**Sub granting – Call for proposals**

1. **Background**

Project “SOCIETIES 2 Support Of CSOs In Empowering Technical skills, Inclusion of people with disabilities and Eu Standards in Western Balkans, 2nd phase” is approved for financing by the European Union, represented by European Commission.

The **global objective** of The Civil Society Facility and Media Programme 2018-2019, under which the SOCIETIES project has been approved is to enhance regional cooperation, good neighborly relations and reconciliation, and to **strengthen participatory democracies and the EU approximation process** in the Western Balkans and Turkey.

The **specific objectives** of this Programme is to enhance the capacities of civil society to be effective and accountable independent actors able to engage constructively with governments on key societal challenges.

**Objectives of the project SOCIETIES**

The project “SOCIETIES 2 Support Of CSOs In Empowering Technical skills, Inclusion of people with disabilities and EU Standards in Western Balkans, 2nd phase” is an action proposed by the alliance for social inclusion composed by 12 CSOs at the European level. It is implemented by CSOs working in the field of social inclusion of people with disabilities in Albania, Bosnia and Herzegovina, Kosovo\*[[1]](#footnote-1), Montenegro and Serbia. Moreover, Italy and Bulgaria are offering expertise in transitional and de-institutional processes as EU countries.

Overall objective of the Action is to strengthen the CSOs' participation in public dialogue with the Public Authorities and influence in the decision-making processes, by increasing their expertise and capacities in the fields of social inclusion for PWDs and de-institutionalization policies.

Specific objectives are: to increase CSOs' capacities, accountability and effectiveness in managing social inclusion and de-institutionalization initiatives and in promoting and advocating for social inclusion of PWDs, in line with the EU accession standards; to foster a conductive environment for civil society activities by establishing permanent structures and mechanisms for the cooperation and dialogue between CSOs and Public Authorities.

The Action refers to the **priority – Protection, antidiscrimination and/or inclusion of vulnerable groups:** in particular it focuses on de-institutionalization processes in mental health and disability care, on the protection and social inclusion of persons with disabilities *(hereinafter PWDs)*, and on promotion of an anti-discrimination environment in the 5 countries involved: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia.

The approach proposed by the Action is based on increasing the active and effective role of the local CSOs in the de-institutionalization reforms, as well as in protection policies and inclusion experiences for PWDs (“strengthening the participatory democracies in the Western Balkans”).

The project started on the 1st April 2020 and will last 48 months (until 31.03.2024).

1. **INFORMATION ON THE CALL**

**Objectives of the sub-granting scheme**

Objectives of the sub-granting are:

- to support and increase community based social services and social enterprises, managed by CSOs, thus fostering the social inclusion of people with disabilities (PWD) and mental disorders.

- to support the recovery to CSOs/Social Enterprises (assisting/working with people with disabilities and/or people with mental health problems) caused by Covid 19 virus, through support to their development toward stronger and more resilient structures and to innovate their services and/or products, so they can better face eventual next crisis periods.

**5 Call for Proposals** (1 per each following IPA beneficiary countries: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia) are launched.

**Eligibility criteria**

Eligibility of applicants – WHO CAN APPLY

The call is opened for the local grass-root CSOs which are exclusively assisting/working with people with disabilities and/or people with mental health problems.

In order to be eligible for a grant, the applicant must:

- be legal person;

- be non-profit-making;

- be a local grass-root CSO of or working with people with disabilities and/or people with mental health problems;

- be established in one of the following IPA beneficiary countries: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia;

- be directly responsible for the preparation and management of the proposed action;

- only organizations that were registered at least one year before the announcement of this Call can apply (registered before 30th September 2019).

**Partnership**

Partnerships are not necessary, but they are allowed and welcomed.

Partner organizations must meet the same criteria as the lead applicant.

Partners participate in the creation of the project and its implementation and use financial resources under the same conditions that apply to the project applicant.

The project applicant, as well as none of its partners, must not have a conflict of interest with any partner, associate or associate member of the SOCIETIES project.

The project partners are listed on the page http://projectsocieties.org/partners/.

**Associates**

Organizations other than the project applicant and the partner may also be involved in the implementation of the project. They have the status of “associates”. Associates have a role in project implementation, but shall not receive funding from the project budget.

Associates do not have to meet the criteria that apply to project applicants and partners. Associates can be public institutions, local governments, representatives of the business community, etc. Information on project collaborators should be presented in the document “Associates”, which is separated application form.

**Eligible actions**

Eligible actions are:

- Activities supporting the start up or strengthening of community based social services for people with disabilities (PWDs) and people with mental health problems or social business initiatives which foresee direct employment of PWDs and/or people with mental health problems.

- Activities supporting the recovery to CSOs/Social Enterprises (assisting/working with people with disabilities and/or people with mental health problems) caused by Covid 19 virus, through support to their development toward stronger and more resilient structures and to innovate their services and/or products, so they can better face eventual next crisis periods.

**Eligible direct costs:**

- Salary costs are eligible as far as the staff is directly related to implementation of activities;

- Provision of material, supplies and equipment;

- Costs of renovation and reconstruction of the space are eligible only if it is possible to prove that they directly contribute to the goal;

- on the job training;

- travel and subsistence costs for staff and other persons taking part in the action;

- costs for dissemination of information and results, printing promotional-informative-educational materials, evaluation specific to the action, etc.;

- other costs which are directly connected with project realization.

Administrative costs (office rent, utilities, telephone/internet, office supplies, bank costs, administrative costs, etc.) are allowed up to 7% of the project value and don’t need to be justified;

Applicants must be able to guarantee the sustainability of the services or social business by presenting an adequate business plan or sustainability plan covering period for which grant is approved as well as period after the end of the grant.

**Ineligible actions**

The following types of activity and costs are not eligible for financial support:

- actions that fall within the general activities of competent state institutions or state administration services, including local government;

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;

- debts and debt service charges (interest);

- provisions for losses or potential future liabilities;

- purchases of land or buildings;

- currency exchange losses;

**Duration**

The planned duration of an action must not be lower than 9 and shall not exceed 18 months.

**Number of proposals per applicant**

An applicant may submit one proposal under this Call for Proposals.

An applicant cannot be partner in another application.

A partner may take part in one application.

**Financial allocation**

The maximum amount available under each Call for Proposal will be € 66.000 per country.

The maximum size of grant dedicated to a single proposal will be € 8.250 (in local currency). Minimally 8 initiatives per country will be supported.

Co-Financing is not necessary, but it is allowed and welcomed.

1. **Application process**

The project applicant can only apply for tenders published in the country where the applicant is registered.

All project activities must be carried out in the country of the project applicant.

**Documents to be submitted**

1. Application form (project proposal and budget), Application form 1 or Application form for social business initiatives, Application form 2

2. Signed statement of applicant and partner organization

3. Copy of the certificate of registration of the organization

4. Copy of the balance sheet and income statement for the last fiscal years (2019)

5. If the project provides co-financing from other sources, the request should be accompanied by a relevant documentation.

Documentation in electronic version, word or pdf format, should be sent on email:

Albania - [caritasalbania@caritasalbania.org](mailto:caritasalbania@caritasalbania.org)

Bosnia and Herzegovina - [caritas@caritas.ba](mailto:caritas@caritas.ba)

Kosovo\* – [info@caritaskosova.org](mailto:info@caritaskosova.org)

Montenegro – [carbar@t-com.me](mailto:carbar@t-com.me)

Serbia – [societies2@caritas.rs](mailto:societies2@caritas.rs)

Incomplete project proposals, project proposals submitted by fax or in any other way not prescribed by this Call will not be considered, as well as proposals submitted on inappropriate forms.

The application forms are made in local languages therefore the submitted documents should be too.

Each applicant will receive a confirmation e-mail in three days after the submission of the application.

**Deadline for submitting project proposals**

The deadline for submitting project proposals is **November 15th 2020.** until 20.00 hour (**Belgrade time**). Applications submitted after the deadline will not be considered. The time of receiving the e-mail will be used to confirm the time of submitting the project proposal.

1. **Selection procedure**

The Call will be opened for 45 days starting from the launch day. The evaluation of proposals will last 30 days. For the evaluation of the project proposals Selection Committee will be in charge.

The representative of the EU institutions will be invited as external observer, in order to guarantee the maximum transparency.

The evaluation of project proposals will take place in two phases. In the first phase, an administrative check of the documentation will be performed. Only projects that contain all the necessary documentation, listed in the Guide, will enter the second phase of evaluation.

Each applicant will be informed about evaluation results.

A list of supported projects will be published on project website [www.projectsocieties.org](http://www.projectsocieties.org).

**The criteria for the selection:**

- Relevance of the project design

- Final beneficiaries, target groups

- Sustainability of the action

- Budget and cost-effectiveness of the Proposal

- Social aspects

- Multi-stakeholders approach

- Relevance and competencies of the Applicant

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| **Evaluation grid for social services** | Maximum score |
| Relevance and project design   * -  Relevance of the Proposal to the objectives of the Call for proposals * -  Coherence of the project design * -  Analysis of the problems identified * -  Action feasibility and consistency in relation to the objectives * - Action feasibility and consistency in relation to expected results * -  Innovation | 30 points |
| Final beneficiaries, target groups   * -  Clearly defined and strategically selected final beneficiaries, target groups * -  Number of final beneficiaries * -  Needs of final beneficiaries, target groups clearly defined * -  Proposal has a tangible impact on the target groups | 20 points |
| Sustainability of the action   * -  Financial self-sustainability of the service/enterprise * -  Expected results of the Proposal are sustainable at institutional and policy level | 15 points |
| Budget and cost-effectiveness of the Proposal   * - The budget of the Project is realistic, in line with the Proposal * -  Activities are appropriately reflected in the budget * -  Satisfying ratio between the estimated costs and the expected results | 5 points |
| Social aspects   * -  Social benefits, such as: empowering people, involving stakeholders, creating relationships * -  Integration of people with disability (PWDs) and mental disorders in the structures of the service/enterprise * -  Awareness activities on behalf of the people with disability (PWDs) and mental disorders | 15 points |
| Multi-stakeholders approach   * -  Partnership (partnerships with institutions and / or other organizations) - Number and type of stakeholders involved * -  Quality of the relationships with them * -  Capacity of creating connections, participation in networks | 10 points |
| Relevance and competencies of the Applicant  - Experience in implementing project with/assisting people with disabilities | 5 points |
| Total maximum score | 100 points |

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| **Evaluation grid for social enterprises** | Maximum score |
| Business idea design   * -  Relevance of the Proposal to the objectives of the Call for proposals * -  Coherence of the project design * -  Innovation * - Business idea (Type of business idea, Products/Services, Investment required) | 30 points |
| Market analysis, Success and risk Factors   * -  Market analysis, * - sales and distribution analysis, * - Price analysis * - success and risks factors analysis | 20 points |
| Budget and cost-effectiveness of the Proposal   * - Investment plan * - Financial plan (expenses analysis, Revenue analysis, Business result analysis) * - The budget of the Project is realistic, in line with the Proposal * -  Activities are appropriately reflected in the budget * -  Satisfying ratio between the estimated costs and the expected results * -  Financial self-sustainability of the service/enterprise | 25 points |
| Social aspects   * -  Social benefits, such as: empowering people, involving stakeholders, creating relationships * -  Integration of people with disability (PWDs) and mental disorders in the structures of the service/enterprise | 20 points |
| Relevance and competencies of the Applicant  - Experience in implementing project with/assisting people with disabilities | 5 points |
| Total maximum score | 100 points |

1. **MONITORING OF GRANTED INITIATIVES**

**Induction training for granted CSOs**

Once the proposals are granted and the contracts with the Applicant are signed, **2 days Introductory training** for the granted CSOs will be organized. This training is mandatory for the granted CSOs. The goal of this training is to provide CSOs better guidance on how to conduct field activities and how to achieve project goals and results set out in the project proposals.

**Monitoring, accompaniment and mentoring of sub-granted initiatives**

In order to make the Sub-granting of local grassroots CSO’s efficient and qualitative, the Action will provide mentoring and supervision to each awarded organization: Local coordinators and the Project assistants will visit sub-granted organization in their community and provide support and accompaniment at the site of the project implementation. They will offer support and guidance for the subgrantees, train them, help them make basic settings for starting the project implementation, help them implement their projects, how to report, reach goals and results. Moreover, the monitoring will allow the detailed analysis of the sustainability elements.

**Transfer of funds and reporting modalities**

The granted proposals will be awarded after the signature of a contract with the organization in charge of coordinator in selected country.

Beneficiaries must start activities within 30 days from the transfer of the first installment.

The granted beneficiaries will provide a financial and a narrative report on quarterly basis. In the case of partner projects, Lead applicant will be directly responsible for managing the financial resources of all partner organizations on the project.

**Visibility**

The applicants must take all necessary steps to publicize the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the “Communication and Visibility Manual for EU external actions 2018“ specified and published by the European Commission at <http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en>).

**Timeframe**

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|  | **DATE** | **TIME** |
| **Lunching Call** | 1st October 2020 | n/a |
| **Information meetings** | The date and place of info sessions will be published on the website [www.projectsocieties.org](http://www.projectsocieties.org) |  |
| **Deadline for requesting any clarifications from the contracting authority** | 30th October 2020 | 20:00 (Belgrade time) |
| **Deadline for submission of full applications** | 15th November 2020 | 20:00 (Belgrade time) |
| **Information to lead applicants on the evaluation of the full applications** | 15th December 2020 | 20:00 (Belgrade time) |
| **Contract signature** | Till 31st December | n/a |

**Additional information on submitting project proposals**

In case of need for additional information you can to send question by mail to [societies2@caritas.rs](mailto:societies2@caritas.rs) (Serbia), [orhan.miftari@caritaskosova.org](mailto:orhan.miftari@caritaskosova.org) (Kosovo\*), [carbar@t-com.me](mailto:carbar@t-com.me) (Montenegro), [s.paloka@caritasalbania.org](mailto:s.paloka@caritasalbania.org) (Albania), [z.malic@caritas.ba](mailto:z.malic@caritas.ba) (Bosnia and Herzegovina) no later than October 30, 2020. Questions that may be relevant to other project applicants, along with answers and important notes for project applicants, will be published on the site [www.projectsocieties.org](http://www.projectsocieties.org) and on website of local partner.

1. Hereinafter, concerning Kosovo: This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. [↑](#footnote-ref-1)