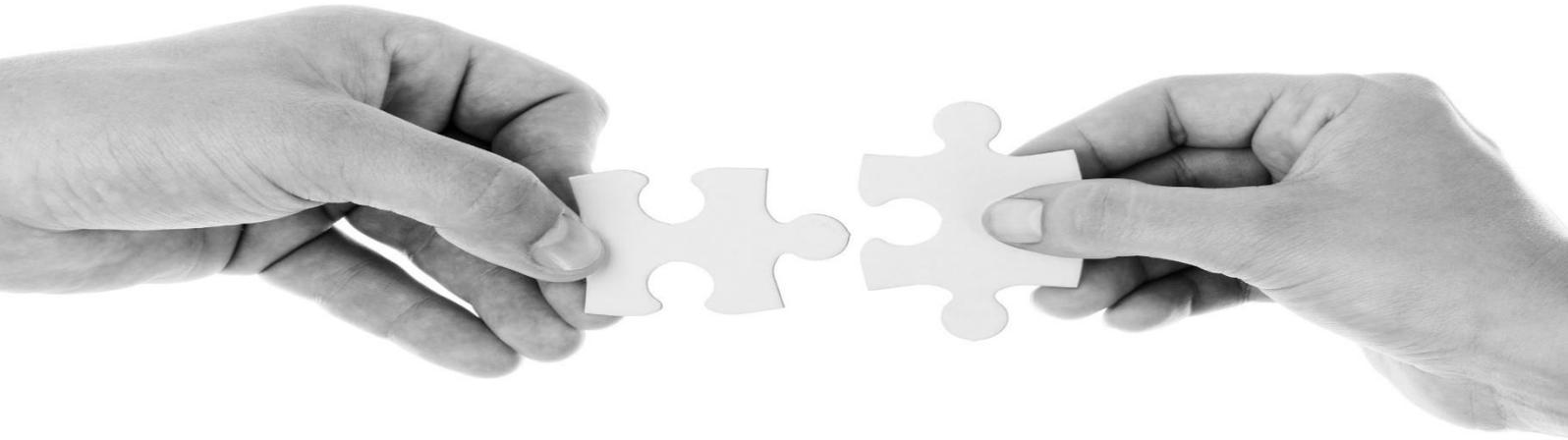


Prague Civil Society Centre



Prague Civil Society Centre

Пражский гражданский
центр

Centrul Civic Praga

Пражский гражданский
центр

Пражскі грамадзянскі цэнтр

Прага азаматтық орталығы

Прага жарандык
коом борбору

Маркази ҷомеаи
шаҳрвандӣ Прага

პრადის სამოქალაქო
საზოგადოების ცენტრი

Praqa Vətəndaş Cəmiyyəti
Mərkəzi

Praga rayat merkezi

Praga fuqarolik markazi

Прага фуқаролик маркази

Պրահայի քաղաքացիական
հասարակության կենտրոն

PCSC internship guide

Information about the programme

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About the PCSC Internship programme

One or two month work placements for ambitious civic activists, experts, journalists and civil society professionals.

What is the PCSC Internship programme?

Internships give professionals and activists in the fields of civil society, journalism and research the opportunity to spend between one and two months at a host organisation of their choice. The Prague Civil Society Centre covers the cost of the internship including living, visa and travel expenses as well as making a contribution to the host institution.

You can use your time at the host organisation to gain new skills or knowledge, develop relations between civil organisations in different countries, conduct research, write a report or paper, and expand your networks of contacts. We also welcome applications where the host organization will gain from experience and knowledge of the intern.

Who can apply to be an Intern?

The programme is open for individuals with a proven experience and commitment to civil society in their country or region. Interns must be from one of the countries below and be involved with civil society, journalism, academia or social issues in their country.

Former interns have included

- Activists and members of civil society organisations
- Human rights defenders
- Think tank experts
- Researchers
- Social entrepreneurs
- Journalists
- IT or tech experts engaged in social causes

Eastern Europe	Central Asia
Armenia	Kazakhstan
Azerbaijan	Kyrgyzstan
Belarus	Tajikistan
Georgia	Turkmenistan
Moldova	Uzbekistan
Russia	
Ukraine	

Please note that former PCSC fellows and interns are not eligible to apply.

What kind of internships do we support?

The aim of our internship programme is to enhance the capacity of civic organisations, movements or networks in Eastern Europe and Central Asia and to enable cooperation between organizations from different countries.

You are free to propose any research subject, skills-development or a project idea you want to work on during an internship. However, PCSC does have some thematic priorities (see page 8).

Internship projects should aim to reflect and improve the work that you are doing in your home country. All interns are expected to produce a concrete output agreed upon in advance. This could be an article, a paper, a comparative study, policy recommendations, a seminar or training curriculum, infographic or other materials. The output should be suitable for electronic distribution.

Normally we don't favour research projects which are purely academic in their purpose. Equally, **the programme doesn't support applicants who want to use internships for working on their PhD thesis.**

This means we are looking for proposals that will be useful for both intern and host organisation. We're wide open to suggestions as long as proposed internships:

- Take place in Central or Eastern Europe, the Baltics, Balkans, or Central Asia
- Ideally take place in a country other than that the intern currently works in
- Demonstrate a clear exchange of knowledge between intern and host organisation

How to apply and the selection process

We remind you that it is important that you agree an internship with a host organisation before making your application to PCSC via the online application page

Eligible countries for host organisations

Eastern Europe

- Armenia
- Azerbaijan
- Belarus
- Georgia
- Moldova
- Russia
- Ukraine

Central Asia

- Kyrgyzstan
- Kazakhstan
- Tajikistan
- Turkmenistan
- Uzbekistan

EU member states

- Bulgaria
- Croatia
- Czech Republic
- Estonia
- Hungary
- Latvia
- Lithuania
- Poland
- Romania
- Slovakia
- Slovenia

Southeast Europe

- Bosnia and Herzegovina
- Kosovo
- Montenegro
- North Macedonia
- Serbia

Step 1: Identify and contact a relevant host organisation

Find and contact a host organisation where you want to do your internship. The organisation should be relevant to your area of expertise and be willing to accept you as an intern.

The programme is aimed to develop cross-border cooperation, so you are strongly encouraged to go to a country different from your own.

Step 2: Get a support letter from the host organisation

Discuss the purpose, time and the plan of the internship with the host organisation in advance to ensure the expectations, expertise and needs of both sides match. To confirm this agreement, make sure to get a support letter from the host organisation. You will need to submit this along with your application to the programme. There is a letter of support template on page 12. The topic and structure of an internship can vary depending on the interests of the applicant and host organisation but should be approved by PCSC.

Step 3: Calculate anticipated expenses and fill in the budget template

Download and fill in the budget template (There is a link on the application page). You can submit budget requests from €3,000 up to a maximum of €4,000 to support the internship. A fixed portion of the allowance (€1,000) will go to the host organisation as a host fee.

The remaining amount can be used to cover travel, accommodation, food, local transportation, telecommunication and other related costs.

The final amount of financial support awarded varies depending on the length and a place of the internship. We kindly ask applicants to be modest and realistic in their budget requests and to look at the more economic options when calculating, for example,

accommodation or travel costs. The budget you apply with is one of the criteria that we take in consideration while selecting applicants.

Before funding is allocated, proposed budgets are reviewed and agreed between the Prague Civil Society Centre, the host organisation and the intern.

Step 4: Apply via the PCSC online application page

There are two steps to take on the webpage and you must complete both to be considered for the programme.

Step 1

Complete the application form on the [application webpage](#) (You can see all questions in advance on page 12)

Step 2

Send the budget and a support letter from the host to the pcscinternship2019@gmail.com with the subject line: Internship Application2019_YOURNAMESURNAME

All documents can be downloaded from the application page, should be sent in one email and must be named and submitted in the following format: budget_NAMESURNAME.xlsx (in excel format) and supportletter_NAMESURNAME.pdf (in pdf format)

Selection criteria

Proven track record of the applicant:

We welcome applications from civil society professionals and activists who already have significant experience in the area. Applicants should be affiliated with organisations, movements or networks in their home country, that have a clear track record of work experience.

Proven track record of host organisation:

The host organisation should have a proven track record of expertise and know-how in the intern's field of interest.

Quality of proposed internship project:

Applicants should have a well-thought idea of what they want to achieve through the internship. Specifically, we want to see:

- what applicants expect to gain from the expertise of the host organisation
- how they can apply new knowledge after returning to their home countries
- how they can contribute to the work of the host organization.

We prefer internship projects that are realistic and concrete, and can be accomplished in the time frame of the internship. **Presenting very**

ambitious and complex project ideas will not improve your chances of selection.

Compatibility with the Prague Civil Society Centre's priority themes:

The Centre favours projects that align with its priority themes (see page 8). However, we still remain open to proposals that do not correspond to these themes. We recommend such applications stress how their project has a specific relevance for their country and how the internship can contribute to the work of civil society in their country.

Priority themes

The Centre welcomes proposals for any internship project, research topic or idea. However, special consideration will be given to applications that address one of the themes listed.

- Sharing experience or providing a comparative analysis of successful or failed reforms in countries covered by the Internship programme
- New approaches to civil activism: best practices to improve the sustainability of civil society and make it less dependent on foreign funding and more rooted in domestic constituencies
- Building bridges between activists groups and local communities: how to get more support for civil initiatives from broader society
- Innovative use of “smart” technologies for effective civil initiatives
- Civil resilience to authoritarianism: challenges and positive examples in the region.
- “Shrinking space” for civil society: how to overcome these obstacles
- Cooperation between independent media and the capacity development of journalists
- Partnership between anti-corruption initiatives or cross-countries investigative projects
- Youth programs and initiatives
- Urban initiatives, creative hubs and alternative spaces creating networking and co-working opportunities
- Online educational projects
- Cooperation between civil initiatives in the field of gender equality, empowerment and women rights
- “Traditional values”: illiberal propaganda and rise of aggressive nationalism: alternative narratives and counter-measures of civil societies in post-soviet countries
- The role of post-soviet nostalgia in shaping national identities; historical myths and historical memory

FAQs

1. Can I apply if I am not from one of the mentioned countries?

No. Such applications will not be considered.

2. Can the host organization be located in a country other than mentioned in the call?

No. Such applications will not be considered.

3. Can I use the funding and time to do an internship in two host organisations?

If you have agreed on an internship with two organisations, and have letters of support from both, you can include both hosts in your application. However, if this a case, we will not allocate any additional funding. This means your budget proposal should still fit the limits announced in the application call. This also applies to our payment to the host organisation that remains fixed at €1000 (a host fee). If you have two host organisations, they will get €500 each.

4. Can I do the internship in another organisation in my home country?

The programme is aimed to develop cross-border cooperation, so you are strongly encouraged to spend the internship in a country different from your own.

5. Can the Centre help me to find and contact a host organisation?

We encourage you to find a host organization by yourself and agree on the exact design of the internship with the host. It is important that you think carefully about your goals and the experience you want to gain whilst looking for a relevant organisation. You need to approach and persuade the host to accept you as an intern. By doing this you demonstrate to us that you are serious in your intentions and have invested time and effort to plan your internship.

6. Can I include costs in the budget other than those mentioned in the call?

All costs identified in your budget proposal should be reasonable, well-grounded and related to the purpose of the internship. If anticipated expenses fit these criteria, you are welcome to include them. Before funding is allocated, proposed budgets are reviewed and agreed between the Prague Civil Society Centre, the host organisation and the intern. This means that your final budget is likely to be slightly different compared to the one you initially proposed.

We expect applicants to be realistic and even modest in their request. Please bear in mind that we are not obliged to cover all possible expenses that might emerge during your internship. We

provide a reasonable contribution which proved so far to be fair enough.

7. How do I arrange accommodation for my internship?

You are expected to find your own accommodation. The host organisation might be able to help you but it is not their responsibility. We recommend to search at [airbnb.com](https://www.airbnb.com). It works in most countries. Please note that PCSC covers accommodation that provides a basic level of comfort. These expenses are carefully reviewed. This means that any apartment you plan to live in should include everything you need but not be luxurious.

8. Can I include some local tourism or entertainment expenses in the budget?

No - all proposed costs should be relevant to the purpose of your internship. Therefore, you are expected to cover entertainment related expenses yourself.

9. Is there a maximum amount allowed for accommodation, transportation or other costs?

All cost should be reasonable but they depend on the city where you will do the internship.

10. What if I am not satisfied with the host organisation? Can I go to another one?

We encourage you to discuss your internship project with the host organisation in advance to avoid such disappointment. We will not accept you changing the host organization in the middle of your internship. You are encouraged to tell us about any issues in the feedback form afterwards so that we know what went wrong.

11. Can an internship last less than one month or more than two months if a host organisation agrees?

Normally, internships last between 30 to 60 days. In exceptional cases, we will consider applications for a shorter period as well. However, the duration of your internship should not be longer than 2 months.

12. Can PCSC arrange a visa for me?

PCSC is unable to help you with procedures related to obtaining a visa. You need to arrange it yourself or via the host organisation. Please include visa-related costs in your budget proposal. While planning your internship dates, do not forget to consider the time needed for obtaining a visa.

13. Can I ask a host organisation to provide me with an official invitation for my visa?

Usually the host organisation can provide an invitation for your visa.

14. Do I need to buy insurance?

You must have insurance for the duration of the internship. Please include it to your budget proposal.

15. I sent an email to the organisation where I want to do my internship but no one replied. Can PCSC help me with this?

In such a case we would recommend you to find another channel/person inside the host organisation. It is your responsibility to contact the host so PCSC can't help with that.

16. Can I change the timeslot or duration of my internship after I got selected for the programme?

We encourage you to plan carefully to avoid such a situation. However, you are allowed to switch to another timeslot or change the duration of your internship before a contract is signed and funds are allocated. After that moment, it can be done only in exceptional cases. You should discuss any changes to your internship with PCSC beforehand and get an approval. PCSC cannot guarantee that such requests will be approved so your internship might get cancelled and you might be asked to reapply again.

17. Can I change accommodation after arrival to the city if I'm not satisfied with it?

You can find other accommodation as long as it fits the budget. We can't provide additional funding for this.

18. Can I apply to become an intern at PCSC?

PCSC don't accept interns in order to avoid a conflict of interests. You are welcomed to find another host organization from the Czech Republic. Please also take a look at our fellowship programme, it might suit your interests better than internships.

19. How many people can apply from one organisation?

There is no such limit. However, several applicants from one organisation will be competing with each other during the selection process and most likely we will choose just one.

20. How many interns can a host organisation accept within one timeslot?

It depends on a host organisation. Usually, it is just one intern in one timeslot. However, we had cases when two interns from two different countries did their internships in one host organisation within one timeslot.

Prague Civil Society Centre

Politických vězňů 21

110 00 Praha 1

Czech Republic

Letter of Support

This is to certify that ____ (name of the host organisation)_____ is ready to host ____ (intern`s name and surname)_____ as an intern in accordance with the conditions of the internship programme offered by the Prague Civil Society Centre.

We confirm our interest in the intern`s project : “ _____ (name of the project as in the application)_____.” We have discussed the plan and terms of the internship and reached an agreement on the responsibilities and interests of both sides. Our team will provide necessary assistance and support for the intern to fulfil their task.

The person who will be in charge to support the intern`s project within our organization: ____ (name and surname)_____ ; e-mail: _____.

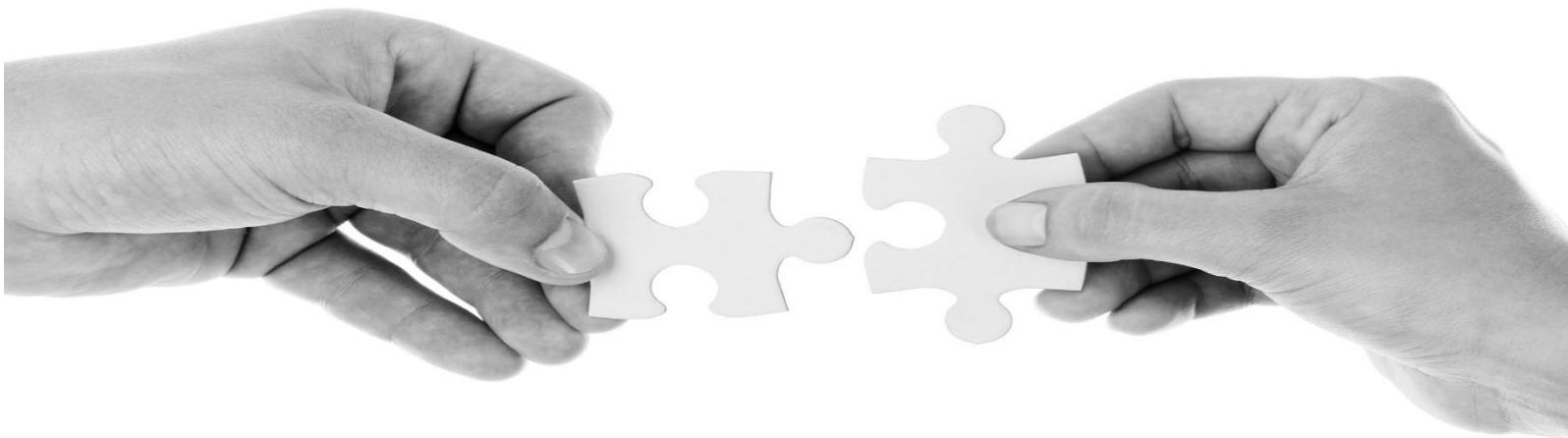
Date:

Application form questions

PCSC Internship Application Form:

1. Name and surname
2. Phone number and email
3. Social media (Facebook, VK etc.)
4. Skype
5. Citizenship
6. Place of residence
7. Your current organisation and your position there
8. Brief description of your organisation (max.150 words)
9. Contact information of your organisation
Website and/or social media
10. Personal referee from your organisation
Name, organisation, position, email, phone
11. Two professional references from people outside your organisation
Referee 1 (Name, organisation, position, email, phone)
Referee 2 (Name, organisation, position, email, phone)
12. Short professional biography and main achievements Please indicate your specific expertise (200 words max.)
13. Language level proficiency
14. Please choose a preferred time slot for your internship
15. How many days will your internship last? (It can last from 30 to 60 days)
16. Name and contact details of the host organisation
Name, city, country, website
17. Short description of the host organisation and your motivation - Describe the specific expertise of the host organisation. Please briefly explain why you have chosen the organisation and what you expect to gain from the internship.
18. Name and contact details of the person who will oversee your internship in the host organisation
19. Title of your internship project
20. Briefly describe your internship project and its goals (150 words max.)

21. How will it benefit your future work and organisation? Please describe how contacts with the host organisation and the experience, that you will gain, will help in your future activity
22. What is the proposed output of the internship and who would be the beneficiary? The internship can be an article, paper, policy recommendation, presentation, seminar, video etc.
23. How will you disseminate the project output (a final product)?
24. What makes you qualified to carry out the project? Please include a description of any work you have already accomplished in the field of your planned internship as well as links to any articles and papers
25. Can your internship output be completed and submitted within a month after finishing the visit to the host country? If not, please indicate a preliminary date when you expect to complete the final output
26. List any other local institutions/organisations/individuals you would like to establish contact during your internship. Please also include any relevant conferences or events.
27. Have you participated in any PCSC events before?
28. Other fellowships, scholarship programmes, study trips or exchanges in which you have participated in the last 3 years.
29. How did you learn about the Internship programme?



PCSC Internship Guide

March 2019