

CONCORD

European Year for Development 2015 - Civil Society Alliance Project Sub-granting mechanism ** 1

CALL FOR APPLICATIONS

Concord, within its Civil Society Alliance project for the European Year for Development 2015, is launching a call for applications for projects related to civil society organisations aiming at promoting the objectives of the EYD2015 action. This call for applications is governed by the conditions laid down in Decision No 472/2014/EU of the European Parliament and of the Council of 16 April 2014 on the European Year for Development (2015)

The sub-granting mechanism is part of the CONCORD Action on the EYD2015 to convene and coordinate a broad civil society alliance which can contribute to the realisation of the official objectives of the European Union for the European Year, but especially:

- **Reach out to other sectors of Civil Society** building up new or fostering already existing synergies with other sectors like environmental organization, youth organizations, gender equality, diaspora, social, humanitarian, trade unions, etc. to work together for common actions and goals like the broad understanding of the sustainable development goals.
- **Inform** Union citizens about the Union's and the Member States' development cooperation,
- **Foster direct involvement, critical thinking and active interest of Union citizens** and stakeholders in development cooperation including in policy formulation and implementation
- **Raise awareness** to achieve a broader understanding of **policy coherence for development**, as well as to **foster among citizens in Europe and developing countries a sense of joint responsibility, solidarity and opportunity** in a changing and increasingly interdependent world.

Special attention is drawn to Article 3 (Measures) of the above mentioned Decision, which stipulates:

1. The measures taken to achieve the objectives of the European Year shall include the following measures, **which may be organised at Union, national, regional or local levels**, as set out in the Annex, and in partner countries, in accordance with Article 6(5):

- (a) **communication campaigns** to disseminate key messages **targeted at the general public and more specific audiences, in particular young people** and other key target groups, including through social media;
- (b) the organisation of conferences, events and initiatives with all relevant stakeholders, to promote active participation and debate, and to raise awareness at all levels;
- (c) concrete measures in the Member States aimed at promoting the objectives of the European Year, in particular through development education, the exchange of information and sharing of experience and good practices among national, regional or local administrations and other organisations; and
- (d) undertaking studies and surveys and disseminating their results.

¹ To all applicants: This is the final version of the call and the Subgranting criteria: if you have received this document prior to the date indicated please double check the following pages 2; 3;4;5 (regarding coverage of the co-financing; contributions in-kind and the location of the action and applicants which can be also from accession, candidate and potential candidate countries).

2. The Commission may identify other measures as contributing to the objectives of the European Year and may allow references to the European Year and to the motto to be used in promoting those measures, insofar as they contribute to achieving those objectives.

What are we looking for?

The sub-granting mechanism aims to support national, regional or local civil society partnerships in the implementation of EYD activities (*for example their Communications and media-outreach aspect*) that foster critical discussions on and engagement for global justice among the European population.

The sub-granting mechanism will **give the opportunity to partners to join up and present cross-sectorial activities** to make sure those actors in the EYD will not be exclusively coming from the development sector but will also bring relevant perspectives and contributions from other civil society fields.

The sub-granting mechanism will aim to support either action at national/regional/local level within one member state, or action taking place in a coordinated fashion in more than one member state.

The main purpose of sub-granting is to allow non-state actors, CSOs / NGOs alone or in consortium to take part to the action when there are no possible ways to finance their activity in the framework of the EYD2015 action of the EC.

In case of an application submitted by a consortium of organisation the main applicant will be also the financial representative of the consortium and should therefore fill in the application form (see below the ANNEX I) on behalf of all other members.

Priority will be given to project involving at least 1 CONCORD member association. The call aims nevertheless at encouraging applications from different kind of organisations, from grassroots level groups to European or worldwide networks of NGOs.

The total amount to be awarded in the sub granting mechanism is 750.000 euro for grants in a range between **7.000 euro** (minimum) and **60.000 euro** (maximum).

In selecting which applications to award with a sub-grant, the Selection Committee will first and foremost evaluate to what extent the proposed projects or activities are likely to contribute to the realisation of the objectives described on page 1 of this document, and to what extent they are aligned with the measures proposed in article 3 of the Decision. But the selection committee will also need to take into account the level of co-financing proposed by applicants, along with the need to ensure a balance of larger and smaller organisations and projects and an adequate geographical balance in line with the objectives of the project.

As a condition for the sub granting mechanism, on average 30% of the overall eligible costs of each project or activity need to be covered as co-financing by the applicant CSOs in cash. Such match funding may under no circumstances consist of resources that have already been financed from any EU source.

Example: If you submit a proposal for an activity with an overall total budget of eligible costs of 10,000 EUR, the maximum grant that may be awarded will be 7,000 EUR, which will be disbursed by CONCORD as a cash grant. At the end of the project or activity you will have to demonstrate in your accounting (through salary slips, invoices and other documentary evidence) that you have actually spent 10,000 EUR in eligible costs.

Following the submission of all applications the selection committee may contact applicants for further information and clarification. The application proposal should justify sub-granting by providing context and objectives and indicate the total amount for the action with clear justification of budget lines (see Application Form below).

Selection Criteria

The grants for initiatives will be awarded to civil society organisations that propose quality projects to promote development cooperation related issues at the national, regional and local level in line with objectives and expected results of the project.

All beneficiaries' projects should be branded EYD2015 and contribute to the visibility of EU development cooperation and EYD2015 in line with the Communications Strategy of EC and guidelines.

1. Applicant(s) which may request a sub-grant

Location Activities must take place in the EU Member States and/or EU accession, candidate and potential candidate countries.

Timing of the action: all sub-granted activities shall be concluded by the 31st of December 2015 ('Reporting' excluded)

In order to be eligible for a sub-grant, applicants must:

- be non-profit making;
- be Non-State Actors (NSA);
- must clearly state that they will not get other funds for EY2015 activities (i.e. from the central EC budget for the European Year or from National Coordinators/National Beneficiaries in Member States)
- be nationals of a Member State of the European Union or an EU accession, candidate or potential candidate country;
- be directly responsible for the preparation and management of the action, not acting as an intermediary.
- accept to respect the "[Charter of Values](#)" and [become a registered member](#) of the EYD2015 Civil Society Alliance.

Sectors or themes The sub-granted activities must be in line with the objectives and the priorities of the present proposal and with the objectives, priorities and measures of the Programme for the EYD2015.

List of different types of activities which may be eligible for sub-grants (the list is not exhaustive):

- communications activities;
- exchange events;
- training events;
- networking building activities;
- information campaigns;
- raising awareness activities;
- campaigning and advocacy activities;
- global learning activities in formal and non-formal education;
- exchange of good practices (e.g. visits, meetings, etc.);
- thematic seminars, workshops, conferences...;

- youth activities or activities particularly targeting youth and young people;
- working camps and other voluntary activities;
- publications of manuals, leaflets, audio-visual productions;
- exhibitions and other cultural activities;
- surveys and researches.

The following types of action are ineligible:

- **actions already financed by the EC central budget for EYD2015 and/or from the budgets made available by the EC for the National Work Programs in member states.**
- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";
- actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;
- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions supporting political parties;
- actions including proselytism.

2. Qualitative and quantitative award criteria

A **realistic and cost-effective budget** is requested.

Eligible costs

The following eligibility criteria are applied for project costs:

- Actual
- Economic and necessary for the implementation of the project
- Incurred by the beneficiary (Coordinator or partner)
- Determined in accordance with the usual accounting principles of the beneficiary
- Incurred during the duration of the project
- Based on real expenditure
- Used for the sole purpose of the project
- Recorded in the accounts of the beneficiary
- Indicated in the estimated overall budget annexed to the sub grant Agreement

6 categories of eligible costs:

A: staff

B: travels, accommodations, meeting costs

C: equipment

D: consumables, materials

E: other direct costs

F: administrative costs

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party (e.g. volunteer work).

As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing.

However, contributions in kind, which may have a specific impact on the action, should be included in the description of the action.

Non-eligible costs

There are several costs that are not eligible from the EC point of view. These costs cannot be charged to the project's budget even if they occur in direct connection with the project during the implementation and must be covered by the beneficiary. Some of these are listed here below:

- Identifiable indirect taxes, including VAT unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them
- Duties
- Interest owed
- Provision for future losses or charges
- Exchange losses
- Costs related to return of capital
- Costs declared or incurred or reimbursed in respect of another Community project
- Debt and debt service charges
- Excessive or reckless expenditure
- Any costs which does not meet the conditions established in the contract

Grant award criteria

A series of objective criteria – both quantitative and qualitative – have been established and, in case of need, will be further defined.

Quantitative criteria

- Expected overall number of people, communities and constituencies (especially those that are normally not directly engaged in development and global justice issues) that are reached by the activity
- Number of persons from different stakeholders, including local authorities, involved in the project
- Expected GLOBAL and MULTIDISCIPLINARY dimensions of the action on 3 levels, regarding: 1) TYPE OF ACTIVITIES: range of different methods (workshops, conferences, exhibitions, cultural activities, etc.) 2) TYPE OF PARTNERSHIPS: range of different stakeholders involved (local authorities, NGOS, citizens, underrepresented groups, etc.) 3) TYPE OF PARTICIPANTS: range of different participants, specialised and general public, involved (including youth, minorities and underrepresented groups)
- Geographical outreach (i.e. nr of countries/regions involved), for projects requesting more than 40.000 euro.
- Percentage of match funding, represented by non-EU funds, covered by the applicants

Qualitative criteria

- Activities have to contribute to the objectives of the EYD2015, with a clear and feasible action plan
- Possible awarded sub-grants should fulfil objectives and expected results of the project, demonstrating the needed co-financing in advance
- Creativity, originality and innovation of the proposal

- Capacity to reach those who are not usually reached by other project of European nature
- Sustainability of the action
- Capacity to increase citizens participation in the field of development cooperation
- Capacity to develop sustainable multi-stakeholders relations on the addressed issues
- Cooperation with actors and networks outside the development scene
- Activities to ensure visibility to the EYD2015 Action, including the Communication part, website content production and co-curation of social media pages under the guidance of CONCORD
- *Have a European and/or international Dimension included. European dimension” is a relatively undefined concept, it signifies what is generally understood as the European added value of a project or programme and points at its relevance for the EU, its institutions and policies. This means that a project’s methodology, aims, effects, prospects and aspirations should apply not only to a specific local or regional context, but to the European arena as a whole.*

The criteria for determining the exact amount of financial support for each third entity

The exact amount of financial support for each 3rd entity will be decided following the principles of sound financial management, namely value for money and costs/effectiveness.

3. Method of collection and selection procedure

Submission and language

The application should be written in the provided Application Form (see Annex) in English language and be submitted electronically via e-mail to Francesca.minniti@concordeurope.org

The Selection Committee

The selection procedure, ensuring and complying with the principles of transparency and equal treatment – is the following.

A special ad-hoc committee will assess sub-grants proposals on the basis of the identified qualitative and quantitative criteria.

ASSESSMENT: After the submission of the proposals, the Selection Committee will proceed to assess the proposals, looking also for synergies and possible cooperation (merging projects or readapting them in case of similar submissions).

The selection committee will be composed of people representing:

- The Director of CONCORD - (CONCORD Director will have a casting vote in case needed when there is a parity of positions on the other members)
- the Secretariat of the Civil Society Alliance 2015 (to ensure a good alignment between the selected projects and EYD2015 objectives)
- the EYD2015 CONCORD Task Force Steering Group
- partners/members of the EYD2015 Alliance
 - o 1 representative of CONCORD NP
 - o 1 representative of CONCORD Network
 - o 1 Alliance member (non CONCORD member)

The selection committee will be in charge of the whole sub-granting mechanism - being also responsible for setting priorities - in cooperation with the Secretariat (that will ensure that the activities funded will be executed before the end of 2015, in coordination with the rest of the EYD2015 campaign).

Timetable for the sub-granting

A first call for sub-grants will be launched at the beginning of the year (January 2015), aiming at granting projects which will take place in the frame of the EYD2015;

This is the indicative time-table for the sub-grants:

- **2nd February 2015** - first meeting of the Selection Committee. Proposals received at the latest one week prior to this date will be taken into consideration at this meeting. In fact:
- **26th January 2015 h 23:59 CET** is the first deadline for the submission of the potential projects by the applicants. In case of remaining available funds a second deadline may be communicated in the month of February for a possible second round of awarding.
- by 28th of February 2015: contracting subgrantees and **awards of the first grants**
- Feb to March subsequent meeting of Selection Committee -date to be decided in function of remaining availability of funds and new applications received
- March-December 2015: support and liaison for and with the grantees by the Secretariat.
- March 2015-December 2015: implementation of the sub-granted projects.
- By 31st January 2016: reporting and submission of the final report to the EYD2015 Civil Society Alliance Secretariat

2015 is the European Year for Development and CONCORD leads its Civil Society Alliance, working closely with the Beyond 2015 and Action/2015 campaigns.



ANNEX I - Application form template

Subgranting mechanism under the CONCORD project EYD2015 Civil Society Alliance

Reference: CONCORD contract with European Commission

Title of the project	
Location/s of the action	
Full Name of the applicant CSO (or leading-applicant in case of consortium)	
List of other co-applicants <i>in case of consortium</i>	- - -
Nationality of the applicant /list of nationalities in case of consortium	
Legal status of the applicant	
<i>Applicant's contact details</i>	
<i>Postal address</i>	
<i>Telephone number (fixed and mobile)</i> <i>country code + number</i>	
<i>Fax number</i>	
<i>Contact person for the project</i>	
<i>Contact person email</i>	
<i>Address</i>	

Note: Any change in the addresses, phone numbers, fax or email MUST be notified in writing to CONCORD. CONCORD will not be held responsible in the event that it cannot contact an applicant

Summary of the project

Title of the project	
Location/s of the action – specify country/ies and region/s that will	

benefit from the project	
Total duration of the action <i>(number of months - including administrative follow up)</i>	
Financing requested <i>(excluding 30% co-financing) min 7,000 max 60.000</i>	
Total budget <i>(including co-financing)</i>	
Objectives of the action	
Target groups *groups/entities that will directly benefit from the action	
Final beneficiaries *those who will benefit from the action in the long term at the level of the society or sector at large	
Estimated results	
Main activities	<i>Describe in summary with bullet points</i>

Description of the action

(narrative max half page)

Overall objective/s - describe in max 4 lines

Activities

(briefly list and describe the type of activities proposed and specify related outputs and results).

Note: Use one table per activity

1.

Activity Title	
List of concrete actions	

<i>Justification of activities</i>	
<i>Expected results</i>	

2

<i>Activity Title</i>	
<i>List of concrete actions</i>	
<i>Justification of activities</i>	
<i>Expected results</i>	

Stakeholders group/s involved (briefly list and describe)

Sectors involved underline from list or indicate new ones

- Development
- Youth
- Student
- Environmental
- Human Rights
- Trade Union
- Equality promotion
- Fair Trade
- Migration / Diaspora
- Cooperative
- Trade
- Business
- Consumers' protection
- Research and Academia
- Other: specify

Time-frame - Please indicate in details (considering the full implementation of the project + 1 month for finalisation and reporting)

Added value of the project to EYD2015 Civil Society Alliance (Relevance of the Action) - Please describe in max half page

Peculiar elements of the project – including synergies with other EU, national and/or regional initiatives and avoidance of duplication - Please describe in max 4 lines

Objectively verifiable indicators of achievement - please list and describe

Sources and means of verification of the indicators

Sustainability of the action please describe briefly

- **Environmental sustainability:**
- **Impact:**
- **Main risk/s:** describe if any

Additional remarks:

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	