



CALL FOR PROPOSALS

Awareness-raising campaign on celebrating diversity and addressing discrimination
DAD-ADD/NHSCU(2019)16

Project	Fighting discrimination, hate crimes and hate speech in Georgia
Awarding entity	COUNCIL OF EUROPE Anti-discrimination Department, DG II.
Funding	Council of Europe, DANEP voluntary contribution
Duration	Projects shall be implemented by 30 May 2020. Reporting requirements shall be completed by 30 June 2020.
Estimated starting date	17 November 2019
Issuance date	16 September 2019
Deadline for applications	17 October 2019

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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:
 - a concept note about the planned activity(ties):
- 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: **Georgia – small grant proposal**
- Applications must be received **before 17 October 2019 (at midnight, Georgian time).**

I. INTRODUCTION

This call for proposals is launched in the framework of the Council of Europe Project [“Fighting discrimination, hate crime and hate speech in Georgia”](#). It aims to co-fund university projects aimed at increasing public awareness about:

- persistence and negative impact of discrimination, hate crimes and hate speech on the well-being of young people, vulnerable groups and general public in Georgia;
- the rights of minorities and other vulnerable groups and the diversity in Georgian society;
- redress mechanisms for persons affected by discrimination, hate crime and hate speech;
- contribution of human rights and democratic values, and the Georgian anti-discrimination laws to the peace and prosperity in Georgia.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

II. BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT

The purpose of the Project is to provide expertise, build competences, advocate and raise awareness among policy makers, legal and law enforcement agencies and civil society organisations to enable them to:

- fully align national legislation and bylaws on anti-discrimination, hate crimes and hate speech and monitoring mechanism (in particular ECtHR, ECRI and FCNM) in accordance with European standards;
- ensure its effective implementation;
- increase public appreciation for the laws’ contribution towards democracy, human rights, peace and prosperity in Georgian society.

In line with the objectives outlined above, the Council of Europe is co-ordinating an awareness raising campaign, [‘I choose equality’](#). The main audience for the campaign includes the general public, mainly focusing on youth up to 30 years, alleged victims of discrimination, NGOs and Civil society activists, public relations departments of project stakeholders and media representatives.

Project partners include Public Defenders Office, Ministry of Internal Affairs, Ministry of Justice, Human Rights Secretariat, Parliament, Office of the State Minister of Georgia for Reconciliation and Civic Equality, Ministry of Education, Science, Culture and Sport, NGOs addressing discrimination and human rights for national minorities, LGBT persons, and other vulnerable groups.

III. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 16 000 (sixteen thousand Euros). The Council of Europe intends to award 4 grant(s) between 3,000-4,000 (three to four thousand Euros) each.

Subject to availability of funds and extension of the Project initial duration, 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 call for proposals.

IV. REQUIREMENTS

1. General objective

The grants will fund projects designed to increase public awareness about one, or several, of the following issues:

- importance of equality and tolerance

- persistence and negative impact of discrimination, hate crimes and hate speech on the well-being of young people, vulnerable groups and the public in Georgia;
- how to combat threats posed by populist, far-right, and extremist narratives;
- the rights of minorities and other vulnerable groups and of the diversity in Georgian society;
- redress mechanisms for persons affected by discrimination, hate crime and hate speech;
- celebration of multicultural Georgia.

2. Means of action

Projects are encouraged to be as creative as possible and could include, but not be limited to, activities such as theatre performances, films, cartoons, debate competitions, mock trials, artistic exhibitions, living libraries.

Ideally the activities would take place around, and be linked to the theme of one of the action days of the campaign:

8 March	International Women's Day
21 March	International Day for the Elimination of Racial Discrimination
8 April	International Romani Day
17 May	International Day Against Homophobia, Transphobia and Biphobia
21 May	Cultural diversity Day
22 July	European Action Day for Victims of Hate Crime
24 August	Day of adoption of the Constitution
October	Tbilisoba
8 November	Birthday of Ilia Chavchavadze
9 November	International Day Against Fascism and Antisemitism
16 November	International Tolerance Day
10 December	Human Rights Day

3. Implementation period

The implementation period of the projects should start in November 2019 (see indicative timetable under VIII. below) and shall not extend beyond May 2020.

Reporting requirements shall be completed on 30 June 2020 **at the latest**.

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

4. Target stakeholders

Projects should target in particular the following key stakeholders:

- general public, mainly focusing on youth up to 30 years, alleged victims of discrimination
- Representatives of minority and vulnerable groups
- NGOs and young civil society activists
- and media representatives.

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

5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a minimum of 3,000 (three thousand Euros) and a maximum of 4,000 (four thousand 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.

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

- Projects/actions proposed by universities making the actions part of course work;
- Projects/actions targeting youth, minorities and victims of discrimination, and/or youth and women within minority groups
- Projects/actions involving the wider general public.

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 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, with photos and audio-visual material from the activity and statistics on its audience reach. The photos and audio-visual material will be used by the Council of Europe for further awareness-raising. It is the Grantee's responsibility to obtain consent from people who appear in photos and audio-visual material.
- **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**);
- a concept note about the planned activity(ties) in Georgian:
 - the time frame of activities (any link to campaign action)
 - the key message of the activities, why it is important to the university/students
 - how communication about the activities will be achieved and linked to the campaign ‘I choose equality’
 - the expected audience reach
 - how the activities will be absorbed into the work of students
 - how the activities could be sustained/further follow-up after the activities have ended.

The Georgian concept note should be accompanied by a brief concept note in English (max 1 page) which will summarize the main points of the concept note.

The selection committee may suggest some changes to the application and budget.

Applications that are incomplete will not be considered.

2. Questions

General information can be found on the website of the Council of Europe:

<https://www.coe.int/en/web/portal/grants>

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 Georgian, and shall be exclusively sent to the following address: tenders.antidiscrimination@coe.int with the following reference in subject: **Questions Georgia small grant proposal**

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 subject: **Georgia small grant proposal**.

Applications must be received **before 17 October 2019 (at midnight Georgian time)**. 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 a representative from: the Ministry of Education, Science, Culture and Sport of Georgia, the Public Defender's Office, the Council of Europe Office in Georgia and civil society.

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 of 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.

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.

2. Eligibility criteria:

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

- be legally constituted a university in Georgia;
- 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.

The call is open to the universities in Tbilisi, Kvemo Kartli, Samtskhe Javakheti and Ajara.

Eligible universities may submit projects for more than one of their faculties, provided that these faculties and their projects are clearly distinct from each other. Multiple applications from one University for the same faculty will result in the exclusion of all applications concerned.

3. Award criteria

The selection of awards will take a balance between the regions into account.

Applications will be assessed against the following criteria:

- the relevance and added value of the action with regard to the objective of the call (20%)
- the extent to which the action meets the requirements of the call and links to the 'I choose equality' campaign (20%)
- creativity and novelty of the suggested actions (20%)
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (20%)
- sustainability of the proposed actions (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, in particular its requirements in terms of payment and reporting.**

VIII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	16 September 2019
Deadline for submitting applications	17 October 2019
Information to applicants on the results of the award procedure	1 November 2019
Signature of the grant agreements	November 2019
Implementation period	November 2019 – May 2020

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