



CALL FOR PROPOSALS
EaP CSF RE-GRANTING (FSTP) TO MEMBERS 2022
LOT 2 & LOT 3

GUIDELINES FOR APPLICANTS

Deadline for submission of proposals: July 24, 2022, 23.59 Brussels time (CET)

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This project is funded by the European Union.

1. BACKGROUND

In the framework of its project *Support to the Eastern Partnership Civil Society Forum: Strengthening Policy Dialogue and Civic Actors* (ENI/2020/421-928) funded by the European Commission, the Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (hereafter the EaP CSF Secretariat), as the body responsible for the implementation of the *Financial Support to Third Parties (FSTP)*, is opening this Call for Proposals under the EaP CSF Re-granting to Members programme for 2021-2023. **Due to the external factors (on 24 February 2022 Russia launched a war against Ukraine) and following the decision of the EaP CSF Steering Committee and European Commission, this call for proposals is adjusted to support the pertinent needs of the EaP CSF members to mitigate the impact of the war. For this call, the criterion of regional eligibility (at least 3 CSOs per 3 different EaP countries applying with joint project proposal) is lifted and single CSOs can apply in order to respond to the identified needs of the EaP CSF members.**

This FSTP program is split into three lots:

- Lot 1 – Monitoring EaP deliverables and related reforms
- Lot 2 – Addressing the Forum's strategic and advocacy priorities *and supporting pertinent needs of the EaP CSF members stemming from external factors*
- Lot 3 - Strengthening the linkages between the EaP CSF members *and supporting pertinent needs of the EaP CSF members stemming from external factors*

This call for proposals is open for Lot 2 and Lot 3.

2. OBJECTIVES AND THEMATIC PRIORITIES OF THE CALL FOR PROPOSALS

2.1. Objectives

The objective of this Call for Proposals is to support the EaP CSF members and their pertinent needs stemming from the external factors and capacity to respond to the crisis and mitigate the impact of the war in Ukraine.

2.2. Thematic Priorities

LOT 2 - Addressing pertinent needs of the Ukrainian EaP CSF members stemming from the external factors

The priority of Lot 2 is to ensure sustainability, security, stability and well-being the of the EaP CSF Ukrainian member organisations and their employees both in the country and abroad.



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LOT 3 – Supporting pertinent needs and capacity of the EaP CSF members to respond and to mitigate the impact of the war in Ukraine

The priority of Lot 3 is to support actions of EaP CSF members mitigating the impact of the war in Ukraine and their capacity to respond. The actions can be implemented in Ukraine, EaP region and the EU countries.

2.3. Mainstreaming Gender Equality

Following the EU principles of gender equality, women's leadership and participation in projects, as well as the coverage of gender aspects in the themes addressed by the projects, is highly encouraged and should be clearly described in the application form (Annex I).

3. FINANCIAL ALLOCATIONS

LOT 2 - Addressing pertinent needs of the Ukrainian EaP CSF members stemming from the external factors

Grants to individual Ukrainian CSOs – EaP CSF members, for an implementation period of maximum 5 months (1 September 2022 - 31 January 2023)

- ➔ maximum amount allocated per call: **EUR 120.000**
- ➔ minimum size of the grant: **EUR 20.000**
- ➔ maximum size of the grant: **EUR 60.000**
- ➔ **No co-financing** is requested

LOT 3 - Supporting pertinent needs and capacity of the EaP CSF members to respond and to mitigate the impact of the war in Ukraine

Grants to individual CSOs – EaP CSF members, for an implementation period of maximum 5 months (1 September 2022 – 31 January 2023)

- ➔ maximum amount allocated per call: **EUR 100.000**
- ➔ minimum size of the grant: **EUR 10.000**
- ➔ maximum size of the grant: **EUR 30.000**
- ➔ **Minimum 5% co-financing** is requested, co- financing can be waived for CSOs in specific situation, through consultation and deliberation of the grant agreement.

Co-financing means that the grant beneficiary has to co-finance part of the cost of the action. Contribution in kind is not permitted.

4. ELIGIBILITY

Only project proposals complying with the below defined criteria (Pre-selection eligibility check) will be subject to the full selection process.



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In order to be eligible, the **applicant** must:

LOT 2 - Addressing pertinent needs of the Ukrainian EaP CSF members stemming from external factors

Criteria	Applicant
Be a legal person	✓
Be non-profit-making	✓
Be a civil society organisation (CSO)	✓
Be established in Ukraine	✓
Be EaP CSF member ¹	✓
Be able to receive the grant (funds) on its bank account, provide account statements and have a financial management system in place to ensure clear and adequate reporting procedures.	✓

LOT 3 - Supporting pertinent needs and capacity of the EaP CSF members to respond and to mitigate the impact of the war in Ukraine

Criteria	Applicant
Be a legal person	✓
Be non-profit-making	✓
Be a civil society organisation (CSO)	✓
Be established in an EaP or EU country	✓
Be EaP CSF member ²	✓
Be able to receive the grant (funds) on its bank account, provide account statements and have a financial management system in place to ensure clear and adequate reporting procedures.	✓

- A CSO can submit only **one proposal**.

¹ For the definition of EaP CSF membership please see here: <https://eap-csf.eu/join-us/>

² For the definition of EaP CSF membership please see here: <https://eap-csf.eu/join-us/>



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4.1. Eligible actions

LOT 2 - Addressing pertinent needs of the Ukrainian EaP CSF members stemming from external factors

The actions ensuring sustainability, security, stability and well-being of the EaP CSF Ukrainian member organisations and their employees both in country and abroad. The eligible activities (non-exhaustive list) might include the provision of lost or stolen communication equipment such as mobile phones, laptops, tablets, support of relocations of office and personnel within Ukraine, support to organisation's operations, protection of the mental health of employees including prevention of psychological trauma as a result of ongoing work in combat zones, training and capacity building of staff necessary for mitigation of the impact of war on the work of the organisation, support to specific activities aiming at well-defined target groups to mitigate the impact of the war.

LOT 3 - Supporting pertinent needs and capacity of the EaP CSF members to respond and to mitigate the impact of the war in Ukraine

The actions ensuring support to mitigation of the impact of the war in Ukraine, EaP or EU country and other related relevant activities in the frame of EaP CSF agenda. The eligible activities (non-exhaustive list) shall aim at specific target groups suffering from the impact of the war or susceptible to the disinformation related to the war, and can include prevention of psychological trauma, educational activities, trainings, communication activities, organisation of volunteering activities and support networks for Ukrainian refugees, online services targeting addressing the needs of target groups.

4.2. Eligible costs

To be eligible, all costs must be:

- Indicated in the estimated Budget proposal (for multi-year projects: in multi-year budget estimation with annual revisions as per grant agreement);
- Incurred during the implementation period;
- Necessary for the implementation of the project activities;
- Identifiable and verifiable - in particular, recorded in the accounting records and supported by financial documents;
- Reasonable, cost-effective, and comply with the principles of sound financial management and applicable tax and social legislation.

VAT and taxes that have been paid but are not recoverable by the grantees can also be included among eligible costs. Grantees should show evidence that they cannot reclaim VAT. The



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evidence can be obtained from the national tax authority. Self-certification can be acceptable if duly substantiated. The EaP CSF Secretariat cannot grant VAT/tax exemption.

The following costs shall **not be considered eligible**: debts, provisions for losses and future liabilities, currency exchange losses, costs financed by other funds/donors.

5. EXCLUSION CRITERIA

Applicants will be excluded from participating in selection procedure if they:

- Fail the pre-selection eligibility check;
- Their legal representative/s is/are proven to be guilty of grave professional misconduct;
- They or their legal representatives are subject to a conflict of interests.

6. REPORTING, OBLIGATION OF INFORMATION AND VISIBILITY

Following the decision on the awarding of a grant, the lead applicant will sign a **grant agreement with the EaP CSF Secretariat, which will specify in detail the reporting requirements**. In general terms, the reporting will consist of regular reports in written form in two parts:

- **A narrative part**, tracking jointly agreed indicators of project implementation and performance. The projects shorter than 8 months will provide final narrative report only while providing information for project results' ongoing tracking.
- **A financial part** with a detailed list of expenditures, accompanied by supporting documents for subsequent the EaP CSF Secretariat's audit purposes. The projects shorter than 8 months will provide final financial report only.

By signing the grant agreement, the lead applicant will agree to authorise the EaP CSF Secretariat, the European Commission and possibly other donors to the EaP CSF FSTP – Regranting to members 2021-2023, to exercise their powers of control over project-related documents and proofs of spending. The applicant bears the final responsibility for the results of the project.

The applicant must comply with visibility guidelines and guarantee the visibility of EU funding, as well of funding from other participating donors and the EaP CSF, over the course of the project implementation and within the published project results. A detailed visibility guide will be provided as an annex to the grant agreement. Visibility obligations might be waived in justifiable circumstances.

Failure to meet the agreed reporting deadlines, visibility requirements and sufficient quality of the project outputs and results will be sanctioned in line with the conditions stated in the grant agreement.



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Personal data is processed by the EaP CSF Secretariat under a contractual lawful basis. The Data Protection Officer for the EaP CSF is the Administrative and Statutory Processes Manager and can be contacted at admin@eap-csf.eu. Details of the EaP CSF privacy policy can be found at <http://eap-csf.eu/eap-csf-privacy-policy>.

7. HOW TO APPLY

7.1. Project proposals

The proposals under LOT 2 and LOT 3 shall be submitted **in English**.

The proposal must be composed of:

- A narrative proposal detailing the action (mandatory use of template in Annex I)
- A budget proposal in EUR (mandatory use of template in Annex II)
- A declaration of honour on the financial eligibility of the lead applicant (mandatory use of template in Annex III)

7.2. Deadline

Proposals must be submitted to applications@eap-csf.eu by **July 24, 2022, 23.59 Brussels time (CET)**.

Incomplete or late applications will be rejected.

7.3. Window for consultations

A window for consultations with the EaP CSF Secretariat (for example on eligibility, project activities and further assistance) is open between **June 17 – July 27, 2022**. Please send your questions via email to tania.marocchi@eap-csf.eu.

8. EVALUATION AND SELECTION

8.1. Evaluation and selection process

The evaluation and selection process is organised in three steps:

Step 1: Eligibility check

Project proposals will be checked by the EaP CSF Secretariat for compliance with the eligibility criteria stated in article 4. of these guidelines.

In case a project proposal does not pass the eligibility check, the lead applicant will be informed via email. The final list of eligible proposals will be issued and published on the EaP CSF website on September 5, 2022.



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Step 2: Evaluation and scoring of the proposals in line with the evaluation grid

A **Selection Committee** will be established for the project proposals submitted under Lot 2 and Lot 3. The Selection Committee will be composed of **three external evaluators** selected by the EaP CSF Secretariat (in consultation with the EaP CSF Steering Committee) from respondents to a call for expression of interest. **Two EaP CSF Steering Committee members and a member of the EaP CSF Secretariat** (Advocacy Manager) will participate in the Selection Committee in an observer capacity. A representative of the European Commission (DG NEAR) might opt in to take part in the Selection Committee in an observer capacity. The observers will not score the project proposals but will review them and take part in the online discussion of the Selection Committee.

Every voting member of the Selection Committee (i.e. the three external evaluators) will score the project proposals in line with the evaluation grid (see 8.2.).

Guidelines on Conflict of Interest (CoI)

The members of the Selection Committee, including observers, will sign a mandatory Conflict of Interest declaration before reviewing and evaluating the project proposals. EaP CSF delegates and members are excluded from taking part in the evaluation process as external evaluators. The standing members of the EaP CSF Steering Committee cannot apply for funding under the EaP CSF Re-granting to Members 2021-2023 programme, in order to enhance the objectivity of the selection and decision-making process.

Step 3: Selection Committee discussion and decision

The Selection Committee will take the final grant award decision during a joint online meeting. The list of selected project proposals will be finalised as well as a reserve list of proposals (one project proposal per each lot) and published on the EaP CSF website and communicated via the EaP CSF communication channels the soonest on September 5, 2022, after validation by the European Commission.

The Selection Committee reserves the right to present the applicants with recommendations for changes to the project proposals and to suggest budget modifications. Recommendations and modifications will be discussed between the EaP CSF Secretariat and the lead applicant over the course of a deliberation period before concluding the grant agreement.

In case the lead applicant declines the funding after the deliberations, a project proposal from the reserve list will be offered funding.

The Selection Committee has the right to exclude a project proposal on the basis stated in the article 5 of these guidelines.



8.2. Evaluation Grid

The following scoring system will be used to evaluate the projects. The evaluation grid is divided into sections. Each subsection will be given a score where 1 = very poor and a maximum score = very good. The overall maximum score stands at 100 points.

Section	Maximum Score
1. Does the applicant have sufficient experience, expertise and capacity?	20
2. Is the proposal addressing the pertinent needs of a EaP CSF member CSO?	20
3. Are the objectives of the project and target groups well defined?	20
4. Are the activities proposed appropriate, realistic, and consistent with the objectives and expected results/outcomes?	20
5. Are the proposed activities appropriately reflected in the budget?	20

9. INDICATIVE TIMETABLE

Action	Date
Deadline for submission of proposals	July 24, 2022, 23.59 Brussels time
Eligibility check of all proposals	July 24-29, 2022
List of eligible projects issued	July 29, 2022
Evaluation and selection process	July 29-August 29, 2022
Communication on the selection of 2021 beneficiaries	September 5 ³ , 2022
Communication and deliberations with the beneficiaries, signature of the grant agreement	September 5-15, 2022
Indicative implementation period starting date	September 5, 2022
Maximum implementation period	September 1, 2022 – January 31, 2023

³ The date can be modified based on the timeline for selection validation by the EC.



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10. ANNEXES

Annex I: Project proposal template (One template for both Lots)

Annex II: Budget proposal template (Different templates for Lot 2 and Lot 3)

Annex III: Declaration of honour on financial eligibility (One template for both Lots)



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