



CALL FOR PROPOSALS

Grants for activities promoting the protection of national minorities in different regions of Ukraine
2022/01

Project	“Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine” – Phase II
Awarding entity	COUNCIL OF EUROPE DGII, Anti-Discrimination Department
Funding	Council of Europe Action Plan for Ukraine 2018-2022
Duration	Projects shall be implemented by 23 September 2022. Reporting requirements shall be completed by 23 October 2022.
Estimated starting date	07 March 2022
Issuance date	01 February 2022
Deadline for applications	28 February 2022

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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:
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Balance sheet and income statement for the most recent reporting period;
 - Certificate(s) of registration as a non-profit organisation;
 - CVs of staff members who will be involved in project implementation.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address:
- tenders.antidiscrimination@coe.int
- Emails should contain the following reference in subject: GRANTS – 2022/01 – MINORITIES UKRAINE.
- Applications must be received **before 28 February 2022 (by 23:59 Kyiv local time (GMT+2))**.

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project “Strengthening the protection of national minorities, including Roma, and minority languages in Ukraine” – Phase II implemented till 31 December 2022, funded through the COE/Ukraine Action Plan 2018-2022.

As part of the Project and its activities, this call aims to co-fund local initiatives aimed at raising awareness on the Council of Europe standards as regards protecting national minorities, and provide targeted activities, tools and instruments. Selected non-governmental organisations will benefit from an overall grant and be considered as Grantees; they will then implement projects in partnership with government authorities and provide awareness rising tools and instruments. 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 purpose of the Project is to strengthen the overall legislative and institutional framework for the protection of national minorities, including Roma, and minority languages, while strengthening the capacities and possibilities for effective participation in the decision-making processes by the national minority members and civil society.

In particular, it aims to:

1. Support the implementation of the previous and upcoming ECRML and FCNM monitoring reports’ recommendations by assisting in building a holistic and well-functioning state system for mainstreaming all issues related to national minorities and minority languages – at the central, regional and local levels.
2. Support dialogue and enhanced participation of national minorities in the decision-making at the local level, following the latest administrative reforms. Support is provided to both local administrations as well as the national minorities and Roma communities, enabling both sides to build trust and engage with each other and cooperate for concrete positive changes at local level. At the same time, the intervention reinforces the skills of civil society organizations to proactively advocate for changes in the field of minorities protection and anti-discrimination, and those of the administration to identify solutions in this regard.
3. Continue monitoring the implementation of the adopted roadmap for facilitated access to ID documents and provide additional support in the roll out of the roadmap, if needed.
4. Develop a strategy for teaching in Romani language and related materials, facilitate the process of codification of Romani language in Ukraine and provide methodological assistance to the Working Group under the Academy of Sciences. CoE will also help in securing the long-term political commitment needed for this process.
5. Enhance the capacities of the Ukrainian prosecutor’s office, police and other law enforcement agencies to address and combat cases of discrimination.

Project partners include Ministry of Culture, State Service on Ethnic Policy and Freedom of Conscience, Ministry of Education and Science, Office of the Ombudsperson, Ministry of Social Policy, Ministry of Internal Affairs, Ministry of Information Policy, State Migration Service, National Police, Regional State Administrations and district administrations of Ukraine dealing with protection of national minorities, civil society organisations, including national minorities’ organisations.

The project is jointly implemented by the No Hate Speech and Cooperation Unit under the Anti-Discrimination Department and the Roma and Travellers Team, both under the Directorate of Democratic Governance and Anti-Discrimination, in DG II Democracy.

Detailed information about the Project activities is available at <https://www.coe.int/en/web/kyiv/national-minorities>

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 808 580 UAH (Eight hundred eight thousand and five hundred eighty Ukrainian hryvnias). The Council of Europe intends to award 5 grants of a maximum amount of 161 716 UAH (One hundred sixty-one thousand and seven hundred sixteen Ukrainian hryvnias) each.

Subject to availability of funds and extension of the Project's 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 nongovernmental organisations (NGOs) representing the interest of national minorities, especially those that work on vulnerable groups within minorities, and those who face multiple discrimination.
- Improve the effectiveness of NGOs engaged with/on national minorities in advocacy, as well as the development and implementation of local and national initiatives aimed at protecting the rights of national communities and promoting equal opportunities.
- Strengthen Local Action Groups, coalitions and platforms build within the COE Project, that will influence the implementation of enhanced dialogue and participation of national minorities.

2. Means of action

Projects should include specifically tailored activities aiming at supporting the implementation and/or follow-up at local level on findings and recommendations of the [last report on Ukraine of the Advisory Committee of the Framework Convention of National Minorities](#), notably by proposing the following sample activities:

- The organisation of awareness raising campaigns, promotions and information events (for example, trainings, workshops, forums, interactive sessions, presentations, public hearings, etc.);
- The development and distribution of awareness raising materials and media products (publications, videos, video presentations, infographics, etc);
- Other forms of visibility actions.

The Grant requires the cooperation of the applicant with local authorities (recorded by a letter of support).

3. Implementation period

The implementation period of the projects should start on 07 March 2022 (see indicative timetable under VIII. below) and shall not extend beyond 23 September 2022.

Reporting requirements shall be completed on 23 October 2022 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 nongovernmental organisations, local authorities, representatives of self-governance bodies in the territorial communities, national minority organisations, media, the general public, including and notably citizens/people belonging to national minorities.

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 161 716 UAH (One hundred sixty-one thousand and seven hundred sixteen Ukrainian hryvnias). 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, approximately to a 10% of the overall project budget. 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 NGOs in partnership with local authorities working with/on national minorities issues;
- Projects/actions targeting the following cities of Ukraine: Nizhyn, Lutsk, Krasnosilka, Turie-Remeta, Melitopol;
- Projects/actions involving practical application of Council of Europe standards and recommendations in the field of national minorities ([Specific monitoring in Ukraine of the implementation of the Framework Convention for the Protection of National Minorities \(coe.int\)](#)).

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:

- 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 (Ukrainian hryvnia), 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:
 - Statute and status (local, national, international) of the organisation, or the equivalent;
 - Balance sheet and income statement for the most recent reporting period;
 - Certificate(s) of registration as a non-profit organisation;
 - CVs of staff members who will be involved in project implementation.

Applications that are incomplete will not be considered.

2. Questions

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

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: tenders.antidiscrimination@coe.int, with the following reference in the subject: GRANTS – 2022/01 – QUESTIONS MINORITIES UKRAINE.

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: tenders.antidiscrimination@coe.int. Emails should contain the following reference in subject: GRANTS – 2022/01 – MINORITIES UKRAINE.

Applications must be received **before 28 February 2022 (by 23:59 Kyiv local time (GMT+2))**. 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, 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.

2. Eligibility criteria:

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

- be legally constituted as a non-governmental organisation in Ukraine;
- be entitled to carry out activities described in its project proposal in Ukraine;
- have been active for at least 3 (three) years in the field of protection of national minorities, and/or human rights/anti-discrimination, 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 level to which the proposal is linked with COE standards and recommendations on national minorities (40%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%);

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	01 February 2022
Deadline for submitting applications	28 February 2022
Information to applicants on the results of the award procedure	04 March 2022
Signature of the grant agreements	07 March 2022
Implementation period	07 March – 23 September 2022

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