



DP-YD/ETD (2022) 254rev

Strasbourg, 19 December 2022

CALL FOR PROPOSALS

COMPASS NATIONAL AND REGIONAL TRAINING COURSES ON HUMAN RIGHTS EDUCATION WITH YOUNG PEOPLE 2023



LEARNING EQUALITY,
LIVING DIGNITY.

| | |
|---------------------------|--|
| Project | Youth for Democracy Human Rights Education Youth Programme |
| Awarding entity | COUNCIL OF EUROPE Directorate of Democratic Participation Youth Department |
| Funding | Council of Europe budget 2023 Youth for Democracy programme |
| Duration | Projects shall be fully implemented by 30 November 2023 Reporting requirements shall be completed by 15 December 2023 |
| Estimated starting date | 01 April 2023 |
| Issuance date | 19 November 2022 |
| Deadline for applications | 04 January 2023 |

Note: Due to the COVID 19 pandemic, the Council of Europe reserves itself the right to make adjustments to these dates.

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- Appendix I - [Application Form](#) (Template must be completed)
- Appendix II - [Provisional budget](#) (Template must be completed)

I. ABOUT THIS CALL AND THE COMPASS TRAINING COURSES

This call for proposals is launched in the framework of the Council of Europe “Youth for Democracy” programme 2022-2025. It is aimed at supporting and/or co-funding national or regional¹ projects for training trainers and multipliers in human rights education for the implementation of the [Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education](#) (EDC/HRE), in the spirit of the [Human Rights Education Youth Programme](#) .

The Human Rights Education Youth Programme promotes the inclusion of human rights education in the mainstream of youth work and youth policy. The programme is built around [Compass](#), the manual for human rights education with young people, as the main conceptual and practical resource for human rights education through non-formal learning. The approaches of [Compass](#) have been applied in other educational resources, like [Compasito](#), the manual for human rights education for children and [Mirrors](#), the manual on combating antigypsyism through human rights education. These educational resources are to assist practitioners in activities with young people.

The programme foresees support to youth and human rights organisations in initiating or extending human rights education activities with young people through national and regional training courses. These courses are important instruments in the Council of Europe’s actions towards promoting its core values. They are also unique opportunities to engage young people’s social commitments and develop their competences for promoting sustainable democratic societies based on rule of law and a culture of human rights.

The courses promoted through this call are to be organised at the initiative of national organisations or institutions interested in the provision and quality of human rights education. As capacity-building activities, the courses should develop the competences (knowledge, skills, attitudes and values) of key multipliers for human rights education such as youth leaders, trainers, youth workers, teachers and teacher trainers. They should also contribute to processes and initiatives for EDC/HRE at the national level initiated by youth organisations or other educational institutions.

In other words: the courses are important both for the quality of the learning that they provide and for the potential that they have in promoting human rights education. In 2023 and beyond they should particularly seek to implement the conclusions and recommendations of the [3rd review cycle of the Charter on EDC/HRE](#) and the conclusions of the [Forum on Citizenship and Human Rights Education](#) held in Turin in April 2022.

The success of a Compass training course depends on several factors, including:

- 1) Being based on a needs analysis and relevance regarding HRE in the country/ies concerned;
- 2) Concrete, achievable and assessable objectives;
- 3) An educational programme with clear learning outcomes and designed to allow the development of relevant competences for HRE;
- 4) Adequate preparation of both educational and administrative aspects;
- 5) A motivated and competent team of trainers;
- 6) Transparent and timely recruitment of participants;
- 7) A consistent practice of the educational principles for HRE as defined by the Council of Europe Charter on EDC/HRE.
- 8) Adequate and timely documentation and visibility.
- 9) Appropriate working conditions and environment.

II. SUPPORT PROVIDED BY THE COUNCIL OF EUROPE

¹ **Regional** is to be understood as cross borders (i.e. neighbouring countries) or covering countries sharing a common language.

The Council of Europe provides three types of support for these activities included in the Youth for Democracy programme 2023:

- a) **Financial support**, in the form of grants (details below).
- b) **Institutional support**, in the form of recommendation letters to potential partners and funders; official Council of Europe representation; provision of educational materials, visibility of the activities in institutional Internet sites and documents; communication with publishers of Compass and Compasito translations.
- c) **Educational support**, by recommending or contracting a trainer(s) with relevant experience and competence to support the educational team of the courses.

The organisers of training courses will be invited for a **preparatory workshop** which will be held online in February 2023. The workshop will deal with the practical and administrative matters of the courses and, especially, their educational aspects. The Secretariat of the Youth Department of the Council of Europe will also provide methodological and administrative support to the organisers/partners selected.

III. PROFILE OF THE PARTNERS

The partners/organisers may be local or national organisations or institutions interested in introducing and developing the provisions and quality of human rights education, such as:

- non-governmental youth organisations and/or other non-governmental organisations (including national branches/members of European youth organisations)
- governmental organisations focused on human rights, youth and/or education;
- institutions involved in human rights education;
- national networks of human rights activists and/or human rights educators.

Partnerships between different types of organisations are encouraged because this reinforces the feasibility potential strategic impact of the courses.

Eligibility criteria for grants

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

- Be one of the following: non-governmental youth organisations and/or other non-governmental organisations; governmental organisations primarily those focused on human rights, youth and/or education; institutions involved in human rights education; national networks of human rights activists and/or human rights educators;
- Be legally registered in a state party to the European Cultural Convention;
- Be entitled to carry out the activities described in its 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;
- Correspond with the criteria and requirements described in Chapter V.

IV. BUDGET AVAILABLE FOR FINANCIAL SUPPORT

The Council of Europe may provide grants for selected activities included in the 2023 programme; the support provided in the range/average of 5000 € per activity, based on the needs and budget submitted. Financial support of the Council of Europe is meant to facilitate support from other sources at national or European levels – thus inducing a support to human rights education with young people – and not as the sole or main source of funding. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the activity.

The Council of Europe reserves itself 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 the outcome of the call.

V. CRITERIA AND REQUIREMENTS

The support, including financial grants, will be awarded to the design, implementation and evaluation of national or regional raining courses for trainers and/or multipliers in human rights education with young people.

General conditions and criteria²

Applications must fulfil, cumulatively, the following criteria and conditions:

- a) Aim at developing the competences (knowledge, skills, attitudes and values) of key multipliers in human rights education with young people such as youth leaders, trainers, youth workers, teachers and teacher trainers;
- b) Foresee a follow-up of the course by the participants, including for example measures to support national networks of organisations and trainers/multipliers involved inhuman rights education with young people;
- c) Foresee a programme and methodology based on the approaches outlined in Compass (an introduction to Compass and its approaches; experience in using the manual and how to adapt it to the participants' contexts is considered essential);
- d) Make use of and provide the participants with copies of Compass in their language(s), where this is possible (he Council of Europe will provide the necessary copies of the Manual upon request);
- e) Support and advocate for EDC/HRE at national level based on the [Council of Europe Charter on Education for Democratic Citizenship and Human Rights Education](#);
- f) Envisage linking with and building upon previous initiatives, projects and programmes on human rights education with young people at national level.
- g) Be prepared for, and open to, participants from a variety of organisations and institutions.
- h) Have a minimum duration of 4 consecutive days;
- i) Involve at least 18 and a maximum of 40 participants/learners.

Prioritisation criteria

Preference will be given to activity proposals which:

- a) Are organised in **co-operation** between two or more partner organisations;
- b) Are to be held in countries where newly published translations of *Compass* or *Compasito* are introduced;
- c) Are to be held in countries where no similar course has been organised in the past two

² For more details see the chapter 3 of the COMPASS training courses: a [handbook](#) for organisers

years³;

- d) Foresee cooperation between the non-formal and formal educational sectors and actors, as well as engaging a diverse range of participants with various backgrounds;
- e) Support the development of communities of practice around a shared understanding EDC/HRE and priorities for advocacy and action in the countries where the courses are held.

Non-eligible activities

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.

Please see also the exclusion criteria below.

Indicative timetable

| Phases | Indicative timing |
|--|---------------------------------|
| Publication of the call | 19 November 2022 |
| Deadline for submitting applications | 4 January 2023 |
| Assessment of the applications | 4 January 2023 -17 January 2023 |
| Information to applicants on the results of the call | 28 January 2023 |
| Preparatory workshop | 16-17 February 2023 |
| Preparation of the grant agreements | March 2023 |
| Implementation period | 1 April – 15 November 2023 |
| Deadline for reporting | 30 days after the course |

Projects completed prior to the date of submission of the applications will be automatically excluded. In projects that started prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application may be eligible.

Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) where the Council of Europe financial support amounts to a maximum of 5000€ (Five thousand euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Candidates are reminded that the support of the Council of Europe should be complementary to other funding sources, private or public, national or international. It is mandatory for each grantee to contribute to the project either by way of its own resources or by contribution from third parties.

Funding conditions

The funds for each grant will be distributed as follows:

- 80 % will be paid when the Grant Agreement between the two parties is signed;
- the balance about 20 % will be paid based on actual expenditures incurred, and after

³ In 2021 and 2022 supported courses were held in Austria, Azerbaijan, Albania, Belgium, Bosnia and Herzegovina, France, Georgia, Hungary, Iceland, North Macedonia, Turkey, Croatia, Germany, Italy, Russian Federation, United Kingdom and Bulgaria, Greece, Slovenia, Lithuania, Moldova, Portugal.

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

Reporting requirements

- **narrative reporting:** 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. Both reports are to be submitted within 30 days after the end of the activity.

VI. APPLICATION PROCEDURE

Documents to be submitted

Each application must include:

- the completed and signed **Application Form** (See **Appendix I**).
- a provisional budget (using the template reproduced in **Appendix II**) if financial support is being requested.

Questions

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: youth.HRE@coe.int with the following reference in subject: Call NTCHRE2023/Questions

Deadline for submission

The application form completed and signed, together with provisional budget, where relevant, and any other supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: youth.HRE@coe.int. Emails should contain the following reference in subject: NTCHRE/Country name/Applicant organization(s) name

Applications must be received by 04 January 2023 (at 23:59 CET).

Applications received after the above-mentioned date will not be considered.

VII. EVALUATION AND SELECTION PROCEDURE

The projects will be assessed by an Evaluation Committee composed of administrators and educational advisors of the Youth Department of the Council of Europe.

The procedure shall be based on the underlying principles of [grant award procedures](#): 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](#).

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.

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 4.2**).

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.

Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objectives and priorities of the call (40%)
- the quality, clarity and consistency of the educational programme proposed (30%)
- the cost-effectiveness of the application and the estimated budget (20%).
- the relevance of the experience of the applying organisation(s) and staff (10%).

VIII. NOTIFICATION OF THE DECISION

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, formalising their legal commitments. Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.

APPLICATION FORM

COMPASS NATIONAL AND REGIONAL TRAINING COURSES ON HUMAN RIGHTS EDUCATION WITH YOUNG PEOPLE 2023

Please type all your answers and answer all questions clearly and concisely. Add extra lines or pages as needed, but please keep to the order of questions.

I. GENERAL INFORMATION

| 1.1. Training course details | |
|---|--|
| Title of the course | |
| Venue(s) <i>(city, country and the address if possible)</i> | |
| Start date of the implementation period <i>(Preparation shall begin from this date)</i> | |
| Date of the start of the course | |
| Closing date of the course | |
| End date of the implementation period <i>(Date when the reporting is concluded)</i> | |
| Number of working days of the training course <i>(4 consecutive days)</i> | |
| Working language(s) of the course | |

| 1.2. The applicant organisation(s) details | |
|---|--|
| Name of the applicant organisation(s) | |
| Address of the applicant organisation(s) <i>(including city, postal code, and country)</i> | |
| Contacts of the applicant organisation(s) <i>(telephone number (include international dialling code), email, website)</i> | |
| Contact person(s) <i>(name and position in the organisation of the person in charge of the project)</i> | |
| Contact details of the person <i>(telephone number (include international dialling code), email, address)</i> | |

1.3. Partnership (s)

Are you cooperating with any other organisation(s) in making this request?
If so, please give details of the organisation(s), their profile(s) and a contact person(s)

II. GENERAL INFORMATION ON THE COURSE

2.1. Aims and objectives of the training course

| | |
|---|---|
| What is the aim of the training course? | |
| Which are the objectives of the course? | |
| How does the course correspond to the mission and programme of your organisation? | |
| What is your experience in Human Rights Education? | |
| How does the training course intend to make use of Compass and/or Compasito or other Council of Europe educational resources ? | |
| Is the training course connected to a recently published or ongoing translation of Compass , Compasito and/or other Council of Europe educational resources on human rights education ? | Yes <input type="checkbox"/> No <input type="checkbox"/> if "yes", please specify: |
| What is, from your perspective, the added value of the training course to the Human Rights Education Youth Programme of the Council of Europe ? | |
| How will the training course strengthen the networks of key multipliers in human rights education with young people in your country/-ies? | |

2.2. Programme outline and methodology

Please describe below an outline of the daily programme and details about the rationale and the methodology of the course

2.3. Participants in the training

Profile of participants (multiple choices possible)

- Youth workers
- Youth leaders
- Teachers
- University students
- Human rights activists
- Government representatives
- Local municipalities
- Other, please specify:

Number of participants
(*minimum 18; maximum 40*)

Which are the main competences (knowledge, skills, attitudes) addressed by the training course?

What is the relationship of participants with your organisation(s)

What is the planned procedure and calendar for recruitment?

2.4. Composition (probable) of the team of trainers

| Name of trainer | Organisation | Competences or experience (in relation to the course) |
|-----------------|--------------|---|
| | | |
| | | |

2.5. Preparation

What is the timeline of the preparation process planned for this course?

How will the trainers' team be involved in the preparation process?

2.6. Follow-up

What is the expected impact of the training in your community/locality/region in relation to human rights education?

What follow-up do you expect participants to undertake as a result of the course?

Do you intend to support participants in their future projects or follow-up activities?

How will your organisation/s follow-up on the training course?

2.7. Type of support you request from the Council of Europe

| (multiple choices are possible) | |
|--|---|
| <input type="checkbox"/> Educational support and advice <i>if "yes, please chose between two options on the right side</i> | <input type="checkbox"/> Trainer contracted by the Council of Europe <i>(if a trainer will be requested, her/his board and lodging costs will be covered by the organisation/project, but trainer fee will be paid by Council of Europe beyond the budget of the project).</i> <input type="checkbox"/> Trainer recommended by the Council of Europe <i>(all expenses will be covered by the organisers)</i> |
| <input type="checkbox"/> Institutional support | <i>including recognition, visibility, and input to the course</i> |
| <input type="checkbox"/> Financial support | <i>if "yes", please submit detailed budget proposal using the table in appendix 2</i> |

III. PROVISIONAL PROGRAMME

Please describe the daily programme here in any format.

IV. CERTIFICATION OF THE COMMITMENTS

4.1. Resources of the project

Please, indicate below how your organisation will secure the feasibility of 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. What other sponsors/partners will contribute to the activities?

4.2. Declaration of honour

By signing this form I, the undersigned, authorized to represent the applicant, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.

I also certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:

- a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. is not 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 is not subject to a procedure of the same kind;
- c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;
- d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;
- e. is not and neither likely to be in a situation of conflict of interests.

| | |
|--------------------------------|---|
| First name, Family name | Function, Name of the organisation |
| Date | Signature |

Please send this form duly completed and signed to:

Council of Europe, Youth Department
 E-mail: youth.HRE@coe.int
 by 04 January 2023 (23:00 CET)

ESTIMATED BUDGET

| Action: | <specify> | | | | | |
|--|--|------------|-------------------|-------------------|---|---|
| Place: | <specify> | | | | | |
| Implementation period: | <specify> | | | | | |
| CoE Administrator responsible: | <specify> | | | | | |
| Currency: | <specify> | | | | | |
| Grant by the Council of Europe: | <specify the total amount of the CoE Grant > | | | | | |
| Contribution by the Grantee: | <specify> | | | | | |
| Expenditure | Unit | # of units | Average unit rate | # of participants | Estimated budget covered by other sources | Estimated budget covered by the Council of Europe |
| 1. Human Resources | | | | | | |
| 1.1. Staff | | | | | | |
| 1.1.1 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.1.2 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.1.3 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.2. Experts/Consultants | | | | | | |
| 1.2.1 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.2.2 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.2.3 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 1.3. Per diems (lunch, dinner, accommodation, transfer) | | | | | | |
| 1.2.1 International | Per diem | | 0,00 | | 0,00 | 0,00 |
| 1.2.2 Local | Per diem | | 0,00 | | 0,00 | 0,00 |
| Subtotal 1 Human Resources | | | | | 0,00 | 0,00 |
| 2. Travel | | | | | | |
| 2.1 International travel | Per return flight | | 0,00 | | 0,00 | 0,00 |
| 2.2 Local transportation | Per trip | | 0,00 | | 0,00 | 0,00 |
| Subtotal 2 Travel | | | | | 0,00 | 0,00 |
| 3. Equipment and supplies | | | | | | |
| 3.1 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 3.2 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| Subtotal 3 Equipment and supplies | | | | | 0,00 | 0,00 |
| 4. Office items | | | | | | |
| 4.1 Office rent and related charges | Per month | | 0,00 | | 0,00 | 0,00 |
| 4.2 Office supplies | Per month | | 0,00 | | 0,00 | 0,00 |
| 4.3 Office furniture and equipment | Per item | | 0,00 | | 0,00 | 0,00 |
| 4.4 Other services | Per month | | 0,00 | | 0,00 | 0,00 |

| | | | | | | |
|--|---------------------|--|------------------------------|--|-------------|-------------|
| Subtotal 4 Office items | | | | | 0,00 | 0,00 |
| 5. Other expenditure and services | | | | | | |
| 5.1 Publications | Per item | | 0,00 | | 0,00 | 0,00 |
| 5.2 Studies, research | Per item | | 0,00 | | 0,00 | 0,00 |
| 5.3 Translation | Per 250 words | | 0,00 | | 0,00 | 0,00 |
| 5.4 Interpretation | Per person/day | | 0,00 | | 0,00 | 0,00 |
| 5.5. Conferences/seminars² | | | | | | |
| 5.5.1 Rent of hall | Per event | | 0,00 | | 0,00 | 0,00 |
| 5.5.2 Rent of interpretation equipment | Per event | | 0,00 | | 0,00 | 0,00 |
| 5.5.3 Coffee breaks | Per event | | 0,00 | | 0,00 | 0,00 |
| 5.5.4 Local transportation | Per event | | 0,00 | | 0,00 | 0,00 |
| 5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer) | Per event | | 0,00 | | 0,00 | 0,00 |
| 5.5.6 Visibility actions | Per item | | 0,00 | | 0,00 | 0,00 |
| Subtotal 5 Other expenditure and services | | | | | 0,00 | 0,00 |
| 6. Other | | | | | | |
| 6.1 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| 6.2 specify | Per xx | | 0,00 | | 0,00 | 0,00 |
| Subtotal 6 Other | | | | | 0,00 | 0,00 |
| Total Grant expenditure (1-6) | | | | | 0,00 | 0,00 |
| Notes: | | | | | | |
| ¹ Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. ² Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc). "Average unit rate" can be used but not "Average number of participants". ² See Articles 1.1 and 3.2. | | | | | | |
| I certify that this is the budget proposed | | | I accept the proposed budget | | | |
| Name of the representative of the Grantee (followed by capacity, e.g. Director) | (Name and capacity) | Name of the representative of the Council of Europe | (Name) | | | |
| Signature | | Signature | | | | |
| Date: | | Date: | | | | |