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**Active
citizens fund**

Active Citizens Fund Cyprus

Working together
for an **inclusive** Europe.

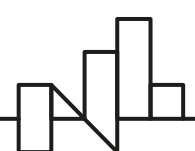
Fund Operated by:



Workshop for Potential Applicants for the ACF Cyprus Open Call

Agenda

10:00 – 10:10	Introduction
10:10 – 10:30	Open Call 2021
10:30 – 10:50	Eligibility
10:50 – 11:10	Q&A
11:10 – 11:25	BREAK
11:25 – 11:45	Application Process
11:45 – 11:55	Project Budget
11:55 – 12:15	Q&A
12:15 – 12:25	Evaluation & Selection Procedure
12:25 – 12:35	Partnerships
12:35 – 12:40	Support to Applicants
12:40 – 13:00	Q&A





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Introduction



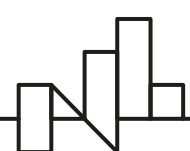
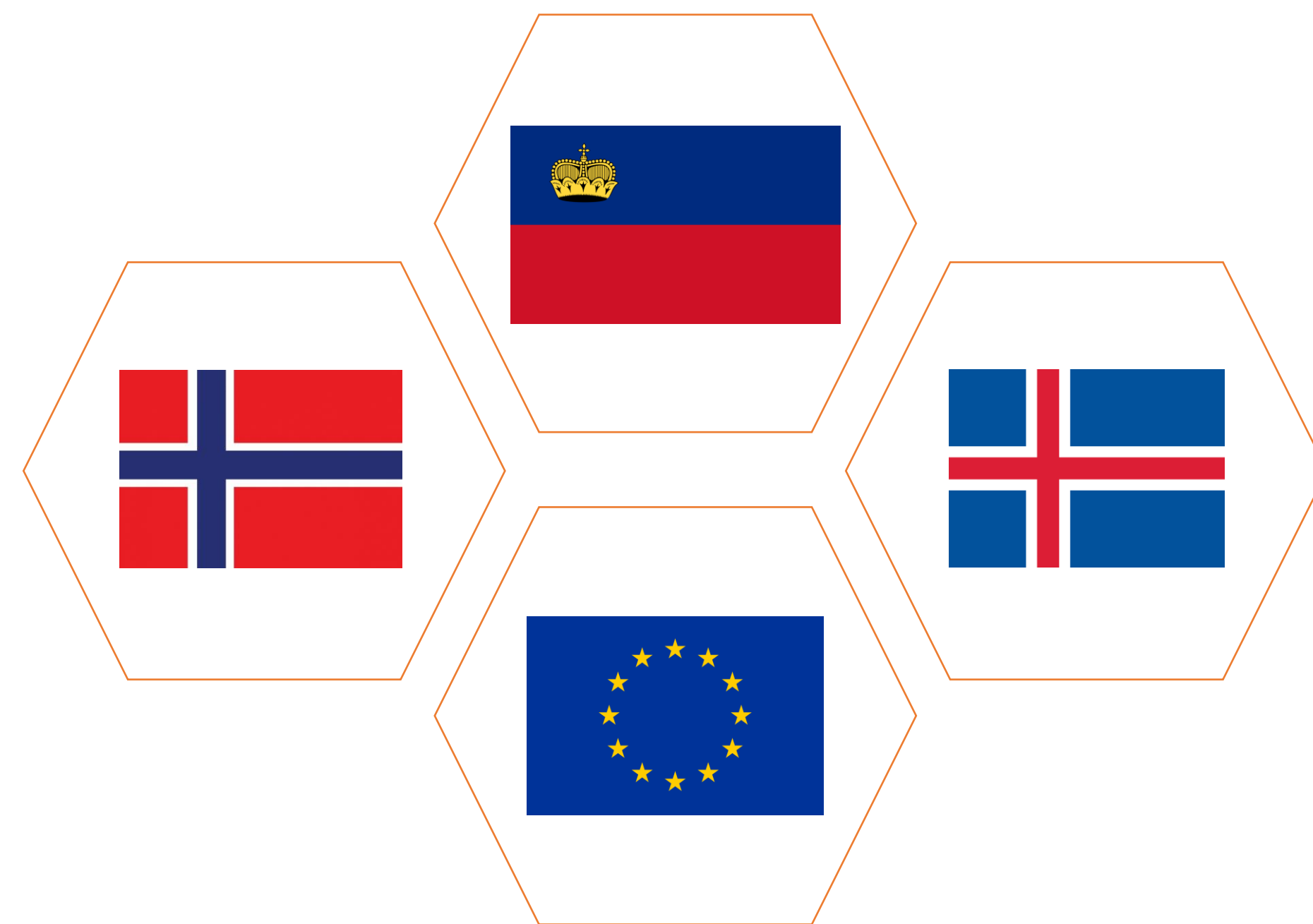
EEA & Norway Grants

The **Active Citizens Fund** is established under the **EEA & Norway Grants**, part of the European Economic Area agreement between **Iceland**, **Liechtenstein**, **Norway** and the **European Union**.

Current funding period (2014-2021) allocation to beneficiary states : **€2.8 billion**

EEA & Norway Grants 2014-2021 **objectives**:

- **Reduce economic and social disparities in the European Economic Area**
- **Strengthen bilateral relations and cooperation between the beneficiary states and the donor states**



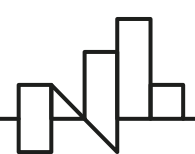
Active Citizens Fund



Support to civil society is a key priority for the EEA and Norway Grants 2014-2021, with a minimum of 10% of the total country allocations set aside for the Active Citizens Fund.

Current funding period (2014-2021) total allocation for Civil Society in Cyprus: **€2.7 million**

civil society plays a fundamental role in ensuring **democratic governance, human rights, and social cohesion** across the European Economic Area.



Fund Operator

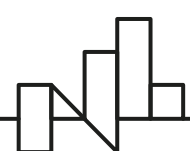
The Active Citizens Fund Cyprus Fund Operator (FO) is the consortium of **NGO Support Centre** and **GrantXpert Consulting Limited**.



The NGO Support Centre is an independent, non-governmental, non-profit organization dedicated to the development and strengthening of civil society in Cyprus.



GrantXpert Consulting Ltd provides high level consulting and training services, contributing to the development of EU enterprises, municipalities/communities, Universities, Research Institutes, NGOs and other types of organizations.



Open Call 2021

Important Update Modifications to the ACF Cyprus Open Call



For further questions:

+357 22 875 499 

info@activecitizensfund.cy 

The modifications are reflected in the relevant and/or respective segments of the following documents:

- **ACF Cyprus Open Call Version 2**
- **ACF Cyprus Guide for Applicants Version 2**
- **ACF Cyprus Application Form Version 2**

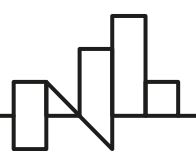
All of the above mentioned versions of the documents are now available on the programme website and should be used as the latest, most updated versions.

Focus of the Open Call

**Increased Citizen
Participation in Civic
Activities**

**Vulnerable Groups
Empowered**

**Enhanced Capacity
and Sustainability of
Civil Society**



Specific Priorities

1

Strengthening capacity and sustainability of the civil society sector

2

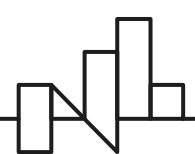
Ensuring outreach to underserved geographic areas and target groups

3

Actively supporting bicommunal cooperation and fostering intercultural dialogue

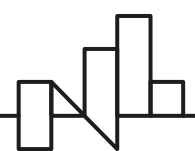
+

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



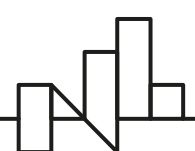
Call Summary

Total available funding of the Open Call	€1,165,000
Co-financing	No co-financing required. Up to 100% financing of the eligible expenditures may be provided.
Launch Date of the Open Call	06/08/2021
Application deadline	05/11/2021 at 13:00 EEST (Cyprus local time)

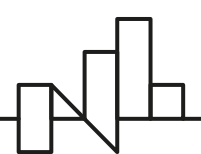
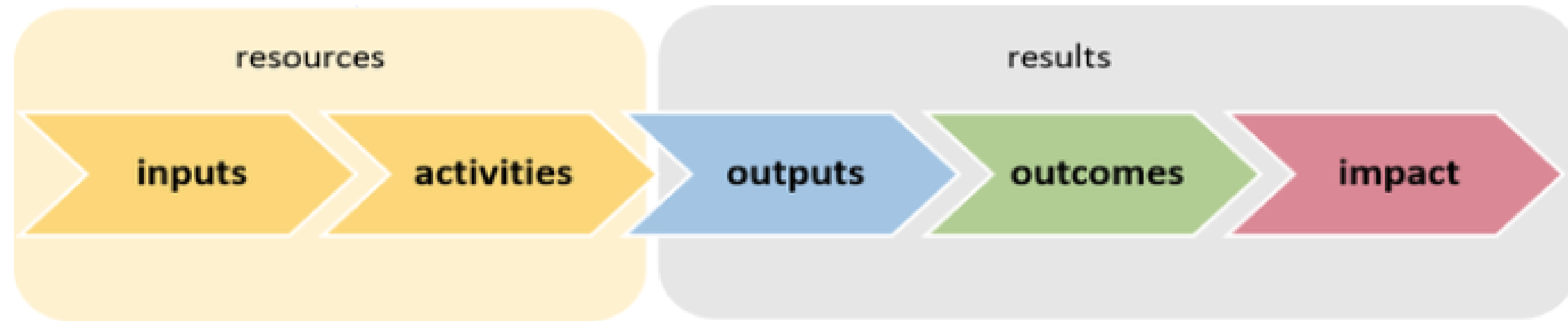


Call Tiers

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	

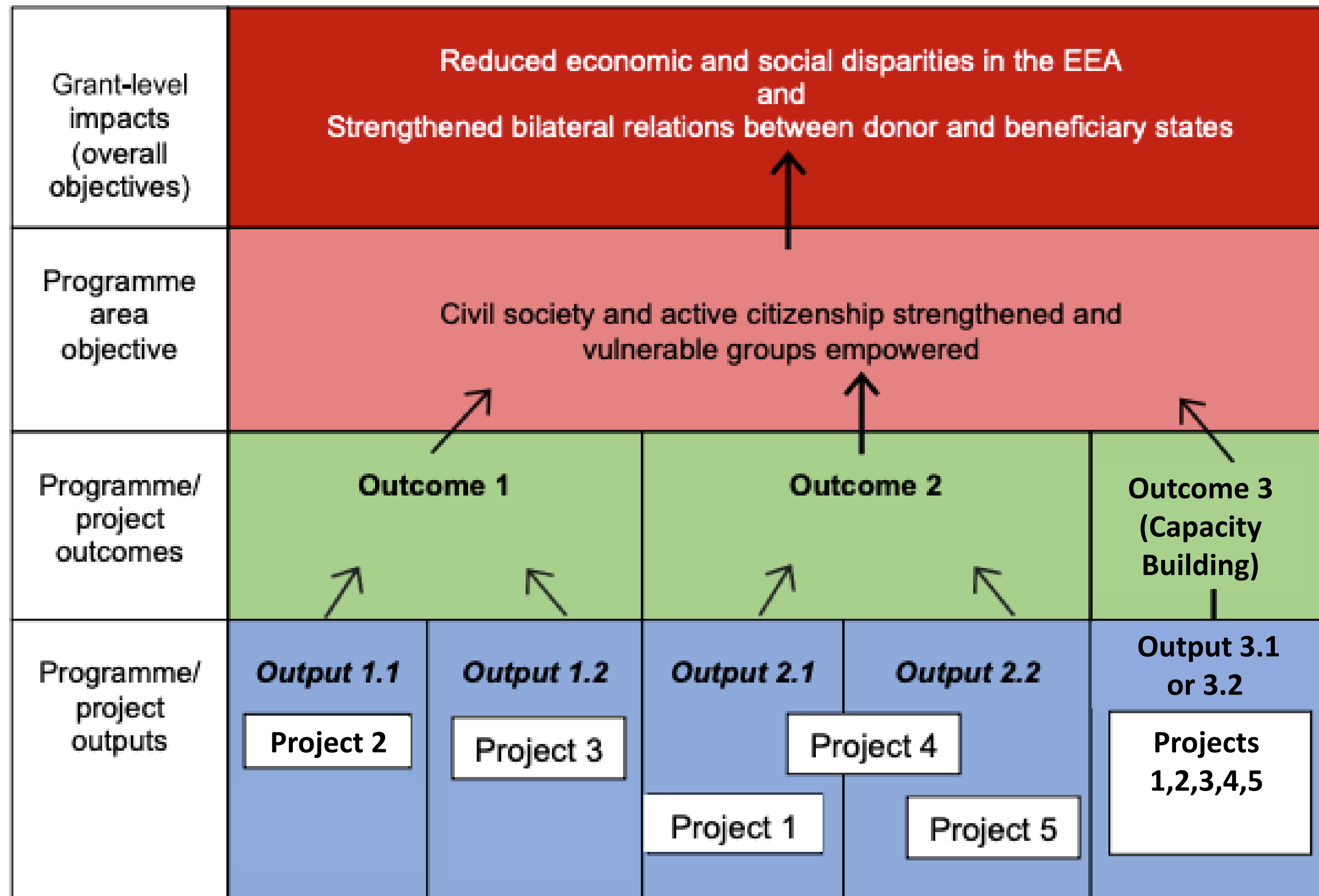


Expected Results I



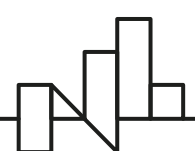
Expected Results II

8. The programme model of the EEA and Norwegian Financial Mechanisms 2014-2021



Example

The way in which future funded projects will contribute to the Outcomes and Objective of the Programme.



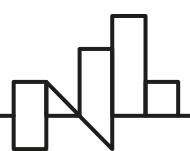
Each project can contribute towards the achievement of **only one** of the Thematic Outcomes (Outcome 1 or Outcome 2) and **must contribute** towards the achievement of the Mandatory Outcome 3.

Each of the thematic outcomes have predefined specific **Project Outputs** and **Indicators**.

Guide for Applicants

Projects must fulfil **at least one indicator for each selected output**.

Applicants must select **at least one output of the chosen Thematic Outcome** (Outcome 1 or Outcome 2) and **at least one output of the Mandatory Outcome 3**

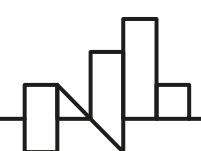


Programme Objective

All projects selected under this Open Call must contribute towards the overall objective of the Active Citizens Fund

All projects will report against this indicator during implementation

Overall Objective	Indicator
Civil society and active citizenship strengthened, and vulnerable groups empowered.	<i>Number of people engaged in civil society organisation activities</i>

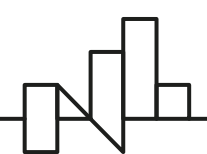


Thematic Outcomes 1 & 2

Outcome 1	Indicator
Increased citizen participation in civic activities	<i>Number of people engaged in participatory processes initiated by a public-decision making body</i>
Outcome 2	Indicator
Vulnerable groups empowered	<i>Number of beneficiaries of services provided or improved</i>

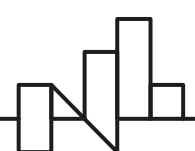
The project must report against this indicator
(If Outcome 1 is selected)

The project must report against this indicator
(If Outcome 2 is selected)



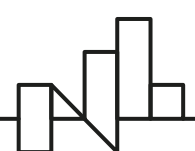
Outcome 1: Increased Citizen Participation in Civic Activities

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>	



Outcome 2: Vulnerable Groups Empowered

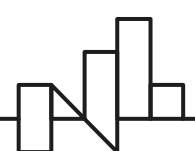
Outcome 2 & Outputs	Indicators	Guidance for Applicants
Outcome 2: Vulnerable groups empowered	<i>Number of beneficiaries of services provided or improved</i>	The project must report against this indicator (if Outcome 2 is selected)
Output 2.1 Outreach to and empowerment of vulnerable groups supported	<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>	



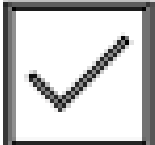
Mandatory Outcome 3

The project must report against **at least one indicator** of this mandatory outcome

Outcome 3	Indicators
Enhanced capacity and sustainability of civil society (organisations and the sector)	<i>Share of CSOs with transparent and accountable governance</i>
	<i>Share of joint initiatives conducted by CSOs in collaboration with other CSOs</i>



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

Outcome 3 & Outputs	Indicators	Guidance for Applicants
<p>Outcome 3: Enhanced capacity and sustainability of civil society (organisations and the sector)</p>	<p><i>Share of CSOs with transparent and accountable governance</i></p>	<p style="text-align: center;"></p> <p>The project must report against at least one indicator of this mandatory outcome</p>
	<p><i>Share of joint initiatives conducted by CSOs in collaboration with other CSOs</i></p>	
<p>Output 3.1 Capacity building provided to CSOs and informal groups</p>	<p><i>Number of CSO and informal groups staff, representatives and volunteers participating in capacity building and learning initiatives</i></p>	<p>The project must report against at least one indicator per each selected output</p>
<p>Output 3.2 Partnerships and networks among CSOs developed or sustained</p>	<p><i>Number of partnerships between established and less experienced CSOs</i></p>	
	<p><i>Number of CSOs participating in experience sharing and networking events</i></p>	
	<p><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></p>	



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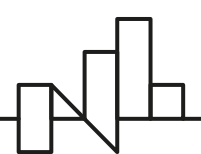
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Eligibility



Administrative Criteria

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



Eligibility of Applicants

Applicants are invited to apply either as **Sole Applicants** or as **Lead Applicants** in a partnership with other public or private entities and/or informal organisations (**Project Partners**).

Eligible Applicants

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:

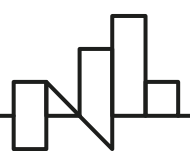
“A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations.”





Specific Criteria for Applicants:

- They are **non-profit**, being organisations that have not been created nor operate to generate personal profit
- They have **members who do not have any direct commercial interest** in the outcome of the work of the organisation or of its commercial activities
- They are **voluntary in nature**, formed voluntarily by groups or individuals
- They act in the public arena and **for the public good**
- They have some degree of **formal or institutional existence**
- They have transparent structures and **elected chair/board**
- They are **independent of local, regional, and national government and other public authorities**
- They are **independent of political parties and commercial organisations**

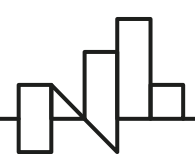


Eligible Project Partners

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, the Beneficiary States 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).

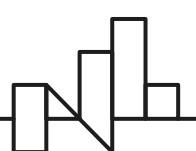
Informal, ad hoc and self-help organisations (including grassroots organisations), **and Civil Society Organisations that are operating in the areas of the Republic of Cyprus not under the effective control of the Government of the Republic of Cyprus**, none of which need to be registered legal entities in the Republic of Cyprus.





Note:

- **A project partner cannot be a direct recipient of the project grant.**
- Political parties, religious institutions, social partners, or profit-distributing cooperatives are **not eligible** partners.
- Project partners **cannot be members** of the applicant entity.
- All eligible partners must abide by the principles of democratic values and human rights.

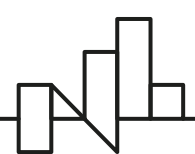


Supporting Documentation

Applicants and partners will be required to submit **supporting documents** and relevant **declarations** along with their application, **to prove their eligibility**.

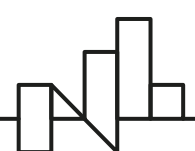
Details about the documents required to prove eligibility of applicant and of partner can be found in the **Guide for Applicants** (p.13 & p.16)

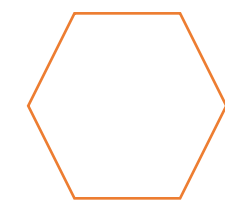
All **relevant templates** for the required declarations can be downloaded from the **programme website** (Open Calls -> Supporting Documentation)



Eligibility of Application

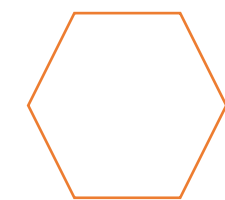
Call Tiers	Maximum grant amount per project	Minimum grant amount per project	Eligible Lead/Sole Applicant	Eligible Project Partner	Project Duration
Tier 1	€100,000	€25,001	Larger/ more experienced entities	Larger/ more experienced entities And/or Smaller/ less experienced entities	Between 12 and 20 months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

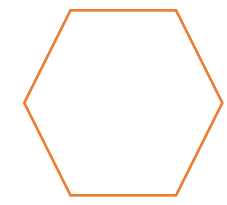
- have completed two (2) years of operation since their legal establishment
- have implemented at least three (3) funded or sponsored projects as coordinating or partner entities
- have an annual turnover of €40,000 minimum in one of the years **2018, 2019 or 2020**



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

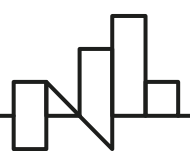
- have completed twelve (12) months of operation since their legal establishment
- have implemented at least one (1) funded or sponsored project as partner entities





For any application to be eligible, 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 applicant or sole applicant or as a 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.**





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Q&A



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Coffee Break



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Application Process

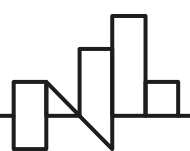


How to Apply

- Complete applications should include:
- **Application form**
 - **Annex I – Project Budget**
 - **Supporting Documentation** as specified in the eligibility criteria
- Applications can be submitted in **English or in Greek**.
- Applicants must verify that their application is complete using the **Checklist for Applicants**.

The **ACF Cyprus Application Form** (Version 2) and **Annex I – Project Budget** can be downloaded from the **programme website** (Open Calls -> Application Package)

The complete application must be **submitted by email** to info@activecitizensfund.cy



Application Form

Potential applicants should make sure they have downloaded the **most updated version** of the application form (**ACF CY Application Form Version 2**)

Before completing the application form, **please read** the relevant **Guide for Applicants** and the **Open Call** published by the Fund Operator.

HOW TO COMPLETE THE APPLICATION FORM

Complete each box with the information requested, using font Calibri 11-pt.

The size of each box will adapt to the volume of text typed.

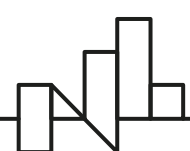
Please do not change the margins of the boxes.



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

The deadline for the submission of applications is **05/11/2021 at 13:00 EEST (Cyprus local time)**.

Name of Applicant Organisation:	
Name of the Legal Representative:	
Signature:	
Date:	

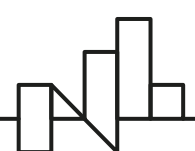


1. Project Summary

Project Title	
Acronym	
Project Duration <i>(in months)</i>	

Project Tier <i>(Tier 1 or Tier 2)</i>	
Total project budget (€)	
Total grant requested (€)	
Total number of organisations/entities involved (including applicant)	

Total project budget = total grant requested minus **In-kind contribution**. See **Guide for Applicants (page 19)** and **Annex I – Project Budget** for clarification.



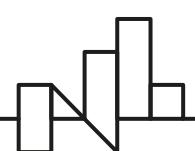
Applicant and Partner Information (Sections 2+3)

2.4 Description of the Organisation

Provide a general description of the applicant organisation, including size, scope of work, areas of experience and competence in relation to the proposed project (max 400 words).

Evaluation Criteria

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

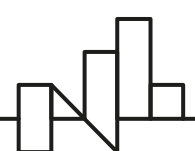


3.5 Previous Experience

Identify and summarise any experience in funded or sponsored projects as coordinating or partner entity (see Guide for Applicants – Article 4.2.3 for previous experience requirements).

Source of funding	Role (Coordinator or Partner)	Project Title	Reference Number (if any)	Budget (€)	Duration (From mm/yyyy to mm/yyyy)

- **Larger/more experienced entities** must have implemented **at least three (3)** funded or sponsored projects as coordinating or partner entities.
- **Smaller/less experienced entities** must have implemented **at least one (1)** funded or sponsored project as partner entities.



2.6 Financial Resources

If applicable (only for larger/more experienced entities, see Guide for Applicants - Article 4.2.3) fill in the following table with data showing the annual turnover of the organisation of the last three (3) years.

Year	Annual turnover or equivalent	Net earnings or equivalent	Total balance sheet
2018			
2019			
2020			

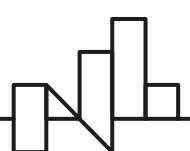
Only for **larger/more experienced entities**: Audited accounts/financial statements of **the last three (3) years**.

2.7 VAT Status

Please tick ✓ the relevant box:

	YES	NO
Is your organisation exempt from paying VAT?		

For the Fund Operator to be able to assess if the VAT can be considered an **eligible project expense**.



Project Description (Section 4)

4. Project Description

4.1 Project Title

4.2 Project Outcomes

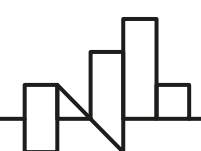
Indicate below which outcomes apply to you

Applicants must select **at least one output** of the project and **at least one output of the Mandatory** society (organisations and the sector)).

Projects must fulfil **at least one indicator** for the project. If you select additional indicators, these additional indicators should also be linked to the output chosen.

Evaluation Criteria

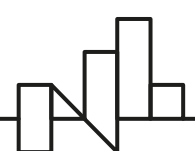
1	Relevance and coherence between the project and the programme objective, outcomes and project outputs	30
1.1	The application demonstrates coherence with the outcomes and the project outputs of the programme.	10
1.2	The application includes verifiable and measurable indicators for the outputs of the 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



Please indicate the **target value**¹ for each selected indicator

Outcome 1 & Outputs	Indicators	Mark ✓ if applicable	Source of Verification	Target Value
Outcome 1 Increased citizen participation in civic activities	Number of people engaged in participatory processes initiated by a public decision-making body	<input type="checkbox"/>	Project Promoters' (PPs') records	This specific target value will be filled by the FO
Output 1.1 Enhanced citizens' awareness about the role of the CSOs in society	Number of awareness raising campaigns carried out	<input type="checkbox"/>	PPs' records	
	Number of people reached through awareness campaigns and other actions about the role of CSOs in society	<input type="checkbox"/>	Attendance sheets PPs' records	

Example: **target value** is the number of campaigns expected to be carried out during the implementation of the proposed project and that relate to the chosen output.



4.3 Target Groups

End beneficiaries: Individuals, groups or entities expected to reap tangible benefits of an intervention.

Intermediaries: Groups the project seeks to influence or involve in the project implementation, in order to achieve results for the end beneficiaries.

List the expected target group(s) for your project. Please include both end beneficiaries² and intermediaries³.

Briefly describe the challenges and needs of the listed target groups that the project will address, related to the project's objectives and expected outcomes (max 400 words).

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.



Project Partnership (Section 4.4)

4.4 Project Partnership

If applicable to your project, please fill in the details below

Describe how the project partners were selected and the

Evaluation Criteria

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

Give details of the proposed project partnership including a clear description of the assigned roles of each entity (applicant and partner) involved in the project (max 400 words).



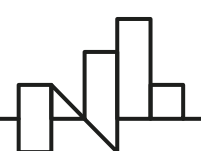
Project Work Plan (Section 5)

5.1 Work Packages

There should be **one Work Package (WP) for Project Management**.

There should also be **one Work Package assigned to the chosen Thematic Outcome** (Outcome 1 or Outcome 2) and **one Work Package assigned to the Mandatory Outcome** (Outcome 3).

Work Package 1:	Project Management
Work package Objectives: <i>Briefly describe the objectives of this work package</i>	
List of Activities: <i>Describe the activities regarding project management (e.g., preparation of progress reports, coordination meetings, decision-making procedures, team meetings etc.)</i> <i>Add more rows to the table for any additional activities.</i>	



For each Work Package:

- **Objective**
- **Activities**
- **Deliverables**

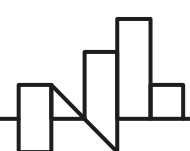
List of Deliverables:

Provide a brief description of the deliverables for this work package (e.g., handbook, training, event, campaign, report etc.)

Add more rows to the table for any additional deliverables.

Deliverable title:	Format: = <i>(e.g. digital, printed, online etc.)</i>	Brief description:	Month of completion: <i>(e.g. M3)</i>

Deliverable: A quantifiable good or service produced as a result of a project that is intended to be delivered upon the completion of a project.

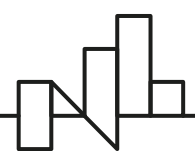


Project Work Plan (Section 5)

- Work Packages
- Timetable
- Project Communication Plan
- Risk Management

Evaluation Criteria

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



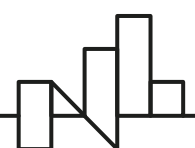
Project Impact and Sustainability (Section 7)

7.2 Project Sustainability

Describe how the project impact will continue after the end of the project, indicating how the target groups will be involved in the sustainability of the project (max 400 words).

Evaluation Criteria

5	Project sustainability	5
5.1	The long-term impact of the project is identified and justified correctly.	5



Checklist for Applicants

CHECKLIST FOR APPLICANTS

Applicants must verify that their application is complete using the present Checklist for Applicants. Please mark each box with yes or no accordingly.

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).

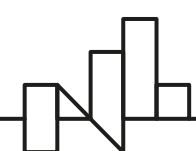
Application (application form including Annex I along with the relevant supporting documentation) is submitted by e-mail to: info@activecitizensfund.cy in one electronic file, with the file name: ACF CY_Application [Lead Applicant Name]. Zipped files ending in .zip will be accepted.

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

Indicate that your **application is complete** and satisfies all requirements according to:

- **Administrative criteria**
- **Application Eligibility criteria**
- **Supporting Documentation**

...



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Project Budget



Project Budget

Before completing Section 6 of the Application form and Annex I, **please read** the relevant **Guide for Applicants (Article 5)** published by the Fund Operator.

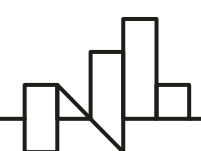
Applicants must submit the **Project Budget** table found in **Annex I** of the application form and provide the budget summary below:

Total Project Budget:	€
Total Grant requested:	€

Budget per Work Package (according to Annex I)

WP1: Project Management	€
WP2: Outcome 1 or Outcome 2	€
WP3: Outcome 3	€

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



Annex I

The Lead/ Sole Applicant

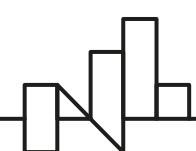
Can be ONLY in the form of voluntary work (Guide art. 5.3)

Value in € and % to be indicated here

Programme:	ACTIVE CITIZENS FUND CYPRUS
Project Title:	[title]
Project Promoter:	
Total Project Budget:	€
In-kind contribution:	€ %
Total Grant Requested:	€
Project duration:	XX months

Total Project Budget **minus** In-kind contribution

Value in € to be indicated here



Type of expenditure	Unit	Number of units (a)	Unit price (€) (b)	Total costs (€) (a) x (b)	Comments/additional information
1. DIRECT COSTS - Guide art. 5.4.2					
Work Package 1 - Project Management					
<i>1.1 Cost of personnel assigned to the project including in-kind contribution - Guide art. 5.4.2 a)</i>				0	
<i>Position/Employee 1</i>	[e.g. month]			0	
<i>Position/Employee 2</i>	[e.g. month]			0	
<i>Position/Employee 3</i>	[e.g. month]			0	
<i>Position/Employee 4</i>	[e.g. month]			0	
<i>Position/Employee 5</i>	[e.g. month]			0	
<i>Position/Employee 6</i>	[e.g. month]			0	
<i>Position/Employee 7</i>	[e.g. month]			0	
<i>1.2 Travel and subsistence allowances for personnel and volunteers - Guide art. 5.4.2 b)</i>	[e.g. travel]			0	
<i>1.3 Depreciation value for new or second hand equipment - Guide art. 5.4.2 c)</i>	[e.g. month]			0	
<i>1.4 Cost of new or second hand equipment -Guide art. 5.4.2 c)</i>	[e.g. item]			0	
<i>1.5 Costs of consumables and supplies - Guide art. 5.4.2 d)</i>	[e.g. month/item]			0	
<i>1.6 Costs entailed by other contracts awarded by PP for the purpose of carrying out the project - Guide art. 5.4.2 e)</i>	[e.g. contract]			0	
<i>1.7 Costs arising directly from requirements imposed by the project contract - Guide art. 5.4.2 f)</i>	[e.g. item]			0	
Total for Work Package 1 - Project Management:				0	

Seven cost categories for the Direct Costs

Three similar budget tables for the three Workpackages



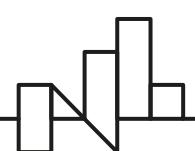
Project Promoter must prove that the equipment is an integral item and necessary for achieving the outcomes of the project and indicate the reference to the relevant output/s

Awarding should comply with the applicable rules on public procurement (Guide art. 9.3). Cost incurred by the project partner should not be considered as subcontracting!

1. DIRECT COSTS - <i>Guide art. 5.4.2</i>
Work Package 1 - Project Management
<i>1.1 Cost of personnel assigned to the project including in-kind contribution - Guide art. 5.4.2 a)</i>
<i>Position/Employee 1</i>
<i>Position/Employee 2</i>
<i>Position/Employee 3</i>
<i>Position/Employee 4</i>
<i>Position/Employee 5</i>
<i>Position/Employee 6</i>
<i>Position/Employee 7</i>
<i>1.2 Travel and subsistence allowances for personnel and volunteers - Guide art. 5.4.2 b)</i>
<i>1.3 Depreciation value for new or second hand equipment - Guide art. 5.4.2 c)</i>
<i>1.4 Cost of new or second hand equipment - Guide art. 5.4.2 c)</i>
<i>1.5 Costs of consumables and supplies - Guide art. 5.4.2 d)</i>
<i>1.6 Costs entailed by other contracts awarded by PP for the purpose of carrying out the project - Guide art. 5.4.2 e)</i>
<i>1.7 Costs arising directly from requirements imposed by the project contract - Guide art. 5.4.2 f)</i>

In kind contribution in the form of voluntary work to be included here and clearly marked

Examples of costs: information, publicity, translations, specific evaluation, audits and expenditures certifications, charges for financial transactions, etc.



Up to 15% of direct eligible personnel costs

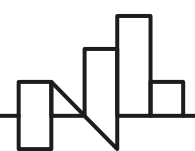
(Guide art. 5.4.3)

A % applied should be indicated here and the amount calculated as:

XX% x direct eligible personnel cost (budget category 1.1 above)

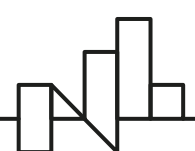
2. INDIRECT COSTS - <i>Guide art. 5.4.3</i>		
Total 2. INDIRECT COSTS	0	0%
TOTAL PROJECT BUDGET(1. + 2.):	0	

The sum of Direct and Indirect Costs



Cost category	Work Package 1 - Project Management	Work Package 2 - Outcome 1 or 2	Work Package 3 - Outcome 3	Total
1.1 Cost of personnel assigned to the project including in-kind contribution - Guide art. 5.4.2 a)	0	0	0	0
1.2 Travel and subsistence allowances for personnel and volunteers - Guide art. 5.4.2 b)	0	0	0	0
1.3 Depreciation value for new or second hand equipment - Guide art. 5.4.2 c)	0	0	0	0
1.4 Cost of new or second hand equipment -Guide art. 5.4.2 c)	0	0	0	0
1.5 Costs of consumables and supplies - Guide art. 5.4.2 d)	0	0	0	0
1.6 Costs entailed by other contracts awarded by PP for the purpose of carrying out the project - Guide art. 5.4.2 e)	0	0	0	0
1.7 Costs arising directly from requirements imposed by the project contract - Guide art. 5.4.2 f)	0	0	0	0
2. INDIRECT COSTS - Guide art. 5.4.3	0	0	0	0
Total Project Budget	0	0	0	0
% of Total project budget	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

The formulas included in this table, sum up the direct and indirect costs per WP (and in total).





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Evaluation & Selection Procedure



Evaluation Procedure I

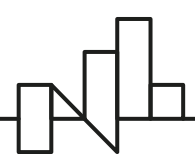
1 Compliance with Administrative Criteria

➔ In case of failure to comply with the administrative criteria, the application will be rejected.

2 Compliance with Eligibility Criteria

➔ The application must comply with the eligibility criteria.

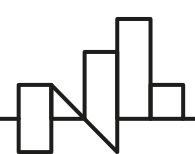
The application is **automatically excluded** from further evaluation if one or more eligibility criteria are not met. However, prior to an application being rejected based on any of the above eligibility criteria, the applicant will be given the opportunity to supplement any missing supporting documents 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.



Evaluation Procedure II

3 Evaluation of the Applications

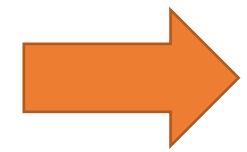
- ➔ Proposed projects which are in compliance with administrative and eligibility criteria will be assessed by **two (impartial) evaluation experts**, according to the evaluation criteria specified in the Open Call.
- ➔ The evaluation experts will be appointed by the Fund Operator and they will score, separately and independently, each application.
- ➔ The final score of an application is the average of the points given by each of the evaluators.
- ➔ 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.



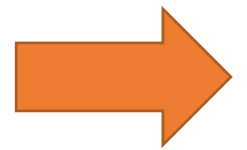
Selection Procedure I

4

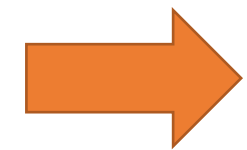
Final Selection of projects



A **Selection Committee** will be appointed by the Fund Operator and it will consist of **three persons with the relevant sector expertise and experience** of working on topics that directly concern civil society.



The Financial Mechanism Office, the National Focal Point and the Royal Norwegian Embassy in Athens will be invited to participate in the meetings of the Selection Committee as observers.



The Selection Committee **will review the ranked list of applications**. It may modify the ranking of the applications in justified cases based on transparent criteria (see also Guide for Applicants, Art. 8.3).



Selection Procedure II

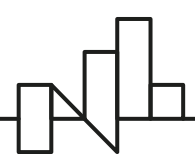
④ Final Selection of projects

➔ The Selection Committee will then submit its recommendations to the Fund Operator that will decide which projects will be supported.

➔ The result of the evaluation and selection procedure of each submitted application will be communicated individually to the respective applicant, via e-mail.

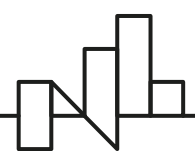
➔ Unsuccessful applicants will be informed as to the reasons why their application was not selected.

➔ Information on approved projects will be published on the Active Citizens Fund Cyprus website.



Provisional Timeline

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



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Partnerships



Partnerships

The programme encourages the formation of **partnerships to enhance the value, impact, and sustainability of proposed projects.**

The applicants may submit applications **in partnership with other public or private entities and/or informal organisations** (Project Partners).

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

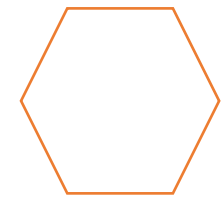
Partnerships between **larger/more experienced and smaller/less experienced entities** are strongly recommended.

Applicants are also encouraged to include a partnership with a **Donor project partner** as part of their application.

Bicommunal partnerships will be awarded extra points during the application evaluation phase.



Bilateral Relations Support



Active Citizens Fund Cyprus aims to contribute to **strengthening bilateral relations** between civil society and other entities in Cyprus and entities in the donor states (**Donor project partner**).

The following **Donor Contact Points** have been set up to assist applicants to identify potential partners from the donor states :

- The Norwegian Helsinki Committee: www.ngonorway.org

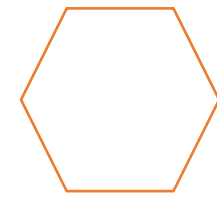
This site also includes a database to facilitate the identification of partners:

<https://ngonorway.org/partners/>

- The Icelandic Centre for Human Rights: <https://www.humanrights.is/en>



Bicommunal Cooperation I



The programme has a strong focus on the empowerment and capacity building of civil society in Cyprus, through the support towards projects that strengthen **intercultural dialogue, peace and bicommunal partnership and cooperation**.

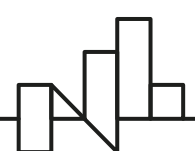
- Civic Space has created a database to facilitate the identification of partners from across the island, found here: <https://www.civicspace.eu/cto.php?l=en>
- You can contact Civic Space through email at info@civicspace.eu for any specific questions regarding partnerships.



Find your Partner!



For help with finding partners for **bilateral and bicommunal partnerships** have a look at the *Find your Partner* section on the programme website.



Bicommunal Cooperation II

4.4 Project Partnership

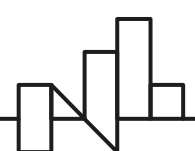
If applicable to your project, please fill in the details below

Describe how the project partners were selected and the

Evaluation Criteria

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

Give details of the proposed project partnership including a clear description of the assigned roles of each entity (applicant and partner) involved in the project (max 400 words).



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Support to Applicants



Support to Applicants

- Information workshops in 4 locations.
- Helpline for applicants who have questions relating to the Open Call and application procedures.
- Frequently Asked Questions section, available on the programme's website.
- Any clarifying questions may be sent via e-mail. The deadline for submitting questions is the **25th of October 2021**.

Contact Information



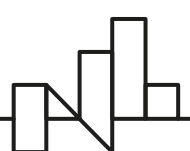
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