



**NGO SUPPORT CENTRE and GRANTXPRT CONSULTING LTD
on behalf of the consortium of the Active Citizens Fund in
Cyprus announce an Open Call for projects focused on:**

**Increased Citizen Participation in Civic
Activities**

**Vulnerable Groups Empowered
Enhanced Capacity and Sustainability of Civil
Society**

AVAILABLE FUNDING: €1,165,000

DEADLINE FOR SUBMISSION:
05/11/2021
at 13:00 EEST (Cyprus local time)

Modifications

The modifications (in red below) are reflected in this version of the Open Call (ACF Cyprus Open Call Version 2), as well as the following documents: ACF Cyprus Guide for Applicants Version 2 and ACF Cyprus Application Form Version 2.

All of the above mentioned documents are available on the programme website: www.activecitizensfund.cy and **should be used as the latest, most updated versions.**

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- Only for larger/ more experienced entities: Audited accounts/financial statements of **the last three (3) years.** (changed from "Audited accounts/financial statements of 2018 and 2019").

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- Only for larger/ more experienced entities: Audited accounts/financial statements of the **last three (3) years.** (changed from "Audited accounts/financial statements of the years 2018 and 2019").

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- have an annual turnover of €40,000 minimum **in one of the years 2018, 2019 or 2020.** (changed from "have an annual turnover of €40,000 minimum in one of the years 2018 and 2019")

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For larger/more experienced entities: Audited accounts/financial statements **of the last three (3) years.** (changed from "Audited accounts/financial statements of the years 2018 and 2019").

Version 2 Modifications Date: 01/09/2021

The **Active Citizens Fund** is part of the contribution of **Iceland, Liechtenstein** and **Norway** (donor countries) to 15 EU countries in Central and Southern Europe and the Baltic (beneficiary countries). The programme recognises the fundamental role that the civil society sector plays in ensuring democratic governance, human rights and social cohesion across the European Economic Area (EEA).

The Active Citizens Fund Cyprus focuses on the following two main objectives: **strengthening civil society and active citizenship** and **empowering vulnerable groups**.

The Active Citizens Fund Cyprus **Fund Operator (FO)** is the consortium of **NGO Support Centre** and **GrantXpert Consulting Ltd**, appointed through an open and competitive tender.

This Open Call targets **civil society organisations** and has a total allocation of **€1,165,000**.

This call text shall be read together with the **Guide for Applicants**. We encourage all applicants to review the Guide before starting the application preparation. The Guide for Applicants can be downloaded at www.activecitizensfund.cy.

SUMMARY OF THE OPEN CALL	
Focus of the Open Call	<p>Increased citizen participation in civic activities (Outcome 1)</p> <p>Vulnerable groups empowered (Outcome 2)</p> <p>Enhanced capacity and sustainability of civil society (organisations and the sector) (Outcome 3 - Mandatory outcome for every project)</p>
Specific Priorities	<ol style="list-style-type: none"> 1. Strengthening capacity and sustainability of the civil society sector 2. Ensuring outreach to underserved geographic areas and target groups 3. Actively supporting bicommunal cooperation and fostering intercultural dialogue <p>The programme also encourages activities involving young people and partnerships with youth organisations and youth informal groups.</p>
Total available funding of the Open Call	€1,165,000
Grant Amount	<p>Tier 1 (medium/large projects): Between €25,001 and €100,000</p> <p>Tier 2 (small projects): Between €5,000 and €25,000</p>

Project Duration	<p>Tier 1 (medium/large projects): Between 12 and 20 months</p> <p>Tier 2 (small projects): Between 6 and 12 months</p>
Co-financing	No co-financing required. Up to 100% financing of the eligible expenditures may be provided.
Eligible Applicants	<p>The applicants (Lead Applicants or Sole Applicants) must be Civil Society Organisations that are established in the Republic of Cyprus and fall within the following definition:</p> <p>“A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations.”</p>
Partnerships	<p>The applicants may submit applications in partnership with other public or private entities and/or informal organisations (Project Partners).</p> <p>Partnerships between larger and smaller/less experienced entities are strongly recommended.</p> <p>Applicants are also encouraged to include a partnership with a Donor project partner (i.e. partners from Norway, Iceland and/or Liechtenstein) as part of their application.</p> <p>Projects proposing the implementation of activities through bicommunal partnerships will be awarded extra points during the application evaluation phase.</p>
Launch Date of the Open Call	06/08/2021
Application deadline	05/11/2021 at 13:00 EEST (Cyprus local time)

1. Focus of the Open Call

This Open Call is for projects that support the following outcomes:

- Outcome 1: "Increased citizen participation in civic activities".
- Outcome 2: "Vulnerable groups empowered".
- Outcome 3: "Enhanced capacity and sustainability of civil society (organisations and the sector)".

Projects to be supported under this Open Call are expected to implement activities that address **current needs and challenges** connected to the outcomes listed above. All organisations and activities funded shall be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities.

The applicant shall propose a project **in one of the following outcomes**:

- Increased citizen participation in civic activities (Outcome 1)
- Vulnerable groups empowered (Outcome 2)

A **mandatory outcome** for every project is Enhanced capacity and sustainability of civil society (organisations and the sector)(Outcome 3). Thus, every applicant is required to invest 20-25% of the required grant support into capacity building activities and comply with at least one of the indicators of Outcome 3 (see also "Expected Results" below).

Call Priorities

- Projects strengthening the capacity and sustainability of the civil society sector (organisations and the sector).
- Projects ensuring outreach to underserved geographic areas and target groups.
- Projects actively supporting bicomunal cooperation and fostering intercultural dialogue.

The programme also encourages activities involving **young people** and partnerships with youth organisations.

Call Tiers

The Open Call contains two project Tiers with the following characteristics:

Call Tiers	Maximum grant amount per project	Minimum grant amount per project	Project Duration	Indicative Start of Project Implementation
Tier 1	€100,000	€25,001	Between 12 and 20 months	Quarter 2, 2022
Tier 2	€25,000	€5,000	Between 6 and 12 months	

The programme will provide support for activities conducted by civil society organisations throughout Cyprus, but particularly encourages applications from entities based in **underserved regions** and those whose activities are directed towards **underserved target groups**. The programme also encourages activities involving **young people** and partnerships with youth organisations.

Expected Results

Each project can contribute towards the achievement of **only one of the Thematic Outcomes (Outcome 1 or Outcome 2)** and must contribute towards the achievement of the **mandatory Outcome 3 (Enhanced capacity and sustainability of civil society (organisations and the sector))**.

Each of the thematic outcomes have predefined specific objectives (hereinafter referred to as **Project Outputs**) and **Indicators**¹. Projects must comply with the relevant thematic outcome, correspond to the chosen output and contribute to the achievement of the predefined indicators.

Consequently, the project must fulfil **at least one indicator per each chosen project output**. If the applicant offers additional indicators, these additional indicators should also be directly related to the specific objective/project output chosen.

A detailed description of the expected results is included in the **Guide for Applicants**.

¹ Indicator: a quantitative or qualitative variable that specifies what is to be measured along a scale or dimension.

All projects selected under this Open Call must contribute towards the overall objective of the Active Citizens Fund, to have civil society and active citizenship strengthened, and vulnerable groups empowered. All projects must fulfil the programme indicator “Number of people engaged in civil society organisation activities”.

Overall Objective	Indicators	Guidance for applicants
Civil society and active citizenship strengthened, and vulnerable groups empowered.	<i>Number of people engaged in civil society organisation activities</i>	 All projects will report against this indicator during implementation

Outcome 1: Increased Citizen Participation in Civic Activities

Outcome 1 & Outputs	Indicators	Guidance for Applicants
Outcome 1: Increased citizen participation in civic activities	<i>Number of people engaged in participatory processes initiated by a public-decision making body</i>	The project must report against this indicator (if Outcome 1 is selected)
Output 1.1 Enhanced citizens' awareness about the role of the CSOs in society	<i>Number of awareness raising campaigns carried out</i>	The project must report against at least one indicator per each selected output (if Outcome 1 is selected)
	<i>Number of people reached through awareness campaigns and other actions about the role of CSOs in society</i>	
Output 1.2 Civic engagement and volunteerism fostered	<i>Number of CSO initiatives jointly implemented by Turkish Cypriot (T/C) and Greek Cypriot (G/C) entities promoting civic participation and volunteerism</i>	
Output 1.3 Civic and human rights education supported	<i>Number of CSOs providing civic and human rights education (non-formal and formal education)</i>	
	<i>Number of people educated about civic and human rights (formal and non-formal)</i>	

Examples of project activities that can be supported under **Outcome 1** (the list is non-exhaustive):

- Involvement of citizens in specific public consultations and decision-making processes.
- Support of volunteering and active interest in civic life in both communities (G/C and T/C).
- Consultations and mentoring schemes.

- Wide-range discussions and debates.
- Research, studies and analyses identifying current status and needs, and suggesting optimal solutions.
- Campaigns strengthening civic participation.
- Educational programmes for children, youth, and adults on civic and human rights.


Outcome 2: Vulnerable Groups Empowered

Outcome 2 & Outputs	Indicators	Guidance for Applicants
Outcome 2: Vulnerable groups empowered	<i>Number of beneficiaries of services provided or improved</i>	The project must report against this indicator (if Outcome 2 is selected)
Output 2.1 Outreach to and empowerment of vulnerable groups supported	<i>Number of vulnerable individuals from both communities (Greek Cypriot (G/C) and Turkish Cypriot (T/C)) trained in advocating for their needs/the needs of their communities</i>	The project must report against at least one indicator per each selected output (if Outcome 2 is selected)
Output 2.2 New or improved methods and approaches of inclusion of vulnerable groups into community promoted	<i>Number of new or improved methods/approaches developed by supported CSOs for inclusion of vulnerable people</i>	
	<i>Number of vulnerable individuals informed about new or improved methods/approaches for inclusion</i>	
	<i>Number of supported CSOs conducting research, analysis and data collection with the aim to improve their support to vulnerable groups</i>	

Examples of project activities that can be supported under **Outcome 2** (the list is non-exhaustive):

- Trainings on advocacy, lobbying and awareness raising.
- Research, studies, and analyses identifying current status and needs of vulnerable groups, and suggesting optimal solutions.
- Exchange of good practices/methodologies for the inclusion of vulnerable groups.
- Bicomunal discussions and campaigns on the needs of vulnerable groups.
- Development of new tools that support the participation of vulnerable groups in decision-making processes.
- Development of new methods that support the social inclusion of vulnerable groups.

Outcome 3: Enhanced Capacity and Sustainability of Civil Society (organisations and the sector)

Outcome 3 & Outputs	Indicators	Guidance for Applicants
Outcome 3: Enhanced capacity and sustainability of civil society (organisations and the sector)	<i>Share of CSOs with transparent and accountable governance</i>	 The project must report against at least one indicator of this mandatory outcome
	<i>Share of joint initiatives conducted by CSOs in collaboration with other CSOs</i>	
Output 3.1 Capacity building provided to CSOs and informal groups	<i>Number of CSO and informal groups staff, representatives and volunteers participating in capacity building and learning initiatives</i>	The project must report against at least one indicator per each selected output
Output 3.2 Partnerships and networks among CSOs developed or sustained	<i>Number of partnerships between established and less experienced CSOs</i>	
	<i>Number of CSOs participating in experience sharing and networking events</i>	
	<i>Number of new or improved methods/approaches, jointly developed by Turkish Cypriot (T/C) and Greek Cypriot (G/C) entities, to support bicommunal cooperation</i>	

Examples of project activities that can be supported under **Outcome 3** (the list is non-exhaustive):

- Strategic planning.
- Development of advocacy tools.
- Impact evaluation of actions and activities.
- Networking and cooperation workshops.
- Trainings on specific skill sets (e.g. fundraising, financial management, communication, advocacy, languages or data analysis).
- Strengthening of leadership skills and team building.
- Development of tools for bicommunal cooperation and networking.
- Development of constituency building tools and tools that strengthen membership bases.

2. Rules of Implementation

Detailed rules for the projects' implementation are described in the **Guide for Applicants**.

Co-financing

Project grant for all projects is provided up to **100% of the total eligible expenditures**. However, the successful applicants (Project Promoters) are encouraged to contribute to the project budget with co-financing (e.g. 10%). The co-financing can be provided in the form of cash or in-kind contribution. The in-kind contribution in the form of voluntary work may present up to 100% of the co-financing rate. Unit prices for the calculation of the in-kind contribution are specified in the **Guide for Applicants**.

Eligible Expenditures

Detailed rules on eligible expenditures are described in the **Guide for Applicants**. For indirect costs, project promoters and project partners may apply a **flat rate of up to 15% of direct eligible personnel costs**.

Expenditures within projects may be eligible from the date on which the grant is awarded or at a later date set in the Project Contract. The Project Contract shall set the **final date of eligibility of expenditures which shall be no later than 30 April 2024**. Expenditures incurred after that date is not eligible.

Payment of the Grant

The grant will be paid in Euro (€). The grant will be paid in instalments defined in the Project Contract, as follows:

Tier 1

Advance payment: 40% of the funding amount upon signing the Project Contract.

Interim payments will be calculated and transferred every six months, after the submission and approval of the interim financial reports. These payments will also be based on the assessment of the level of consumption of the previous pre-financings.

Final payment: 20% or the remaining balance of the funding upon approval of the final project report.

Tier 2

Advance payment: 65% of the funding amount upon signing the Project Contract.

Final payment: 35% or the remaining balance of the funding upon approval of the final project report.

3. Eligibility

Administrative Criteria

Administrative criteria are conditions for accepting each application. Without compliance with the administrative criteria, the application **shall not be further assessed**. Applications must meet the following administrative criteria:

- The application has been submitted by the specified deadline: **05/11/2021 at 13:00 EEST (Cyprus local time)**.
- The application has been submitted in accordance **with the permissible method of delivery** (i.e. by e-mail, see also Section 5 below).
- All mandatory fields in the application form and in Annex I have been filled in and submitted, in either **English or Greek**.
- The application satisfies all the administrative criteria found in the **Checklist for Applicants** available in the Open Call (Section 6 below) and in the application form.

Eligibility Criteria

Eligibility criteria are conditions to assess whether the applicant, the project partner (if applicable) and the application are qualified for funding. The eligibility criteria shall be assessed **only if** the application has fulfilled the administrative criteria.

Eligibility of Applicants

Applicants are invited to apply either as **Sole Applicants** or as **Lead Applicants** in partnership with other public or private entities and/or informal organisations (**Project Partners**). The applicant is the entity responsible for the overall initiation, preparation and implementation of the project (**Project Promoter**).

Eligible applicants are **Civil Society Organisations (CSOs) that are established in the Republic of Cyprus** and fall within the following definition:

“A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations.”

Please see the **Guide for Applicants** for a more thorough definition of eligible applicants.

Documents required to prove the eligibility of applicant (lead applicant or sole applicant) include:

- **Proof (Registration Document)** that the applicant is legally registered with the competent authority of the Republic of Cyprus.
- **If applicable:** Eligible entities established under the legal and regulatory framework governing the establishment of Foundations, Associations and Clubs (Law 104(I)/2017 and its relevant amendments), must submit a **Letter from the Registrar** that confirms compliance with this framework at the deadline for submission of applications.
- **An electronic copy of the signed decision** of the applicant’s decision-making body (Board of Directors, Annual General Meeting or otherwise depending on the type of organisation), clearly indicating the legal representative.
- An electronic copy of the signed **Applicant’s Declaration**. The document should be signed by the legal representative. Please use the relevant template available on the programme website: www.activecitizensfund.cy
- **Only for larger/ more experienced entities:** Audited accounts/financial statements of the **last three (3) years**.

Eligibility of Project Partner(s)

Projects may be implemented in partnership with project partners. Project partners shall share common values and goals with the project promoter, as well as common economic or social goals, which are to be realised through the implementation of the project. Project partners should be actively involved in the preparation, implementation and evaluation phases of the project.

Partnerships between **larger and smaller/less experienced entities** are strongly recommended.

Applicants are also **encouraged to include a partnership with a Donor project partner** (i.e. partners from Norway, Iceland and/ or Liechtenstein) as part of their application. Please see article 2.4 of the **Guide for Applicants** for the list of the Donor Contact Points.

Projects proposing the implementation of activities through **bicommunal partnerships will be awarded extra points during the application evaluation phase.**

A **maximum of three (3) partners** – including the lead applicant - are recommended per project.

The following entities are eligible to be project partners:

- Any public or private entity, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in the Donor States (Norway, Iceland and Liechtenstein), the Beneficiary States (Republic of Cyprus, Bulgaria, Croatia, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia) or a country outside the European Economic Area that has a common border with the Republic of Cyprus or any international organisation.
- Informal, ad hoc and self-help organisations (including grassroots organisations). Such entities must prove that they are not for personal profit, act for public good, are voluntary and non-discriminatory in nature, are independent of local, regional and national government and other public authorities, and are independent of political parties, religious institutions and commercial organisations. These entities shall be represented by one single person. This representative will sign the **Partnership Commitment Declaration**, and, if the application is successful, they will also sign the Partnership Agreement on behalf of the entity.
- Informal, ad hoc and self-help organisations (including grassroots organisations), and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus, none of which need to be registered legal entities in the Republic of Cyprus. Such entities must prove that they are not for personal profit, act for public good, are voluntary and non-discriminatory in nature, are independent of local, regional and national government and other public authorities, and are independent of political parties, religious institutions and commercial organisations. These entities shall be represented by one single person. This representative will sign the **Partnership Commitment Declaration**, and, if the application is successful, they will also sign the Partnership Agreement on behalf of the entity.

Note: A project partner cannot be a direct recipient of the project grant. Expenditures related to the involvement of the project partner shall be managed and borne by the project promoter. The financial contribution to the project will be distributed among the partners in accordance with the partnership agreement.

Please see the **Guide for Applicants** for a more thorough definition of eligible project partners.

Documents required to prove the eligibility of project partner(s) include:

- **If applicable: Proof (Registration Document)** that the project partner is legally registered with the competent authority of the Republic of Cyprus or any other country².
- **If applicable:** Eligible entities established under the legal and regulatory framework governing the establishment of Foundations, Associations and Clubs (Law 104(I)/2017 and its relevant amendments), must submit a **Letter from the Registrar** that confirms compliance with this framework at the deadline for submission of applications.
- **If applicable:** An electronic copy of a **signed letter from the partner's decision-making body**³ clearly indicating the (legal) representative.
- **Only for informal, ad hoc and self-help organisations, and CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus):** An electronic copy of the **Declaration of Project Partner's Status**, signed by the representative, that states that the project partner does not exist for personal profit, acts for public good, is voluntary and non-discriminatory in nature, is independent of local, regional and national government and other public authorities, and is independent of political parties, religious institutions and commercial organisations. Please use the relevant template available on the programme website: www.activecitizensfund.cy
- An electronic copy of the **Partnership Commitment Declaration**, signed by the representative(s) of the project partner entity and the legal representative of the lead applicant. Please use the relevant template available on the programme website: www.activecitizensfund.cy
- **Only for larger/ more experienced entities:** Audited accounts/financial statements of the **last three (3) years**.

Eligibility of Application

The Open Call ensures that newly established, smaller/less experienced civil society organisations and other entities can submit applications for projects that have a shorter duration.

² This does not apply to CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus.

³ For Civil Society Organisations, decision-making bodies are considered: Board of Directors or otherwise, depending on the type of organisation.

For informal groups, ad hoc and self-help, and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus, decision-making bodies are considered: at least two representatives of the organisation (one being the representative eventually signing the project partnership agreement).

Call Tiers	Maximum grant amount per project	Minimum grant amount per project	Eligible Lead/Sole Applicant	Eligible Project Partner	Project Duration
Tier 1	€100,000	€25,001	Larger/ more experienced entities	Larger/ more experienced entities And/or Smaller/ less experienced entities	Between 12 and 20 months
Tier 2	€25,000	€5,000	Smaller/ less experienced entities	Smaller/ less experienced entities	Between 6 and 12 months

Larger/more experienced entities are defined by the following characteristics:

- have completed two (2) years of operation since their legal establishment⁴,
- have implemented at least three (3) funded or sponsored projects as coordinating or partner entities,
- have an annual turnover of €40,000 minimum in one of the years 2018, 2019 or 2020.

Smaller/less experienced entities are defined by the following characteristics:

- have completed twelve (12) months of operation since their legal establishment⁵,
- have implemented at least one (1) funded or sponsored project as partner entities.

In **all applications** submitted for the Open Call, the **following criteria** needs to be met:

- The requested grant amount is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively).
- The proposed implementation period is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively).
- A range of 20-25% of the grant is allocated to capacity building activities (under Outcome 3).
- Larger/more experienced entities **can only submit one application under Tier 1**, either as lead or sole applicant or project partner.
- Smaller/less experienced entities can **submit one application under Tier 2** as lead or sole applicant and **can also be project partner in one application under Tier 1**.

⁴ This requirement does not apply to informal, ad hoc and self-help organisations (including grassroots organisations), and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus.

⁵ This requirement does not apply to informal, ad hoc and self-help organisations (including grassroots organisations), and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus.

The application is **automatically excluded** from further evaluation if one or more eligibility criteria are not met. However, prior to an application being rejected based on any of the above eligibility criteria, the applicant will be given the opportunity to supplement any missing supporting documents as specified in the Checklist for Applicants included in the Open Call and in the application form. If the applicant fails to provide the missing documentation within the period stipulated by the FO, the application will not proceed to the next step of the evaluation.

Right to Appeal

Applicants whose applications are rejected due to non-compliance with **administrative or eligibility criteria** shall be informed of the reasons for rejection and have a period of **three (3) working days** to appeal the decision, counted from the day after the notification. Appeals should be fully justified and submitted via e-mail, with subject-title "ACF CY 2014-2021 Appeal" and sent to info@activecitizensfund.cy. Appeals shall be reviewed by the Executive Board of the Fund Operator and the applicants will be informed about its decision within **ten (10) working days**, via e-mail. The appeal's resolution will be irreversible.

4. Evaluation and Selection Procedure

Each submitted project application that meets the relevant administrative and eligibility criteria shall then be **scored by two impartial experts** appointed by the Fund Operator.

The experts shall, separately and independently, score each project application according to the **evaluation criteria** below. The final score is an average of the points given by each of the experts. The experts shall justify in writing, the scores for each criterion they evaluate. For the purposes of ranking the project applications, the average of the scores awarded by the experts shall be used.

The **maximum total score for an application is 100 points**. The minimum of 60 points is set as a threshold score for an application to be recommended for funding.

Further guidance on the evaluation procedure is provided in the **Guide for Applicants**.

Evaluation Criteria

Evaluation criteria		Max. score
1	Relevance and coherence between the project and the programme objective, outcomes and project outputs	30
1.1	The application demonstrates coherence with the outcomes and the project outputs of the programme.	10
1.2	The application includes verifiable and measurable indicators for the outputs of the project, in line with the relevant programme indicators.	10
1.3	The project is relevant to the needs of target groups. The targets groups and their needs have been clearly defined and the application addresses them appropriately.	10
2	Implementation of the project, feasibility of the suggested activities and measures	30
2.1	The activities proposed are feasible, practical, and consistent with the objectives and expected results.	10
2.2	The chosen indicators are realistic and correspond to the outcomes, outputs and activities of the project.	10
2.3	The work plan is feasible and corresponds to the project activities.	5
2.4	The communication plan corresponds to the programme rules and the capacity of the applicant and project partners (where applicable) to implement it.	5
3	Partnership	10
3.1	The project is implemented by the lead applicant in collaboration with one or more project partners, and the partners' level of involvement and participation in the action is satisfactory and clearly outlined in the application.	5
3.2	The project includes a bicommunal partnership.	5
4	Experience of applicant and capacity to implement the project	10
4.1	The applicant (lead or sole applicant) demonstrates sufficient experience to manage the project.	5
4.2	The applicant (lead or sole applicant) and project partner(s) (where applicable) have sufficient knowledge of the issues to be addressed.	5
5	Project sustainability	5
5.1	The long-term impact of the project is identified and justified correctly.	5

6	Economic efficiency (reasonable and justifiable budget, coherence with the proposed activities)	15
6.1	The proposed expenditures included in the project budget are proportional, realistic and necessary for the project activities.	10
6.2	The project budget is clear, comprehensible and individual expense items can be easily matched with relevant outcomes.	5
	Total score	100

Selection Procedure

Following the evaluation process, the Fund Operator shall provide an appointed **Selection Committee** with a list of project applications ranked in accordance with the evaluation procedure, without making any changes to the ranking or the scoring awarded by the experts.

The Selection Committee shall consist of at least three persons with the relevant sector expertise and experience of working on topics that directly concern civil society. At least one of them shall be external to the Fund Operator. The FMO, the National Focal Point and the Royal Norwegian Embassy in Athens shall be invited to participate in the meetings of the Selection Committee as observers. The Selection Committee shall operate in an open, transparent and accountable manner, and its composition will ensure that due attention is paid to possible areas of conflict of interest.

The Selection Committee shall review the ranked list of project applications and submit its recommendations to the Fund Operator. **The selection procedure shall ensure equal treatment of all applicants.**

Further information on the selection procedure is provided in the **Guide for Applicants**, article 8.3.

Provisional timeline for the selection process:

06/08/2021	Announcement of the Open Call
September 2021	Workshops for potential applicants
05/11/2021	Deadline for submission of applications
November 2021	Applications are checked against administrative and eligibility criteria
December 2021	Impartial Experts score applications
January 2022	Selection Committee reviews the ranked applications

February 2022	Decision on applications to be funded taken by Executive Board of the Fund Operator
March–April 2022	Provisional signing of contracts and start of projects' implementation

5. How to Apply

Applications can be submitted **in English or in Greek**. The applicants must submit the application form and Annex I that can be **downloaded** from the programme website: www.activecitizensfund.cy. Please note that **only one language** shall be used when completing the above forms (either Greek or English).

The applications must be accompanied by the supporting documentation as specified in the eligibility criteria (see also Checklist for Applicants below).

Please note that only the application form (including Annex I) and the supporting documentation will be evaluated. It is therefore of utmost importance that these documents **contain all relevant information**. No additional documents should be sent. Applicants must verify that their application is complete using the **Checklist for Applicants**, which is included in Section 6 below and in the application form. Incomplete applications may be rejected.

Applicants must submit the completed application form (including Annex I) along with the relevant supporting documentation in the following way: **in one electronic file** named ACF CY_Application_[Lead Applicant Name], sent via e-mail at info@activecitizensfund.cy. Zipped files ending in .zip will also be accepted. The subject-title of the e-mail must be "ACF CY 2014-2021 Call Application".

The completed application form must be duly signed on the first page, by the applicant's legal representative.

The deadline for applications is **05/11/2021 at 13:00 EEST (Cyprus local time)**. Applicants will receive a confirmation via e-mail upon receipt of submission. Late delivery will lead to rejection of the application.

Questions and Answers

Any clarifying questions may be sent via e-mail to info@activecitizensfund.cy. **No individual replies will be given to any submitted questions**, in order to ensure the equal treatment of all applicants. Questions and answers will be published on the programme's website: www.activecitizensfund.cy. It is therefore advisable to consult the website regularly. The deadline for submitting questions is the **25th of October 2021**, ten (10) working days prior to the deadline for the submission of applications.

Support to Applicants

Applicants will be supported through a wide range of activities and services. The Fund Operator will offer:

- **A series of workshops** for applicants providing useful tips for the application process and a Q&A for potential enquiries.
- A **workshop focused on supporting bicommunal cooperation**.
- A **helpline** for applicants who have questions relating to the Open Call and application procedures. No individual replies will be given to questions over the phone, to ensure the equal treatment of all applicants. Questions and answers will be published on the programme's website: www.activecitizensfund.cy.
- A **Frequently Asked Questions** section, available on the Active Citizens Fund Cyprus website: www.activecitizensfund.cy.

More information on the workshops (locations/dates) will become available on the programme's website soon.

Detailed information on the conditions, completion and submission of the application is given in the **Guide for Applicants**.

6. Checklist For Applicants

CHECKLIST FOR APPLICANTS Applicants must verify that their application is complete using the present Checklist for Applicants. Please note that the Checklist for Applicants is also included in the application form and must be completed.		Yes/No
Administrative Criteria → In case of failure to comply with the administrative criteria, the application will be rejected.		
Application is submitted by the deadline: 05/11/2021 at 13:00 EEST (Cyprus local time).		
Application (application form including Annex I along with the relevant supporting documentation) is submitted by e-mail to: info@activecitizensfund.cy in one electronic file, with the file name: ACF CY_Application_[Lead Applicant Name]. Zipped files ending in .zip will be accepted.		
The application form is duly signed on the first page, by the applicant's legal representative.		
All mandatory fields in the application form and Annex I are submitted on predefined forms in either English or Greek. Only one language is used when completing the relevant forms (English or Greek).		
Application Eligibility Criteria → All applications must comply with the eligibility criteria.		
The requested grant amount is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively).		
The project duration is within the permissible limits provided in the Open Call (for Tier 1 and Tier 2 projects respectively).		
A range of 20-25% of the grant is allocated to capacity building activities (under Outcome 3).		
For Lead or Sole Applicants that are larger/more experienced entities: Submission of one application under Tier 1.		
For Lead or Sole Applicants that are smaller/less experienced entities: Submission of one application under Tier 2.		

Supporting Documentation → All applications must be accompanied by the supporting documentation in order to prove compliance with the eligibility criteria (see Section 3 of the Open Call and Article 4 of the Guide for Applicants).		
Supporting Documentation	Applicable To:	Yes/No
Registration Document proving that the applicant is legally registered with the competent authority of the Republic of Cyprus.	Lead Applicants/ Sole Applicants	
Registration Document proving that the project partner is legally registered with the competent authority of the Republic of Cyprus or any other country ⁶ .	Project Partners	
Letter from the Registrar for eligible entities established under the legal and regulatory framework governing the establishment of Foundations, Associations and Clubs (Law 104(I)/2017 and its relevant amendments).	Lead Applicants/ Sole Applicants and Project Partners	
An electronic copy of the signed decision of the applicant's decision-making body, clearly indicating the legal representative.	Lead Applicants/ Sole Applicants	
An electronic copy of the signed decision of the partner's decision-making body ⁷ , clearly indicating the (legal) representative.	Project Partners	
An electronic copy of the signed Applicant's Declaration. Please use the relevant template available on the Programme website: www.activecitizensfund.cy	Lead Applicants/ Sole Applicants	
For informal, ad hoc and self-help organisations, and CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus: An electronic copy of the Declaration of Project Partner's Status. Please use the relevant template available on the Programme website: www.activecitizensfund.cy	Project Partners	

⁶ This does not apply to CSOs that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus.

⁷ For Civil Society Organisations, decision-making bodies are considered: Board of Directors or otherwise, depending on the type of organisation.

For informal groups, ad hoc and self-help, and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus, decision-making bodies are considered: at least two representatives of the organisation (one being the representative eventually signing the project partnership agreement).

<p>For larger/more experienced entities: Audited accounts/financial statements of the last three (3) years.</p>	<p>Lead Applicants/ Sole Applicants and Project Partners</p>	
<p>An electronic copy of the Partnership Commitment Declaration. Please use the relevant template available on the Programme website: www.activecitizensfund.cy</p>	<p>Lead Applicants and each Project Partner</p>	