



CALL FOR PROPOSALS

GRANTS TO SUPPORT ACTIONS IN THE SPHERE OF CIVIC PARTICIPATION IN UKRAINE No. 9140-01

Project	Council of Europe project “Strengthening democratic resilience through civic participation during the war and in the post-war context in Ukraine”
Awarding entity	COUNCIL OF EUROPE Council of Europe Office in Ukraine
Funding	Council of Europe Action Plan for Ukraine “Resilience, Recover and Reconstruction”
Duration	Projects shall be implemented by 30 September 2024. Reporting requirements shall be completed by 10 October 2024.
Estimated starting date	10 May 2024
Issuance date	09 April 2024
Deadline for applications	01 May 2024

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APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)

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:
 - copy of the registration documents, including the certificate as a non-profit organisation (to be submitted in Ukrainian);
 - copy of the Statute of the organisation, or the equivalent (to be submitted in Ukrainian);
 - CVs of permanent and temporary staff to be involved in the grant implementation (to be submitted in English);
 - organisation's portfolio including record and experience in the sphere of civic participation in Ukraine (to be submitted in English);
 - bank certificate confirming bank details (to be submitted in English);
 - income and expenditure statement for 2023 (to be submitted in Ukrainian).
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: liliia.apostolova@coe.int . Emails should contain the following reference in subject: **Grant proposal_9140-01**.
- Applications must be received **before 1 May 2024 (at 23:59 CET)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe project “Strengthening democratic resilience through civic participation during the war and in the post-war context in Ukraine” implemented by the Council of Europe until 31 December 2024 in the framework of the Council of Europe Action Plan for Ukraine “Resiliency, Recovery and Reconstruction” for 2023-2026. It aims to co-fund local and regional projects aimed at supporting actions of the non-governmental organisations in Ukraine in the sphere of civic participation in Ukraine. The Grantees will remain responsible for administration of the funds which have been granted.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The Project is designed to help strengthen the democratic processes and address the challenges public authorities are facing in the time of war and post-war context through active and effective civic participation on local and regional levels. The project supports public authorities in establishing decision-making processes, based on wider participation and engagement of all stakeholders, ensuring transparency and inclusiveness in decision-making, starting with disclosure and access to information to concrete deliberation on specific policy areas.

The project activities aim also to raise awareness and knowledge of citizens about mechanisms and tools which allow them to influence and participate in the solution of local problems and decision-making and implementation of policies affecting their daily lives on local, regional, and national levels. The project builds up capacities of CSOs, and encourages their active participation in the formulation of reforms, in the practical development, recovery and reconstruction of their communities and regions and in the oversight of public authorities activities. The Project provides support in strengthening the role of volunteers and volunteer initiatives in the recovery and reconstruction of communities and regions affected by the war, strengthening their capacities and potential and providing support to local self-government bodies in the development and implementation of programmes on promoting volunteer activities and enabling environment for volunteerism.

In particular, it aims to:

- Provide legal and expert support to the Verkhovna Rada of Ukraine, central executive authorities, and local self-government bodies to enhance the existing or develop new normative acts and policies concerning civic participation and the creation of the enabling environment for civil society development and voluntary activities.
- Support public authorities, in particular on the local and regional levels, in establishing the decision-making process, based on wider participation and engagement of all stakeholders, ensuring transparency and inclusiveness, disclosure and access to information, a wide spectrum of participatory tools, resulting in the development and implementation of sustainable policies and decisions resolving most pressing problems, and responding to the needs of citizens in general and in particular of those affected by war.
- Strengthen the capacity of local self-government officials and civil servants in the implementation, monitoring and evaluation of participatory decision-making processes.
- Raise awareness of citizens, in particular children, youth, IDPs, vulnerable groups and civil society organisations (CSOs) about participatory mechanisms and opportunities to influence the development and implementation of decisions and policies on local, regional, and national levels and strengthening their role in the civic oversight of the activities of public authorities.
- Support the implementation of inclusive and transparent public consultation practices with civil society, engagement of CSOs in the reform’s agenda-setting, development, implementation, and monitoring of reforms in the war and post-war context.
- Provide support in strengthening the role of volunteers in general, civic, and volunteer initiatives in the recovery and reconstruction of communities and regions affected by the war, strengthening the capacity and potential of volunteers and CSOs, providing support to local self-government bodies in the development and implementation of programmes on promoting volunteer activities and enabling environment for civil society development.

Project partners include Secretariat of the Cabinet of Ministers of Ukraine, Ministry of Communities, Territories and Infrastructure Development of Ukraine, Committee of the Verkhovna Rada of Ukraine on State Building, Local Governance, Regional and Urban Development, central executive authorities, associations of local self-government bodies, regional military administrations, local self-government bodies, CSOs.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 50 000.00 EUR (fifty thousand Euros). The Council of Europe intends to award 5 grant(s) of a maximum amount of 10.000.00 EUR (ten 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 call for proposals.

IV. REQUIREMENTS

1. General objective

The grants will fund projects designed to support actions of non-governmental organisations in Ukraine to enhance engagement of citizens in political decision making. The projects should aim at introducing or strengthening participatory mechanisms on local and regional levels in Ukraine, in compliance with the Council of Europe standards in the field of civic participation and include one or more of the following areas:

- Supporting authorities, in particular at the local and regional level in establishing decision-making processes based on broad participation and involvement of all stakeholders, including seldom heard, to resolve most pressing problems and responding to the needs of citizens in general and in particular of those affected by war.
- Increasing citizens' awareness of participatory mechanisms and opportunities to influence the development and implementation of decisions and policies on local, regional, and national levels and strengthening their role in the civic oversight of the activities of public authorities.
- Supporting the organisation of inclusive and transparent public consultations processes, the involvement of CSOs in the development of the reform agenda, implementation and monitoring of reforms under martial law.
- Strengthening the role of volunteer initiatives in the reconstruction of communities and regions affected by the war.

2. Means of action

Projects may include the following:

- Organisation of capacity building activities and events targeting different stakeholders (e.g., workshops, trainings, forums, seminars, participatory workshops);
- Development of the training curriculum and educational materials, including their distribution online and offline;
- Awareness-raising activities (development and distribution of communication, promotional materials, including social media content and media products);
- Analytical and expert work (expert research, analysis, surveys, producing recommendations etc.)
- Visibility actions etc.

All visibility materials produced within the grant will need to be consulted with and receive approval from the Council of Europe project team, prior to publishing or dissemination. The proposed activities should be formulated with cost-effectiveness and broad outreach in consideration, seeking to offer significant support and information to a wide range of target groups.

3. Implementation period

The implementation period of the projects should start on 10 May 2024 (see indicative timetable under VIII. below) and shall not extend beyond 30 September 2024.

Reporting requirements shall be completed on 10 October 2024 **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 could be eligible (provided the agreement concerned so provides).

4. Target stakeholders

Projects should target in particular the following key stakeholders:

- Representatives of local and regional authorities;
- Citizens of territorial communities;
- School students;
- Representatives of civil society organisations (CSOs);
- Volunteers.

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.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 10.000.00 EUR (ten 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:

- Projects/actions proposed by CSOs which are aimed at:
 - strengthening the capacities of the local and regional authorities for the introduction and/or implementation of the civil participation mechanisms in Ukraine;
 - strengthening the capacities of citizens and school students of territorial communities to use mechanisms and tools which allow them to influence and participate in the solution of local problems and decision-making and implementation of policies affecting their daily lives on local, regional and national levels (e.g. such instruments as statutes of territorial communities, regulations on public consultations, civic expertise, electronic petitions, general meetings, local initiatives, public hearings, on School participatory budgeting, participatory budgeting);
 - strengthening the capacities of the CSO representatives about cooperation with local authorities, among others in the formulation of reforms, in the practical development, recovery and reconstruction of their communities and regions and in the oversight of public authorities activities;
 - strengthening the development and implementation of the civic participation mechanisms in line with the Council of Europe standards and best European practices;
 - supporting the implementation of participatory processes;
 - strengthening the role of volunteers and volunteer initiatives in the recovery and reconstruction of communities and regions affected by the war;

- strengthening the capacities and potential of volunteers and providing support to local self-government bodies in the development and implementation of programmes on promoting volunteer activities and enabling environment for voluntarism.
awareness raising campaigns on civic participation tools including the development of materials.
- Projects/actions targeting local and regional authorities, CSOs representatives, citizens of territorial communities, volunteers, school students, etc.
- Projects/actions with concrete, practical results and measurable sustainability of the results.
- Projects/actions using Council of Europe methodologies, tools (toolkits), research, legal framework developed with the expert support of the Organisation etc.
- Projects/actions related to overcoming the consequences of the war, restoration and development of communities during the war and in the post war context;
- Projects/actions incorporating gender mainstreaming and practical application of the Council of Europe standards.

7. 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.
- Project/actions funding activities taking place outside Ukraine.
- Projects/actions supporting academic research and/or academic publications.

8. Funding conditions:

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

- 80% will be paid to the Grantee or the Lead Grantee in case of a consortium when the Grant Agreement between the Parties is signed;
- the balance will be paid to the Grantee or the Lead Grantee in case of a consortium 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.

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 Grantees, 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 Grantees, 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 Grantees use 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 or the Lead Grantee in case of a consortium 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:
 - copy of the registration documents, including the certificate as a non-profit organisation (to be submitted in Ukrainian);
 - copy of the Statute of the organisation, or the equivalent (to be submitted in Ukrainian);
 - CVs of permanent and temporary staff to be involved in the grant implementation (to be submitted in English);
 - organisation’s portfolio including record and experience in the sphere of civic participation in Ukraine (to be submitted in English);
 - bank certificate confirming bank details (to be submitted in English);
 - income and expenditure statement for 2023 (to be submitted in Ukrainian).

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe: <https://www.coe.int/en/web/kyiv/>.

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 Ukrainian, and shall be exclusively sent to the following address: lilii.a.postolova@coe.int with the following reference in subject: **Questions-Grant proposal 9140-01**.

3. Deadline for submission

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: lilii.a.apostolova@coe.int . Emails should contain the following reference in subject: < **Grant proposal 9140-01**>.

Applications must be received **before 1 May 2024 (at 23:59 CET)**. 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 three staff members of the 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 or, in the case of legal persons, their owner(s) or executive officer(s):

- a. have 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. 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;
- e. are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- f. have been involved in mismanagement of the Council of Europe funds or public funds.

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**).

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), c) and f), 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 non-governmental organisation;
- be entitled to carry out activities described in its project proposal;
- have been active for at least 2 years in the field of civic participation;
- 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 (40%);
- 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 (40%).

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	11 April 2024
Deadline for submitting applications	1 May 2024
Information to applicants on the results of the award procedure	4 May 2024
Signature of the grant agreements	6 May 2024

Implementation period	10 May 2024 - 30 September 2024
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