



CALL FOR PROPOSALS

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

Reference 2020/2021 DISCO

Micro-grants

	Democratic and Inclusive School Culture in Operation- EU/CoE Joint Programme for international co-operation projects
Project	Lot 1: Call for multi-partner project proposals for the dissemination of the results of the previous cycle of the Programme. Lot 2: Call for single-entity project proposals for the dissemination of the results of the previous cycle of the Programme.
Awarding entity	COUNCIL OF EUROPE Directorate General of Democracy Directorate of Democratic Participation Education Department
Funding	Project funded by the Council of Europe and the European Union
Duration	Projects shall be implemented by 31 October 2021. Reporting requirements shall be completed by 30 November 2021.
Estimated starting date	01 February 2021
Issuance date	11 September 2020
Deadline for applications	11 November 2020

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APPENDICES:

- Appendix I – Project Proposal
- Appendix II – Logframe (Template)
- Appendix III – Estimated budget (Template)
- Appendix IV – List of resources of previous projects
- Appendix V – Template Grant Agreement (for information only)

HOW TO APPLY?

- **Applicants shall fill in relevant details and information, and upload all documents indicated at the following link:**
- Under the Lot1: <https://ec.europa.eu/eusurvey/runner/LOT1DISCO>
 - Fill in and submit the online **Application Form (all implementing partners)**;
 - Fill in and upload the **Project Proposal** (See **Appendix I**) (**only the leading partner**);
 - Attach a logframe and an estimated project budget (using the templates reproduced in **Appendix II** and **Appendix III** respectively) (**only the leading partner**).
- Under the Lot2: <https://ec.europa.eu/eusurvey/runner/LOT2DISCO>
 - Fill in and upload the **Project Proposal** (See **Appendix I**);
 - Fill in and submit the online **Application Form**;
 - Attach a logframe and an estimated project budget (using the templates reproduced in **Appendix II** and **Appendix III** respectively).

Please carefully read the present document in its entirety and the section “How to Apply” below for further information. Note that applications missing relevant documents, applications sent through any other mean (including by e-mail), and late applications will be automatically rejected.

I. INTRODUCTION

This call for proposals is launched in the framework of the European Union / Council of Europe Joint Programme “Democratic and Inclusive School Culture in Operation (DISCO)”. It aims to co-fund international co-operation projects aimed at further development and dissemination of the resources of the previously funded projects under the [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 promoting 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.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is EUR 200 000 (two hundred thousand Euros).

Under the Lot 1, the Council of Europe intends to award EUR 150 000 (one hundred and fifty thousand Euros). Two to four projects will be funded with an overall amount from 35 000 to 75 000 EUR per project. The budget for each implementing partner shall be at least EUR 17 500 and shall not exceed EUR 30 000.

Under the Lot 2, the Council of Europe intends to award EUR 50 000 (fifty thousand Euros). Two to five projects will be funded with an overall amount from 10 000 to 25 000 EUR per project.

Subject to availability of funds, 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.

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

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.

This call will focus on activities related to further development and dissemination of the resources produced in the previous cycle of the [Programme](#).

The immediate **project outputs** may include:

- report on the results of the testing of the resources (teaching materials, education resources, study courses, teacher-training tools, new or revised curricula) produced in the previous cycles,
- compilation of good practices from the use of the resources produced in the previous cycles,
- translated and adapted materials from the previous cycles.

Project activities may include:

- translation and adaptation of materials,
- focus group meetings,
- training activities,
- testing of instruments, materials, training programmes,
- peer review activities,
- peer learning activities,
- communication and/or dissemination activities.

2. Means of action

The present call involves two Lots. The applicants are invited to submit their project proposals under either of the two Lots. Each project proposal shall only refer to one of these two Lots.

- Under the Lot 1, the Programme seeks to encourage co-operation among respective organisations representing the EU Member States and non-EU Member States party to the European Cultural Convention. The applicants will be expected to propose a common project proposal in co-operation with other relevant applicants. Accordingly, the multi-partner project proposal shall:
 - involve implementing partners from 2 to 3 countries, with at least half of the applicants from one of the Member State(s) of the European Union,
 - include only one implementing partner per country,
 - be implemented in countries which are party to the European Cultural Convention.

The implementing partner organisations shall agree on the **Leading Partner** who will submit the project proposal, logframe and an estimated overall project budget (alongside the budget respective to its own implementing activities), on behalf of all implementing partners and be in charge of the co-ordination and communication with the other implementing partners during the implementation period. All implementing partners need to fill an online application form and upload the budget respective to their own role and activities in the project.

- Lot 2 is intended for single-entity proposals. Accordingly, each project proposal shall be submitted by a **single** institution from a **single** country, party to the European Cultural Convention.

For either of the two Lots, the activities are limited to the ones listed above and they should be linked to dissemination or further development of the resources/publications of the previous cycles and should contribute to the overall aim of the Programme.

Interested applicant/s are therefore expected to make use of the existing resources and benefit from the experience of the countries which participated in the CoE/EU Joint Programme Democratic and Inclusive School Culture in Operation, formerly known as Human Rights and Democracy in Action, between 2013 and 2019 (see list of resources in Appendix IV).

3. Implementation period

The implementation period of the Projects shall start on **1 February 2021** (see indicative timetable under VII below) and shall not extend beyond **31 October 2021**.

Reporting requirements (see below in article 9) shall be completed by **30 November 2021 at the latest** by the implementing organisations.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards the selected projects, only those costs incurred after the date of signature of the grant agreement will be eligible.

4. Applicants

Any public organisation or a non-for-profit entity active in the field of education for democratic citizenship and human rights education can apply for the call.

For example, such organisations can be:

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

Preference will be given to organisations from the countries that have not previously participated in the Programme¹.

5. Target stakeholders

Projects should target in particular the following key stakeholders:

- teachers, teachers-trainers and school leaders;
- pupils / students;
- civil society organisations (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 final objective of the Project.

6. Budgetary requirements

For either of the two Lots, each project will have a maximum duration of **nine months**.

Under the Lot 1, each project proposal shall be accompanied by:

- **one estimated budget per implementing partner** (See **Template Budget, in Appendix III**) **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.

¹ Azerbaijan, Denmark, Iceland, Holy See, Kazakhstan, Liechtenstein, Luxembourg, Malta, Monaco, San Marino, Slovenia, Switzerland.

- **one estimated global budget** summing up the budgets of all implementing partners. The global budget is to be submitted **by the leading partner** and **for information purposes only**, as only budget of implementing partners will be scored.

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

Each implementing partner shall 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 should represent a minimum of 10 % of the budget of each implementing partner.

The funds 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 cost are accepted and should not exceed 25% of the estimated budget per implementing partner.

Under the Lot 2, each project proposal shall be accompanied by:

- **an estimated budget** (See **Template Budget, in Appendix III**). The budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

The implementing organisation shall 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 should represent a minimum of 10 % of the estimated project budget.

The funds 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 cost are accepted and should not exceed 25% of the total estimated project budget.

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

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

8. 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 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 narrative and financial reports.

9. Reporting requirements

For either of the two Lots, reporting requirements shall be completed on 30 November 2021.

Council of Europe reserves the right to modify the calendar and planning, including the implementation and reporting periods, if this is necessary to comply with instructions issued by national, regional or local authorities or may be necessary to protect the health of the persons involved in the project's implementation.

Under the Lot 1, each implementing partner shall provide the Council of Europe with full information on the implementation of the project.

Under the Lot 2, the implementing organisation shall provide the Council of Europe with full information on the implementation of the project.

For either of the two Lots, the organisations shall submit a final narrative and financial report upon the completion of the Implementation Period in accordance with the provisions below:

- **narrative reporting** requires a full result-based narrative report on the use of the grant and should present the achievement of the results (Impact, Outcomes and Outputs) using the indicators specified in the logframe. The report should also include lists of the persons present during each of the activities, photos of the events and visibility items, including names and signatures of participants; and an updated logframe.
- **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, acceptances of work (for all transactions), reliable evidence of payment (authorised payment order and bank statement), and payment authorisation for all transactions should also be provided in case the Grantee uses such practice.

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. Who can apply?

Any public organisation or a non-for-profit entity active in the field of education for democratic citizenship and human rights education can apply for the call, provided that they are established in one of the countries which are party to the European Cultural Convention.

2. Online application

Applicants shall submit complete proposals, including all relevant documents and filling in all information at the following links.

- Under the Lot 1: <https://ec.europa.eu/eusurvey/runner/LOT1DISCO>
- Under the Lot 2: <https://ec.europa.eu/eusurvey/runner/LOT2DISCO>

Note that applications missing relevant documents and/or sent through any other mean (including by e-mail) will be automatically rejected.

3. Documents to be submitted

One **single proposal** shall be submitted **per project**. **Applications that are incomplete may not be considered.**

Lot 1: Each project proposal shall contain:

- **one completed Project Proposal** (to be uploaded as a Word document by the leading partner using the template in **Appendix I**);
- **one logframe** (to be uploaded as a Word document by the leading partner using the template in **Appendix II**);
- **one completed Application Form per implementing partner to be filled in online** (online form) and one declaration and signature page to be uploaded as a PDF document in the system;
- **one budget** per implementing partner and **one global budget for the Project** (using the template in **Appendix III**);
- the Statute of the applying institutions (where applicable).

Important Note!

Under the Lot 1:

- **all implementing partners** need to fill in an online application form and upload **the budget** respective to their **own role and activities in the project**;
- **only the leading partner** shall upload the **project proposal and the logframe**;
- **only the leading partner** shall upload the **global project budget** (alongside the budget respective to its own implementing activities);
- **all implementing partners** of a project shall use the **same project proposal name** in the Application form.

Lot 2: Each project proposal shall contain:

- **one completed Project Proposal** (to be uploaded as a Word document by the implementing organisation using the template in **Appendix I**);
- **one logframe** (to be uploaded as a Word document by the implementing organisation using the template in **Appendix II**);
- **one completed Application Form** (online form) and one declaration and signature page to be uploaded as a PDF document in the system;
- **one budget** (to be uploaded using the template in **Appendix III**);
- The Statute of the applying institution (where applicable).

4. Questions

General information about this Joint Programme can be found on the website of the Programme: 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 sent to the following address **only**: DISCO.Questions@coe.int with the following reference in subject: **Questions - Democratic and Inclusive School Culture in Operation, Micro-Grants Call for Proposals**. All questions and answers will be published on the website of the Programme: www.coe.int/disco.

5. Deadline for submission

The project proposal and application form(s), together with the supporting documents, must be submitted in English on the online platform indicated above.

Applications must be submitted **by 11 November 2020 (23:00, CET, UTC +1)**. Applications received after the above-mentioned date will not be considered.

6. 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 submitted under either of the two Lots.

The projects presented will be assessed both in terms of content and technical and administrative quality by the Advisory Board to the Scheme, acting as Evaluation Committee, composed of 3 members as follows:

- 1 representative of the European Commission
- 2 representatives of the Secretariat of the Council of Europe

A consultant may support the Evaluation Committee with an 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 interested organisations, and their projects, shall fulfil all of the following criteria:

1. Exclusion criteria

An applicant/s 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;
- 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, organisations shall declare on their honour that they are not in any of the above-mentioned situations (See **Online Form, Section 9**).

The Council of Europe reserves the right to ask organisations 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 organisation 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);
 1. for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
 2. for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

2. Eligibility criteria

In order to be eligible for a grant, an applicant must:

- be legally constituted as a structure active in the field of citizenship and human rights education;
- 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.

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

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

3. Award criteria

Applications will be assessed against the following criteria:

- profile of the applicant/s, 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%)
- the design of the project proposal (is there coherence between the envisaged outputs and outcomes and proposed activities? Is the workplan clear and feasible? Is the timeline realistic?) (30%)
- impact and sustainability of the action (15%)
- estimated budget and cost-effectiveness of the action (15%)
- participation of States party to the European Cultural Convention which have not previously taken part in the projects (5%).

VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all organisations will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

Under the Lot 1, each implementing partner of the selected projects will be invited to sign a Grant Agreement individually, formalising their legal commitments (See Appendix V, for information only). **Interested organisations are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

Under the Lot 2, the implementing organisation of the selected projects will be invited to sign a Grant Agreement, formalising their legal commitments (See Appendix V, for information only). **Interested organisations 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 September 2020
Deadline for submitting applications	11 November 2020
Information to applicants on the results of the award procedure	30 November 2020
Signature of the grant agreements	December 2020/January 2021
Implementation period	1 February 2021/31 October 2021
Submission of the final reports	30 November 2021

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