



## CALL FOR PROPOSALS

Grants to coordinate the regional intercultural networks of Famagusta, Nicosia and Limassol  
Reference: ICC/Cyprus/PMM3533

<b>Project</b>	Joint EU/CoE “Enhancing structures and policies for intercultural integration in Cyprus”
<b>Awarding entity</b>	<b>COUNCIL OF EUROPE</b> Directorate General of Democracy and Human Dignity, Anti-Discrimination Department, Inclusion and Anti-Discrimination Programmes Division
<b>Funding</b>	Joint EU/CoE “Enhancing structures and policies for intercultural integration in Cyprus”
<b>Duration</b>	Projects shall be implemented by 31 October 2024. Reporting requirements shall be completed by 15 November 2024.
<b>Estimated starting date</b>	01 November 2023
<b>Issuance date</b>	19 September 2023
<b>Deadline for applications</b>	23 October 2023

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## APPENDICES:

- Appendix I - Application Form (to be completed)
- Appendix II - Provisional budget (to be completed)
- 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:
  - Workplan;
  - Curriculum vitae of project manager(s)
  - A list of owners and executive officers, for legal persons only.
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address: **intercultural.cities@coe.int** Emails should contain the following reference in subject: **Cyprus grants**
- Applications must be received **before 23 October 2023 (at midnight (CET))**.

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the Council of Europe Project “Enhancing structures and policies for intercultural integration in Cyprus”. It aims to co-fund local projects aimed at increasing intercultural integration, and the coordination of the regional intercultural networks in [Famagusta](#), [Limassol](#) and [Nicosia](#).

A previous project “Building structures for intercultural integration in Cyprus” (June 2021 - June 2023) supported the creation of five regional intercultural networks, led by regional coordinators. Each network undertook an analysis of the current situation on integration policies, based on the Intercultural Cities Index benchmarking tool, and each network prepared an intercultural integration action plan/strategy.

This call is to find co-ordinators for the Famagusta, Limassol and Nicosia networks. The project will continue to support the selected coordinators in the development of the networks and the implementation of their action plans/strategies.

A methodological tool to monitor regional integration activities was developed and tested under the previous project and will be used to monitor the implementation of integration activities at the local level, also the Intercultural Cities Index is to be completed again by the coordinators to show any developments in integration policies at the District level following the activities of the previous and follow-up projects.

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 Council of Europe (COE) and the European Commission’s Directorate General for Structural Reform Support (DG REFORM), in partnership with the Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus, is currently implementing a Project on “Enhancing structures and policies for intercultural integration in Cyprus”. The Project aims to support the Republic of Cyprus to improve integration and diversity management policies in order to ensure that migration is seen as a resource, rather than a hurdle, for economic and social development and cohesion. The challenge is to address how integration and diversity management can be mainstreamed in various policy areas, in order to ensure that migrants are able to contribute to the economic, social and cultural life, and that local and national administrations are able to develop and implement the adequate policies to this effect.

Five regional intercultural networks have been established (Famagusta, Larnaka, Limassol, Nicosia, and Paphos districts) in Cyprus the members include local authorities and officials, NGOs, public organisations and agencies (welfare, employment, education, culture, sport, safety, urbanism etc.), migrant groups and organisations, professionals and private organisations. Each network prepared and adopted a regional intercultural action plan/strategy.

The purpose of the grant is the coordination of the Famagusta, Limassol and Nicosia networks and to implement activities from their regional intercultural action plan/strategy to help the integration of migrants into their local community in a range of areas including, but not limited to, participation, education, cultural and social life, employment and occupation, through anti-discrimination and intercultural integration policies as well as the promotion of multilingualism and diversity.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 60 000 euros (sixty thousand euros). The Council of Europe intends to award 3 grants (one per district) of a maximum amount of 20 000 euros (twenty 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 coordinate the regional intercultural networks of Famagusta, Limassol and Nicosia, and implement and monitor the impact of selected activities from their strategies/action plans.

### **2. Means of action**

The Project proposal should include:

- Co-ordination and organisation of at least 2 meetings of the regional network (preparation of agenda, meeting reports, list of participants to be included in the final narrative report) to discuss, monitor and evaluate the implementation of the intercultural action plan/strategy, and other integration actions in the district;
- Completion of the Intercultural Cities Index review for their district, in consultation with the necessary stakeholders;
- Completion of a questionnaire to monitor regional integration activities in their region;
- Implementation of integration activities, to be selected from the region's intercultural action plan/strategy:
  - [Famagusta District Action Plan on Social Integration and Inclusion for 2023-2025](#)
  - [Limassol District Intercultural Strategy 2023-2025](#)
  - [Nicosia District Intercultural Network action plan for social integration and inclusion](#)
- Feedback survey of the network members and activity participants as implemented by the grant.

### **3. Implementation period**

The implementation period of the projects should start on **1 November 2023** (see indicative timetable under VIII. below) and shall not extend beyond **31 October 2024**.

Reporting requirements shall be completed on **15 November 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:

- migrants
- local authorities and officials,
- civil society organisations,
- public organisations and agencies
- migrant groups and organisations,
- professionals and private organisations

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 20 000 € (twenty 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 civil society organisations with experience in organising similar Projects;
- Projects/actions targeting the integration of migrants and asylum seekers;
- Projects/actions involving the community.

## 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.

## 8. Funding conditions:

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

- 70% 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:
  - work plan
  - CVs of project managers
  - A list of owners and executive officers, for legal persons only

**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/interculturalcities/intercultural-integration-in-cyprus>

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, and shall be exclusively sent to the following address: [intercultural.cities@coe.int](mailto:intercultural.cities@coe.int) with the following reference in subject: **Cyprus grants questions**

### **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: [intercultural.cities@coe.int](mailto:intercultural.cities@coe.int) with the following reference in subject: **Cyprus grants**

Applications must be received **before 23 October 2023 (at midnight 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;
1. are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://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 I, 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), 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;
1. 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 resident in the Republic of Cyprus;
- be entitled to carry out in Cyprus activities described in its project proposal;
- have been active for at least 2 years in the field of integration and/or human rights;
- 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 (25%)
- the extent to which the action meets the requirements of the call (20%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
- the relevance of the experience of the applying organisation(s) and staff (25%).

## 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	19 September 2023
Deadline for submitting applications	23 October 2023
Information to applicants on the results of the award procedure	27 October 2023
Signature of the grant agreements	30 October 2023
Implementation period	1 November 2023-31 October 2024