Democratic and Inclusive School Culture in Operation (DISCO)

Funded by the European Union and the Council of Europe

EUROPEAN UNION

COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

Implemented by the Council of Europe

CALL FOR PROPOSALS

Democratic and Inclusive School Culture in Operation (DISCO)

EU/CoE Joint Programme for international co-operation projects

Reference 2017 EDC/HRE DISCO

Project	**Democratic and Inclusive School Culture in Operation**- EU/CoE Joint Programme for international co-operation projects
Awarding entity	**COUNCIL OF EUROPE** Directorate General of Democracy Directorate of Democratic Citizenship and Participation Education Department
Funding	Project funded by the Council of Europe and the European Union
Duration	Projects shall be implemented by **30 September 2019**. Reporting requirements shall be completed by **30 October 2019**.
Estimated starting date	**01 March 2019**
Issuance date	**08 November 2018**
Deadline for applications	**31 December 2018**

TABLE OF CONTENTS

I. Background information on the project
II. Budget available
III. Requirements
IV. How to apply?
V. Evaluation and selection procedure
VI. Notification of the decision and signature of the grant agreements
VII. Indicative timetable

APPENDICES:

Appendix I – Application Form
Appendix II – List of outcomes of previous projects
Appendix III – Provisional budget (Template)
Appendix IV - Logframe
Appendix V – Template Grant Agreement (for information only)

HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**);
- Attach an estimated project budget (using the template reproduced in **Appendix III**);
- Send these documents in electronic form (Word and/or PDF) to the following e-mail address **only**: DISCO.Applications@coe.int. Emails should contain the following reference in subject: **Application - Democratic and Inclusive School Culture in Operation – Micro-Grants Call for Proposals 2**
- Applications must be received **by 31 December 2018 (at 23:00, EET, GMT +2)**.

I. BACKGROUND INFORMATION ON THE PROJECT

The overall objective is to contribute to the implementation of the Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education (Recommendation Rec/CM (2010)7) and the Reference Framework of Competences for Democratic Culture, the priorities of the Strategic framework for European co-operation in education and training (ET2020) and of the provisions of the Declaration on Promoting citizenship and the common values of freedom, tolerance and non-discrimination through education adopted in 2015 in Paris.

Grounded on peer to peer learning, the objectives of the Programme are the exchange of information on and practices in the implementation of the provisions of the Charter in the countries concerned and the development and adaptation of replicable models/tools of interest of all the States party to the European Cultural Convention and beyond.

The ultimate goal of the projects will be to contribute to the sustainable development and promotion of citizenship and human rights education in these countries.

This complementary call for proposals will support the dissemination of the outputs of the EU/CoE Joint Programme 'Human Rights and Democracy in Action'.

II. BUDGET AVAILABLE

The **total available budget under this call for proposals is EUR 82 750 (eighty-two thousand seven hundred and fifty Euros)**.

Two to eight projects are to be funded with an overall amount from 10 000 to 50 000 Euros per project.

Subject to availability of funds, 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 award procedure.

A reserve list of eligible projects subject to budgetary feasibility will be set up. If in the course of the implementation cycle additional sources of funding are identified, the projects on the reserve list could be funded.

III. REQUIREMENTS

1. General objective

The grants will fund projects designed to contribute to building democratic and inclusive societies through helping develop a culture of democracy by promoting education for democratic citizenship and human rights education in States party to the European Cultural Convention.

This call will focus on small-scale activities related to the outputs of the projects completed in the framework of the 'Human Rights and Democracy in Action' programme (see Appendix II)

Project activities may include:

- translation and adaptation,
- testing of instruments, materials, training programmes,
- peer review activities,
- peer learning activities,
- study visits.

2. Means of action

The activities are limited to the ones listed above and they should be linked to dissemination or further development of the outputs of the previous cycles and should contribute to the overall aim of the Democratic and Inclusive School Culture in Operation.

The organisations interested are therefore expected to make use of the existing outputs and benefit from the experience of the countries which participated in the CoE/EU Joint Programme Human Rights and Democracy in Action between 2013 and 2017 (see list of outcomes in Appendix II).

3. Implementation period

The implementation period of the Projects shall start as of **1 March 2019** (see indicative timetable under VII below) and shall not extend beyond **30 September 2019.**

Reporting requirements shall be completed by **30 October 2019 at the latest** by the implementing organisations.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regards the selected projects, only those costs incurred after date of signature of the grant agreement will be eligible.

4. Applicants

Any public organisation or a non-for-profit entity active in the field of education for democratic citizenship and human rights education can apply for the call.

For example, provided that they meet the above mentioned criteria, such organisations can be:

- a public body at national, regional or local level;
- a civil society organisation, association or NGO;
- a higher education institution;
- a foundation; or
- an organisation providing courses or training

Preference would be given to organisations from the countries that have not previously participated in the Programme[1]

[1] Azerbaijan, Bosnia and Herzegovina, Denmark, Iceland, Holy See, Kazakhstan, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Portugal, Republic of Moldova, San Marino, Slovenia, Switzerland, Turkey, Ukraine

5. Target stakeholders

Projects should target in particular the following key stakeholders:

- Teachers and school leaders
- Pupils / students
- Civil society organisations (NGOs, parents associations, youth organisations)
- The local community

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

6. Budgetary requirements

Each project will have a maximum duration of **seven months**.
Each project proposal shall be accompanied by:

- **An estimated budget** (See **Template Budget, in Appendix III**). The budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

The implementing organisation shall 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.

The budgets (see below) made available to the project will not cover operating costs of national administration personnel assigned to the project, but only direct, eligible costs such as travel, hotel, special costs associated to meetings (venue, interpretation, stationery, secretariat, etc.). Exception may be made for contracting national experts to help planning and co-ordination of project activities and inasmuch as non-governmental entities (national or international) are called in to participate in the project, for expertise and research, with standard fees being accepted as part of the budgets.

7. The following types of action will not be considered:

- actions providing financial support to third parties (sub-granting schemes);
- actions concerning only or mainly individual scholarships for studies or training courses;
- actions concerning only or mainly academic research;
- actions supporting political parties.

8. Payment 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 after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

8. Reporting requirements:

The implementing organisation shall provide the Council of Europe with full information on the implementation of the project. Accordingly, it shall submit a final narrative and financial report upon the completion of the Implementation Period in accordance with the provisions below:

- **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.

IV. HOW TO APPLY?

1. Who can apply?

Any public organisation or a non-for-profit entity active in the field of education for democratic citizenship and human rights education can apply for the call.

One **single proposal** shall be submitted **per project**.

2. Documents to be submitted:

Each project proposal shall contain:

- **One completed and signed Application Form** (See **Appendix I**);
- **One budget** (using the template reproduced in **Appendix III);**
- **One logframe** (using the template in **Appendix IV);**
- The Statute of the applying institution.

Applications that are incomplete may not be considered.

3. Questions

General information about this Joint Programme can be found on the website of the Council of Europe: www.edchre-pilot-projects-eu.coe.int

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 French and shall be exclusively sent to the following address **only**: DISCO.Questions@coe.int with the following reference in subject: **Questions - Democratic and Inclusive School Culture in Operation**. All questions and answers will be published on the website of the Council of Europe: www.edchre-pilot-projects-eu.coe.int .

4. 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 **only**: DISCO.Applications@coe.int. E-mails should contain the following reference in subject: **Application - Democratic and Inclusive School Culture in Operation – Micro-Grants Call for Proposals 2**.

Applications must be received **by 31 December 2018 (23:00, CET, UTC +1)**. Applications received after the above mentioned date will not be considered.

5. 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.

V. EVALUATION AND SELECTION PROCEDURE

The projects presented will be assessed both in terms of content and technical and administrative quality by the Advisory Board to the Scheme, acting as Evaluation Committee, composed of 2 members as follows:

- 1 representative of the European Commission
- 2 representatives of the Secretariat 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 interested organisations, and their projects, shall fulfil all of the following criteria:

1. Exclusion criteria:

Organisations 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. if they fail to comply with the arrangements for the submission of their applications as set out in the call for proposals;

g. if they are subject to a conflict of interest;

h. in case of misrepresentation.

By signing the Application Form, organisations shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Items 9 and 10**).

The Council of Europe reserves the right to ask organisations 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 organisation 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 organisation must:

- be legally constituted as a non-for-profit structure or a public entity;
- be entitled to carry out the activities described in the project proposal;
- 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 from the same institution are not allowed and shall lead to the exclusion of all applications concerned.

3. Award criteria

Applications will be assessed against the following criteria:

- Appropriateness and relevancy of the proposal in accordance with the principles of the Council of Europe Charter on Education for democratic citizenship and human rights education, the Framework of Competences for Democratic Culture and with the Paris Declaration on Promoting citizenship and the common values of freedom, tolerance and non-discrimination through education (20%)
- Potential impact on educational policy and practice in the participating countries (20%)
- Potential for awareness raising at national and international level (20%)
- Estimated budget and cost-effectiveness of the application (20%)
- Participation of NGOs, youth organisations, parents associations, and students in the project design and implementation (10%)
- Participation of the States party to the European Cultural Convention, which had not previously taken part in the projects (10%)

VI. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all organisations will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

Each selected implementing organisation will be invited to sign a Grant Agreement, formalising their legal commitments (See Appendix IV, for information only). **Interested organisations are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

VII. INDICATIVE TIMETABLE

Phases	**Indicative timing**
Publication of the call	08 November 2018
Deadline for submitting applications	31 December 2018
Information on the results of the award procedure	by 25 January 2019
Signature of the grant agreements	February 2019
Implementation period	1 March 2019 / 30 September 2019

*** * ***