

## 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

Enhancing the implementation of rights of national minorities  
in the areas of official use of languages and scripts of national minorities  
and education in the languages of national minorities in local self-governments

HF 33 – APPLICATION FOR GRANT

<b>Project</b>	Horizontal Facility – Joint EU/CoE Action “Strengthening the Protection of National Minorities in Serbia”
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b>
<b>Funding</b>	Council of Europe and European Union
<b>Duration</b>	Projects shall be implemented by <b>15 March 2019</b> Reporting requirements shall be completed by <b>29 March 2019</b>
<b>Estimated starting date</b>	<b>01 September 2018</b>
<b>Issuance date</b>	<b>15 June 2018</b>
<b>Deadline for applications</b>	<b>06 July 2018</b>

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## APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)
- Appendix IV – Work plan (template)

### HOW TO APPLY?

- Complete and sign the **Application Form** clearly indicating established partnerships (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents: work plan (Appendix IV), organigramme of the project implementation unit and CVs of leading project staff, written confirmation relating to the establishment of the Council for interethnic relations.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [tenders.antidiscrimination@coe.int](mailto:tenders.antidiscrimination@coe.int). Emails should contain the following reference in subject: HF 33 – APPLICATION FOR GRANT.
- Applications must be received **before 06 July 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 Serbia”.

The Call aims to support selected local self-governments in developing concrete responses to remove barriers to the official use of minority languages and scripts 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 Serbia, in line with European standards.

In particular, it aims to: improve the legal framework concerning the National Councils of National Minorities; raise awareness about national minorities, their rights and promote tolerance; strengthen minority languages in education; enhance the use of minority languages in public administration and courts.

Project partners include the Office for Human and Minority Rights, the Ministry of Education, Science and Technological Development, the Ministry of Public Administration and Local Self-Government, the Ministry of Justice, the Ombudsman and the Commissioner for the protection of equality.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 75.000 Euros (Seventy-five thousand Euros). The Council of Europe/the European Union intend to award five grants of a maximum amount of 15.000 Euros (Fifteen thousand Euros) each.

Subject to availability of funds and extension of the Action initial duration, the Council of Europe/the European Union reserve 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 be used for funding projects designed to enhance the implementation of rights of national minorities in the areas of official use of languages and scripts of national minorities and education in the languages of national minorities. Moreover, the realisation of the general objective will be supported through activities related to the promotion of national minority rights.

### **2. Means of action**

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

### **3. Implementation period**

The implementation period of the projects should start on 1 September 2018 (see indicative timetable under VIII. below) and shall not extend beyond 15 March 2019 (seven months).

Reporting requirements shall be completed on **29 March 2019 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).

#### **4. Target stakeholders**

Projects should target in particular the following key stakeholders:

- Local self-governments
- Primary and/or secondary schools
- national minorities
- 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 (See **Template Budget, in Appendix II**) amounting to a maximum of 16.500 Euros (Sixteen thousand five hundred Euros), more specifically a maximum of 15.000 Euros (fifteen thousand Euros) can be awarded by the Council of Europe/the European Union, while selected local self-governments are expected to contribute 10% to the overall project budget in amount of 1.500 Euros (One thousand five hundred 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.

In addition, selected local self-governments are expected to allocate at least 2.000 Euros from the grant for the purpose of implementation of defined visibility activities.

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

- Projects/actions proposed by multi-ethnic composition of municipality according to the relevant census data;
- Projects/actions targeting the introduction and/or improvement of the official use of minority languages and scripts;
- Projects/actions aimed at improving the position and encouraging the implementation of national minorities' rights in the field of education, for example Fostering teaching of and instructions in a minority language; support for the revision of school's development plan (razvojni plan šole) and implementation of one of relevant activities for the education in minority languages;
- Projects/actions that support the implementation of the Framework Convention for the protection of National Minorities' (FCNM) and the European Charter for Regional and Minority Languages' (ECRML) recommendations. The selected projects should promote the areas of official use of minority languages and scripts and education in minority languages in order to improve access to rights of national minorities as prescribed by the relevant expert bodies (Advisory Committee on the FCNM and Committee of Experts of the ECRML).
- The project proposal should include activities aiming to promote tolerance among general public. More specifically, activities could include areas relating to fact-based/well-researched information about national minorities and minority rights and on this basis activities can make a positive connotation with issues linked to the minorities in society; increase awareness and educate about the official use of languages and scripts in five pilot local self-governments in the areas targeted by the grant; 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 Horizontal Facility Programme as well as European Union and Council of Europe

support to Strengthening the protection of national minorities in Serbia. Activities can include but not limited to intercultural events, publications, etc. promoting minority languages.

#### **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** clearly indicating established partnerships (See **Appendix I**);
- \*a provisional budget (using the template reproduced in **Appendix II and Appendix III Guidelines for using Grant Agreement budget templates**);
- other supporting documents: work plan (**Appendix IV**), organigramme of the project implementation unit and CVs of leading project staff, written confirmation relating to the establishment of the Council for interethnic relations.

**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: <http://horizontal-facility-eu.coe.int> and information of interest concerning the Action “Strengthening the protection of national minorities in Serbia” can be found on the website of the Council of Europe office in Belgrade <https://rm.coe.int/strengthening-the-protection-of-national-minorities-in-serbia/168071039c>.

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](mailto:tenders.antidiscrimination@coe.int), with the following reference in subject: HF 33 – 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 and/or PDF) to the following e-mail address: [tenders.antidiscrimination@coe.int](mailto:tenders.antidiscrimination@coe.int). Emails should contain the following reference in subject: HF 33 – APPLICATION FOR GRANT

Applications must be received **before 06 July 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 represented by beneficiary institutions and two members of the Action Steering Committee represented by the EU Delegation and 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 11**).

The Council of Europe/the European Union reserve 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, a lead applicant must:

- be a local self-government with a multi-ethnic community;
- be a local self-government with and an established council for inter-ethnic relations;
- have in official use minority languages and scripts;
- have educational programmes in minority languages in primary and /or secondary schools;
- 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 (if project includes activities related to education, the implementation team shall include a representative of school administration and a representative of social activities department within local administration (odeljenje društvenih delatnosti)).

**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:

- Relevance and added value of the project with regard to the implementation of FCNM and ECRML recommendations (30%);

- Project developed and implemented in partnerships, e.g. primary and secondary schools, civil society organisations (30%)
- Capacity of the proposed project team to implement the grant (organigramme of the project implementation unit and CVs of leading project staff) (25%)
- Quality of the application (15%).

## 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	15 June 2018
Deadline for submitting applications	06 July 2018
Information to applicants on the results of the award procedure	27 July 2018
Signature of the grant agreements	1 September 2018
Implementation period	seven months

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