

**“Active Citizens Fund” in Greece  
European Economic Area (EEA) Financial Mechanism  
2014 – 2021**

**GUIDELINES FOR APPLICANTS**

**“OPEN CALL FOR ORGANISATIONAL GRANTS TO SUPPORT THE  
INSTITUTIONAL DEVELOPMENT OF CIVIL SOCIETY  
ORGANISATIONS”  
(7<sup>th</sup> CALL)**

Athens  
December 2021

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## 1. Overview of the Programme

The “Active Citizens Fund in Greece” Programme is part of the implementation of the EEA Financial Mechanism in Greece for the period 2014-2021 by which the donor states - Iceland, Liechtenstein and Norway - contribute to the reduction of economic and social disparities in the European Economic Area, and the strengthening of bilateral relations between Greece and the Donor States.

The overall objective of the Programme is the **strengthening of civil society and active citizenship and the empowerment of vulnerable groups**. This objective is based on the common values of respect of human dignity, freedom, democracy, equality, the rule of law and the respect for human rights including rights of persons belonging to minorities.

A total amount of **€13.441.115** will be allocated to support the Programme.

The Fund Operator for the “Active Citizens Fund” in Greece is the Bodossaki Foundation in consortium with the Association “SolidarityNow”.

In particular, the “Active Citizens Fund” Programme in Greece aims to achieve the following expected outcomes:

1. Increased citizen participation in civic activities
2. Strengthened civil society watchdog and advocacy role
3. Increased support for human rights
4. Vulnerable groups empowered
5. Enhanced capacity and sustainability of civil society

The above-mentioned outcomes will be addressed through 7 open calls:

Open Calls	Call Launch Date	Total Amounts	Size of project/ Amount of Grants in Euros
<b>1<sup>st</sup> Call:</b> Vulnerable groups empowered (under outcome 4)	21/2/2019	€2,904,000	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00 <u>Large grants:</u> 80,000.01 -

			300,000.00
<b>2<sup>nd</sup> Call:</b> Strengthened civil society advocacy and watchdog role (under outcome 2)	21/2/2019	€ 1,970,000	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00 <u>Large grants:</u> 80,000.01 - 200,000.00
<b>3<sup>rd</sup> Call:</b> Increased citizen participation in civic activities (under outcome 1)	03/12/2019	€ 1,000,000	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00 <u>Large grants:</u> 80,000.01 - 200,000.00
<b>4<sup>th</sup> Call:</b> Increased support for human rights under outcome 3	03/12/2019	€2,494,600	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00 <u>Large grants:</u> 80,000.01 - 300,000.00
<b>5<sup>th</sup> Call:</b> Gender equality promoted and Gender-Based Violence combatted (under outcome 3)	11/12/2020	€1,005,400	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00 <u>Large grants:</u> 80,000.01 - 300,000.00
<b>6<sup>th</sup> Call:</b> Platforms and Networks among NGOs (CSOs) developed (under outcome 5)	11/12/2020	€500,000	<u>Micro grants:</u> 1,000.00 - 5,000.00 <u>Medium grants:</u> 5,000.01 - 80,000.00

<b>7<sup>th</sup> Call:</b> Organisational grants (under outcome 5)	15/12/2021	€661,387	<u>Large grants:</u> <u>80,000 – 150,0000</u>
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A Bilateral Fund is reserved for initiatives aiming to strengthen bilateral relations between NGOs established in Greece and entities in the Donor states. Please refer to the corresponding call and Guidelines, as published on the Programme website, for more information (<https://www.activecitizensfund.gr/en/open-call/bilateral-cooperation/>).

Currently, NGOs are invited to submit applications only for the 7th call “Organisational grants to support the institutional development of civil society organisations”.

For all administrative purposes, an organisational grant is considered a “project” and a recipient of an organisational grant is considered a project promoter.

## 2. Aims, indicative activities and general information regarding the 7<sup>th</sup> call

This open call falls under Outcome 5 of the Programme, “**Enhanced capacity and sustainability of civil society**”.

The aim of this open call is to support the institutional development of civil society organisations (CSOs) through the provision of organisational grants to finance the general activities of organisations, based on their own multi-annual strategic plans/ workplans.

The call is addressed to civil society organisations with an average annual turnover (total annual revenue) of at least €300,000 for the three financial years 2018, 2019, 2020 and that have a multi-annual strategic plan/ workplan.

Together with their application, applicants must submit their organisation’s multi-annual strategic plan/ workplan which must cover all the duration of the project. It is envisaged that organisations will submit their pre-existing multi-annual strategic plan/workplan, however it is also acceptable for them to create or update their strategic plan for the purposes of applying for this call. There is no page limit for the multiannual strategic plan/work plan. In the case that the strategic plan/work plan consists of more than one document, these shall be submitted as a single PDF file.

The multi-annual strategic plan/ workplan must include goals for the institutional development of the organisation (eg greater visibility, increased number of beneficiaries, increased impact, greater financial sustainability etc.) and a clear and detailed explanation of how these goals will be achieved. It should also describe how the achievement of these goals will result in improvements in the functioning of the organisation, e.g. in terms of positive results for beneficiaries, staff, volunteers and other stakeholders, etc.) both during and after the period of the grant. These goals should be accompanied by quantitative indicators. Advice on the components to be included in the the multi-annual strategic plan/ workplan are provided in Annex 3 of these Guidelines for Applicants.

In their application, applicants shall describe the way in which the requested grant will contribute to their multi-annual strategic plan/ workplan. They shall also describe how the implementation of this plan is expected to contribute to the achievement of one (or multiple) Active Citizens Fund outcomes. In the application applicants shall also estimate what will be the grant's share of the organisation's total foreseen revenue for the duration of the grant period.

Under this open call, applicants can request a grant amount of up to 30% of the organisation's average annual turnover for the three financial years 2018, 2019, 2020.

Only one application per organisation can be submitted to this 7<sup>th</sup> open call. In case more than one application per organisation is submitted, only the last will be considered for evaluation.

**Projects implemented under this call for organisational grants shall not include project partners.**

Participation in previous calls of the Programme either as project promoters or partners does not affect the right of civil society organisations to apply for and receive funding through this 7<sup>th</sup> open call.

### **3. Selection criteria**

There are three (3) types of selection criteria, namely administrative criteria, eligibility criteria and evaluation criteria.

#### **3.1 Administrative criteria**

Administrative criteria are conditions for accepting the project application. Without compliance with the administrative criteria, the application shall not be further assessed.

Administrative criteria include the following:

- The project application (incl. the annexes and supporting documents) has been submitted in Greek by the deadline indicated
- The project application (incl. the annexes) has been submitted only through the means specified as permissible in this call for applications.
  - Please note that applications will only be submitted electronically. If submitted by post, they will not be accepted.
- The project application (incl. the annexes) are completed according to the corresponding template, available on the [Programme website](#).

## 3.2 Eligibility criteria

Eligibility criteria are conditions to assess whether the applicant and the application are qualified for funding. The eligibility criteria shall be assessed only if the application has fulfilled the administrative criteria. Eligibility criteria include the following:

### 3.2.1 Eligibility of applicant

**a.** Eligible applicants are NGOs (CSOs) that are established in Greece and that 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. Religious institutions and political parties are not considered NGOs”. Eligible applicants shall abide by the principles of democratic values and human rights.

More specifically, eligible candidates must meet the following general conditions:

- 1) Are **non-profit** organisations<sup>1</sup> that have not been created nor operate to generate personal profit. Although they may have paid staff and may engage in revenue-generating activities, they do not distribute profits to their members nor to their board. Where revenue-generating activities are undertaken, these should not represent the purpose of the NGO but should be solely a means to support its mission and values;

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<sup>1</sup> Includes associations of non-profit organisations with legal entity (e.g., federations).

- 2) Have members who do not have any direct commercial interest in the outcome of the work of the organisations or of its commercial activities and should not pursue the commercial or professional interests of their members. This requirement therefore excludes trade and professional associations, where the aims and purposes of the association are to further the specific interests of its members only;
- 3) Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
- 4) Act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole;
- 5) Have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing document(s) defining their mission, objectives and scope;
- 6) Have transparent structures and an elected chair / board, and are accountable to their members and donors;
- 7) Are independent of local, regional and national government and other public authorities,
- 8) Are independent of political parties and commercial organisations.

Political parties and religious organisations<sup>2</sup>, social partners<sup>3</sup> or profit-distributing cooperatives are not considered NGOs and are not eligible.

Social enterprises<sup>4</sup> are not considered NGOs and are not eligible as project promoters.

Foundations<sup>5</sup> and faith-based organisations<sup>6</sup> are considered eligible NGOs as long as they fulfill the above requirements.

Organisations registered as Associations (Civil Code Art. 78-107), Civil non-profit companies (Civil Code Art. 741-748) and Foundations (Civil Code Art. 108-121 and Law 4182/2013 Art. 50-60), are considered NGOs and thus are eligible to apply, as long as they fulfill the above requirements.

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<sup>2</sup> Religious institutions do not include faith-based organisations as described below (footnote 6), which are eligible.

<sup>3</sup> Social partners are defined as trades unions and employers' negotiating bodies, as defined by the EU.

<sup>4</sup> Social and Solidarity Economy Organisations (Law 4430/2013 and prior Law 4019/2011) are to promote social entrepreneurship, have a statutory commercial purpose, distribute profits to members, while members can be public entities.

<sup>5</sup> Foundations set up for public benefit are eligible, if independent from political party or central, regional or local government control.

<sup>6</sup> Funded activities of faith-based organisations must not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious / cultural awareness raising).



The Hellenic Red Cross Society is considered eligible NGO as long as it fulfills the above requirements.

**Epecially for this call, in order to be eligible, applicants must also:**

1. Be legally registered for at least 48 months before the day of the deadline for submitting applications.
2. Have an average annual turnover (total annual revenue) of at least €300,000 for the last 3 completed financial years (2018, 2019 and 2020).
3. Have a multi-annual strategy plan/ workplan which must cover all the duration of the project. It is envisaged that organisations will submit their pre-existing multi-annual strategic plan/ workplan, however it is also acceptable for them to create or update their strategic plan for the purposes of applying for this call.

### 3.2.2 Eligibility of applications

Eligible applications must meet the following requirements:

- The requested grant amount is within the permissible limits as defined in the call for proposals.
- The proposed implementation period is within the permissible limits, as defined in the call for proposals. All proposed actions must be completed by April 30, 2024 at the latest.

### 3.3 Right to Appeal

Only complete applications will be considered for evaluation and selection purposes. The applicants will have five (5) working days to submit any missing supporting documents following a relevant request by the Fund Operator.

Applicants whose applications are rejected for not complying with the **administrative or eligibility criteria** will be informed via email and have the right to appeal within five (5) working days. The right to appeal may be exercised only once. The appeal must be fully justified and submitted electronically via email to the email address of the Programme Officer responsible for the relevant call, no later than 18:00' (EET), on the fifth (5<sup>th</sup>) - last day of the deadline. (Please refer to Section 15 "Contact Information" for the email addresses of the relevant Programme Officer).

The appeal will be considered by the Appeal Committee of the FO and applicants will be informed within ten (10) working days. The decision on the appeal is irrevocable.

### 3.4 Evaluation criteria

Evaluation criteria are criteria used to assess the project applications that comply with the administrative and eligibility criteria. The evaluation criteria shall form the basis of the project scoring (see section 12 for the full list of evaluation criteria).

Evaluation criteria relate to the following:

- Capacity of the applicant including sound financial management
- Relevance of the application
- Transparency
- Quality of the strategic plan
- Sustainability
- Financial justification

## 4. Compliance with the outcomes & outputs of the programme

This 7th call for “Organisational grants to support the institutional development of civil society organisations”, contributes to the expected **Outcome 5** of the Programme "Enhanced capacity and sustainability of civil society", and to the programme **Output** ‘Institutional development of CSOs supported’.

In their applications, applicants are **not** required to select the relevant pre-defined indicator "Number of CSOs supported by organisational grants" for the output "Institutional development of CSOs supported" as this indicator will be measured and monitored by the Fund Operator of the Programme.

**Outcome 5: “Enhanced capacity and sustainability of civil society”/ 7<sup>th</sup> Call for organisational grants**

Output	Indicator
Institutional development of CSOs supported	Number of CSOs supported by organisational grants

For the complete list of Programme Outcomes and Outputs, please see Annex 1.

## 5. Capacity building

Capacity building is understood as the process of strengthening an organisation in order to increase its effectiveness and social impact, and achieve its goals and sustainability over time.

The Project Promoter is invited to participate in the Capacity Building Programme, which will be organised by the Fund Operator.

For project Promoters funded through the 7<sup>th</sup> call for organisational grants, the Capacity Building Programme includes the following compulsory activities:

- Self-assessment process regarding the organisational capacity and viability of the Project Promoter. Specifically, the Project Promoter must complete the online self-assessment entitled "Capacity Map", at the beginning of the project implementation and again at the end of the project implementation.
- A one-day "kick-off" workshop that aims to provide guidance on project implementation, including monitoring and reporting requirements, payments, visibility requirements, etc.
- A one-day workshop on how to measure and communicate project impact effectively.

## 6. Duration of Grants

The duration of the projects will be between 12 and 18 months.

The duration of projects will be defined in the project contract. The projects can begin from the signing of the project contract or on a later date, but must be completed by April 30, 2024 at the latest.

## 7. Location of Grants

1. The selected projects will be implemented throughout the Greek territory, at a local, regional or national level.
2. Eligible NGOs located in rural or/ and remote areas<sup>7</sup>, are highly encouraged to apply.

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<sup>7</sup> All areas are considered rural and remote areas, except the following: all the municipalities of the prefecture of Attica (except the islands), all the municipalities of the prefecture of Thessaloniki, and the municipalities of Patras, Iraklion, Larissa, Volos, Ioannina, Chania and Chalkida.

3. Eligible NGOs that are currently implementing projects in rural and remote areas are strongly encouraged to submit proposals.

## 8. Grant amount and funding rate

The maximum grant amount under this call is **€150,000** and the minimum grant amount is **€80,000**.

The grant rate for projects funded under this call is **100%**.

## 9. Procurement

National and European Union law on public procurement shall be complied with at any level in the implementation of the Programme and projects.

1. National law and European Union law on public procurement must be complied with at each level of the project.
2. Notwithstanding provisions of national law that exempt NGOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.
3. In cases that contracts signed under the project framework are of an economic value lower than the lower national limits or lower limits of the European Union for public contracts, or are outside the scope of existing legislation on public contracts, the conclusion of these contracts (including procedures before the conclusion) and the terms and conditions of these contracts must comply with the best economic practices, including accountability, to allow full and fair competition among potential providers (for example through effective price comparison) and to ensure optimal use of resources of the grant of the EEA Financial Mechanism. For this purpose, in any case, for procurement or services contracts: a) up to five thousand (5,000) euros, the Project Promoter shall invite at least one supplier to submit offers, b) more than five thousand (5,000) euros and up to thirty thousand (30,000) euros, shall invite at least three (3) suppliers to provide offers and c) more than thirty thousand (30,000) euros, the relevant legal provisions on Public Procurement related to "Open Public Tender Procedures" will be complied with by publication of a relevant Announcement and criteria for selection of the contractor either the lowest price or the most advantageous financial offer (optimal value for money).

4. The highest ethical standards shall be observed during the procurement and execution of contracts. The project promoter should ensure the application of adequate and effective means to prevent illegal or corrupt practices. **No** offer, gift, payment or benefit of any kind, which would, could, directly or indirectly, be construed as an illegal or corrupt practice, e.g., as an incentive or reward for the award or execution procurement contracts, shall be accepted.
5. The project promoter must ensure that records of award and execution of contracts are kept for at least three years from the end of the Programme and provided upon request to the fund operator.

## 10. Supervision, Monitoring, Reporting and Payments

The Fund Operator will schedule an annual meeting with each project promoter to discuss project progress.

Prior to the annual meeting, the Project Promoter should have submitted to the Fund Operator the progress reports and the financial reports, which will include at least the last general annual report of its actions and its last annual financial figures.

Payments of the grant will be made in six-monthly lump-sum installments, in the form of advance, interim and final payments. The advance payment will be equal to 40% of the amount of the project grant and the interim payments will reach up to 50% of the amount of the grant. As a pre-requisite for the interim and final grant payments, project promoters must submit financial and narrative reports to the Fund Operator which, at a minimum, will consist of the latest narrative and financial general annual reports of the organisation.

More specifically, the final payment will be released after the end of the project implementation and following the submission of an assurance report by an external auditor based on an “agreed upon procedure” assignment. The cost of the audit must be included in the cost of the project. The auditor’s report must confirm that the project promoter has used the grant in accordance with the purpose and provisions of the grant agreement. If the project promoter commissions annual statutory audit reports for other purposes, the report of the latest year of the project implementation may be provided instead, provided it covers and specifically mentions the EEA Grants contribution, and provided that the report is available within a timeframe that does not delay the final payment.

Project promoters will not need to provide reports on the specific expenditure made under the grant and payments do not depend on the costs actually incurred by the

project promoter. The costs are considered incurred within the project once paid to the project promoter. Project promoters need to keep detailed accounts of expenditure according to accounting standards and generally accepted accounting principles.

The Fund Operator and the EEA Financial Mechanism Office have the right to undertake further monitoring through on-the-spot verifications and to commission audits of the entire organisational accounts.

The provisions on the eligibility of project expenditures that apply to the other calls of the Programme do not apply under this 7<sup>th</sup> call.

The FO shall ensure that payments to projects are made in a timely manner.

## **11. Project Selection Process**

### **11.1 Evaluation Procedure**

Each project application that meets the administrative and eligibility criteria shall be scored by two impartial experts, appointed by the Fund Operator. At least one expert shall be independent of the Fund Operator.

The experts shall separately and independently score the project proposal, the supporting documents and the multi-annual strategic plan/workplan according to the Selection Criteria published below. To further examine the application, a minimum average score of 60% of the total mark is required.

If the difference between the scores is greater than 30% of the higher score, the project application shall be scored by a third independent expert. This expert shall be commissioned by, and be independent of, the Fund Operator. In such cases the average score of the two closest scores shall be used for the ranking of the project applications.

In this case also, to further examine the application form, a minimum average score of 60% of the total mark is required.

### **11.2 Scoring Criteria**

<b>Evaluation criteria</b>	<b>Max Score</b>
<b>1. Capacity of the applicant including sound financial management</b>	<b>20</b>
1.1 The extent to which the organisation has the appropriate organisational and financial capacity to implement the multi-annual workplan/ strategy	10
1.2 The extent to which the organisation has multiple and stable sources of funding to maintain its activities during the grant period, and has sound financial management, based on both the information in the application form and the financial data provided	10
<b>2. Relevance</b>	<b>20</b>
2.1 The relevance of the scope of the organisation to the objectives of the Programme and its expected outcomes	10
2.2 The relevance of the strategic plan/ workplan to the objectives of the Programme and its expected outcomes	10
<b>3. Transparency</b>	<b>5</b>
The level of transparency of operating structures of the organisation which can be documented by the existence of publicly available information on the financial reports and the reports of the organization's activities, and the members of governing and executive bodies	5
<b>4. Quality of the multi-annual strategic plan/workplan</b>	<b>30</b>
4.1 The level of impact of the implementation of the multi-annual strategic plan/workplan on the institutional development of the applicant	15
4.2 The extent to which the goals and activities of the multi-annual strategic plan/workplan are clear and realistic	10
4.3 The extent to which the achievement of the goals and activities of the multi-annual strategic plan/ workplan is measurable through indicators and an evaluation and monitoring framework	5
<b>5. Sustainability</b>	<b>5</b>
The extent to which the implementation of the multi-annual strategic plan/workplan will contribute to the long-term sustainability of the organisation	5
<b>6. Financial justification</b>	<b>20</b>
6.1 The extent to which the organisation's general spending and budget appears proportionate and necessary for the implementation of the strategic plan/ workplan	10
6.2 The value for money of the organisational grant, considering its cost and likely impact	10
<b>TOTAL SCORE</b>	<b>100</b>

### **Special considerations for project ranking**

Under equal circumstances (proposals with equal score) or because of any other considerations taken into account after majority voting, at the discretion of the members of the Selection Committee and the Executive Board of the Fund Operator, priority for funding can be given to projects that:

- will be implemented in an underserved geographic area of the country / in favour of an underserved group
- will be implemented with the participation of / in favour of Roma community representatives
- will be implemented with the participation of / in favour of unaccompanied minors
- will be implemented with the participation of / foreseen participation of youth (age 18-29)
- include an innovation element.
- have existing activities for bilateral cooperation with the donor states Iceland, Liechtenstein and Norway.

## **11.3 Final selection of projects**

The Fund Operator shall provide the Selection Committee with a list of project applications ranked based on their score without making any changes to the ranking or the scoring awarded by the experts. Only the applications that have been awarded with a minimum score of 60 points will be ranked according to their score.

The Selection Committee shall review the ranked list of project applications. It may modify the ranking of the project applications in justified cases, based on transparent criteria. The Selection Committee shall prepare a recommendation to the Executive Board, which shall make the final decision on which applications will be funded.

The Fund Operator may modify the decision of the Selection Committee in justified cases. If such a change results in the rejection of a project proposal which would have otherwise received funding, the relevant applicant will be informed in writing of the change and receive the justification of the decision. The decision of the Fund Operator is final and may not be changed.

The final decision will be communicated to applicants within reasonable time, and information on approved projects will be published on the Programme website within four (4) months from the deadline of submission of project proposals.



## 12. Project Implementation Contracts

For each approved project, a project implementation contract shall be concluded between the Bodossaki Foundation and the project promoter setting out the terms and conditions of the grant, as well as the role and responsibilities of the parties.

The project contract shall contain, as a minimum, provisions on the following:

1. The description of the project and the multi-annual strategic plan/ workplan
2. The duration of the project
3. The maximum amount of the grant
4. The obligations on project reporting
5. Any modifications of the project
6. Approval of reports and payment of grant
7. Provisions that ensure that access for monitoring, audits and evaluations is provided without delay
8. Provisions to ensure obligations regarding publicity
9. Obligations regarding participation in the capacity building programme, organised by the FO
10. The right of the Fund Operator to suspend payments and request reimbursement from the project promoter in case decision on such actions is taken by the Fund Operator or / and the FMO, including in the case of evident non-satisfactory performance, or the workplan/strategy is not implemented in line with the principles set in Article 1.4 of the PIA.
11. The right of the Fund Operator and the Office of the EEA Financial Mechanism Office for monitoring project implementation
12. The obligation of the project promoter as regards record keeping of the project files
13. Resolution of disputes and jurisdiction
14. Provisions in case of termination of the project contract
15. Waiver of responsibility

## 13. Supporting Documents and Application Process

Applicants must fill in the Application Form, including all relevant annexes available in the Programme website (<https://www.activecitizensfund.gr/>), in accordance with the requirements of the present document "Guidelines for Applicants".

All the following Supporting Documents and the Annexes of the application form must be included in the Application, in order for it to be further evaluated. In case where one or more documents are missing, the applicant must submit a signed

declaration, mentioning any missing documents and the justification for not submitting them. The Fund Operator shall decide whether the justification is adequate.

The applicants will have a deadline of five (5) working days to submit any documents that have not been submitted, upon the suggestion of the Fund Operator.

### **Supporting Documents:**

1. Multi-annual strategic plan/workplan which must cover all the duration of the project
2. Statutes of the organisation- and all its validly published amendments
3. Valid tax statement
4. Valid insurance statement
5. Financial data (signed and stamped by the organisation's legal representative and accountant):
  - a) Balance sheets and accounts of the three years 2018, 2019, 2020. Alternatively, in case the organization is audited by Chartered Accountants, the reports for the years 2018, 2019, 2020.
  - b) Budgets for the years 2018, 2019, 2020, 2021, 2022.

### **Note:**

During the final evaluation stage of an approved project application and before signing the project grant contract, Fund Operator may request additional supporting documents, such as:

1. Certificate of Court / G.E.MI. (General Commercial Registry) for recording/setting modifications.
2. Tax (a) registry entity and (b) representation information (TaxisNet).
3. Minutes for the election of the board of directors, legal representatives and other statutory bodies (e.g., General Assembly, Supervisory Board).
4. Tax declarations of years 2018, 2010 and 2020.
5. E3 forms of years 2019, 2020.

Project Promoters will have five (5) working days to submit additional supporting documents at the request of the Fund Operator.

The applications shall be submitted **electronically** via the website of the Programme using the [online platform](#). Information on approved projects will be published on the Programme website within four (4) months from the deadline of submission of project proposals and all applicants will be informed of the outcome of their application within reasonable time.

## 14. Contact Information

Questions may be sent to the FO no later than ten (10) working days before the deadline for the submission of project proposals. The FO has no obligation to provide clarifications to questions received after this date.

The questions must be sent via email to the addresses indicated in Section 15 “Contact Information” for the open call.

No individual replies will be given to questions. Questions and answers will be published on the website of the Programme. It is therefore advisable to consult the website regularly.

## 15. Complaint Mechanism

In accordance with the terms and conditions for the “Active Citizens Fund”, the Fund Operator has established a Complaints Committee to review complaints regarding the programme. All complaints are first assessed by the Fund Operator. A complainant who is not satisfied with the conclusion made by the Fund Operator has the right to take the case to the Complaints Committee, which includes one member who is external to the Fund Operator and its Board and does not include programme staff responsible for assessing project applications.

The complaints must be fully justified and submitted electronically to the following email: [complaints@activecitizensfund.gr](mailto:complaints@activecitizensfund.gr).

## Annex 1 –Outcomes, outputs and indicators of the Programme

### Outcome 1: “Increased citizen participation in civic activities” / Call 3: Increased citizen participation in civic activities

Programme level indicator	Number of people engaged in civil society organization activities
<b>Outcome 1 Indicators</b>	
Number of people participating in consultations with a public decision-making body	
<b>Outputs</b>	<b>Indicators</b>
NGO advocacy on enabling institutional environment for civic engagement strengthened	Number of NGO policy submissions submitted aimed at influencing the enabling environment for civic engagement
Civic and media literacy education provided and promoted	Number of people educated about civic rights and participation or media literacy
Civic engagement and volunteerism fostered	Number of NGO initiatives promoting civic participation
	Number of awareness raising campaigns promoting active citizenship carried out
	Number of volunteers working in supported NGOs

### Outcome 2: “Strengthened civil society advocacy and watchdog role” / Call 2: Strengthened civil society advocacy and watchdog role

Programme level indicator	Number of people engaged in civil society organisations activities
<b>Outcome 2 indicators</b>	
Number of national policies and laws influenced by NGOs	
Number of NGOs using	

evidence/research to support their advocacy and policy work	
<b>Outputs</b>	<b>Indicators</b>
Transparency, accountability and good governance promoted	Number of advocacy campaigns carried out to promote transparency, accountability and good governance
Monitoring of public and private entities conducted	Number of NGOs engaged in monitoring public and private decision-making
	Number of tools created for monitoring public and private institutions by NGOs
Cooperation between the Media and NGOs for advocacy purposes strengthened	Number of advocacy initiatives/campaigns conducted in partnerships with the media
Research conducted to inform public policy decision –making and debate	Number of NGOs supported to conduct research to inform their advocacy work and public policy decision making and debate

**Outcome 3: “Increased support for Human Rights” / Call 4: Increased support for Human Rights**

<b>Programme level indicator</b>	<b>Number of people engaged in civil society organization activities</b>
<b>Outcome 3 indicators</b>	
Number of people engaged in civil society organisations’ activities	
Share of people who disapprove of public statements that express negative views or hatred towards specific groups in society	
Share of people who know it is a crime to incite hatred based on race, ethnicity or gender	
Number of beneficiaries of services provided or improved	
<b>Outputs</b>	<b>Indicators</b>
Advocacy on human rights issues promoted	Number of advocacy campaigns carried out on Human Rights

Awareness on human rights issues increased	Number of awareness-raising activities on human rights issues carried out
	Number of people reached through awareness-raising activities on human rights
Implementation of human rights monitored	Number of NGOs registering and reporting human rights violations
Education on human rights provided	Number of people trained on human rights
Capacity of civil/public servants on Human Rights issues reinforced	Number of civil/public servants participating in capacity building initiatives on human rights
Partnerships between NGOs and the media on specific human rights issues forged	Number of partnerships forged between NGOs and media on human rights issues
Support and services provided to victims of human rights violations	Number of NGOs providing services to victims of human rights violations
	Number of human rights violations documented by NGOs

**Outcome 3: “Increased support for Human Rights” / Call 5: Gender equality promoted and Gender-Based Violence combatted**

<b>Programme level indicator</b>	<b>Number of people engaged in civil society organization activities</b>
<b>Outcome 3 indicators</b>	
Number of people engaged in civil society organisations’ activities	
Share of target group favourable to gender equality	
Annual number of cases of domestic and gender-based violence officially reported	
<b>Outputs</b>	<b>Indicators</b>
Advocacy on human rights issues promoted	Number of advocacy campaigns carried out on Human Rights (specifically related to the promotion of gender equality and

	the fight against gender-based violence)
Awareness on human rights issues increased	Number of awareness-raising activities on human rights issues carried out (specifically on issues related to gender equality and gender-based violence)
	Number of people reached through awareness-raising activities on human rights (specifically activities related to the promotion of gender equality and the fight against gender-based violence) (disaggregated by gender, age, Roma, Unaccompanied Minors)
Implementation of human rights monitored	Number of NGOs registering and reporting human rights violations (specifically violations related to gender equality, as well as cases of gender-based violence)
Education on human rights provided	Number of people trained on human rights (emphasis on gender equality and gender-based violence) (disaggregated by gender, age, Roma, Unaccompanied Minors)
Capacity of civil/public servants on human rights issues reinforced	Number of civil/public servants participating in capacity building initiatives on human rights (specifically related to the promotion of gender equality and the fight against gender-based violence) (disaggregated by gender, age, Roma)
Partnerships between NGOs and the media on specific human rights issues forged	Number of partnerships forged between NGOs and media on human rights issues (emphasis on issues related to gender equality and gender-based violence)
Support and services provided to victims of human rights violations	Number of NGOs providing services to victims of Human Rights violations (specifically violations related to gender equality, as well as victims of gender-based violence)
Support and services provided to victims of human rights violations	Number of human rights violations documented by NGOs (specifically violations related to gender equality, as

	well as cases of gender-based violence)
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**Outcome 4: “Vulnerable groups empowered” / Call 1: Vulnerable groups empowered**

<b>Programme level indicator</b>	<b>Number of people engaged in civil society organization activities</b>
<b>Outcome indicators</b>	
Number of beneficiaries of services provided or improved	
Number of vulnerable individuals reached by empowerment measures	
<b>Outputs</b>	<b>Indicators</b>
Economic participation of vulnerable groups supported	Number of vulnerable individuals trained in economic empowerment
Education and support provided to vulnerable groups	Number of vulnerable individuals participating in information and educational activities
	Number of vulnerable individuals receiving scholarships
New or improved methods developed to address the needs of vulnerable groups	Number of new or improved methods developed to address the needs of vulnerable groups
Members of vulnerable groups involved in advocating for their needs/the needs of their communities	Number of vulnerable individuals involved in advocating for their needs/the needs of their communities

*The expression “vulnerable groups” refers to women, immigrants, asylum seekers and refugees, and other disadvantaged groups (elderly, people with disabilities, drug users, unemployed, homeless, LGBTQI+ community etc). For this reason, these disenfranchised groups have tended not to participate in the political process, nor have they learned the advocacy or monitoring skills needed to represent or safeguard their own interests. Particular focus shall be given to projects involving and / or benefiting Roma and unaccompanied minors.*

**Outcome 5: “Enhanced capacity and sustainability of civil society”/ Call 6: “Platforms and Networks among CSOs developed”**



Programme level indicator	Number of people engaged in civil society organization activities	
<b>Outcome Indicators</b>		
Number of NGOs (CSOs) that regularly disseminate information on their activities to the public		
Number of NGOs (CSOs) with at least two funding sources, neither of which exceeds 70% of the total NGOs (CSOs) budget.		
Number of NGOs (CSOs) with effective management procedures		
Number of new joint initiatives conducted by NGOs (CSOs) in collaboration with other organisations		
<b>Outputs</b>	<b>Indicators</b>	
Capacity building provided to NGOs (CSOs)	Number of NGOs (CSOs) participating in capacity building initiatives funded by the programme	
Organisational capacity and sustainability of NGOs (CSOs) supported	Number of NGOs (CSOs) implementing activities to develop their organisational capacity and sustainability	
Platforms and networks among NGOs (CSOs) developed	Number of NGOs (CSOs) platforms and networks supported	
	Number of NGOs (CSOs) that form each network	

**Outcome 5: “Enhanced capacity and sustainability of civil society”/Call 7 “Organisational grants”**

*Please note that this information is provided for general reference purposes only –the outcomes and outputs will be monitored by the Fund Operator at a programme level. In their applications, applicants are **not** required to select the relevant pre-defined indicator “Number of CSOs supported by organisational grants” for the output “Institutional development of CSOs supported” as this indicator will be measured and monitored by the Fund Operator.*

Programme level indicator	Number of people engaged in civil society organization activities	
<b>Outcome Indicators</b>		
Number of NGOs (CSOs) that		

regularly disseminate information on their activities to the public	
Number of NGOs (CSOs) with at least two funding sources, neither of which exceeds 70% of the total NGOs (CSOs) budget.	
Number of NGOs (CSOs) with effective management procedures	
Number of new joint initiatives conducted by NGOs (CSOs) in collaboration with other organisations	
<b>Outputs</b>	<b>Indicators</b>
Capacity building provided to NGOs (CSOs)	Number of NGOs (CSOs) participating in capacity building initiatives funded by the programme
Organisational capacity and sustainability of NGOs (CSOs) supported	Number of NGOs (CSOs) implementing activities to develop their organisational capacity and sustainability
Platforms and networks among NGOs (CSOs) developed	Number of NGOs (CSOs) platforms and networks supported
Institutional development of CSOs supported	Number of CSOs supported by organisational grants

## **Annex 2 - Rates for travel and accommodation expenses and daily subsistence allowance**

This document sets the rates (upper limits) for the eligible expenditures for travel, accommodation expenses and daily subsistence allowance of the staff and volunteers involved in the project.

The Fund Operator maintains the right to unilaterally change the rates for these expenses.

Travel expenses include the transportation cost from/to the destination, i.e., air tickets (economy class) or the cost for the tickets of another means of transport (economy class), one piece of luggage, and the cost of transport from/to the airport or the station.

- 1) Accommodation expenses include the accommodation cost for staying at a hotel.
- 2) The daily subsistence allowance includes the cost of meals and local transport.
- 3) Travel and accommodation expenses and the daily subsistence allowance that cover travelling within the prefecture or county or similar administrative division, where the project is implemented, are not eligible expenses.
- 4) The necessary proof documents for travel expenses include invoices and receipts for the issuance of tickets, ticket stubs, boarding passes, the minutes from meetings and other supporting documents that prove the aim of the trip.
- 5) The necessary proof documents for accommodation expenses and daily subsistence allowance include invoices and receipts issued for accommodation (by hotels), meals (by restaurants) and local transportation means (ticket stubs).
- 6) The travel and accommodation expenses cannot exceed the following rates per person and type of expenditure.

a) The following rates have been set for expenses within Greece:

<b>Rates for expenses within Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e., air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, transport from/to the airport or the station and travel insurance.	No Limit
2.	Daily cost of hotel accommodation	90.00
3.	Daily cost for meals	40.00
4.	Car expenses, i.e., compensation per km	0.25
5.	Daily cost of local transport	20.00
6.	Cost of tolls	no limit

b) The following rates have been set for expenses outside of Greece:

<b>Rates for expenses outside of Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e., air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, and transport from/to the airport or the station.	No Limit
2.	Total daily cost of (a) hotel accommodation, (b) meals, (c) car expenses, (d) local transport and (e) tolls	According to the rates for each country in the following table

**Maximum daily expenses for travel outside of Greece<sup>8</sup>**

<b>EU Member States</b>	<b>€</b>
Austria	225
Belgium	232
Bulgaria	227
Croatia	180
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244
France	245
Germany	208
Hungary	222
Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204

<sup>8</sup> [https://ec.europa.eu/international-partnerships/system/files/per\\_diem\\_rates\\_20191218.pdf](https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf)

Romania	222
Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257

EEA/EFTA Counties	€
Iceland	349
Norway	275
Liechtenstein	225

United Kingdom	€
United Kingdom	276

The rates of foreign currencies to euro are determined in accordance with the Foreign Exchange Reference Rates on the day the expense was incurred, as provided by the Bank of Greece (see [https://www.bankofgreece.gr/Pages/el/Markets/Isotimies/deltia.aspx?Filter\\_By=15](https://www.bankofgreece.gr/Pages/el/Markets/Isotimies/deltia.aspx?Filter_By=15))

For Icelandic krona (ISK), the Foreign Exchange Reference Rates are those provided by the Central Bank of Iceland (<http://www.cb.is/>).

## Annex 3 - Advice for preparing a strong application

### A) General advice

All the information provided throughout the Guidelines for Applicants is relevant for completing the application form.

1. **Get informed:** First of all, read all the information provided in Guidelines for Applicants and all the documents related to the application. Check the programme website for any forthcoming information events, workshops and online videos. Check the FAQs page of the programme website and if you still have any questions, send them by email to the specified contact person.
2. **Plan well:** Allow sufficient time to plan the actions well, before you start writing the application, so that that the application is coherent.

3. **Justify the actions:** It is important that your application outlines the exact reasons you want to support specific areas of your strategic plan and the need for them.
4. **Be realistic:** The size and scope of the proposed actions should be realistic for your organization to implement, based on the organization's expertise, capacity and previous experience.
5. **Think sustainably:** Design the project in a way that ensures that the activities results can continue to have a long-term impact, even after the project itself has ended.
6. **Ensure value:** The proposed actions must represent good value for money and be realistic.
7. **Keep it clear:** Make sure that the language used in the application form is clear. Avoid using complicated acronyms and technical language that might not be understood by a third person.
8. **Assess yourself:** Consider how you would assess your application and strategic plan, based on the selection criteria specified above.
9. **Check it through:** Before submission, give the draft application to a third person to read, to check that it is clear, coherent and that no information is missing.
10. **Check the font:** The application must be completed using Calibri, size 11 and spacing 1,5.

## B) Advice on the components to be included in the strategic plan/ workplan

It is envisaged that organisations will submit their pre-existing multi-annual strategic plan/ workplan, however it is also acceptable for them to create or update their strategic plan for the purposes of applying for this call. There is no page limit for the multiannual strategic plan/work plan. In the case that the strategic plan/work plan consists of more than one document, these shall be submitted as a single PDF file.

The plan must include goals for the institutional development of the organisation (eg greater visibility, increased number of beneficiaries, increased impact, greater financial sustainability etc.) and a clear and detailed explanation of how these goals will be achieved. It should also describe how the achievement of these goals will result in improvements in the functioning of the organisation, e.g. in terms of positive results for beneficiaries, staff, volunteers and other stakeholders, etc.) both during and after the period of the grant. These goals should be accompanied by quantitative indicators.

In addition, indicatively it is expected that the strategic plan/ workplan will at least include information about the following:

- The vision, mission, and values of the organisation
- Description of the present situation
- The goals to be achieved
- The strategy for achieving these goals
- The planned activities of the organisation
- The risks/ challenges and the strategy for addressing them
- The resources needed (human, financial other)
- Measurable targets and performance indicators