



GUIDELINES (APPENDIX III)

Call for proposals for local initiatives to support the implementation of ethical, innovative and inclusive policies and practices at local level in Ukraine

These Guidelines are prepared to provide a basic information and support to all interested applicants in the development of proposals for local initiatives to be implemented within the abovementioned Call. Guidelines make references to the Appendix I of the Call – the Application form and follows the logic of its sections.

The Application form has eight sections and below you may find the information that may facilitate the development of your proposal in line with the provisions of the Call.

1. **Applicant** – this section refers to the information of the applicant institution and its authorised representative. Fill in all the requested information;
2. **Contact details** – please provide the information of the contact person that will be acting as a focal point in the process of the selection and implementation, should your proposal be selected for the support;
3. **Situation analysis** – the aim of this part of the application form is to present the problems and causes identified and gain a full understanding of the idea of the local initiative. You should aim at addressing the problems that your institution has the authority and capacity to act on and where it is likely to make a difference. The final stage of the situation analysis is to convert these problems into goal and objectives, and this shall be presented in the next section of the Application form. The causes of the problems need to be analysed thoroughly to determine the best process, types of activities, target areas and groups, as well as methodologies and approaches to be applied during the implementation.

4. **Local initiative overview** – this part of the Application form should include a clear definition of local initiative's objectives, in line with the situation analysis and the objectives of the Call.

Topic of the Call: expert support will be provided to local authorities of Ukraine in implementation of initiatives that can produce tangible and measurable results within a limited timeframe, such as development of tools, policies, strategies, methodologies and approaches, training and coaching of staff, etc.

Below you may find a non-exhaustive list of examples of potential activities; local authorities may propose other approaches in line with the general objective of the Call.

- Strengthening of an ethical, transparent and participatory decision-making as a means to increase trust in local political actors and institutions among citizens. Under this topic local initiatives may include, inter alia:
 - Development and enactment of open government tools and instruments (not limited to e-governance or e-democracy tools);
 - Development, adoption and promotion of municipal codes of ethics and/or codes of conduct as tools to strengthen transparency and build trust;
 - Introducing innovative approaches to increase citizen participation in local decision making, such as participatory budgeting, e-petitions, complaints mechanisms, etc.
- Fostering the engagement of under-represented groups (in particular Roma, other ethnic minorities, IDPs) in local affairs to enhance resilience at local level. Under this topic local initiatives may include, inter alia:
 - Development and enactment of local programmes or tools to address problems related to the engagement of Roma, other ethnic minorities and IDPs in community life;
 - Promoting the engagement of Roma and/or other ethnic minorities in local affairs through youth councils with representation of different community groups;
 - Development of ethnic minorities support units within municipalities.
- Promotion of gender perspective in local political action and equal opportunities for women and men to participate in local political life. Under this topic local initiatives may include, inter alia:
 - Development of an action plan for gender equality in the municipality;
 - Development and introduction of gender-sensitive planning at local level;
 - Development of local policies and/or practices to reach gender equality in various fields (sports, education, social care etc);
 - Advocacy campaigns and awareness-raising activities on gender equality.

It is advisable that all proposals aim at mainstreaming gender equality, human rights and inclusive participation as cross-cutting issues.

Goal and objectives are considered as the most important part of a proposal and a certain level of attention is required while framing them in line with the results of the situation analysis. Setting the goal lays the foundation of a local initiative; it is a broad statement that defines your proposal and the problem your institution intends to address. Objectives that would help achieve the goal are detailed statements describing the changes you wish to accomplish, i.e. the ways through which the overall goal is achieved. Objectives should be measurable, as this is essential for monitoring and the evaluation of the results, i.e. this will facilitate the process of reporting and understanding of the change achieved. Objectives should support the local initiative's goal, should follow a logical order and be drafted in line with the SMART principle: Specific, Measurable, Achievable, Realistic and Time-bound. It is advised to use "action verbs" while drafting objectives, such as design, identify, develop, enhance, increase, promote, etc. Objectives developed in this manner will describe in a logical manner the course of activities and give an overall clarity to your proposal.

Expected results are the change in behaviour or practice as a consequence of an activity (relating to an objective). In simple words they connect objectives with the desired outcomes of your local initiative.

Target groups are individuals, groups, institutions and organisations that your local initiative aims to affect through their direct attendance and involvement.

Summary – it is often advised to write a summary of the proposal once all the other parts of the Application form are finalised. Here you need to describe the purpose and the outcome of the local initiative in a concise manner, and to make a connection between the problem identified and the changes you anticipate happening as a result of the implementation of this initiative.

5. **Proposed activities** – this section should describe how each objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. This can be summarised in a simple table or listed in a chronological order with approximate dates to the extent possible.
6. **Applicant's implementation methodology and operational capacity** – this section refers to human and technical capacities of your institution. You are invited to compose and describe the team that will be in charge of the implementation of the local initiative, organisation of activities, logistics, internal co-ordination, co-operation with other stakeholders, target groups and citizens.
7. **Declaration** – a detailed description of this section is provided in the Application form itself.
8. **E-signature** – as the Application form will be processed through *Google Forms*, this part of the section will replace the stamp and the signature of the applicant's institution and once submitted to the Council of Europe will be considered as a valid statement. Although there are no direct financial implications nor the Call includes the transfer of any funds to selected applicants, this section is important so as to show the commitment of the applicant institution to the implementation of the proposed local initiative.

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