



EuropeAid/132438/C/ACT/Multi

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The ENV.net project builds on the experience of the Environment Forum (<http://www.envforum.eu/doku.php>), implemented in the period 2009-2012, aiming at developing capacities of environmental NGOs to establish a constructive dialogue with national authorities. The present project strategy has been designed to achieve a greater commitment and capacity of a group of CSOs coming from Environment Forum experience and which have agreed on the creation of a new network, the ENV.net, to support the civil activism, give citizens a voice and influence the public reform processes in the approximation to the environment *acquis*.

The improved dialogue civil society - state institutions is the key expected impact of the action, as a result of the dissemination of more information on the EU environmental *acquis* and of greater opportunities for information and experience sharing. This will also have an impact on the awareness of the single citizens of the ongoing reforms and on ownership of the dialogue with the state institutions. Thanks to the project activities, at least one topic on key sensitive environment issues is expected to be suggested by CSOs to be discussed with the relevant national authorities to favour the ongoing reform process.

Greater commitment and capacity of the ENV.net to give citizens a voice and influence public sector reform processes in the environment sector through analysis, monitoring and advocacy.

1. The ENV.net is able to analyse and monitor the progress in the approach to the environment *acquis* in the partner countries and the gaps in the policies at national level are identified for joint strategies for action
2. Public environmental awareness ensured and state-civil society dialogue improved on environmental issues at national and regional level
3. ENV.net is recognised as a leading network in the promotion of effective transparency and accountability of the CSOs in the region

More information on the project, the network, the activities implemented so far are available in the [ENV.net website](#) and in the [facebook page](#).



## 1. Objectives and priorities of the present call for proposals

The objective of this call is to expand the ENV.net, by involving other CSOs from Western Balkans and Turkey in the organisation of public advocacy/lobbying actions. The main aim of these actions is to make awareness among citizens and influence public sector reform processes on the approximation of Western Balkans and Turkey to the EU environmental standards.

***EU: we watch and learn to be ready!***

**Framework of the action** is to support environment education activities and promotion of EU environmental values in schools and for youth, considering today's children and youth in Serbia as the future EU citizens.

**Priority thematic categories** are:

- a) waste related actions- as the outreach of ENV.net Serbia 2013 Survey, and
- b) promotion of EU environmental values

## 2. Activities that may be financed under this call

Only the following types of activity are eligible for funding:

- Organisation of public events aiming at sensitise environmental educational activities in schools.
- Preparation and publication of leaflets, brochures, booklets, web sites, focused to promotion of EU environmental values

The following actions are considered not eligible for funding:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses
- Actions concerned only or mainly with individual scholarships for studies or training course;
- Actions supporting political parties
- Core funding of the applicant for the functioning of its organisation
- Actions including market promotion activities
- Actions including grant-making activities (i.e. the use of funds to award grants or loans to other organisations)
- actions concerned only or mainly with infrastructure investments and/or the procurement of equipment
- actions linked to political parties or of political/partisan nature
- actions dealing with emergency relief or charitable donations
- actions that fall within the general activities of competent state institutions or state administration services, including local government

### 3. Size of Grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: € 1,000
- maximum amount: € 2,850

Any grant requested under this Call for Proposals may not exceed 95% of the total eligible costs of the action.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed by the Applicant own sources or with other donors' contributions (other than the European Union).

### 4. Who can apply?

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

- be legal persons **and**
- be non-profit-making **and**
- be specific types of organisations such as: Non-Governmental Organisations/Community Based Organisations (NGO/CBO), social partners (trade unions, employers' associations), universities, cultural associations, media, etc. **and**
- be established in Serbia.

### 5. Location

The project should be implemented in Serbia.

### 6. Project duration

The project will start upon signature of the contract; tentative date is March 10, 2014.

Activities started prior this date cannot be funded.

Maximum duration of the project is 6 months.

### 7. Visibility

Note that the applicant must comply with the visibility rules of the EU. For this purpose, in case of the award of contract the applicant shall follow the instruction included in the contract.

## 8. Number of applications and grants per applicant

An applicant can apply with one proposal only; therefore only one contract per organisation can be signed.

**9. Eligibility of costs: costs which may be taken into consideration for the grant**

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. Note that the eligible costs must be based on real costs based on supporting documents.

Recommendations for the award of a grant are always subject to the condition that the checking process preceding the signature of the contract does not reveal any problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and lead “Environmental Ambassadors for Sustainable Development” to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant, as a result of these corrections, may not be increased.

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

### 9.1. Eligible direct costs

Eligible costs are actual costs incurred by the Grant beneficiary, which meet ALL of the following criteria:

- a) they are incurred during the implementation of the Action as specified in the Sub-grant contract. This means that the costs shall relate to activities performed during the implementation period.
- b) they are indicated in the overall budget for the Action (on the annexed budget format);
- c) they are necessary for the implementation of the Action;
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the Grant Beneficiary and determined according to the applicable accounting standards in Serbia;
- e) they comply with the requirements of applicable tax and social legislation.

The following direct costs of the Grant Beneficiary shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they are real costs backed by supporting documents;
- purchase costs for equipment and supplies (new or used) and services specifically for the purposes of the Action.

Note that taxes, including VAT will only be accepted as eligible costs when the following conditions are fulfilled (and backed by supporting documents):

- The value added taxes are not recoverable by any means;
- It is established that they are borne by the final beneficiary; and
- They are clearly indicated in the project proposal.

## 9.2. Non-eligible costs

The following costs shall not be considered eligible:

- debts and debt service charges (interests);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary and financed by donors or by other EU-funded actions;
- purchases and rehabilitation of land or buildings;
- currency exchange losses;
- credits to third parties.

## 9.3. Contributions in kind

Contributions in kind (e.g. valorisation of existing equipment, donations, volunteer works) are not considered actual expenditure and are not eligible costs.

## 10. How to apply

Applicants must submit their applications in English or Serbian.

The application consists of the application form and budget in forms provided under this call of proposals.

Hand-written applications will not be accepted.

Please note that only the application form and the budget will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent. If an application is selected following the evaluation, additional documentation might be requested but it should not be submitted at this stage.

### 10.1. Where and how to send the Applications

The applications MUST be sent by e-mail to Environmental Ambassadors for Sustainable Development at [env.net.easd@gmail.com](mailto:env.net.easd@gmail.com) by February 28, 2014 AT 23:59.

In the subject, it has to be stated the following: Project proposal under the call Development of the ENV.net in West Balkan and Turkey: giving citizens a voice to influence the environmental process reforms for closer EU integration

## 10.2. Further information for the Application

Questions related to the call for proposals must be sent by e-mail no later than February 25, 2014. to the address [env.net.easd@gmail.com](mailto:env.net.easd@gmail.com) indicating clearly the reference of the Call for Proposals.

## 11. Evaluation and selection of applications

Applications will be examined and evaluated by the ENV.net project team with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria above mentioned, the application shall be rejected on this sole basis.

### 11.1. Evaluation of the application

First, the following will be assessed:

- The application form satisfies all the criteria specified above, in terms of eligibility of applicants, activities, costs, respect of deadline for submission
- If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further
- An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant, will then be carried out in accordance with the evaluation criteria set out in the following Evaluation Grid:

### 11.2. Evaluation Grid

Scoring:

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**\*\*These scores are multiplied by 2 because of their importance**

Section	Maximum score
<b>1. Operational/Technical capacity</b>	<b>Sub-score 10</b>
Does the applicant have sufficient technical expertise (notably knowledge of the issues to be addressed)?	5
Does the applicant have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
<b>2. Relevance of the action</b>	<b>Sub-score 20</b>
How relevant is the proposal to the objectives and priorities of the ENV.net project	5x2**

and of the Call for Proposals?	
How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)?	5
Have their needs been clearly defined and does the proposal address them appropriately?	5
<b>2. Design of the action</b>	<b>Sub-score 20</b>
How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems, take into account external factors and relevant stakeholders?	5x2**
Is the action feasible and consistent in relation to the objectives and expected results?	5x2**
<b>3. Effectiveness and feasibility of the partnership</b>	<b>Sub-score 10</b>
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
Is the action plan clear and feasible?	5
<b>4. Budget and cost-effectiveness</b>	<b>Sub-score 20</b>
Are the activities appropriately reflected in the budget?	5x2**
Is the ratio between the estimated costs and the expected results satisfactory?	5x2**
<b>5. Sustainability of the partnership</b>	<b>Sub-score 10</b>
Is the proposed project likely to have a tangible impact on its target groups?	5
Is the proposed project likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information)	5

**TOTAL MAXIMUM SCORE: 90**

### 11.3. Selection procedure

Only Applications with a **score of at least 70** will be considered for funding.

The Contracting Authority will in the first instance select the strongest proposals for funding. However, in the interest of ensuring the coverage of a wide range of themes, the Contracting Authority may reject a proposal which has scored highly if there are other proposals covering the same theme that have received a better score. Similarly, the Contracting Authority may accept a proposal which has scored lower than other proposals, if this proposal fills a thematic gap.

Following the evaluation, a table listing the applications ranked according to their score and within the limits of the funds available.



## **12. Notification of the Contracting Authority's decision**

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

Following the decision to award a sub-grant, the Beneficiary will be offered a contract, provided that it accepts also the following events organised by Environmental Ambassadors for Sustainable Development:

1. Participation to an introductory workshop aimed to familiarise with the approach governing this call;
2. Participation to a brief training session on the rules and procedures applicable to the contract.

## **13. Contracts, reporting and final payments**

The grantees will receive 80% of the total grant amount after the contract signed. The final payment (20%) will be transferred after the approval of the final narrative and financial report.

The grantees must participate with 5% of the total budget.

Grantees are also requested to submit a brief narrative interim report, according to the terms set forth in the grant contract and to actively co-operate with Environmental Ambassadors for Sustainable Development for the monitoring of the activities

## **14. List of Annexes**

1. Application form
2. Budget
3. Template of Sub-grant contract
4. Templates and instructions for narrative reporting
5. Templates and instructions for financial reporting