

CALL FOR FINANCIAL SUPPORT OF PROJECTS AND ACTIONS

Guide for grant applicants

Budget line: 6.2 Sub granting for projects and actions for practicing activism
Ref.no. IPA/2021/430-647

Note

This is an open call for submission of applications for project proposals / actions where all documents must be submitted together. In the first phase, the eligibility of the applicants and compliance with the application rules of the initiative will be considered. After the eligibility check, the initiatives will be evaluated by an independent evaluation committee.

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1. Call for financial support of projects and actions

1.1. Basic information

This call for financial support of projects and actions is part of the project “Youth—agents of change”, which is financed by the European Union and is implemented by the Center for Intercultural Dialogue - Kumanovo, the Scouts Association of Macedonia and the Center for Research and analysis “NOVUS” - Strumica.

About the project:

“Youth – Agents of Change” is an action designed to support civic youth initiatives through activism and volunteering to improve and strengthen the comprehensive and direct involvement of young people at a local level. The action aims to increase youth activism through volunteering to ensure social inclusion of local communities. The action will support youth participation in the creation and implementation of municipal youth policies through volunteering and various action events.

If we consider that municipalities represent the closest level of government to citizens, then we can say the same for young people. Their involvement will help in developing measures adapted to local specificities to improve opportunities for vulnerable people, access to resources, voice, and respect of their rights.

The general goal is to contribute to increasing inclusivity and increasing the influence of young people to improve their conditions through civic youth initiatives, activism and volunteering in municipalities in cooperation with local stakeholders.

1.2. About the call:

The purpose of this financial support is to support local youth CSOs and young people in contributing to the improvement of the social status through volunteering and active involvement in the community.

The results expected of the financial support are:

- Increased cooperation between local youth CSOs, young people, municipalities and/or institutions in at least 10 different municipalities in 8 regions.
- Involved local youth CSOs and young people in creation and implementation of social policies on local level that work against causes and effects of inequality.
- Young people are equipped to influence the work of local authorities directly and through local youth councils.

- Raised awareness of the importance of youth initiatives, activism and volunteering in municipalities.

1.3. Priority goals, areas, and priority issues

Priority goal 1: Youth volunteerism and activism as a driving force for community change

Young people are the main bearers of change in a society, their participation in processes, activities and initiatives to create change is more than important. As such, the priority goal of the call includes youth volunteering and activism. It must be dominant in all five areas and is a mandatory component in all initiatives and actions. **All actions, initiatives, and activities must include local high school students.**

Area 1: Life Skills and 21st Century Skills

Through the project, innovative activities and workshops involving exclusively young people will be supported. The aim of the activities should be to acquire adequate skills that will make them competent for the labor market in the 21st century.

Area 2: Environmental protection

Project activities that contain the educational component for environmental protection. It can include support and lectures from experts on the subject, and the logistics and preparation of the activity itself to leave a minimal carbon footprint and minimal waste. In addition to the above, adventure activities in nature are also encouraged, which aim to strengthen the connection of individuals to nature.

Area 3: Self-employment and social enterprises

The project will support creative and educational activities that will provide knowledge and skills that will help young people become more competitive in the labor market in the 21st century. Focus is placed on competencies that are needed for youth to be capable of self-employment and opportunities in creating new youth social enterprises.

Area 4: Intercultural dialogue

Initiative for inclusivity and development of intercultural dialogue between young people from different ethnic communities. Project will support actions for open and respectful exchange of views between individuals and groups belonging to different cultures that leads to a deeper understanding of the other's global perception.

Area 5: Youth participation

It is widely known that the participation of young people in changes is of crucial importance. Therefore, the project will also support initiatives in the field of youth participation, the contribution of agents of change and monitoring for the implementation of youth policies.

All actions, initiatives, and activities must target young people as direct beneficiaries of this call.

1.4. Distribution of financial resources

The overall indicative amount made available under this call for proposals is **EUR 60.000**. The contracting authority reserves the right not to award all available funds.

Size of grants

Each action within this call for submission of applications for support for proposals – initiatives must range between the following minimum and maximum amounts:

- **Minimum amount: 5000 EUR**
- **Maximum amount: 8000 EUR**

The project must be registered with the Secretariat for European Affairs and be exempt from VAT. When preparing the budget, the prices should be presented without VAT.

Any grant requested under this call for proposals must be with a maximum percentage: **90 % of the total eligible costs of the action.**

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund.

2. Rules for this call for applications to support projects and actions

These guidelines determine the rules for submission, selection, and implementation of the actions financed under this call, in accordance with the practical guide applicable to this call.

2.1. Eligibility Criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The 'lead applicant', i.e. the entity submitting the application form,
- if any, its co-applicant(s) (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'),

- and, if any, affiliated entity(ies) to the lead applicant and/or to a co-applicant(s).

(2) the actions:

Actions for which a grant may be awarded.

(3) the costs:

Types of cost that may be considered in setting the amount of the grant.

2.1.1. Eligibility of applicants

In order to be eligible for the financial support the lead applicant must:

- be a legal person and
- be non-profit-making and
- be a non-governmental organisation and
- be established in the Republic of North Macedonia in line with the Law on Associations and Foundations and
- be an organization that works with and/or for youth and
- be directly responsible for the preparation and management of the action, not acting as an intermediary.

Additional criteria that applicants should meet:

- To be in regular communication with the project team and to respond to administrative requests regarding financial and narrative reports.

2.1.2. Associates and contractors

Associates

Other organizations or individuals may be involved in the initiative. Such collaborators have a real role in the initiative but cannot receive funds from the grant except for travel expenses. Cooperation with municipalities, institutions, the private business sector is strongly encouraged.

Contractors

Organizations are allowed to cooperate with municipal and government institutions and individuals who would voluntarily and willingly get involved in the implementation of the initiative.

Initiatives are strongly encouraged to envisage youth mobilization for involvement in the implementation of the initiative.

2.2. Eligible actions

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an **action may not be lower than 5 months nor exceed 8 months.**

Location

Actions must take place in the Republic of North Macedonia.

Types of action

- Actions for encouraging high school students to be active citizens and participate in youth organizations, politics, and other civil society groups at the local level.
- Actions for encouraging the development of skills and competences among young people through non-formal learning, youth organizations, and youth work. This includes promoting digital literacy, intercultural learning, vocational education, critical thinking, respect for diversity, and values such as solidarity, equal opportunities, and human rights.
- Actions for promoting social inclusion for all young people and their participation in activities that promote solidarity.
- Actions for developing communication skills, leadership skills, critical thinking, self-confidence, teamwork, problem-solving, social and emotional skills of young people.
- Actions that promote recycling, gardening, energy conservation, composting, sustainable food choices etc. This includes community clean-up projects, eco-friendly art projects, nature walks and hikes as well as education activities.
- Actions that teach young people how to start and manage their own businesses, including social enterprises and how to find innovative solutions to social problems that can lead to the creation of social enterprises.
- Actions that promote intercultural dialogue including cultural exchange programs, language exchange programs, diversity workshops, multicultural festivals, intercultural sports events, youth camps, film screenings, food events, social media campaigns etc.
- Actions for encouraging young people to lead community service projects that can help them develop leadership skills and a sense of civic responsibility and advocate for issues they care about.

NOTE: The list of types of activities is not exhaustive, but only illustrative and appropriate activities that are not mentioned above will also be considered for support.

Number of applications per applicant

The applicant may not submit more than one (1) application under this Call for financial support.

2.3. Eligibility of costs: costs that can be included

Only “eligible costs” can be covered by a grant. Listed below are the categories of “eligible” and “non-eligible” expenses.

Eligible costs

The following costs are eligible:

- Action team compensation (maximum 20% of the total action budget; public administration staff is not eligible for such compensation)
- Costs for travel, accommodation and transportation
- Costs for the organisation of/or participation in events (rental, catering, translation, interpretation, special requirements)
- Communication costs (telephone, internet) related to implementation of activities within the action period cannot exceed 15 EUR/month/person implementing the action
- Costs for video production and post-production
- Action visibility costs for design, production or printing of visibility, communication, promotional materials and tools (e.g., brochures, posters, flyers, roll-up banners, folders, pens, website, social media tools; maximum 10% of the total action budget);

Ineligible costs

The following costs are ineligible:

- Debts and debt service fees (interest);
- Provisions for losses or potential future liabilities.
- Expenses reported by the user(s) that are financed by another action or work program for which a grant was received from the European Union;
- Purchase of land or buildings;
- Buying a vehicle;
- Losses due to exchange differences;
- Credit to third parties;
- Salary costs of public/national administration staff;
- Cigarettes, alcohol and/or energy drinks;

NOTE: The list of all types of expenses is not exhaustive, but only illustrative. Appropriate costs not mentioned above will also be considered for support.

3. How to apply and what procedures to follow

3.1. Application forms

Grant applications must be submitted in accordance with the instructions and guidelines for the project concept and a complete application according to the forms attached to this document.

Applicants must submit applications in Macedonian, Albanian or English language.

Any error or major deviation related to the points specified in the project concept guidelines or any major inconsistency in the application (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Manually completed applications will not be accepted.

Please note that only the application and published attachments that must be completed (application form, budget form, experience form) will be evaluated. It is therefore of the utmost importance that these documents contain ALL relevant information regarding the action.

3.2. Where and how to send the applications

The completely filled application forms are submitted in electronic form (via email to youthagentsofchange23@gmail.com in a separate and unique file, i.e., the complete application must not be divided into several files). Entries sent by any other means or delivered to other addresses will be rejected. All required documents should be sent together in one email, otherwise the application may not be accepted due to lack of documents.

3.3. Deadline for submitting applications

The deadline for submitting applications is **30 June 2023**.

The results will be published on **1 August 2023**.

3.4. Additional information about applications

The selected sub-grantees will be subject of a capacity building (training module and mentoring) as a horizontal measure for any of the grant contracts awarded as financial support to third party. The action will support capacity building to the sub-grantees in the following main components:

- Project management and financial management,
- Advocacy development, such as: improving advocacy and lobbying skills, public dialogue, media relations, awareness raising, conducting public campaigns, etc.
- Development networking skills, such as how to run a network efficiently, how to provide services to members, how to represent members.

Developing competencies and skills through these trainings will further create opportunities that will help the sub-grantees to explore and address important social issues on local level in creative ways through research, pilot projects and initiatives, and advocacy and lobbying. The knowledge and skills that will be acquired during trainings aim to increase the knowledge of young people who will then transfer it through peer education, and will affect the development of civil society, youth activism and their future employment.

Email address for questions and communication: youthagentsofchange23@gmail.com

Answers will be given no later than 7 days after the submitted question. To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of the main applicants, co-applicants, related entity(ies), action or specific activities. The questions which may be relevant along with the answers will be published on a public bulletin board and the same will be communicated accordingly through social media.

3.5. Evaluation and selection of applications

During the administrative inspection, it will be assessed whether the deadline has been met. If any of the project proposals is submitted after the deadline, it is automatically rejected.

Project concepts that pass this screening will be evaluated based on relevance and description of the proposed action.

Concepts can receive a total score out of 100, using the breakdown in the scoring table provided below. The assessment will also check adherence to the guidelines on how to complete the project concept, which can be found in Part A of the grant application. The evaluation criteria are divided into headings and sub-headings.

Each subtitle will receive between 1 and 5 points, namely: 1 = very weak; 2 = weak; 3 = sufficient; 4 = good; 5 = very good.

Part	Maximum points
1. Financial and operational capacities	20
1.1 Do the applicants and their related entities (if any) have sufficient experience in managing small projects? (relevant reference document, portfolio or CV of persons involved in the project)	5
1.2 Do the applicants and their related entities (if any) have sufficient technical expertise within their frameworks? (specifically addressing issues they will work on) - (relevant reference document, portfolio or CV of persons involved in the project)	5
1.3 Does the applicant have stable and sufficient sources of financing? Is the project supported by a local government (municipality) in which the target group is targeted?	10
2. Relevance	20
2.1 Scoring transferred from the project application score	
3. Description of the project	15
3.1 How coherently is the action described and thought out? But does the application state the expected results to be achieved with the action and do they correspond to the expected results of the Young Agents of Change project? Are the attached activities appropriate, practical and consistent with the desired outcomes and achievements?	5
3.2 Does the application include a credible baseline with sources of verification referenced (research, findings, statistics, strategic plans)? If not, is a baseline study planned and is it adequately budgeted for?	5
3.3 Is an analysis of problems as well as capacities of relevant stakeholders included?	5
4. Implementation	15

4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the application include an effective and efficient monitoring system?	5
4.3 Is the target group and its benefits well defined? Does the target group respond according to the guidelines in the project?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a visible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for duplication, expansion, capitalizing on expertise or knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> • Financial (eg funding follow-up activities, sources of income to cover all future operational and maintenance costs) • Institutional (will the structures allow the results to be sustained after the end of the action? Will there be local ownership of the results of the action) • At the policy level of work (where applicable (what will be the structural impact of the action, eg improved legislation, codes of conduct, methods) • Environmental (will the action have a negative/positive impact on the environment) 	5
6. Budget and profitability of the action	15
6.1 Are the activities properly shown in the budget	5
6.2 Is the ratio between estimated costs and results satisfactory?	10

3.6. Notification of the decision of the contracting authority

All applicants will be informed about the results by email. Further communication with the grantees will be further announced, and they will be notified in a timely manner.

3.7. Conditions for implementation after a grant award decision.

After the decision to award the grant, the beneficiary(ies) will receive a contract based on the standard grant contract. By signing the grant application, applicants agree, if they receive the grant, to accept the contractual terms of the standard grant agreement. **All applicants agree, if they receive the grant, that they will register the project with the Secretariat for European Affairs and exempt it from tax.**

4.0. List of annexes

Documents to be submitted (application forms);

1. Annex A: Application Form;
2. Annex B: Budget form;
3. Annex C: Experience of the organization
4. Current status of the organization not older than 6 months from the date of submitting the application
5. Statement of partnership with a municipality / letter of support (if provided);
6. Mandate (for co-applicant(s), if any)

Please note: The handbook is not part of the grant award agreement and has no legal weight. It provides general guidelines and may differ in certain details from the signed grant award agreement. To ensure compliance with contractual obligations, users should not rely entirely on the manual, but should always consider their specific contractual documents.