

GUIDELINES FOR APPLICANTS and FREQUENTLY ASKED QUESTIONS (Appendix VIII)

CALL FOR PROPOSALS LOCAL INITIATIVES ON OPEN GOVERNMENT AND HUMAN RIGHTS AT LOCAL LEVEL IN UKRAINE (FOR LOCAL AUTHORITIES)

Reference: Local Initiatives 2025_Congress_Ukraine

These Guidelines provide basic information to support applicants in completing the Application Form (Appendix I) and preparing a proposal in line with the Call. They follow the logic of the sections in the Application Form.

1. Recent activities

Applicants are invited to present the main projects completed or under way in the last three years, particularly in the areas of open government, human rights or democratic innovation. Information should be provided on partners and donors, if any, and on grants obtained from state or international institutions.

2. Description of the Initiative

This section should clearly define the background and context of the proposed initiative, identifying the local issues to be addressed and the relevance of the partnership between the local authority and the civil society organisation where applicable. It should state the overall objective as the intended impact, the specific objectives as the expected outcomes, and the added value of the initiative in the local context.

3. Proposed activities

The proposed activities should be described in terms of title, duration, objectives, description, implementation means, evaluation methods if available, and the target groups concerned. Activities may be presented in a table or in chronological order with approximate dates.

4. Expected results and sustainability of the Initiative

Expected results should describe changes in behaviour, practices or policies at local level which are linked to the objectives. Sustainability should refer to the continuation of results and benefits beyond the end of the project.

5. Grantees' professional and operational capacity

Applicants should provide information on the staff available, both permanent and temporary, and their experience in similar projects. They should also describe how the activities will be implemented, including roles and responsibilities of the local authority, partner civil society organisations and, where relevant, third-party providers.

Frequently Asked Questions

1. What is the aim of the call for proposals for local initiatives?

The aim of this Call is to support local initiatives by Ukrainian local authorities to advance democratic innovations through open government approaches and the promotion of human rights at local level.

2. Who can apply?

Local authorities in Ukraine may apply and are encouraged to do so in partnership with civil society organisations.

3. What documents must be submitted?

A complete application package must be submitted, consisting of an Application Form (Appendix I), an Estimated Budget (Appendix II), and other supporting documents including an organisational profile and the curriculum vitae of the designated coordinator. All documents shall be submitted in English and must be signed and stamped by the applicant.

4. What is the maximum grant amount?

The maximum grant amount is seven hundred and twenty-five thousand Ukrainian hryvnias for each successful applicant 2026.

5. What is the duration of the implementation period of the local initiative?

The implementation period is nine months, from 1 November 2025 to 31 July 2026. Final reporting must be submitted by 31 August 2026.

6. What are the award criteria?

Applications will be assessed on their relevance and added value in relation to the objectives of the Call, their justification in terms of sustainability and replicability, the experience and expertise of the applicants in implementing relevant principles and practices, and the quality, clarity and cost-effectiveness of the proposal and its budget.

7. What are the funding modalities?

Seventy per cent of the grant is paid within thirty days of receipt of the signed Grant Agreement. The remaining balance is paid following approval by the Council of Europe of the interim narrative and financial reports, once at least eighty-five per cent of the first instalment has been spent and all other required documents have been submitted.

8. Are co-funding contributions required?

Yes. Applicants must demonstrate a contribution which may be financial, in-kind or in the form of human resources.

9. What happens if funds remain unspent?

Any unspent funds at the end of the implementation period must be promptly reimbursed to the Council of Europe.

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