, accommodation and subsistence allowances.....	59 700.00

Heading 3 - Costs of services

Information dissemination.....	5 750.00
Translations.....	11 625.00
Reproductions and publications.....	8 560.00
Specific evaluation.....	0.00
Interpretations.....	10 800.00
External expertise.....	0.00
Other services.....	0.00
Total - Costs of services.....	36 735.00

Heading 4 - Administration costs

Depreciation for purchase of equipment.....	0.00
Hire of rooms.....	2 100.00
Hire of interpreting booths.....	5 400.00
Audits.....	1 000.00
Financial services.....	0.00

Other administrative costs.....	9 750.00
Total - Administration costs.....	18 250.00
Total eligible indirect costs (I).....	10 000.00

Heading 5 - Overheads

Overheads.....	10 000.00
Total eligible indirect costs (I).....	10 000.00

Total revenue of the action	224 588.22
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Income	224 588.22
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Income

Beneficiary's contribution in cash (C).....	45 000.00
Revenue generated by the action (R).....	0.00
Union Grant (S).....	179 588.22
Total Income = C + R + S.....	224 588.22

Heading 1 - Staff costs

Management/Coordination (transnational and national)

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Project Coordinator (To be hired for this project if grant awarded)	Lumos, Project Manager: Words into Action	.5 time (17.5 hrs/ week) for 16 months. Temporary Part-Time position for purposes of this project	181.41	147.00	26 667.27
Three Steering Group Members to act as expert mentors to local working groups	One mentor per country to attend local working group meetings and provide distance support. Assignment of Steering Group Members as expert mentors will occur in consultation with local working groups at the beginning of the project-see description of action for additional details	7 mentor days per country	300.00	21.00	6 300.00
Two Steering Group Members to facilitate transnational workshops	All project partners and steering group members will participate in planning and designing the workshops, 2 Steering Group members will facilitate the first transnational 4 day workshop, 1 Steering Group member will facilitate the 2-day follow up transnational meeting. Both meetings will also be supported by the with Project Manager	transnational meeting: 4 days x 3 people=12; follow-up meeting 2 days x 2 people=4; planning=3	300.00	19.00	5 700.00
Steering Group Members and Project Partners to contribute to production of outputs and reports	All Steering Group Members and Project Partners to contribute- 1 day per Steering Group member	10 days in total	300.00	10.00	3 000.00
Project Manager, Georgette Mulheir	Lumos, Director of Operations	1 day per month time to manage project over 18 months- Part of Lumos Contribution to funding	350.00	18.00	6 300.00

Total cost of Management/Coordination..... 47 967.27

Administration/Implementation of the project

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Local Coordinator Bulgaria- post to be filled; see description of action section 3.6.2 for details	Lumos, Local Coordinator Bulgaria: Words into Action Project	Temporary Full-Time position for purposes of this project. Full Time (35 hrs/week) for 12 months	54.55	220.00	12 001.00
Local Coordinator Czech Republic- post to be filled; see description of action section 3.6.2	Lumos, Local Coordinator Czech Republic: Words into Action Project	Temporary Full-Time position for purposes of this project. Full Time (35 hrs/week) for 12 months	54.55	220.00	12 001.00
Local Coordinator Serbia- post to be filled; see description of action section 3.6.2 for details	Lumos, Local Coordinator Serbia: Words into Action Project	Temporary Full-Time position for purposes of this project. Full Time (35 hrs/week) for 12 months	54.55	220.00	12 001.00

Total cost of Administration/Implementation of the project..... 36 003.00

Secretarial costs

Name	Name of organisation and function within	Status	Daily	Number	Total
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	the organisation		Salary cost	of days	
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Total cost of Secretarial costs..... 0.00

Accounting

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Finance and Administration Officer - post to be filled with project funds	Lumos, Finance and Administration Officer, Words into Action Project	Temporary part-time position for purposes of this project. 25 time (8.75 hrs/week) for 16 months	114.15	73.00	8 332.95

Total cost of Accounting..... 8 332.95

Other staff

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Karin Dom, Bulgaria	5 days total time for project partner local staff to assist with national and child participation activities locally. Also to include assistance with data collection, evaluation and social experimentation	5 days total over duration of project	150.00	5.00	750.00
Pardubice Region	5 days total time for project partner local staff to assist with national and child participation activities locally. Also to include assistance with data collection, evaluation and social experimentation	5 days total over duration of project	150.00	5.00	750.00
	Lumos Consultant, External Evaluator for the project	15 days: 3 Steering Committee mtgs, 3 national mtg, 6 transnational mtgs, 3 day reporting	300.00	15.00	4 500.00
Carers/support workers	The individual carers and support workers of children and self-advocates will necessarily provide support at Steering Committee, National and Transnational Meetings	Support workers/ carers of specific children. Hired as needed for days of support services by Lumos	100.00	16.00	1 600.00

Total cost of Other staff..... 7 600.00

Total staff costs..... 99 903.22

Heading 2 - Travel, accommodation and subsistence allowances

Travel, accommodation and subsistence allowance

Please enter in "Daily cost per person" accommodation and daily subsistence allowance (DSA) costs

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
3 in-country working group meetings. Each meeting will host 10 local delegates for 1 day, travel included in DSA	Bulgaria	0.00	10.00	0.00	30.00	10.00	3.00	900.00	900.00
3 in-country working group meetings. Each meeting will host 10 local delegates for 1 day	Czech Republic	0.00	10.00	0.00	30.00	10.00	3.00	900.00	900.00
3 in-country working group meetings. Each meeting will host 10 local delegates for 1 day	Serbia	0.00	10.00	0.00	30.00	10.00	3.00	900.00	900.00
Attendance at in-country working group meetings for 1 international delegates/ facilitator per meeting (9 in total, 3 per country)	3 meetings each in Bulgaria, Czech Republic and Serbia	300.00	9.00	2 700.00	130.00	1.00	9.00	1 170.00	3 870.00
Attendance at in-country working group meeting for external evaluator to attend 1 meeting per country over project (3 in total)	1 meetings each in Bulgaria, Czech Republic and Serbia	300.00	3.00	900.00	130.00	1.00	3.00	390.00	1 290.00
Steering group meetings. 3 in-person meetings over the 18 month project for 10 steering group members + 2 carers/ supporters for persons with disabilities).	London	150.00	36.00	5 400.00	20.00	12.00	3.00	720.00	6 120.00
Transnational action planning workshop. Meeting participants include 10 local delegates (travel included in DSA) and 24 international delegates (10 each from Czech and Serbia working groups + 3 facilitators and 1 external evaluator)	Bulgaria	300.00	24.00	7 200.00	135.00	34.00	4.00	18 360.00	25 560.00
Follow up transnational workshop. Meeting participants include 10 local delegates (travel included in DSA) and 23 international delegates (10 each from Bulgaria and Serbia working groups + 2 facilitators and 1 external evaluator)	Czech Republic	300.00	23.00	6 900.00	135.00	33.00	2.00	8 910.00	15 810.00
Project Coordinator to visit each country to meet with Local Coordinators and monitor and support project activities. 2 visits per country for 2 days each over project duration	2 visits each to Bulgaria, Czech Republic and Serbia	300.00	6.00	1 800.00	130.00	1.00	12.00	1 560.00	3 360.00
Travel for Disabled Steering Group Members to attend teleconference meetings in person with PMT to ensure accessibility and their meaningful inclusion	London	200.00	3.00	600.00	130.00	1.00	3.00	390.00	990.00

Total of travel costs..... 25 500.00

Total of subsistence and accommodation costs..... 34 200.00

Total - Travel, accommodation and subsistence allowances..... 59 700.00

Heading 3 - Cost of services

Information dissemination

Nature of costs	Quantity	Unit cost	Total
Website, to be hosted on Lumos' site (www.lumos.org.uk) cost for 4 days production and associated fees	4.00	250.00	1 000.00
Production of easy read documents- to ensure all information and results are accessible to children and to individuals with disabilities	4.00	625.00	2 500.00
Production of CD-ROM's with all document outputs, child participation tools, reports and additional materials available in all project languages	3 000.00	0.50	1 500.00
leaflets/posters for child participation activities to increase visibility & inclusion in community (500 per country)	1 500.00	0.50	750.00

Total information dissemination..... 5 750.00

Translations

Total number of languages (the document is translated to) , Cost per page (1 page=1500 characters without blanks)

Description of documents to be translated	Languages from ... to	Total number of languages	Cost per page	Number of pages	Total
Guide to national planning; a pragmatic guide to national planning using the Better Health, Better Lives Declaration as a framework, sharing of experiences, reporting on the process, highlighting innovative aspects in planning and implementing change for children with intellectual disabilities.	English - French English - Bulgarian English - Serbian English - Czech	4.00	15.00	50.00	3 000.00
An Easy Read Version of the above project report to ensure all results and information are accessible to children and individuals with intellectual impairments. The EasyRead version will have significantly less words per page, reducing the pages costed for.	English - French English - Bulgarian English - Serbian English - Czech	4.00	15.00	10.00	600.00
A guidance manual and training module on how to ensuring the effective participation of children and young people with intellectual disabilities in national planning and decisions regarding their lives. To include the process followed during this project and lessons learned.	English - French English - Bulgarian English - Serbian English - Czech	4.00	15.00	50.00	3 000.00
An Easy Read Version of the above guidance manual focused on how children can be included and what to expect in this process. The EasyRead version will have significantly less words per page, reducing the pages costed for.	English - French English - Bulgarian English - Serbian English - Czech	4.00	15.00	10.00	600.00
A child written publication demonstrating their thoughts and feedback on the Declaration. This will largely take the form of pictures or drawings or video with few words needing translation.	English - French English - Bulgarian English - Serbian English - Czech	4.00	15.00	10.00	600.00
A self-evaluation monitoring and evaluation tool which provides a set of indicators for each of the 10 priorities in the Better Health Better Lives Declaration and allows countries to track their own progress and plan next steps.	From English to all of the other 33 PROGRESS Country languages	33.00	15.00	5.00	2 475.00
translation of draft action plans from project country language into English for review by steering committee and PMT.	Bulgarian- English Czech-English Serbian-English	3.00	15.00	30.00	1 350.00

Total translations..... 11 625.00

Reproductions and publications

Document	Number of pages	Unit cost	Total
Guide to National Planning; 100 copies each BG, CZ & SRB, 200 copies EN, FR (total 700)	35 000.00	0.07	2 450.00
child participation manual; 100 copies BG, CZ & SRB, 250 copies EN, FR (total 800)	40 000.00	0.07	2 800.00
self-assessment M&E tool; 100 copies all EU lang, 50 copies remaining PROGRESS lang (total 2800)	14 000.00	0.10	1 400.00
50 colour copies of each EasyRead action plan for 3 project countries (total 150)	3 000.00	0.10	300.00
colour copies of child publication 50 copies BG, CZ & SRB, 100 copies EN, FR (total 350)	7 000.00	0.10	700.00
colour copies of EasyRead guidance manual 50 copies BG, CZ & SRB, 100 EN, FR (total 350)	7 000.00	0.10	700.00
50 copies of each action plan for children with intellectual dis. BG, CZ & SRB (total 150)	3 000.00	0.07	210.00

Total reproductions and publications..... 8 560.00

Specific evaluation

Evaluator	Cost	Total
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Total specific evaluation..... 0.00

Interpretations

Meeting	Languages	Number of interpreters	Number of days	Daily cost per interpreter	Total
3 local working group meetings, 1 day per meeting - Bulgaria	Bulgarian-English	2.00	3.00	200.00	1 200.00
3 local working group meetings, 1 day per meeting- Czech Republic	Czech-English	2.00	3.00	200.00	1 200.00
3 local working group meetings, 1 day per meeting- Serbia	Serbian-English	2.00	3.00	200.00	1 200.00
Transnational Action Planning Workshop	English - Bulgarian English - Serbian English - Czech Republic	6.00	4.00	200.00	4 800.00
Transnational Follow up Workshop	English - Bulgarian English - Serbian English - Czech Republic	6.00	2.00	200.00	2 400.00

Total interpretations..... 10 800.00

External expertise

Task	Number of days	Daily cost	Total
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Total external expertise..... 0.00

Other Services

Service	Amount	Total
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Total other services..... 0.00

Total - Costs of services..... 36 735.00

Heading 4 - Administration costs

Depreciation for purchase of equipment

Type of equipment	Estimated depreciation cost
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Total depreciation..... 0.00

Hire of rooms

Meeting	Number of days	Unit cost per day	Number of rooms	Total
Steering group meetings	3.00	200.00	1.00	600.00
Transnational Action Planning Meeting- Czech Republic	4.00	250.00	1.00	1 000.00
Follow up transnational meeting- Bulgaria	2.00	250.00	1.00	500.00

Total hire of rooms..... 2 100.00

Hire of interpreting booths

Meeting	Languages	Number of booths	Number of days	Unit cost per day	Total
Transnational Action Planning Meeting	Bulgarian Serbia English Czech	3.00	4.00	300.00	3 600.00
Follow up transnational meeting	Bulgarian Serbia English Czech	3.00	2.00	300.00	1 800.00

Total Hire of interpreting booths..... 5 400.00

Audits

Auditor	Cost	Total
External audit	1 000.00	1 000.00

Total audits..... 1 000.00

Financial costs

Nature of costs	Quantity	Unit cost	Total
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Total financial costs..... 0.00

Other administrative costs

Description	Cost
Child participation activities: materials, transportation, support workers, etc. (2250 per country)	6 750.00
Child-choice event budget (1000 per country)	3 000.00

Total Other Administrative costs..... 9 750.00

Total - Administration costs..... 18 250.00

Heading 5 - Overheads

Amount..... 10 000.00

Heading 6 - Income

Income

Own contribution.....	45 000.00
Partner's contribution.....	0.00
Beneficiary's contribution in cash (C).....	45 000.00
Revenue generated by the action (R).....	0.00
Union grant (S) (T - C - R).....	179 588.22
Total Income (T)	224 588.22

Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is

79.96



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/ftiers_fr.htm

ACCOUNT NAME

ACCOUNT NAME(1)	Lumos Foundation		
ADDRESS	12-14 Berry Street		
TOWN/CITY	London	POSTCODE	EC1V 0AU
COUNTRY	United Kingdom		

CONTACT

TELEPHONE	+44	FAX	+44
E - MAIL			

BANK

BANK NAME	HSBC Bank Plc		
BRANCH ADDRESS	8 Victoria Street		
TOWN/CITY	London	POSTCODE	SW1H 0NJ
COUNTRY	United Kingdom		
ACCOUNT NUMBER			
IBAN(2)			

REMARKS: for this account if is also an authorised contact is not available.
Bank Statements are attached.

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both Obligatory)(3)

DATE + SIGNATURE ACCOUNT HOLDER :
(Obligatory)

DATE 18/8/10

- (1) The name or title under which the account has been opened and not the name of the authorized agent
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
(3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.



LEGAL ENTITIES

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/legal_entities_fr.htm

PRIVATE COMPANIES

TYPE OF COMPANY	Private law body/ non-profit/ International/ NGO								
NGO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	(Non-Governmental Organisation)						
NAME(S)	Lumos Foundation								
ABBREVIATION	Lumos								
ADDRESS OF HEAD OFFICE	Lumos Foundation								
	1st Floor								
	12-14 Berry Street								
POSTCODE	EC1V 0AU	P.O. BOX							
TOWN/CITY	London								
COUNTRY	UK								
VAT (1)									
PLACE OF REGISTRATION	England and Wales								
DATE OF REGISTRATION	<table border="1"><tr><td>DD</td><td>MM</td><td>YYYY</td></tr><tr><td></td><td></td><td></td></tr></table>			DD	MM	YYYY			
DD	MM	YYYY							
REGISTRATION No (2)	EU								
PHONE	+44 (0)207 253 6464	FAX	+44 (0)207 253 6563						
E-MAIL	info@lumos.org.uk								

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:

1. A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT 2 BELOW.
2. A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.



Working to transform the lives
of disadvantaged children

Registered company number: 5611912

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE

19/8/10

The Common European Guidelines on De-institutionalisation

Job Descriptions

1. Project manager

Based at Lumos Head Office in London, the project manager has overall responsibility for ensuring the quality, efficiency and probity of all actions.

Specific responsibilities include:

- Supervising the other members of the project management team in their day to day activities
- Supervising the preparation of all relevant reports
- Providing proper control over financial expenditure
- Ensuring regular reporting to the steering committee
- Contributing to the development of deliverables
- Participating in all project activities
- Making decisions on sub-contracting
- Reporting to the EC in relation to this project, according to EC requirements.

The project manager is a part time role filled by Lumos' Director of Operations, Georgette Mulheir.

2. Chair of the Steering Committee.

The Chair is responsible for guiding and supporting the steering committee in their responsibilities, which include the following.

With overall responsibility for ensuring the realisation of the project activities, the steering committee will:

- Oversee and guide the implementation of activities
- Provide expert advice to the implementation of activities
- Consider and comment on monthly progress reports
- Monitor progress of work carried out by the Project Working Group (PWG) and Project Management Team (PMT) and provide guidance to improve implementation, modifying project plans as necessary
- Approve the activity and financial reports.

The steering committee will meet formally three times each year (six meetings over the duration of the project). Outside formal meetings, steering committee members will continue to communicate via email and telephone with the PWG and PMT to monitor and advise on progress of activities.

The Chair of the Steering Committee is a part-time role filled by _____ one of Lumos' experts.

3. Project co-ordinator

Reporting to the project manager, the project co-ordinator has the following key responsibilities:

- Organising all project activities, meetings, events etc

- Writing the monthly and quarterly reports and submitting them to the project manager for approval
- Overseeing the work of the research assistant
- Ensuring regular communication with all stakeholders
- Producing and disseminating the regular e-newsletter
- Organising all sub-contracting
- Organising all publications and ensuring their dissemination
- Providing support to the steering committee and project working groups.

4. Research Assistant

Full-time for the first year of the project, the post-holder will:

- Carry out all desk research in relation to the production of guidelines, toolkits, training programme
- Collate and summarise all documents collected from partners' members
- Support the project working groups in writing up the guidelines, toolkits, training programmes.

Date: 19/08/2010
Time: 15:57:01

Lumos Foundation
Profit and Loss

Page: 1

From: Month 1, January 2009
To: Month 12, December 2009

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Sales		
Donations	559,898.26	559,898.26
Grants	83,490.00	83,490.00
Charitable Activities	13,787,274.63	13,787,274.63
Investment Income	17,052.42	17,052.42
	14,447,715.31	14,447,715.31
Purchases		
Charitable Expenditure - Grants Payable	397,298.00	397,298.00
Cost of Charitable Activities	3,936.01	3,936.01
	401,234.01	401,234.01
Direct Expenses		
Cost of Fund Generation - Fund Raising	100,670.68	100,670.68
Cost of Training and Project Support	24,458.76	24,458.76
Governance Costs	18,511.39	18,511.39
	143,640.83	143,640.83
Gross Profit/(Loss):	13,902,840.47	13,902,840.47
Overheads		
Support Costs - Rent and Rates	44,364.43	44,364.43
Support Costs - Heat, Light and Power	1,575.08	1,575.08
Support Costs - Travelling Expenses	84,600.60	84,600.60
Support Costs - Printing and Stationery	17,431.78	17,431.78
Support Costs - Maintenance	88,693.77	88,693.77
Support Costs - General Expenses	2,060.69	2,060.69
Management & Admin - Bank Charges and Interest	4,328.23	4,328.23
Management & Admin - Gross Wages	684,884.26	684,884.26
Management & Admin - Professional Fees	139,344.94	139,344.94
Suspense & Mispostings	3,839.93	3,839.93
	1,071,123.71	1,071,123.71
Net Profit/(Loss):	12,831,716.76	12,831,716.76



Working to transform the lives
of disadvantaged children

Registered company number: 5611912



Date: 19/08/2010
Time: 15:58:09

Lumos Foundation
Balance Sheet

Page: 1

From: Month 1, January 2009
To: Month 12, December 2009

Chart of Account:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Fixed Assets		
Office Equipment	4,911.39	36,811.39
Furniture and Fixtures	35,318.36	35,318.36
	40,229.75	72,129.75
Current Assets		
Debtors	0.00	24,322.00
Deposits and Cash	41,965.72	68,543.81
Bank Account	12,834,934.70	13,885,315.90
VAT Liability	147.86	147.86
	12,877,048.28	13,978,329.57
Current Liabilities		
Creditors : Short Term	85,561.27	127,944.21
	85,561.27	127,944.21
Current Assets less Current Liabilities:	12,791,487.01	13,850,385.36
Total Assets less Current Liabilities:	12,831,716.76	13,922,515.11
Long Term Liabilities		
	0.00	0.00
Total Assets less Total Liabilities:	12,831,716.76	13,922,515.11
Capital & Reserves		
Capital & Reserves	0.00	2,368,672.70
Funds	(32,379.98)	(1,310,254.33)
P&L Account	12,831,716.76	12,831,716.76
	12,799,336.78	13,890,135.13





Company No: 5611912

Charity No: 1112575

THE COMPANIES ACT 1985 AND 1989

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

MEMORANDUM
AND
ARTICLES OF ASSOCIATION
OF
LUMOS FOUNDATION

Incorporated on 3 November 2005
As amended by Written Resolution dated 16 December 2005,
a special resolution to change the name dated 14 February 2010
and a special resolution dated 24 September 2010

FARRER & CO LLP
66 Lincoln's Inn Fields
London WC2A 3LH

THE COMPANIES ACT 1985 AND 1989

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION
OF THE
LUMOS FOUNDATION

1. **Name**

The name of the Company is Lumos Foundation ("the Charity")¹

2. **Registered Office**

The registered office of the Charity is to be in England and Wales.

3. **Objects**

The objects ("the Objects") of the Charity are:

- 3.1 the relief of poverty and sickness, the promotion of education, the promotion of child health and development, and the prevention of cruelty to or maltreatment of children in any part of the world; and²
- 3.2 such other exclusively charitable objects as the Trustees of the Charity may in their absolute discretion determine.

¹ Name changed from Children's High Level Group by special resolution dated 14 February 2010

² As amended by written resolution dated 16 December 2005

4. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 to provide goods, services, financial or other assistance or support by way of grant, donation, loan or otherwise (and whether or not for valuable consideration);
- 4.2 to promote, commission or carry out research, including investigation by site visit, personal interview or otherwise and to hold conferences, lecture classes and training courses on any matter touching upon the Objects;
- 4.3 to support, administer or set up other charities or other bodies;
- 4.4 to promote or carry out the collection, analysis or publication of information of all types and in all forms, on such terms as shall be thought fit;
- 4.5 to award, or participate in the award of, scholarships, bursaries or other prizes;
- 4.6 to provide and maintain or to encourage the provision and maintenance of information and statistics relating directly or indirectly to the Objects *including the use of information and communication technology*;
- 4.7 to consult, advise and co-operate with, and to promote co-operation within and between, other bodies or persons (including charities, departments of government, local authorities, educational, health and welfare establishments and other public and private organisations, and those responsible generally for the wellbeing of children) on any matters concerned, whether directly or indirectly, or assist others in any ventures or initiatives which promote whether directly or indirectly, with the Objects;

- 4.8 to achieve and take over to such an extent as may be thought fit (and permitted by law) the assets, liabilities and undertakings of any person or body whatsoever;
- 4.9 to raise funds (but not by means of carrying on a trade or business on a continuing basis which is for the principal purpose of raising funds rather than for the purpose of actually carrying out the Objects, unless the income of the Charity from that trade or business is exempt from tax by reason of any legislation or concession from time to time in force);
- 4.10 to invite, receive and accept financial assistance (whether private or public), subscriptions, donations, gifts, endowments, sponsorship, fees, legacies and bequests of any real or personal estate;
- 4.11 to act as trustee of charitable trusts jointly with one or more other trustees or, where it may legally do so, as sole trustee;
- 4.12 to enter into any funding or other arrangement with any government or any other authority and to obtain from such government or authority any rights, concessions, privileges, licences and permits;
- 4.13 to guarantee the performance of the contracts or obligations of any person or organisation; and to give any warranties, indemnities, guarantees or undertakings on account of any covenants, promises, pledges, assurances or trusts that might be undertaken by the Charity or in connection with any agreement or arrangement whatsoever, whether or not the Charity is a party to the same;
- 4.14 subject to such consents or procedures as may be required by law, to borrow money and give security for loans;
- 4.15 to acquire, hire or charge property and/or any interest in, or relating to, land of such kind and on such terms, and to appoint such advisers, surveyors, managers and builders and other advisers and contractors on such terms as the Trustees shall determine;

- 4.16 subject to such consents or procedures as may be required by law, to let, licence or dispose of all or any assets held from time to time by or on behalf of the Charity;
- 4.17 to set aside funds for special purposes or as reserves against future expenditure;
- 4.18 to deposit or invest the monies of the Charity not immediately required for its operations in any manner as may be thought fit (including but not limited to the establishment of trading or other subsidiaries of any kind), subject to such conditions (if any) and such consents or procedures (if any) as may for the time being be imposed or required by law;
- 4.19 to open and maintain in the name of the Charity, or in such other name as the Trustees may think fit, bank accounts at such banks as the Trustees may from time to time decide and at any time may pay any monies of the Charity to the credit of any such account or place the same on deposit with any bank;
- 4.20 to delegate the management of investments to an individual, company or firm who is a Financial Expert, on such terms as the Trustees think fit'
- 4.21 to arrange for investments or other property of the Charity to be held in the name of a nominee under the control of the Trustees or of a Financial Expert acting under their instructions and to pay any reasonable fee required;
- 4.22 to employ or otherwise contract for the services of agents, staff or advisers (upon such terms and conditions as may be thought fit) and, subject to Clause 5, to remunerate any person, firm or company rendering services to the Charity and provide and contribute to pension and other death-in-service or other benefits for employees and former employees of the Charity and their widows, children or other dependants;

- 4.23 to delegate functions to committees, officers and/or employees or other staff of the Charity;
- 4.24 to insure the property of the Charity (including, for the avoidance of doubt any property not owned by the Charity but under its control) against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.25 to indemnify out of the assets of the Charity every Trustee, other officer or auditor of the Charity in respect of any liabilities properly incurred by them in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity;
- 4.26 to provide indemnity insurance to insure the Trustees:
 - 4.26.1 against the costs of a successful defence to a criminal prosecution brought against them as company directors and/or charity trustees;
 - 4.26.2 against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of dutyprovided that any such insurance shall not extend to any liability to pay a fine or cover a Trustee who knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;
- 4.27 to enter into contracts of any type, including contracts to provide services to or on behalf of other bodies or persons;
- 4.28 to incorporate, establish and promote subsidiary companies (whether or not wholly owed by the Charity) to further the Objects (or any of them), to assist or act as agents for the Charity or otherwise where the incorporation,

establishment and promotion of such companies is expedient or generally beneficial and largely in the interests of the Charity;

- 4.29 to amalgamate with any other bodies which are charitable and have objects similar to all or any of the Objects and which prohibit the payment of any dividend or profit to, and the distribution of assets amongst, their members at least to the same extent as is the case in this Memorandum;
- 4.30 to pay out of the funds of the Charity the costs of and incidental to the formation and registration of the Charity;
- 4.31 to do all or any of the above things in any part of the world as principal, agent, contractor, trustee or otherwise, and either alone or in conjunction with or through the medium of others; and
- 4.32 to do anything else within the law which promotes or helps to promote the Objects.

5. Application of Property and Funds

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members of the Charity. No part of the income or capital may be paid or transferred, directly or indirectly, to the members of the Charity, whether by way of dividend or bonus or in any other way that amounts to a distribution of profits or surplus. This does not prevent the payment of:
 - 5.1.1 reasonable and proper remuneration to any officer, employee or member of the Charity in return for any services provided to the Charity;
 - 5.1.2 a reasonable rate of interest on money lent to the Charity'
 - 5.1.3 a reasonable rent or hiring fee for property let or hired to the Charity;
 - 5.1.4 premiums on the indemnity insurance referred to in Clause 4

- 5.2 A Trustee must not receive any payment of money or other benefit which may not be financial but has a monetary value (whether directly or indirectly) ("Material Benefit") from the Charity except:
- 5.2.1 as permitted by law;
 - 5.2.2 as mentioned in Clauses 5.1 and 5.3;
 - 5.2.3 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in carrying out the Charity's business;
 - 5.2.4 in exceptional cases, other payments or benefits (but only with the written approval of the Charity Commission in advance).
- 5.3 Any Trustee (or any firm or company of which a Trustee is a member or employee) may enter into a contract with the Charity to supply goods or services in return for a payment or other Material Benefit but only if:
- 5.3.1 the goods or services are actually required by the Charity;
 - 5.3.2 the nature and level of remuneration is no more than is reasonable in relation to the value of the goods or services;
 - 5.3.3 no more than one half of the Trustees are subject to such a contract in any financial year; and
 - 5.3.4 the Trustees comply with the procedures set out in Clause 5.4 and any such additional procedures as are required by law.
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee the Trustee concerned must:
- 5.4.1 declare an interest as or before discussion begins on the matter;
 - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;

5.4.3 not be counted in the quorum for that part of the meeting;

5.4.4 withdraw during the vote and have no vote on the matter; and

5.4.5 comply with such additional procedures as are required by law.

5.5 This Clause 5 may not be amended without the prior written consent of the Charity Commission

6. Limited Liability

The liability of the members is limited

7. Guarantee

If the Charity is wound up while a person is a member, or within one year after that person ceases to be a member, every member of the Charity shall contribute such amount as may be required, not exceeding One Pound (£1), to the assets of the Charity, for the payment of the Charity's debts and liabilities contracted before the member ceases to be a member, and of the cost and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

8. Dissolution

If the Charity is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways;

8.1 by transfer to one or more other bodies or persons established for exclusively charitable purposes within, the same as or similar to the Objects;

8.2 directly for the Objects or for any charitable purpose or purposes within the Objects.

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24 September 2010

9. Interpretation

Words and expressions defined in the Articles of Association of the Charity have the same meanings in this Memorandum of Association

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24 September 2010

We wish to be formed into a company under this Memorandum of Association.

NAMES AND ADDRESSES OF SUBSCRIBERS

SIGNATURE OF SUBSCRIBERS

Temple Secretarial Ltd
16 Old Bailey
London
EC4M 7EG

Temple Direct Ltd
16 Old Bailey
London
EC4M 7EG

Dated: 3 November 2005

Witness to the above Signatures:

Name: Christine Blackman

Address: 16 Old Bailey
London EC4M 7EG

THE COMPANIES ACT 1985 AND 1989

COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

LUMOS FOUNDATION

1. **Interpretation**

In these Articles of Association and the Memorandum of the Charity:

1.1 the following words and expressions shall have the following meanings:

"the Act" means the Companies Act 1985 or any
statutory re-enactment or modification of it;

"these Articles" means the Articles of Association of the
Charity;

"Authenticated Document" means a document sent (a) by hard copy that is
signed by the person sending it, or (b)
electronically in which the identity of the
sender is confirmed in a manner specified by
the Charity (or where no such manner has been
specified, which contains or is accompanied by
a statement of the identity of the sender and the
Charity has no reason to doubt the truth of that
statement);

"Chairman"	means the chairman of the Trustees who is himself or herself a Trustee and is elected as such by the Trustees;
"Charity"	means the company governed by these Articles;
"charity trustee"	has the meaning given to it by Section 97 of the Charities Act 1993;
"charitable"	means charitable according to the law of England and Wales;
"clear day"	means 24 hours from midnight following the relevant event;
"Financial Expert"	means an individual, company or firm who is an authorised person or an exempt person within the meaning of the Financial Services and Markets Act 2000;
"material benefit"	means a benefit which may not be financial but has a monetary value;
"member", "members" and "membership"	refer to membership of the Charity;
"Memorandum"	means the Memorandum of Association of the Charity;
"month"	means calendar month;
"Objects"	means the objects set out in Clause 3 of the Memorandum;
"Secretary"	means the secretary of the Charity or any other

person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

"Trustee" means a director of the Charity. The Trustees are "charity trustees" as defined by Section 97 of the Charities Act 1993;

"written" or "in writing" refers (to the extent permissible by law) to a legible document on paper, including a fax message and electronic mail (which is capable of being reproduced in paper form);

"year" means calendar year;

1.2 Except where the context otherwise requires, expressions defined in the Act have the meaning given to them by the Act.

1.3 Words importing one gender shall include both genders.

1.4 The singular includes the plural and vice versa.

2. Membership

2.1 The Charity must keep a register of members as required by the Act.

2.2 The members are the Trustees from time to time. Every Trustee shall, on appointment as such, either sign a written consent to become a member or sign the register of members and shall, in either case, become a member of the Charity on signature.

2.3 Membership of the Charity is not transferable

2.4 Membership shall be terminated if the member, being a Trustee, ceases to be a Trustee for whatever reason.

3. Patrons

The Trustees may appoint and remove any person as a patron of the Charity and on such terms as it shall think fit.

4. General Meetings

4.1 The Trustees may call a general meeting at any time and must call a general meeting if they receive a requisition by the members of the Charity in accordance with the Act.

4.2 All general meetings must be called by at least 14 clear days' notice.

4.3 Subject to the provisions of these Articles and the Act, a meeting of the Charity may be called by shorter notice, if it is so agreed by a majority in number of members having a right to attend and vote at the meeting who together hold not less than 90% of the total voting rights.

4.4 The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. The text of all resolutions to be proposed at the meeting must be set out in the notice.

4.5 Subject to the provisions of these Articles and to any restrictions imposed on voting, the notice shall be given to the members, to the Trustees and to the auditors but the accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any person entitled to receive notice, shall not invalidate the proceedings at that meeting.

5. Proceedings at General Meetings

5.1 No business shall be transacted at any general meeting unless a quorum of members is present throughout the meeting. The quorum is one-third of the members or two members (whichever is greater).

5.2 If a quorum is not present within half an hour from the time set for the meeting or during a meeting a quorum ceases to be present, the meeting shall be adjourned to

such a date, time and place as the Trustees shall determine provided that at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

- 5.3 The Chairman, if any, will preside as Chairman of every general meeting of the Charity. If there is no Chairman, or if the Chairman is not present within 15 minutes after the time set for the meeting, or is unwilling to act, those Trustees present at the meeting must elect one of themselves to be Chairman of the meeting. If no Trustee is willing to act as Chairman, or if no Trustee is present within 15 minutes after the time set for the meeting, the members present must choose one of themselves to be Chairman of the meeting.
- 5.4 The Chairman of the meeting may, with the consent of any quorate meeting, and must, if required by a simple majority of the members present at the meeting, adjourn the meeting from time to time and from place to place, but no business may be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. No notice is required of an adjourned meeting unless the meeting is adjourned for 30 days or more, in which case notice must be given as for the original meeting.
- 5.5 A resolution put to the vote of a meeting shall be decided on a show of hands of those members entitled to vote unless, subject to the provisions of the Act, a poll is demanded. If a poll is demanded it shall be taken in such manner as the Chairman of the meeting, acting reasonably, directs (being in accordance with the provisions of the Act) and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The declaration by the Chairman of the result of the poll shall be conclusive.
- 5.6 Subject to Article 5.10, any resolution that may be passed validly at a general meeting of the Charity may be passed as a written resolution.
- 5.7 A member signifies agreement to a proposed written resolution when the Charity receives from him an Authenticated Document (whether in hard copy or electronic form) identifying the resolution to which it relates and his agreement to it.

- 5.8 Subject to Article 5.9, a written resolution is passed when:
- 5.9 in the case of an Ordinary Resolution, a simple majority of all the members have signified their agreement to it; and
- 5.9.1 in the case of a Special Resolution, at least 75% of all the members have signified their agreement to it.
- 5.9.2 A proposed written resolution lapses if it is not passed before the end of 28 days beginning on the first day on which it was circulated.
- 5.10 The following may not be passed as a written resolution:
- 5.10.1 a resolution to remove a Trustee before his period of office expires; and
- 5.10.2 a resolution to remove an auditor before his period of office expires.

6. Voting

- 6.1 Every member whose name is entered in the Charity's register of members has one vote at every general meeting. A resolution proposed at any general meeting will be approved if at least one half of the votes cast at the meeting are in favour of the resolution, except where the Act or these Articles prescribes a different majority.
- 6.2 No objection shall be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairman of the meeting whose decision shall be final and conclusive.

7. Proxies

- 7.1 A member may appoint another member as a proxy to attend general meetings in his or her place and to vote. The proxy form must be in writing and in the form prescribed by the Trustees from time to time.

- 7.2 The proxy form (and the power of attorney, if any, under which it is signed, or a copy of that power certified by a solicitor) must be deposited at the Charity's registered office not less than 48 hours before the meeting or adjourned meeting in question; or, in the case of a poll, not less than 24 hours before the time appointed for taking of the poll. If this Article is not complied with the proxy form is invalid.

8. Trustees

- 8.1 The Trustees shall have the control of the Charity and its property and funds, and may exercise all the powers of the Charity, as charity trustees.
- 8.2 There shall be a minimum of two and a maximum of ten Trustees (unless otherwise determined by ordinary resolution).
- 8.3 A Trustee may appoint an alternate director to act on his behalf at meetings of the Trustees, provided that any alternate director appointed under this Article must be a Trustee.
- 8.4 Any person who is willing to act as both a Trustee and a member of the Charity and is permitted to be so appointed by the law and the Articles, may be appointed, by the Trustees, to be a Trustee for such term as the Trustees think fit.
- 8.5 Any retiring Trustee is eligible for re-appointment, if he is willing to act as a Trustee and a member of the Charity, for such further term or terms as the Trustees think fit.
- 8.6 A technical defect in the appointment of a Trustee does not invalidate a decision taken at a Trustees' meeting if the Trustees present were not aware of the defect at the time of the meeting.
- 8.7 A Trustee will cease to be a Trustee:
- 8.7.1 at the end of his term of office;
 - 8.7.2 if he resigns by write notice to the Charity (subject to any limitation on the minimum number of Trustees under Article 8.2 above);

- 8.7.3 if he ceases to be a member;
 - 8.7.4 if he is unable or unfit to discharge the functions of a Trustee;
 - 8.7.5 if he is removed from office by the members following the procedure set out in Section 303 of the Act;
 - 8.7.6 if he becomes prohibited by law from being a charity trustee or director;
 - 8.7.7 if he becomes bankrupt or makes any arrangement or composition with his creditors generally;
 - 8.7.8 if he is not present in person for at least one meeting of the Trustees in each year unless otherwise authorised by the Trustees;
 - 8.7.9 if he dies.
- 8.8 A Trustee may call a Trustees' meeting at any time and the Secretary must call a Trustees' meeting if requested to do so by a Trustee.
- 8.9 The Trustees may convene and regulate their meetings as they think fit, subject to these Articles. Questions arising at any Trustees' meeting will be decided by a majority of votes.
- 8.10 A Trustees' meeting is not valid unless a quorum is present throughout the meeting. The quorum is three fifths of the Trustees or two Trustees (whichever is the greater).
- 8.11 The Chairman will preside as chairman of every Trustees' meeting. If there is no Chairman, or if he is not present within 15 minutes after the time set for the meeting, or is unwilling to act, those Trustees present at the meeting must elect one of themselves to be Chairman of the meeting.
- 8.12 A written resolution signed by all Trustees entitled to receive notice of a meeting of the Trustees or of a committee of Trustees and to vote upon the resolution shall be valid as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of the Trustees duly convened and held (and for this purpose the written

resolution may be set out in more than one document and will be treated as passed on the date of the last signature).

- 8.13 Any Trustee may, subject to proper notice having been given or dispensed with, participate in a meeting of the Trustees by means of telephone, or some other form of communication, by which all persons participating in the meeting can hear each other and speak to each other and participation in a meeting in this manner shall constitute presence in person at such meeting, provided that the number of Trustees then present constitutes an quorum for the transaction of the business of the Trustees under these Articles.

9. Delegation of Trustees' Powers

- 9.1 The Trustees may establish such committees, each comprising at least one Trustee and such other persons (whether Trustees or otherwise) as the Trustees think fit, and may delegate to such committees such function as they shall think fit. All proceedings of committees must be reported promptly to the Trustees.
- 9.2 The proceedings and powers of the committees established by the Trustees shall be governed by such rules as the Trustees may prescribe.

10. Secretary

The Charity must (subject to any law allowing the Charity to dispense with such requirement) have a Secretary who will be appointed by the Trustees for such term, at such remuneration (if the Secretary is not a Trustee) and upon such conditions as the Trustees may think fit and any Secretary so appointed may be removed by the Trustees. The Secretary may be, but does not have to be, a member or a Trustee.

11. Minutes

The Trustees shall cause minutes to be made in books (or other recordable format) kept for the purpose:

- 11.1 of all appointment of officers made by the Trustees; and

- 11.2 of all proceedings and meetings of the Charity, and of the Trustees, and of committees of the Trustees, including the names of the Trustees present at each such meeting.

12. Notices

- 12.1 Any notice to be given to or by any person pursuant to these Articles shall be in writing.
- 12.2 The Charity may give any notice to members either personally or by sending it by post in a prepaid envelope addressed to a member at his address or by leaving it at that address. Where a member has given to the Charity a fax number or email address to which notices may be sent electronically, the Charity may give a valid notice by means of fax or email, provided that, in either case, evidence shall be received by the Charity of delivery.
- 12.3 If a member is present at any meeting of the Charity he shall be deemed to have notice of the meeting and, where requisite, of the purposes for which it was called.

13. Winding Up

On the winding up and dissolution of the Charity the provisions of the Memorandum shall have effect as if repeated in these Articles.

14. Indemnity

- 14.1 Subject to the Act, but without affecting any indemnity to which a Trustee may otherwise be entitled, every Trustee or other officer will be indemnified out of the assets of the Charity in respect of any liabilities properly incurred by him in defending any proceedings (whether civil or criminal) in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the Court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.
- 14.2 Subject to the Act, the Charity may purchase and maintain for any Trustee or for any officer of the Charity, insurance cover against any liability which may attach to him

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24 September 2010

by virtue of any rule of law in respect of any negligence, default, breach of duty or breach of trust of which he may be guilty in relation to the Charity, and against all costs, charges, losses, expenses and liabilities incurred by him and for which the Trustee is entitled to be indemnified by the Charity under Article 14.1 provided that any such insurance shall not extend to any liability to pay a fine or cover a Trustee who knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty.

We wish to be formed into a company under these Articles of Association.

NAMES AND ADDRESSES OF SUBSCRIBERS

SIGNATURE OF SUBSCRIBERS

Temple Secretarial Ltd
16 Old Bailey
London
EC4M 7EG

Temple Direct Ltd
16 Old Bailey
London
EC4M 7EG

Dated: 3 November 2005

Witness to the above Signatures:

Name: Christine Blackman

Address: 16 Old Bailey
London EC4M 7EG

Annexe 5: Detailed Work Programme

Months	Date	Phase	No	Activity	Output
M01	01/2011	Incept	00	Establish management structures	Steering Committee first meeting, PMT planning and supervision, Project Working Group first meeting
M02-M03	02/2011-03/2011	1	01	Desk research	Centralisation of all available evidence based data, studies and examples of best practice in deinstitutionalisation
M02-M04	02/2011-04/2011	1	02	Collecting and analysing good practices on deinstitutionalisation in Europe	Development of template to facilitate systematic collection and analysis of data for to be shared with NGOs/DPOs
M03-M05	03/2011-05/2011	1	03	Producing first draft of Common European Guidelines	Draft to be shared with Steering Committee for comments and amendments
M06	06/2011	1	04	Producing first draft of the Toolkit for assessing deinstitutionalisation initiatives	Draft to be shared with Steering Committee for comments and amendments
M07-M09	07/2011-09/2011	1	05	Consultation on first drafts of Guidelines and Toolkit	Feedback from member organisations to be shared with Steering Committee
M10	10/2011	1	06	Producing second draft of Guidelines and final draft of Toolkit	Draft to be shared with Steering Committee for comments and amendments
M11-M14		2	07	Preparing and collating case studies on deinstitutionalisation	Draft to be shared with Steering Committee for comments and amendments
M15-M16		2	08	Producing final draft of Guidelines and accompanying documentation	Draft to be shared with Steering Committee for comments and amendments
M17		3	09	Producing first draft of Training Programme	Draft to be shared with Steering Committee for comments and amendments
M18		3	10	Awareness raising seminar in Brussels	Raise awareness on the issue of deinstitutionalisation, introduce the Guidelines, supporting documentation and Toolkit and make training available to all those who are interested
M19		3	11	Producing final draft of the Training Programme	Draft to be shared with Steering Committee for comments and amendments
M20-M23		4	12	Organising three mutual learning events and pilot training sessions	Collate reflections on different and similar experiences of the user groups to enhance the Guidelines and accompanying documentation, to be shared with Steering Committee
		4	13	Developing a website	Share publications, good practice, all documentation and disseminate to the wider public the results from the project, and collate ongoing comments and reflections from stakeholders
M13-M24		4	14	Disseminating results via partners' networks and wider media	Distribute publications to network members and mass media, under guidance of Steering Committee, to highlight the issue of deinstitutionalisation
M22-M24		4	15	Producing final report and recommendations	Share project summary, evaluation data, challenges, outcomes and recommendations to fully benefit from the social experimentation aspect of this project

