

GUIDELINES FOR APPLICANTS and Frequently Asked Questions (APPENDIX VIII)

Call for proposals for Local Initiatives on Open Government and Human Rights at Local Level in Ukraine

These Guidelines are prepared to provide a basic information and support to all interested applicants in the development of proposals for local initiatives to be implemented within the Call for Local Initiatives. Guidelines make references to the Appendix II of the Call – the Application Form and follows the logic of its sections.

Although the Application Form has fourteen sections, below you may find the information on those most important ones that may facilitate the development of your proposal in line with the provisions of the Call.

1. Recent activities

Please indicate the recent project/activities that are/were being carried out in the field of open government and human rights in the course of the last two years. Please indicate any partnerships and donors related to these project/activities and/or any grants obtained from States or International Institutions.

2. Description of the project

This part of the Application form should include a clear definition of local initiative's objectives, considering the background information of the project and the objectives of the Call.

3. Proposed of Activities

This section should describe how each objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. This can be summarised in a simple table or listed in a chronological order with approximate dates to the extent possible.

4. Expected results and sustainability of the project

Change in behaviour or practice as a consequence of an activity (relating to an objective). In simple words they connect objectives with the desired outcomes of your local initiative. Sustainability refers to the results after the completion of the project which should continue generating benefits for an extended period of time.

5. Grantee operational capacity

Please indicate how you intend to implement the proposed activities. It refers to human and technical capacities of your and potential partner institutions. In particular, you are invited to name the team that will be in charge of the implementation of the project on local initiatives, the organisation of the activities, internal co-ordination, co-operation with relevant stakeholders and target groups.

Frequently Asked Questions

1. What is the aim of the call for proposals for local initiatives?

The objective of this call for proposals is to support local initiatives developed by Ukrainian municipalities to introduce or further develop open government and innovative practices of residents' engagement, and to promote a human rights-based approach at local level.

2. Who can apply?

Local authorities either independently or in partnership with civil society organisations.

3. What is the two-stage procedure for this call?

The first stage involves submitting expressions of interest with a concept note, upon which the successful applicants will be invited to proceed to the second stage, submitting a full proposal (application form) of the local initiative.

4. What is the maximum grant amount available for an individual applicant?

The maximum grant amount is of 20,000 EUR to each successful individual applicant.

5. What is the duration of the implementation period of the local initiative?

The implementation period for this call for proposals is nine (9) months, from December 2023 to August 2024.

6. What are the award criteria?

Applications will be assessed based on the relevance and added value of the project, the justification of proposed activities in terms of their sustainability and replicability, the extent to which the action meets the requirements of the call, and the quality, accuracy, clarity, completeness, and cost-effectiveness of the application and estimated budget.

7. What is the funding condition for each grant?

First instalment upon signature of the Grant Agreement to be 70%.

Grantees will report to the Council of Europe when their expenditure rate reaches 85% of funds received under the first instalment no later than 12 April 2024 and request the second instalment in the amount they realistically need and will be able to spend, which may be equal or less than the overall amount of the Grant Agreement.

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