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| **GRANT AWARD PROCEDURE** |
| **APPLICATION FORM**  **(APPENDIX I)** |

Call for proposals for “Support to Communities Hosting Refugees in Armenia” Project

9229-2024-01 – Grants to support communities hosting refugees in Armenia

Closing Date: **12 April 2024**

**Background**

Thank you for showing interest in this important project.

Implemented by the Council of Europe, the “Support to Communities Hosting Refugees in Armenia’’ Project aims to support local communities hosting refugees in Armenia to develop effective and human-rights oriented responses to the influx of refugees who had to flee from Karabakh in the Republic of Armenia in September-October 2023.

The overall objective of this call for proposals is to support local authorities to implement projects aimed at responding to the urgent and mid-term needs of the refugees.

This application process is open to **43 most affected communities** **from 6 marzes (regions) of Armenia: Kotayk, Ararat, Armavir, Syunik, Gegharkunik and Lori.** Successful municipalities will receive grants for projects, which are focused on addressing issues of the refugees such as information, education, shelter and housing, social services, access to livelihood opportunities and labour markets, integration, childcare, and psycho-social support. Local authorities should implement the proposed project activities in a whole-of-society approach, mobilising local civil society actors where appropriate.

**The municipality is expected to make a contribution to the value of at least 10% of the total grant.**

The Best Practice Programme (BPP) methodology, which facilitates the collection and dissemination of good practices amongst communities will underpin this project. It applies a systematic approach where best practices in the selected themes are identified, celebrated, and disseminated to other communities.

The BPP is aimed at identifying, publicly recognising and disseminating best practices among consolidated communities in Armenia, with specific objectives to build the capacities of local authorities and local stakeholders to develop and implement project proposals that foster inclusive participation and provide improved service delivery to citizens.

Applicant communities confirm their willingness, if selected, to disseminate their best practice to other municipalities. Thus, an obligation incumbent on local authorities who receive sub-grants under the BPP is to transform their best practice into a training vehicle for other local authorities, thus reinforcing the sustainability and local ownership of the projects.

The access to the grants will be made **conditional upon a commitment** to implementation of Resilience Building Strategies in line with CoE standards and [Resilience Building Strategies toolkit](https://rm.coe.int/0900001680a0700f) of the Centre of Expertise for Good Governance, Congress of Local and Regional Authorities.

In particular, the creation of Resilience Building Strategies will be built though three different steps:

1. Creation of Community Resilience Taskforce (CRT);
2. Assessing the community resilience;
3. Strategic objective formulation and strategy implementation.

There will be a robust assessment process by a Grant Evaluation committee (composed of representatives of the Council of Europe, RoA Ministry of Territorial Administration and Infrastructure and local government association) to ensure the best initiatives are progressed.

Applications will be assessed against the following criteria:

* relevance and added value of the proposed project with regard to the objective of the call (40%)
* extent to which the proposed project meets the requirements of the call (30%);
* accuracy, clarity and cost-effectiveness of the application and the estimated budget (20%);
* previous experience with grant projects (10%).

Support will be provided to municipalities from local consultants to help the development of robust applications.

We really hope you participate in this project, and we look forward to working with you.

**HOW TO COMPLETE THE APPLICATION FORM?**

Complete each box with the information requested. The size of the box will adapt to the volume of text typed.

Once all fields are completed, print the Application Form, sign it, and send it in accordance with the requirements of the Call for Proposals.

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| **1. Applicant** | |
| Official name ► |  |
| Legal form ► |  |
| Country of registration ► |  |
| Full address ► |  |
| Internet site (if any) ► |  |
| Date on which the applicant was founded ► |  |
| Name of the person entitled to enter into legally binding commitments on behalf of the applicant (indicate name(s) and position(s)) ► |  |

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| **2. Contact details** | |
| Contact person ► |  |
| Position of the contact person ► |  |
| Email address ► |  |
| Phone number ► |  |

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| **3. Bank details** | |
| Name of the Bank ► |  |
| Address of the Bank ► |  |
| Account holder name ► |  |
| Full account number  (including bank codes) ► |  |
| IBAN (or BIC Code) ► |  |

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| **4. Previous experience with grant projects** |
| Please indicate below **grants obtained from international institutions during the last 3 (three) years** *(if any).* Please mention the title of each grant project implemented or in process, year(s) of its implementation, its objectives and its target groups / beneficiaries.  ▼ |
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| **5. Description of the project *(maximum 2 pages)*** |
| Please present below the **description and rationale** of the proposed project. What **issue(s)** do you plan to address with this project? If your project aims to explore a range of issues, please give details of all of these.   * Explain how the project aims at addressing the immediate and mid-term needs of your community, and how the development and adoption of resilience building strategies will help enhance your preparedness to face future crises. * Explain how your proposal will contribute to (a) reinforcing access to basic social services for refugees and/or enhancing the protection of their human rights; and/or (b) involving rapid socio-economic integration and inclusion of refugees and strengthening social cohesion. * Explain how a) you will involve local civil society organisations; and b) address the needs of the most vulnerable groups of refugees: women, children, young people, persons with disabilities, and the elderly. * In case of considering inter-municipal co-operation during the implementation of the grant project, please provide details.   Please also indicate the **background information** of the project, **impact (overall objective)** and **outcomes (specific objectives)** of the project. ▼ |

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| |  | | --- | | **6. Proposed activities *(maximum 2 pages)*** | | For **each activity**, please indicate the title, duration, specific objectives, detailed description, implementation means, evaluation means (if any) and target group(s). Please specify how **the mapping of target groups of refugees** will be implemented. Please also mention how you will reach out to women, children and disadvantaged people.  **Projects may include, but are not limited to**, activities aimed at promoting economic and social inclusion of refugees, information-sharing on available services and referral mechanisms, access to public services, and protection of the refugees’ human rights.▼ | |  | |

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| **7. Expected results and sustainability of the project *(maximum 1 page)*** |
| Please indicate below the **estimated results and sustainability of results** after the completion of the project. ▼ |
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| **8. Applicant’s professional and operational capacity *(maximum ½ page)*** |
| Indicate below the **number of permanent and temporary staff of the municipality** to be involved in the conduct of the proposed project. ▼ |
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| **9. Co-funding (maximum ¼ page)** |
| Please indicate below how you intend to contribute to the project (either by way of your 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 project. ▼ |
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| **10. Declaration** |
| By signing this form I, the undersigned, authorised to represent the Grantee/Consortium, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.  I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) are not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:  a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;  b. is not 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 is not subject to a procedure of the same kind;  c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;  d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;  e. are not an entity created to circumvent tax, social or other legal obligations (empty shell company), and have not ever created or are not in the process of creation of such an entity;  f. have not been involved in mismanagement of the Council of Europe funds or public funds;  g. is not and neither likely to be in a situation of conflict of interests. |

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| **11. Publication of the award decision** |
| The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection. ▼ |
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| **12. Signature** | |
| Complete the table below and sign in the last box: | |
| First Name and Name of the Signatory ► |  |
| Title or position of the Signatory in the applicant organisation ► |  |
| Place and date of signature ► | **Done in:** |
| **On:** |
|  |  |
| Signature and official stamp of the applicant organisation ► |  |