



Contracting Authority: Hedayah- International Centre of Excellence for
Countering Violent Extremism

[Strengthening Resilience to Violent Extremism -STRIVE Global- Support
of Civil Society initiatives to Prevent/Counter Violent Extremism in
Central Asia, Western Balkans and MENA region]

Guidelines
for grant applicants

Budget line(s) 6.1.2.

Reference: Hedayah/STRIVE/2018/R2/A2/02

Deadline for submission of concept note: 30 August 2018

Published on 16 July 2018

Notice

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

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1. STRENGTHENING RESILIENCE TO VIOLENT EXTREMISM -STRIVE GLOBAL-SUPPORT OF CIVIL SOCIETY INITIATIVES TO PREVENT/COUNTER VIOLENT EXTREMISM IN CENTRAL ASIA, WESTERN BALKANS AND MENA REGION

1.1. BACKGROUND

STRIVE-Global is a programme funded by the European Union (EU) under the Instrument Contributing to Stability and Peace (IcSP). The action responds to the ongoing threat of global terrorism and the need for effective responses that ameliorate, rather than exacerbate, the threat. Focused on prevention, the overall objective of the programme is to build the capacity of state and non-state actors to effectively challenge radicalization and recruitment to terrorism while continuing to respect human rights and international law. Furthermore, the specific objective is to work with local partners to design, implement and develop approaches that have a demonstrable impact on the threat posed by radicalization and recruitment to terrorism.

The IcSP is the EU's main financial instrument supporting security initiatives and peace-building activities in partner countries. It came into force in 2014, replacing the Instrument for Stability (IfS) and several earlier instruments that focused on drugs, landmines, uprooted people, crisis management, rehabilitation and reconstruction. Its long term component (stable situations) aims to assist in addressing global and trans-regional threats and emerging threats, including countering terrorism and preventing and countering violent extremism (P/CVE) and radicalization, as in the case of STRIVE-Global.

This intervention is laid out in the following legal basis and policy documents:

- REGULATION (EU) No 230/214 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 establishing an instrument contributing to stability and peace.
- REGULATION (EU) 2017/2306 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 12 December 2017 amending Regulation (EU) No 230/2014 establishing an instrument contributing to stability and peace.
- The IcSP Strategy Paper 2014-2020.

Documents mentioned above can be found at http://ec.europa.eu/dgs/fpi/key-documents/index_en.htm

A preliminary review of relevant research and discussions with Hedayah's international and local network of Governmental and non-Governmental actors indicates a consensus that Central Asia, Western Balkans, and MENA Region are areas that represent an emerging threat.

The target countries for each area:

- Central Asia: Kazakhstan, Tajikistan and Uzbekistan
- Western Balkans: Albania, Bosnia & Herzegovina, FYR Macedonia, Montenegro and Serbia
- MENA Region: Jordan

Central Asia

The terrorist threat emanating from and directed at CA has continued to have wider regional effect: approximately 2,000¹ CA nationals have gone to fight in Syria and Iraq for groups such as ISIL (Islamic State in Iraq and the Levant) and Jabhat al-Nusra, representing a potential threat on their return as well. It is also worth mentioning that the terrorist attacks conducted in 2017 in New York, Stockholm, St Petersburg and Istanbul were all linked to Central Asians.²

Three Central Asian regional terrorist organizations are listed by the United Nations as being affiliated with Al-Qaida: the Islamic Movement of Uzbekistan (also known as the Islamic Movement of Turkestan), the Islamic Jihad Group (or Union) and the Eastern Turkestan Islamic Movement. The Islamic Movement of Uzbekistan pledged allegiance to ISIL in the spring of 2015. CA States are considered to be States of origin because militants from the region are travelling to conflict zones in increasing numbers.

The Islamic Movement of Uzbekistan is largely responsible for foreign terrorist fighter recruitment in the region. Its recruiters also try to lure migrant workers to join their ranks. One phenomenon of increasing concern is the recruitment of women. Some States report that their nationals travel to ISIL-controlled territories to settle as families. Some of those militants have returned to their respective home States to engage in terrorist activity.

ISIL recruitment in the region is growing and there is a noted risk posed by returning Foreign Terrorist Fighters in Central Asian republics. Kazakhstan's National Security Committee (KNC) has reported that approximately 300 Kazakhstani citizens are fighting in ISIL and law enforcement bodies have interdicted nine terrorist plots, arrested several recruiters and registered 52 terrorism and extremism-related crimes in 2014. Tajikistan has reported that roughly 300 Tajik citizens are fighting in Syria and Iraq, in Turkmenistan and neighbouring countries. As U.S. and NATO troops leave Afghanistan, the government of Tajikistan fears that radicalization will increase in the country and deteriorate its security situation, as foreign fighters who are currently in Afghanistan will return and destabilize their home countries.

Due to the religious nature of many of the violent extremist organizations threatening Central Asia, authorities in Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan have increased their regulations on Islamic authorities in an attempt to prevent extremism and radicalization as part of their counter-terrorism strategy. However, as it is the case also in a number of European countries, these policies are also risky in terms of potential backlash from the population who may see these policies as too restrictive. Violent extremist organizations have capitalized on the narrative that these policies are restrictive and are utilizing this narrative as a recruiting tool. For example, in 2011, JaK issued threats to the Kazakh government condemning public authorities for their prohibitions on prayer in state institutions and wearing religious attire, beards, and hijabs. It is important in this regard that countering violent extremism policies and programs attempt to balance the threat of radicalization and recruitment with ensuring a basic human rights approach to policies regarding media, criminal justice and rule of law. Moreover, policies and programs intended to counter violent extremism should take a more comprehensive approach that involves both the government and the civil society and focus not only on Islamic extremism, but considers the local push and pull factors that lead to radicalization and recruitment beyond ideology and religion.

¹ The Soufan Group (2015) *Foreign Fighters, An Updated Assessment of the Flow of Foreign Fighters into Syria and Iraq*.

² Elshimi M., Pantucci R., Lain S., Salman L. N. (2018) *Understanding the factors contributing to radicalization among Central Asian labour migrants in Russia*, London: The Royal United Services Institute (RUSI).

Western Balkans

For more than a decade, the Western Balkans was considered to be a region slowly recovering from the conflicts of the 1990s and on the way of consolidating peace and stability. In spite of occasional setbacks, democratic backslides and sluggish reforms there has been a dependable expectation that conflicts will be resolved or at least managed peacefully. Nonetheless, recent events demonstrated that the region is still vulnerable.

The Western Balkans faces the following main threats:

1. The rise of home grown extremists, especially in Bosnia and Herzegovina and Kosovo, and its effect in altering social dynamics in the region. Given the region's history of violent conflict, economic instability and volatile institutions, growing ideological extremism may aggressively revive civil conflicts between antagonistic Balkan populations.
2. Destabilized Western Balkans societies would serve to attract more militant recruits into the heart of Europe and foment an atmosphere conducive to global terrorist networks.
3. The region also faces a high number of citizens joining foreign fighter missions especially in Iraq and Syria. In Serbia, for example, religious intolerance has led to a rise in militant activity among both Muslims and Christians.

Before the Syrian conflict, fewer than a dozen natives from the Western Balkans had joined in foreign fighter missions. According to The Soufan Group (2015)³, 875 fighters have travelled to Syria from the Balkans, with fighters coming from at least seven different countries in the region. Almost 800 of these fighters come from just four countries—Albania, Bosnia & Herzegovina, Kosovo, and FYR Macedonia. It would appear that the number of FTFs from the Balkans has at least doubled, if not tripled, since June 2014. Some of those FTFs will return home and can potentially be a security threat.

Furthermore, the refugee crisis is a challenge difficult enough in terms of its humanitarian, social and even political ramifications but should not be securitized. However, what remains a realistic concern is that foreign fighters from the Western Balkan region may use the refugee routes to return home unnoticed by their home countries' security agencies.

In Montenegro, although the number of cases of people radicalized is not very high, 20 FTFs left the country, according to credible sources, the Ministry of Interior and civil society organizations agree on the emerging threat in the country and the need to act before the threat becomes a reality.

At the meeting of the Terrorist Working Party (TWP) of the Council of the European Union on 13 May 2014, it was recognized that the terrorist threat originating from the Balkan region presents a threat to the EU neighbouring countries, which derives from the following: the rise of violent extremism in the Western Balkans; existence of very closed radical communities; recent terrorist attacks and arrests of several violent extremist leaders in the Western Balkans; role of charismatic extremists in the Balkans and their ability to galvanize acts of terrorism; the number of Foreign Terrorist Fighters from the Balkans, some of whom have acquired very visible and/or higher level positions in terrorist organizations; the chain of events and numerous casualties in Syria; returnees who, after being exposed for a longer period to a very extreme ideology, were trained and gained skills, which pose an even bigger threat both to the security of the Western

³ The Soufan Group (2015) *Foreign Fighters, An Updated Assessment of the Flow of Foreign Fighters into Syria and Iraq*.

Balkan region and to the security of the EU, and returnees who, after their return, would work to recruit and/or facilitate more terrorist travel from the region.

MENA Region (Jordan)

Recently, Jordan has faced an increasing threat to its national security from foreign and home-grown violent extremism. Jordanian citizens conducted a number of terrorist attacks in the country in 2016, such as the attack against a General Intelligence Directorate (GID) sub-facility in Baqa'a, the assassination of a Jordanian journalist in Amman, and the assault launched by a suspected ISIL cell in Karak⁴.

Among the reasons why Jordan is a target for terrorist groups, including ISIL and Al-Qaida, are its proximity to regional conflicts in Iraq and Syria, the state's official rejection of Salafi-Jihadi interpretations of Islam, and its membership in the Defeat-ISIL Coalition.

Though Jordan is one of the few countries in the region characterized by relative stability, Jordanians are actively contributing to the increase of fighters in Syria and Iraq. According to the Soufan Group⁵, with more than 2,000 Jordanian fighters in Syria, the kingdom is the third highest contributor of foreign fighters (after Saudi Arabia and Tunisia)⁶. A report commissioned in 2016, outlines that personal motivations, economic and political discontent and social marginalization are important local drivers of violent extremism, though not always acknowledged. It is also underlined that different audiences have a different perception on the violent extremism dynamics. The general population perceive poor governance, relative injustice and socio-political marginalization together with a lack of appropriate education as the main drivers of radicalization. However, people affected by violent extremism have the tendency to link violent extremism to more personal motivations, such as identity, belonging, vulnerability and dissatisfaction with daily life, while the sympathizers consider violent extremism as a religious duty.

The Jordanian government's countering violent extremism (CVE) interventions foresee counter-messaging and religious education, awareness-raising and rehabilitation support for former violent extremists. Moreover, King Abdullah II continued to advocate for his "Amman Declaration" of 2004, calling for tolerance and peace within the Islamic community, and rejecting "wanton aggression and terrorism." At the 2016 UN General Assembly, he stated that, "The central and most vital battleground for this defining war of our generation is the mind. The despicable, damaging ideology of hate... must be confronted with a counter-narrative of hope, tolerance, and peace."⁷

The nature of the threat across the regions, and within them, varies, however, there are common themes. These include ongoing inter-communal hostility; evidence of the increasing radicalisation of young people; and an increasing flow of Foreign Terrorist Fighters, mainly to Iraq and Syria. Countering violent extremism is a complex process that requires a comprehensive approach involving all strata of the society and cooperation and trust between them. As the International Centre of Excellence for Countering Violent Extremism, Hedayah is seeking to apply an evidence based approach to tackling the drivers of violent extremism and therefore Hedayah strongly support initiatives "on the ground" reflecting the specifics of the local environment to prevent and counter the 'push factors' (structural conditions that make an environment more conducive to the growth of violent extremism) and the 'pull factors' (elements that draw vulnerable individuals towards violent extremist groups).

⁴ United States Department of State Publication (2017) *Country Report on Terrorism 2016*

⁵ The Soufan Group (2015) *Foreign Fighters, An Updated Assessment of the Flow of Foreign Fighters into Syria and Iraq*.

⁶ Mercy Corps (2015) *From Jordan to Jihad: the lure of Syria's violent extremist groups*.

⁷ United States Department of State Publication (2017) *Country Report on Terrorism 2016*

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to strengthen the capacity of civil society organisations to counter violent extremism, with increased engagement of the Government.

The **specific objective(s)** of this call for proposals is to support the design and implementation of Civil Society initiatives to Prevent and Counter Violent Extremism.

Priorities for this call are:

- 1) Education and Countering Violent Extremism. Protecting schools and universities as a safe space, both physically and intellectually to increase the resilience against radicalisation and recruitment. Involving parents and family members on values-based education.
- 2) Youth civic engagement and leadership. Building the resilience of vulnerable youth and providing a sense of belonging to their communities/ society.
- 3) Society/Community resilience to Violent Extremism. Promoting inclusive peace and reconciliation, encouraging tolerance and respect of religious and/or ethnic minorities.

Description of the actions/activities accepted in this Call and for each priority in p. 14-15, 2.1.4. Eligible actions.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 680,000**. The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot/geographical distribution:

Lot 1. Central Asia (Kazakhstan, Tajikistan and Uzbekistan). EUR 280,000.

Lot 2. Western Balkans (Albania, Bosnia & Herzegovina, Macedonia, Montenegro, Serbia). EUR 300,000.

Lot 3. MENA Region (Jordan). EUR 100,000.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to (an) other lot(s).

Size of grants:

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 40,000
- maximum amount: EUR 80,000

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 50 % of the total eligible costs of the action.
- Maximum percentage: 90 % of the total eligible costs of the action (see also section 2.1.5).

Wherever in the call for proposals a reference to the percentage of eligible costs is made, the further limitation to the percentage applicable to the total accepted costs will apply.

As a reminder, before sending your application please check that the requested contribution is equal to or less than the maximum percentage of the estimated total eligible costs allowed.

The balance (i.e. the difference between the total cost of the action and the amount requested to the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund⁸.

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in section 2.1 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

Please, take into account that you have to justify also the percentage funded by another donor and it cannot be in kind. We would suggest to have two separate accounts (one for the EU contribution and one for the rest).

⁸ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide to Contract Procedures for EU External Actions (PRAG), which is applicable to the present call (available on the Internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s) (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "applicant(s)")** (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person established in any of the countries mentioned above **and**
- be non-profit-making **and**
- be a civil society organisation, including non-governmental non-profit organisations and interdependent political foundations, community based organisations, private sector non-profit agencies, institutions and organisations and networks at local, national, regional and international level; public sector, non –profit agencies with **headquarters** in any of the countries mentioned above **and**
- be directly responsible for the preparation and management of the action with the co-applicant (s) and affiliated entity (ies), **not acting as an intermediary and**
- have a strong background working at grass roots level.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the PRAG;

In Part A, section 3 of the grant application form ('declaration by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity (ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator. The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

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 himself.

Co-applicants must sign the mandate in Part B section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the Coordinator)

2.1.2. *Affiliated entities*

Affiliated entity(ies)

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.]

2.1.3. *Associates and Contractors*

The following entities are not applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" or "affiliated entities' statement":

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 6 months nor exceed 12 months.

Sectors or themes

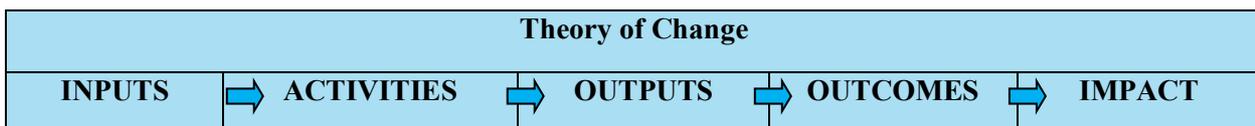
All proposed actions have to be in line with the objectives and areas of interest identified in section 1.2.

The proposed actions should be designed to produce specific, measurable results in response to identified problems. Proposals must be based on concrete, recent, and verifiable information that can clearly identify specific problems and the related constraints.

Projects should indicate clear defined objectives, intervention methodology, and coherent set of activities, target groups and tangible outcomes, within a limited timeframe. Activities should be designed to meet the specific needs of the target groups identified by the project. The identification of the target group (direct and indirect beneficiaries) and a needs assessment must be done before drafting the proposal.

Logframe matrix of the project

The logframe matrix must present a clear casual-effect sequence of inputs, activities, outputs and outcomes. All of them must lead to the impact that is a change in the social conditions of the beneficiaries.



There must be consistency in the activities, outcomes (or objectives) and impact (or overall objective) between the description of the action, the action plan, the logframe and the budget.

The distinction between outputs (i.e. tangible results such as ‘specific modules developed’, ‘peace summer schools organized’) and outcomes (i.e. change in behaviour such as ‘the quality of teaching civic education in the target schools is improved’) must be clear.

The indicators must be measurable and it should be considered that the indicators referring to the outputs (e.g. number of training sessions conducted/ number of participants in a training) are different from the ones referring to the outcomes (e.g. improvement in the knowledge of participants given by the difference between a pre- and post-test).

Location

Actions must take place in one of the following regions and countries:

- Central Asia (Kazakhstan, Tajikistan and Uzbekistan).

- Western Balkans (Albania, Bosnia & Herzegovina, Macedonia, Montenegro and Serbia).
- MENA Region (Jordan)

Types of actions/activities

1) Education and Countering Violent Extremism⁹. Protecting schools and universities as a safe space, both physically and intellectually to increase the resilience against radicalisation and recruitment. Involving parents and family members on values-based education.

- Advocacy actions and proposals addressed to revise curricula/education literature -books and illustrations- at schools with the aim to include cognitive skills development (critical thinking, emotional intelligence, tolerance); emphasize in curricula the concepts of problem-solving and the examination of issues through “gray” lens as opposed to a black-and-white lens; emphasize on curricula civic education, civic responsibility and human values, tolerance for people of different origin, value systems and ideas, not to tolerate expressions of hatred and calls to violence; emphasize on curricula the development of life skills (ability to solve problems, make decisions, communicate, build interpersonal relationships); linking the issue of violent extremism to other issue already being discussed in curricula, such as gang violence, drugs and alcohol, trauma and/or bullying).
- Actions addressed to educate parents and family members, as early actors on VE prevention, on values related to prejudice, hatred or violence; Family education on good values, respect toward other religions, ethnic relations, tolerance; to train parents on identifying the early warning signs of radicalisation and how they can help counter it at home with the support of professionals.
- Actions promoting volunteer/solidarity opportunities among students.
- Actions addressed to train teachers/educators on how to understand and manage their own inherent biases; to make them aware of the messages they are conveying to students, including unintentional messages; training teachers on behaviours, words and practices for reducing violence in the classrooms; train teachers to detect early signs of radicalisation.
- Advocacy actions to revise curricula at the university and to educate future teachers to be able to teach tolerance.
- Advocacy actions addressed to structure educational institutions to integrate segregated communities and educate children of different communities together.
- Actions addressed to develop youth technical skills through vocational training.

2) Youth civic engagement and leadership. Building the resilience of youth susceptible to radicalisation leading to violent extremism and providing a sense of belonging to their communities/the society.

- Actions to promote and support youth (women and men) civic engagement, active citizenship and leadership, encouraging and empowering young people to play an active role in taking decisions and proposing initiatives in their communities with the aim to facilitate their social inclusion and constructive ways to address grievances.

⁹ It is recommended to read the “Abu Dhabi Memorandum on Good Practices for Education and Countering Violent Extremism” as a reference for the design of proposals.

https://www.thegctf.org/documents/10162/159880/14Sept19_GCTF+Abu+Dhabi+Memorandum.pdf

- Actions addressed to develop youth social-emotional skills (e.g. self-confidence, empathy towards others, creativity, critical thinking, communication and interaction) through arts.

3) Society/Community resilience to Radicalisation leading to Violent Extremism. Promoting inclusive peace and reconciliation, encouraging tolerance and respect of religious and/or ethnic minorities.

- Actions to promote a better understanding of the religion in different circles of the society and the differentiation between conservative practices and violent tendencies with the aim to change negative perceptions, attitudes and prejudices within the society clarifying misinterpretations of Quranic and Biblical verses. (e.g. radio/TV programs, columns in newspapers or supplements, short stories/novels to be distributed at schools/universities, cartoons, theatre plays, etc.).
- Actions to engage religious leaders spreading alternative messages and counter- narratives; creation of platforms of interfaith dialogue promoting inclusiveness in the society; to strength inter-religious dialogue and tolerance.
- Actions to facilitate dialogue between civilian population and government and promote the mutual engagement on CVE, promote social cohesion, inter-ethnic understanding, trust between security institutions and minority groups.
- Actions addressed to train healthcare professionals, psychologists, religious leaders, community leaders, social workers, students, etc. on how to recognize early signs of radicalisation (drastic change of behaviour and habits) and how to approach such cases in collaboration with governments/municipalities with the aim to stablish an “early warning system” (early detection of radicalisation in an early stage) in which the society in general is involved, but taking into consideration and **DO NO HARM approach** in order to avoid stigmatisation; Establishment of extremism info call centres, referral systems to integrate people into the broader social welfare system and services.
- Advocacy actions and proposals focused on the improvement of social policies, proposing a welfare reform, strengthening of psycho-social services, with the aim to stop marginalisation.
- Actions addressed to counter extremist propaganda online, in schools, universities, etc. and stimulate critical thinking in collaboration with local governments and municipalities, mayors, religious communities, civil society groups. Raise awareness at school about the risks in internet and use education to raise the resilience against extremist propaganda and recruitment.

The proposals should be creative, original, but, at the same time, coherent and follow a clear logic!

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off events such as conferences, round tables, seminars.
- actions supporting political parties.
- actions including proselytising.

Financial support to third parties¹⁰

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise 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 specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Please, note that for visibility/publicity each applicant must consider the risks due to the sensitivities of the topic and preliminary consult Hedayah.

Number of applications and grants per applicants / affiliated entities

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

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

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time under this call for proposals.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than one grant under this call for proposals.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

¹⁰ These third parties are neither affiliated entity(ies) nor associates nor contractors.

- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity (ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary (ies) and affiliated entity (ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM", "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B_Budget, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount¹¹
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity (ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60,000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) will be carried out by the Contracting Authority or any external body authorised by the European Commission.

¹¹ Examples for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that **they do not include costs assigned to another budget heading in the standard grant contract**. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity (ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs.

Contributions in kind may not be treated as co-financing

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary (ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Information in PADOR will not be drawn upon in the present call.

2.2.1. *Concept note content*

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

3. **Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.**

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

Hand-written concept notes will not be accepted.

2.2.2. *Where and how to send concept notes*

The concept note together with its relating checklist¹² and declaration by the lead applicant (to be found in Part A sections 2 and 3 of the grant application form) must be submitted to Hedayah to the following email address: strive.CVEprojects@hedayah.ae with the reference “**Hedayah/STRIVE/2018/R2/A2/02_CN**” and **followed by the name of the lead applicant.**

¹² Please note that the concept note / full application should not be rejected only because the lead applicant did not submit the checklist or the information in the checklist is not correct.

Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3. *Deadline for submission of concept notes*

The deadline for the submission of concept notes is **30 August 2018 at 11:59 pm (UAE time)**. Any concept note submitted after the deadline will be rejected.

2.2.4. *Further information about concept notes*

Info session presentation will be published on Hedayah website followed by FAQ.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address below, indicating clearly the reference of the call for proposals:

E-mail address: strive.CVEprojects@hedayah.ae

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for submission of concept notes.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity (ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the Hedayah website www.hedayahcenter.org as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.2.5. *Full applications*

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20%, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in the same language as their concept notes.

Please, complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Part B, section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent.**

2.2.6. *Where and how to send full applications*

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted to Hedayah to the following email address: strive.CVEprojects@hedayah.ae with the reference “Hedayah/STRIVE/2018/R2/A2/02_FP” and followed by the name of the lead applicant.

Applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. *Deadline for submission of full applications*

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

2.2.8. *Further information about full applications*

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: strive.CVEprojects@hedayah.ae

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity (ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the Hedayah website www.hedayahcenter.org as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All applications 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 stated in section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

		Sub-score	30
1. Relevance of the action			
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals?*		5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?		5x2**	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?		5	
1.4 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 <i>[and the other additional elements indicated under 1.2. of the guidelines for applicants]</i> ?		5	
2. Design of the action		Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?		5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?		5x2**	

TOTAL SCORE

50

[* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.]

**these scores are multiplied by 2 because of their importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation to be included in the case of restricted calls: The pre-selected lead applicants will subsequently be invited to submit full applications.

STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity (ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity (ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity (ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity (ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity (ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity (ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
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? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity (ies)'s level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action —</i>	5

<i>e.g. will it lead to improved legislation, codes of conduct, methods, etc?)</i>	
- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

If the total score for section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.4 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(2) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity (ies) will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity (ies)¹³:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity¹⁴. Where the Contracting Authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity (ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the Special Conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹⁵. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the requested EU contribution exceeds EUR 750 000 (EUR 100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.

[This obligation does not apply to public bodies and international organisations provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in chapter 6 of the Practical Guide.]

3. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁶. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
4. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

13 No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

14 Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

15 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

16 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in English, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the decision

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

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	N/A	N/A
2. Deadline for requesting any clarifications from the Contracting Authority	10 August 2018	11:59 pm (UAE time)
3. Last date on which clarifications are issued by the Contracting Authority	19 August 2018	-
4. Deadline for submission of concept notes	30 August 2018	11:59 pm (UAE time)
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	17 September 2018	-
6. Invitations to submit full applications	17 September 2018	
7. Deadline for submission of full applications	2 November 2018	11:59 pm (UAE time)

7. Information to lead applicants on the evaluation of the full applications (Step 2)	15 November 2018	-
8. Notification of award (after the eligibility check) (Step 3)	December 2018	-
9. Contract signature	January 2019	-

All times are in the time zone of the country of the Contracting Authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on Hedayah website www.hedayahcenter.org.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary (ies) will be offered a grant contract. By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract.

Implementation contracts

Where implementation of the action requires the beneficiary (ies) and its affiliated entity (ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical Framework (Excel format)
- Annex D: Legal Entity Sheet¹⁷
- Annex E: Financial identification form

DOCUMENTS FOR INFORMATION¹⁸

- Grant Contract
- Annex IV: contract award rules
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex IX: standard template for transfer of ownership of assets

- Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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¹⁷ Only applicable where the European Commission will make the payments under the contracts to be signed.

¹⁸ These documents should also be published by the Contracting Authority.