

SUB-GRANTING PROGRAMME

Guidelines for applicants

Budget line 6.1

Deadline for submission of Concept Note:

10 January 2018 16.00h



Name of the Project	“Increasing capacities and strengthening of the role of the regional CSOs for improvement of the labor conditions and dialogue with Public Institutions”
Donor	European Union, DG NEAR
Programme Coordinator	Macedonian Occupational Safety and Health Association
Global objectives	The global objective of this Call for Proposals is to stimulate effective links between the Civil Society and Media Organization in promotion of OSH practices, social issue and labour condition and improvement of the representativeness, credibility and sustainability of CSOs in the IPA region.
Programme countries	FYRO Macedonia, Albania, Kosovo*, Montenegro and Serbia.
Target group	Civil society organization (CSOs)
Individual grant amount	Minimum 8,000 Euros; Maximum 30,000 Euros
Indicative timetable	<p>Deadline for submission of Concept Note: 10.01.2018</p> <p>Results of evaluation of Concept Notes: 31.01.2018</p> <p>Deadline for submission of Full Application Form: 28.02.2018</p> <p>Evaluation of Full Application Forms and Contract signature: 20.03.2018</p> <p>Contract signature and start of awarded projects: 28.03.2018</p> <p>Awarded project duration: 01.04.2018-30.11.2018</p> <p>Presentation of project results at project conference: 05/2019</p>

BACKGROUND

Sub-granting programme is funded under Action “Increasing capacities and strengthening of the role of the regional CSOs for improvement of the labor conditions and dialogue with Public Institutions”, reference number 2015/370-380, funded by the European Commission as part of the Civil Society Facility and Media Programme 2014-2015: Support to regional thematic networks of Civil Society Organisations.

The Action aims to enabling environment for dialogue between regional CSOs and public institutions for improving labor conditions.

Specific project objective is more dynamic civil society through networking, advocacy, long-term strategic organizational planning and fostering the level of involvement and inclusion of CSOs in decision making process related to safe and healthy labor conditions.

Results of the project are:

1. Strengthened CSOs' capacities for safety and health at work standards, labour conditions, advocacy, networking and co-operation with public authorities.
2. Increased CSOs capacities to elaborate strategic long-term organisational plan on safety and health at work, CSO advocacy and to use best practices from the EU countries to underpin their activities on regional and national level.
3. Effective and broad communication of results to the public and media regarding CSO regional collaboration, networking, safety and health at work and labour conditions.

The Action is coordinated by Macedonian Occupational Safety and Health Association from Macedonia. Project will be commenced in 5 IPA countries through the involvement of project partners:

Serbian Association for Occupational Safety and Health from Serbia, Albanian Occupational Safety and Health Centre from Albania, Kosovar Occupational Safety and Health Association from Kosovo * and Safety at Work Association of Montenegro from Montenegro.

• Safety and health at work, working conditions and CSOs in the Western Balkans

When we are talking about safety and health at work, we are actually talking about working conditions and the job itself. The prevention of work injuries, the care of the conditions in which workers perform their tasks and the promotion of the health of all participants in the work process should be a practice in all companies, institutions and organizations.

Workers right is to have a safe and healthy work environment, as one of the universal human and labor rights.

Civil society plays a major role in the field of human rights protection, which also encourages its activity to enable as healthy and safer jobs as possible. Therefore, CSOs, scientific organizations and public authorities need to undertake appropriate mechanisms and activities for improving the working conditions through the improvement and implementation of system for safety and health at work, which is part of the national legislation, the adopted directives of the European Union and numerous conventions and recommendations of the International Labor Organization.

Huge importance in this area is the civil society that can play an important role in promoting the standards for safety and health at work and, of course, influencing and monitoring the implementation of OSH standards. This way, civil society activities can encourage organizations to jointly organize and collaborate and make a significant contribution to the promotion of occupational safety and health and provide decent working conditions and a decent work environment in the Balkan IPA region. The cooperation between civil society organizations and public authorities in the development and implementation of OSH policies based on previous research is of primary importance for participative democracy and the EU integration process in the Western Balkan.

1. OBJECTIVES OF THE GRANT PROGRAMME

The **global objective** of this Call for Proposals is to stimulate effective links between the Civil Society and Media Organization in promotion of OSH practices, social issue and labour condition and improvement of the representativeness, credibility and sustainability of CSOs in the IPA region.

The **specific action grants** are for support of civil/media organizations in OSH investigative stories production in the IPA region.

The financial means are for the planning, preparation, research, realization and production of OSH research stories.

1.1 Priorities of the Grant Programme

The interested CSOs are expected to submit a project in which they will explain their action aimed at the development of OSH, a investigative story that will be distributed through the various media to reach the wider public and will encourage an action of changing the habits, situations, policies, given processes in society related to the improvement of occupational safety and health and improvement of working conditions.

OSH investigative stories can handle different occupational safety and health segments and work conditions such as: injuries, occupational diseases and accidents at work, economic impact conditions in the work environment and health of workers / safe and healthy working environment, national policies for safety and health at work, gray economy and undeclared work, etc.

Project proposals should include actions that:

- encourage the development of OSH investigative journalism;
- affect society in terms of raising awareness of occupational safety and health;
- offer an innovative approach capable of causing an effect on the changing attitudes of citizens;
- increase awareness and the need for quality OSH research aimed at achieving safe and productive jobs and healthy workers, and at the same time emphasize the role of professional and ethical journalism in the print and electronic media;
- in one part OSH investigative stories will influence public policies and reforms in the OSH in order to prepare the Wester Balkan countries for EU accession;
- are innovative investigative stories that have not been previously published and printed in the media.

2. ELIGIBILITY CRITERIA

2.1 Eligibility of applicants:

- be legal persons, non-profit-making and
- be established within one of the IPA countries (FYRO Macedonia, Albania, Kosovo*, Montenegro and Serbia) at least 1 year before the announcement of the call
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and
- be experienced and able to demonstrate their capacity to manage larger scale activities corresponding to the size and type of the project for which a grant is being request

2.2 Eligibility of partner organisations:

- be legal person
- be either a media outlet (print media, electronic media (radio or TV) including public broadcasters, on-line media)
- be established within one of the IPA countries (FYRO Macedonia, Albania, Kosovo*, Montenegro and Serbia)

The applicant may not submit more than 1 (one) application under this call for proposal.

The applicant may not be awarded more than 1 (one) grant under this call for proposal.

On this call, cannot participate political parties, profit organizations and civil society organizations that promote and use violence.

At the call cannot attend, organizations that are beneficiaries of a grant from the European Union as a coordinator within the Program Civil Society Facility and Media Programme 2014-2015: Support to regional thematic networks of Civil Society Organizations.

2.3 Eligibility of activities

2.3.1 Location of implementation of activities

Project activities must be implemented at the territory of one of the Programme countries: Albania, FYRO Macedonia, Kosovo*, Montenegro and Serbia – where the applicants (applicant + partner organisation(s)) are based and active.

2.3.2 Duration

The projects that will be entitled with financial support are not supposed to have duration less than 6 months or more than 8 months.

2.4 Eligibility of costs

The overall indicative amount made available under this call for proposals is **EUR 240,000**.

The amount awarded must fall between the following minimum and maximum amounts:

- **Minimum amount: EUR 8,000.00**
- **Maximum amount: EUR 30,000.00**

The following types of projects are not eligible for financial support:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects supporting individual political parties;
- humanitarian activities;
- actions that fall within the general activities of competent state institutions or state administration services, including local government;
- actions concerned only or mainly with academic research and/or feasibility studies;

2.5. Eligible direct costs

Applicants are requested to submit their budget plan related to the story: salaries and honorary fees for research and production of the stories, fees for pay-databases and registries, travel cost, research and interview related translation expenses or other justifiable direct expenses, office supplies, communication and visibility costs, publications, design, administrative costs (max. 3% of Total Direct Costs of the Project).

Please make sure that the costs are directly connected to project activities.

2.5.1. Ineligible costs

The following costs are not eligible:

- a) customs and import duties, or any other charges;
- b) purchases of land or buildings;
- c) fines, financial penalties and expenses of litigation;
- d) contribution in kind;
- e) second hand equipment;
- f) debts and debt service charges (interest);
- g) provisions for losses or potential future liabilities;
- h) costs declared by the beneficiary(ies) and financed by another project or work programme;
- i) currency exchange losses;
- j) please note that VAT/taxes, duties and charges are not eligible.

2.6 Number of applications per applicants

Applicant can't apply with more than one Concept Note to this Programme.

2.7 Visibility

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU).

3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

STEP 1: Submission of Concept Note

STEP 2: Submission of Full Application

STEP 3: Award of grants, Contract signature and start of awarded projects

STEP 1: SUBMISSION OF CONCEPT NOTE

a) *CONCEPT NOTE CONTENT*

Concept Note must be written in English and using Annex A form attached to these Guidelines. Hand-written Concept Notes will not be accepted.

Additionally, applicants should submit by email together with Concept Note the following scanned version of original documents:

1. Certificate of registration
2. Financial statement for the last two years
3. Signed and stamped Declaration of Applicant (part of Concept Note)

Incomplete concept notes may be rejected.

b) *WHERE AND HOW TO SEND CONCEPT NOTES*

Concept Note should be submitted by email only at: grant@mzzpr.org.mk

Every Concept Note received by email shall be sent reply email acknowledging the reception of the Concept Note. Applicants are responsible for receiving the reply email acknowledging the reception of the Concept Note.

c) DEADLINE FOR SUBMISSION OF CONCEPT NOTES

The deadline for the submission of Concept Note is 10 January 2018 at 16:00 (CET). Any Concept Note submitted after the deadline will be rejected.

d) FURTHER INFORMATION ABOUT CONCEPT NOTES

Questions may be sent by e-mail no later than 13 December 2017 to the e-mail address:
grant@mzzpr.org.mk

The Programme Coordinator has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 16 December 2017.

STEP 2: SUBMISSION OF FULL APPLICATION

The deadline for the submission of full applications will be indicate in the later sent to the applicants whose application has been pre-selected.

In this phase, the applicant must deliver:

- Annex B form (FULL Application)
- Annex C (Budget)
- Signed forms of Mandate partner(s) and Declaration of the Applicant

Provisional narrative and budget proposals forms are presented by Annex B and Annex C and can be downloaded from the Programme Coordinator's website.

EVALUATION OF CONCEPT NOTE

Concept Note will be examined and evaluated by the Programme Coordinator with assistance from the independent Evaluation Committee. If the examination of the Concept Note reveals that the proposed project does not meet the eligibility criteria as stated in these Guidelines, the Concept Note will be rejected on this sole basis. If the deadline has not been met, the application will automatically be rejected.

The evaluation criteria are divided into headings and subheadings.

	Scores	
1. Relevance of the action	Sub-score	20
2. Design of the action	Sub-score	20
3. Financiel and operational capacity		10
TOTAL SCORE		50

EVALUATION OF FULL APPLICATION

Full application will be examined and evaluated by the Programme Coordinator with assistance from the independent Evaluation Committee.

The evaluation criteria are divided into headings and subheadings.

Relevance of the research story	30
Quality of research story	20
Creative plan for visualization of data and sources	15
Impact	25
Costing and Value for Money	10
TOTAL SCORE	100

A ranking list will be created, according to won points, with a notification of which project proposals are considered for funding. After the time given for objection, regarding the sub-granting scheme for citizen associations for OSH research stories will follow communication with grant recipients and preliminary negotiations for concluding a contract for project implementation.

INDICATIVE TIMETABLE OF THE GRANT PROGRAMME

	DATE	TIME*
Deadline for requesting any clarifications from the Programme Coordinator	13 December 2017	16:00 CET
Last date on which clarifications are issued by the Programme Coordinator	16 December 2017	16:00 CET
Deadline for submission of Concept Notes	10 January 2018	16:00 CET
Information to applicants on concept note evaluation (Step 1)	31 January 2018*	-
Invitations to submit Full Application	31 January 2018*	-
Deadline for submission of Full Application Form	28.02.2018*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	March 2017*	-
Notification of award (after the eligibility check) (Step 3)	March 2018*	-
Contract signature	March 2018*	-
Presentation of awarded projects at regional conference	First half of 2019	-

LIST OF ANNEXES

7.1 DOCUMENTS TO BE COMPLETED

Annex A: Concept Note Form – to be submitted in **STEP 1**

Annex B: Full Application Narrative Form – to be submitted in **STEP 2**

Annex C: Full Application Budget Form – to be submitted in **STEP 2**

