



CALL FOR PROPOSALS

Building specialisation strategies on local participation and heritage resources
2016/STEPS/GRANT/1

Project	Building specialisation strategies on local participation and heritage resources
Awarding entity	COUNCIL OF EUROPE Intercultural Cities Secretariat, General Directorate of Democracy
Funding	, JP Council of Europe – European Commission
Duration	Projects shall be implemented by 30 June 2018. Reporting requirements shall be completed by 30 September 2018.
Estimated starting date	01 April 2017
Issuance date	05 December 2016
Deadline for applications	24 February 2017

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APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)

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:
 - Project proposal
 - List of partners and sponsor
 - Budget
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: Grants.ICC@coe.int . Emails should contain the following reference in subject: **Proposal / STEPS**.
- Applications must be received **before 3 February 2017 (at 18h00 CEST)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Joint Programme of the Council of Europe and the European Union “Building specialisation strategies on local participation and heritage resources” launched on 1 December 2016. The goal this Call for Proposals is to **support local pilot projects** implemented by municipalities **members of the of Intercultural Cities network** which **help strengthen community cohesion**, promote trust, dialogue and mutual understanding across diverse societies, through **participatory mapping and mobilisation of cultural heritage resources**.

Project proposals shall aim to produce an added value to the Council of Europe efforts in the field of migrant/minority inclusion and heritage management.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the Joint Programme is to ensure the sustainability of the intercultural integration policies carried out by cities members of the Intercultural cities network, by devising a methodology and tools that will enable a wide range of cities across Europe to develop community cohesion strategies using cultural heritage as a resource.

In particular, it aims to develop and test a methodological framework for the use of heritage at the local level building on the experience and achievements of the CoE, the EU and European cities (in particularly the ones taking part to the Intercultural Cities Network) in the field of cultural heritage, as well as culturally diverse societies. This methodological framework will be validated through an evidence-based research process which will propose indicators to measure impact of participatory approaches to cultural heritage as a resource for community development and cohesion.

The pilot projects to be selected through the present Call for Proposals will test specific approaches to the participatory use of diverse heritage resources and provide input for the overall methodology which will result from the Joint Programme.

Project partners include City administrations, schools, universities, NGOs, heritage institutions.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is EUR 70 000 (seventy thousand Euros). The Council of Europe intends to award two grants of a maximum amount of EUR 35 000 (Thirty-five thousand Euros) each.

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 address community cohesion challenges defined by local stakeholders in terms of mutual perceptions, trust, and conflict through an action plan based on participatory mapping of the heritage assets that make up the pluralistic identity of the territory, as well as resources, skills, and experience available within the community.

2. Means of action

Projects may include development and animation of a multi-stakeholders team, data collection on public perceptions, organisation of roundtables and focus groups with citizens, heritage mapping, public events, the production of videos and other communication materials, social media campaigns, etc.

1. Implementation period

The implementation period of the projects should start on 1 April 2017 (see indicative timetable under VIII. below) and shall not extend beyond 30 April 2018.

Reporting requirements shall be completed on 30 June 2018 **at 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).

2. Target stakeholders

Projects should target in particular the following key stakeholders:

- Citizens of the city carrying out the project
- Civil society organisations
- Schools
- Universities
- Heritage Institutions
- Media
- Business

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.

3. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of EUR 35 000 (<Thirty-five thousand Euros>). 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.

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

- Actions targeting diverse local communities in municipalities which are implementing the Intercultural cities programme within the European Union.
- Actions involving citizens and other stakeholders.

5. 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.

6. Funding conditions:

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

- 50 % 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.

7. 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**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
 - List of partners and sponsors

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: www.coe.int/interculturalcities

Other questions regarding this specific call for proposals must be sent at the latest two weeks before the deadline for the submission of proposals, in English or French, and shall be exclusively sent to the following address: Grants.ICC@coe.int, with the following reference in subject: **Questions / STEPS**.

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: Grants.ICC@coe.int. Emails should contain the following reference in subject: **Proposal / STEPS**.

Applications must be received **before 24 February 2017 (at 18h00 CEST)**. 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 Francesca Lionetti (Council of Europe), Phil Wood (independent expert), Hakan Demir (Council of Europe)

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 7**).

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 authority in the countries of EU28;
- be entitled to carry out in 2016-2018 activities described in its project proposal;
- be a member of the network of Intercultural Cities;
- 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.

The following will be considered assets but not a must:

- A significant level of cultural diversity in the population (over 10%) and the presence of historic diverse built heritage.
- The existence of an area which is planned to undergo rehabilitation or community development project.
- Existing partnership with a university (which will ensure an accurate measurement of the impact of the project).
- Experience in previous heritage & diversity projects is a plus, as well as the existence of associations or institutions specialising in heritage interpretation and development
- Administrative capacity and a vision of how to integrate the heritage initiative in the overall strategy of the city (also to ensure sustainability).
- The existence of active heritage communities ready to engage in participatory processes in the context of the project.

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 objective of the call (50%)
- the extent to which the action meets the requirements of the call (25%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (15%);
- the relevance of the experience of the applying organisation(s) and staff (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	5 December 2016
Deadline for submitting applications	24 February 2017
Information to applicants on the results of the award procedure	10 March 2017
Signature of the grant agreements	17 March 2017
Implementation period	1 April 2017 – 30 April 2018

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