



PROMOTION AND PROTECTION OF HUMAN RIGHTS OF ROMA, EGYPTIANS AND OTHER VULNERABLE GROUPS

Sub-granting scheme for RE Civil society organizations on social inclusion community actions

Guidelines for Applicants

Deadline for submission of projects:

13 April 2017 at 16h00 local time



Project is funded by the EU

The project “Promotion and protection of human rights of Roma, Egyptians and other vulnerable groups” will achieve a set of results that will ensure overall improvement of the situation of RE population as main target groups and strengthen state and local governments technical and management capacities to continue strengthening the position of RE population in the Montenegrin society. The results to be achieved are covering 4 areas of social inclusion: employment, education, health and social inclusion. These sectors contribute to social inclusion directly, however, permanent efforts are needed to mobilize the whole RE and majority population communities: the focus is here on capacity building through RE CSOs activities that will in that way also gain experience and represent key supportive elements for social inclusion. Support to the RE and other vulnerable groups will be given as a supporting measure to successful integration; the sub-granting scheme serves to involve a variety of small local RE associations and strengthen their capacities to fight discrimination, and facilitate access to social services. Local capacities for planning and implementation of activities geared towards social inclusion and will be fostered.

The overall objective of the sub-granting scheme is to ensure RE fulfilment of fundamental human rights, the specific objective is to facilitate RE social inclusion in Montenegro.

The result of this Action is RE population empowered to integrate in Montenegrin society.

II Rules of this Call:

The targeted applicants are mainly local RE CSOs and the main criteria will include: available human resources, organisation’s strategic directions, experience with similar actions.

A) Eligible themes:

Promotion of RE culture

Language and customs promotion to children

Youth, women, adults

RE social and political activism

Other themes supporting social inclusion.

B) Eligible activities (fixed list):

Organisation of events: theatre plays, concerts, performances, multi-media events, youth social events, fairs, public tribunes, sport events;



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Implementation of promotional campaigns for RE population; production of promotional materials for wide public (video and audio spots, commercials, documentaries, printed materials)

C) Eligible entities:

RE civil society organisations from Montenegro, that fulfil the requirements of the eligibility of applicants from the Guidelines for applicants of this Call.

The financial allocation by the contracting authority

The total amount available under first call for proposals is 25,000.00 EUR.

CSOs may apply with one project with the grant amount between the following minimum and the maximum amounts:

- Minimum amount: EUR 2,000
- Maximum amount: EUR 4, 000

III How to apply:

Proposal: Applicants must submit their applications in the official language of Montenegro. The application consists of:

Application Form, Logical Framework and the Budget.

In addition to this the applicant must submit scanned copies of the following documents:

Statute and Copy of Registration issued by the Ministry of Interior.

Applications must be sent in hard copy plus on a CD to the following address:

Help –Hilfe zur Selbsthilfe
Oktobarske revolucije 122/3
81 000 Podgorica.

Electronic and printed version must be the same.

Incomplete applications will be rejected.

The closed envelope must bear the following caption: The proposal calls on "Promotion and protection of human rights of Roma, Egyptians and other vulnerable groups"
EuropeAid/151421/DD/ACT/ME

Printed and electronically sent versions of the proposal must be the same.

Applicants must verify that their application is complete using the checklist. Incomplete applications may be rejected.

The deadline for submission of proposals is 60 days after publication of the competition in the media.



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IV Evaluation and selection of applications:

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All proposals submitted by applicants will be assessed according to the following steps and criteria. If the examination of the application reveals that the proposed project initiatives do not meet the criteria, the application will be rejected on that basis. The evaluation will be conducted in two phases.

1. The administrative check of all documents requested by the call will be conducted. Only applications containing all the necessary documentation, as described in the Guidelines, will go to the second phase of the evaluation.

In the second phase of the evaluation will be based on the evaluation table.

Scoring: The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

| | Max score |
|---|------------------|
| 1. Relevancy | 15 |
| 1.1. How relevant the proposal in relation to the objectives, priorities eligible areas/themes, entities and activities listed in the document? | 10 |
| 1.2. How clearly defined the target groups and end-users? To which extent the project meets the needs of the target group? | 5 |
| 2. Objectives and results | 5 |
| 2.1 Are the objectives and results of clearly defined and consistent with the aim of call? | 5 |
| 3. The effectiveness and feasibility of the project | 20 |
| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 10 |
| 3.2 Is the action plan clear and feasible? | 5 |
| 3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? | 5 |
| 4. Sustainability | 10 |
| 4.1 Is the proposed project could have a tangible Influence of the target group? | 5 |
| 4.2 Are the expected results with sustainable institutional, political and financial aspects? | 5 |
| 5. Budget | 20 |
| 5.1 Are the activities appropriately presented in the budget? | 10 |
| 5.2 Is the ratio between the estimated costs and the expected results satisfactory? | 10 |
| Max score | 70 |



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V Rules of procedure:

Notice of the decision of the contracting authority

According to the indicative plan, the final decision will be made until the 31st of May 2017. Applicants will be informed in writing of the decision of the contracting authority in respect of their application if they are rejected on the reasons for the negative decision.

Following the decision to award sub-grants, users will be offered contracts.

Indicative timetable

Proposals must be submitted by 15th of April 2017. Results of the call will be posted on the Help website and applicants will be notified by 15 June 2017. Signing of the contract will be carried out after publication results. Narrative and financial reports of projects must be submitted by November 30th 2017.

Conditions for application after the decision of the contracting authority of the grant award

Method of financing: total amount of the funds for sub-grants will be awarded after approval of the project.

All public appearances of NGO beneficiary, publications or information related to the project must be harmonized with the EU guidelines on communication and visibility of projects and pre-agreed between the two sides of the contract.

If the selected sub-grantee does not implement the proposed project activities in accordance with the objective to be achieved the contract will be cancelled and Funds will have to be returned to Help.

- Beneficiaries of sub-grants must demonstrate that the organization is not in any of the situations described above:

a) participation in a criminal organization

b) corruption,

c) fraud,

d) money laundering.

e) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

f.) if in the course of proceedings on declaring bankruptcy, or is in a similar situation to the opposing national legislation and regulations.

g) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

h) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;



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- i) has not fulfilled obligations regarding payment of social security contributions in accordance with the laws of Montenegro.
- j) has not fulfilled obligations related to payment of taxes in accordance with the laws of Montenegro.
- k) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information

Intellectual property of materials, regardless of their form, produced in the course of a project funded under the sub-grant will be the property of the sub-grantee. The European Commission has the right to freely use all the materials developed as part of this project.

Organizations that are beneficiaries of sub-grants have an obligation to comply with the guidelines on communication and visibility highlight the name and logo of the European Commission on all their publications, posters, flyers and other products arising from the project.

The sub-grantee will make reference to the support from the European Commission, in particular the financial contribution, in its internal and annual reports and when communicating with the media.

The sub-grantee will promote all the results and products of this project on local, national and international level.

