2020 CALL FOR PROPOSALS

INTERCULTURAL DIALOGUE INITIATIVES

Information for applicants
April 2020
THE NEW CALL FOR PROPOSALS

❖ The 2020 Call for Proposals was launched on 18 February 2020 and will be open for 100 days, until 28 May 2020 at 16.00 (4:00 p.m.) Egypt time (GMT +2).

❖ Its total financial envelope is 1,710,000 Euros.

❖ It has a larger scope and partnership.

❖ It focuses on impact on the community, sustainability, and visibility.
Enhance 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.

The **Specific Objectives** are available under section 2 of the **Guidelines**.

### 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.
TARGET GROUPS

- **Civil society** actors at large, **non-governmental** and governmental organisations, private and **public** bodies, and local authorities, with a special focus on **youth and women** as key actors for change.

- Priority will be given to projects foreseeing the participation of:
  - **Formal** and **non-formal educators**, **youth organisations** and **cultural sector**;
  - **Civil society actors** acting as **multipliers**;
  - **Discriminated social groups**;
  - **Minorities**;
  - **Local stakeholders** having an influence on the social context where the project is implemented.
GENERAL PRINCIPLES

CO-FUNDING PRINCIPLE
The ALF grant **CANNOT** cover the total cost of the project. The Project Leader **MUST** contribute **financially** to the project budget and can also participate with in-kind contributions. Third parties (partners or other sources of funding) can also contribute financially or through in-kind contributions.

DOUBLE FUNDING PROHIBITION PRINCIPLE (NON-CUMULATIVE AWARD PRINCIPLE)
Applicants **CANNOT** receive more than one EU grant funded by the European Union (EU) per project and per financial year. If an applicant has already received a grant for the current project proposal or financial year, its application will automatically be rejected.

NON-RETROACTIVITY PRINCIPLE
Costs incurred **before the Project start date** stipulated in the Grant contract are considered ineligible, including any preparation costs.
1 + 1 South-North formula, preferably 1+2 or 2+1 or more.

- The Project must involve at least one Partner apart from the Project Leader from the other shore of the Mediterranean.
- If the Project is from the North shore of the Mediterranean, they must have at least one Partner from the South of the Mediterranean and vice versa, in order to comply with the 1+1 formula.
- There is no limit to the number of Partners.
- There is no need to have the same number of partners from the European countries and from the countries of the Southern shore of the Mediterranean.
- A consortium of at least three Partners from three different countries is strongly recommended.
MAIN CRITERIA (II)

GRANTS

- **Total envelope** equal to 1,710,000 Euros, divided into two lots:
  - Lot 1. Members: 1,000,000 Euros;
  - Lot 2. Heads of Networks: 710,000 Euros.

- Size of the grants: **35,000 € - 50,000 €**.
- The grants can cover up to **90%** of the total eligible cost of the project, and not less than **25 %** of it.

- Contributions as per the co-funding principle:
  - The **applicant’s financial contribution** is compulsory.
  - The **partners’ financial contribution** is strongly encouraged.
  - **Contributions from other sources of funding** (e.g. donors other than the EU) are **allowed**.

**NB:** A candidate **CANNOT** submit more than one proposal as **Project Leader** in the framework of this Call. However, a candidate can be Leader in one project and Partner in another.
ELIGIBILITY OF THE PROJECT LEADER (APPLICANT)

The Project Leader, **under both lots**:

- Must be a **legal person** (not a natural person) such as non-governmental organisations, association, etc.) **officially registered** under the national law of one of the 42 EuroMed countries;
- Must have been established **before 2019**; and
- Is **responsible** for the management of the ALF Grant and the final reporting, as the **financial responsibility** of the project remains fully with it.

**SPECIFIC ELIGIBILITY CRITERIA OF THE PROJECT LEADER UNDER LOT 1** :
Be a **member** of one of the 42 ALF National Networks **by the 1st of February 2020**.

**SPECIFIC ELIGIBILITY CRITERIA OF THE PROJECT LEADER UNDER LOT 2** :
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.
ELIGIBILITY OF THE PROJECT PARTNERS

- Project Partners may be Heads of Network, members or non-members of ALF National Networks under any of the two lots.

- Partners 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, and therefore be a legal person.

- 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.
ELIGIBILITY OF THE PROJECT
DURATION, LOCATION AND
CONTENT OF ACTIVITIES

❖ DURATION OF THE PROJECT IMPLEMENTATION
8-11 months starting between 1 October 2020 and 1 January 2021 and ending no later than 31 August 2021 + 1,5 months (45 days) to prepare the final narrative and financial reports, and their corresponding annexes.

❖ LOCATION OF THE PROJECT IMPLEMENTATION
Activities must take place in one or more of the 42 Euro-Mediterranean Countries.

❖ CONTENTS AND TYPE OF ACTIVITIES
The general programme of activities of an organisation can under no circumstances be considered as a Project to be funded by an ALF Grant in the framework of this Call for Proposals.
Communication should be an important component of the proposed project, planned and presented clearly in the work plan and budget.

The Project Leader and Partners 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 (https://ec.europa.eu/internationalpartnerships/comm-visibility-requirements_en).
ELIGIBLE / NON-ELIGIBLE COSTS (I)

In order to be eligible, all costs involved must pass the test for eligible costs in article 4.9 of the Guidelines.

DIRECT ELIGIBLE COSTS
These are costs that, provided that they satisfy the eligibility criteria set out in sections 4.9 and 4.9.1 of the Guidelines, are identifiable as specific costs directly linked to the performance of the Project, and which can therefore be attributed to it directly (costs of staff, travel, translation, etc.).

INDIRECT ELIGIBLE COSTS
Limited to 7% of the direct costs of the project, these cover overheads/administrative costs (stationery, telephone, Internet, financial service costs, etc.) incurred by the Project Leader or its Partner(s).

NB: They are illegible provided that they do not include costs assigned to another heading of the budget.
IN-KIND CONTRIBUTIONS

Limited to 5% of the total direct eligible cost of the project, these are provisions of goods or services to the budget of the project free of charge by the Leader, the Partner(s) or a third party.

**NB:** Volunteer work is not accepted as in-kind contribution.

Their eligibility is subject to external audit during the final reporting of the Project and shall be based on the conditions set out in section 4.9.3 of the Guidelines.

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.**
NON-ELIGIBLE COSTS

The following costs are **non-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**;
- **Double funding**.

**NB:** This is, the costs that are already covered by other sources of funding (e.g. the rental of a venue for a given activity, which would be a direct eligible cost, will become non-eligible if it is already covered by another programme or by a different grant received by the beneficiary).
HOW TO APPLY (I)

- All candidates must fill in the **online application form** available on the ALF’s website.

  **NB:** The application form in PDF format available on the How to Apply page is for information **ONLY**. No version other than the online application will be accepted.

- The filled-in application form must be submitted alongside the **following documents**:
  - Annex A1 (Logical Framework) → Project Leader
  - Annex B (Work Plan) → Project Leader
  - Annex C (Bugdet) → Project Leader
  - Annex D (Partnership Agreement) → Project Leader and Partner(s)
  - Annex F (Financial Identification Form) → Project Leader
  - Annex M1/M2 (Legal Entity File), depending on the organisation’s legal form → Project Leader and Partner(s)
HOW TO APPLY (II)

ANNEX A1. SIMPLIFIED LOGICAL FRAMEWORK

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. This document helps the Project Leader to draft the project and summarises it.

### ANNEX A1 LOGICAL FRAMEWORK

This Logical Framework is conceived to be easily filled in from the answers you have provided in the Application, to give you an overall overview of the coherence of your work plan.

**Title of the project:**

**Name of leader organisation:**

**Country/Network:**

<table>
<thead>
<tr>
<th>Overall Aim (Impact)</th>
<th>Specific objective 1 (outcome)</th>
<th>Expected result 1</th>
<th>Indicator 1</th>
<th>Sources of verification</th>
<th>Specific objective 2 (outcome)</th>
<th>Expected result 2</th>
<th>Indicator 2</th>
<th>Sources of verification</th>
<th>Activity 1</th>
<th>Activity 2</th>
<th>Activity 3</th>
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<td>(Please refer to point 3.5)</td>
<td>(Please refer to point 3.9)</td>
<td>(Please refer to point 3.10)</td>
<td>(Please refer to WORK PLAN)</td>
<td>(Please refer to point 4.3)</td>
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<td>Indicator 2</td>
<td>Sources of verification</td>
<td>Risks and assumptions</td>
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| Project no.: (to be filled in by ALF staff) |
HOW TO APPLY (III)
ANNEX B. WORK PLAN

This document acts like a project calendar and helps the Project Leader to organise the foreseen activities in a timely efficient manner, with clear results, and means for verification.

<table>
<thead>
<tr>
<th>ACTIVITIES (name and description)</th>
<th>LOCATION (city, country)</th>
<th>DATE (exact date when possible)</th>
<th>TIMEFRAME 2020</th>
<th>TIMEFRAME 2021</th>
<th>EXPECTED RESULTS of the activity*</th>
<th>MEANS OF VERIFICATION/DOCUMENTATION showing proof of activity**</th>
<th>IMPLEMENTING BODY***</th>
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<td>6</td>
<td>Prepare and send the final reports to the ALF</td>
<td>dd/mm/yyyy to dd/mm/yyyy</td>
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Add more lines if necessary.

* The results mentioned here must be coherent with question 3.9 in the application form.

** The means of verification/documentation could be for example the call for participation, the participants' applications, participants' lists, the handbook/toolkit/training materials used, workshop reports, CDs, books, photos, videos, invitations, brochures, posters, websites, agendas, research, questionnaires, tickets, invoices, receipts, newspapers/newsletters, press releases, etc.

*** The implementing body is the leader and/or partner who is responsible of the activity implementation. If possible, put the name of the responsible person.
HOW TO APPLY (IV)  
ANNEX C. BUDGET

In order to be eligible, all items must be broken down into their basic elements (sections: e. g. Human Resources, Activity 1, etc.; expenses: e. g. salary, rental of venue, etc.; and units, and included in the Budget (Annex C). Anything that is not included in the budget will not be covered by the ALF Grant. For more information, please refer to the Instructions on how to fill in the budget in the first sheet of the budget template (green tab on the down left-hand corner of the document).
Annex D. Partnership Agreement

This document needs to be filled in by the Project Leader and its Partner(s). It seals the collaboration between the Leader and its Partner(s) during the Project implementation. Through this document, the applicant declares its willingness to comply with the Grant awarding conditions.
HOW TO APPLY (VI)

ANNEX F. FINANCIAL IDENTIFICATION FORM

This document needs to be filled in by the Project Leader in order to have the Grant transferred to its bank account. In case the bank stamp is not obtained, a copy of the bank statement must be attached to the form.

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<thead>
<tr>
<th>ACCOUNT HOLDER</th>
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<tbody>
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<td>CONTACT PERSON</td>
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<td>ACCOUNT NUMBER</td>
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<tr>
<td>SWIFT OR BIC NUMBER</td>
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<td>IBAN</td>
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**NOTES:**
- Bank stamp + signature of bank representative (both visible)
- Date + signature of account holder + stamp (both visible)

*It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under ‘ACCOUNT NUMBER’ and ‘IBAN’.*
The Project Leader and its Partner(s) must complete either Annex M1 (for public bodies) or M2 (for private/public bodies), depending on their legal form.
HELP AND SUPPORT

For any specific or technical question, in order to comply with the principle of equal treatment of all applicants, the Grants Team invites all applicants to submit their questions through the [ALF website](#).
ADDITIONAL INFORMATION (II)

FAQs

- Questions can be sent using the online form up to 21 days before the deadline for submission of applications.
- The question(s) 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 on this link.
Thanks you for your attention