

## Q&A

regarding the Grant procedure No. VC 3753/2023/08

### SUPPORTING ACTIVITIES FOR MHPSS AND NON-MHPSS PROFESSIONALS WORKING WITH CHILDREN WHO HAVE EXPERIENCED TRAUMATIC EVENTS

launched by the Council of Europe Consultation Group on the Children of Ukraine

Dear potential applicants, Greetings from the Secretariat of the Council of Europe Consultation Group on the Children of Ukraine.

- **Question in Ukrainian**

“Доброго дня.

Чи підпадає під пріоритет конкурсу організація та проведення комплексного навчання працівників 10 центрів життєстійкості Черкаської області та надання консультаційної підтримки їм в розробці місцевих програм реабілітації.

Навчання охоплюватиме 3 модулі:

- психоемоційний аспект (робота з горюванням, втратою), консультації щодо організації груп взаємодопомоги -театр Стійкості;
- фізико психологічний аспект (методика академіка Миколи Амосова та ландшафтнотерапія) - організація туристично-оздоровчих маршрутів у громадах;
- саморегуляція та попередження конфліктів, консультації з розробки місцевих програм реабілітації.

У нас є відповідна команда, яка готова реалізувати зазначений проєкт

З повагою”

- **Answer in Ukrainian**

Вітаємо! Дякуємо за поставлене запитання. Заявка має відповідати основній цілі надання гранту, а саме:

Гранти фінансуватимуть проєкти, спрямовані на підтримку фахівців першої лінії, як з психологічною освітою, так і без неї, та безпосередньо працюють з дітьми, які постраждали від травми, що пов'язана з війною, зокрема, але не виключно, з дітьми, які стали жертвами або свідками сексуального насильства, пов'язаного з конфліктом (СНПК).

Проєкти, що фінансуватимуться в межах грантів, мають охоплювати один або кілька з таких напрямів:

- розроблення інформаційно-освітніх матеріалів для дітей щодо їхніх прав;

- розроблення методології та проведення навчання для соціальних працівників, які не є фахівцями у сфері психічного здоров'я та психосоціальної підтримки (ПЗПСП), щодо роботи з дітьми, які пережили травматичні події;
- розроблення методології та проведення навчання для фахівців у сфері ПЗПСП з питань самодопомоги, запобігання професійному вигоранню та вторинній травматизації;
- розроблення інформаційно-освітніх матеріалів для фахівців, які працюють з дітьми, що пережили сексуальне насильство, пов'язане з конфліктом (СНПК), як постраждалі або як свідки.

В своїй заявці, будь ласка, опишіть як, на Вашу думку, запропоновані заходи відповідають заявленій цілі.

#### • Question

"Hello! I have a question regarding the current CGU Grant Call.

We are a specialized Ukrainian NGO focusing on psychological rehabilitation. Together with our Lithuanian partners and experts, we would like to implement a psychological rehabilitation programme for patronage service professionals who provide ongoing support to wounded military personnel and the families of fallen service members.

Could this type of project receive funding under this grant call or through any other funding opportunities provided by the Council of Europe Office in Ukraine? Thank you in advance for the answer!"

#### • Answer

Dear potential applicant. Thank you for the questions raised. The application must be aligned with the overall objective of the grant, namely:

The grants will fund projects designed to support frontline professionals with and without a background in psychology who work directly with children affected by war-related trauma, including but not limited to those children victims or witnesses to conflict-related sexual violence. The grants should include one or more of the following areas:

- developing educational materials for children about their rights;
- developing a methodology and delivering training for non-MHPSS social workers on how to work with children who have experienced traumatic events;
- developing a methodology and delivering training for MHPSS workers on self-care, preventing professional burnout and vicarious trauma;

- developing educational materials for professionals working with children who have experienced, either as victims or as witnesses Conflict-related Sexual Violence (CRSV).

In your application, please describe how, in your view, the proposed activities contribute to achieving the stated objective.

- **Question**

“Dear Sir or Madam,

I am writing to you on behalf of (Name of the organization), the applicant for the grant , in order to clarify some questions that arose during the process of filing in the Attachments.

Question 1. What is meant by the education materials? Could you give more details please: scope (volume), format (brochures, presentations, teaching guides, short algorithms to define traumatized, texts or study outlines during conferences and lectures)

Question 2. Should those materials be spread after completion of the project? If yes, can the expenses of disseminating information be included into the budget?

Question 3. Shall the materials be translated after publishing?

Question 4. What are the requirements to the experts and consultants? Should they be from abroad or international?

Question 5. Does Budget line “Translation” include the expenses covering translation of the reports into English?

Thanks for possibility to ask and to apply.

Yours faithfully,”

- **Answer**

Dear potential applicant. Thank you for the question raised.

As per the Call for Proposals, Projects for **grant number one** may include:

1. Producing a leaflet-style deliverable containing disability-friendly information about the rights of children with disabilities, co-created with children with disabilities during a workshop or other relevant group activity.

Please provide a clear description of your project idea, which will be subject to careful evaluation.

- **Question**

“We would be grateful for clarification on the following points regarding the Call for Proposals under the Consultation Group on the Children of Ukraine.

1. Eligibility of the target group. The Call refers to "MHPSS professionals as well as professionals from other fields working with children who have survived traumatic events." Would staff of public cultural institutions — in particular public library workers who run activities for children and act as a first point of contact for children and families in their communities — qualify as an eligible target group under this Call, provided the proposed activities build their capacity to apply basic psychosocial support practices and safe-referral principles? If not, could you specify which professional categories are considered eligible?

2. Conflict-related sexual violence (CRSV) component. Is the CRSV focus a mandatory element of every proposal, or does it apply only to the third strand of activities (development of training materials for professionals working with children who have suffered from or witnessed CRSV)? May an applicant propose a project that addresses only one or two of the three strands described in the announcement?

3. Number of grants and budget ceiling. Is the amount of up to EUR 25,000 the total envelope to be divided between the one or two selected organisations, or the maximum amount available per grant? Is there an indicative minimum or maximum per single proposal?

4. Format of activities. Are online and blended formats eligible — for example, the development of a digital professional community, online peer-support and group supervision sessions, or e-learning materials — or is the Council of Europe expecting predominantly in-person activities?

5. International technical assistance status. Does the grant awarded under this Call qualify as international technical assistance in Ukraine (subject to registration with the relevant Ukrainian authority and the associated tax treatment), or should the budget be prepared on the assumption that standard Ukrainian taxation, including VAT, applies? Should the provisional budget be presented VAT-inclusive or VAT-exclusive?

6. Eligible costs. Could you confirm whether the following are eligible: staff and expert fees, subcontracting of external service providers (e.g., video production, design), and indirect/administrative costs? If indirect costs are eligible, is there a maximum percentage?

7. Partnerships. May an applicant NGO implement the project in cooperation with a public institution or a national authority (for example, a ministry or a network of public libraries)? If so, should the partner be reflected in the application form and the budget?

8. Signature and stamp. Many Ukrainian NGOs no longer use a company stamp. Would a qualified electronic signature (KEP) on the submitted documents be accepted, or is a scanned wet signature accompanied by a stamp strictly required? In the absence of a stamp, what alternative is acceptable?

9. Language of annexes. All documents must be submitted in English. Does this requirement also apply to supporting documents that exist only in Ukrainian (registration certificate, statute, financial statements)? Are unofficial translations sufficient, or is certified translation required?

10. Implementation period and payments. Are any costs incurred before 3 August 2026 (e.g., preparatory work) eligible? Could you also indicate the expected payment schedule — the share of pre-financing and the share paid after approval of the final report?

11. Multiple applications. May one organisation submit more than one proposal, or participate as a partner in another applicant's proposal?

Thank you in advance for your clarifications.”

- **Answer**

Dear potential applicant. Thank you for the questions addressed.

1. The grants will fund projects designed to support professionals with and without a background in psychology who work directly with children affected by war-related trauma, including but not limited to those children victims or witnesses to conflict-related sexual violence. The application should clearly and comprehensively explain how the proposed activities will contribute to achieving the overall objective of the grant.

2. As mentioned in the Call for Proposals, projects for **grant number two may include:**

- developing a methodology for non-MHPSS social workers based on the Manual For Professionals: Mental health and psycho-social support for children in crisis and emergency situations (Ukrainian translation of the Manual will be provided by CGU) on how to work with children who have experienced traumatic events with further organisation and delivery of a training to relevant professionals with a focus on frontline regions.
- developing a methodology, training materials for and delivery of a training for professionals of a multiagency support team with background in psychology on professional burnout and vicarious trauma, including the development of recommendations for self-care.
- developing a set of recommendations and short guidance notes for professionals working with children affected by conflict-related sexual violence (victims, witnesses, family members). **This may complement the trainings indicated above (i.e victims, witnesses, family members).**

3. Project proposal shall be accompanied by a draft budget. The maximum contribution to be financed by the Council of Europe shall not exceed **5 000 EUR for Grant number one and 20 000 EUR for Grant number two.**

An organisation may be awarded one or both grants, depending on the proposed activities. In case the organisation awarded both grants, the total envelope indeed will be up to **25 000 EUR**.

Applicants may apply for both grants using a single application form. Activities must be clearly identified as relating to **Grant number one** and/or **Grant number two**.

4. As for format of the activities, please provide a clear description of your project idea and activities, which will be subject to careful evaluation.

5. The project is not registered as technical assistance; thus, the standard Ukrainian taxation rules apply.

6. The procurement of goods/works/services by the grantee in connection with the project activities is possible, subject to certain procedural requirements.. We encourage you to consult [Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#) which may provide useful guidance when preparing your grant proposal.

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

Projects/actions proposed by civil society organisations in partnership with national or local authorities;

However, the following types of action will not be considered:

- Projects/actions providing financial support to third parties (re-granting schemes);
- Projects/actions supporting political parties.

8. Documents may be signed with a signature only if a stamp is not available.

9. Supporting documents that are available only in Ukrainian may be submitted in Ukrainian (for example, a Charter or registration documents).

10. As for the funding conditions, we encourage you to consult the Call for Proposals and the documents attached (sample of Grant Agreement).

11. Each organisation may submit only one application. The application may include implementation options. An organisation may also participate as a partner in another organisation's application (Consortium).

## • Question

"Dear Sir/Madam,

We are reviewing the Call for Proposals "Grants to support the activities of mental health and psychosocial support (MHPSS) professionals and professionals from other sectors working with children affected by traumatic events" and would be grateful for

clarification on the following points before preparing our application:

*1.Can one organisation apply for both Grant No. 1 and Grant No. 2?*

The Call states that "applicants may apply for one or both grants in a single application" (Section IV.2), while the Eligibility Criteria (Section VI.2) state that "submission of multiple applications is prohibited and will result in the exclusion of all relevant applications." Could you please confirm whether a single organisation may submit one combined application covering both Grant No. 1 and Grant No. 2, and that this would not be considered a "multiple application" under the exclusion rule?

*2.What is the target audience for Grant No. 1?*

Under the General Objective (Section IV.1), one of the eligible areas is "development of educational materials for children about their rights," which implies children as the target audience. However, Section IV.4 (Target Stakeholders) lists only professionals as key stakeholders:

- frontline MHPSS professionals (psychologists, social workers with psychological training);
- frontline non-MHPSS professionals (social workers, caregivers, case managers).

Could you clarify whether, for Grant No. 1 specifically, the direct target audience is children (with materials also potentially reaching professionals), or whether the materials for children should nonetheless be developed with professionals as the primary stakeholders/users? We would appreciate clarification on how to reconcile these two sections when preparing the project description for Grant No. 1.

*3.What is the required size/amount of own co-financing contribution?*

Section IV.5 states that "each grant beneficiary must also contribute to the project from its own resources or from third-party contributions," but does not specify a minimum percentage or amount.

Could you please confirm:

- whether there is a minimum required percentage (or amount) of co-financing relative to the total project budget;
  - whether in-kind contributions (staff time, volunteer work, etc.) are accepted as part of this co-financing, or whether a financial contribution is required.
- We would appreciate your response".

• **Answer**

Dear potential applicant. Thank you for the questions addressed.

1. The CSO may apply for both grants (number one and two) within one application form.

2. The target audience of grant number one is children. The objective is to produce a leaflet-style deliverable containing disability-friendly information about the rights of children with disabilities, co-created with children with disabilities during a workshop or other relevant group activity. While the leaflets may also be used by professionals, they should be developed in an easy-to-read format that is child - friendly.
3. As for the co-financing, we encourage you to consult [Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#) which may provide useful guidance when preparing your grant proposal.

- **Question**

“Hello,

(Name of LLC) is a licensed provider of educational services with a strong team of specialists and a successful experience record in implementing similar programs.

We are interested in participating in the grant competition aimed at supporting mental health and psychosocial support professionals, as well as specialists from other fields working with children who have experienced traumatic events.

Is a commercial (private) organization eligible to participate in this competition?

Best regard,  
(Name of the potential applicant)”

- **Answer**

Dear Madam/Sir. Thank you for your interest in this grant opportunity. Only registered Ukrainian CSOs are eligible to apply for this grant.