

Student Voice – Supporting Schoolchildren Participation in Decision-Making Processes in Schools and Communities

VC2767/2023/Grants

Questions and Answers

Budget/Organisational:

- 1. Is it possible for two organisations to apply jointly? And where should it be reflected exactly in the application form, there are two parts to be filled: one for Lead Grantee and second for Grantee. Should all organisations be signing the application form?**

Yes, two or more organisations can apply jointly as a consortium, however one of them should be a Lead Grantee as described in Call for Proposal (For more information on Lead Grantee, please refer to [Appendix III. Template Grant Agreement](#).)

In the first section of the application form, in case of a consortium, please add as many “applicant” boxes as grantees. In “Contact Details” and “Bank Details” sections, indicate only Lead Grantee’s information. In the final section “Signature”, in case of more than two applicants, please add as many “Grantee” boxes as needed. Yes, all grantees should be signing the application form.

- 2. In which case should the Lead Grantee information be deleted in the application form?**

If only one applicant submits the application, then the signature area in the application form that is titled “LEAD GRANTEE” should be deleted.

- 3. Is it possible to give out honoraria by using the status of IE (Individual Entrepreneur) to save funds on income taxes?**

Giving honoraria to Individual Entrepreneurs will be considered as sub-contracting, hence cannot be envisaged under the Human Resources in the budget.

- 4. What is the expected percentage of co-financing?**

The grantee shall contribute to the action or 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. Co-financing shows the grantee’s ownership of the action and expresses its determination to be involved and make a success of it. It is therefore recommended that the means of co-financing are precisely defined in the budget proposal. There is no expected percentage.

- 5. What percentage of the budget can be allocated to staff salaries?**

There is no defined level of allocating funds to staff salaries, however the practice is approximately 30% of the budget.

- 6. Does the project budget envisage indirect eligible costs and what is the allowed percentage?**

If it is foreseen that the grant may comprise indirect eligible costs, the percentage of the budget which this may concern must be precisely indicated in the call for proposals and made contractual in the grant agreement. In no circumstances may it exceed 7% of the total.

- 7. Is it possible to give out small sub-grants to student-led initiatives to fund their initiatives? Or should these activities be entirely based on volunteering or require additional fundraising?**

Sub-grants are not allowed. All the expenses must be actually incurred by the Grantee or the Grantees.

- 8. Is it possible for a Tbilisi-based organisation to work in a region where it does not have an office, but has extensive experience working in that community? If not, is the organisation allowed to have a signed cooperation agreement with an individual, such as a local activist or youth worker?**

Yes, it is possible for a Tbilisi based organisation to work in other regions and can have a cooperation agreement with other individuals or organisations.

- 9. Does the available budget depend on the size of the group of schools or is the amount same for all groups regardless their size?**

It is the same amount for all groups regardless the size.

- 10. If the organisation selects two groups of schools, can these groups be divided into two cohorts within the given timeline? Or is it necessary to work with all schools simultaneously?**

The working schedule with schools is up to the organisation to plan, provided that the proposed project covers all schools within the chosen group and the given timeline of implementation.

- 11. Does a university registered as a Non-Entrepreneurial (Non-Commercial) Legal Entity in Georgia satisfy the eligibility requirements as a legally non-governmental organisation? (Can a university registered as LTD apply for the grant?)**

Applicant must be legally constituted as a non-governmental organisation in Georgia, which means a university which is a non-commercial legal entity is eligible to apply.

- 12. Is it mandatory to work with all schools from the chosen group or can it be only one school and municipality as well? Or can different schools/municipalities be chosen from different groups?**

It is mandatory to work with all schools within the chosen group. Different schools/municipalities may not be chosen to avoid overlapping.

- 13. Will the Council of Europe provide contact information of schools for initial needs assessment process or should the organisations establish communication by themselves?**

The Council of Europe will not be involved in the needs assessment process of the potential applicants and cannot give out contact information of schools upon individual requests. The schools are informed of this grant procedure and during the development of the projects the applicants can contact the schools directly.

- 14. Will the Council of Europe support the organisations to establish cooperation with selected schools in case of such need?**

Yes, the Council of Europe will facilitate the introduction and initiation of cooperation between the grantee and schools as necessary during the implementation of the project.

Content-related:

- 1. Since the grants are referring to the piloting of methodological guidelines, are these guidelines public and to what extent should the proposed project rely on these guidelines?**

The guidelines are still in draft mode and needs to be finalized and coordinated with the Ministry of Education and Science. We would like to see the link between the guidelines and the proposals and focus areas of the guidelines such as participation in school strategy/policy; collegial decision making bodies; classroom and outside of classroom and in the community. However it is not mandatory to fully base your proposals on this document. The focusing on the areas mentioned above and on engaging schoolchildren in decision-making processes in schools and communities is the priority.

- 2. By community, do you mean the municipality where the school is located?**

Yes, we mean the community in the municipality where the school is located, including local CSOs, self-government or small businesses.

- 3. Considering budget restraints, in case after consulting school community on their needs, we identify different needs for each school, can we still follow unified approach to planned activities?**

During the initial consultations with the school community, please make sure that the central issue is the student participation and democratic school governance, which will help with developing a common strategy and combined methodology that can be relevant for all schools so that each school can adapt to their specific needs.

- 4. One of the schools has a majority of Azerbaijani speaking school children, do you have an information what should be the working language?**

The school is predominantly an Azerbaijani speaking, however some of the school representatives speak Georgian and Russian. The organisations might need translation of publications/materials when targeting schoolchildren.

- 5. The Call for Proposals mentions the 7 dimensions the projects should be focused on, do we need to cover all of them or some of them?**

It is not mandatory to cover all 7 dimensions, but the expectation is to encompass most of them. All seven dimension are very interlinked and it should be possible to cover all of them in one project scope. The scope of coverage will be reflected in the evaluation process of received proposals.

- 6. Are there any expected numbers of direct beneficiaries (students) from each school to be covered by the project?**

The project has not set the expected number of targeted beneficiaries, however the extent of outreach will be part of evaluation process.

- 7. Is there an age group defined to be covered within the proposed projects?**

The target group of the project is schoolchildren of 7-12 grades. If organizations can cover from earlier grades in addition to above mentioned grades, such as 5-6 that will be an advantage.

- 8. Do all schools have self-governing bodies and is there a statistical data showing how many students are part of it?**

Majority of pilot schools have functioning self-governing bodies. We do not have exact statistical data, but on average from 5 to 10 students.

- 9. On the stage of pre-consultations with schools on the project there might be a risk of schools refusing to cooperate with an NGO (e.g. due to busy schedule), what are the next steps in this case?**

If such case arises, the Council of Europe has no leverage of interfering or facilitating the process of pre-consultations with schools.

- 10. When selecting a group of schools as a second choice, do we need to provide a separate budget for this choice as well? And is it expected to do the proposal for the second choice as well?**

No, please provide the proposal and the budget only for your first choice.