



**CALL FOR PROPOSALS
ON
INTERCULTURAL DIALOGUE INITIATIVES**

**GUIDELINES
FOR GRANT APPLICANTS**

Deadline for Submission:

28th April 2020

at 16:00 p.m. Egypt time (GMT +2)

Reference: ALF/CFP/2020/ICD

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 over four thousand 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 main strategic pillars, with the following specific 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 EuroMed 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 EuroMed collaborations and partnerships, map priority areas of intervention and synergies among dialogue actors, and support collective visible actions.

BACKGROUND

One of the most important ways the Anna Lindh Foundation fulfils its mission is by providing grants to civil society organisations through an open Call for Proposals (CFP). Over a period of nearly fifteen 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 9 million 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. 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, developing integrated approaches, putting in relation issues of different natures.

The Foundation succeeded in supporting the development of partnerships between people working in various fields and settings and in the same type of structure or not - such as academic research, NGO exchanges, artistic creation as well as between regional and local authorities, between private and public institutions.

This Call is launched on 18 February 2020, with a deadline on 28 April 2020, and will be open for 70 days.

2. AIM, SPECIFIC OBJECTIVE, AND TARGET GROUPS

2.1. Aim of the Call

ALF aims to promote intercultural awareness and improve capacities of the civil society organization through empowering cultural practitioners in building plural, tolerant and diversity-friendly societies, and in nurturing shared-values within a Euro-Mediterranean cooperation and partnership using arts and culture as a tool for intercultural dialogue.

This Call for Proposals aims at enhancing EuroMed citizens' intercultural knowledge, skills, and networking, through a cross-border cooperation that involves two or more organisations from different cultural background(s) or geographical scope.

These organisations should enter into a collaboration to promote intercultural dialogue, intercultural learning and/or cultural expression according to shared areas of interest, identified needs and challenges to be addressed.

2.2. Specific Objectives of the Call

ALF is supporting the establishment of intercultural collaborations across the EuroMed region with the following specific objectives:

- Engaging large and diverse audiences in the promotion of cultural diversity and intercultural dialogue;
- Reflecting the cultural richness of the societies involved with a highlight on minority groups and marginalized spaces;
- Showing the positive impact of intercultural dialogue for tackling some of the major social and cultural challenges within and across societies of the region and for their sustainable development;
- Facilitating access to and sharing of intercultural resources and experiences as well as the transfer of know-how and competencies across the Euro-Mediterranean region through civil society multipliers;
- Communicating the socio-cultural impact of EuroMed cooperation projects, using traditional and new media, public events, and artistic productions as tools for outreach, dissemination and wide visibility;
- Empowering ALF network members to work on intercultural dialogue through collaborations and exchange of good practices at the regional or sub-regional level among member organisations and non-member organisations.

2.3. Target Groups ¹

The main target group of this call are **civil society** actors at large, **non-governmental** and governmental organisations, private and **public** bodies, and local authorities.

However, the activities should preferably focus on including **Youth and Women as key actors for change**.

Priority will be given to projects foreseeing the involvement/participation of:

- **Formal and non-formal educators, youth organisations and cultural sector;**
- **Civil society actors** acting as **multipliers;**
- **Discriminated social groups**, as the most vulnerable component of society;
- **Minorities**, as they enrich social and cultural diversity;
- **Local stakeholders** having an influence on the social context where the project is implemented.

¹ Target groups are the groups/entities who will be directly positively affected by the project at the project purpose level.

3. FINANCIAL ALLOCATION

The overall indicative amount allocated for funding projects in the framework of this call is **EUR 1,710,000**. However, the ALF reserves the right not to award all available funds.

The overall indicative envelope will be divided into **two** different lots: all rules laid down in these guidelines apply for both lots except for the rules of eligibility of the applicant/project leader which differ among Lot 1 and Lot 2 and are detailed respectively under articles 4.1 and 4.2 of these Guidelines.

Indicative allocation of funds by lot:

Lot 1: EUR 1,000,000

Lot 2: EUR 710,000

- 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 the other lot.
- Should funds remaining under one lot be insufficient to fund one grant, remaining funds under the call will be consolidated and allocated to the next highest scoring proposal, regardless of lot.

3.1. Size of Grants

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

- Minimum amount: **EUR 35,000**
- Maximum amount: **EUR 50,000**

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 must be financed from:

- The applicant's own financial resources (compulsory) and in-kind contribution (optional);
- The Partners' own resources (financial contribution is strongly encouraged);
- Sources other than the ALF (not compulsory).

3.2. Terms of Payment

Payment will be made in accordance to the following schedule:

- First instalment of pre-financing (60%) after signing the grant contract (excluding contingencies)
- Final payment (balance) after submission of the final narrative, financial reports, audit certificate/expenditure verification report, participants list, payment request, and approval of project consistency and completeness by the ALF.

4. ELIGIBILITY CRITERIA FOR THE PRESENT CALL FOR PROPOSALS

All submitted applications must fulfil each and every one of the criteria related to the lot the Project Leader applies for in order to be considered eligible and to be reviewed by the Evaluation Committee.

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 to the project budget with financial contribution, while it may or may not contribute with in-kind contribution.

4.1. Eligibility of the Project Leader (applicant): Who May Apply under Lot 1?

In order to be eligible to apply for a grant with the ALF **under Lot 1**, applicants (Project Leaders) must fulfil all the following criteria:

- Be a **legal person** (not a natural person) such as non-governmental organisations, educational, cultural, academic or research institutions, media, foundations or local authorities, private entities; **and**
- Be a **member** of one of the 42² ALF National Networks **on the 1st of February 2020**. In case the applicant is not a member of an ALF National Network by the set date, the applicant's proposal will be automatically excluded from the evaluation process.

4.2. Eligibility of the Project Leader (applicant): Who May Apply under Lot 2?

In order to be eligible to apply for a grant with the ALF **under Lot 2**, applicants (Project Leaders) must fulfil all of the following criteria:

- Be a **legal person** (not a natural person) such as non-governmental organisations, educational, cultural, academic or research institutions, media, foundations or local authorities, private entities; **and**
- Be the Head of Network institution of one of the 42 ALF National Networks by the deadline for submission of this Call, regardless of the duration of its mandate.

4.3. Eligibility of the Project Partner(s)

- In order to be eligible as a Partner in a project granted by the ALF under any of the two lots, **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 be Heads of Network, members or non-members of ALF National Networks under any of the 2 lots. In other words, membership in ALF National Networks is **NOT** mandatory for the Partners associated to the project. **But Partner Organisation(s) must be officially registered and established as an NGO, an association, an institution, etc. under the national law of one of the 42 EuroMed Partnership countries.**
- 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**, either with financial contribution and/or with in-kind contribution.
- The financial responsibility of the project will remain fully with the Leader who will be considered accountable for the management of the ALF Grant.

4.4. Eligibility of the Contents and Type of Activity(ies) ³

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.
- Only projects that fall under article II of the [statutes of the ALF](#) are eligible for funding.
- ALF is encouraging the submission of innovative creative projects

² 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.

³ The above mentioned activities are stated only as guidance. The proposals should NOT be limited to them.

- Communication and visibility should be an important component of the proposed project.

The proposed activities may include one or more formats, for example:

- Networking among civil society organisations, cultural operators and social enterprises, education and research institutions, etc.
- Joint-creation workshops, trainings, residencies, seminars, conferences, etc.
- Online platforms for exchange of know-how, learning, dialogue campaigns, etc.
- Public joint performances, festivals, concerts, street performances, exhibitions, etc.
- Translation and circulation of artistic productions, etc.
- Production of learning resources, research, and media works, etc.

The combination of more than one format in the project proposals will be considered an asset, as well as the use of innovation and environmental-friendly actions.

4.5. Eligibility of the Duration of the Implementation of the Project

- The duration of implementation must be **a minimum of 8 consecutive months and a maximum of 11 consecutive months, and must start no earlier than 1 September 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;
- The end of the project implementation should be **no later than 31st of July 2021**.
- In addition to the duration of implementation, **1.5 months (45 days)** are added for the preparation of the final narrative and financial reports, audit certificates/expenditure verification reports, and related annexes. This means that the final report must be submitted to the ALF maximum **1.5 months** after the end of the project implementation.

4.6. Eligibility of the Location(s) for the Project and Origin of Participants

- Projects must **ONLY** take place in one or more of the 42 EuroMed Partnership Countries.⁴
- Projects should involve persons/experts with official residence in one of the EuroMed Partnership Countries. Any exception for participation of nationals of the EuroMed countries, who reside outside the geographical zone, will have to be approved by the ALF before any cost is incurred. The ALF grant cannot cover expenses for persons who are non-nationals AND non-residents of a member state.⁵
- **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 of a project is not allowed.

⁴ 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.

⁵ Costs for persons from Libya and Syria participating in the project activities may be eligible with prior approval of the ALF.

4.7. Partnerships

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 at least three organisations from three different member countries** of the 42 countries which signed the EuroMed Partnership is **strongly recommended as it 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 EuroMed Partnership countries **CANNOT** be Partners in an ALF granted project.

4.8. Communication and Visibility

Communication should be an important component of the proposed project, planned and presented 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:

- 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.);
- Compliance with EU communication and visibility requirements and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions for implementing partners specified and published by the European Commission at https://ec.europa.eu/international-partnerships/comm-visibility-requirements_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).⁶

4.9. Eligible / Non Eligible Costs

- 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 and flat-rates (only for indirect costs expressed as percentage of direct costs). (**NO** lump sums are allowed).
- Eligible costs must not be already covered by other sources of funding (ensuring no double funding).
- Eligible costs must be actual costs incurred, necessary to the achievement of results measured by reference to the previously set milestones or through performance indicators;
- Costs incurred before the starting date stipulated in the Grant contract are considered ineligible, including any preparation costs.
- *Per diem* costs (subsistence costs) consist of accommodation, meals, and transportation to and from airports, and expenses to cover internet and telecommunication charges. *Per diem* 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. *Per diem* costs must be duly justified by hotel accommodation invoices. As an indication *per diem* 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
- 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.

4.9.1. Eligible Direct Costs

Eligible direct costs are:

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

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 Partner(s) during the implementing period for the project as defined in Article 2 of the Grant Contract;

⁶ 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.

- 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 4.9 of these guidelines);
- The cost of renting equipment and other services, provided they correspond to market rates;
- The cost of publications, consumables and supplies.

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

4.9.2. 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, mails' expenses as well as financial service costs (in particular the cost of bank transfers and financial charges). Overheads have to be justified with supporting documents and must be based on real costs, not lump sums.

4.9.3. Contributions In-Kind by the Leader or the Partners

Contributions in-kind are provision of goods or services to the budget of the project free of charge by the Leader or the Partner(s) or by third party. Contributions in-kind should not exceed **5% of the total direct eligible cost** of the project.

*NB: The provision of staff (cost of staff assigned to the Project) is considered as an eligible cost, not a contribution in-kind. **Volunteer work is not accepted as in-kind contribution.***

Eligibility of such contribution in-kind is subject to external audit during the final reporting of the project and shall be based on the following conditions:

- The project budget must clearly differentiate the contribution in-kind from the cash contribution; **In kind contribution must be presented separately from the contributions to the costs in the estimated budget. Their approximate value must be indicated in the estimated budget and MUST NOT be subject to subsequent changes. The applicant must ensure that in kind contributions comply with national tax.**
- Supporting documents must be provided for contribution in-kind such as quotations for similar services and for the same durations and presented to the auditor. The costs involved should not be higher than the corresponding costs on the local market;
- The value of such contributions must not exceed:
 - either the costs actually borne and duly supported by accounting documents;
 - or the costs generally accepted on the concerned market of reference.
- The equipment in use as in-kind contribution should be in good condition and suitable for the proper implementation of the project;

- The value of the equipment and/or furniture in use as in-kind contribution must have a price-tag entered in the beneficiary accounting system.

The costs involved must pass the test for eligible costs in article 4.9 of these guidelines.

4.9.4. 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.

4.9.5. 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.

4.10. Financial and Managerial Capacities

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.

4.11. Reasons for Exclusion

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.

Applicants must provide a declaration confirming that they and their Partner(s) do not fall into any of the above categories (a) to (i) (through a Sworn statement in Annex D).

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

4.12. Submission Rules

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 and Sworn Statement**
 - **Financial Identification Form**
 - **Legal Entity File (Public Body form or Private Body form)**
- Applying to the call must be done electronically, using the online forms available on <https://www.annalindhfoundation.org/grants/guidelines> Applications should be in **English or French**.
 - Guidelines and Application are available in Arabic for your information **only**.
- 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.

5.2.How to Apply

Steps to follow to submit the ONLINE Application

1. Register on the Call for Proposals 2020 system <https://grants.annalindhfoundation.org/user/register> and **obtain a username and password**. Be sure to keep your password and username for further use if you will be selected.
2. The online application can be saved as draft during the process, to be continued by the applicant at a later stage. The **username and password mentioned above will be necessary to access the online draft application form later**. In case you forget your password, go to: <https://grants.annalindhfoundation.org/user/password>
3. Go to the online application form <https://www.annalindhfoundation.org/grants/how-to-apply> and fill it in.
4. Download the **simplified logical framework template** (Annex A1) and fill it in: <https://www.annalindhfoundation.org/grants/guidelines>
5. Download the **work plan** template (Annex B) and fill it in: <https://www.annalindhfoundation.org/grants/guidelines>
6. Download the **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. <https://www.annalindhfoundation.org/grants/guidelines>
7. Download the **Partnership agreement** template (Annex D) and fill it in for all Partners: <https://www.annalindhfoundation.org/grants/guidelines>
8. Download the **Financial Identification** Form (Annex F) and fill it in: <https://www.annalindhfoundation.org/grants/guidelines>
9. Download the **Legal Entity File** (Annex M1, M2) and fill it in: <https://www.annalindhfoundation.org/grants/guidelines>
10. Finish the online application and upload the completed, logical framework, work plan, budget, Partnership agreement (Partnership agreement must be signed and stamped by the Leader and each Partner), Financial Identification Form, and Legal Entity File.
11. Submit the online application once it is 100% completed. Please note that only submitted applications (not drafts) will be considered by the ALF.
12. Once the online application form is submitted, the applicant shall receive an online confirmation to his/her email address that his/her application has been successfully submitted. If the applicant does not receive such confirmation, s/he should immediately contact the technical support at <https://www.annalindhfoundation.org/grants/support> to investigate the reasons for the technical problem.
13. If you encounter any technical problems related to the online application, please contact immediately the technical support at <https://www.annalindhfoundation.org/grants/support>

NB:

- It is strongly recommended that the **applicant keeps a soft copy of the content of the application for back-up** in case of any loss of connection or power failure during the online application process. The applicant can do so by downloading the form on his/her computer, fill it in there and then copy/paste the content to the online form.
- It is strongly recommended that the **applicant regularly saves the application during the online application process** in order to avoid any loss of data in case of connection or power failure.
- It is also 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.
- **Online applications can ONLY be sent electronically using the online system** (NO e-mails). 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

Online applications should be submitted with the annexes no later than the **28th of April, 2020, by 16.00 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 the **30th of April, 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 **the 6th of May, 2020, at 16.00 hrs Egypt time (GMT +2)** to ALF by email on the following email address ALFgrants@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 an accepted member of the ALF Network by the **1st of February, 2020 (Lot 1).**
- The applicant is not an authorised Head of Network by the deadline of this call (**Lot 2**).
- The applicant and its partner(s) is/are of an ineligible nationality;
- The applicant organisation was established **before the end of 2018.**
- 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 with the project's duration, start or end dates defined in article (4.5) 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;
- The applicant (Project Leader) does not contribute financially to the budget of the project;
- 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
- The location of implementation is not eligible
- The application is submitted to ALF via any mean other than electronically using the online form available on <https://www.annalindhfoundation.org/grants/how-to-apply> (i.e. if submitted by post, courier, hand delivered 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

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

Apart from the above criteria, the Evaluation Committee will also take into account the number of Partners, and the geographical spread.

In order to be considered for award, a proposal must obtain at least 75/100 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 FAL, as 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 the FAL co-financing as a result of these corrections. It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

All successful applicants will be notified **by the 28th of July, 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 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 **23rd of August, 2020** (provisional date).

The applicants whose proposals were rejected will receive an email by the ALF Secretariat, by August 2020; **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 provisionally selected applicants (Leaders) will receive with their notification letter a private link on the ALF website. The supporting documents must be uploaded online 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.

THE LEADER:

- **Scanned versions of the applicant's (Leader's) most recent financial report and accounts** (the profit and loss account and the balance sheet for the latest financial year for which accounts have been closed). ⁷ A self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available must be provided.
- **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.⁸
 - 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.

⁷ This obligation does not apply to States or public bodies, nor to international organisations. It also does not apply in the event that the accounts are in practice the same documents as the external audit report. Please contact the ALF if this is the case.

⁸ Where the applicant (Leader) is a public body created by law, a copy of the said law must be provided.

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

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.⁹

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 contracts available for information on the link: <https://www.annalindhfoundation.org/grants/guidelines>

The decision of granting is definitive.

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

⁹ Where the Partner is a public body created by law, a copy of the said law must be provided.

	STEPS	ESTIMATED DATE (Provisional dates)
1	Launching the call	18 February 2020
2	Deadline for receiving questions related to the call	07 April 2020
3	Info sessions for the applicants	First and Second weeks of March 2020
4	Deadline for posting answers to the questions on the FAQ web page	14 April 2020
5	Deadline for submission of applications	28 April 2020
6	Publication of the registration list on ALF Website	30 April 2020
7	Deadline for submission of complaints concerning the registration of an application	6 May 2020
8	Administrative check, membership, eligibility criteria	Expected to be completed by 14 May 2020
9	Information to unsuccessful applicants on Administrative check	30 May 2020
10	Technical assessment of the proposals received	Expected to be completed by 16 July 2020
11	Notification to successful applicants	28 July 2020
12	Deadline to upload the supporting documents submitted by the provisional selected applicants	07 August 2020
13	Information to unsuccessful applicants on the technical assessments	By August 2020
14	Clarifications and verification of the eligibility of supporting documents submitted by the applicant and the Partners	16 August 2020
15	Publication of the list of final selection on ALF Website	23 August 2020
16	Contract signature	Starting from 23 August 2020
17	Start of the project implementation	Starting from 1 st September 2020 to 1 st December 2020
18	End of implementation according to the project's eligible duration	End from 30 April 2021 to 31 July 2021
19	Deadline for submission of final reports on the project	Within a 1.5 months (45 days) after the end of the implementation

8. FURTHER INFORMATION

If necessary, online information sessions on this call for proposals may be held on the first and second weeks of March 2020 for the Heads of Network and Members of National Networks.

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.

Further additional questions can be asked by completing the contact form available online on the link <https://www.annalindhfoundation.org/grants/support> 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/ICD). The responses will be regularly updated online until 11 days before the deadline for submission of proposals.

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 **14th of April, 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”)

To be filled in online:

- Annex A: Application Form

Templates to be downloaded, filled in and uploaded online:

- Annex A1: Simplified Logical Framework
- Annex B: Work Plan
- Annex C: Budget
- Annex D: Partnership Agreement and Sworn Statement
- Annex F: Financial Identification Form
- Annex M: Legal Entity File (M1; Public bodies, M2; Private bodies)

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 and Sworn Statement
- E. General Conditions
- F. Financial Identification Form
- G. Request for Payment Form
- H. Audit Certificate Template/ Expenditure Verification Report
- I. Final Narrative Report Form
- J. Final Financial Report Form
- K. List of participants Form
- L. Implementation Report Template
- M. Legal entity file Form (M1; Public bodies, M2; Private bodies)