

Horizontal Facility for Western Balkans and Turkey

Funded
by the European Union
and the Council of Europe



EUROPEAN UNION

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Implemented
by the Council of Europe

CALL FOR PROPOSALS

Support to minority participation and promotion on local self-government level
HF 37 – APPLICATION FOR GRANT

Project	Horizontal Facility – Joint EU/CoE Action “Strengthening the Protection of National Minorities in Bosnia and Herzegovina”
Awarding entity	COUNCIL OF EUROPE
Funding	Council of Europe and European Union
Duration	Project shall be implemented by 31 March 2019. Reporting requirements shall be completed by 15 April 2019.
Estimated starting date	01 September 2018
Issuance date	25 July 2018
Deadline for applications	10 August 2018

TABLE OF CONTENTS

I. INTRODUCTION	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	3
III. BUDGET AVAILABLE	3
IV. REQUIREMENTS	3
1. General objective	3
2. Means of action	3
3. Implementation period	4
4. Target stakeholders	4
5. Budgetary requirements	4
6. Further to the general objective, preference will be given to:	4
7. The following types of action will not be considered:	5
8. Funding conditions:	5
9. Reporting requirements:	5
V. HOW TO APPLY?	6
1. Documents to be submitted:	6
2. Questions	6
3. Deadline for submission	7
4. Change, alteration and modification of the application file	7
VI. EVALUATION AND SELECTION PROCEDURE	7
1. Exclusion criteria:	7
2. Eligibility criteria:	8
3. Award criteria	8
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS	8
VIII. INDICATIVE TIMETABLE	8
APPENDICES:	
- Appendix I - Application Form	
- Appendix II - Provisional budget (Template)	
- Appendix III - Template Grant Agreement (for information only)	
- Appendix IV – Guidelines for using Grant Agreement budget templates	

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: work plan, organogram of the unit for implementing the proposed project and the CV of project manager(s).
- Send these documents in electronic form (Word/Excel and PDF) to the following e-mail address: tenders.antidiscrimination@coe.int. Emails should contain the following reference in subject: HF 37 – APPLICATION FOR GRANT.
- Applications must be received **before 10 August 2018 (at 17:00 CET)**

I. INTRODUCTION

This call for proposals is launched in the context of European Union and Council of Europe programmatic framework “Horizontal Facility for the Western Balkans and Turkey” (Horizontal Facility), Action “Strengthening the protection of national minorities in Bosnia and Herzegovina”.

The Call aims to support one selected municipality in Federation BiH developing concrete responses to barriers to minority rights implementation at local level, by supporting thematic grants.

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

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the Action is to contribute to strengthening the protection of the persons belonging to national minorities in Bosnia and Herzegovina, in line with European standards.

In particular, it aims to:

- strengthen institutional coordination among the relevant stakeholders in minority fields and increase their capacities;
- raise awareness about the existence, roles and rights of national minorities, including minority languages;
- tackle direct needs of national minorities on the ground in the field such as education, administrative authorities, media, etc.

Project partners include the Ministry for Human Rights and Refugees of BiH, Federal Ministry of Justice, Federal Ministry of Labour and Social Politics, Ministry of Public Administration and Local Self Government of Republika Srpska, Ministry of Economic Relations and Regional Cooperation of Republika Srpska, Government of Brčko District of BiH, Directorate for European integration, local authorities, Councils for National Minorities at state, entity and cantonal level, CSOs, etc.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 10.000 Euros (ten thousand Euros). The Council of Europe/the European Union intends to award one grant of a maximum amount of 10.000 Euros (ten thousand Euros).

Subject to availability of funds and extension of the Action initial duration, the Council of Europe/the European Union 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 grant will be used for funding project designed to tackle problems that national minorities are facing in their local communities in Federation BiH such as languages, culture, education, media, administrative authorities, etc. Moreover, it will be used to support activities related to the promotion of minority rights. The projects should also be in line with the Framework Convention for the protection of National Minorities (FCNM) and the European Charter for Regional and Minority Languages (ECRML) and its recommendations. For further information, please refer to section IV.6 of this Call.

2. Means of action

Project should include specifically tailored set of activities aiming at supporting the implementation of the general objective.

3. Implementation period

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

Reporting requirements shall be completed on 15 April 2019 **at the latest**.

Project completed prior to the date of submission of the applications will be automatically excluded. As regard project 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

Project should target in particular the following key stakeholders:

- Local self-governments
- Holders of national minority rights
- General population

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 in Euros (See **Template Budget, in Appendix II**) amounting to a maximum of 11.000 Euros (eleven thousand Euros), more specifically a maximum of 10.000 Euros (ten thousand Euros) can be awarded by the Council of Europe/the European Union, while selected municipality is expected to contribute 10% to the overall project budget in amount of maximum 1.000 Euros (one thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Grantee shall 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.

In case visibility/work with media is not focus of the project, selected municipality is expected to allocate certain financial amount from the grant for the purpose of implementation of defined visibility activities.

6. Further to the general objective, specific criteria include:

- Projects/actions targeting holders of national minority rights;
- Projects/actions involving support for the implementation of the Framework Convention for the protection of National Minorities (FCNM) and the European Charter for Regional and Minority Languages' (ECRML) and its recommendations. The selected project should promote areas such as (not exhaustive):
 - **Education:** Fostering knowledge of the tradition, culture, history and language of national minority as well as promotion of common history and cultural values of minority and majority communities; fostering teaching of and instruction in a minority language; supporting national minority students with development of extracurricular classes or involving educational assistant/mediator
 - **Media (electronic and printed media, audio-visual production):** Supporting radio and TV programmes, newspapers and audio-visual production in minority languages and programmes that promote tolerance, intercultural dialogue and cultural pluralism.
 - **Official use of minority languages and scripts:** Enhancing official use of minority languages in communication with administrative authorities and in municipal procedures (translation of main legal documents and administrative forms in minority languages,

support in publishing official documents, capacity building of administrative authorities to overcome technical difficulties associated with the use of minority languages in relations with persons belonging to national minorities); contributing in procedures of displaying of signs, inscriptions, traditional local names, street names and other topographical indications in minority languages;

- **Culture:** Supporting and promoting cultural activities and initiatives related to minority traditions and cultural heritage including contemporary minority culture and common cultural values with majority population; maintaining and preserving elements of national minority identity through different means of access to works produced in minority languages (translations, dubbing, post-synchronisation, subtitling activities).
- **Non- discrimination:** Supporting initiatives and actions that promote and encourage combat against discrimination based on ethnic origin and enhancing intercultural dialogue, mutual respect, understanding and cooperation among all persons living in the municipality.
- **Effective participation of persons belonging to national minority in cultural, social and economic life and in public affairs:** building capacity of civil servants at local level on international and national standards of minority protection and applying for EU funds; exchanging of experiences and best practices of minority protection between municipalities; supporting implementation of municipal development plans, programmes and strategies that affect persons belonging to national minorities; creating own statistics on the number of minorities.
- **Visibility** Project proposal should include a visibility plan (list of activities) that should be implemented through the grant, aiming to: promote tolerance among general public - public has access to fact-based/well-researched information about national minorities and minority rights and on this basis can make a positive connotation with issues linked to the minorities in society; stimulate media interest and to increase the number of media reports aimed at increasing awareness related to the promotion of tolerance and minorities' rights; provide visibility of the contribution of the HF Programme as well as EU and CoE support to "Strengthening the protection of national minorities in BiH".
- The proposed areas of concern for the improvement of access to rights of national minorities are indicative and not exhaustive, opened to other suggestions and proposals. Projects dealing with national minorities' folklore will not be considered.
- Selection process will take in consideration proper geographical coverage of municipalities with significant minority population.

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/the European Union 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 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.

“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 shall contain:

- *the completed and signed **Application Form** (See **Appendix I**) in PDF and Word format;
- *a provisional budget (using the template reproduced in **Appendix II and Appendix IV Guidelines for using Grant Agreement budget templates**) in PDF and Excel format;
- other supporting documents: work plan, organogram of the unit for implementing the proposed project and the CV of project manager(s).

It is obligatory to submit all documents marked with an asterisk. Applications that do not contain all obligatory documents will not be considered.

2. Questions

General information about Horizontal Facility can be found on the website of the Council of Europe: <https://pjp-eu.coe.int/en/web/horizontal-facility> and information of interest concerning the Action “Strengthening the protection of national minorities in Bosnia and Herzegovina” can be found on the website of the Council of Europe office in Sarajevo <https://www.coe.int/en/web/sarajevo/strengthening-the-protection-of-national-minorities-in-bosnia-and-herzegovina>.

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: tenders.antidiscrimination@coe.int, with the following reference in subject: HF 37 – APPLICATION FOR GRANT, FAQ

3. Deadline for submission

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word/Excel and PDF) to the following e-mail address: tenders.antidiscrimination@coe.int. Emails should contain the following reference in subject: HF 37 – APPLICATION FOR GRANT

Applications must be received **before 10 August 2018 (at 17:00 CET)**. 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 three members of the Action Steering Committee and one Council of Europe and EU Delegation staff members each.

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 11**).

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 a municipality in Federation BiH
- have a registered association/CSO that deals with protection of national minorities and it plans to work closely with them on the project
- have sufficient financial capacity 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.

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 project with regard to the implementation of FCNM and ECRML recommendations (35%)
- the extent to which the action meets the requirements of the call (35%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- sustainability of proposed activities (10%).

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

Phases	Indicative timing
Publication of the call	25 July 2018
Deadline for submitting applications	10 August 2018
Information to applicants on the results of the award procedure	29 August 2018
Signature of the grant agreements	1 September 2018
Implementation period	7 months

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