

Democratic and Inclusive School Culture in Operation (DISCO)

Funded
by the European Union
and the Council of Europe



Implemented
by the Council of Europe

CALL FOR PROPOSALS

Democratic and Inclusive School Culture in Operation (DISCO) EU/CoE Joint Programme for international co-operation projects

Reference 2020/2021 DISCO

Project	Democratic and Inclusive School Culture in Operation- EU/CoE Joint Programme for international co-operation projects Call for multi-partner proposals for: Thematic priority 1: The implementation of the Council of Europe Reference Framework of Competences for Democratic Culture in education institutions Thematic priority 2: Fostering democratic and inclusive culture in education institutions, with a particular focus on creating opportunities for migrants, refugees and minorities
Awarding entity	COUNCIL OF EUROPE Directorate General of Democracy Directorate of Democratic Participation Education Department
Funding	Programme funded by the Council of Europe and the European Union
Duration	Projects shall be implemented by 01 November 2021. Reporting requirements shall be completed by 30 November 2021.
Estimated starting date	02 March 2020
Issuance date	15 October 2019
Deadline for applications	15 December 2019

The award of grants, through this procedure, remains subject to the signature of the agreement with the European Commission and the Council of Europe for the funding of the EU/CoE Joint Programme “Democratic and Inclusive School Culture in Operation” for 2020 – 2021. The Council of Europe reserves therefore the right to cancel this grant award procedure in case the agreement is not signed.

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT	3
III. BUDGET AVAILABLE.....	4
IV. REQUIREMENTS	5
1. General objective.....	5
2. Means of action.....	5
3. Implementation period	7
4. Who can apply?.....	7
5. Eligible countries.....	7
6. Target stakeholders.....	7
7. Budgetary requirements.....	8
8. Ineligible actions.....	8
9. Funding conditions.....	8
10. Reporting requirements	8
V. HOW TO APPLY?.....	10
1. Documents to be submitted	10
2. Questions.....	10
3. Deadline for submission.....	11
4. Change, alteration and modification of the application file.....	11
VI. EVALUATION AND SELECTION PROCEDURE.....	12
1. Exclusion criteria	12
2. Eligibility criteria	13
3. Award criteria	13
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS.....	14
VIII. INDICATIVE TIMETABLE.....	14

APPENDICES:

- Appendix I – Project Proposal Form
- Appendix II – Provisional budget (Template)
- Appendix III – Logframe (Template)
- Appendix IV – Application Form
- Appendix V – Template Grant Agreement (for information only)

HOW TO APPLY?

- See the application procedure and the list of documents to be provided under Section V.
- Send all documents in electronic form (Word .and/or PDF) to the following e-mail address: DISCO.Applications@coe.int. E-mails should contain the following reference in subject: **Application – 2020-2021 DISCO – Call for Proposals 1**.
- Applications must be received **before 15 December 2019 (at 23:00, EET, GMT +2)**.

I. INTRODUCTION

On 17 March 2015 in Paris, the European Union Ministers of Education adopted a [Declaration on Promoting citizenship and the common values of freedom, tolerance and non-discrimination through education](#). The Declaration urges EU level actions "to co-operate and co-ordinate, to exchange experiences and to ensure that the best ideas and practices can be shared throughout the European Union". The main objectives of the European Council Recommendation on Common values, Inclusive Education and the European Dimension of Teaching adopted on 22 May 2018 are to promote common values at all levels of education, foster more inclusive education, encourage a European dimension of teaching, without prejudice to the national prerogatives in this realm and support teachers and teaching. It also aims at social cohesion in order to fight the rise of populism xenophobia, radicalisation, divisive nationalism and the spreading of fake news. The Working Group on ‘Promoting Common Values and Inclusive Education‘ set up within the Strategic framework for European co-operation in education and training (ET2020), provides a forum for exchange on the key policy issues falling under the scope of the Paris Declaration of 2015 and the promotion of common values, notably in the light of the Council Recommendation, with a focus on intercultural competences and citizenship, inclusive education and supporting education staff in dealing with diversity and creating an open climate in learning settings.

The Council of Europe 25th Standing Conference of Ministers of Education held in Brussels on 11-12 April 2016 adopted the [Reference Framework of Competences for Democratic Culture](#) as an instrument to promote a culture of democracy. The Framework, with its competence model and descriptors, provides a means for realising the principles of the Council of Europe [Charter for Education for Democratic Citizenship and Human Rights Education](#) and of the call for quality education. It offers a comprehensive, coherent and transparent description of the 20 competences divided into four areas – Values, Attitudes, Skills and Knowledge required for active democratic participation.

The Council of Europe [Action Plan on Building inclusive societies \(2016-2019\)](#) also encourages specific work on competences for democratic culture, intercultural dialogue and language skills in education.

The Council of Europe and the European Commission are actively involved in the implementation of the 2030 Agenda for Sustainable Development, and its Goal 4 to ‘ensure inclusive and equitable quality education and promote lifelong learning opportunities. On 24 October 2018 both the Council of Europe and the European Commission signed the Strasbourg Outcome Document which served as Europe and North America’s regional contribution to the [Global Education Meeting \(Brussels, 3-5 December 2018\)](#). This document reaffirmed the right to quality education and to learning throughout life, based on the principles of non-discrimination, equal opportunity for all and gender equality. It pointed to a particular challenge of ensuring access to education for migrants, refugees, displaced persons, asylum seekers and stateless children and noted that their better integration could be achieved through education policies, governance, recognition of skills and qualifications, teacher training and professional development.

These complementary European initiatives underline the decisive role of education in fostering the values inherent to democratic citizenship. In this context, the Council of Europe and the European Commission have decided to pursue their co-operation in this area and support the 2020 - 2021 programme cycle of the “Democratic and Inclusive School Culture in Operation” Joint Programme for International Co-operation Projects (hereinafter Programme).

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The overall objective is to contribute to the implementation of the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education (Recommendation Rec/CM (2010)7) and the Reference Framework of Competences for Democratic Culture, the priorities of the Strategic framework for European co-operation in education and training (ET2020) and of the provisions of the Paris Declaration and the [European Council Recommendation on Common values, Inclusive Education and the European Dimension of Teaching](#) by means of international co-operation projects.

Grounded on peer-to-peer learning, the objectives of the Programme are the exchange of information on policies and good practices in the implementation of the provisions of the Charter in the countries concerned and the development and adaptation of replicable models/tools of interest of all the States party to the European Cultural Convention and beyond.

The ultimate goal of the projects will be to contribute to building democratic and inclusive societies through helping develop a culture of democracy by promoting education for democratic citizenship and human rights education in these countries.

The Programme seeks to encourage co-operation among respective organisations representing the EU Member States and non-EU Member States, which all are party to the European Cultural Convention. In this context the applicants will be expected to propose a common project proposal in co-operation with other relevant applicants (see Section 4 below). The aim is to encourage exchange of experience, peer-to-peer learning and other relevant activities facilitating achievement of the ultimate goal of the Programme.

Any public or private non-for-profit structures such as NGOs, schools, institutions and other similar public entities will be eligible potential grantees. For-profit organisations may also be eligible in exceptional and duly justified cases and as long as the non-profit character of the proposed actions is observed. (See IV.4 and VI.2 below).

The members of the Council of Europe Steering Committee for Education Policy and Practice will be informed about the implementation of the projects.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **EUR 500 000 (five hundred thousand Euros)**.

The Council of Europe intends to award **EUR 250 000** (two hundred and fifty thousand Euros) per Thematic Priority. Namely, one or two projects will be funded with an overall amount from **125.000 to 250.000 EUR** per project under each Thematic Priority (see more about Thematic Priorities below under Section IV). The budget for each implementing partner shall be at least **EUR 20 000** and shall not exceed **EUR 85 000**.

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 call for proposals.

A reserve list of eligible projects subject to budgetary feasibility will be set up. If in the course of the implementation cycle additional sources of funding are identified, the projects on the reserve list could be funded.

IV. REQUIREMENTS

For the purpose of this call:

“**Project proposal**” shall mean the proposal submitted by an implementing partner in charge, on behalf of all the implementing partners of a given project. However, each implementing partner will implement its distinctive part of the Project proposal. Project Proposal involves all documents as listed under Section V.1 below.

“**Implementing partners**” shall mean all the partners of one single project proposal. Each selected implementing partner will sign a grant agreement with the Council of Europe, covering its part of the Project proposal.

“**Implementing Partner in charge**” shall mean the one which will **submit the project proposal on behalf of all the implementing partners of the project**, together with all relevant documents (see more on this below under Section V.) and will further provide **coordination/communication among the implementing partners** during the implementation period.

“**Applicant**” shall refer to each implementing partner, including the one in charge, before the selection is made.

1. General objective

The grants will fund projects designed to contribute to building democratic and inclusive societies through helping develop a culture of democracy by promoting education for democratic citizenship and human rights education in States party to the European Cultural Convention.

2. Means of action

This programme cycle involves two Thematic Priorities. The applicants are invited to submit their project proposals under either of two Thematic Priorities. Each project proposal shall only refer to one of these two priorities. These are the following:

➤ **Thematic Priority 1: Competences for Democratic Culture in education institutions**

Participating countries are invited to implement the Model of Competences, using the guidance provided in volume 3 of the Reference Framework: www.coe.int/competences.

The immediate **project outputs** may include:

- new or revised curricula;
- innovative pedagogical methods and approaches;
- innovative internal and external assessment methods;
- teaching materials, education resources, study courses, teacher-training tools;
- whole-school approach scenarios;
- strategies to build resilience to radicalisation;
- peer learning

Project activities may include:

- focus group meetings,
- seminars,
- workshops,
- conferences,
- training activities,
- competitions,
- production of visual materials,

- peer review activities,
- peer learning activities

➤ **Thematic Priority 2: Fostering democratic and inclusive culture in education institutions, with a particular focus on creating opportunities for migrants, refugees and minorities**

The participating countries are invited to develop mechanisms to foster inclusion and a sense of belonging to a community for groups which face a high risk of exclusion, with a particular focus on migrants, refugees and minorities by creating opportunities to embed the learning environment in the local community based on a whole school/community approach.

The **immediate outputs** may include:

- mechanisms and/or school practices that encourage learners to voice their thoughts and concerns without being criticised and learn to understand the beliefs, interests and viewpoints of others;
- structures to ensure the active participation of all members of the learning community in the governance of education and training systems and institutions;
- self-assessment tools for schools to assess the inclusiveness of the school;
- scenarios of a democratic school model promoting acceptance and respect of diversity and intercultural understanding;
- tools to assess students' needs; and
- up-scaling and dissemination of inclusive education methods.

Project activities may include:

- focus group meetings,
- seminars,
- workshops, including those focusing on parents,
- conferences,
- training activities,
- peer review activities,
- peer learning activities
- community events with the civil society organisations
- campaigns and media advertising
- design of informative materials and pedagogical resources

➤ **Geographical scope of implementation (cumulative requirements)**

For either of the thematic priorities, the project proposals shall:

- involve implementing partners from minimum 3 and maximum 6 countries, with a maximum of two implementing partners per country;
AND
- be implemented in countries which are party to the European Cultural Convention (at least half of the applicants being Member State(s) of the European Union).

➤ **Implementing Partner in charge**

The implementing partner organisations shall agree on the **Implementing Partner in charge**. As explained above, the Implementing Partner in charge is:

- the one **submitting the project proposal on behalf of all the implementing partners of the project**, together with all relevant documents (see more on this below under V.), and
- the one **co-ordinating the implementing partners** during the implementation period.

- the one **organising at least 2 co-ordination meetings** (in one of the implementing countries or in Strasbourg). In addition to the above, the Council of Europe will organise and cover the participation costs for the first co-ordination meeting in Strasbourg for all projects, as well as for the closing event.

3. Implementation period

The implementation period of the projects should start on 2 **March 2020** (see indicative timetable under VIII. below) and shall not extend beyond **1 November 2021**.

Reporting requirements (See below) shall be completed on **30 November 2021 at the latest** by each of the implementing partners.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards 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 signature of the grant agreement could be eligible.

4. Who can apply?

Any public or private non-profit organisation active in the field of education for democratic citizenship and human rights education will be eligible implementing partners.

For example, such organisations can be:

- a higher education institution;
- a public body at national, regional or local level;
- a non-profit organisation, association or NGO;
- a foundation;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including adult education);
- a body responsible for policies in the field of education and training;
- an organisation providing courses or training.

For-profit organisations may also be eligible in exceptional and duly justified cases and as long as the non-profit character of the proposed actions is observed. The validity of the justification will be examined by the Evaluation Committee.

5. Eligible countries

“Democratic and Inclusive School Culture in Operation” is a funding programme targeting the 50 states party to the European Cultural Convention. The following countries are eligible: **Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom.**

6. Target stakeholders

Projects should target in particular the following key stakeholders:

- Policy-makers,
- Teachers, teacher-trainers and school leaders,
- Pupils / students,
- Civil society (NGOs, parents associations, youth organisations),

- Parents,
- The local community.

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.

7. Budgetary requirements

Irrespective of the thematic priority, each project proposal shall be accompanied by

- **One estimated budget per implementing partner** (See **Template Budget, in Appendix II**) covering its part of the Project proposal. Each budget of a specific implementing partner will be assessed and scored separately from the budgets of other implementing partners of a concerned proposal.
- One estimated global budget summing up the budgets of all the implementing partners (See **Template Budget, in Appendix II**). This global budget is to be submitted for information purposes only, as only budgets of implementing partners will be scored.

The estimated budgets of each implementing partner must therefore be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Each implementing partner 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 and can represent up to 30% of the budget of each implementing partner.

The budgets (see below) made available to the project will not cover operating costs of national administration personnel assigned to the project, but only direct, eligible costs such as travel, hotel, special costs associated to meetings (venue, interpretation, stationery, secretariat, etc.). Staff costs are accepted and should not exceed 25% of the overall budget and 30% of the budget for each implementing partner.

8. Ineligible actions

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;
- Projects/actions concerning only or mainly academic research;
- All other projects/actions, which do not fall under the requirements as provided under Sections II and IV 1-4 above.

9. 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 of the final narrative and financial reports for the Grant implementation. By sending their signed application form each applicant confirms to have sufficient funds to cover the 20% of the funds and agree to be reimbursed following the approval of their financial report.

10. Reporting requirements

Reporting requirements shall be completed on **30 November 2021 at the latest** by each of the implementing partners.

Each implementing partner shall provide the Council of Europe with full information on the implementation of the project. Accordingly, reporting is required by each implementing partner of a specific project.

A progress report shall be submitted following the first 12 (twelve) months of the implementation period and a final report upon the completion of the Implementation Period.

Requirements for progress and final reports:

- **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; actual results: an updated table based on a logical framework matrix including reporting of results achieved by the Action (Impact, Outcomes or Outputs) as measured by their corresponding indicators; agreed baselines and targets, and relevant data sources;
- **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.

Additional requirement to progress report only:

- an updated work plan for the following period.

V. HOW TO APPLY?

For the purposes of this call, the project proposals shall:

- involve maximum of two implementing partners from minimum 3 and maximum 6 countries, AND
- be implemented in countries which are party to the European Cultural Convention (at least half of the applicants being Member State(s) of the European Union).

One single “**Implementing Partner in charge**” shall submit the Project proposal on behalf of all the implementing partners of a given project proposal.

The **Implementing Partner in charge** shall therefore collect all the relevant documents (see below) from all the implementing partners, including its own, before submitting them to the Council.

1. Documents to be submitted

Each project proposal shall contain:

To be signed (where relevant) by the implementing partner in charge only:

- One completed and signed **Project Proposal Form (See Appendix I)**
- One estimated global budget (using the template reproduced in **Appendix II**) for information purposes only;
- One log-frame (using the template reproduced in **Appendix III**) for information purposes only;

To be signed (where relevant) by each implementing partner (including the one in charge):

- One completed and signed **Application Form (See Appendix IV)**
- One estimated sub-budget related to the implementing partner organisation concerned (using the template reproduced in **Appendix II**);
- Articles of Association/Statutes or other relevant document showing legal constituency of an organisation (translated in English or French).

The **implementing partner in charge** shall not forget to submit its own completed and signed Application Form (See Appendix I) and its own estimated budget related to its part of the Project proposal.

Applications shall be provided in English.

Applications that are incomplete will not be considered.

2. Questions

General information about this Joint Programme can be found on the website of the Council of Europe: www.coe.int/disco

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 or French and shall be exclusively sent to the following address **only**: DISCO.Questions@coe.int with the following reference in subject: **Questions – 2020-2021 DISCO – Call for**

Proposals 1. All questions and answers will be published on the website of the Council of Europe: www.coe.int/disco.

3. Deadline for submission

The documents as listed above (Section V.1) must be submitted in electronic form (Word and/or PDF) to the following e-mail address **only**: DISCO.Applications@coe.int. E-mails should contain the following reference in subject: **Application – 2020-2021 DISCO – Call for Proposals 1**.

Applications must be received **by 15 December 2019 (23:00, CET, UTC +1)**. 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 below provisions apply to all project proposals irrespective of the thematic priority.

The Evaluation Committee will be composed of 4 members as follows:

- 2 representatives of the European Commission
- 2 representatives of the Secretariat of the Council of Europe.

A consultant will also support the Evaluation Committee with expert opinion on the content of the project proposals without a voting power in the selection process.

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

An Applicant (i.e. each implementing partner of a single project proposal), shall be excluded from the grant award procedure where it:

- a. has been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. is 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 subject to a procedure of the same kind;
- c. has received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. does not comply with their 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 or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix IV, Item 12**).

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.
- for the items set out in paragraph e);
 - for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
 - for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

In case of exclusion of one or more applicants of a single project proposal, the concerned applicant(s) will be dropped out of the project concerned. This will not affect the assessment of the exclusion criteria with regard to other applicants of the same project proposal.

2. Eligibility criteria

In order to be eligible for a grant, each applicant (i.e. each potential implementing partner of a single project proposal), must:

- be legally constituted as a structure active in the field of citizenship and human rights education;
- have 2 (two) years of experience (as confirmed in the Application Form) in carrying out relevant activities in the country concerned;
- be entitled to carry out the activities described in the project proposal;
- 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.

In case of ineligibility of one or more applicants of a single project proposal, the concerned applicant(s) will be dropped out of the project concerned. This will not affect the assessment of eligibility criteria with regard to other applicants of the same project proposal.

Organisations, which are affiliated or have a special status with the Council of Europe, or the European Commission are not eligible under this project scheme.

Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.

3. Award criteria

Each project proposal will be assessed against the following criteria and in the following manner:

Criteria and weighting for role of each applicant in the project in the context of:

- Profile of the applicant, experience and expertise in implementing projects in the field of education (15%);
- Relevance of the action in line with the Council of Europe Charter on Education for democratic citizenship and human rights education, the Framework of Competences for Democratic Culture and with the Paris Declaration (20%)
- Design of the project proposal (coherence between the envisaged outputs and outcomes and proposed activities) (15%)
- Implementation approach (is the workplan clear and feasible? Is the timeline realistic?) (15%)
- Impact and sustainability of the action (15%)

- Estimated budget and cost-effectiveness of the action (15%)
- Participation of the States party to the European Cultural Convention, which had not previously taken part in the projects (5%).

The Council will distribute the scores to each applicant (i.e. each implementing partner) separately based on the above criteria. The scores of all applicants proposing a single project proposal will be collected to form the final score for the project proposal concerned.

VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, each implementing partner of the selected project proposal will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The implementing partners of the selected project proposals will be invited to sign a Grant Agreement with the Council individually (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 October 2019
Deadline for submitting applications	15 December 2019
Information on the results of the award procedure	15 January 2020
Expected date of signature of the grant agreements	02 March 2020
Implementation period	02 March 2020 / 1 November 2021
Reporting requirements	By 30 November 2021

* * *