



Koalicija za ravnopravnost KORAK
Koalicioni për Barazi HAPI
Coalition for Equality STEP

KORAK / HAPI / STEP

Guidelines for grant applicants

Call of proposals for sub-granting within
*Civil Society Networking on Critical Human Rights Values
in Serbia, Montenegro and Kosovo*
EIDHR/2011/162, Europe Aid/131085/C/ACT/Multi

Deadline for submission of applications: 30 April 2014



This project is funded by EU



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1. Background

Coalition for Equality STEP is a coalition of non-governmental organizations in Serbia, Montenegro and Kosovo, organized with the aim to fight against discrimination at the regional level. The members of STEP are: Lawyers Committee for Human Rights - YUCOM, Belgrade Centre for Human Rights, CHRIS Network and Gay Straight Alliance-Serbia, Centre for Civic Education and LGBT Forum Progress- Montenegro, Humanitarian Law and Youth Initiative for Human Rights- Kosovo.

STEP supports networking of civil society organizations on the local, national and regional level and uses this opportunity to invite other non-governmental organisations to take part in the regional activities aimed at fight against discrimination and promotion of equality. Main issues that STEP deals with are anti-discrimination policy, monitoring of anti-discrimination trials, LGBT rights and empowerment of women in public and political life and combating discrimination and promoting equality in general.

Centre for civic education (CCE), on behalf of Coalition for Equality STEP, will overtake the conduct of this Call, from its publication, through evaluation of the project proposals and monitoring, and perform as the Contracting Authority for the award projects.

2. Objectives of the Call

The overall objective of this Call is to expand the work of STEP coalition, by involving other CSOs from Montenegro, and increasing their capacities in the creation and implementation of actions aimed at improving of the general antidiscrimination policies and practices, the status of LGBT rights and the level of woman representation in public and political life.

By providing needed financial support to the organisations, strengthening their capacities, supporting advocacy and networking, this Call will contribute to the sustainability and improvement of the position of the primarily small or newly founded civil society organisations dealing with discrimination issues in Montenegro.

3. Priority issues

We are looking for the small scale project proposals addressing the topics related to the fight against discrimination and promotion of equality, with a special focus on the area of promotion and protection of LGBT and woman rights, but also in other areas of antidiscrimination that related to this issues, such are: promotion of better representation of woman in public and political life, antidiscrimination and promotion of rights and participation of Roma woman, promotion of rights of woman with disabilities, people facing multiply discrimination, etc.

The project proposals have to be rooted in the local/national context and relevant to society.

4. Financial allocation

The overall indicative amount available under this Call is EUR 15 000.

The minimum size of the grant will be EUR 3 000, whereas maximum size of the grant will be EUR 4 000.

5. Eligibility criteria for applicants

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

- ✓ be legal persons and
- ✓ be non profit making and
- ✓ be civil society organisation and
- ✓ be nationals of Montenegro and
- ✓ be registered in Montenegro as non-governmental organisation at least twelve months prior to the deadline for submission of project
- ✓ be directly responsible for the preparation and management of the action with their co-applicant
- ✓ have an annual turnover for 2013 of less than EUR 20, 000

The applicant may act individually or with co-applicant(s). Partnerships are not mandatory, but these are allowed and welcomed.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

6. Eligible actions

Duration

The initial planned duration of the project implementation may not be lower than 1 month nor exceed 4 months, and the activities can be conducted between 15 May to 10 September 2014.

Location

The project must take place in Montenegro.

Types of actions (non-exhaustive list)

Types of action, which may be financed under this Call should revolve around the following:

- Support to advancement of the general antidiscrimination legal/institutional framework and practice
- Support to improvement of the quality of life of the LGBT persons, women's participation in political life, reduction of violence based on prejudices, etc.
- Monitoring of discrimination, hate speech and hate crimes
- Combating discrimination and promoting equality
- Informing citizens about their rights and existing human rights mechanisms
- Policy research, gaps and needs analysis on the quality of legal documents and practices within antidiscrimination framework

The following types of activity (the list is not exhaustive) may qualify:

- Topic oriented advocacy actions
- Public awareness raising campaigns
- Drafting policy or legislation recommendations, research and analyses
- Launching, disseminating and replicating effective models of civil society from EU Member States
- Exchange of know-how and networking
- Organising innovative cultural events, performances, exhibitions and competitions
- Organising conferences, roundtables, workshops, trainings, seminars, etc.
- Promotion of the implementation of adopted laws and regulations
- Production of reports, manuals, leaflets, web based material, video material

The following types of action are ineligible:

- 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, training courses, study visits or participation in international events;
- actions including market promotion activities;
- Infrastructure projects or projects essentially focused on the purchase of equipment;
- Purchase and/or renovation of buildings or offices;
- Activities undertaken before signature of the contract;
- Actions aimed at profit making activities;
- Actions related to charitable donations;
- Actions already funded by other Community programmes.

Preference will be given to activities that can achieve concrete and durable results with tangible impact.

Number of applications and grants per applicant

The applicant may not submit more than 1 application under this Call for Proposals.

The applicant may not be a co-applicant in another application at the same time.

A co-applicant may not submit more than 1 application under this Call for Proposals.

7. How to apply

Applicants must submit their applications in English.

The application consists of the:

- application form (Annex B) and
- budget template (Annex C).

Beside this the applicant should send the scanned version of the following documents:

- A copy of the Registration issued by the Ministry of Interior,
- A copy of the Statute of the organisation and
- A copy of the applicant's accounts in 2013 (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed).
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Any error or major discrepancy relating to the points listed in the instructions in the application form may lead to the rejection of the application.

Hand-written applications will not be accepted.

8. Where and how to send the applications

The applications must be sent in print and electronic version.

The print version, including one original and one copy, is delivered or sent to the address: **Centar za građansko obrazovanje (CGO), Njegoševa 36/I, 81 000 Podgorica**. The outer envelope must bear the following reference “: *Project proposal under the call Civil Society Networking on Critical Human Rights Values in Serbia, Montenegro and Kosovo, EIDHR/2011/162, Europe Aid/131085/C/ACT/Multi*” together with the full name and address of the applicant.

The electronic version is sent by e-mail to info@cgo-cce.org. In the subject it has to be stated the following: *Project proposal under the call Civil Society Networking on Critical Human Rights Values in Serbia, Montenegro and Kosovo, EIDHR/2011/162, Europe Aid/131085/C/ACT/Multi*. The electronic file must contain **exactly the same** application as the paper version enclosed.

Applicants must verify that their application is complete using the checklist. Incomplete applications may be rejected.

9. Deadline for submission of applications

The deadline for the submission of applications is **30 April 2014** as evidenced by the date of dispatch, the postmark or the date of the deposit slip and email receipt. In the case of hand-deliveries, the deadline for receipt is on 30 April 2014 at **16:00 h** local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

10. Further information for the applicants

Questions regarding the application process and procedures are to be sent by e-mail to info@cgo-cce.org no later than **25 April 2014** by indicating clearly the reference of the Call for Proposals: *Project proposal under the call Civil Society Networking on Critical Human Rights Values in Serbia, Montenegro and Kosovo, EIDHR/2011/162, Europe Aid/131085/C/ACT/Multi*.

11. Evaluation and selection criteria

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria, the application will be rejected on this sole basis.

The evaluation will be done in two phases.

In first phase, the administrative check of all documentation requested by the Call will be conducted. Only applications containing all necessary documentation, as described in this Guidelines, will pass to the second phase of the evaluation. In the second phase the evaluation will be done based on the evaluation grid.

Scoring: The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Relevance of the action	15
1.1. How relevant is the proposal to the objectives and types of the activities priorities of the Call?	10
1.2. How clearly are defined target groups and final beneficiaries? To what extent the project responds to the needs of the target groups?	5
2. Objectives and results	5
2.1 Are the objectives and results clearly defined and in line with the objective of the Call?	5
3. Effectiveness and feasibility of the project	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	10
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability of the project	10
4.1 Is the proposed project likely to have a tangible impact on its target groups?	5
4.2 Are the expected results sustainable in institutional, policy and financial aspect?	5
5. Budget	20
5.1 Are the activities appropriately reflected in the budget?	10
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	70

11. Decisions on the applications

According to the indicative plan, final decisions will be made before 10 May 2014.

The applicants will be informed in writing of the Contracting Authority's decision concerning their applications and, if rejected, the reasons for the negative decision.

Following the decision to award a sub-grant, the Beneficiary will be offered a contract.