



**Organising International Solidarity
CSO-LA/2018/402-422
Small Grant Facility**

Guidelines for Grant Applicants

DEADLINE TO APPLY 16 MAY 2021, 24H00 (BRUSSELS TIME)

1. Background

Since its 2012 Communication entitled “*The roots of democracy and sustainable development: Europe’s engagement with Civil Society in external relations*”, the European Union (EU) adopted a policy shift to support civil society not only as a provider of aid but also as a pivotal actor of governance acknowledging the role of Civil Society Organisations (CSOs) to build stronger democratic processes, accountability systems and to achieve better development outcomes. The adoption of the 2030 Agenda for Sustainable Development, whose goal 17 recognises the need to work in stronger partnership, reinforced the commitment of the EU to support and to work in collaboration with CSOs. In order to implement this policy shift, the European Commission established, amongst other mechanisms, Framework Partnership Agreements (FPAs) with CSOs. Through the FPAs, CSOs are encouraged to contribute to policy-making at national, regional and global levels, especially in the formulation and monitoring of policies and agreements for the successful implementation of the Sustainable Development Goals (SDGs).

The Organising International Solidarity (OIS) Programme

As a signatory of an FPA Grant Project, SOLIDAR is implementing the programme “Organising International Solidarity: structuring local to global CSOs engagement and dialogue on EU development cooperation issues”. The project aims to enhance the capacity and effectiveness of SOLIDAR members and their partners in the field to engage in the implementation of the SDGs, in particular on decent work and social protection, as well as strengthening SOLIDAR representational capacities to collect views and inputs from members and their partners in the field and establishing a dialogue with the EU and International policy makers.

One of the key components of the Small Grant Facility (SGF): provision of grants to third parties. These grants will support the organisation of activities that contribute to strengthen partnership among SOLIDAR members, partners and allies in the field.

2. Description of the call

2.1. Objectives and results of the Small Grant Facility Scheme (SGFS)

The SGFS fund will support policy advocacy, capacity building and awareness raising regarding just transition, decent work, social protection and enabling space for Civil Society Organizations (CSOs) as part of the Agenda 2030 for sustainable development.

The fund will:

1. Reinforce SOLIDAR members, partners and allies' capacity to be involved in EU policy-making processes, and the setup of active advocacy and lobby initiatives regarding economic and social rights.
2. Strengthen partnership among SOLIDAR members, partners and allies in the field (at country, sub-regional and regional levels).
3. Develop beneficiaries' capacity to manage EU Grants.

The funded actions are required to contribute to at least one of the following **expected results**:

1. SOLIDAR members, their partners and allies in partner countries work closely together and enhance **coordination**;
2. SOLIDAR members, their partners and allies in partner countries monitor the implementation of the 2030 Agenda also through Economic and Social Rights **Monitoring** reports;
3. SOLIDAR members, their partners and allies' capacity to engage in policy dialogues with the EU delegations and visibility is strengthened.

2.2. Location

Actions must take place in at least 1 of the following countries:

- West Africa: Burkina Faso, Burundi, Mali, Niger and Senegal
- East and South Africa: Kenya, Mozambique, Tanzania, South Africa and Zimbabwe
- Central America: El Salvador, Guatemala, Honduras and Nicaragua
- Andean Region: Bolivia, Colombia, Ecuador and Peru
- Asia: China/Hong Kong, Cambodia, Myanmar, Pakistan, Philippines and Thailand

2.3. Duration of the action

- Maximum duration: four months.
- Minimum duration: one month.

The action must be implemented by 31 October 2021.

2.4. Overall budget and Cost of the actions funded

In 2021, the Small Grant Facility total budget is 80,000 EUR. The call for proposal is divided into two lots:

Lot 1 Multi-countries/sub-regional actions

- For **proposals involving the majority of the countries** in a sub-region or a region (see above). A maximum of 4 regional actions will be awarded.
- Minimum budget 7,500 EUR - Maximum budget 10,000 EUR.

Lot 2 In-country actions

- For **proposals involving one country and several members and/or partners** (see selection criteria and evaluation grid below).
- Minimum budget 5,000 EUR - Maximum budget 6,000 EUR

2.5. Size of the grant

The grant may cover up to 85% of the budget. The rest will be co-funded by the beneficiary(ies).

Any grant requested for action under **Lot 1** must fall between the following minimum and maximum amounts:

- Minimum amount: 6.375 EUR
- Maximum amount: 8.500 EUR

Any grant requested for action under **Lot 2** must fall between the following minimum and maximum amounts:

- Minimum amount: 4.250 EUR
- Maximum amount: 5.100 EUR

Grants are subject to the 80% pre-financing payment at the start of the project, and 20% balance payment after the submission to and approval by SOLIDAR of the narrative and financial reports based on the actual costs incurred.

Note 1: grants will be transferred to the beneficiaries' organisations in the partner country.

Note 2: for simplicity purposes, please respect the structure of the budget proposal template.

3. Eligibility criteria

3.1. Who can apply?

Only the following **entities** can apply for financial support: CSOs, social movements, representative and membership-based organisations and (independent) trade unions that fulfil the following organisational **selection criteria** can apply:

- Be recognised as a legal non-profit entity under relevant laws, where such laws exist;
- Located and operating within one of the countries above mentioned;
- Can prove a clearly defined focus on advocacy;
- Have a democratic decisionmaking structure, independent from government.

SOLIDAR members and partners are highly encouraged to submit applications, except those organisations that are **affiliated members**¹ of the OIS programme. Each organization can submit one application only as leading applicant for each program's year. However, an organisation may be part of more than one submission as co-applicant.

Leading applicants must be established in one of the countries mentioned above and be directly responsible for the implementation of the action.

The proposals must be a result of a consultative process among the different parts involved in order to strengthen partnership. .

3.2. Which actions are eligible?

Actions need to have a clear link with the thematic focus of the OIS program (just transition, shrinking space, promotion of the economic and social rights, namely freedom of association, enabling space, decent work and social protection as part of the 2030 Agenda). The following **activities are eligible** for financial support:

- Organisation of awareness raising campaigns;
- Initiatives focusing on local and/or national and/or subregional and /or regional advocacy issues related to the themes mentioned above ;
- Support to CSOs involvement in local/national/regional/European policy dialogue on the themes mentioned above.
- Coalition building and networking activities identification and dissemination of results;
- Elaboration of Economic and Social Rights Monitoring (ESRM) reports.

Humanitarian actions are not eligible.

3.3. Which costs are eligible?

Only 'eligible costs' can be covered by an action grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'. Costs must be directly related to the implementation of the action and incurred within the implementation period of the action.

Only the following **costs are eligible** for financial support and have to abide to the Guidelines of the Call for Proposals:

- General running costs linked to the implementation of the action itself;
- Salaries and Honorariums for personnel working for the applicant;
- Costs directly linked and necessary for the realization of the action (e. g. production of materials, costs related to the venue, travel costs for speakers, etc.).

4. Selection criteria

¹ OIS affiliated members are MPDL, Forum for International Cooperation, Solidarité Laïque Burkina Faso, Solidar Suisse Hong Kong Limited, FOS, and Olof Palme International Center

Incomplete proposals or with non-compliant information with this application guideline will be directly classified as non-eligible. Applications will be checked for compliance with eligibility and quality criteria by a selection jury that will evaluate and rate the project proposal in line with the selection criteria.

Preference will be given to proposals that reflect a joint proposal of SOLIDAR members, partners and allies in partner countries AND/OR applications with a strong partnerships with SOLIDAR members.

5. Evaluation grid

Jury members will evaluate the proposals according to the evaluation grid below.

Scoring:

The evaluation grid is divided into subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Not to be filled by applicant!

Selection criteria	YES/NO
The submission deadline has been met and the budget ceiling has been respected	
The leading applicant and co-applicants (if any) are NOT affiliated members of the OIS programme	
Applicants and co-applicants are recognised as legal non-profit entities under relevant laws	
Applicants and co-applicants are located and operating within one of the countries of the action	
Applicants and co-applicants are legally established in a partner country	
Applicants and co-applicants organisations have a defined focus on advocacy	
Applicants and co-applicants have a democratic decision-making structure	
For proposals under Lot 1: the action involves the majority of countries of one sub-region or region	
The proposed action has a minimum duration of 1 month and a maximum duration of 4 months	
Award criteria	Max. Score
The proposal has been developed through a consultative process	5
The proposal reflects a joint proposal of SOLIDAR Members/partners and allies	5x2
The proposal contributes to at least one of the grant's expected results	5
The proposal reinforces key stakeholders' capacity to be involved in EU policy-making processes	5x2
The proposal has a clear focus on the promotion of just transition, or civic space, or economic and social rights, namely freedom of association, enabling space, decent work and social protection as part of the 2030 Agenda	5
The expected results of the proposed action are sustainable	5
The activities are appropriately reflected in the proposed budget	5x2
The ratio between the estimated costs and the expected results is satisfactory	5

6. How to apply

Please download the following documents, which you can also find on [SOLIDAR website](#):

1. [the application form in Excel](#),
2. [the budget proposal in Excel](#),
3. [the activity plan template](#) and
4. [the checklist for leading applicants](#).

Once the documents are filled, please upload them in the [online form](#). You will also find relevant documents on SOLIDAR website such as the Financial Management Guidelines or Frequent Questions and Answers.

Deadline for submission: 16 May 2021, at 24h00 (Brussels time).

7. Indicative Calendar

Launch of call for proposals	15 March
Deadline for submission proposals	16 May
Evaluation and selection process	27 May
Contracts with beneficiaries	June
Implementation period	1 July – 31 October
Reporting deadline	15 November

For any question, please refer to the Frequent Q&A. For further support you can contact SOLIDAR, indicating in your message subject: “SGF2021”:

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