
Funded
by the European Union
and the Council of Europe



Implemented
by the Council of Europe

CALL FOR PROPOSALS

Support to CSOs and LSG Units for measures for promotion of diversity and intercultural dialogue at local level
HF 25 – APPLICATION FOR GRANT SERBIA

| | |
|----------------------------------|--|
| Project | Horizontal Facility – Joint EU/COE Action „Promotion of Diversity and Equality in Serbia“ |
| Awarding entity | COUNCIL OF EUROPE |
| Funding | European Union and Council of Europe |
| Duration | Projects shall be implemented by 30 September 2021. Reporting requirements shall be completed by 31 October 2021. |
| Estimated starting date | 1 March 2021 |
| Issuance date | 20 January 2021 |
| Deadline for applications | 10 February 2021 |

TABLE OF CONTENTS

| | |
|---|---|
| I. INTRODUCTION..... | 3 |
| II. BACKGROUND INFORMATION ON THE EUROPEAN UNION/COUNCIL OF EUROPE PROJECT .. | 3 |
| III. BUDGET AVAILABLE | 3 |
| IV. REQUIREMENTS | 3 |
| 1. General objective | 3 |
| 2. Means of action..... | 4 |
| 3. Implementation period | 4 |
| 4. Target stakeholders | 4 |
| 5. Budgetary requirements | 5 |
| 6. Further to the general objective, preference will be given to: | 5 |
| 7. The following types of action will not be considered: | 5 |
| 8. Funding conditions:..... | 6 |
| 9. Reporting requirements:..... | 6 |
| V. HOW TO APPLY?..... | 6 |
| 1. Documents to be submitted:..... | 6 |
| 2. Questions..... | 7 |
| 3. Deadline for submission..... | 7 |
| 4. Change, alteration and modification of the application file..... | 7 |
| VI. EVALUATION AND SELECTION PROCEDURE | 7 |
| 1. Exclusion criteria: | 7 |
| 2. Eligibility criteria: | 8 |
| 3. Award criteria | 8 |
| VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS..... | 9 |
| VIII.INDICATIVE TIMETABLE | 9 |

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:
 - Work plan;
 - Organogram of the unit/organisation for implementing the proposed project;
 - CV of project manager(s).
- 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: HF 25 - APPLICATION FOR GRANT FOR PROMOTION OF DIVERSITY AND INTERCULTURAL DIALOGUE AT LOCAL LEVEL.
- Applications must be received **before 10 February 2021 (at 17:00 CET)**.

I. INTRODUCTION

This call for proposals is launched in the framework of the joint European Union and Council of Europe programme “Horizontal Facility for the Western Balkans and Turkey II” (Horizontal Facility II), under the Action “Promotion of Diversity and Equality in Serbia”. The programme is co-funded by the European Union and the Council of Europe and implemented by the Council of Europe. The Call aims to fund specific measures to promote various forms of diversity and intercultural dialogue at local level, through supporting CSOs and/or LSG Units in developing concrete awareness raising, advocacy, and/or lobbying responses in combating hate speech and discrimination in the local context, including on grounds of nationality/ethnicity, and/or sexual orientation, gender identity and sex characteristics. Project proposals shall also aim to produce an added value to the Council of Europe/the European Union efforts in this domain.

II. BACKGROUND INFORMATION ON THE EUROPEAN UNION/COUNCIL OF EUROPE PROJECT

The purpose of the Action is improving the functioning of anti-discrimination mechanisms and their accessibility to vulnerable groups in line with European standards and COE monitoring bodies’ findings and recommendations, notably those from the European Commission against Racism and Intolerance (ECRI) as well where applicable those of the Advisory Committee of the Framework Convention for the Protection of National Minorities (FCNM) and those of the Committee of Experts of the European Charter for the Regional and Minorities languages (ECRML).

The Action aims to:

- Support initiatives to harmonise the anti-discrimination framework across the country and to develop and implement the respective action plans/strategies in relation to anti-discrimination, rights of national minorities and rights of LGBTI persons, and combating hate speech;
- Strengthen the capacity of the authorities, local governments and/or equality bodies in order to allow them to better tailor their interventions to address discrimination and increase cooperation among authorities in this field;
- Increase the knowledge and awareness of the general public about the importance of anti-discrimination policies, about the rights of national minorities and rights of LGBTI persons, and about the dangers posed by hate speech, offering means to develop counter-narratives.

Project partners include institutions of Serbia, as well as the European Union delegation in Belgrade, civil society organisations, local authorities and other relevant stakeholders.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 60.000 Euros (sixty thousand Euros), out of which 20.000 Euros under each of the LOTs referred to section IV.1 of this Call. The Council of Europe/the European Union intends to award grants of a maximum amount of 7.500 Euros each. Preferable range of the grants to be awarded should be from 2.500 Euros to 7.500 Euros each.

Subject to availability of funds and extension of the Project initial duration, the Council of Europe/the European Union 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 activities aimed at supporting the concrete follow-up:

- Of the implementation of relevant acts and regulations pertinent to the rights of national/ethnic minorities at local level, which were most recently raised by the Advisory Committee of the Framework Convention for the Protection of National Minorities (FCNM) and/or by the Committee of Experts of the European Charter for the Regional and Minorities languages (ECRML).
- On issues of inequality, challenges to social inclusion, hate speech and discrimination against LGBTI persons in local context, which were raised in the last country report of the European Commission against Racism and Intolerance (ECRI).

For further information, please refer to section IV.6 of this Call.

Projects designed could address the following issues:

- **Under LOT 1:** Promotion and protection of the rights of **national/ethnic minorities** in the local context, including issues related to promoting diversity and intercultural dialogue at local level;
- **Under LOT 2:** Promotion and protection of the rights of **LGBTI persons** in the local context, including issues related to impaired access to health, adequate accommodation and facilities and social services;
- **Under LOT 3:** Combating **hate speech and hate motivated violence**, notably stigmatization of national/ethnic minorities and LGBTI persons and their increased exposure to violence.

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 Serbia of the European Commission against Racism and Intolerance: [ECRI - Country monitoring in Serbia \(coe.int\)](#), as well as, where applicable, those of the Advisory Committee of the Framework Convention for the Protection of National Minorities (FCNM): [Specific monitoring in Serbia of the implementation of the Framework Convention for the Protection of National Minorities \(coe.int\)](#), and those of the Committee of Experts of the European Charter for the Regional and Minorities languages (ECRML): [Serbia recommendations European Charter details \(coe.int\)](#).

Activities should reflect how the applicant understands its role in promoting and protecting the rights of national/ethnic minorities, as well as in combating hate speech and discrimination against national/ethnic minorities and/or LGBTI persons, and the additional challenges to social inclusion in the local context.

3. Implementation period

The implementation period of the projects should start on 1 March 2021 (see indicative timetable under section VIII. below) and shall not extend beyond 30 September 2021 (maximum of 7 months).

Reporting requirements shall be completed on 31 October 2021 **at the latest**.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards 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 can be eligible (provided the agreement concerned so provides).

4. Target stakeholders

Projects should target the following key stakeholders:

- Civil society organisations
- Local Self-Government Units
- Vulnerable social groups (most notably national/ethnic minorities and/or LGBTI persons)
- General public

The above list is not exhaustive, and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the Action.

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 7,500 Euros (seven thousand and five hundred 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.

Selected grantees are expected to contribute 10% to the overall project budget.

In case visibility/work with media is not focus of the project, selected CSOs and/or LSG Units are expected to allocate certain financial amount from the grant for the purpose of implementation of defined visibility activities.

6. Further to the general objective, preference will be given to:

Projects/actions:

- **Under LOT 1**
 - Supporting initiatives and actions that promote and encourage fighting discrimination (such as on ground of ethnic or national origin), and enhancing intercultural dialogue, mutual respect, understanding and cooperation among all persons living in the local community;
 - Promoting official use of minority languages (including in education), strengthening the capacities of the Councils for Inter-Ethnic Relations, promoting cultural heritage of national/ethnic minorities, as well as other related initiatives of significance for the local community;
- **Under LOT 2**
 - Linking local level existing strategies in the relevant areas (such as health, housing, and/or social protection), or supporting the preparation of such strategies;
- **Under LOT 3**
 - Combining multiple forms of discrimination, hate speech and hate motivated violence against national/ethnic minorities and LGBTI persons;
- **Under all LOTs**
 - Demonstrate strong collaboration and partnership between CSOs and local/municipal authorities;
 - Address existing structural disparities related to gender, incorporating gender mainstreaming elements, and paying attention to the interplay between gender and other discrimination grounds;
 - Address consequences and inequalities arising due to the upsurge of the COVID-19 pandemic;
 - Include list of visibility activities that should be implemented through the grant, aiming to promote tolerance among general public, thus enable public access to fact-based and well-researched information on anti-discrimination, rights of vulnerable social groups, and/or combating hate speech;
 - Make a positive connotation with issues linked to the national/ethnic minorities, LGBTI persons and other vulnerable social groups;
 - Stimulate media interest and increase the number of media reports aimed at increasing awareness related to the promotion of tolerance, combating hate speech and discrimination;
 - Provide visibility of the EU and COE HF II Programme Action on “Promotion of diversity and equality in Serbia,” with a strong link to Council of Europe work in the field of inclusion and anti-discrimination.

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 when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe/the European Union 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 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 and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantee uses 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 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 and Appendix IV Guidelines for using Grant Agreement budget templates**);
- the other supporting documents: work plan, organogram of the unit for implementing the proposed project and the CV of project manager(s).

Applications that are incomplete will not be considered.

2. Questions

General information about Horizontal Facility II can be found on the website of the Council of Europe: <https://pjp-eu.coe.int/en/web/horizontal-facility> and information of interest concerning the Action “Promotion of diversity and equality in Serbia” can be found on the website of the Council of Europe, <https://rm.coe.int/hf25-leaflet-eng/16809a5a5e>.

Other questions regarding this specific call for proposals must be sent at the latest 3 days before the deadline for the submission of proposals, in English and shall be exclusively sent to the following address: tenders.antidiscrimination@coe.int with the following reference in subject: HF 25 – QUESTIONS APPLICATION FOR GRANT SERBIA.

3. Deadline for submission

The application form, **completed and signed**, 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 the subject: HF 25 – APPLICATION FOR GRANT SERBIA (**indicating the LOT under which the application form is being submitted**).

Applications must be received **before 10 February 2021 (at 17:00 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 five staff members of the Council of Europe (two), European Union (one) and relevant public institution (two).

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 the following criteria:

1. Exclusion criteria:

Applicants 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, 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) 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 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 legally constituted as either a non-governmental organisation, or a Local Self-Government Unit in Serbia;
- be entitled to carry out the activities described in its project proposal on the territory of Serbia;
- have a previous sound record and a minimum of 3 (three) years' experience in implementing projects/programmes in the field of human rights/anti-discrimination;
- have enough financial capacity (stable and enough 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 enough 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 regarding the implementation of ECRI recommendations, as well as, where applicable, recommendations of the FCNM and the ECRML (40%)
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (40%);
- sustainability of the activities - likelihood of continuing the project impact (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, and its requirements in terms of payment and reporting.**

VIII. INDICATIVE TIMETABLE

| Phases | Indicative timing |
|--|-----------------------------|
| Publication of the call | 20 January 2021 |
| Deadline for submitting applications | 10 February 2021 |
| Information to applicants on the results of the award procedure | 20 February 2021 |
| Signature of the grant agreements | 25 February 2021 |
| Implementation period | 1 March – 30 September 2021 |