

Guidelines for Submission of Project Proposals

Open Call for the Award of Small Grants

to support the implementation of civil society organisations' projects for the improvement of social inclusion of at risk children and youth in Montenegro, Albania, Bosnia and Herzegovina, Macedonia, Kosovo and Serbia.

This Open Call for the Award of Small Grants is announced under the "ARYSE (At Risk Youth Social Empowerment)" project, implemented by **NGO Juventas** (Montenegro), the project coordinator, with the partner organisations: **ARSIS** (Albania), Association **MARGINA** (Bosnia and Herzegovina), **HOPS** (Macedonia), **Labyrinth** (Kosovo), **Prevent** (Serbia) and **SHL Foundation** (Germany).



1. About the Project

The **ARYSE (At Risk Youth Social Empowerment) project**, under which this Open Call for Small Grants has been announced, is being implemented under the **Civil Society Facility and Media Programme 2014-2015**. The aims of this programme are:

- » To stimulate an enabling legal and financial environment for civil society and pluralistic media, as well as to empower civil society and media organisations to be effective and accountable independent actors, and to improve their capacity to dialogue with Governments influencing policy and decision making processes and holding them accountable for their performance towards citizens and society at large.
- » To foster regular networking of Civil Society Organisations (CSOs) at regional and EU level, facilitating the exchange of knowledge, skills and connections, and increasing and widening their impact in campaigning and advocacy. This Call for Proposals aims at strengthening CSOs capacities related to advocacy, long-term strategic organisational planning and funding diversification. This will ensure sustainability increasing the recognition by public institutions of the role of CSOs, thus fostering the level of involvement and inclusion of CSOs in decision making and reform processes.


The **ARYSE (At-Risk Youth Social Empowerment) project** is supported by the European Union, and is being implemented in the Western Balkans over the duration of 45 months from January 2016 – October 2019.

The project is coordinated by the **NGO Juventas** (Montenegro) with the following partner organisations: **ARSIS** (Albania), **Association MARGINA** (Bosnia and Herzegovina), **HOPS** (Macedonia), **LABYRINTH** (Kosovo), **PREVENT** (Serbia) and **SHL Foundation** (Germany).

The **overall aim** of this project is to contribute to achieving the social inclusion of the most at risk youth in the West Balkans, by strengthening CSOs capacities, regional/national cooperation and advocacy actions.

This aim will be achieved through the **specific objective of the project**: to support equal access to education, employment, justice and other related fields by the most at risk young people in the Western Balkans countries, and by fostering the level of active participation and inclusion of CSOs representing young people in decision making and reform processes.

The project beneficiaries are **children and youth**, especially **at risk youth** (children and youth who use drugs, who are in conflict with the law, who come from families who use drugs and/or are in conflict with the law, who are without parental care, as well as street and Roma children and youth).





2. Objectives of the Open Call for the Award of Small Grants


2.1 Overall aim of the Open Call for Small Grants

The overall aim of the open call for small grants is:

- » to contribute to the improvement of social inclusion of children and youth at risk in Montenegro, Albania, Bosnia and Herzegovina, Macedonia, Kosovo and Serbia through strengthening the role of CSOs as relevant actors in service delivery and in the advancement of local and national policies and practices.

2.2 Specific objectives of the Small Grants Call

The specific objectives of the open call for small grants are:

- » To raise capacities of relevant actors/stakeholders and CSOs in the work with at risk children and youth;
 - » To establish, maintain, improve or scale up services for at risk children and youth regarding social inclusion and protection, education, employment, health, security, equality, rights and access to justice;
 - » To improve availability of evidence, and advance awareness, policies and practices for the purpose of enhancing social inclusion of at risk children and youth at local or national level.
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3. Areas and Themes

Under this Open Call for Small Grants, we welcome proposals that contribute to the improvement of social inclusion of at risk children and youth, namely, children and youth who use drugs, who are in conflict with the law, who come from families who use drugs and/or are in conflict with the law, who are without parental care, as well as street and Roma children and youth.

We look forward to supporting relevant projects in the following thematic areas (please note that while the list of intervention thematic areas is definite, the examples are only indicative and not exhaustive in any case):

Education

Projects that aim to:

- » provide continuous educational support for at risk children and youth
- » increase literacy or labour market competencies
- » raise capacities towards higher quality education
- » improve national or local policies for access to different forms of education
- » provide evidence for the purpose of improving policies or practices related to education, etc.

Health

Projects that aim to:

- » increase the capacity of relevant actors to provide proper health services
- » deliver health promotion and protection interventions
- » contribute to the improvement of national or local access to health services either through providing evidence or advancing policies and practices
- » create or advance proper referral systems and linkages to care, etc.;

Employment

Projects that aim to:

- » improve availability of public information related to employment of at risk groups
- » support at risk youth in acquiring qualifications, on-the-job training or other forms of employment support
- » increasing availability of subsidies
- » sensitisation of employers
- » promote social accountability and entrepreneurship
- » create enabling environment for social companies, etc.;

Security, Equality and Access to Justice

Projects that aim to:

- » promote utilization or advancement of mechanisms for protection of rights
 - » provide or improve access to free legal aid
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- » improve legal literacy and awareness of rights among at risk youth
- » raise awareness about importance of equality and access to justice for at risk youth
- » provide evidence or through other means advance policies or practices in this area, including probation services,
- » ensure meaningful participation of at-risk youth in decision making processes, etc.;

Social Inclusion and Protection

Projects that aim to:

- » establish, advance or enhance stationary or outreach services
- » build capacities among relevant actors for proper social services delivery
- » advance local or national policies and practices
- » create or improve outsourcing and social contracting mechanisms at local or national level
- » advance data collection and monitoring systems
- » promote coordination and collaboration, etc.

Projects that include cooperation with national and local governments, those that contribute to creating an inclusive society for at risk children and youth or can produce sustainable results through other means will have an advantage.

We will not support projects that are concerned only or mainly with:

- » individual sponsorships for participation in workshops, seminars, conferences and congresses
- » costs of health care and legal services
- » individual scholarships for studies or training courses
- » "one-off" conferences or similar events
- » academic research and/or feasibility studies
- » infrastructure investments and/or the procurement of equipment

In addition we will not support projects that are:

- » linked to political parties or are of a political/partisan nature
- » dealing with emergency relief or charitable donations
- » fall within the general activities of competent state institutions or state administration services, including local government
- » in relation to: the tobacco industry (CAEN code 16), production of alcoholic distilled beverages (CAEN code 1591), arms and munitions (CAEN code 296)






4. Available Financial Support

The overall indicative amount made available under this Open Call for Small Grants is 210.000, 00 EUR or 35.000,00 per country.

The maximum amount of any grant requested under this call is **10.000,00 EUR**.

The grant request should not exceed 90 % of the total eligible costs of the project (see Annex B for eligible costs). Every organisation which receives the grant, must provide at least 10% of the budget as a co-funding from their own sources or from other donors. Eligible costs are explained in the Annex B.

If a project is implemented through partnership between two or more organisations, the **Applicant** is directly responsible for the management of the financial means of all partner organisations in the project.



5. Eligibility Criteria and Procedures

a) The Applicant

To be eligible for this Small Grant Call the applicant must fulfil the following requirements:

- » Is registered as non-profit/civil society organisation or network, in accordance with the respective national legislation, in their home country (i.e. Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro or Serbia), at least one year before the announcement of this Call;
- » Has its headquarters in its home country (i.e. Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro or Serbia);

Had an annual budget of EUR 10,000.00 to EUR 100,000.00 in the previous year.

The Applicant is directly responsible for the preparation and management of the project, either independently or in partnership with another organisation(s) that meet the requirements under this Small Grants Call.

Individuals, political parties, international and foreign organisations, government institutions, religious organisations and communities are not eligible to apply to this Small Grant Call, either as an applicant or as a partner organisation.

b) Partnerships/Partners

Partnerships are not obligatory but are allowed and desirable.

Partners participate in designing and implementing the project and use financial resources under the same conditions that apply to the applicant of the project proposal. Partner organisations must also meet the *following criteria*:

- » Is registered as non-profit/civil society organization or network, in accordance with their respective national legislation, in the home country (i.e. Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro or Serbia) at least one year before the announcement of this Call;
- » Has its headquarters in its home country (i.e. Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Macedonia or Serbia);

The information about partners on the project should be presented in the **Annex A, section VII** as well as in the **Annex E "Partner statement"**.

c) Associates

Other organisations/institutions, aside from the Applicant and the Partners, can also be involved in the implementation of the project as Associates.

Associates do not have to meet the eligibility criteria requirements for applicants and partners and can be *public institutions, local self-government, for-profit organisations, or other*.

Associate organisations, including their employees, are NOT entitled to financial resources from the project, except for the reimbursement of travel expenses.

The information about partners on the project should be presented in the **Annex A, section VIII**.

d) Location of Project Implementation

The project must be implemented in the home country (i.e. Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro or Serbia).

Projects implementation outside the capital cities is strongly encouraged and preferred.

e) Number of Applications

Any organisation meeting the eligibility requirements of this Call can only appear in one grant proposal, either as an applicant or as a partner.

f) Duration of the Project

Projects can last from **4 to 7 months**.

The project must commence within 15 days from the date of the signing of the contract.

g) Visibility

Throughout the implementation, applicants and partners must ensure visibility of EU funding (in accordance to https://ec.europa.eu/europeaid/sites/devco/files/communication_and_visibility_manual_en_0.pdf), as well as visibility of the ARYSEN network and the local partner.



6. Application procedure

a) Preparation of Grant Proposals

A full application consist of:

- » Completed application package in **English**, containing:
 1. Application form (Annex A);
 2. Budget proposal (Annex B)
 3. Logical Framework Matrix (Annex C);
 4. Applicant statement (Annex D), signed and stamped;
 5. Partner(s) statement(s) (Annex E), signed and stamped;
- » The following **Additional Documentation**:
 6. A copy of the organisation's registration (applicant and all (if any) partners);
 7. A copy of the organisation's Statute (applicant and all (if any) partners);
 8. A copy of the applicant's financial statement for the previous year (2017).

b) Submission of Grant Proposals

All applications must be submitted in both, electronic and paper forms, according to the following instructions:

- » Electronic applications containing the full documentation should be submitted to the e-mail address below according to the home country, stating **Small Grants Call Application** in the subject line;
- » Paper form, containing three copies of the application form (Annex A), Budget (Annex B), Logical framework matrix (Annex C), original Applicant statement (Annex D), original Partner(s) statement(s), if any (Annex E) and one copy of all additional documents should be delivered by hand or post in a sealed envelope to the postal address below according to the home country, marked with, **Small Grants Call Application – Do Not Open Before Official Opening** on the front of the package.

Country	Postal address	Email
Montenegro	NGO JUVENTAS, Omladinskih brigada No. 6 81 000 Podgorica, Montenegro	montenegro@youtharyse.me
Albania	NGO ARSIS, Rr. Sali Butka, Nd. 7, Hyrja 12, Ap.3, Njesia Bashkiake Nr.7 1023 Tirane Shqiperi	albania@youtharyse.me
Bosnia and Herzegovina	Association MARGINA 15. Maj, TC Sjenjak 75 000 Tuzla BIH	bih@youtharyse.me

Kosovo	NGO LABYRINTH Str.Gazmend Zajmi, No.42 10000 Prishtina Kosovo	kosovo@youtharyse.me
Macedonia	NGO HOPS St. Hristo Smirnenski 48/1-6 1000 Skopje Macedonia	macedonia@youtharyse.me
Serbia	NGO PREVENT Jovana Subotića 19 21000 Novi Sad Serbia	serbia@youtharyse.me

c) Deadline for Submitting Project Proposals

The deadline for submission of grant proposals in printed and electronic form is **22nd of October, 23:59h CEST**. The date/time signature from the e-mail, date from the postal stamp or date from the confirmation slip issued upon hand delivery will be used to confirm timely submission. BOTH forms of application (electronic and paper form) must be submitted before the deadline.

d) Additional Information about the Submission of Project Proposals

In case of any question regarding the Call, please contact the organisation in your home country through the above stated e-mail addresses, no later than 10th of September 2018.

All CSOs whose projects are supported will receive continuous advisory support in the field of project management.

7. Assessment, Screening and Selection of Projects

a) Assessment of project proposals will be done in **two phases**.

The **FIRST PHASE** will be administrative and technical assessment based on the following criteria:

Administrative check		YES	NO
1	The electronic and paper form of the application have been submitted within the deadline		
2	The electronic form of the application contains all necessary documents		
3	The paper form of the application contains all necessary documents (three copies of Annexes A, B and C, originals from Annexes D and E and one copy of the additional documentation)		
4	Documents from the application package (Annexes A-E) are submitted in English		
The application has passed the administrative check and can enter the technical assessment (items 1-4 marked with YES)			
Technical assessment			
5	The Applicant meets the criteria under section 5 of the Guide (is registered as non-profit/CSO/network in the home country at least one year prior to the announcement of this Call, has its headquarters in the home country, annual budget from 2017 falls between 10,000.00 and 100,000.00 EUR)		
6	All, if any, Partners meet the criteria under section 5 of the Guide (are registered as non-profit/CSO/network in the home country at least one year prior to the announcement of this Call, have their headquarters in the home country)		
7	The amount requested from ARYSEN does not exceed 10,000.00 EUR		

8	At least 10% of the overall costs for the project are co-funded by the Applicant or other donors		
9	Project will be implemented in the home country		
10	Project will last from 4 to 7 months		
	The application has passed the administrative and technical assessment and can enter evaluation (items 1-10 are marked with YES)		

Proposals that have not passed the administrative and technical assessment will be immediately rejected.

If the proposal meets the administrative and technical requirements, it will enter the second evaluation phase.

In the **SECOND PHASE** of the assessment, an Evaluation Commission formed in each country will evaluate the proposals' merit, feasibility and compliance with the objectives of this Call according to the following criteria:

A) The project proposal	Max: 80
1. Relevance	
1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5*2
1.2. How relevant is the proposal to the specific needs of at risk children and youth?	5*2
1.3. Is the project aligned with national or local priorities?	5
2. Design, feasibility and effectiveness	
2.1. The overall design of objectives, outputs and outcomes is coherent and realistic	5*2
2.2. The project has the potential to make significant and measurable influence	5*2
2.3. Effectiveness of the proposed methodology (activities) and realistic implementation plan	5*2
2.4. Proposed or envisaged cooperation, partnerships and coalitions with CSOs, institutions/companies	5
2.5. Adequate measures for motivation and inclusion of target groups and beneficiaries	5
3. Sustainability and evaluation	
3.1. The project has included measures to feasibly sustain the results	5
3.2. The project has proposed a clear plan for monitoring of the results	5
4. Budget and cost-effectiveness	



4.1. The budget corresponds with proposed activities	5
B) Operational capacity	Max:20
5. Technical and management capacities	
5.1. The applicant has the necessary administrative and financial capacity to carry out the project (staff, equipment and ability to handle the budget for the project)	5*2
5.2. Proposed implementation team has the experience and skills for the intervention (knowledge of the issues to be addressed)	5
6. Previous experience	
6.1. The applicant and/or partners have experience in carrying out similar activities	5
TOTAL	Max:100

Scoring:

Each criteria will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5= very good, and then weighed according to the importance

In order to make sure only the highest quality projects are being supported, there is envisaged minimum of 50 points for the project proposal. Project proposals which fail to achieve this threshold will not be taken into consideration for grant award, without taking into consideration scores of other applications.

Out of the proposals listed in descending order of awarded scores, grants will be offered for a number of proposals until exhaustion of the total budget for the country. The remaining proposals which meet the minimum required score will be put on a waiting list.

The Evaluation Committee keeps the right to request revision of the project activates and budget, prior to the signing of the Contract. If an agreement cannot be reached, grants may be offered to proposals from the waiting list.

All applicants will be notified about the outcome of the application via e-mail.

The list of projects that will be supported will be published on the websites:

www.youtharise.me

www.juventas.co.me

www.margina.ba

www.arsis-al.org

www.hops.org.mk

www.labirinti-ks.org

www.prevent.org.rs



8. Deadlines and following steps

Results of this Call for proposals will be published on partners' web sites. Rejected applications will be notified by e-mail no later than 15 days of the final decision.

Indicative timetable	
Activity	Date
Publishing the Call for proposals	21th of September 2018.
Deadline for e-mail questions and inquiries	8rd of October 2018.
Deadline for submission of applications	22nd of October 2018, 23:59h CEST.
Technical check and evaluation of project proposals	23rd -26th of October 2018.
Budget clearing	29th October- 2nd of November 2018.
Signing contract	5th – 8th of November 2018.
Project implementation period	November 2018-June 2019.





