Artivist Stafetë

This project is funded by the European Union

GUIDELINES FOR TIRANA PROJECT CYCLE GRANT APPLICATIONS

Reference IPA/169379/DD/ACT/AL
"ARTIVIST STAFETË PROJECT"
Financed by the European Union.

Deadline for submission of full application: 07 of May 2021 at 17:00 (Albanian time)

PLEASE NOTE

□ This is an open Call for Proposals, whereby all documents are to be submitted together (full application).

□ In the first phase, only the administrative check will be assessed. Thereafter, for applicants who have passed the administrative check, the full submitted applications will be evaluated. Eligibility will be checked based on the supporting documents requested by the Sub Granting Authority and sent together with the application to the address noted within the following guidelines.

□ Successful applicants will be notified by Lead Applicant MasterPeace:

MASTERPEACE Creating peace. Together.

ACTforSOCIETYCenter

OMSA OPEN MIND SPECTRUM ALBANIA

STICHTING ART.1

Artivist Stafetë

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Artivist Stafetë

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Sub-Granting Authority: The project consortium led by Master Peace Organization

If possible, applicants are encouraged to inform the Sub-Granting Authority (represented by MasterPeace) whether they intend to submit an application for this Call for Proposals by sending an email to artiviststafetegrants@masterpeace.org by April 22th, 2021. This is NOT obligatory and does NOT affect the evaluation of
the application. However, it will enable the Sub-Granting Authority to mobilize the necessary resources for the evaluation of the applications.

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1. REQUISITES

□ The submitting applicant of any proposal must be:
- A non-governmental **and** non-profit-making organization; and
- A legally established entity in Albania; and
- directly responsible for the preparation and management of the action, therefore not acting as an intermediary

□ Location range:
- All proposals are to be located in Tirana, Albania
- Duration of action:
- 3 months

2 BACKGROUND & OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

"ARTIVIST STAFETË" is a project funded under the grant for Support to Active Citizenship by the European Commission **and is funded by the European Union. The project is implemented locally** by OMSA Albania and ACT for Society Center, in partnership with Dutch organizations MasterPeace and Stichting art.1.

Based in Amsterdam, Stichting art. 1 is dedicated to the visibilization and inclusion of minorities through the arts. By providing trainings in artivism and non-formal methodologies, the organization seeks to provide tools and channels for sidelined voices to join mainstream narratives and democratic participation.

This project aims to (i) improve the environment for the active citizenship and civic participation by providing civil society sector organizations (CSOs) with tools to grant marginalized groups and side-lined voices in Albania with instruments to infiltrate the mainstream narrative and democratic dialogue at a local, Albanian and European level. Furthermore, the project seeks to stimulate activism through capacity building, and by creating a nation-wide network of civil society organizations advocating for increased democratic representation of minorities. Therefore, the Artivist Stafetë Project **relates to several priority sectors and themes; specifically:** Democracy and government; Competitiveness and innovation;

Access to quality local public services and policies for groups most at risk of vulnerability, including children and youth in the post-Covid-19 context; Human Rights (women, children, LBGTQIA+, minorities, elderly, non-discrimination, freedoms etc.); Employment, support to social businesses, inclusive education, particularly if related to post; COVID19 crisis; Justice, integrity, fight against corruption; and Local development.

All activities within the action are therefore geared towards strengthening the CSO sector by:

1) granting it theoretical/practical skills in cross cultural project management, thus facilitating collaboration and best practice exchange with prospective partners in the EU.

2) Granting practical skills in soft skill methodologies (podcast, film, storytelling, artivisem), related to creative expression and communication, thus facilitating actors in the field to bypass censorship and infiltrate the mainstream narrative, in turn increasing democratic representation.

- The cycle will host a series of activities during the duration 3 months which includes:
- Hosting trainings: on four methodologies (podcast, filmmaking, artivism and Walls of Connection)
- Creating a safe open space as a temporary (one month) creative hub as a physical space for participants to create their artistic productions.
- Creating different cultural presentations that showcases the artistic work of participants which includes (Film Festival, Femme Salons (TEDx-styled talks), studio-recording of podcast, Walls of Connection and hackathons).
- Visibility actions, which includes campaigning and (social) media presence.

This Call for Application will be submitted later on also in other Regions: Durres, Elbasan, Diber, Vlora, Korce,Pogradec and Berat in the upcoming period.

Target group description and respective needs and relevance of action:

Target group 1: Local CSOs and grassroots active citizenship initiatives (CSOs)

Target group 2: Youth (18–30-year-old)

2.1: Sub target Group : As its' name suggests, the Artivist Stafetë project is anchored around the overarching methodology of artivism: activism through the arts. Art is most often thought to be politically powerful because of its ability to reach new audiences in an intimate, sensorial way. We chose this methodology precisely given that our target groups (young women and young LGBTIQA

+) are minorities in Albania, marginalized from the mainstream narrative. By granting the Albanian civil society sector with soft-skill methodologies embedded in artivism, the project seeks to grant participating CSOs with added advocacy power through the arts.

The total budget allocated for this Call for Proposals is

EUR 17 500

Min :14,500 EUR

Max:17,500 EUR

<u>Objectives of the programme and priority issues</u>:

Objective 1.

To strengthen and enhance the capacity of formally established CSOs and informal active-citizenship grassroots groups and their collective influence on decision making by:

1.1 Fostering interconnection, cooperation, and synergy amongst a chain of key Albanian CSO's and grassroots active-citizenship initiatives throughout the country.

1.2 Introducing CSOs to the power of artivism and soft skill methodologies as tools with which to address cross-cutting topics and democratic concerns, particularly for our target groups (gender equality, urgent youth issues, and social inclusion, among others).

1.3 Enhancing dialogue between CSOs and their respective governmental institutions in order to set in motion and advocate for the development and implementation of bottom-up policies related to women and youth.

Objective 2.

2.1 To engage, connect and empower youth and women through CSOs and grassroots active citizenship initiatives through: the artivism methodology (activism through art), granting them non-formal tools with which to express and share their social, economic, and political concerns and ideals – thus empowering them to become active actors in policy-shaping and decision-making processes (on a local, national and EU level).

Successful applicants will work in close collaboration with OMSA Albania and ACT FOR SOCIETY CENTER

Priority Issues :

The country's most important document on youth strategy, the National Youth Action Plan (2015-2020), outlines its first objective as the participation of youth in democratic processes/ decision-making. The Artivist Stafetë project is designed so as to grant tools to youth & target groups with which to activate their participation in democratic processes.

Supported Cycle CSOs Criteria :

- The impact on the betterment of the thematic area, and
- Geographical location (7 cities)
- Connection of the action to the field of the organizations
- Connection of organization to a network
- Ability to mobilize local CSOs together

The current Call for Proposals seeks to support **civil society organizations that are willing to** engage as service providers to **our target groups including activities on advocacy, citizenship action as our main core of the project**, working in the following thematic areas:

Objective	Type of intervention suggested – non exhaustive
1.1. To enhance opportunities for young women and LBGTQIA+ artivists to create artistic productions in a safe environment	Our target audiences can employ their newly-acquired artivism skills, producing outputs related to active citizenship and channeling them through their respective CSOs and grassroots organizations. Likewise, these spaces will host a series of art activities: exhibitions, film screenings, 'Femme Salons' (female-led TEDx style talks), and artivism-hackathons.
1.2 Encourage active citizenship, social awareness and social action through artivism.	Support to local CSOs around Albania
	Temporary creative space for youth & women to promote citizenship through art
	Social inclusion through art
	Advocacy on human right, gender issues etc
	Large networking of local CSOs and other stakeholders

2 RULES FOR THE CALL OF PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, following guiding principles in the EU Practical Guide**.**

Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**lead applicant**', i.e. the entity submitting the application form (2.1.1),
- 2 **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "*applicant(s*)") (2.1.1),

(2) the actions:

Actions for which a grant may be awarded (2.1.2);

(3) the costs:
- Types of cost that may be taken into account in setting the amount of the grant (2.1.3).

The lead applicant should apply together with two co-applicant(s). Entities interested to apply are strongly encouraged to form alliances in order to increase the expected impact and efficiency of the proposed action (*see evaluation grid*).

Co-applicant(s)
Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.
Co-applicants must sign the mandate in Annex 3 of the grant application form.

Eligibility of applicants

Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on nationality, as well as exclusion criteria.

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

- be a legal person registered and acting in the territory of Albania;
- be non-profit-making;
- including active citizenship and social inclusion of our target groups & advocacy
- be a licensed CSO/NGO that offers similar supporting components on the specified target groups
- be directly responsible for the preparation and management of the action

The applicants should be able to provide evidence of the above by presenting the following documents under the Albanian law:

a) Court Registration Act;
b) Statute;
c) Fiscal registration Certification/NGO Registration Certification;
d) Tax verification form;
e) Latest financial statements of the organization in accordance with the legislation in force;
f) Document regarding pending financial obligations (Document issued by relevant Albanian body certifying that the CSO has no pending financial obligations);
g) Document regarding pending cases in Court (Document issued by relevant Albanian body certifying that the CSO has no pending cases);
h) Declaration's applicant/mandate co-applicants;
i) License issued by the Ministry of Finance, under Albanian law, if the case;
j) CVs of key personnel implicated in the implementation of the project, in Europass format, http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions

Documents from a) to g) and i) may be submitted in national language; documents a) e) and i) may be submitted as certified copies according to the original by the legal representative of the applicant organization. The mark “according to the original” and signature of the legal representative and stamp of the organization must be present on each page of the documents submitted as copies

Number of grants per applicant

- An applicant may not submit more than one application under this Call for Proposals.
- The applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not be co-applicant in another application at the same time

Eligible actions: actions for which an application may be made

Duration

The initial planned duration of the action

3 months.

Location
Actions must take place in Tirana

Areas/Themes

Proposed initiatives need to focus on delivering results based on the objectives set out in section 1.2.

The duration of the artivism productions are related to the rotating cycles and are produced and finished before the termination of the rotating cycle, types of activities eligible for financial support include

Training

- Applicants must have experience in hosting interactive training
- Providing space, equipment and tools to run interactive training on the artivism methodologies
- Ability to attract participants from the target group and potential trainers to get trained on methodologies
- Part of an interactive network of other CSOs that could be invited for training and activities

Temporary Physical Hub

- Provide a space, creative and open space for artists and trained participants to work on their 'art projects'
- Keep participants engaged during the duration of the artistic production
- Make available some ICT tools for participants to create their artistic work

Presentation & Visibility Activities

- Applicants must hold experience in organizing 'cultural' events such as Film Festivals, cultural evenings, and artistic

exhibitions
- Experience in curating/hosting or organizing Film Festivals and supporting the independent art scenes.
- Hosting talks, dialogues, or conferences for the Femme Salon activities, TEDx styled talks
- Connection to municipalities, cultural centers, or other related entities that would enable permissions to create 'street art' and urban visualization
- Ability to attract audiences for participation in the hosted activities
- Ability to mobilize partnerships, participation, and official entities for participation in 3-days hackathons which includes a collective of cultural activities that showcases the project in the city

Artivist Hackathons

-Applicants will benefit from experience in cross-sectorial event design and planning (bringing together two different sectors for a single event)
-The activity seeks to disseminate the results of previous activities within the project, and therefore grantees must consider attendees which will maximise this objective (press, local decision-makers, general public)
-Applicants must implement innovation and a think-out-of-the-box mentality in order to create a memorable event geared around creativity and citizenship
-This activity seeks to bring together key actors within the cultural ecosystem of the locality where it is to be held. Applicants must have a network within the respective locality so as to ensure attendance

Expected results of the Grant Scheme

- The cycle will host a series of activities during the duration 3 months which includes:
- Hosting trainings: on four methodologies (podcast, filmmaking, artivism and Walls of Connection)
- Increase capacity of other CSOs and participants to attend these trainings
- Creating a safe open space as a temporary (one month) creative hub as a physical space for participants to create their artistic productions.
- Create an ecosystem of other involved CSOs in the project
- Creating different cultural presentations that showcases the artistic work of participants which includes (Film Festival, Femme Salons (TEDx-styled talks), studio-recording of podcast, Walls of Connection and hackathons).
- Visibility actions, which includes campaigning and (social) media presence.

Performance indicators (indicative), it has to match the project Key Performance Indicators

- Number of CSOs and target group that were included in the activities of project implementation
- Number of CSOs and target group having received support and specialized services (trainings, workshops etc) through the Grant Scheme;
- Number of presumed/potential target group identified and referred from local stakeholders.
- Level of satisfaction of targeted group (CSOs, minorities, vulnerable, marginalized groups LBGTQIA+, youth and lesser privileged young females with difficult backgrounds with the provided services / support;
- Active Citizenship rates among the final beneficiaries

The following types of action are ineligible:

- Purchase of equipment or furniture if this is not linked to the implementation of activities;
- Purchase of land, building and offices;
- Co-funding of other projects;
- Projects supporting political parties or illegal activities;
- Core funding of the applicants or (where relevant) its partners;
- Deficit funding and capital endowments;
- Retroactive financing for projects that are already in implementation or completed;
- Projects taking place outside of the targeted region;
- Humanitarian activities;
- Projects which consist entirely, or mostly in legislation amendment.

Coverage of costs

The Sub Grants Scheme will cover 100 % of the total project budget, within the required limits .Details for payments will be delivered in the sub granting contract.

Visibility

The Applicants must take all necessary steps to publicize the fact that the European Union is funding the action through the project "Artivist Stafetë" Project which is implemented by a consortium led by MasterPeace. As much as possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, which can be found at:
https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en

and furthermore, with the communications guidelines set by the Artivist Stafetë Project that will be provided upon the signature of the awarded contract.

3 AVAILABLE BUDGET & PAYMENT INFORMATION

The presented Call for Proposals has one LOT for Tirana :

- Any grant requested under this call for proposals budget for the CYLCE sub-granting must fall between the following minimum and maximum amounts:
- minimum amount: EUR 14,500

□ maximum amount: EUR 17,500

□ Payment allocations are to be made in EUR

□ Payments are to be made by bank transfer by Lead Applicant Mates Peace Organization

3 PROPOSAL SUBMISSIONS

4.1 ADMINISTRATIVE CHECK

All applicants should consider the following requisites and specifications for articulating their proposal submission:

4.1.1 Financial details

- Tax registration at the Albanian tax office, (NIPT- Entity Taxable Identification Number);
- A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period
- Copy of the financial statements of the organization for year 2019-2020.

4.1.2 Legal details

- Court registration of the applicant's. (*Please, submit the first decision and any potential changes*);
- Statute and any potential changes to the statute, composition,direction and governance o the organization as reflected in documents submitted
- Founding Act of the organization
- Court extract (with the Court seal issued within the last three months);

4.1.3 Staff details

- Organizational CV (in English);

4.2 MANAGEMENT PROPOSAL

- CSOs that are located in _Tirana
- Experience in ICT Tools on delivering online training

sessions,workshops etc

- CSOs that have previous experience with our target group and similar projects through art
- CSOs that have delivered training sessions, held events on human right, film festivals etc .

4.1.4 Administration

- Code of conduct signed by all staff members
- Budget

4.2.3 Management

- Activities provided in Tirana

will be used for project implementation and to be considered according national & international law for Intelectual Property and be used only with permission of Lead Applicant and Co-applicants .

Eligibility of costs: costs that can be included

Only eligible costs can be covered by this sub grant scheme. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on actual costs incurred by the beneficiary(ies) in accordance with the agreed budget, specified in units and unit costs, as per template specified in Annex 4.

At the contracting phase, the Contracting Authority decides whether to accept the proposed amounts on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**

Eligible costs are actual costs incurred by the grantees, which meet the following criteria:

They are incurred during the implementation period the action;

- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period;

- They are indicated in the estimated overall budget for the Action;
- They are necessary for the implementation of the Action;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the Sub-grantees and determined according to the accounting standards and the usual cost accounting practices applicable to the Sub-grantees;
- They comply with the requirements of applicable tax and social legislation
- They are real costs, reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- Costs incurred during implementation period may be paid either during implementation period or after, but in any case, before the end date of the contract;
- Cash payment will be allowed only up to a ceiling of maximum 300 EUR per transaction. A payment cannot be divided artificially in different transactions.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Subject to the above and where relevant to the provisions related to contract award procedures being respected, the following direct costs of the Beneficiary and its partners shall be eligible:

Eligible Costs

Since the project will be implemented for 3 months following activities will follow eligible costs as belows:

1. Mobility Activities & Trainings

- Local Trainers on all methodology
- Local Translators for the International Trainers
- Printing Toolkit artivism
- Printing Toolkit Soft Skills Methodology Podcast
- Printing Toolkit Soft Skills Methodology Filmmaking
- Translation Toolkit Soft Skills Methodology WC
- Translation Toolkit Soft Skills Methodology Artivism Methodology Translation
- Translation Toolkit Soft Skills Methodology Podcast
- Translation Toolkit Soft Skills Methodology Filmmaking
- Translation Toolkit Soft Skills Methodology WC
- 1Flat-rate for training materials

2. Communication Activities & Presentation

- Audio Platform (Activity 4.1)
  - Rent Studio
  - Recording devices for podcasts (all for first year)
- Social Media Campaign (Activity 4.2)
  - Social Media Campaign
  - Social Media Content Creation & visibility
- Find Your Voice/femme Salon (Activity 4.3)
  - Rent a Hall
  - Sound & Visual systems
- Tirana is Burning (Activity 4.4)
  - Rent a Cinema Hall + program
  - Q&A Set-up Costs

Important: The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

Please note that applicants may not delegate or transfer parts of the implementation / finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

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 beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land and existing buildings;
- customs and import duties and levies and/or charges having equivalent effect;
- Value Added Tax (VAT), excise duties and other special consumption taxes or any other similar tax, duties or charges having equivalent effect;
- special communication tax;
- motor vehicle taxes;
- special charges applied by regional or local authorities or special boards in the context of contract execution not proportional with the cost involved in their execution or of having equivalent effect or taxes;
- currency exchange losses;
- credits to third parties;
- in kind contributions;
- salary costs of the personnel of national administrations, unless otherwise specified in the sub-grant contract

and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.

5. SENDING YOUR APPLICATION

Applicants must apply in English.

The project proposal must be sent in **2 (two) copies** both in electronic and hard copy version. An electronic version of the project proposal (compiled in one single file) must be submitted at the email address: artiviststafetegrants@masterpeace.org The electronic file must contain **exactly the same** application as the paper version enclosed.
The hard copy of the supporting documents must be the exact copy of the scanned ones.

Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework, declaration and mandate) will be evaluated. It is therefore of utmost importance that these documents contain **ALL** the relevant information concerning the action. No additional annexes should be sent.

The envelope must bear:

- the title of the Call for Proposals
- the reference number of the Call for Proposals
- full name of the applicant
- address of the applicant

Applications must be submitted in one bound printed original in A4 size (hard copy). It must be enclosed in an envelope where the *name of the applicant organization, the title of the project proposal*, and specifically *"Original"* is written. All documents presented for application (application form, budget, logical framework and supporting documents) must also be supplied in electronic format (CD/USB). The electronic file must contain **exactly the same** application as the paper version enclosed. Last page of the application form, the budget, and logical framework must bear the signature of the legal representative of the lead applicant and stamp of the organisation.

The checklist (section 13 in the application form) and the declaration by the lead applicant (Annex 2) and co-applicants (Annex 3) must be stapled separately and enclosed in the outer envelope.

The outer envelope must bear **the title of the call for proposals**, together with the title the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and "*Të mos hapet para dates së hapjes zyrtare*".

Applicants must verify that their application is complete using the checklist (section 13 in the application form). **Incomplete applications may be rejected**

Project proposals must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery to the address below:

Postal address:

Center Act for Society

Rruga "Blv. Zhanë D'ark" Nd.61, H.5, Ap.24

Tirane

6. DEADLINE FOR SUBMISSION OF FULL APPLICATIONS

The deadline for the submission of the applications is as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

In the case of hand-deliveries, the deadline for receipt is at 17:00 as evidenced by the signed and dated receipt.

Any application submitted after the deadline will be rejected.

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of project proposals to the address below, indicating clearly the title of the Call for Proposals:

E-mail address: artivistsstafetegrants@masterpeace.org

7. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Sub Granting Authority. All applications will be assessed according to the following steps and criteria:

STEP 1 – Opening and administrative check
STEP 2 - The technical evaluation
STEP 3 - Final evaluation, decision and notification
STEP 4 - Complaints and response mechanism (CRM)
STEP 5 - Negotiation and contracting stage.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 2.1 the application will be rejected on this sole basis.

Annex I: CHECK LIST FORM

	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1	Court Registration Act in Albania			
2	Statute of the Organization			
3	Court Extract			
4	Founding Act of the organization			
5	Active NIPT			
6	A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period			
7	Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period			
8	CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships)			
9	Financial statements of the organization as required for each grant 2019-2020			
10	The Declaration by the Applicant			
11	Is the proposal submitted within the deadline			

12	The application forms published in the guidelines for this Call for Proposals have been used by the applicant			
13	The proposal is presented in typed writing			
14	The proposal is in English language			
15	A CD/USB is enclosed in the application set of documents			
16	The requested budget meets the call's specification			

Co-applicants eligibility 1. *Additional lines, as per eligibility of applicants (1-6), will be inserted according to the number of co-applicants, if any*			
2. The action will be implemented in Albania			
3. The duration of the action is: 4. 27 months.			
1. The grant requested complies with the set thresholds: EUR 14,500 min. – EUR 17,500 max..			
2. The proposal addresses an eligible target group: (Youth, marginalised group,women LBGTQIA+,Minorities,special group in difficulties etc)			
3. The proposal is eligible, i.e. the primary focus is the active citizenship and provision of social inclusion of target groups			
4. The applicant should have experience in running similar projects .			
5. The applicant is Registered as per Albanian national legislation.			
6. The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.			
7. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines):			

a) Court Registration Act; b) Statute; c) Fiscal registration Certification/NGO Registration Certification; d) Tax verification form; e) Latest financial statements of the organization in accordance with the legislation in force; f) Document regarding pending financial obligations (Document issued by relevant Albanian body certifying that the CSO has no pending financial obligations); g) Document regarding pending cases in Court (Document issued by relevant Albanian body certifying that the CSO has no pending cases); h) License issued by the Ministry of Finance under Albanian law, if the case; i) CVs of key personnel implicated in the implementation of the project.			

STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

Whether the full application satisfies all the criteria specified the section 2.1 and an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

Scoring:

The evaluation criteria include:

- The relevance to the action and the priority area addressing,
- The organization's reputation, financial records and legal status
- The quality of the action proposed

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

Evaluation Grid

Criteria/Total scores	Explanation of the criteria	Max. Score	100
Proposal Relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the Albanian civil society sector is the proposal? (score 1-5)	5*2	10
	2. How coherent is the project with the objectives and priorities of the call for proposal (score 1-5)	5	5
The organization's reputation, financial records and legal status	1. Has the applicant organization relevant work experience in the implementation of similar projects (ICT tools)? Has the applicant properly described staff experience and competences related to the project field (score 1-5)	5	5
	2. Has the applicant proper management and administrative resources for the successful management of this project; (score 1-5)	5	5
Quality and Project proposa	1. Does the project consider the involvement and contribution of different stakeholders and clearly define each other role? (score 1-5)	5*2	10
	2. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of Citizenship activation, awareness, advocacy with marginalized groups an LGBTIQA + people, youth or women , or innovation and best Practices (score 1-5)	5*2	10

Quality and Project proposal design **l design**			
	3- Experience in organising trainings and with curating and hosting cultural programs	5*2	10
	4- Ability of the organization to create a temporary hub	5*2	10
Impact and sustainability of the action	1. What improvements / change could the proposal bring in the sector of focus in term of policy making/models at local, regional and national level (score 1-5)	5*2	10
	2. How is the project promoting improvement for community in targeting area? (score 1-5) 5.1 Is the action likely to have a tangible impact on its target groups? Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.) 5.2 Are the expected results of the proposed action sustainable?: - financially (how will the activities be financed after the funding ends?) - institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?) - at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?	5*2	10

Community participation and awareness	1. Does the project promote community mobilization and participation and citizenship ? (score 1-5)	5*2	10
Visibility action and cooperation	1. Has the applicant presented how to ensure the project's visibility? (score 1-5)	5*2	10
Budget and cost-effectiveness of the action	1.Are the activities appropriately reflected in the budget? (score 1-5)	5*2	10
	2. Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)	5	5

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this Call for Proposal is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this Call for Proposals.

STEP 4: FINAL EVALUATION

The applicants who have received the best assessment and score will be announced as winners by the Sub Granting Authority.

The Program Management Team gives final approval of the winning projects based on a ranking list coming as a result of:

- The administrative/eligibility assessment of the proposal;
- The evaluation of the proposed action.

The final Evaluation Report, including the results of the above, will be prepared and signed by each evaluation committee member, and will be sent to the European Union Delegation (EUD) for a “no-objection opinion”.

Once the “no-objection opinion” by the EUD is received, the applicants will be notified about the final results of the process.

STEP 5: NEGOTIATION AND CONTRACTING STAGE

The Sub Granting Authority, prior to signing the contract, reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs;
- Reflect real market costs;
- Reflect costs in accordance with proposed activities.

The points of negotiation should in no way change the substantial part of the proposed action, but rather be in line with the administrative/financial/HR/programmatic rules of the EU and of the Sub Granting Authority.

After reaching an agreement, the sub grant contract will be signed between the relevant applicant and the Master Peace .

In addition to signing a code of conduct of running a safe space 'Code of Conduct of Creative Hub' as an obligation by the contracting authority

5. NOTIFICATION OF THE SUB GRANTING AUTHORITY'S DECISION

5.1 Content of the decision

The lead applicants will be informed via email of the Sub Granting Authority's decision concerning their application.

5.2 Indicative timetable

	DATE	TIME

1. Official Public Launch of the Call	**Apr 16 th 2021**	**17: 00 PM**
1. Information meeting/sessions	**Apr 22th**	**online**
2. Deadline for requesting any clarifications from the Sub Granting Authority	**Apr 25th 2021**	**17.00 PM**
3. Last date on which clarifications are issued by the Sub Granting Authority	**Apr 27th 2021**	**17.00 PM**
4. Deadline for submission of applications	**May 7th 2021**	**17:00**
5. Information to lead applicants on the results of the administrative check (Step 1)	**May 14th2021**	**17.00**
6. Technical Evaluation (Step 2)	**May17th 2021**	**17.00**
7. Final decision and notification of applicant. (Step 3)	**May 20th 2021**	**17.00**
8. Contract signature	**May 21th 2021**	**17.00**

6. THE RIGHT TO APPEAL (COMPLAINT PROCEDURES DURING THE ASSESSMENT OF PROPOSED ACTIONS).

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection. Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, a request of further information and/or complaint must be made in written form by email to artiviststafetegrants@masterpeace.org **within 5 (five) days from the day when the rejection email/notification has been received** as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 2). Complaints must be made directly by the applicant and not by legal representatives or his intermediary.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in on the Complaints Evaluation Committee as a member or to supervise the process. The CEC will prepare a summary report on all procedures performed.

The complaints coming from either the administrative/eligibility and/or the technical assessment will be answered within 5 (five) working days from the complaint application.

The complaining party will receive the Technical Assessment Form, but the decision of Project Evaluation Committee is irreversible

7. CONDITIONS FOR IMPLEMENTATION AFTER THE SUB GRANTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary (ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

8. LIST OF RELEVANT DOCUMENTS AND ANNEXES

All Applicants under this Call must refer to the following documents:

i) Call for Proposals Guidelines

ii) Relevant annexes for the applicants

- Annex I – Project Application Form
- Annex II – Declaration from Applicant
- Annex III - Budget Application Form
- Annex IV – Logical Framework