



This project is funded by the European Union



A project implemented by the Institute for Democracy in partnership with the Association for Bulgarian Culture "Rodoliubets" and the Center for Protection and Promotion of the Young Women's Rights

APPLICANT'S GUIDELINES

GRANTS COMPETITION: ROUND 2

These guidelines describe the rules and procedures that will guide the submission, selection and implementation of sub-grants program under the project "Raising Mutual Trust between Teachers on Both Banks of the Nistru River: Building Regional Capacities for Continuous Development of Teachers' Skills of the Modern Pro-active Methods of Human Rights Education", financed by the European Union (Support for Confidence Building Measures Program) and implemented by the Institute for Democracy in partnership with the Association for Bulgarian Culture "Rodoliubets" and the Center for Protection and Promotion of the Young Women's Rights

A. BACKGROUND

The project "Raising Mutual Trust between Teachers on Both Banks of the Nistru River: Building Regional Capacities for Continuous Development of Teachers' Skills of the Modern Pro-active Methods of Human Rights Education" is funded by the European Union (Support for Confidence Building Measures Program, CBM IV) and implemented by Institute for Democracy in partnership with the Association for Bulgarian Culture "Rodoliubets" and the Center for Protection and Promotion of the Young Women's Rights.

European Union encourages the cultural development of the world and the formation of consensus within its borders and in neighbor countries through deeping the integration and cooperation.

Since 2009 the European Union developed a program of targeted support of civil society by financing joint projects on both banks of Nistru in order to build peace relations, prevent and settle conflicts.

This program targets the rapprochement of Chisinau and Tiraspol due to increased trust by supporting joint initiatives in social and economic development with participation of the main concerned parties from both river banks of Nistru, thereby making the contribution to economic, social and sector rapprochement between regions.

The program of Confidence Building Measures (CBM IV) is directed to create mutual values, stability and prosperity, increase cooperation and deepen economic and regional integration by covering a broad spectrum of areas of cooperation.

The global purpose of CBM IV program is assistance to the development of civil society in the process of peaceful settlement of Nistru conflict and promotion of trust measures between both banks of Nistru.

The overall objective of the programme is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

In this context, the Institute for Democracy in partnership with the Association for Bulgarian Culture “Rodoliubets” and the Center for Protection and Promotion of the Young Women's Rights started a sub-grant programme for NGOs on both banks of the Nistru river.

WITHIN THE 1ST ROUND OF THE PROGRAMME, 3 APPLICATIONS FOR FINANCING WERE SELECTED:

The National Youth Council of Moldova (Chisinau) in partnership with the Center for Social and Legal Initiatives "Participation" (Bender).

Project: Training teachers on using IT in the learning process.

The Association of Psychologists Tighina (Causeni) in partnership with the non-profit association “Women Today” (Parcani).

Project: Teachers from both banks of Nistru teach democracy.

The Comrat Legal Clinic in partnership with the Media Center of Transnistria (Tiraspol).

Project: Increase of legal knowledge of future teachers on both banks of Nistru River.

Currently, the Institute for Democracy is announcing the 2nd round of the collection of applications for the expression of interest in projects, the implementation of which is planned for May 2018 - October 2018.

B. IMPLEMENTATION TIMEFRAME AND PROJECTS SIZE

The implementation timeframe for any project should be of up to 6 months. Projects should start in May 2018 and be finalized October 2018.

The maximum amount the applicants can request under their project proposals budget will not exceed 7.000 euro per one project (each joint sub-grant – minimum 3.000 euro and maximum 7.000 euro without cofinancing).

Only in exceptional cases, the Institute for Democracy will examine the possibility to fund a project with up to 10.000 euro.

It is recommended to the NGOs to find a co-financing of 20%. The existence of a co-financing will be a significant advantage in the selection process.

C. ELIGIBLE PROJECTS AND ORGANIZATIONS

The specific objective of this sub-grant program is encouraging the development of sustainable partnerships and capacity of civil society of both banks of the river through the establishment of cross-river platforms for cooperation at pedagogical community level.

The sub-grant program priority: Joint activities of Transnistrian and Moldavian NGOs (in partnership with educational institutions or for education project) in human rights education.

All projects should be submitted by cross-river partnerships of at least 2 non-profit organizations (with at least one organization from each bank of the Nistru river), in which one of them would serve as lead applicant.

The lead applicant may not submit more than 1 application under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

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

The lead applicant must act with at least one co-applicant.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant.

The co-applicant may not submit more than 1 application under this call for proposals.

The co-applicant may not be awarded more than 1 grant under this call for proposals.

The Institute for Democracy in partnership with the Association for Bulgarian Culture “Rodoliubets” and the Center for Protection and Promotion of the Young Women's Rights will provide 7 joint sub-grants (each joint sub-grant – minimum 3.000 euro and maximum 7.000 euro without cofinancing) to NGOs (in partnership with educational institutions) from the Transnistrian region and Moldova to support their joint initiatives aimed at confidence-building measures through human rights education activities.

Stages of the joint sub-grants program:

(Stage 1) Announcements about a small sub-grant program. A call for offers for small grants application.

(Stage 2) Filing small grant applications by NGOs (in partnership with educational institutions or for education projects) from the Transnistrian region and Moldova.

(Stage 3) Application analysis and selection of sub-grantees. The NGOs from the Transnistrian region and Moldova who have filed the best 7 project ideas will be selected.

(Stage 4) NGOs representatives will take part in a seminar. The seminar covers the requirements to project implementation and reporting.

(Stage 5) Project implementation. After the seminar and the first payment NGOs from the Transnistrian region and Moldova start to implement their joint projects (the duration of each project is 4-6 months).

(Stage 6) After the project, our NGO will prepare the analysis of the project results, the final analytical and financial reports.

Organizations eligible to submit the project proposal should meet all the following criteria:

- (1) be a legal person; and
- (2) be non-profit-making; and
- (3) be a non-governmental civil society organization; and
- (4) be established in the Republic of Moldova; and
- (5) be directly responsible for the preparation and management of the sub-grant; and
- (6) be able, according to their statute, to carry out activities in the area stipulated by the project proposal; and
- (7) be have experience in carrying out activities in the Transnistrian region.

Organizations are not eligible to apply and to receive financing if they:

- Do not correspond to the above mentioned criteria;
- Are a for-profit and/or a state-owned legal entity;
- Are a branches and/or a sisters organization.

D. PROJECT IMPLEMENTATION AREA

Project offers should contribute to achieving the program objectives and be aimed at strengthening confidence-building measures between the two banks of the Dniester.

Some of the recommended spheres of activities include but are not limited to:

1. Various joint activities in the spheres of human rights and human rights education for teachers from the two banks of the Dniester;
2. Organizing joint round table discussions / seminars and visits for teachers from two banks of the Dniester;

3. Organizing joint training in the sphere of civic education and human rights for teachers from the two banks of the Dniester;
4. Training teachers to organize role-playing games on human rights at schools;
5. Teachers' studying civil, political, and socio-economic rights;
6. Joint initiatives for teachers or educational institutions from the two banks of the Dniester;
7. Informing teachers of the situation on the other bank of the Dniester;
8. Raising the awareness of unequal opportunities in the society and belonging to certain minorities or groups among teachers from the two banks of the Dniester;
9. Organizing a joint training on the inadmissibility of discrimination against women; raising awareness of women's rights;
10. Informing teachers of methods of teaching tolerance at educational institutions;
11. Training in order to develop skills for analyzing human rights violations;
12. Training (raising awareness) in the sphere of using IT in the learning process and providing access to the information from all over the world;
13. Developing teachers' skills of teaching young people methods of development of independent and critical thinking and information analysis;
14. Teaching the skills of participating in the democratic process, in particular, school decision-making;
15. Training teachers how to develop young people's understanding of the importance of civic solution of the problems faced by people with disabilities and the importance of meeting the needs of people with disabilities;
16. Supporting mutual understanding between teachers' communities and educational NGOs from both banks of the Dniester through participation in joint activities and mutual visits;
17. Other activities contributing to the achievement of the objectives of the sub-grant program.

The project proposal should contain a range of clearly defined and connected activities that will lead to specific outcomes during a defined time frame. If applicants have secured a part of the requested funding from other sources, they should include this information in the application form.

The proposal must also show whether or to what extent this project is based upon or complements other initiatives implemented by the applicant or others in the same area, as well as ways for preventing the duplication of activities. It should explain whether the project will lead to multiplication or spillover effects in other areas. It should also specify whether the project is a pilot project and could be reproduced at a different level or with respect to other initiatives.

E. APPLICATION PROCEDURES

The organizations that are interested in applying for this Grants Competition should submit a package of documents, which include the Application Form and the documents demonstrating the legal status of the applicant, the qualifications of the persons who will be involved in organizing and administering events, as well as any other information to demonstrate the experience and the ability of the applicant to implement the project.

The application form must include enough detailed data, in particular with respect to the means of achieving the results of the project, the benefits that it will bring and the way in which it will contribute to goals designated in this Grants Competition.

F. PROJECT BUDGET

1. The budget of the project, as part of the application form, should be in MDL;

2. The budget should contain clear information about the ways the funds will be spent and a detailed breakdown of eligible expenses;
3. The budget should be realistic and cost-efficient;
4. The budget must correspond to the activity plan as it is described in the project proposal.

Eligible direct costs include:

- Costs for experts and personnel who will be involved in project implementation;
- Costs for trainings;
- Costs for consultants and service providers;
- Transportation costs;
- Costs for marketing and promotion materials;
- Costs for the purchase of expendables and other materials required for the project: maximum 10% of all costs;
- Costs for events (meals, accommodation, information campaigns and awareness raising, copying, printing, etc);
- Other costs that are necessary for efficient implementation of the project (communications, office rent, postal and banking services): maximum 20% of all costs.

NOTE: In the budget of the project proposal, the applicant should indicate their own contribution, the contribution of the partners, if any. In kind contributions are not actual costs and cannot be considered as co-financing from the partner for project implementation. In kind contributions (premises, equipment, vehicles, etc.) of the organization or partner of the project implementation are to be indicated in the Application Form «Project Description» section.

Ineligible costs are:

- costs incurred before the contract has been signed (including expenses related to project submission);
- fines and penalties;
- activities already financially covered by another grant programme / other persons providing financial support;
- individual sponsorship for participation at workshops, seminars and conferences;
- individual educational scholarships;
- covering the current costs of an organization, unless it is clearly related to the project goals;
- costs that have already received funding from other sources, including the EU.

G. THE APPLICATION PACKAGE SHOULD THE FOLLOWING DOCUMENTS

1. Application Form (which will include the requested budget and activities timeline), filled in English (or Russian). Handwritten Application Forms will not be accepted;
2. Copy of the registration certificate to prove that the partners are registered legal entities;
3. Copy of the Statute of the organizations;
4. Mandate for co-applicant;
5. CVs of Project Manager/s, accountant and key staff, involved in project's implementation (compiled in the same format for the whole team);
6. A brief overview of the activities of the organization (including, if applicable, recommendation letters from donors, developed materials: researches, strategies, training aids, newsletters, brochures: newspaper articles, audio-/video clips, photo reports, etc.);
7. Other relevant materials.

The Application Form and Applicant's Guidelines are posted on the Institute for Democracy website (<http://www.indem.org>) and Association for Bulgarian Culture “Rodoliubets” website (<http://rodoliubec.org>).

These documents can also be received by sending a request at the e-mail:
id.moldova@yahoo.com

DEADLINE FOR SUBMISSION OF PROPOSALS: MARCH 31, 2018

The documents can be sent either by mail at: id.moldova@yahoo.com titled as "CBM-2018". Incomplete applications shall not be examined.

For additional information on the application process: +373 68005099; +373 77787932 or by e-mail at: id.moldova@yahoo.com

G. SELECTION AND EVALUATION PROCEDURES

Upon expiration of the deadline, a two-stage evaluation process of project proposals will take place:

Stage I: verification of administrative compliance and eligibility of applicants - exclusion stage. We will verify whether the Application Form is duly filled in, the package is complete, the project is a joint one, includes confidence building content. This stage is carried out by the Institute for Democracy and the Association for Bulgarian Culture "Rodoliubets" Team.

Stage II: evaluation of project proposals.

This stage is carried out by an Evaluation Committee. The projects that receive the highest total number of points will be recommended for final approval. Points will be awarded based on the extent to which the project proposals respond to the stated objectives and priorities of the grants programme.

I. EVALUATION CRITERIA OF THE PROJECT PROPOSALS

For Stage I: We will verify whether the Application Form is duly filled in, the package is complete (Copy of the registration certificate to prove that the partners are registered legal entities; Copy of the Statute of the organizations; Mandate for co-applicant; CVs of Project Manager/s, accountant and key staff, involved in project's implementation; A brief overview of the activities of the organization), the project is a joint one, includes confidence building content.

For Stage II: Evaluation Grid

Section	Maximum Score
(1) Do the sub-grantees have sufficient experience of project management?	10
(2) Do the sub-grantees have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
(3) Does the lead applicant have stable and sufficient sources of finance?	5
(4) How relevant is the proposal to the objectives and priorities of the sub-grants program?	10
(5) How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)?	10
(6) Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices as building up sustainable cross-river partnerships?	5

(7) Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	10
(8) Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
(9) Is the action likely to have a tangible impact on its target groups?	10
(10) Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?	5
(11) Are the expected results of the proposed action sustainable?	10
(12) Are the activities appropriately reflected in the budget?	15
Maximum total score	100

The lead applicant (or, if the project is approved, the implementing organization) will act as the main organization and the only direct contact with the Institute for Democracy. The implementing organization is responsible for establishing an operationally efficient partnership that will ensure the implementation of the project at an appropriate level.

For additional information on the application process: +373 68005099; +373 77787932 or by e-mail at: id.moldova@yahoo.com

The Institute for Democracy reserves the right to stop financing in the following cases:

1. The grantee fails to conscientiously implement the terms of the grant agreement;
2. The donors of the Institute for Democracy do not provide full funding covering the budgets of the grantees.

**THE RESULTS OF THE COMPETITION WILL BE ANNOUNCED
BY THE END OF APRIL 2018**