

# ACTIVE CITIZENS FUND ROMANIA

## Guidelines for Applicants

### Call #4 – Awareness on human rights and equal treatment

#### Small grants and Rapid Response grants

#### Ongoing call



Fundația pentru  
Dezvoltarea  
Societății  
Civile



fundația pentru  
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pentru  
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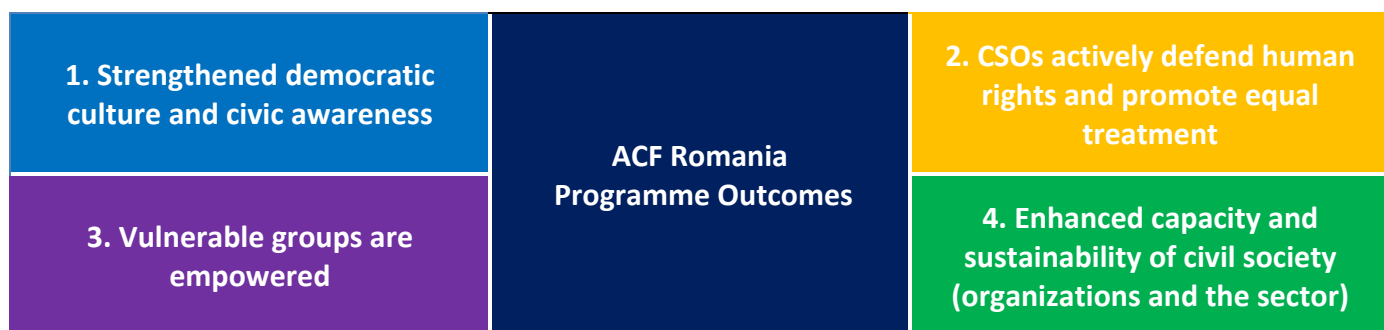
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# 1. About Active Citizens Fund Romania

The Active Citizens Fund Romania programme (hereafter named “ACF Romania” or “Programme”) is part of the EEA and Norway Grants 2014-2021. The **objectives** of the Programme are **to strengthen civil society and active citizenship and to empower vulnerable groups**. ACF Romania will pursue a long-term development of the civil society sector sustainability and capacity, stepping up its role in promoting democratic participation, active citizenship and human rights, while strengthening bilateral relations with organizations from the Donor States (Iceland, Liechtenstein and Norway). The Programme has a total allocation of **46,000,000 Euro**.

The **overall objective of the EEA and Norway Grants 2014-2021** is to reduce economic and social disparities, and to strengthen bilateral relations between 15 beneficiary countries and the Donor States.

Programme Areas of Support	➤ Democracy, active citizenship, good governance and transparency;
	➤ Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity;
	➤ Social justice and inclusion of vulnerable groups;
	➤ Gender equality and gender-based violence (GBV);
	➤ Environment and climate change.



All organisations and activities funded shall be based on the <b>common values and principles</b> :		
Values	General Principles	Principles of sustainable development
<ul style="list-style-type: none"> <li>• respect of human dignity</li> <li>• freedom</li> <li>• democracy</li> <li>• equality</li> <li>• the rule of law</li> <li>• the respect for human rights for all</li> </ul>	<ul style="list-style-type: none"> <li>• good governance</li> <li>• participatory and inclusive</li> <li>• accountable</li> <li>• transparent</li> <li>• responsive</li> <li>• effective and efficient</li> <li>• zero-tolerance towards corruption</li> </ul>	<ul style="list-style-type: none"> <li>• long-term economic growth</li> <li>• social cohesion</li> <li>• environmental protection</li> </ul>

ACF Romania is administered by a Consortium composed of [Civil Society Development Foundation](#), [Romanian Environmental Partnership Foundation](#), [Resource Center for Roma Communities](#), [PACT Foundation](#) and [Frivillighet Norge](#), acting as Fund Operator (FO) designated by FMO – Financial Mechanism Office of the EEA and Norway Grants.

## 2. Outcome 2. CSOs actively defend human rights and promote equal treatment

**Outcome 2. CSOs actively defend human rights and promote equal treatment** covers two areas of support of the Active Citizens Fund Romania, respectively „*Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity*” and „*Gender equality and gender-based violence*”

<p><b>Aims</b></p>	<ul style="list-style-type: none"> <li>To increase awareness of citizens on their rights, along with their capacity to identify, report and challenge discrimination, hate speech in public space (social media, politicians’ statements, etc.), human rights violations, harmful institutional practices, as well as gaps in legislation and law enforcement. On a longer term, the individuals will further reflect a human rights approach in their actions, standing not only for their own rights but also for the rights of the others.</li> <li>To support NGOs to strengthen their capacity to conduct campaigns on human rights, undertake monitoring and watchdog activities on the implementation of policies in relation to gender equality and gender-based violence, advocate for human rights and equal treatment, conduct research on human rights issues and provide services to victims of discrimination and human rights violation.</li> </ul>
<p><b>Approach</b></p>	<p>Projects to be supported shall tackle human rights by addressing the factors involved in generating or maintaining the challenges that various groups like Roma, women, LGBTI, persons with disabilities, elder people, children etc. are facing.</p> <p>There are strongly encouraged <b>partnerships</b> with other public/private entities to enhance awareness on human rights/equal treatment, provide services to victims of discrimination and human rights violation, monitor and advocate for the implementation of policies and legislation.</p>
<p><b>Special focus</b></p>	<p>A special focus of the Outcome 2 is to improve outreach to under-served geographic areas and/or target groups, out of which <b>Roma inclusion and empowerment</b> is given special attention. Also, <b>gender equality and gender-based violence</b> should be specifically approached through advocacy and awareness raising activities, service provision and monitoring and watchdog activities on the implementation of policies. <b>Youth inclusion</b>, a priority of the Programme, represents as well a special focus of the Outcome 2.</p>
<p><b>Financial allocation</b></p>	<p>The total allocation available for open calls under <b>Outcome 2</b> is <b>8,500,000 Euro</b>.</p>
<p><b>Special allocations within the total financial allocation for Outcome 2</b></p>	<ul style="list-style-type: none"> <li><b>2,500,000 Euro</b> is envisaged for <i>gender equality and gender based violence (GBV) area</i>.</li> <li><b>1,000,000 Euro</b> is envisaged for <i>combatting the infringement of human rights and discrimination against Roma</i>.</li> <li>a special allocation is foreseen for the development of civil society infrastructure:             <ul style="list-style-type: none"> <li><b>900,000 Euro</b> for <b>small grants for small NGOs working in underserved areas</b> and for <b>underserved target groups</b></li> <li><b>1,500,000 Euro</b> for <b>strategic grants for supporting implementation of long-term strategies of human rights organizations</b></li> <li><b>100,000 Euro</b> for <b>rapid response grants</b> allowing rapid response to emerging threats to human rights.</li> </ul> </li> </ul>

### 3. Focus of the Call #4. Awareness on human rights and equal treatment

#### 3.1. Context

Human rights cover a wide range of areas including economic, social, political and cultural rights, such as the right to work in just and favourable conditions; the right to social protection, to an adequate standard of living and to the highest attainable standards of physical and mental well-being; the right to education and the enjoyment of benefits of cultural freedom and scientific progress as well as civil and political rights: freedom of movement; equality before the law, the right to a fair trial and presumption of innocence, freedom of thought, conscience and religion, freedom of opinion and expression, peaceful assembly, freedom of association, participation in public affairs and elections, protection of minority rights.

In Romania, discrimination, hate speech and social exclusion still largely affect Roma, women, LGBTI, persons with disabilities, elders etc. These groups have limited information on their rights and enforcing mechanisms (only 44% of the population would know their rights in case they were victims of discrimination or harassment - [2015 Eurobarometer](#)). They are facing negative stereotypes in the public space, institutional discriminatory practices (such as police brutality and forced eviction towards Roma, precarious living conditions for people with disabilities in psychiatric institutions etc.).

In 2018, a significant percentage of the population (32.5%) was at risk of poverty or social exclusion. Poverty can affect the right to participate, whereas a lack of participation may also increase the risk of poverty and marginalisation, creating a vicious circle. Children are particularly affected and efforts should be made to change the paradigm of children as right holders rather than subjects of protection.

Beside discrimination, hate speech become more visible in the public space. There are no designated procedures for recording hate crimes and no structured and systematic cooperation between law enforcement agencies and NGOs on recording and collecting data on hate crime.

Several challenges persist in relation to *gender equality* in areas connected to health, decision-making positions across the political, economic and social spheres or allocation of time spent doing care and domestic work and social activities. Various groups of women (Roma, migrant, rural, women with disabilities, older women) continue to be disproportionately affected by poverty and exclusion, trafficking in persons, labour/sexual exploitation. The situation is particularly acute for Roma women, who leave school early (only 16% have completed upper secondary education compared to 22% of Roma men); marry young (29% before they turn 18 compared to 12% of Roma men); stay at home (40% are not looking for work due to their care responsibilities) or are not in paid work (only 16% are employed compared to 34% of Roma men).

*Gender-based violence (GBV)* remains widespread and is often sustained by gender role stereotypes (76% of 23,025 domestic violence reports registered by the police in 2016 were women), in a context where not all types of GBV (such as marital rape) are properly addressed in the legislation, women's complaints against violence are not always effectively investigated and victim protection needs to be strengthened.

#### 3.2. Types of grants and financial allocation

Under the Call #4 there are available two types of grants

Small grants	Rapid response grants
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The total allocation for **small grants** under the Call #4 is **900,000 Euro**. Out of this, a **specific allocation of 250,000 Euro** is envisaged for strategic focus of the Programme on **gender equality and gender-based violence (GBV) area**, while **250,000 euro** for **combatting the infringement of human rights and discrimination against Roma**.

The application process for small grants is ongoing with three evaluation sessions. For each evaluation session there is set up a deadline for receiving applications and specific financial allocations:

Small grants	For 1 <sup>st</sup> evaluation session	For 2 <sup>nd</sup> evaluation session	For 3 <sup>rd</sup> evaluation session
Publication date of the Call	19 December 2019		
Opening date of the application process (application process exclusively through the online platform <a href="http://www.finantaripublice.fdsc.ro">www.finantaripublice.fdsc.ro</a> )	9 January 2020		
Application deadline for entering evaluation sessions	11 March 2020; 16:00 (Romanian time)	11 November 2020; 16:00 (Romanian time)	30 June 2021; 16:00 (Romanian time)
Financial allocation	400,000 Euro	250,000 Euro	250,000 Euro
Gender equality and GBV area specific allocation	250,000 Euro		
Combatting the infringement of human rights and discrimination against Roma specific allocation	250,000 Euro		

Project duration (minimum and maximum)	3 – 18 months
Grant amount (minimum and maximum)	5,000 – 50,000 Euro
Capacity building activities	Possibility to allocate up to 20% of the total eligible costs of the project budget to capacity building measures

**! Attention**

Funds allocated for one evaluation session for the small grants scheme of the Call #4 and not spent (if any) will be automatically reallocated to the next evaluation session of the same Call.

**Rapid response grants** are also available on an ongoing basis during the whole period of implementation of the Programme and will be evaluated once they are received.

The total allocation for **rapid response grants** under the Call #4 is **100,000 Euro**, as follows:

Rapid response grants	
Publication date of the Call	19 December 2019
Opening date of the application process (application process exclusively through the online platform <a href="http://www.finantariublice.fdsc.ro">www.finantariublice.fdsc.ro</a> )	9 January 2020
Application deadline	Ongoing but not later than 27 April 2023; 16:00 (Romanian time)
Total financial allocation	100,000 Euro
Project duration (minimum and maximum)	3 - 6 months
Grant amount (minimum and maximum)	5,000 - 15,000 Euro
Capacity building activities	Not available for this type of grants

**! Attention**

In case of rapid response grants, due to the ongoing application and evaluation process, the available financial allocation could be exhausted before the deadline.

### 3.3. Objective of the Call #4 and contribution to Programme results

<b>Programme Outcome 2</b>	CSOs actively defend human rights and promote equal treatment
<b>The objective of the Call #4</b>	<b>To enhance awareness on human rights/equal treatment, at local level, in underserved areas and/or for underserved target groups</b>
<b>Programme Areas of support targeted</b>	<ul style="list-style-type: none"> <li>Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity</li> <li>Gender equality and gender-based violence</li> </ul>
<b>Country specific concern addressed</b>	<ul style="list-style-type: none"> <li>Strengthening the capacity and sustainability of the civil society sector</li> <li>Improve outreach to under-served geographic areas and target groups</li> <li>Roma inclusion and empowerment.</li> <li>Youth inclusion</li> </ul>
<b>Underserved areas targeted</b>	At Programme level <b>underserved areas</b> refer to situations of community deprivation on one or more of the following dimensions: (1) low level of human capital (i.e. education, health and demographic behavior), (2) low employment rate, (3) poor housing conditions, (4) insufficiently developed services for certain vulnerable groups.
<b>Underserved thematic domains targeted</b>	Human Rights, Roma inclusion and empowerment, Gender equality and gender-based violence, Youth
<b>Target groups</b>	<p><b>Underserved target groups</b>, meaning citizens that are at risk of/affected by discrimination and human rights infringement due to their racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity. For example Roma, women, LGBTQI, gender-based violence survivors, victims of hate crime, refugees, victims of trafficking, children, persons in detention, people affected by poverty and social exclusion, persons with mental health issues, persons living in institutions, young people who left institutions, elder people, etc.</p> <p>Other groups could be targeted in order to achieve results at the level of the people at risk of/affected by discrimination and human rights violation, such as general public, law enforcement (policemen, judges, etc.), public services employees (teachers, social workers, physicians, nurses, etc.), media, academia, NGOs, etc.</p>

### 3.4. Eligible projects for small grants

The Call #4 supports small NGOs to **enhance awareness on human rights/equal treatment in underserved areas and/or for underserved target groups**. There are encouraged initiatives to increase the capacity of citizens and NGOs to identify, report and challenge discrimination (especially in cases where discrimination is widespread and has a history of going unchallenged such as schools, work environment, the medical profession, the armed forces, the police, the judiciary, as well as sport), hate speech in public space (social media, politicians’ statements, etc.), human rights violations, harmful institutional practices, as well as gaps in legislation and law enforcement. At the individual level citizens will reflect a human rights approach in their actions, standing not only for their own rights but also for the rights of the others.

The Call is also seeking for initiatives aimed to **support victims of discrimination and human rights violations**. This could include service provision (counselling – including legal, medical, shelter, day care etc.) to victims of human rights violation. Initiatives to **monitor and advocate for the implementation of policies and legislation at local level** in underserved areas and for underserved target groups are eligible within this Call.

This Call gives an opportunity for small organizations operating in underserved areas and/or target groups to maintain or develop human rights expertise at local level, increase outreach and enforce their commitment to promote human rights both within their work in the community and in the organization. This approach will contribute to developing local resources (individuals, informal groups, NGOs, other local stakeholders) for a better understanding of human rights and an active presence of NGOs in defending human rights. Projects that contribute to **shift perceptions of individuals, communities, authorities to a rights-based approach in all areas** of life (in family, in community, at school, at work, etc.) are encouraged.

This call strongly encourages <b>partnerships between small NGOs and:</b>	<ul style="list-style-type: none"> <li><b>other NGOs</b></li> </ul>	that are already active at grassroots level and are connected with local communities.
	<p>more experienced, that could guide them to properly relate with various factors (time, information, mobilization) and to further develop their capacity and sustainability.</p> <ul style="list-style-type: none"> <li><b>other public/private entities</b> to enhance awareness on human rights/equal treatment, provide services to victims of discrimination and human rights violation, monitor and advocate for the implementation of policies and legislation at local level in underserved areas and/or for underserved target groups.</li> </ul>	

<b>Special financial allocations</b>	In this Call, interventions related to gender equality and gender-based violence represents a special focus.
	The Call supports measures to combat the infringement of human rights and discrimination against Roma.

### 3.5. Eligible projects for rapid response grants

Under rapid response special allocation, the Programme will support initiatives, in the two areas covered by the Call, that best respond to an emerging situation (threat or opportunity) closely related to human rights and that requires immediate action. The essential requirement is to demonstrate the need for rapid reaction in order to solve/counteract the identified situation.

Small grants for rapid response may be used to bring cases of human rights violations (including hate crime, hate speech, discrimination, gender-based violence) into public attention; support litigations on human rights/ equal treatment cases, including forwarding cases to European courts etc.; stand up for the rights of different target groups when threatened in the context of new legislative initiatives (e.g. measures taken in such cases are potentially enforcing bad practices, the proposed initiative has potential to affect a large number of beneficiaries etc.).

**! Attention**

The grants for rapid response are not restricted to underserved areas and are open to all NGOs, as defined in section 4.2. Eligible Applicants and the requirement set in section 4.2. a) for a maximum average budget does not apply.

Under the <b>Call #4</b> the following <b>types of projects</b> are <b>not eligible</b>	
<input checked="" type="checkbox"/>	projects that exclusively or essentially target academic research, feasibility studies, conferences and other individual/unique events, infrastructure, individual sponsorships for participation in workshops, seminars, conferences and congresses;
<input checked="" type="checkbox"/>	projects that involve obtaining / awarding individual scholarships;
<input checked="" type="checkbox"/>	projects involving only training activities;
<input checked="" type="checkbox"/>	projects for emergency support, unless they are an indispensable component of the project;
<input checked="" type="checkbox"/>	refinancing activities (e.g. re-granting or loans given to other organizations or individuals/ legal entities);



☒	projects that focus on the purchase of equipment, buildings or offices;
☒	day to day activities of the Applicant (the project application must be elaborated for a specific project, as a set of well-defined and correlated activities, which will lead to concrete results within a well-defined time frame.)

### 3.6. Eligible activities for small grants and rapid response grants

**Types of eligible activities** (non-exhaustive list):

- ✓ **Campaigns to raise awareness, challenge stereotypes, and support/ consolidate/ expand positive changes in attitudes and practices related to:**
  - human rights,
  - gender equality and gender-based violence
- ✓ **Campaigns to raise awareness, challenge stereotypes, and support/ consolidate/ expand positive changes in attitudes and practices related to gender equality and gender-based violence;**
- ✓ **Promote and create secure and stimulating spaces for citizen to identify and report violations of human rights, actively defend human rights and promote equal treatment.** This could include development and use of instruments, platforms, user-friendly websites, mechanisms etc.
- ✓ **Developing partnerships with public and private entities (such as media, but not only) to promote and defend human rights.**  
The partnership could bring added value for:
  - Awareness raising campaigns;
  - Advocating for human rights/equal treatment;
  - Reporting hate crime, discrimination, human rights violations etc.
  - Collecting information on respecting human rights (including through investigative journalism);
  - Providing multidisciplinary assistance to victims of violation of human rights, etc.
  - Facilitating access to expertise on human rights issues;
  - Tackling the right to freedom of expression in the context of respecting human rights (especially in case of media and investigative journalism);
  - Increasing outreach to groups that are subject to human rights violation;
  - Identifying and adopting good practices in specific areas of human rights.
- ✓ **Provide/ improve support services for victims (as well as for witnesses and third parties) of discrimination and human rights violations, including gender-based violence/ gender equality related services;**
- ✓ **Education and training targeting different target groups** for example, students, co-workers, teachers, physicians, journalists, bloggers etc. in school or work environment **in order to adopt/ enforce/ include a human rights and equal treatment approach in their activity;**
- ✓ **Support human rights/ equal treatment cases litigation (counselling, legal assistance, etc.);**
- ✓ **Promote children as right holders** rather than subject of protection;
- ✓ Initiatives that tackle **a human rights perspective to ageism.**

#### **! Attention**

Analytical activities such as studies, reports, data collection on human rights issues are eligible as part of more complex projects (i.e. preparatory work for proposed advocacy campaigns, data-based argumentation to public policy proposals or public decision-making, etc.).

Please note that the activities listed above are only examples that can be part of a project which has to be understood as a defined group of activities implemented to develop a response to a specific need, activities that need to be done in a logical sequence to achieve a set of predefined targets using the given resources.



All projects funded under the Call #4 shall contribute to the achievement of:

### Results Framework Outcome 2

Expected programme results	Indicators	Requirements for applicants
<b>Programme Objective</b> Civil society and active citizenship strengthened, and vulnerable groups empowered	<b>Programme-level Indicator A</b> Number of people engaged in civil society organization activities.	All projects must report against this indicator.
<b>Outcome 2. CSOs actively defend human rights and promote equal treatment.</b>	<b>Indicator 18.</b> Share of target group favourable to human rights.	All projects must select and report against at least one Outcome 2 indicator [18] and/or [19].
	<b>Indicator 19.</b> Number of beneficiaries of services provided or improved.	
<b>Output 2.1.</b> Advocacy and awareness raising on human rights/equal treatment supported	<b>Indicator 20.</b> Number of awareness raising campaigns carried out on human rights	All projects must contribute to at least one Output from this table <b>and</b> must select and report against at least one corresponding Output level indicator.
	<b>Indicator 21.</b> Number of human rights/equal treatment cases litigated.	
	<b>Indicator 22.</b> Number of partnerships between CSOs and public/private entities on human rights	
<b>Output 2.2.</b> Research on human rights-related issues conducted	<b>Indicator 23.</b> Number of research reports on human rights issues produced	
<b>Output 2.3.</b> Services provided to victims of discrimination and human rights violations	<b>Indicator 24.</b> Number of CSOs providing services to victims of discrimination and human rights violations	
<b>Output 2.4.</b> Monitoring and watchdog activities on the implementation of policies in relation to gender equality and gender-based violence supported	<b>Indicator 25.</b> Number of monitoring /watchdog initiatives on gender equality or GBV	

#### Note

In addition to the results and indicators included in the above list, applicants may add **up to two** relevant results and corresponding indicators. These additional results and indicators will be selected from the ones set out at programme level (excepting those under the Outcome 4, which are addressed in section 3.7. Capacity building activities). In exceptional cases, the additional results and indicators could be proposed by the Applicants.

For more in depth information about the Programme indicators (description, measurement etc.), please consult the *Programme Indicators. Guidance document*, available at [www.activecitizensfund.ro](http://www.activecitizensfund.ro).

### 3.7. Capacity building activities

**Up to 20% of the total eligible costs** of the project budget can be allocated for activities that contribute to the organizational development of the Applicant and, if the case, of the NGO Partner/s from Romania. **Organizational development activities may not have a direct connection with the project activities.**

These activities can be planned separately, according to the needs of the Applicant/ Partners and must be correlated with an organizational development objective.

**Type of eligible capacity building activities** (non-exhaustive list):

- ✓ **Develop transparent and accountable governance procedures**, such as participatory processes for strategic planning, development of internal regulation documents; establishment/ development of an independent governing body; systems for prevention of conflict of interest; regulations/ methodologies/ tools for consultation of beneficiaries and other stakeholders;
- ✓ **Develop effective management procedures**, such as financial rules; management system of organization's knowledge and documents which is used systematically; policies and practices for human resources development;
- ✓ **Regularly communicate to the public information on organization's activities and results** through organizing events, publishing and distributing annual reports and other specific publications, media presence, functional webpage updated;
- ✓ **Develop and diversify the funding sources**, such as fundraising strategies, actions, campaigns;

- ✓ **Develop competencies among employees/ volunteers in key areas that contribute to the development of the organization**, to achieve its strategic objectives and which are complementary to those supported or linked to the direct activities of the project;
- ✓ **Training and coaching through the transfer of experience from other organizations/ experts;**
- ✓ **Awareness campaigns about the role of NGOs.**

Thus, the project will additionally contribute to the:

Results framework Outcome 4		
Expected programme results	Indicators	Requirements for Applicants
<b>Outcome 4. Enhanced capacity and sustainability of civil society (organizations and the sector)</b>	<b>Indicator 32.</b> Number of CSOs with transparent and accountable governance procedures	Projects including capacity building objective/s and activities must select and report against at least one Outcome 4 indicator [32], [33], [34] and/or [35]
	<b>Indicator 33.</b> Number of CSOs with effective management procedures	
	<b>Indicator 34.</b> Number of CSOs that regularly disseminate information on their activities and results to the public	
	<b>Indicator 35.</b> Number of CSOs with at least two funding sources, each comprising at least 20% of their total annual budget	
<b>Output 4.1.</b> Capacity building provided to CSOs	<b>Indicator 36.</b> Number of CSOs participating in learning initiatives funded by the programme	Projects including capacity building objective/s and activities must select and contribute to at least one Output from this table, respectively select and report against at least one corresponding Output level indicator.
	<b>Indicator 37.</b> Number of CSOs that implemented fundraising campaigns	
<b>Output 4.2.</b> Citizens awareness about the role of the CSOs in society	<b>Indicator 38.</b> Number of people reached by awareness campaigns about the role of CSOs	

**Note**

For more in depth information about the indicators (description, measurement etc.), please consult the *Programme Indicators. Guidance document*, available at [www.activecitizensfund.ro](http://www.activecitizensfund.ro)

**! Attention**

An **Organizational Development Matrix (self-assessment tool)** is available for the Applicants on the [Programme website](#). Applicants are strongly recommended to use this self-assessment tool to evaluate their internal organizational capacity in order to include tailor-made capacity building objective(s) and activities within the Applications.

Costs with the purchase of equipment within the category of organizational development costs will be accepted only if they support organizational development objectives and involve results mentioned in the project Application and respect the eligibility conditions specified below in section 5. Eligibility of costs.

### 3.8. Information and communication activities

When developing their project proposals, the Applicants should describe information and communication actions with the aim of creating awareness of the project and its objectives, any bilateral cooperation with entities in Iceland, Liechtenstein and/or Norway, as well as of the implementation, results and the impact of support from the Donors to the project. Applicants should take into account the following **minimal obligatory requirements** that have to be planned, developed, budgeted, implemented and reported to the Fund Operator:

1. **At least one information activity** on progress, achievements and results in the project, such as a seminar or a conference with stakeholders, a press conference or press event.
2. Measures for making **information on the project available on the web, either through a dedicated website or through a dedicated section on the organisation's existing website with linking between the pages**. The information of the project must be regularly updated and shall include information about the project, its progress, achievements and results, the cooperation with entities in Iceland, Liechtenstein and Norway, relevant photos, contact information and a clear reference to the Programme and the EEA and Norway Grants.
3. An indication of **how the information and communication measures are to be evaluated in terms of visibility and awareness** of the project, its objectives and impact, and of the Donors.
4. Organisers of **information events** such as conferences, seminars, fairs and exhibitions in connection with implementation of the project **make explicit and visible the support of the donor countries**.

5. Provide **information on the project to the widest possible audience** at the appropriate national, regional and/or local levels.
6. Ensure that those taking part in the project have been **informed of the Programme's funding**.

**! Attention**

Please keep in mind that fulfilment of all these minimal requirements have to be described in the Application form (Annex 1) under *A2 Information and Communication* and budgeted accordingly, if the case. The proposed information and communication actions should be in close connection and adapted to the project activities.

All information and communication materials related to the projects that are carried out with ACF support have to be in line with the **Communication and Design Manual** available on the Programme website ([www.activecitizensfund.ro](http://www.activecitizensfund.ro)).

Please note that, in case the Application is selected for funding, the Applicants will develop a Communication Plan in a format to be provided by the Fund Operator.

## 4. Administrative and eligibility criteria

### 4.1. Territorial scope

The Programme aims to support **Romanian NGO projects in Romania**, without prejudice to actions that are carried out in Donor or Beneficiary States or Border States with Romania under partnerships created to implement the selected projects.

In exceptional and well justified cases, there could be allowed initiatives to participate/organize capacity building activities in other EU countries than the one already mentioned above.

### 4.2. Eligible Applicants

<ul style="list-style-type: none"> <li>• <b>Non-governmental and non-profit organizations (NGOs)</b>, legally established in Romania, which have acquired legal personality and operate under the Government Ordinance 26/2000 and/or the Law 21/1924 on associations and foundations (with subsequent amendments and completions);</li> </ul>
<ul style="list-style-type: none"> <li>• <b>County and Bucharest municipality foundations for youth and the National Youth Foundation</b> established under the Law 146/2002 (with subsequent amendments and completions);</li> </ul>
<ul style="list-style-type: none"> <li>• <b>National Red Cross Society in Romania</b> established under the Law 139/1995 (amended and supplemented by the Law 524/2004) and <b>its structures with legal personality</b>;</li> </ul>

**In addition to the above mentioned criteria, the Applicants shall meet the following requirements:**

(a) <b>have an average budget of maximum 240,000 Ron (approx. 51,000 Euro) for the last 3 years</b> prior submitting an application under this Call. This condition does not apply to NGOs project partners or to Applicants under the rapid response grants <b>and</b>	<input checked="" type="checkbox"/>
(b) abide by the principles of human rights for all, democratic values, rule-of-law <b>and</b>	<input checked="" type="checkbox"/>
(c) do not promote intolerant, discriminatory and/or hate speech, <b>and</b>	<input checked="" type="checkbox"/>
(d) act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole, <b>and</b>	<input checked="" type="checkbox"/>
(e) have the capacity, according to their statutes, to act in the field addressed by the project, <b>and</b>	<input checked="" type="checkbox"/>
(f) are independent of the local, regional and national government and other public entities <sup>1</sup> , <b>and</b>	<input checked="" type="checkbox"/>
(g) are independent of political parties, <b>and</b>	<input checked="" type="checkbox"/>
(h) are independent of commercial entities <sup>2</sup> (such as companies, self-governing regies, individual enterprises etc.), <b>and</b>	<input checked="" type="checkbox"/>
(i) do not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious/cultural awareness raising) <b>and</b>	<input checked="" type="checkbox"/>
(j) have transparent structures and elected chair/board, and are accountable to their members and donors, <b>and</b>	<input checked="" type="checkbox"/>
(k) are directly responsible for designing and managing the project and do not act as an intermediary	<input checked="" type="checkbox"/>

<sup>1</sup> To assess if an organisation fulfils this condition, the FO will mainly check the following aspects:

- It does not have more than half of the members local, regional and/ or national institutions and/ or authorities;
- It does not have more than half of the voting members of the Board of Directors / General Assembly local, regional and/ or national public authorities or their representatives (natural persons);
- It does not have the organizational and operational structures established so that decisions are mostly influenced by local, regional and/ or national public institutions and/ or authorities.

<sup>2</sup> To assess if an organisation fulfils this condition, the FO will mainly check the following aspects:

- It does not have more than half of the members profit-making entities;
- It does not have more than half of the voting members of the Board of Directors/ General Assembly, profit-making entities or their representatives (natural persons);
- It does not have the organizational and operational structures established so that decisions are mostly influenced by profit-making entities.

### 4.3. Exclusion criteria for Applicants

Not eligible applicants	
• any other legal entities that do not cumulatively respect the criteria mentioned in the section 4.2. Eligible Applicants	✘
• political parties	✘
• religious institutions (religious cults, religious associations established under the Law 489/2006 on freedom of religion and general regime of cults)	✘
• professional associations (the associations which makes conditional the exercise of a certain profession with the membership in the association, and the purpose and objectives of the association are to further the specific interests of its members only)	✘
• social partners (trade unions and employers organizations)	✘
• profit-distributing cooperatives	✘

Applicants do not have the right to apply and receive funds under the Programme if they are in any of the situations described below:	
(a) are bankrupt, are in the administration of a judicial authority or are being winding up, have suspended the activity, are subject of proceedings concerning these issues or are in a similar situation following the application of a similar procedure provided for in the national legislation or regulations in force;	✘
(b) are guilty of serious professional misconduct proven by any means the Fund Operator can justify;	✘
(c) have not fulfilled obligations related to the payment of social security contributions or taxes to the state budget in accordance with the national legislation;	✘
(d) have been the subject of a final decision res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity to the detriment of financial interests, without the evidence that corrective action has been taken in this respect in recent years;	✘
(e) organisations from which the amount due was not recovered, following a final court decision in connection with the NGO Programme 2009-2014 in Romania.	✘

**Note:**

The project proposal will be accompanied by a signed Declaration of eligibility (Annex 3) of the Applicants certifying that they meet all the eligibility conditions mentioned in the section 4.2. Eligible Applicants and that are not in any of the exclusion situations mentioned above, from a) to e), in the section 4.3.Exclusion criteria for Applicants.

In case of projects selected for funding, the Applicants will be requested to submit an updated **Declaration of eligibility**. The FO reserves the right to request the Applicant any kind of documents in support of Declaration.

### 4.4. Eligible project partners

Projects may be implemented in partnership with project **Partners**. Project Partners shall share a common economic or social goal with the Applicant, which is to be realised through the implementation of the project. Partners shall be actively involved in and effectively contributing to the implementation of the project.

Partnerships are not mandatory, but highly encouraged, especially with Partners from the Donor States. The following legally established entities are **eligible to be project partners**: any **non-governmental organisations, public entities** (such as local and central public authorities, public institutions/ agencies, decentralized governmental public services, territorial administrative units, universities, etc.) as well as **private entities** (commercial or non-commercial), **established as a legal person** either in: **Romania, Donor States** (Norway, Iceland, Liechtenstein), **Beneficiary States** (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia and Slovenia ) and/or **Countries outside the European Economic Area that has a common border with Romania** (Moldova, Ukraine and Serbia), any **international organisation or body or agency** thereof.

Only the following entities are **eligible to receive funding as project Partners** under the Programme:

- NGOs that meet the eligibility requirements set for the Applicants under section 4.2. b) - j) and are not in the situations specified under section 4.3. a)-e);
- international organisations or agencies or bodies thereof;

- public entities

Other types of partners may not have access to the grant, but may contribute to the activities and/or to the co-financing required for the project.

The **Declaration of eligibility** submitted by the Applicant with the project proposal will also certify the fulfilment by the Partners of the eligibility conditions specified in this section.

In case of projects implemented in partnership with one or several entities, it is mandatory for the Applicants to submit with the Application form a **Partnership Declaration** (Annex 4) signed with the Partner/s. The Partnership Declaration shall be in English in the case of projects implemented in partnerships with entities from other countries than Romania and Moldova.

In case of the applications selected for funding that have Partners from Donor States, the Applicants have to submit Partnership Agreement(s) (templates to be provided by the FO) before signing the grant contract.

The Applicant coordinates the implementation of the project and, in case it is selected for funding, will represent the Partners and will sign the grant contract. Eligibility of costs generated by the Partners must respect the same rules that apply to the costs generated by the Applicant.

A project partnership shall not be mistaken for sub-contracting. Project partners always share a common economic or social goal through the implementation of the project, and partners cooperate throughout the entire project realisation. Sub-contracting is aimed at one (or perhaps several) specific deliverables, e.g. services or equipment in order to realise a specific activity within the project. Sub-contracting shall always be carried out based on appropriate service or purchase contract, according to the applicable public procurement rules as defined below in section.5.1. General principles of the eligibility of costs.

Applicants may collaborate in implementing the project with informal or *ad hoc* local groups, self-help organizations (including grassroots organizations) – that are not registered legal entities in Romania. They are **Collaborators** and must meet the following requirements: are not for personal profit, act for public good, are voluntarily and non-discriminatory in nature, are independent of local, regional and national government and other public entities, political parties, religious institutions and commercial entities. **Collaborators** cannot be a direct recipient of the project grant and will not be able to conclude expenses in their own name<sup>1</sup>. For collaborators it is not necessary to conclude and submit a Declaration of Partnership.

Partners and Collaborators shall have the capacity to implement relevant activities within the project. The Applicant will present in the project proposal the added value brought by the involvement of Partners and Collaborators in the implementation of the project.

#### 4.5. Grant rate and co-financing

**The project grant rate may be up to 100% of the total eligible costs of the project. The co-financing is not compulsory, and it can be provided in form of cash and/or in-kind contribution, in the form of voluntary work.**

In case such co-financing is ensured in cash, it is preferable to be from sources such as donations, sponsorships, membership fees, etc. and not through other projects/grants. The project cannot be co-financed by other programmes of the EEA and Norway grants, European funds or European Union budget or other in-kind contribution.

For the calculation of in-kind contribution in the form of voluntary work, the Applicant and project partner/s will take into account the actual time allocated for the implementation of the project (in hours/month) and the price shall be set in the range of the minimum gross hourly wage in Romania and the average gross hourly wage in Romania (valid at publishing date of the Call - 2019), including the employer's social contribution, depending on the character of the delivered work. The Applicant should provide justification for establishing the corresponding price of the voluntary work hour. For project partner/s whose primary location is in one of the Donor States or other Beneficiary States or countries outside EEA with a common border with Romania, the range in the respective country will be applied.

Please note that the in-kind contribution cannot be provided by a staff member who has, at the same time, an individual employment contract concluded with the Applicant or project Partner/s for the same type of responsibility.

In case in-kind contribution in the form of voluntary work is provided, it should be included in the project budget and must comply with the general principles on the eligibility of expenditures.

#### 4.6. Limitations

Eligible Applicants or partners cannot receive more than **550,000 Euro in total** support from the Programme or be involved in more than **4 projects** during the course of the Programme, excluding any grants in rapid response to emerging needs and any support received through the Fund for Bilateral Relations and the Regional Civil Society Initiatives<sup>2</sup>.

<sup>1</sup> The expenditure related to the involvement of the informal group shall be borne by the project promoter.

<sup>2</sup> For more information on the Fund for Bilateral Relations and the Regional Civil Society Initiatives, please consult [www.activecitizensfund.ro](http://www.activecitizensfund.ro)



An NGO can submit as Applicant **only one project proposal for each evaluation session** for small grants under the Call #4. This restriction does not apply to rapid response grants.

## 5. Eligibility of costs

### **! Attention**

This chapter is completed by the provisions of the Annex 2b - Guidelines for budgeting which is an integral part of this Guidelines for Applicants. If there are different provisions between this Applicant's Guide and the Annex 2b - Guidelines for budgeting, the provisions from the latter will prevail.

### 5.1. General principles on the eligibility of costs

**Eligible expenditures of projects are those actually incurred by the project promoter and/or the project partner, which meet the following criteria:**

<input checked="" type="checkbox"/>	they are incurred between the first and final dates of eligibility of a project as specified in the grant contract;
<input checked="" type="checkbox"/>	they are connected with the subject of the grant contract and they are indicated in the detailed budget of the project;
<input checked="" type="checkbox"/>	they are proportionate and necessary for the implementation of the project;
<input checked="" type="checkbox"/>	they are used for the sole purpose of achieving the objective of the project and its expected outcome/s, in a manner consistent with the principles of economy, efficiency and effectiveness;
<input checked="" type="checkbox"/>	they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles;
<input checked="" type="checkbox"/>	they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the project promoter and/or project partner.

The internal accounting and auditing procedures of the project promoter and partner/s must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

### 5.2. Direct costs

The eligible direct expenditures for a project are those expenditures which are identified by the project promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly.

The following direct expenditures are eligible provided that they satisfy the eligibility criteria previously mentioned (section 5.1. General principles on the eligibility of costs):

➤	costs of personnel assigned to the project, comprising actual remuneration including social security charges and other statutory costs as applicable, provided that this corresponds to the project promoter's and project partner's usual policy on remuneration;
➤	travel and subsistence allowances for personnel and volunteers taking part in the project, provided that they are in line with the project promoter's and project partner's usual practices on travel costs;
➤	costs of new or second hand equipment provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account and included in the project budget. In case the promoter has clear arguments that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be eligible;
➤	costs of consumables and supplies, provided that they are identifiable and assigned to the project;
➤	costs entailed by other contracts awarded by a project promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement;
➤	costs arising directly from requirements imposed by the project contract.

Costs related to construction, reconstruction, renovation, or refurbishment of a real estate **shall not exceed 50%** of the eligible direct cost of the project.

Where the entire purchase price of equipment is eligible the applicant must ensure that:	
<input checked="" type="checkbox"/>	keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use the equipment for the benefit of the overall objectives of the project for the same period;
<input checked="" type="checkbox"/>	keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and
<input checked="" type="checkbox"/>	sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.
<b>The specific means for the implementation of this obligation will be specified in the grant contract.</b>	

**! Attention**

It is mandatory for all Applicants to include in the Project budget (Annex 2a), under Activity 1 Project management, costs related to participation to trainings and meetings provided by the Fund Operator during the implementation of the project (accommodation, transport, per diem). A minimum of 4 trainings with duration of 2 days each for 2 persons should be taken into consideration.

As a general rule, for purchases and contracts awarding within the grant contracts, national and European Union legislation on public procurement shall be complied with.

For purchases with a **value of 5,000 Euro or higher**, the project promoter/ partner shall invite at least three suppliers/ service providers to submit offers. The contract should be awarded to the bid offering the best value for money or the lowest price (as appropriate). The entire selection procedure should be documented.

**5.3. Indirect costs**

Indirect costs are all eligible costs that cannot be identified by the applicant and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. Indirect costs of the project shall represent a fair apportionment of the overall overheads of the project promoter or the project partner. They may not include any eligible direct costs. Project promoters and project partners may apply a **flat rate of up to 15% of direct eligible personnel costs of the project** to cover indirect costs, commensurate with the real indirect costs need.

In case of project partners that are international organisations, or bodies or agencies thereof, indirect costs may be identified in accordance with the relevant rules established by such organisations.

**5.4. Excluded costs**

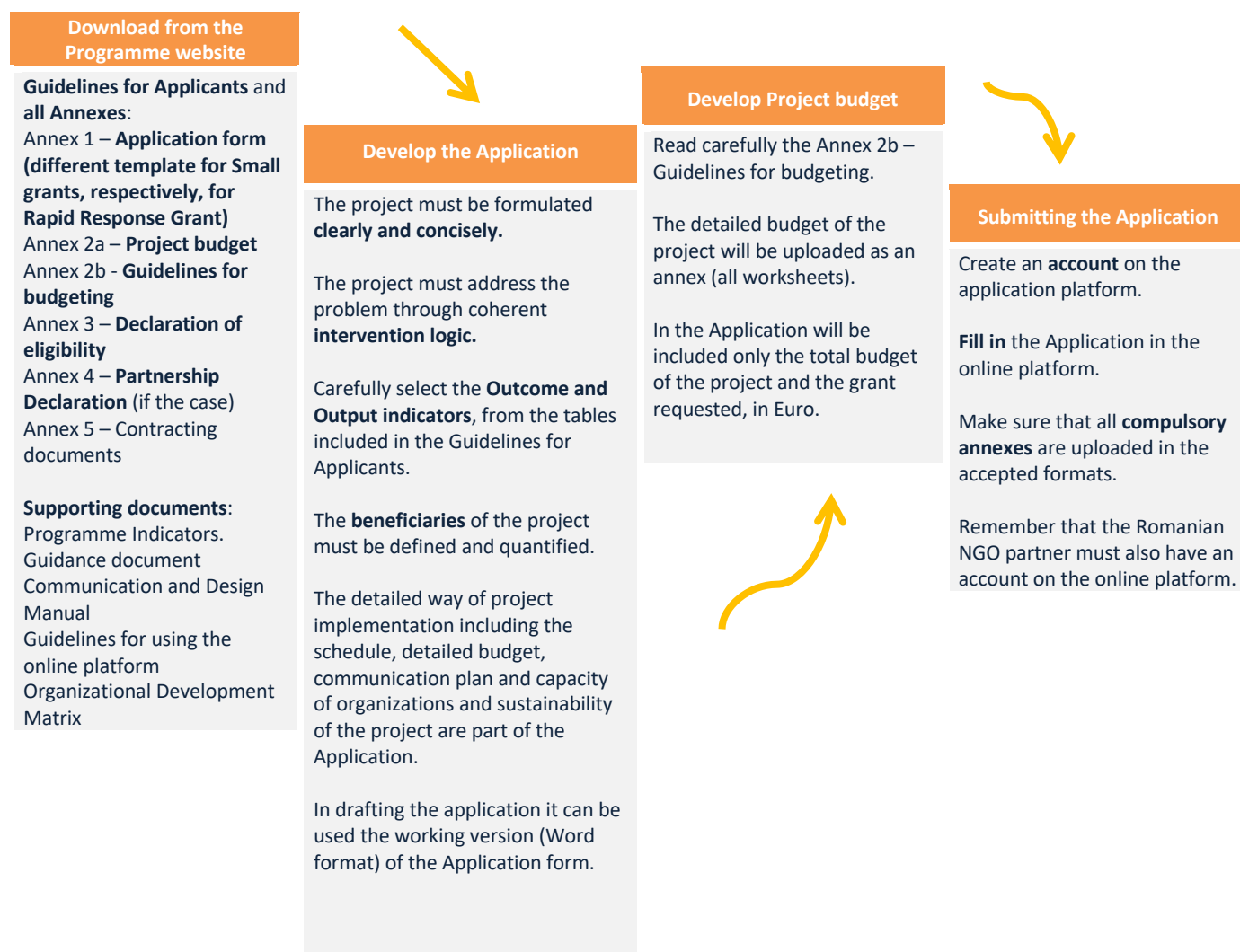
The following costs shall not be considered eligible:	
<input checked="" type="checkbox"/>	interest on debt, debt service charges and late payment charges (e.g. costs for loans taken in connection with the project, penalties / taxes related to late payment of invoices, penalties and interest for late payment of contributions and taxes to the state budget, etc.);
<input checked="" type="checkbox"/>	charges for financial transactions and other purely financial costs, except costs related to the special accounts of the project requested by the Fund Operator, provided they are mentioned in the grant contract and the costs of the financial services imposed by the grant contract;
<input checked="" type="checkbox"/>	costs related to purchase of land or real estate: ONLY the costs related to the construction, reconstruction, renovation or modernization of a building can be considered eligible, but will not exceed 50% of the directly eligible cost of the project;
<input checked="" type="checkbox"/>	provisions for losses or potential future liabilities;
<input checked="" type="checkbox"/>	exchange losses;
<input checked="" type="checkbox"/>	recoverable VAT, according to the legal regulations in force;
<input checked="" type="checkbox"/>	costs that are covered by other sources; double financing must be avoided (e.g. if the full value of a previously purchased equipment was financed from another grant, the depreciation of this equipment cannot be the eligible expenditure within the project);
<input checked="" type="checkbox"/>	finances, penalties (ex. fines imposed by public bodies due to the lack of security measures on the site of a building, parking fines, fines for late payment) and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project;



☒	excessive or reckless expenditure (these must be taken in relation to the principle of eligibility of expenses according to which they must be "proportionate and necessary for the implementation of the project" - (e.g. business travel class, purchasing state of the art equipment where cheaper options would cover the same need);
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## 6. Preparation, submission and registration of project applications

Only applications submitted before the deadline in the prescribed format with all the annexes and in an electronic version via platform [www.finantariublice.fdsc.ro](http://www.finantariublice.fdsc.ro) will be evaluated. In order to submit an application it is necessary to follow the next steps:



### ! Attention

**Only** the information included in the Application and in the compulsory annexes will be considered for evaluation.

A list of applications received will be published on the Programme website [www.activecitizensfund.ro](http://www.activecitizensfund.ro). A detailed procedure for online application is described in the *Guidelines for using the online platform* available on the Programme website [www.activecitizensfund.ro](http://www.activecitizensfund.ro)

The Application will be filled in Romanian (the only exceptions are the sections indicating otherwise and the Partnership Declaration in case of a foreign partner). The Application is complete only when it contains all following documents:

Document	Check	Submission through <a href="http://www.finantariublice.fdsc.ro">www.finantariublice.fdsc.ro</a>
<b>Application form</b>	☑	Filled in the platform
<b>Project budget</b> (Annex 2a)	☑	Uploaded as annex in EXCEL format
<b>Declaration of eligibility</b> (Annex 3)	☑	Uploaded as PDF or JPEG format
<b>Partnership Declaration</b> (if the case) (Annex 4)	☑	Uploaded as PDF or JPEG format

## 7. Application deadline

Small grants	
<b>Ongoing application process with three evaluation sessions. For each evaluation session there is set up a deadline for sending applications.</b>	
Publication date of the call for Small Grants :	19 December 2019
Opening date of application process for Small Grants: (application process exclusively through the online platform <a href="http://www.finantaripublice.fdsc.ro">www.finantaripublice.fdsc.ro</a> )	9 January 2020
Closing date of the Call for projects entering 1 <sup>st</sup> evaluation session:	11 March 2020; 16:00 (Romanian time)
Closing date of the Call for projects entering 2 <sup>nd</sup> evaluation session:	11 November 2020; 16:00 (Romanian time)
Closing date of the Call for projects entering 3 <sup>rd</sup> evaluation session:	30 June 2021; 16:00 (Romanian time)

**! The final form of the project proposal is considered the one uploaded on the online platform ([www.finantaripublice.fdsc.ro](http://www.finantaripublice.fdsc.ro)) and validated until the deadline.**

The Applications that are not filled in (and required annexes uploaded) and validated until the above specified deadlines for each evaluation session will not enter in that particular evaluation session. For example, an Application that is not filled in and validated by the deadline set for entering of the 1<sup>st</sup> evaluation session will not be considered in the 1<sup>st</sup> evaluation. However, if that application is filled in and validated until the deadline for the 2<sup>nd</sup> evaluation session, then it will enter in the 2<sup>nd</sup> evaluation session.

It will not be possible to modify/ fill in the project Application already validated (submitted).

The **final deadline for completing and validating an online Application form** and attaching the required documents is **30 June 2021; 16:00 (Romanian time)**. After this date, it will no longer be possible to fill in a new project Application. Access will be automatically limited by the online platform server.

We strongly recommend submitting the Application earlier than on the deadline set in the Guidelines. Postponing the Application submission for the last day may cause problems due to the system overloading that would not enable to submit the Application on time.

Rapid response grants	
<b>Ongoing application and evaluation process</b>	
Publication date of the call for Rapid Response Grants:	19 December 2019
Opening date of the application process for Rapid Response Grants: (application process exclusively through the online platform <a href="http://www.finantaripublice.fdsc.ro">www.finantaripublice.fdsc.ro</a> )	09 January 2020
Closing date of the call for Rapid Response Grants:	27 April 2023; 16:00 (Romanian time)

### **! Attention**

Due to the ongoing application and evaluation process for the rapid response grants, the budget can be exhausted before the above specified closing date. Applicants should regularly check the Programme website for updates.

## 8. Additional information and contact details

Questions related to this Call for proposals may be addressed by potential Applicants by e-mail and/ or phone by at least 7 days prior to each closing dates to:

For the Call #4	
Fundăția pentru Dezvoltarea Societății Civile/ Civil Society Development Foundation	
Tel: 0040 21 310 01 81/ 0040 752 444 303	
E-mail: <a href="mailto:apel4@fdsc.ro">apel4@fdsc.ro</a>	
Contact person: Oana Tiganescu, Senior Grants Officer	

- ✓ The FO will submit the answers in 5 working days from the reception of the questions and with at least two days before each deadline.

- ✓ The questions that may be relevant to other applicants, together with the answers, will be published regularly on the Programme website [www.activecitizensfund.ro](http://www.activecitizensfund.ro).
- ✓ Please check regularly the Programme website for updated information on this Call for proposals or for upcoming calls and events.

## 9. Evaluation and project selection

All applications received under this Call for project proposals will enter into the evaluation and selection procedure as follows:

Verification of administrative compliance and eligibility	Technical and financial evaluation	Selection Committee	Executive Board	Announcing the results
Verification of administrative compliance and eligibility	Applications are scored based on the evaluation criteria	The Selection Committee prepares a list of projects to be financed, conditions, reserve list or rejected		
Requests for clarifications (if the case)	According to the total average scores, a ranking list is prepared	The Selection Committee provides Executive Board with its decision	The Executive Board confirms the decisions of the Selection Committee and justifies any changes (if the case)	Applicants are informed about the final decision of the Executive Board
Informing the Applicants on the results of the administrative and eligibility verification	Applications with a minimum score of 65 while meeting all set thresholds, are discussed by the Selection Committee		The Executive Board makes the final decision on the list of projects to be financed, reserve list and rejected applications	
Successful Applications are randomly assigned to two impartial evaluators				

### 9.1. Verification of administrative compliance and eligibility

All applications submitted within each of the deadlines mentioned in the present Guidelines for Applicants will be assessed according to the administrative and eligibility criteria, based on a Yes/No grid. The assessment of eligibility will be conducted only for the applications that are compliant with the administrative criteria.

Requests for clarifications will only be sent when the information provided is not clear enough and sufficient to allow an objective assessment of the administrative compliance and eligibility of the application. Please note that documents mentioned under the section 6. Preparation and submission of project Applications cannot be requested in case they are already missing from the online application package.

Below is the grid for administrative compliance and eligibility:

I. Administrative compliance	YES	NO
The project application includes all the annexes required for the current Call for proposals:		
a. The online Application Form (Annex 1) is filled in Romanian, including the summary in English and is complete (all compulsory fields are filled in)		
b. The project Budget is filled in, respects the format from Annex 2a, is provided in Euro and is uploaded (in Excel format)		
c. The Applicant's Declaration of Eligibility (Annex 3) is filled in, signed and uploaded (scanned format)		
d. Partnership Declaration/s (Annex 4) is filled in, signed by the Applicant and Partner/s and uploaded (scanned format) if the case		
The assessment of eligibility will be conducted only for the applications that are compliant with the administrative criteria.		
II. Eligibility	YES	NO
1. The Applicant is eligible		
2. Partner/s is/are eligible		
3. The grant requested from ACF Romania is within the minimum and maximum allowed limits of the total eligible costs set in the current Call for proposals* *Note: The assessment of this criterion will be performed taking into consideration the modifications brought to the Guidelines for Applicants by the Corrigendum only for projects validated in the online platform starting with 4th of June 2020 (publication date of the		

Corrigendum). For the projects received before this date, the assessment will be performed considering the initial Guidelines for Applicants.		
4. The project falls into the types of grants (amount, duration) that can be awarded within the current Call for proposals		

**Note:**

In case of inconsistencies between the amounts mentioned in the Application form and those included in the Project budget (Annex 2a), those from the Project budget (Sources of funding) will be taken into consideration.

The Application is automatically excluded from further evaluation if one or more administrative and eligibility criteria were not met.

The Applicants will be notified via e-mail regarding the result of the administrative and eligibility verification.

After receiving the notification, applicants may **appeal the decision over compliance with administrative and eligibility criteria** within **10 calendar days** from the notification date of the results, to [apel4@fdsc.ro](mailto:apel4@fdsc.ro). The appeal will be formulated in writing and will include the reason for which such a request is well justified. The contestant cannot submit new documents in support of the case and cannot modify the content of the initial submitted application. The FO will take into consideration only the appeals submitted by the legal representative of the applicant or by the person empowered on his behalf. The FO's decision after appeal is final and will be communicated to the Applicant within 15 working days from the receipt of the appeal. No further appeal on the same application could be formulated afterwards.

A list of applications that entered in the technical and financial evaluation phase will be published on the Programme's website ([www.activecitizensfund.ro](http://www.activecitizensfund.ro)).

## 9.2. Technical and financial evaluation

Each application that meets the eligibility and administrative criteria will be scored on a scale from 0 to 100, by two impartial evaluators (at least one of them independent from FO). The evaluation process is based on the evaluation criteria with scores. Also, for four dimensions and criteria of evaluation are set threshold scores to be recommended for further evaluation. The score 65 out of 100 points is the minimum score for each application in order to be proposed for financing. The final score is an arithmetic average of points given by both evaluators.

The grid for technical and financial evaluation:

Technical and financial evaluation			
Dimensions and criteria of evaluation	Maximum score		Minimum threshold score
	Small grants	Rapid response grants	
<b>1. The project relevance and coherence</b>	<b>40</b>	<b>40</b>	<b>26</b>
The project contributes to the Programme objective and to the achievement of the selected outcome, output/s and indicators as defined by the Programme and the proposed results are feasible	15	15	8
[Only in case of small grants] The problem approached by the project is justified (identification of the problem, documenting the problem, challenges, the target group affected/involved)	5	-	-
[Only in case of rapid response grants] The problem approached by the project is justified (identification of the problem, documenting the problem, challenges, the target group affected/involved) and the need for rapid reaction is demonstrated	-	10	-
The project addresses the problem through a clear and coherent intervention logic between objectives, activities and expected results	5	5	-

The project address underserved target group and the beneficiaries are strategically chosen and clearly defined and their needs are properly addressed	15	-	-
[Only in case of rapid response grants] The beneficiaries are strategically chosen and clearly defined and their needs are properly addressed	-	10	-
<b>2. Methodology and feasibility of the project</b>	<b>25</b>	<b>30</b>	<b>12/15</b>
The activities are sufficiently described, feasible and the schedule proposed is realistic	10	15	-
[Only in case of small grants]The project includes capacity building activities adequate to the needs of the applicant/partner/s	5	-	-
The chosen indicators are realistic and correspond to the outcome(s) and activities of the project	5	5	-
The risks of the project implementation are identified and relevant; the proposed mitigation measures are appropriate	5	5	-
[Only in case of rapid response grants] The correlation with similar initiatives is properly identified and synergy with them ensured	-	5	-
<b>3. Sustainability</b>	<b>5</b>	<b>2</b>	<b>-</b>
There is an understanding of the pre-requisite of sustainability and there are included measures in this respect (the project is likely to continue beyond the end of Programme funding (by what means, under what conditions); project's ability to generate revenues or attract other sources of funding; possibility of project replication, likelihood of the positive effects of the projects to continue)	5	2	-
<b>4. The budget of the project</b>	<b>10</b>	<b>10</b>	<b>5</b>
The foreseen costs are economic, justified and correlated with the proposed activities	5	5	-
The budget is correctly filled in and foreseen costs are eligible	5	5	-
<b>5. Applicant and partners</b>	<b>20</b>	<b>18</b>	<b>-</b>
The role of the partner/s within the proposed intervention, the necessity and the added value of the partnership	3	2	-
Through the proposed partnership, the project contributes to the consolidation of Bilateral Relations (projects with partners from Donor States)	2	2	-
Applicant and Partners (if the case)and the proposed project team have the experience*, expertise, motivation and capacity for implementing the project *For new established organizations or without experience it will be taken into consideration the motivation and the experience of the proposed project team	5	7	-
The project team is adequate for the implementation of the project (number of people involved, role and responsibilities, management)	5	7	-
The applicant is from underserved geographical areas (is established in rural area or small urban)	5	-	-
<b>Total</b>	<b>100</b>	<b>100</b>	<b>-</b>

In case the difference between the scores given by the two experts is more than 30% of the higher score, the Application will be scored by a third impartial and independent evaluator. The average score of the two closest scores shall be used for the ranking of the projects.

In case of the Applications received within the rapid response allocation, the evaluation process starts immediately after they are registered in the online platform.

### 9.3. Selection Committee

Following the technical and financial evaluation, a ranking list will be produced based on the average scores awarded by the experts and an evaluation report will be drafted. It will comprise the list of all the Applications that have entered the technical and financial evaluation stage, the average score obtained by each of them and the recommendations of the evaluators.

The evaluation report, including the ranking list, will be submitted by the FO to a **Selection Committee** consisting of independent experts and representatives of the FO Consortium with relevant expertise and experience. At this stage, representatives of FMO, the Royal Norwegian Embassy and the National Focal Point in Romania are observers. Also, representatives from relevant institutions (ministries, governmental agencies etc.) may be invited as observers.

The **Selection Committee** will review the ranking lists and the recommendations made by the evaluators and will recommend to the FO the applications to receive grants, within the amount available for the Call for project proposals, respective for the specific evaluation session. The conclusions of the **Selection Committee** may include conditions, clarifications and a reserve list with the project applications that are recommended to receive grants, but cannot be supported at the time of the decision due to lack of funding.

The **Selection Committee** may amend and modify the ranking of the project applications in justified cases.

In case of rapid response grants allocation if the evaluators' average score is above 65 points for an Application, the Selection Committee is required to take a decision on that specific Application. The Selection Committee can decide to not support it, taking into consideration the opportunity of the intervention proposed or considering the relevance of the project proposed compared to the other already supported projects under this allocation.

### 9.4. Executive Board

An **Executive Board** of the Programme is responsible for taking the final decision concerning the selection of applications. The Executive Board may modify the decision of the Selection Committee in justified cases. If such a modification results in a rejection of a project that otherwise would have been approved, the affected Applicant will be informed in writing about the justification for the modification.

**The decision of the Executive Board is definitive and is not object of appeal.**

### 9.5. Announcing the results

Once the final decision is taken, the result of the selection process for both successful and unsuccessful Applicants will be accessible online, in the organisation's account (the average score obtained for each evaluation criterion and also the total average score of their application). Applicants will be informed via e-mail on the fact that the selection results are available in the organisation's account.

Upon request, unsuccessful Applicants will be provided with more detailed feedback on the reasons for not approving their project for funding.

Applicants who have projects proposed for funding will be informed on the conditions they have to fulfil in order to sign grant contracts.

The final list of selected projects and promoters will be uploaded on the Programme's website [www.activecitizensfund.ro](http://www.activecitizensfund.ro) only upon the signature of all grant contracts for the specific Call.

### 9.6. Complaints Committee

A **Complaints Committee** is established at the level of the Programme and is composed of three members. The objective of the Complaints Committee is to provide an accessible, transparent and consistent mechanism for complainants to express concerns regarding a supposed occurrence of mismanagement at the level of the Programme.

The decisions related to the administrative compliance and eligibility verification as well as the decisions related to the selection process are not subject to verification by the Complaints Committee.

## 10. Project contracting

Award letter	Direct mentoring and assistance	Grant contract
<p>All Applicants whose project proposals are recommended and approved for financing will receive an <b>award letter</b> comprising the general and special conditions to be fulfilled and the compulsory documents to be submitted in order to sign grant contracts.</p> <p>The documents included in Annex 5 may be requested by the FO.</p>	<p>After selection, the FO will provide further direct mentoring and assistance to prepare the implementation, in defining the final form of the project, especially related to aspects concerning the indicators/targets, development of the risk management plan, communication plan, etc.</p> <p>The FO may invite the Applicants for meetings (face to face, Skype, phone), training(s), will provide guidance and consultancy to clarify possible unclear elements, to settle the final budget and to agree on the final version of the project to be contracted. This approach will facilitate a learning process for smaller CSOs and allow more effective use of funds in line with local needs.</p>	<p>The grant contract sets out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties.</p> <p>If the Applicant fulfils all the requirements included in the award letter, the grant contract will be signed and, after its entry into force, it becomes a Project Promoter.</p> <p>The indicative timeframe for the contracting phase is between one and three months since the reception by the Applicants of the award letter.</p>

## 11. Reporting, payments and audit

### 11.1. Procedures for reporting from project promoters

Each project promoter has to submit to the FO the following types of reports:		
<p><b>INTERIM</b> (IF APPLICABLE★) Technical and Financial reports within 30 calendar days after spending at least 70% from the advance/ instalments.</p>	<p><b>FINAL</b> Technical and Financial reports within 45 calendar days from the end of the project implementation period</p>	
<p><b>Statistical progress reports</b> four times per year, with following deadlines: 20 January, 20 March, 20 August and 20 October</p>		
<p>★ The number and frequency of the interim reports are determined by the project duration as follows:</p>		
<p><b>3 - 6 months</b> (excluding 6 months duration) ▼ <b>NO INTERIM REPORT</b></p>	<p><b>6 – 12 months</b> (including 12 months) ▼ <b>ONE INTERIM REPORT</b></p>	<p><b>12-18 months</b> (including 18 months) ▼ <b>UP TO 2 INTERIM REPORTS</b></p>

Technical reports will contain information on the achieved results and implemented activities, progress towards achieving indicators, sustainability, etc.

Financial reports will contain information on the expenses made by PPs and partners during the reported period of time in order to implement the project.

Interim payments are conditioned by the submission and approval of interim technical and financial reports. Together with the final technical and financial reports, they will serve as the basis on which the final project balance will be calculated.

In case of projects with the implementation period from **6 up to 12 months** (including), the interim reports (technical and financial) have to be submitted to FO no later than 30 calendar days after the middle of the project implementation period.



**! Attention**

In case the middle term interim report does not include expenditures of at least 70% of the advance payment, the PP cannot ask for the entire interim payment. However the PP has the possibility to submit an additional interim report, proving that the 70% threshold was reached, in order to receive the difference of the interim payment.

In case of projects with the implementation period from **12 up to 18 months**, the interim reports (technical and financial) have to be submitted to FO as follows:

- first interim report (technical and financial) - within 30 calendar days from spending at least 70% of the advance payment;
- next interim reports (technical and financial) - within 30 calendar days from spending at least 70% of the difference between the funds actually received and the eligible expenditure validated by the FO

$$= 70\% \times (\text{advance payment} + \text{interim payment(s)} - \text{eligible expenditures from the previous reported period/s})$$

**! Attention**

The last interim technical and financial report will be submitted to the FO no later than three months before the end date of the project implementation.

The FO reserves the right to request other intermediate technical and/or financial reports, if considered necessary for the monitoring of the implementation of the projects.

The PPs are requested to submit to FO, during **contracting phase** or **within the first month** of contract implementation, an **estimated schedule** of the submission of the interim reports (and of the amounts to be requested per report, if the case) and to inform FO in case there are changes to this schedule (changes in amount or changes in due dates of the interim payments).

**Statistical Progress Reports (SPR)** which consist in brief information regarding the progress registered as regards both the indicators and expenses will be requested from all PPs. SPRs do not have to be accompanied by supporting documents.

## 11.2. Payments procedures

The payment system ensures a **positive financial flow** for the projects, while minimising as much as possible the risks related to difficulties/impossibility to recover the unspent amounts from the PPs. Payments to project promoters will be made in Euro (to project dedicated Euro bank accounts indicated by themselves and mentioned in the grant contract) and reporting will be made at the Infor euro rate<sup>3</sup> corresponding to the month when the expense was committed/invoiced (e.g. date of the invoice not the date of the actual payment).

**Every project promoter has the obligation to open two dedicated bank accounts for the grant contract it signs with the FO, as follows: an Euro account in which it will receive the grant contract related payments in Euro from the FO and a national currency (RON) account in which they will transfer the equivalent in national currency of the funds received in the Euro account. Both accounts will be indicated in the grant contract.**

In case of projects implemented in partnership, each Romanian project partner that manages any amount of the grant has the obligation to open a dedicated Euro account where they will receive the grant from the project promoter and also a dedicated national currency account (RON) for the project.

The PPs and the Romanian project partners have to use the RON dedicated bank account for all payments related to the project implementation. As an exception, the payment of salaries related to the personnel that is not 100% allocated to the project and the payment of the indirect costs can be made from the general account of the organization, with the obligation to reconcile the transfers between accounts by the end of the month following the one in which the payments were made.

In case of projects implemented in partnership with entities whose primary location is outside Romania, it is recommended for those Partners to have two dedicated accounts for project: one in Euro and the other in the national currency (if different from Euro). The partners may decide not to open dedicated accounts. In both cases the Partnership Agreement should specify the Partner account/s used for the project.

Payments of the project grant to project promoters may take the form of advance payments, interim payments and payments of the final balance. The maximum amount of the advance payment as well as the number and value of the interim payments will be differentiated according to the duration of the project and will be clearly stated in the grant contract.

The table below summarises the main payment methods applicable within ACF Romania, based on project duration:

Project duration	Maximum advance payment percentage	No. of interim payments	Interim payment percentage	Maximum percentage of the balance
up to 6 months (excluding)	80%	N/A	N/A	20%

<sup>3</sup> InforEuro rate is published on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

from 6 months to 12 months (including)	40%	1 (one)*	50%	10%
from 12 months to 18 months (including)	30%	2(two)	30%	10%

\* Except when the PP submits two interim reports and the interim payment is split in two payments based on these two reports

In cases of projects that have been assessed as posing a high risk for the programme<sup>4</sup>, the FO may make a justified decision to change the payments scheme (reducing pre-financing or exceptionally, applying a scheme without pre-financing under which the FO reimburses project promoters only the amount of grant expenses verified by the FO).

**The payment method shall not change in case of extension of project grant contracts based on addendum, unless otherwise specified in the respective addendum. As a general rule:**

Payments general rule		
<b>Advance payments</b>	<b>Interim payments</b>	<b>Final payment/ Reimbursement by the PP</b>
To be paid up to 10 working days after the date of the grant contract signature, unless a later date has been set in the project contract.	To be paid up to 10 working days after date of FO approval of interim reports and payment claims.	To be paid by the FO up to 10 working days after the date of FO approval of the final report and payment claim.  The reimbursement is to be paid by the PP (in case of negative balance) up to 10 working days after the date of receiving from the FO the notification regarding the amount to be reimbursed.

### 11.3. Audit

For Applicants and Romanian partners an audit report will not be accepted by FO as sufficient evidence of the expenses involved.

An audit report will be accepted by the Fund Operator (FO) as sufficient evidence of the expenses involved, without the need to send copies of documents **only for project partners whose primary location is one of the donor states** (Norway, Iceland, Liechtenstein), **beneficiary states** (Bulgaria, Cyprus, Croatia, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia and Slovenia ) **and from countries outside the European Economic Area that have a common border with Romania** (Moldova, Ukraine and Serbia) **or for project partners that are international organizations, bodies or agencies thereof**. The proof of the expenses included in every financial report will take the form of a report prepared by an independent auditor, qualified in order to execute the legal auditors of the documents accounting, certifying that the reported costs are incurred in accordance with the Programme rules, relevant law and national accounting practices.

#### Other audits of the projects

The financed projects might be audited in the context of a compliance audit commissioned by the FO.

The FMO could also organise audits and on-the-spot verification for Programme and projects and EFTA Board of Auditors/Office of Auditor General of Norway may conduct audits of the Programme and projects.

### Annexes

Annex 1 – Application form (different template for Small grants, respectively, for Rapid Response Grant) / Annex 2a – Project budget / Annex 2b - Guidelines for budgeting / Annex 3 – Declaration of eligibility / Annex 4 – Partnership Declaration / Annex 5 –Contracting documents

<sup>4</sup> This shall be based on a risk assessment prepared and documented by the FO, taking into account, inter alia, the project promoter's previous experience and/or its administrative and financial capacity.

**Guidelines for Applicants**  
**[www.activecitizensfund.ro](http://www.activecitizensfund.ro)**

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