



CALL FOR PROPOSAL

ON

- EDUCATION FOR INTERCULTURAL CITIZENSHIP,
- INTERCULTURAL ARTISTIC Co-PRODUCTION

GUIDELINES

for grants applicants

Deadline for Submission:

1st November 2015

at 16:00 Egypt time (GMT +2)

Reference: ALF/CFP/2015/ EDU-ART



This programme is co-funded by the 42 countries of the
Union for the Mediterranean and the European Union.



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SUSPENSIVE CLAUSE

The conclusion of contracts under this programme will be subject to the availability of funds under the Anna Lindh Foundation budget 2015-2017.

1. THE ANNA LINDH FOUNDATION AND ITS GRANTS SCHEME

INTRODUCTION

The Anna Lindh Euro-Mediterranean Foundation for Dialogue between Cultures (ALF) was officially established in April 2005, and has its Headquarters in Alexandria, Egypt. Recognised as a unique institution, it fulfils an intercultural mission to promote knowledge, mutual respect and exchange between the peoples of the region, in the framework of the Euro-Mediterranean Partnership. The Foundation works as a Network of 42 national Networks, gathering almost four thousand civil society organisations, playing the role of a facilitator to bring people together, promoting dialogue between cultures, nurturing shared universal values, supporting the participation of citizens in building open and inclusive societies, and fostering the human dimension of the Euro-Mediterranean Partnership. Its policies and programmes are scrutinized and endorsed by an intergovernmental Board of Governors, and an Advisory Council guides its strategic developments.

During the last decade, the ALF has affirmed itself as one of the most significant regional institutions for dialogue and civic participation in the Euro-Med region.

In the framework of its overall mission and by means of this triennial programme (2015 – 2017), the ALF is willing to further reinforce its efforts to **contribute to promote positive attitudes and in-depth knowledge among the Euro-Med societies**. This objective will be fulfilled through the implementation of a programme of activities that will bring people together, challenge mutual perceptions and nurture common values.

In order to do this, the ALF will work in the three fields of action of Intercultural Competences, Spaces and Opportunities for Dialogue and Networking and Exchange across the Euro-Med region, with the following specific objectives:

- Promoting intercultural competences amongst Euro-Med societies to contribute to a culture of dialogue;
- Tackling intolerance and stereotypes (including gender stereotypes), and promote mutual respect amongst Euro-Med societies;
- Empowering the Euro-Med civil society organisations to work on intercultural dialogue through exchanges and collaborations in the region, and
- Encouraging decision-makers and media to publicly acknowledge the importance of the social dimension in the Euro-Med relations, mainly through advocacy work.

BACKGROUND

One of the most important ways the Anna Lindh Foundation fulfills its mission is by providing grants to civil society organisations through an open Call for Proposals (CFP). During a period of ten years, the Foundation has launched seven regional calls for proposals and supported 218 projects and programmes involving more than 600 organisations, with a total envelope of 8.25 million euros. The CFPs are focused on the ALF's priority fields, granting financial support for transnational projects developed by civil society and NGOs across the two shores of the Mediterranean. For this reason, all the financed projects have involved one or more civil society Partners from the South and the North. Projects and programmes granted have addressed issues of common interest in the Euro-Mediterranean region, generating effective impact at the institutional and grassroots levels, fostering cross-cultural dialogue, encouraging communities in the region to know each other better, to live and work together, to develop Partnerships in various fields and settings; developing integrated approaches, putting in relation issues of different natures and associating different types of stakeholders, gathering people working in the same type of structure or not (like academic researches, NGO exchanges, artistic creation but also joint projects with regional and local authorities, between private and public institutions, between people working in formal education and people working in non-formal and informal education).

This Call launched on the 3rd September 2015, and will be open for 60 days.

With a view to fulfil its goals, the ALF presents one call for proposals with two Lots identified during the period 2015-2017: Lot 1: on Education for Intercultural Citizenship and Lot 2: on Intercultural Artistic Co-Productions.

2. AIM, SPECIFIC OBJECTIVE, FIELDS OF ACTIVITY AND TARGET GROUPS

2.1. Lot 1: Education for Intercultural Citizenship

2.1.1. Aim of the Call

To create Partnerships, facilitate the exchange of know-how, practices and learning resources among CSOs, educators and youth in the field of intercultural education for active participation in society. At the heart of the Call lies the respect of diversity and nurturing shared-values in the Euro-Mediterranean region by offering a space for sharing innovative educational practices for intercultural learning.

Education for Intercultural Citizenship refers to learning processes that lead to a knowledge of other cultures and install behaviour patterns of availability, openness and dialogue. The primary objective of intercultural education is the promotion of the capacity of constructive conviviality in a multiform cultural and social context, valorising the cultural dimension of active citizenship.

2.1.2. Specific objective(s) of the Call

The ALF is supporting project proposals on Education for Intercultural Citizenship with the following specific objectives:

- Setting-up educative pilot programmes addressing common values and regional cooperation on intercultural citizenship in the Euro-Med region;
- Supporting activities directly targeting young people to contribute to social cohesion and cultural enrichment with respect for diversity and on the basis of equality;
- Facilitating exchange of practices and knowledge to increase educators' and young people's skills on cultural diversity in the region, its management, and social participation;
- Supporting initiatives in formal and non-formal education addressed to prevent intolerance among youth.

2.2. Lot 2: Intercultural Artistic Co-Productions

2.2.1. Aim of the Call

To empower cultural practitioners in building plural and tolerant societies, respect of diversity and nurturing shared-values within a Euro-Med cooperation and Partnership using arts and culture co-production as a tool for intercultural dialogue.

Intercultural artistic co-productions refer to a cross border cooperation that involves two or more producing partners from different cultures/ geographical scope, entering into a collaboration to support the creation and distribution of an artistic project in core art areas or in cultural and creative industries. an instrument for cultural expression, intercultural dialogue and intercultural learning.

2.2.2. Specific Objective(s) of the call

The ALF is supporting project proposals on Intercultural artistic co-productions with the following specific objectives:

- Facilitating access to and sharing of resources and experiences as well as the transfer of know-how and competencies across the Euro-Med region through civil society multipliers.
- Engaging large and diverse audiences for the promotion of CULTURAL EXPRESSION AND intercultural dialogue.
- Reflecting the cultural richness of the societies involved with a highlight on minority groups and marginalized spaces.
- Communicating the socio-cultural impact of co-productions, using media as a tool for outreach and wide visibility.

2.3. Target groups

The main target group of this Call is the **civil society** actors at large, **governmental** and **non-governmental** organisations, **private** and **public** bodies.

However, the activities should preferably target **Youth and Women as key actors for change**.

Priority will be given to projects foreseeing the involvement/participation of:

- **Formal and non-formal educators, youth organisations and cultural sector;**
- **Civil society actors** acting as **multipliers**;
- **Discriminated social groups**, as the most vulnerable component of society;
- **Minorities**, as they enrich social and cultural diversity;
- **Local stakeholders** having an influence on the social context where the project is implemented

3. FINANCIAL ALLOCATION

The overall indicative amount allocated for funding projects in the framework of this call is **EUR 1,000,000**. However, the Anna Lindh Foundation reserves the right not to award all available funds

Indicative allocation of funds by lot:

Lot 1: Education for Intercultural Citizenship EUR 500,000

Lot 2: Intercultural Artistic Co-Productions EUR 500,000

- If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to the other lot.
- Should funds remaining under one lots be insufficient to fund one grant, remaining funds under the call will be consolidated and allocated to the next highest scoring proposal, regardless of lot

3.1. Size of grants

Under this call, the ALF will award grants between the following minimum and maximum amounts:

- Minimum amount: **EUR 25,000**
- Maximum amount: **EUR 35,000**

The ALF financial support must fall between maximum and minimum percentage of the total eligible costs of the project:

- Minimum amount: 25 % of the total eligible cost of the projects.
- Maximum amount: 80 % of the total eligible cost of the projects.

The balance must be financed from:

- The applicant's own financial resources (compulsory financial contribution);
- The Partners' own resources (financial contribution is strongly encouraged);
- Sources other than the ALF (not compulsory).

3.2. Terms of payment

Payment will be made in accordance to the following schedule:

- First instalment of pre-financing (60%) after signing the grant contract and reception of the payment request by the ALF.

- Final payment (balance) after submission of the final narrative, financial reports, audit certificate, participants list, payment request, and approval of project consistency and completeness by the ALF.

4. ELIGIBILITY CRITERIA FOR THE PRESENT CALL FOR PROPOSALS

All submitted applications must fulfil each and every one of the following criteria in order to be considered eligible and to be reviewed by the Evaluation Committee.

4.1. *Eligibility of the Project Leader (applicant): who may apply?*

- The organisation applying is to be considered the Leader of the project.
- If selected, the Leader of the project will act as the lead organisation and will be **responsible for the management of the grant and the final reporting**.
- **The Leader must contribute to the project budget with financial contribution, while it may or may not contribute with in-kind contribution.**
- In order to be eligible to apply for a grant with the ALF, applicants (Project Leaders) must fulfil all of the following criteria:
 - Be a **legal person** (not a physical person) such as non-governmental organisations, educational, cultural, academic or research institutions, media, foundations or local authorities, private entities; **AND**
 - Be a **member** of one of the 42¹ ALF National Networks **prior the 20th of January 2015**. In case the applicant is not a member of an ALF National Network by the set date, the applicant's proposal will be automatically excluded from the evaluation process.
- Anna Lindh Foundation's Head of Network Institutions may respond to this call as any other member of the ALF network.
- Private for profit entities can apply or be a Partner provided that the purpose and the activities of the project proposal are not for profit. Private for profit entities will be required to sign a statement declaring this.

4.2. *Eligibility of the Project Partner(s)*

- In order to be eligible as a Partner in a project granted by the ALF, **Partners must be a legal person** (not a physical person) such as non-governmental organisations, educational, cultural, academic or research institutions, non-profit media, foundations or local authorities, private entities, etc.
- Project Partners may or may not be members of ALF National Networks. In other words, membership in ALF National Networks is **NOT** mandatory for the Partners associated to the project. **But Partner Organisation(s) must be officially registered and established as an NGO, an association, an institution, etc. under the national law of one of the 42 Euro-Mediterranean Partnership countries.**
- Project Partners **participate in designing and implementing the project**, and the costs they incur are eligible in the same way as those incurred by the applicant.
- **Project Partners are strongly encouraged to contribute to the project budget**, either with financial contribution and/or with in-kind contribution.

¹ Albania, Algeria, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Netherlands, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Tunisia, Turkey and the United Kingdom.

- The financial responsibility of the project will remain fully with the Leader who will be considered accountable for the management of the ALF Grant.

Private for Profit Entities can be Partners provided that the purpose and the activities of the project proposal are not for profit. Private for Profit Entities will be required to sign a statement declaring this.

4.3. *Eligibility of the contents and type of activity(ies) 2*

A project is a coherent set of activities developed in the framework of **clearly defined and reachable objectives, target groups, and planned results** to be accomplished within a **limited timeframe**. The general programme of activities of an organisation/institution cannot be considered as a project to be funded by the ALF.

- Projects should be designed in response to the specific needs of the target groups and an analysis of the context.
- Only projects that fall under article II of the statutes of the ALF are eligible for funding (<http://www.annalindhfoundation.org/sites/annalindh.org/files/documents/page/04-09-alf-statutes-0-0-0.pdf>).
- ALF is encouraging the submission innovative creative projects.
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Lot 1: Education for Intercultural Citizenship

The proposed activities may include one, or more formats, for example:

- Training or twinning between schools;
- Learning activities and developing materials;
- Resource-exchange platforms; multimedia tools;
- Intercultural citizenship advocacy campaign.

Lot 2: Intercultural Artistic Co-Productions

The proposed activities may include one, or more formats , for example:

- Public joint performances, such as festival, concerts, street performances, exhibitions, etc.
- Joint-creation workshops and residencies
- Online platforms for exhibition of joint artistic productions
- Translation and circulation of artistic productions
- Capacity building including training, exchange of know-how, and research.

4.4. *Eligibility of the duration of the implementation of the project*

- The duration of implementation must be a **minimum of 6 consecutive months and a maximum of 12 consecutive months, stating from 1st March 2016**. The duration should include the preparation and implementation of all the project activities indicated in the work plan, as well as the project evaluation;
- In addition to the duration of implementation, 1.5 months (45 days) are added for the preparation of final narrative and financial reports, audit certificates and related annexes. This means that the final report must be submitted to the ALF maximum 1.5 months after the end of the project implementation.

² The above mentioned activities are stated only as guidance. The proposals shouldn't be limited to them.

4.5. Eligibility of the location(s) for the project and origin of participants

- Projects must ONLY take place in one or more of the 42 Euro-Mediterranean Partnership Countries³.
- Projects should involve persons/ experts with official residence in one of the Euro-Mediterranean Partnership Countries. Any exception for participation of nationals of the Euro-Med countries, who are resident outside the geographical zone, will have to be agreed with the ALF before any cost is engaged. The ALF grant cannot cover expenses for persons who are non-nationals AND non-residents of a member state⁴.
- **The following types of projects are ineligible:**
 - Projects with an ideological objective which is not in line with the ALF mission;
 - Projects fully or mainly concerned with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Projects fully or mainly concerned with individual scholarships for studies or training courses; feasibility studies;
- Sub granting of a project is not allowed.

4.6. Partnerships

- The ALF supports ONLY multilateral projects built a 1+1 Partnership formula according to the following:
 - At least one organisation from the following European countries: Albania Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom; **AND**
 - At least one organisation from the following Southern Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Mauritania, Morocco, Palestine, Tunisia and Turkey.

The association of more organisations (more than 1+1) from the 42 member countries of the Euro-Mediterranean Partnership are **strongly recommended as it will be reflected in the evaluation scores.**
- Priority will be given to projects developed and implemented in real established several Partnerships, where the Partners already know each other and where all of them will contribute to the project, in terms of:
 - Planning;
 - Ensuring successful implementation;
 - Evaluating the project, and reporting .

Previous projects granted by the ALF show that in several cases, unclear and non-solid Partnerships created most of the challenges and difficulties faced while managing and implementing the project itself therefore, applicants need to have an **active and concrete Partnership** when submitting the project proposal.

Organisations/ institutions from outside the 42 Euro-Mediterranean Partnership countries cannot be Partners in an ALF granted project.

³ Albania, Algeria, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Netherlands, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Tunisia, Turkey, United Kingdom.

⁴ Costs for persons from Libya and Syria participating in the project activities may be eligible with prior approval of the ALF.

4.7. Communication and Visibility

Communication should be a central component of the proposed project, planned clearly in the work plan and budget. An effective “communication and visibility” plan is a way to: (a) increase participation and social impact through the engagement of people and Partners; (b) raise the visibility of the ALF and its intercultural dialogue mission to opinion-Leaders and policy-makers related to Euro-Mediterranean cooperation.

It is recommended that the budget of the communication is at least 10% of the project direct cost.

In the same time, the communication planned budget should include (travel cost and 2 nights per diem) for participation in a regional communication and follow up training which will be organised by the ALF in 2016, the communication and visibility plan must ensure the following:-

- Compliance to the ALF communication guidelines (www.annalindhfoundation.org/communication/granted-projects), with particular attention to the “Co-Funding of the Anna Lindh Foundation” and use of the **Foundation’s logo** in promotional materials;
- Clarity on the main aims of the communication plan, including clarity on: which target groups the communication activities are aim to reach;
- Clarity on which resources will be required to deliver the specific activities and which tools can be used (including networks, available digital media tools, the communication resources of the ALF and Partners).

4.8. Eligible / non eligible costs

- Only "eligible costs" can be taken into account for a Grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs".
- Eligible costs must be based on real costs, not lump sums.
- Costs incurred before the starting date agreed in the Grant contract are considered ineligible.
- Per-diem costs (subsistence costs) consist of accommodation, meals, and transportation to and from airports, and expenses to cover internet and telecommunication charges. Per-diem costs for participation requiring an overnight stay away from the base of operations should not exceed those normally borne by the Leader or its Partners. Per-diem costs must be duly justified by hotel accommodation. As an indication per-diems could be less and should not exceed the scales approved annually by the European Commission published on the following link:

https://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en

- Recommendations to award a Grant are always based on the submitted budget. In case of question marks or doubts, the ALF may request clarification and/or may impose reductions on estimated costs. It is therefore in the applicant's interest to provide a realistic, non-excessive and cost-effective budget.
- Projects funded by the ALF should not have profit-making purposes. Any profit generated by the project funded by the ALF must be re-injected in the budget of the project.

4.8.1. Eligible direct costs

Eligible direct costs are:

- Costs arising directly from the requirements of the contract (dissemination of information, audit, translation, printing, insurance, etc.);
- Taxes, including VAT, if a declaration is provided to ALF indicating that these taxes are non-reclaimable.

To be eligible under the Call for Proposals, costs must:

- Be necessary for carrying out the project;
- Be forecasted to cover expenses of eligible costs in the 42 member countries;
- Be provided for in the Grant contract and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;

- Have actually been incurred by the Leader and/or its Partners during the implementing period for the project as defined in Article 2 of the Grant Contract;
- Be recorded in the Leader's and/or the Partners' accounts or tax documents, be identifiable and verifiable, and be backed by original supporting documents.

Subject to these conditions and, where relevant to the contract-award procedures, eligible direct costs should be balanced between human resources, travel, accommodation & meals, communication, materials, publications and other costs, and include :

- The cost of staff assigned to the project, corresponding to actual project staff salaries plus social security charges and other remuneration-related costs or fees. Salaries and fees of staff assigned to the project must not exceed those normally borne by the Leader or his Partners and should not be exaggerated;
- Travel and subsistence costs for staff or participants taking part in the project (please refer to article 4.8 of these guidelines);
- The cost of equipment rental and other services, provided they correspond to market rates;
- The cost of publications, consumables and supplies.

The budget must be realistic, any excessive or unrealistic or unjustified estimation can exclude the project from financing.

4.8.2. Eligible indirect costs (administrative costs/overheads)

An amount not exceeding 7% of the direct costs of the project may be claimed as indirect costs to cover the administrative overheads incurred by the Leader and/or Partners for the project. Indirect costs are eligible, provided that they do not include costs assigned to another heading of the budget.

Overheads can be cost of stationery, telephone, fax, internet, courier expenses as well as financial service costs (in particular the cost of bank transfers and financial charges). Overheads have to be justified with supporting documents and must be based on real costs, not lump sums.

4.8.3. Contributions in-kind by the Leader or the Partners

Contributions in-kind are provision of goods or services to the budget of the project free of charge by the Leader or the Partner(s) or by third party. Contributions in-kind should not exceed **5% of the total direct eligible cost** of the project.

NB: The provision of staff (cost of staff assigned to the Project) is considered as an eligible cost, not a contribution in-kind.

Eligibility of such contribution in-kind is subject to external audit during the final reporting of the project and shall be based on the following conditions:

- The project budget must clearly differentiate the contribution in-kind from the cash contribution;
- Supporting documents must be provided for contribution in-kind such as quotations for similar services and for the same durations, and presented to the auditor. The costs involved should not be higher than the corresponding costs on the local market;
- The equipment in use as in-kind contribution should be in good condition and suitable for the proper implementation of the project;
- The value of the equipment and/or furniture in use as in-kind contribution must have a price-tag entered in the beneficiary accounting system.

The costs involved must pass the test for eligible costs in article 4.8 of these guidelines.

4.8.4. Contingency reserve

A contingency reserve not exceeding 5% of the direct costs may be included in the project budget. It can only be used with the prior written approval of the ALF.

4.8.5. Ineligible costs

The following costs are **not eligible**:

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Costs declared by the applicant and financed by another action;
- Purchases of land or buildings, furniture;
- Currency exchange losses;
- (Credit to third parties)
- Scholarships or any other direct cash contribution;
- Sub-granting.

4.9. Financial and managerial capacities

Applicants for an ALF Grant need to have the necessary financial and managerial capacities to carry out the project to the end. This means that the organisation will need to declare, if the project is selected, that the other sources of funds are secured in order to implement the project as described.

4.10. Reasons for Exclusion

Project Leaders and their Partners are not entitled to respond to this Call for Project Proposals if:

- a. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. They have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- c. They are guilty of grave professional misconduct proven by any means which the ALF can justify;
- d. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the project is to take place;
- e. They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the ALF;
- f. They have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the ALF.

Applicants (Leaders) and their Partners are also excluded from participation in ALF Calls for Proposals or the award of grants if, at the time of the Call for Proposals, they:

- g. Are subject to a conflict of interests;
- h. Are guilty of misrepresentation in supplying the information required by the ALF Secretariat, as the Contracting Authority, as a condition of participation in the Call for Proposals or fail to supply this information;
- i. Have attempted to obtain confidential information or influence any member (voting or non-voting) of the evaluation committee or any other ALF staff members during the evaluation process of current or previous Calls for Proposals.

Applicants must provide a declaration confirming that they (and their Partners) do not fall into any of the above categories (a) to (i) (through a Sworn statement in Annex D).

Neither the Leader, nor the Partners can take any kind of direct or indirect personal benefit from the Grant allocated.

4.11. *Submission rules*

An applicant (Leader) can submit more than one proposal in the framework of this call. However, a Project Leader cannot be awarded more than one Grant under this Call for Proposals. An applicant can be Project Leader in one project and Partner in another.

In this call, priority will be given to applicants (Leaders) who have not previously received multiple Grants from the ALF.

5. *PROCEDURES FOR THE SUBMISSION OF THE PROPOSALS*

5.1. *Application: general instructions*

- Applying to the ALF Call for Proposals requires the submission of all the following documents:
 - **Application form**
 - **Work Plan**
 - **Logical Framework**
 - **Budget**
 - **Partnership agreement**
 - **Financial Identification Form**
 - **Legal Entity File**
- Applying to the call must be done electronically, using the online forms available on www.annalindhgrants.org. Applications should be in **English or French**.
 - Guidelines and Application are available in Arabic for your information only.
- In case the proposal is sent to any of the ALF staff members e-mail addresses, the application will be rejected immediately.
- Applicants must keep strictly to the format of the application, and fill in all the paragraphs and annexes.

5.2. How to apply

Steps to follow to submit the ONLINE Application
<ol style="list-style-type: none"> 1. Register on the Call for Proposals 2015 system http://grants.annalindh.org/user/register and obtain a username and password. Be sure to keep your password and username for further use if you will be selected. If you have previously applied you can use the same password and username as in the previous application. 2. The online application can be saved as draft during the process, to be continued by the applicant at a later stage. The username and password mentioned above will be necessary to access the online draft application form later. 3. Go to the online application form http://grants.annalindh.org/node/add/application-cfp2015 and fill it in. 4. Download the Simplified Logical Framework template (Annex A1), fill it in and upload it again in: http://grants.annalindh.org/guidelines 5. Download the work plan template (Annex B) and fill it in: http://grants.annalindh.org/guidelines 6. Download the budget template (Annex C) and fill it in. Before filling it in, please read carefully the tips on how to fill in the budget. http://grants.annalindh.org/guidelines 7. Download the Partnership agreement template (Annex D) and fill it in for all Partners: http://grants.annalindh.org/guidelines 8. Download the Financial Identification Form (Annex F) and fill it in: http://grants.annalindh.org/guidelines 9. Download the Legal Entity File (Annex M) and fill it in: http://grants.annalindh.org/guidelines 10. Finish the online application and upload the completed work plan, logical framework, budget, Partnership agreement, (Partnership agreement must be signed and stamped by the Leader and each Partner), Financial Identification Form, and Legal Entity File. 11. Submit the online application once it is 100% completed. Please note that only submitted applications (not drafts) will be considered by the ALF. 12. Once the online application form is submitted, the applicant shall receive an online confirmation to his/her email address that his/her application has been successfully submitted. If the applicant does not receive such confirmation, s/he should immediately contact the technical support at http://grants.annalindh.org/support to investigate the reasons for the technical problem. 13. If you encounter any technical problems related to the online application, please contact immediately the technical support at http://grants.annalindh.org/support <p>NB:</p> <ul style="list-style-type: none"> - It is strongly recommended that the applicant keeps a soft copy of the content of the application for back-up in case of any loss of connection or power failure during the online application process. The applicant can do so by downloading the form on his/her computer, fill it in there and then copy/paste the content to the online form. - It is strongly recommended that the applicant regularly saves the application during the online application process in order to avoid any loss of data in case of connection or power failure. - It is also strongly recommended not to wait the last minute to fill in and submit the application as any online system can get blocked when it is used by many people at the same time.

- Online applications can ONLY be sent electronically using the online system (NO e-mails). Applications sent to any of the ALF staff members email addresses are automatically excluded from the call.

5.3. *Deadline for receiving applications in response to the Call*

Online applications should be submitted with the annexes no later than the **1st November 2015, by 16.00 hrs Egypt time (GMT + 2)**.

5.4. *Registration process and complaints related to the submission process*

The ALF will publish a registration list of all applications received within the deadline on the **5th November 2015** (provisional date). In case any applicant wishes to address any complaint related to the submission of his/her application to ALF, he/she must send it no later than the **10th November 2015 at 16.00 hrs Egypt time (GMT +2)** to ALF by email on the following email address ALFgrants@bibalex.org. Complaints received after this deadline will be disregarded.

6. EVALUATION PROCESS

Immediately after the deadline for submission of applications, the ALF Secretariat will start the evaluation process on two levels; administrative, then technical and financial. The below checklists and the evaluation grid address the key elements considered during the evaluation and selection of projects by the ALF evaluation committee.

6.1. *Administrative check*

An administrative evaluation committee will check the eligibility of the applications. The proposals will be immediately rejected if one of the following points applies:

- The applicant is not an accepted member of the ALF Network by the **20th of January 2015**;
- The applicant or one or more of its Partner/s is/are ineligible;
- The applicant organisation was established **after 2012**;
- The proposal does not respect the 1+1 formula with at least one organisation from the North and one from the South of the Mediterranean;
- The application is incomplete, missing some answers in the form or missing some of the annexes or not respecting the format;
- The project proposal is not compliant to the duration and start date defined in article (4.4) of these guidelines;
- The requested ALF contribution is lower than the minimum or higher than the maximum allowed in article (3.1) of these guidelines;
- The applicant (Project Leader) does not contribute financially to the budget of the project;
- The application is received by the ALF Secretariat after the deadline;
- The application is sent to the mailbox of an ALF staff member.

Upon conclusion of the administrative check, the applicants whose proposals were rejected will receive a formal email by the ALF Secretariat.

6.2. *Technical and financial evaluation*

Applications which have passed the administrative check will be automatically considered for further evaluation, based on the technical and financial criteria established in the below Evaluation Grid.

Evaluation Grid used for the Technical and Financial Evaluation

1 APPLICANT MANAGEMENT CAPACITY AND EXPERIENCE		
a)	<i>Do the applicant and Partner(s) have sufficient technical expertise and experience (including relevant international/regional/Euro-Med) in relation to the proposed project and the objectives of this call?</i>	/5
b)	<i>Does the proposal have an appropriate team to manage the project and does it rely on effective and qualified Partner(s)?</i>	/5
c)	<i>Is/are the Partner(s)' role(s) clearly defined? Is/are the Partner(s) involved in all steps of the project (Planning; implementation; evaluation, and reporting)?</i>	/5
d)	<i>Does the proposal involve other network members and/or other Partners gathering diverse groups in terms of experience and geographical scope? Does the proposal involve more Partners than the minimum 1+1 formula?</i>	/5
subtotal score		/20
2 RELEVANCE AND QUALITY OF THE PROPOSAL		
a)	<i>Is the quality of the proposal significant and valuable for the development of intercultural dialogue? Is it relevant to the aim and specific objectives of this call?</i>	/15
b)	<i>Are the proposal's objectives, expected results, and indicators clear, feasible, coherent and appropriate? Does the proposal contain objectively verifiable indicators for the outcome of the project? Is any evaluation planned?</i>	/10
c)	<i>Does the proposal contain specific added-value elements (such as) environmental issues, promotion of gender equality and equal opportunities or innovation and best practices?</i>	/5
subtotal score		/30
3 COMMUNICATION & SUSTAINABILITY		
a)	<i>Does the proposal include well-formulated communication plan, including well-defined aims, target groups and specific activities aimed at scaling-up the reach and visibility of the action?</i>	/10
b)	<i>Are the beneficiaries clearly defined and strategically chosen? Have their needs been clearly defined and does the proposal address them appropriately? Is the project likely to have a positive impact on its target groups?</i>	/10
c)	<i>To what extent can the proposal and its communication plan directly contribute to ensure the longer-term impact, durability, sustainability and “multiplier effect” of the action?</i>	/10
subtotal score		/30
4 BUDGET AND FINANCIAL CAPACITY		
a)	<i>Is the budget realistic? Are there any over- or under-estimated items? Is the relation between the estimated costs and the expected results reasonable?</i>	/10
b)	<i>Are the activities reflected in the budget? (detailed and clearly itemized)</i>	/5
c)	<i>Does the applicant have stable and sufficient sources of funding? Do the Leader and the Partners contribute to the budget?</i>	/5
subtotal score		/20
Total score		/100

Apart from the above criteria, the Evaluation Committee will also take into account the number of Partners, and the geographical spread.

In order to be considered for award, a proposal must obtain at least 70/100 points in the above evaluation grid.

The ALF reserves the right to ask for technical and financial clarifications as necessary.

7. PROVISIONAL SELECTION

The Evaluation Committee will submit to the Executive Director a provisional list consisting of:

- a. **Projects Applications list** that are accepted without conditions, ranked by score until the overall financial allocation of this call is reached;
- b. **Reserve Projects Applications list** (proposals that can be accepted under the condition that the financial resources are available or any of the accepted projects withdraw);
- c. **Rejected applications.**

All successful applicants will be notified **by the 13th January, 2016** (provisional date).

After the approval of the list by the Executive Director, and taking into consideration the possibilities of the financial allocation, the ALF will immediately start the contract procedure for the selected projects. This involves a final checking of the legal registration for both the Leaders and their Partners, as well as the itemization of the project description with the work plan and the budget.

A list of the awarded projects will be posted on the ALF website on the **21st February, 2016** (provisional date).

The applicants whose proposals were rejected will receive an email by the ALF Secretariat, before the end of **January 2016** (provisional date)

Documents to be provided by provisionally selected projects AFTER THEY HAVE BEEN NOTIFIED by ALF

Applicants who have been provisionally selected will be requested to submit supporting documents according to the list below. The provisionally selected applicants (Leaders) will receive with their notification letter a private link on the ALF website. The supporting documents must be uploaded online within **one week** following the request by the ALF Secretariat. If these documents are not provided before the deadline, the application will be automatically rejected.

THE LEADER:

- **Scanned versions of the applicant's (Leader's) most recent financial report and accounts** (the profit and loss account and the balance sheet for the latest financial year for which accounts have been closed).⁵ The financial report and accounts must be signed by an auditor and/or by an authorized representative of the Leader association/organisation.
- **A letter declaring that the applicant's funding is secured.** The letter must be signed and stamped by an authorized representative of the Leader association/organization.

THE PARTNERS:

- **A registration certificate OR the official statutes of the association/organization of each Partner.** The registration certificate/statutes must be stamped or published by an official authority of the country in which the Partner association/organization is registered.⁶

TRANSLATIONS

If any of the documents mentioned above are in a language other than English, French, , a translated summary of the main points in English, French, (maximum one page) must be submitted. Translations must be signed and stamped by an official translator or by an authorized representative of the association/organization.

⁵ This obligation does not apply to States or public bodies, nor to international organisations. It also does not apply in the event that the accounts are in practice the same documents as the external audit report. Please contact the ALF if this is the case.

⁶ Where the Partner is a public body created by law, a copy of the said law must be provided.

Following the decision to award a Grant, the Leader will be offered a **Grant Contract** based on the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' standard contracts available for information on the link: <http://grants.annalindh.org/guidelines>

The decision of granting is definitive.

The above listed steps are summarized in the indicative timetable below:

	STEPS	ESTIMATED DATE (Provisional dates)
1	Launching the call	3 rd September 2015
2	Deadline for receiving questions related to the call	11 th October 2015
3	Info session for the Heads of national Networks and available members	First week of October 2015
4	Deadline for posting answers to the questions on the FAQ web page	21 st October 2015
5	Deadline for submission of applications	1 st November 2015
6	Publication of the registration list on ALF Website	5 th November 2015
7	Deadline for submission of complaints concerning the registration of an application	10 th November 2015
8	Administrative check, membership, eligibility criteria	Expected to be completed by 19th November 2015
9	Information to unsuccessful applicants on Administrative check	26 th November 2015
10	Technical assessment of the proposals received	Expected to be completed by 31st December 2015
11	Notification to successful applicants	13 th January 2016
12	Deadline to upload the supporting documents submitted by the provisional selected applicants	20 th January 2016
13	Information to unsuccessful applicants on the technical assessments	by January 2016
14	Clarifications and verification of the eligibility of supporting documents submitted by the applicant and the Partners	17 th February 2016
15	Publication of the list of final selection on ALF Website	21 st February 2016
16	Contract signature	Starting from 21 st February 2016
17	Start of the project implementation	Starting from 1 st March 2016 to 1 st July 2016
18	Deadline for submission of final reports on the project	Within a 1.5 months (45 days) after the end of the implementation

8. FURTHER INFORMATION

[An online information session for the heads of national networks on this call for proposals may be held on the first week of October 2015 if necessary.

ALF cannot give a prior opinion on the eligibility of an applicant, a Partner or a project.

A set of Frequently Asked Questions (FAQ) will be available online at <http://grants.annalindh.org/fad>. Further additional questions can be asked by completing the contact form available online on the link <http://grants.annalindh.org/support> no later than **21 days before the deadline for submission of the applications**. The questions must clearly indicate the reference of the call for proposals (ALF/CFP/2015/EDU-ART). The responses will be available online 11 days before the deadline for submission the application

In the interest of equal treatment of all applicants, no answers will be sent directly to the applicant who raised the question/s. Instead, answers to the questions will be posted regularly on the FAQ web page, until the **21st October 2015**. No further clarifications will be given after this date.

9. LIST OF ANNEXES

9.1. Application documents

(See also section 5.2 "How to apply")

To be filled in online:

- Annex A: Application Form

Templates to be downloaded, filled in and uploaded online:

- Annex A1: Simplified Logical Framework
- Annex B: Work Plan
- Annex C: Budget
- Annex D: Partnership Agreement and Sworn Statement
- Annex F: Financial Identification Form
- Annex M: Legal Entity File

9.2. Grant contract documents - for information for future selected projects

Selected applicants will sign a Standard Grant Contract which will include as well the following annexes:

- A.** Submitted Application Form
 - A1.** Simplified Logical Framework
- B.** Submitted Work Plan
- C.** Submitted Budget
- D.** Partnership Agreement and Sworn Statement
- E.** General Conditions
- F.** Financial Identification Form
- G.** Request for Payment Form
- H.** Audit Certificate Template
- I.** Final Narrative Report Form
- J.** Final Financial Report Form
- K.** List of participants Form
- L.** Implementation Report Template
- M.** Legal entity file Form (M1; Public bodies, M2; Private companies)