



## CALL FOR PROPOSALS

Anti-rumours campaign in Portuguese Intercultural Cities  
2016/ICC/Grants/1

<b>Project</b>	Anti-rumours campaigns in Portuguese Intercultural cities
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Intercultural Cities Secretariat, General Directorate of Democracy
<b>Funding</b>	Building Inclusive Societies programme, Council of Europe Ordinary Budget
<b>Duration</b>	Projects shall be implemented by 30 December 2016. Reporting requirements shall be completed by 15 January 2017.
<b>Estimated starting date</b>	15 October 2016
<b>Issuance date</b>	19 July 2016
<b>Deadline for applications</b>	17 September 2016

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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:
  - Campaign plan & schedule;
  - Budget
  - List of partners, sponsors
- 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 / Anti-rumours in Portugal**.
- Applications must be received **before 17<sup>th</sup> September 2016 (at 6 p.m. CEST)**.

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “Building Inclusive Societies: Intercultural Cities”. It aims to co-fund local projects implemented by municipalities which are member of the Portuguese network of Intercultural Cities aimed at creating social networks in order to address negative but widespread, misconceptions (rumours, prejudices and stereotypes) about persons from diverse backgrounds and to provide evidence-based information to counteract such misconceptions.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain and to increase the impact of the anti-rumours methodology in the Intercultural cities network.

## **II. BACKGROUND INFORMATION ON THE PROJECT**

The purpose of the Project is to ensure the sustainability of the intercultural integration policies carried out by cities members of the Intercultural cities network, by addressing negative stereotypes and myths about the impact of migration and diversity on the local community.

In particular, it aims to carry out anti-rumour (myth-busting) campaigns based on the Barcelona anti-rumour methodology which has proven its effectiveness in a wide range of Intercultural cities.

Project partners include Anti-rumours Global, the participating cities, RPCI

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is EUR 25.000 (twenty-five thousand Euros). The Council of Europe intends to award 5 grant(s) of a maximum amount of EUR 5000 (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 award procedure.

## **IV. REQUIREMENTS**

### **1. General objective**

The grants will fund projects designed to devise and implement anti-rumours strategies in Portuguese cities which are member of the Intercultural cities network.

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

Projects may include training of anti-rumour agents, public events, the production of videos and other communication materials, social media campaigns, etc.

### **3. Implementation period**

The implementation period of the Projects shall start 1 October 2016 (see indicative timetable under VIII. below) and shall not extend beyond 31 December 2016.

Reporting requirements shall be completed by 15 January 2017 **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 will be eligible.

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

Projects should target in particular the following key stakeholders:

- citizens of the city carrying out the project,
- civil society organisations,
- businesses,
- media

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the final 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 EUR 5000 (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.

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

- actions targeting local communities in municipalities which are implementing the Intercultural cities programme in Portugal
- actions involving citizens and other stakeholders.

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

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

#### **8. Payment conditions:**

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

- 60 % will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred 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 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, 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](http://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](mailto:Grants.ICC@coe.int), with the following reference in subject: **Questions / Anti-rumours in Portugal**.

### **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](mailto:Grants.ICC@coe.int). Emails should contain the following reference in subject: **Proposal / Anti-rumours in Portugal**.

Applications must be received **before 17<sup>th</sup> September 2016 (6 p.m. 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 Irena Guidikova (Council of Europe, ICC project manager), Daniel de Torres (Anti-rumour global), and Francesca Lionetti (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 10**).

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;
- be entitled to carry out in 2016 activities described in its project proposal;
- be a member of the Portuguese Intercultural cities network;
- 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 project with regard to the objective of the call (50%)
- the extent to which the action meets the requirements of the call (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);
- 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	19 July 2016
Deadline for submitting applications	17 <sup>th</sup> September 2016
Information to applicants on the results of the award procedure	7 October 2016

<b>Signature of the grant agreements</b>	13 October 2016
<b>Implementation period</b>	15 October – 31 December 2016

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