



**CALL FOR PROPOSALS  
FOR  
INTERCULTURAL RESEARCH PROJECTS**

**GUIDELINES  
FOR GRANT APPLICANTS**

**Deadline for Submission:**

**29 August 2020**

at 17:00 p.m. Egypt time (GMT +2)

Reference: ALF/CFP/2020/IRP

Funded by:



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**SUSPENSIVE CLAUSE**

The conclusion of contracts under this call will be subject to the availability of funds under the Anna Lindh Foundation budget 2018-2021.

## 1. THE ANNA LINDH FOUNDATION AND ITS GRANTS SCHEME

### INTRODUCTION

The Anna Lindh Euro-Mediterranean Foundation for Dialogue between Cultures (ALF) was officially established in April 2005, and has its Headquarters in Alexandria, Egypt. Recognised as a unique institution, it fulfils an intercultural mission to promote knowledge, mutual respect and exchange between the peoples of the region, in the framework of the EuroMed Partnership. The Foundation works as a Network of 42 national Networks, gathering about four thousand 4,000 civil society organisations, playing the role of a facilitator to bring people together, promoting dialogue between cultures, nurturing shared universal values, supporting the participation of citizens in building open and inclusive societies, and fostering the human dimension of the EuroMed Partnership. Its policies and programmes are scrutinized and endorsed by an intergovernmental Board of Governors, and an Advisory Council guides its strategic developments. During the last fourteen years, the ALF has affirmed itself as one of the most significant regional institutions for dialogue and civic participation in the Euro-Mediterranean region.

In the framework of its overall mission and by means of its current triennial programme (2018 – 2021), the ALF is willing to further reinforce its efforts to contribute to promote positive attitudes and in-depth knowledge among the Euro-Mediterranean societies. This objective will be fulfilled through the implementation of a programme of activities that will bring people together, challenge mutual perceptions and nurture common values.

In order to do this, the ALF is working around four the following main strategic pillars, and objectives:

- **Advocacy and Research:** Develop a proactive policy to embed Intercultural Dialogue policies at the local and national levels based on the gathering of empirical data and enlarged network of contacts;
- **Empower young voices:** Enhance a culture of dialogue, shape public affairs and media discourses, and create a shared understanding with peers across the Mediterranean on how to address issues of common concern to their communities
- **Intercultural learning and Capacity-building:** Enhance Euro-Med citizens' intercultural skills, networking and mutual knowledge and reaffirm the ALF as a reference point and to facilitate capacity-building.
- **Networking and Cooperation:** Facilitate the creation of Euro-Med collaborations and partnerships, map priority areas of intervention and synergies among dialogue actors, and support collective visible actions.

### BACKGROUND

Since 2010, the Anna Lindh Foundation has invested in a research programme on Intercultural Trends in the Euro-Mediterranean region.

The origin of this research work are to be found in the recommendations of the Prodi High Level Group Report (2003) *We will need an evaluation tool that can perform the difficult task of assessing something as intangible as the dialogue's impact, which cannot be systematically measured with complete scientific rigor. We propose a "Euro-Mediterranean Cultural Barometer", or opinion poll, to be carried out every other year on collective mutual perceptions in a sample of countries" (...)" "The Foundation could certainly undertake such an initiative as part of its assessment functions. It would then be able to use the poll to produce and coordinate a regular social survey based on a detailed analysis of values and attitudes*

Over the past 10 years the ALF has acquired important empirical and qualitative data through the Intercultural Trends Survey and the Anna Lindh Report (2010, 2014, 2018 editions) and this can be an important basis to stimulate further research in intercultural affairs in the Euro-Med region and the involvement of the ALF network members and other relevant institutions in this area of work. For further

information on the Anna Lindh Report please see <https://www.annalindhfoundation.org/what-we-do/intercultural-trends-report>

**Furthermore, the Anna Lindh Foundation fulfils its mission is by providing grants to civil society organisations through an open Call for Proposals (CFP).** During a period of fourteen years, the Foundation has launched eight regional calls for proposals and supported 249 projects and programmes involving more than 700 organisations, with a total envelope of more than 9million euros. The CFPs are focused on the ALF's priority fields, granting financial support for transnational projects developed by civil society and NGOs across the two shores of the Mediterranean. For this reason, all the financed projects have involved one or more civil society Partners from the South and the North of the Mediterranean. Projects and programmes granted have addressed issues of common interest in the Euro-Mediterranean region, generating effective impact at the institutional and grassroots levels, fostering cross-cultural dialogue, encouraging communities in the region to know each other better, to live and work together, to develop partnerships in various fields and settings; developing integrated approaches, putting in relation issues of different nature and associating different types of stakeholders, gathering people working in the same type of structure or not - such as academic research, NGO exchanges, artistic creation as well as joint projects with regional and local authorities, between private and public institutions, people working in formal education and people working in non-formal and informal education.

*This Call is launched on 30 June2020, with a deadline on 29 August 2020 at 17:00 hrs Egypt time, and will be open for 60 days.*

## 2. AIM, OBJECTIVE, FIELDS OF ACTIVITY AND TARGET GROUPS

### 2.1.Aim of the call

Within the renewed social and regional context affected by the pandemic Covid19, the ALF aims to promote intercultural dialogue and Euro-Med cooperation identified as key tools to overcome the current crisis and allow the sustainable development of societies based on the economy of wellbeing.

The core value at the heart of this ALF mandate is the building of plural, tolerant and diversity-friendly societies nurturing shared-values within a Euro-Mediterranean cooperation and partnership framework.

**This Call for Proposals aims at providing innovative thinking on the ways to promote and measure the impact of intercultural dialogue in the EuroMed region and supporting Euro-Mediterranean cooperation and networking involving two or more partners from different cultures background/geographical scope, entering into a collaboration to promote research and academic activities around intercultural relations in the Euro-Med region.**

### 2.2.Specific Objective(s) of the call

ALF is supporting project proposals establishing intercultural collaborations across the Euro-Med region with the following specific objectives:

- Provide innovative scientific thinking on the ways to promote and measure the impact of intercultural dialogue in the Euro-Med region
- Capitalizing upon existing research results generated through the ALF Intercultural Trends Report to contribute to a more informed debate on intercultural dialogue in the Euro-Med region and making this research accessible to wider audiences;
- Empowering research, academic institutions and civil society organizations to deepen

research on intercultural issues through collaborations and exchange of knowledge and good practices at regional or sub regional level;

- Identifying ways of collaborative research by bringing together different scientific disciplines and key stakeholders;
- Mapping existing studies, strategies and policies to provide evidence-based strategic orientation for the promotion of intercultural relations in the Euro-Med region at the local, national and international level
- Establish collaborations for the promotion of academic/research programmes on Intercultural issues with institutions in the Euro-Med region

### 2.3. Target groups

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The main target group of this call is research and academic institutions.

However, collaborations involving the following groups are highly encouraged:

- Civil society organisations (non-governmental and governmental organisations, private and public bodies, local authorities);
- Youth and women as key actors for dialogue;
- Local stakeholders having an influence on the social context where the project is implemented

## 3. FINANCIAL ALLOCATION

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The overall indicative amount allocated for funding projects in the framework of this call is **EUR 90,000**. However, the Anna Lindh Foundation reserves the right not to award all available funds.

### 3.1. Size of grants

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Under this call, the ALF will award grants between the following minimum and maximum amounts:

- Minimum amount: **EUR 20,000**
- Maximum amount: **EUR 30,000**

The ALF financial support must fall between maximum and minimum percentage of the total eligible cost of the project:

- Minimum percentage of contribution: 25 % of the total eligible cost of the project.
- Maximum percentage of contribution: 90% of the total eligible cost of the project.

#### **The balance / co-financing:**

- Co-financing is compulsory. It may take the form of the Lead-applicant's own resources (self-financing), and/or financial contributions from third parties including but not limited to partners/co-applicants.

### 3.2. Terms of payment

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Payment will be made in accordance to the following schedule:

- First instalment of pre-financing (70%) after signing the grant contract.(excluding contingency)
- Final payment (balance) after submission of the final narrative, financial reports and related supporting documents participants list, payment request, etc.. and approval by the ALF of project consistency, completeness and of the documentation provided.

## 4. ELIGIBILITY CRITERIA FOR THE PRESENT CALL FOR PROPOSALS

All submitted applications must fulfil the following criteria in order to be considered eligible and to be reviewed by the Evaluation Committee.

### 4.1. Eligibility of the Project Leader (applicant): who may apply?

- The organisation applying is to be considered the Leader of the project.
- If selected, the Leader of the project will act as the lead organisation and will be **responsible for the management of the grant and the final reporting**.
- **The Leader must contribute or ensure co-financing by third parties to the project budget with financial contribution**
- **In order to be eligible to apply for a grant with the ALF, applicants (Project Leaders) must fulfil all of the following criteria:**
  - Be a research institute or university **member** of one of the 42 ALF National Networks or authorised Head of one of the 42 Networks **on the 1 June 2020**. In case the applicant is not a member of an ALF National Network or Head of Network by the set date, the applicant's proposal will be automatically excluded from the evaluation process.
  - Be a legal person (not a natural person) Have a track record, extensive expertise supported by academic publications in the field of intercultural research.
  - Expertise in Euro-Mediterranean affairs is an asset

Private for-profit entities can apply or be a Partner provided that the purpose and the activities of the project proposal are not for profit. Private for-profit entities will be required to sign a statement declaring this.

### 4.2. Eligibility of the Project Partner(s)

- In order to be eligible as a Partner in a project granted by the ALF, **Partners must be a legal person** (not a natural person) such as non-governmental organisations, educational, cultural, academic or research institutions, non-profit media, foundations or local authorities, private entities, etc.
- Project Partners may or may not be members of one the ALF National Networks. The ALF invites those who are not already member of an ALF National Network to consider applying for membership.
- Project Partners **participate in designing and implementing the project**, and the costs they incur are eligible in the same way as those incurred by the applicant.
- **Project Partners are strongly encouraged to contribute to the project budget.**
- The financial responsibility of the project will remain fully with the Leader who will be considered accountable for the management of the ALF Grant.

Private for-profit entities can be Partners provided that the purpose and the activities of the project proposal are not for profit. Private for-profit entities will be required to sign a statement declaring this.

### 4.3. Eligibility of the contents and type of activity(ies) 1

A project is a coherent set of activities developed within the framework of **clearly defined and reachable objectives, target groups and planned results** to be achieved within a **limited timeframe**. The general programme of activities of an organisation/institution cannot be considered as a project to be funded by the ALF within the framework of this Call for Proposals.

- Projects should be designed in response to the specific needs of the target groups and an analysis of the context.

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<sup>1</sup> The above mentioned activities are stated only as guidance. The proposals should NOT be limited to them.

- Only projects that fall under article II of the [statutes of the ALF](https://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/alf-statutes_1.pdf) are eligible for funding. [https://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/alf-statutes\\_1.pdf](https://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/alf-statutes_1.pdf)
- ALF is encouraging the submission of innovative research project for the promotion of intercultural dialogue as a tool for sustainable development and social wellbeing in the Euro-Med region.

Project should aim at integrating the following activities:

- Production of a publication including: an analysis of existing data and studies in the field, including ALF Intercultural Trends data, a mapping of existing initiatives; if relevant, results of new research carried out in the framework of the project; orientations for further research, policy and programme action by ALF, governments, civil society and other international institutions in relation to the topic and intercultural dialogue in the Euro-Med region.
- Outreach academic and/or civil society activities
- Communication actions for broad dissemination of the results of the study

The study can be submitted in English or French and in a format ready for publication by the ALF.

The ALF would aim at supporting projects with different thematic focus in relation to the promotion of intercultural dialogue in the Euro-Med region among the following:

- Youth: Youth exchanges, skills development and employability in the Euro-Med region;
- Gender: Gender and cultural stereotypes hampering women's role in society;
- Mobility: Mobility/migration and intercultural cities as laboratories for intercultural practices in the Euro-Med region;
- Culture: Arts and translation for the circulation of ideas and knowledge across the Euro-Med region;
- Media: Cross-cultural reporting and media role in shaping perceptions in the EuroMed region.

#### **4.4. Eligibility of the duration of the implementation of the project**

- The duration of implementation must be **a minimum of 5 consecutive months and a maximum of 7 consecutive months, and must start no earlier than 1-November 2020 and no later than 1 December 2020**. The duration should include the planning and implementation of all the project activities indicated in the work plan, as well as the project evaluation;
- In addition to the duration of implementation, **1.5 months (45 days)** are added for the preparation of the final narrative and financial reports, submission of supporting documents and related annexes. This means that the final report, transaction list and all supporting documents must be submitted to the ALF maximum **1.5 months** after the end of the project implementation.

#### **4.5. Eligibility of the location(s) for the project and origin of participants**

- Projects must **ONLY** take place in one or more of the 42 Euro-Med Partnership Countries.<sup>2</sup>
- Projects should involve persons/experts with official residence in one of the Euro-Med Partnership Countries. Any exception for participation of nationals of the Euro-Med countries, who reside outside the geographical zone, will have to be approved by the ALF before any cost is incurred. The

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<sup>2</sup>Albania, Algeria, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Netherlands, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Tunisia, Turkey, United Kingdom.

ALF grant cannot cover expenses for persons who are non-nationals AND non-residents of a member state.<sup>3</sup>

- **The following types of projects are ineligible:**
  - Projects with an ideological objective which is not in line with the ALF mission;
  - Projects fully or mainly concerned with individual sponsorships for participation in workshops, seminars, conferences, congresses;
  - Projects fully or mainly concerned with individual scholarships for studies or training courses, or feasibility studies;
  - Sub-granting is not allowed.

## 4.6. Partnerships

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- The ALF **ONLY** supports multilateral projects built on a 1+1 Partnership formula according to the following criteria:
  - At least one organisation from the following European countries: Albania Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom; **AND**
  - At least one organisation from the following Southern Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Mauritania, Morocco, Palestine, Tunisia and Turkey.

However, the **consortium of more than two organisations from different member countries** of the 42 countries which signed the Euro-Med Partnership is **recommended as will be reflected in the evaluation scores.**
- Priority will be given to projects developed and implemented in real established several Partnerships, where the Partners already know each other and where all of them will contribute to the project, in terms of:
  - Planning;
  - Ensuring successful implementation;
  - Evaluating the project, and reporting.

Previous projects granted by the ALF show that in several cases, unclear and non-solid Partnerships created most of the challenges and difficulties faced while managing and implementing the project itself. Applicants therefore need to have an **active and concrete Partnership** when submitting the project proposal.

Organisations/institutions from outside the 42 Euro-Med Partnership countries **CANNOT** be Partners in an ALF granted project.

## 4.7. Communication and Visibility

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Communication should be a central component of the proposed project, planned clearly in the work plan and budget. An effective communication and visibility strategy and action plan is a way to: (a) increase participation and social impact through the engagement of people and Partners; (b) raise the visibility of the ALF and its intercultural dialogue mission to opinion-leaders and policy-makers related to Euro-Mediterranean cooperation.

The proposed project should ensure:

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<sup>3</sup>Costs for persons from Libya and Syria participating in the project activities may be eligible with prior approval of the ALF.

- Compliance with the ALF communication guidelines, with particular attention to the “Co-Funding of the Anna Lindh Foundation” and use of the **Foundation’s logo** in any communication and visibility activities implemented (Events, promotional materials, written supports as leaflets, etc.);
- 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](http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)
- Clarity on the main aims of the communication plan, including clarity on key messages, objectives, activities, evaluation criteria, timetable and which target groups the communication activities aim to reach;
- Clarity on which resources will be required to deliver the specific activities and which tools can be used (including networks, available digital media tools, the communication tools and/or channels of the ALF and Partners).<sup>4</sup>

## 4.8. Eligible/ non eligible costs

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- Only "eligible costs" can be taken into account for a Grant and are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs".
- Eligible costs must be based on unit costs. Flat rate is allowed only for indirect cost expressed as percentage of direct cost).
- Eligible cost must be actual cost incurred necessary to the achievement of results measured by reference to the previously set milestones or through performance indicators;
- Eligible costs must not be already covered by other sources of funding (ensuring no-double funding). Costs incurred before the starting date stipulated in the Grant contract are considered ineligible including any preparation cost.
- Perdiem costs (subsistence costs) consist of accommodation, meals, and transportation to and from airports, and expenses to cover internet and telecommunication charges. Perdiem costs for participation requiring an overnight stay away from the base of operations should not exceed those normally borne by the Leader or its Partners. Perdiem costs must be duly justified by hotel accommodation invoices. As an indication perdiem could be less and should not exceed the scales approved annually by the European Commission published on the following link: [https://ec.europa.eu/international-partnerships/system/files/per\\_diem\\_rates\\_20191218.pdf](https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf)
- Recommendations to award a Grant are always based on the submitted budget. In case of question marks or doubts, the ALF may request clarification and/or may impose reductions on estimated costs. It is therefore in the applicant’s interest to provide a realistic, non-excessive and cost-effective budget.
- Projects funded by the ALF should not have profit-making purposes. Any profit generated by the project funded by the ALF must be re-injected in the budget of the project.

### 4.8.1. Eligible direct costs

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Eligible direct costs are:

- Costs arising directly from the requirements of the contract (dissemination of information, translation, printing, insurance, etc.);
- Taxes, including VAT, if a declaration is provided to ALF indicating that these taxes are non-reclaimable.

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<sup>4</sup>If images of natural persons, their voices or any other private personal attributes feature in a recognizable manner in the communication and visibility results of an EU-financed external action, implementing partners must obtain statements from the persons concerned (or, in the case of minors, from the persons exercising parental authority) giving their consent for the specified use of their image, voice or other private personal attribute and, on request, submit copies of those statements to the European Union. Partners must take the requisite steps to obtain such consent in accordance with the legal provisions applicable.

To be eligible under the Call for Proposals, costs must:

- Be necessary for carrying out the project;
- Be forecasted to cover expenses of eligible costs in the 42 member countries;
- Be provided for in the Grant contract and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Have actually been incurred by the Leader and/or its Partners during the implementing period for the project as defined in Article 2 of the Grant Contract;
- Be recorded in the Leader's and/or the Partners' accounts or tax documents, be acceptable by the national accounting practices, be identifiable and verifiable, and be backed by original supporting documents. Accounting records and supporting documents must be kept for 3 years after the payment of the balance.

Subject to these conditions and, where relevant to the contract-award procedures, eligible direct costs should be balanced between human resources, travel, accommodation & meals, communication, materials, publications and other costs, and include:

- The cost of staff assigned to the project, corresponding to actual project staff salaries plus social security charges and other remuneration-related costs or fees. Salaries and fees of staff assigned to the project must not exceed those normally borne by the Leader or his Partners and should not be exaggerated;
- Travel and subsistence costs for staff or participants taking part in the project (please refer to article 4.8 of these guidelines);
- The cost of rental of equipment and other services, provided they correspond to market rates;
- The cost of publications, consumables and supplies.
- The value of the work provided by volunteers which may comprise up to 50 % of the co-financing, the latter corresponding to the part not financed by the Contracting Authority's contribution.

The budget must be realistic, any excessive or unrealistic or unjustified estimation can exclude the project from financing.

#### **4.8.2. Eligible indirect costs (administrative costs/overheads-expressed as flat-rate)**

An amount not exceeding 7% of the direct costs of the project may be claimed as indirect costs to cover the administrative overheads incurred by the Leader and/or Partners for the project. Indirect costs are eligible, provided that they do not include costs assigned to another heading of the budget.

Overheads can be cost of stationery, telephone, fax, internet, mail expenses as well as financial service costs (in particular the cost of bank transfers and financial charges).

#### **4.8.3. Contingency reserve**

A contingency reserve **not exceeding 5% of the direct eligible costs** may be included in the project budget. It can only be used with the prior written approval of the ALF.

#### **4.8.4. 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 applicant and financed by another action;
- Purchases of land or buildings, furniture;
- Currency exchange losses;

- Credit to third parties
- Scholarships or any other direct cash contribution;
- Sub-granting.
- in kind contributions (except for volunteers' work) costs related to the involvement of non-nationals and non-residents of a member state in the Project activities unless prior approval of the Contracting Authority is obtained.

#### 4.9. Financial, technical and managerial capacities

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Applicants for an ALF Grant need to have the necessary financial and managerial capacities to carry out the project to the end. This means that the organisation will need to declare, if the project is selected, that the other sources of financing are secured in order to implement the project as described.

In relation to the technical capacity of the applicants, applicants are requested to provide a list of relevant publications in relation to the topic of the Call, with full bibliographic references and links to web-sources whenever available, as well as if relevant letters to certify previous involvement in similar research projects.

#### 4.10. Reasons for Exclusion

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Project Leaders and their Partners are not entitled to respond to this Call for Project Proposals if:

- a. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. They have been convicted of an offence concerning professional conduct by a judgment which has the force of procedures judicata (i.e., against which no appeal is possible);
- c. They are guilty of grave professional misconduct proven by any means which the ALF can justify;
- d. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the project is to take place;
- e. They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the ALF;
- f. They have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the ALF.

Applicants (Leaders) and their Partners are also excluded from participation in ALF Calls for Proposals or the award of grants if, at the time of the Call for Proposals, they:

- g. Are subject to a conflict of interests;
- h. Are guilty of misrepresentation in supplying the information required by the ALF Secretariat, as the Contracting Authority, as a condition of participation in the Call for Proposals or fail to supply this information;
- i. Have attempted to obtain confidential information or influence any member (voting or non-voting) of the evaluation committee or any other ALF staff members during the evaluation process of current or previous Calls for Proposals.

Neither the Leader, nor the Partners can take any kind of direct or indirect personal benefit from the Grant allocated.

#### 4.11. Submission rules

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An applicant **CANNOT** submit more than one proposal as Project leader in the framework of this call. However, an applicant can be **Leader in one project** and **Partner in another**.

In this call, priority will be given to applicants (Leaders) who have not previously received multiple Grants from the ALF.

## 5. PROCEDURES FOR THE SUBMISSION OF THE PROPOSALS

### 5.1. Application: general instructions

- Applying to the ALF Call for Proposals requires the submission of all the following documents:
  - **Application form**
  - **Work Plan**
  - **Logical Framework**
  - **Budget**
  - **Partnership agreement**
  - **Financial Identification Form**
  - **Legal Entity File**
  - List of reference letters certifying previous academic and research works
- Applying to the call must be done electronically via email by submitting the requested documents to the following email address [ALF.ApplicationsRG@bibalex.org](mailto:ALF.ApplicationsRG@bibalex.org) . Applications must be in **English or French**.
- In case the proposal is sent to any of the ALF staff members e-mail addresses, the application will be **rejected immediately**.
- Applicants must **strictly comply** with the format of the application, and fill in all the paragraphs and annexes. Incomplete applications or applications not respecting the application template will be rejected.

## 5.2. How to apply

### Steps to follow to submit the Application

1. Download the templates available on <http://www.annalindhfoundation.org/grants/irp/guidelines>, consisting of:
  - (i) **Application form** template (Annex A) and fill it in;
  - (ii) **Simplified logical framework** template (Annex A1) and fill it in;
  - (iii) **Work plan** template (Annex B) and fill it in;
  - (iv) **Budget** template (Annex C) and fill it in. Before filling it in, please read carefully the tips on how to fill in the budget at the end of the form;
  - (v) **Partnership agreement** template (Annex D) and fill it in for all Partners;
  - (vi) **Financial Identification Form** (Annex F) and fill it in;
  - (iv) **Legal Entity File** (Annex L1, L2) and fill it in.
2. **Annex list of reference letters** certifying previous academic and research works carried out (free template).
3. After filling the application form and all the above annexes, send all the package by email to [ALF.ApplicationsRG@bibalex.org](mailto:ALF.ApplicationsRG@bibalex.org) (application with all the completed above-mentioned annexes: reference letters for previous research works carried out, Logical framework, Work plan, budget, Partnership agreement, Financial Identification Form, and Legal Entity File. (Please note that Partnership agreement must be signed and stamped by the Leader and each Partner).

Submit the application no later than 29 August 2020 at 17:00 hrs (Egypt time). Only fully completed applications with the full list of the requested annexes will be considered by the ALF. It is strongly recommended not to wait the last minute to fill in and submit the application as any online system can get blocked when it is used by many people at the same time.
4. Once the email application is sent, the applicant shall receive an automatic notification of receipt to his/her email address that his/her email has been received. However, this notification does not confirm that the complete set has been included in the email.

**NB**

Applications sent to any of the ALF staff members email addresses are automatically excluded from the call.

## 5.3. Deadline for receiving applications in response to the Call

Applications should be submitted no later than **29 August 2020, by 17.00 hrs Egypt time (GMT + 2)**.

## 5.4. Registration process and complaints related to the submission process

The ALF will publish a registration list of all applications received within the deadline on ALF website 6 September 2020 (provisional date). In case any applicant wishes to address any complaint related to the submission of his/her application to ALF, he/she must send it no later than 8 September 2020 **at 17.00 hrs Egypt time (GMT +2)** to ALF by email on the following email address [ALF.QuestionsRG@bibalex.org](mailto:ALF.QuestionsRG@bibalex.org). Complaints received after this deadline will be disregarded.

## 6. EVALUATION PROCESS

Immediately after the deadline for submission of applications, the ALF Secretariat will start the evaluation process on two levels; administrative, then technical and financial. The below checklists and the evaluation grid address the key elements considered during the evaluation and selection of projects by the ALF evaluation committee.

### 6.1. Administrative check

An administrative evaluation committee will check the eligibility of the applications. The proposals will be immediately rejected if one of the following points applies:

- The applicant is not a research institute or university which is a **member** of one of the 42 ALF National Networks or authorised Head of one of the 42 Networks **on the 1 June 2020**
- The applicant or one or more of its Partner/s is/are of an ineligible nationality;
- The applicant or one or more of its Partner/s is/are not legal persons;
- The partner(s) is/are not registered in one of the 42 countries of the EuroMed partnership
- The proposal does not respect the 1+1 formula with at least one organisation from the North and one from the South of the Mediterranean;
- The application is incomplete, missing some answers in the form or missing some of the annexes or not respecting the format;
- The project proposal is not compliant to the duration and start date defined in article (4.4) of these guidelines;
- The requested ALF contribution is lower than the minimum or higher than the maximum allowed in article (3.1) of these guidelines;
- Co-financing to the budget of the project is not ensured
- The application is received by the ALF Secretariat after the deadline;
- The application is sent to the mailbox of an ALF staff member;
- The application is written in a language other than English or French;
- The content of the application is not eligible (see section 4.3 of these guidelines);
- The location of implementation is not eligible;
- The application is submitted to ALF via any mean other than electronically using the indicated email address (i.e. if submitted by post, courier, hand delivered, send to an email address other than the email indicated in these guidelines, etc)

Upon conclusion of the administrative check, the applicants whose proposals were rejected will receive a formal email by the ALF Secretariat.

## 6.2. Technical and financial evaluation

Applications which have passed the administrative check will be automatically considered for further evaluation. Based on the technical and financial criteria established in the below Evaluation Grid.

### *Evaluation Grid used for the Technical and Financial Evaluation*

<b>1 APPLICANT MANAGEMENT CAPACITY AND EXPERIENCE</b>		
a)	Do the applicant and Partner(s) have sufficient <b>technical expertise and experience</b> (including <b>relevant international/regional/Euro-Med</b> ) in relation to the proposed project and the objectives of this call?	/5
b)	Does the proposal have an appropriate <b>team</b> to manage the project and does it rely on effective and qualified <b>Partner(s)</b> ?	/5
c)	Is/are the <b>Partner(s)</b> ' role(s) clearly defined? Is/are the Partner(s) involved in all steps of the project (Planning; implementation; evaluation, and reporting)?	/5
d)	Does the proposal involve <b>other network members and/or other Partners</b> gathering diverse groups in terms of experience and geographical scope? Does the proposal involve more Partners than the <b>minimum 1+1 formula</b> ?	/5
<b>subtotal score</b>		<b>/20</b>
<b>2 RELEVANCE AND QUALITY OF THE PROPOSAL</b>		
a)	Is the <b>quality</b> of the proposal significant and valuable for the development of intercultural dialogue? Is it <b>relevant to the aim and specific objectives</b> of this call?	/15
b)	Are the <b>proposal's objectives, expected results, and indicators</b> clear, feasible, coherent and appropriate? Does the proposal contain objectively <b>verifiable indicators</b> for the <b>outcome</b> of the project? Is any <b>evaluation</b> planned?	/10
c)	Does the proposal contain specific <b>added-value</b> elements in relation to project originality and innovation?	/5
<b>subtotal score</b>		<b>/30</b>
<b>3 COMMUNICATION &amp; OUTREACH</b>		
a)	Does the proposal include <b>well-formulated communication plan</b> , including well-defined <b>aims/objectives, key messages, which target groups</b> and specific <b>activities</b> aimed at scaling-up the <b>outreach and visibility</b> of the project?	/10
b)	Are the <b>beneficiaries</b> clearly <b>defined and strategically chosen</b> ? Have their <b>needs</b> been clearly <b>defined</b> and does the proposal <b>address</b> them appropriately? Is the project likely to have a <b>positive impact</b> on its target groups?	/10
c)	To what extent can the proposal and its communication and outreach plan directly <b>contribute</b> to ensure the <b>longer-term impact, durability, sustainability</b> and <b>"multiplier effect"</b> of the action?	/10
<b>subtotal score</b>		<b>/30</b>
<b>4 BUDGET AND FINANCIAL CAPACITY</b>		
a)	Is the <b>budget realistic</b> ? Are there any over- or under-estimated items? Is the relation between the estimated costs and the expected results reasonable?	/10
b)	Are the <b>activities reflected in the budget?</b> (detailed and clearly itemized)	/5
c)	Does the applicant have <b>stable and sufficient sources of funding</b> ? Do the <b>Leader and the Partners</b> contribute to the budget?	/5
<b>subtotal score</b>		<b>/20</b>
<b>Total score</b>		<b>/100</b>

Apart from the above criteria, the Evaluation Committee will also take into account the thematic and geographical balance among the projects received.

In order to be considered for award, a proposal must obtain at least 70/100 points in the above evaluation grid.

The ALF reserves the right to ask for technical and financial clarifications as necessary.

## 7. PROVISIONAL SELECTION

The Evaluation Committee will submit to the Executive Director a provisional list consisting of:

- a. **Projects Applications list** that are accepted without conditions, ranked by score until the overall financial allocation of this call is reached;
- b. **Reserve Projects Applications list** (proposals that can be accepted under the condition that the financial resources are available or any of the accepted projects withdraw);
- c. **Rejected applications.**

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.

All provisionally selected applicants will be notified by 8 October 2020 (provisional date).

After the approval of the list by the Executive Director, and taking into consideration the possibilities of the financial allocation, the ALF will immediately start the contract procedure for the provisionally selected projects. This involves a final checking of the legal registration for both the Leaders and their Partners, as well as the itemization of the project description with the work plan and the budget.

A list of the awarded projects will be posted on the ALF website on the 22 October 2020 (provisional date).

The applicants whose proposals were rejected will receive an email by the ALF Secretariat, by the end of October 2020 (provisional date); providing a brief explanation on the reason for rejection.

### **Documents to be provided by provisionally selected projects AFTER THEY HAVE BEEN NOTIFIED by ALF**

Applicants who have been provisionally selected will be requested to submit supporting documents according to the list below. The supporting documents must be sent by email within one week following the request by the ALF Secretariat. If these documents are not provided before the deadline, the application will be automatically rejected.

#### **FOR THE LEADER:**

- **A self-declaration by its authorised representative including the annual turnover of the organization** for the latest financial year for which accounts have been closed **and certifying the validity of its accounts**
- **Scanned versions of the official statutes or articles of the association/organisation of the applicant (Leader).** The statutes must be stamped or published by an official authority of the country in which the Leader association/organisation is registered. If not, a registration certificate is also required.<sup>5</sup>

Duly authorized signature should be submitted if it isn't stated in the statutes who is the legal representative of the organization who is legally entitled to sign contracts and request for payments on behalf of the organisation.

- **A letter declaring that the co-financing is secured.** The letter must be signed and stamped by an authorized representative of the Leader association/organization.

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<sup>5</sup> Where the applicant (Leader) is a public body created by law, a copy of the said law must be provided.

## FOR THE PARTNERS:

- **A registration certificate OR the official statutes of the association/organization of each Partner.** The registration certificate/statutes must be stamped or published by an official authority of the country in which the Partner association/organization is registered.<sup>6</sup>

## TRANSLATIONS

If any of the documents mentioned above are in a language other than English, French or Arabic a translated summary of the main points in English French or Arabic (maximum one page) must be submitted. Translations must be signed and stamped by an official translator or by an authorized representative of the association/organization.

Following the decision to award a Grant, the Leader will be offered a **Grant Contract** based on the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' standard contract available for information on the link: <http://www.annalindhfoundation.org/grants/irp/guidelines>

**The decision of granting is definitive.**

The above listed steps are summarized in the indicative timetable below:

	STEPS	ESTIMATED DATE (Provisional dates)
1	Launching the call	30 June 2020
2	Deadline for receiving questions related to the call	8 August 2020
3	Deadline for posting answers to the questions on the FAQ web page	18 August 2020
4	Deadline for submission of applications	29 August 2020
5	Publication of the applications received on ALF Website	6 September 2020
6	Deadline for submission of complaints concerning the submission an application	8 September 2020
7	Administrative check, membership, eligibility criteria	Expected to be completed by 14 September 2020
8	Information to unsuccessful applicants on Administrative check	20 September 2020
9	Technical assessment of the proposals received	Expected to be completed by 30 September 2020
10	Notification to successful applicants	8 October 2020
11	Deadline to send documents submitted by the provisionally selected applicants	13 October 2020
12	Information to unsuccessful applicants on the technical assessments	By end of October 2020
13	Publication of the list of final selection on ALF Website	22 October 2020
14	Contract signature	Starting from 29 October 2020
15	Start of the project implementation	Starting from 1 November 2020 to 1 <sup>st</sup> December 2020

## 8. FURTHER INFORMATION

ALF cannot give a prior opinion on the eligibility of an applicant, a Partner or a project.

A set of Frequently Asked Questions (FAQ) will be available online at <http://grants.annalindh.org/faq>.

Further additional questions can be asked by sending it by email on the email address

<sup>6</sup> Where the Partner is a public body created by law, a copy of the said law must be provided.

ALF.QuestionsRG@bibalex.org no later than **21 days before the deadline for submission of the applications**. The questions must clearly indicate the reference of the Call for Proposals ( **ALF/CFP/2020/IRP**). The responses will be available online on ALF website 11 days before the deadline for submission the application

In the interest of equal treatment of all applicants, no answers will be sent directly to the applicant who raised the question/s. Instead, answers to the questions will be posted regularly on the FAQ web page, until the **18 August, 2020**. No further clarifications will be given after this date.

## 9. LIST OF ANNEXES

### 9.1. Application documents

*(See also section 5.2 “How to apply”)*

*Templates to be downloaded, filled in and sent to ALF by email to*

[ALF.ApplicationsRG@bibalex.org](mailto:ALF.ApplicationsRG@bibalex.org):

- Annex A: Application Form
- Annex A1: Simplified Logical Framework (not mandatory but recommended as it helps structure the project proposal)
- Annex B: Work Plan
- Annex C: Budget
- Annex D: Partnership Agreement
- Annex F: Financial Identification Form
- Annex L: Legal Entity File

### 9.2. Grant contract documents - for information for future selected projects

Selected applicants will sign a Standard Grant Contract which will include special conditions as well as the following annexes:

- A. Submitted Application Form
  - A1. Simplified Logical Framework
- B. Submitted Work Plan
- C. Submitted Budget
- D. Partnership Agreement
- E. General Conditions
- F. Financial Identification Form
- G. Request for Payment Form
- H. Final Narrative Report Form
- I. Final Financial Report Form and annexes
- J. List of participants Form
- K. Implementation Report Template
- L. Legal entity file Form (L1; Public bodies, L2; Private companies)