



## CALL FOR PROPOSALS

### GRANTS FOR THE ORGANISATION OF WORKING VISITS (ROMACT CAPACITY BUILDING AND TRANSNATIONAL COOPERATION COMPONENT)

RTT/SPU/2018/01

<b>Project</b>	Joint EU/CoE Projects ROMACT5
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Directorate General of Democracy Roma and Travellers Team
<b>Funding</b>	Joint EU/CoE Project ROMACT5
<b>Duration</b>	Projects shall be implemented by 31 March 2019. Reporting requirements shall be completed by 30 April 2019.
<b>Estimated starting date</b>	01 September 2018
<b>Issuance date</b>	24 May 2018
<b>Deadline for applications</b>	15 July 2018

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## HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
  - only in case of non-profit entities, signed letter of intent from the local public authority delegating the authority to non-profit entity;
  - document certifying the registration of the non-profit entity (only in case of non-profit entities, where applicable);
  - bank /financial statements authorised by a financial officer of the applicant;
  - contact details of referees;
  - written agreement of the to-be-visited local authorities (letter/email to be attached);
  - the list of participants;
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: [romact@coe.int](mailto:romact@coe.int). Emails should contain the following reference in subject: ROMACT Grants - Call for proposals – TCC Working visits.
- Before submitting their applications, applicants are recommended to subscribe to the ROMACT TCC online platform at: <http://coe-romact.org/online-platform>
- Applications must be received **by 23:59 CET on 15 July 2018**

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “ROMACT V – building capacity at local level for the integration of Roma” (ROMACT V). It aims to co-fund working visits as part of the ROMACT Transnational Cooperation and Capacity Building Component, which aims at assisting local authorities in better integrating marginalised people, in particular non-nationals of Roma ethnicity.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

## **II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The purpose of the Projects is to build up political will and understanding of Roma inclusion at local and regional level by building the capacity of local authorities to develop and implement plans and projects for Roma inclusion and to aim to promote the integration of Roma at local level. The Projects pursue the following objectives: improving local democracy, accountability, inclusiveness and responsiveness towards Roma citizens and thereby improved delivery of services.

In particular, they aim to support regional and local authorities and Roma communities focusing on:

- capacity building,
- establishment and enforcement of mechanisms and processes promoting and ensuring good governance standards and ownership by local authorities of effective integrated development efforts covering education, employment, healthcare, housing, urban development and culture;
- equipping local authorities with tools, knowledge and skills to overcome the challenges and barriers in regard to the needs of the Roma;
- improving the efficiency, effectiveness and sustainability of local policies, measures and delivery of services; and
- supporting cooperation between municipalities willing to design and implement jointly concrete integration measures and projects.

This call concerns the Capacity building and transnational cooperation component of the ROMACT programme (ROMACT TCC) which aims at assisting local authorities in better integrating marginalised people, in particular non-nationals of Roma ethnicity. This component supports capacity building and transnational cooperation activities

This call concerns only the support for working visits (Module C) of ROMACT TCC.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is € 50,000.00 (fifty thousand Euros). The Council of Europe intends to award eight grants of an average amount of € 7,000.00 (seven thousand Euros) each. The maximum amount of a single grant is € 10,000.00 (ten thousand Euros). However, applicants may submit budgets for a lesser amount.

Subject to availability of funds and extension of the Project initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the call for proposals.

## **IV. REQUIREMENTS**

### **1. General objective**

The grants will fund projects designed to support the organisation of working visits within ROMACT TCC component (Module C).

The visit(s) can serve the purposes of:

- better assessing the integration needs of non-national marginalised people, in particular those of Roma ethnicity;
- establishing contacts with local authorities in municipalities from which non-nationals originate;
- exploring opportunities for joint actions and projects with local authorities in municipalities of origin;
- designing and/or implementing social integration actions and projects in municipalities of origin.

## **2. Means of implementation**

This module consists of the provision of financial support for two types of working visits to municipalities of origin of marginalised people, in particular non-nationals of Roma ethnicity:

- Short term visits (up to 5 people for up to 5 days)
- Long term visits (up to 2 people for up to 30 days)

For the purposes of this Call, “action” shall mean a visit, and “activities” shall mean the different components of each visit as further detailed in the **Application Form (Appendix I)**.

Financial support will be provided for transportation, accommodation, subsistence and interpretation only. No other costs will be covered. Financial support for interpretation will be provided for a minimum of 3 participants. See “budgetary requirements” below.

A given visit can concern one or more municipalities (in one or more countries) of origin but ROMACT will only fund visits to municipalities of origin. Visits from municipalities of origin to receiving municipalities of non-national marginalised groups will not be supported by this component of ROMACT.

## **3. Implementation period**

The implementation period of the projects should start from 1 September 2018 (see indicative timetable under VIII. below) and shall not extend beyond 31 March 2019.

Reporting requirements shall be completed by 30 April 2019 **the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application could be eligible (provided the agreement concerned so provides).

## **4. Target stakeholders**

Projects should target in particular the following key stakeholders:

- Roma communities
- Local administration/municipalities

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the Project.

## **5. Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of € 10,000.00 (ten thousand Euros). Applicants may submit budgets for a lesser amount. The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project. Contributions in kind may take the form of moveable or immovable, tangible or intangible assets.

The proposed co-financing should be set out in the **Application Form (Appendix I)**, and in the table at the top of the **Draft Budget (Appendix II)**.

Financial support will be provided for transportation, accommodation, subsistence and interpretation only. Financial support for interpretation will be provided for a minimum of 3 participants. The draft budget shall therefore address these budget headings only.

**6. Further to the general objective, preference will be given to:**

- Applications that include a plan that will lead to a concrete actions / projects being initiated during the visits.

**7. The following types of action will not be considered:**

- Projects/actions providing financial support to third parties (re-granting schemes);
- Projects/actions concerning only or mainly individual scholarships for studies or training courses;
- Projects/actions supporting political parties.

**8. Funding conditions:**

The funds for each grant should in principle be distributed as follows:

- 80% will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

**9. Reporting requirements:**

- **narrative reporting** requires a full narrative report on the use made of the grant and a copy of the register of the persons present during each of the activities, including names and signatures of participants;
- **financial reporting** requires in particular a statement in the currency<sup>1</sup> in which the Grant Agreement will be concluded (Euros or local currency), in English, stating the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantee, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to ask for summary translations of invoices into English. If for legal reasons the original documents must be retained by the Grantee, certified copies must be submitted with the financial statement.

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<sup>1</sup> Applicable exchange rate: Costs shall always be reported in EUR in the financial reports submitted to the Council of Europe on the basis of the exchange rate used for the conversion of the advance payment.

“Appropriate original supporting documents” refers to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantee uses such practice, and reliable evidence of payment (authorised payment order and bank statement).

As regards round tables / conferences, presenting “appropriate original supporting documents” requires presentation of a programme indicating the title, dates, venue, and agenda of the event; the names of persons facilitating the event, a signed list of participants, the contracts with the owner of venue of the event (e.g. hotel) for the rent of premises, food and beverages of participants, invoices from the owner of the venue of the event for the above services, and a report on the results of the event (see narrative reporting above).

As regards consultancy services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted).

As regards travel fees / lodging of experts and participants, presenting “appropriate original supporting documents” requires presentation, where relevant, of contracts with a travel agency for travel fees and lodging, invoices of the travel agency indicating destinations, dates, ticket costs, and names of the travelling persons, a programme of the event indicating the names of the experts and signed lists of participants.

The above description is not comprehensive. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

## V. HOW TO APPLY?

### 1. Documents to be submitted:

Each application must contain:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
  - (only in case of non-profit entities) signed letter of intent from the local public authority delegating authority to non-profit entity for these purposes;
  - Document certifying the registration of the non-profit entity (only in case of non-profit entities, where applicable);
  - Bank /financial statements authorised by a financial officer of the applicant;
  - Contact details of referees;
  - the written agreement of the to-be-visited local authorities (letter/email to be attached);
  - the list of participants.

**Applications that do not include all requested documents will be excluded.**

Before submitting their applications, applicants are recommended to subscribe to the ROMACT TCC online platform at: <http://coe-romact.org/online-platform>.

### 2. Questions

General information can be found on the website of the Council of Europe: <http://coe-romact.org>

Other questions regarding this specific call for proposals must be sent at the latest one week before the deadline for the submission of proposals, in English, and shall be exclusively sent to the following address: [romact@coe.int](mailto:romact@coe.int), with the following reference in subject: ROMACT Grants TCC - QUESTIONS.

### **3. Deadline for submission**

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: [romact@coe.int](mailto:romact@coe.int). Emails should contain the following reference in subject: ROMACT Grants – Call for Proposals - TCC Working visits.

Applications must be received **BY 23:59 CET on 15 July 2018**. Applications received after the above mentioned date will not be considered.

### **4. Change, alteration and modification of the application file**

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

## **VI. EVALUATION AND SELECTION PROCEDURE**

The projects presented will be assessed by an Evaluation Committee composed of two Council of Europe staff members and one representative of the European Commission.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

#### **1. Exclusion criteria:**

Applicants shall be excluded from the grant award procedure where they:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established.

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Item 12**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:

- for the items set out in paragraphs a), b) and c), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment.

## 2. Eligibility criteria:

In order to be eligible for a grant, an applicant must:

- be legally constituted as a local public authority or non-governmental organisation, and in the case of non-governmental organisations, to be acting under the mandate of a local authority;
- be entitled to carry out activities described in its project proposal;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
- have a bank account.

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

## 3. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the proposed actions to address the identified challenge and the added value to the ROMACT Programme (in particular concrete, realistic proposal with achievable, measurable results, and demonstrated motivation to contribute to ROMACT's objective of building the capacity of local authorities to integrate marginalised people, in particular those of Roma ethnicity, notably through a better use of EU funds) (<30>%);
- the extent to which the action meets the requirements of the call (<30>%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (<30>%);
- Link to previous achievements and to lessons learned from other similar, national and European experiences, including other activities implemented within ROMACT Programme (<10>%);

While taking into account the above criteria, **the exact amount of the grant** will be determined on the basis in particular of:

- The quality, accuracy, quality, completeness and cost-effectiveness of the project proposal, including the budget, received from the applicant through the call for proposals;
- Historical data from the implementation of ROMED and ROMACT programmes, and other similar programmes implemented by CoE, if any.

## VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS



On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

#### **VIII. INDICATIVE TIMETABLE**

<b>Phases</b>	<b>Indicative timing</b>
<b>Publication of the call</b>	24 May 2018
<b>Deadline for submitting applications</b>	15 July 2018
<b>Information to applicants on the results of the award procedure</b>	15 August 2018
<b>Signature of the grant agreements</b>	31 August 2018
<b>Implementation period</b>	1 September 2018 – 31 March 2019

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