

Annex V

Contracting Authority:



Regional Youth Cooperation Office

Call for Project Proposals 2018

“A Better Region Starts with Youth”

Guidelines for Grant Applicants

Deadline for submission of project proposals: 25 January 2019

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1. “A BETTER REGION STARTS WITH YOUTH”

1.1. Background

Who is RYCO?

The Regional Youth Cooperation Office (RYCO) is an intergovernmental organisation that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan Contracting Parties – Albania, Bosnia and Herzegovina, Kosovo*, Macedonia, Montenegro and Serbia. RYCO’s unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organisation. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organisational hub.

RYCO’s Vision of a Better Region

Young people are creating a culture of mobility, intercultural exchange and reconciliation. They are active contributors to democratic development, social and economic prosperity, and European integration in an increasingly open Western Balkans region. Contracting Parties in the Western Balkans are providing proactive support to youth exchange and youth engagement within the Contracting Parties, and across the region.

RYCO believes that building true and enduring reconciliation involves a process that brings together individuals, groups and societies burdened by past or present conflicts and negative representations and perceptions of ‘the other’. Through shared experience, cooperation and on-going exchange, new pathways can be built to reconcile people who would otherwise remain trapped in the past.

RYCO’s overall programme

Over many years considerable efforts have been invested in the region to support youth exchange. However, until recently, the principal opportunity for mobility and youth exchange focused on young people visiting countries beyond the Western Balkans. While any opportunity for cross-border youth exchange was welcome, young people who could benefit from such exchange programmes were unable to experience the opportunities and challenges of meeting their peers within their own region. While their world view may have been expanded, they returned with their attitudes and behaviours relative to their peers in the region unchallenged and unchanged. It was so much easier to arrange a connection with a stranger outside the Balkans than to face the potentially uncomfortable, but existentially essential need to build a prosperous and peaceful future with one’s immediate neighbours.

Young people in the Western Balkans live with the pressures and influences of a social and political narrative that is distorted by prejudice, denial, revisionism and nationalism. Inherited, negative narratives form the basis for young people’s future life choices about career, residence, friendships and even the possibility of dialogue with other people; thus compounding negative narratives about ‘the other’. In this volatile context, there is a notable lack of opportunity for young people to move within the region for volunteering, formal and non-formal education and training, or simply to meet and share experiences of being peaceably together. This lack of opportunity is also compounded by legal obstacles.

RYCO’s programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity and the building of peace based on mutual respect and trust.

*This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

Call for Proposals 2018: A Better Region Starts with *Youth* builds upon the results and experiences of the first RYCP Open Call for Project Proposals that was launched in October 2017. During the first Call, RYCO received more than 420 applications that networked more than 1300 secondary schools and civil society organizations across the Western Balkans.

1.2. General and specific objectives of the Call

The **General Objective of this Call for Proposals** is to contribute to the process of reconciliation in the region of the Western Balkans by increasing youth mobility and intercultural dialogue, as well as creating an enabling environment for regional youth cooperation. RYCO wants to empower young people for setting the course to a better society in the Western Balkans.

Under the present Call for Proposals, **RYCO intends to support and empower civil society organizations and secondary schools to implement activities as per the priority areas and specific objectives outlined below.**

Priority area 1: Regional youth cooperation, mobility and exchange

- **Specific Objective 1: Intercultural Learning and Dialogue**
Young people engage in intercultural learning and dialogue with their peers from the diverse communities within their Contracting Parties and across the Western Balkan region.
- **Specific Objective 2: Dealing with the Past**
Young people address their differences concerning the region's past and challenge inherited narratives through guided processes in a safe environment.

Priority area 2: Enabling environment for regional youth cooperation

- **Specific Objective 3: Policy Influencing**
The legislative and political environment is increasingly supportive of reconciliation and intercultural learning, and of the implementation of youth mobility and exchange both within and among Contracting Parties in the Western Balkan region.
- **Specific Objective 4: Youth Participation**
Young people participate in decision-making processes that shape their local communities as well as social and political development of their respective society and the Western Balkan region.
- **Specific Objective 5: Strengthening Capacities**
Individuals and institutions are better equipped to play key roles in accompanying and guiding young people towards abovementioned specific objectives 1-4.

Applicants **must** select in the Grant Application Form on which specific objective their project proposal **predominantly** falls (only one priority area and a maximum of 1 objective).

1.3. Financial allocation provided by RYCO

The overall financial envelope for this call is EUR 1.000.000.

The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lots:

Priority Area 1: EUR 550.000

- a) LOT 1: EUR 200.000 for secondary schools² projects from EUR 10.000 to EUR 20.000
- b) LOT 2: EUR 150.000 for CSOs³ projects from EUR 10.000 to EUR 15.000
- c) LOT 3: EUR 200.000 for CSOs projects from EUR 15.000 to EUR 35.000

Priority Area 2 - EUR 450.000

- a) LOT 1 EUR 100.000 for secondary schools⁴ projects from EUR 10.000 to EUR 20.000
- b) LOT 2 EUR 100.000 for CSOs⁵ projects from EUR 10.000 to EUR 15.000
- c) LOT 3 EUR 250.000 for CSOs projects from EUR 15.000 to EUR 35.000

NOTE: Please read carefully the eligibility criteria and pay a special attention to the point 2.10. Eligibility of costs of the Guidelines before you select the lot you are applying for.

The contribution from the applicant (i.e. the difference between the total cost of the project and the amount requested from RYCO) must be financed from sources other than RYCO (please refer to point 2.10. Eligibility of costs of the Guidelines).

2. RULES FOR THIS CALL FOR PROPOSALS

These Guidelines set out the rules for the submission, selection and implementation of the projects financed under this call (available on the RYCO website: www.rycowb.org).

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:

- The **Applicant**, the entity submitting the application (2.2.1.),
- **Partner(s)** (2.2.2.),

2. the activities:

- activities for which a grant may be awarded (2.3, 2.5, 2.6.);

3. the costs:

- types of cost that may be considered in setting the amount of the grant (2.11. – 2.12.).

² Also applicable for CSOs applying on behalf of secondary schools. Please consult section 2.2.1. of the Guidelines for more information.

³ CSOs applying for LOT2 shall not have the total budget of the last three years higher than 50,000 EUR

⁴ Also applicable for CSOs applying on behalf of secondary schools. Please consult section 2.2.1. of the Guidelines for more information.

⁵ CSOs applying for LOT2 shall not have the total budget of the last three years higher than 50,000 EUR

2.2. Eligibility of actors

2.2.1. Applicant

To be eligible for a grant, the applicant must:

- a) be a legal entity, **and**
- b) be non-profit-making CSO established in one of the WB6, a minimum of one year prior to the launch of this Call for Proposal **or** be a secondary school (private or public), established in the WB6, a minimum of one year prior to the launch of this Call for Proposal **and**
- c) be directly responsible for the preparation and management of the projects with the partners, not acting as an intermediary

Acknowledging the differences in legislations of the WB6, in cases where public schools are facing administrative barriers to apply for and administrate grants directly, we encourage them to form a partnership with a CSO eligible under the above-mentioned criteria. CSOs will be the lead applicant of the project proposal and will serve as the financial manager of the project, while the school still remains responsible for the overall management and implementation of the activities. In this case, the project proposal must fall under LOT 1. The grant funds will be directed to the CSO.

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations indicating that they are bankrupt, subject to insolvency or winding-up procedures; where their assets are being administered by a liquidator or by a court; where it is in an arrangement with creditors; where their activities are suspended; or where they are in any analogous situation arising from a similar procedure provided for under national laws or regulations; they are in breach of its obligations relating to the payment of taxes or social security contributions, in accordance with the law of the contracting party in which they are established.

CSOs that employ or are represented/overseen by members of RYCO statutory bodies (i.e. Governing Board or Advisory Board) are not allowed to apply for this Call for Project Proposals. These applications will be subject to conflict of interests and rejected.

Grants to individuals will not be considered.

The Applicant **must act with partner(s)** as specified hereafter:

If awarded the grant contract, the Applicant will become the beneficiary. It represents and acts on behalf of any other partners and coordinates the design and overall implementation of the project activities.

Number of applications and grants per applicant:

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

The applicant may be a partner in only one (1) other application under this Call for Proposals.

In the case where the applicant or the partner appears two or more times, either as an applicant or as a partner, all project proposals in which they participate will be automatically disqualified.

Applicants must fill out, sign, stamp and submit, together with the Application Form, the Declaration by the Applicant as defined in the List of Supporting Documents (Annex III).

2.2.2. Partner(s)

The Applicant, must act with at least one other CSO, secondary school, cultural institution, sport association, trade union or educational institution (such as universities and institutes) from a different WB6 contracting party(ies), as a partner. Under this Call for Proposals (Lot 1, 2 and 3), one legal entity can apply only once as a partner.

Partners participate in designing and implementing of all phases of the project, and the costs they incur are eligible in the same way as those incurred by the Applicant. Also, partners should ensure that project activities and follow up are planned and implemented with young people and/or by young people.

Partners are obliged to provide all relevant information upon request of the applicant deemed necessary for the purposes of applying for this Call for Project Proposals.

In addition to the categories referred to in section 2.2.1. (b), the following are also eligible to be partners:

- cultural institutions (private and public) from the WB6, registered as legal entities established at least one year prior to the launch of this Call.
- sports associations and organizations in the field of sports from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.
- trade unions from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.
- educational institutions such as universities and institutes (public and private) from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.

Partners must fill out, sign, stamp and submit, together with the Application Form, the Declaration by the Partner as defined in the List of Supporting Documents (Annex III).

Number of partnerships per applicant:

There should be no more than 5 partners, with at least one from a different WB6 contracting party. Having more than one partner from another WB6 contracting party will be considered an advantage.

RYCO does not provide direct support to the applicants for creation of partnerships but provides information on platforms that serve the purpose of facilitating partnerships. RYCO has created a Facebook group "[RYCO Meeting Point](#)" that aims to support this process.

2.3. Eligible Activities

Definition:

A project is composed of a set of activities. Activities must fall under the set General and Specific Objectives of the Call (section 1.2.) and Priority Areas (2.4.). Activities should also be implemented in the locations as defined in these Guidelines (section 2.5), have proper target groups (section 2.6.) and respond to the objectives of the Call and types of activities (section 2.7.)

Duration:

The duration of the project must be a minimum of 3 months and a maximum of 9 months. All project activities must take place until 31 May 2020.

2.4. Priority areas

The priorities of this Call have been identified based on the RYCO Strategic Plan 2019-2021, which is accessible on the [RYCO website](#). The strategic planning was a participatory process that lasted one year and gathered more than one hundred stakeholders at the regional level during the Strategic Planning Conference with the aim to collect inputs on the priorities that RYCO should focus its resources. This approach was followed by six local strategic dialogues in each Contracting Party and gathered more than one hundred actors in total working in the youth sector on the local level that contributed in shaping the strategy.

RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural and sports domains. Through its work, RYCO is supporting the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity and the building of peace based on mutual respect and trust.

With this Call, RYCO is targeting both small and large CSOs and schools, using partnership as a tool to reach the set goals based on the principle that respects and caters to diversity among youth throughout the region. Through this grant scheme, RYCO also contributes to the development of the youth sector in a long run.

The projects must relate to the priority areas:

Priority Area 1: Regional youth cooperation, mobility and exchange

Priority Area 2: Enabling environment for regional youth cooperation

2.5. Location(s)

All the project activities financed by RYCO must take place in the Western Balkans 6 contracting parties (WB6): Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia.

2.6. Target groups

This section refers to the target groups that will benefit directly from the project implementation.

Please note that eligible target group under this Call are young people, from 15 to 30 years old, from the WB6. In this section in the application form it should be indicated the exact number of targeted participants in the project, and classified by gender, if possible. Here it should be also described how the actors plan to include and in which way, youth from the most excluded groups such as: NEETs (youth "not in education, employment or training"), young people with disabilities, marginalised groups based on ethnicity, youth with fewer opportunities (youth from rural/remote areas, with an unprivileged educational and economic background, of alternative sexual orientation, etc.).

Participants from outside of WB6 can be included in project activities only if the purpose of that activity falls directly under the goals and objectives of this Call for Proposals. No direct budget allocations should be transferred to partners or participants from outside of WB6.

Please ensure gender balance in the selection of your target group (15-30 years old from WB6).

Participation of teachers, youth workers, artists and decision makers, etc. above 30 years of age is also possible within planned activities, only if the purpose of that activity falls directly under the goals and objectives of this Call for Proposals.

Visible and significant involvement of the most excluded and vulnerable youth groups, particularly supporting their social inclusion and participation in decision-making, will be considered an advantage, especially the involvement of youth who did not have any opportunity to travel and participate in any projects.

2.7. Types of activities

The activities in the project proposal should be planned and implemented in partnership, as described in 2.2.2. of the Guidelines.

The types of activities that may be financed under this Call for proposals are the following but not limited to:

- trainings, workshops, study visits, peer support groups, etc. for strengthening capacities of key youth actors,
- activities aimed at inclusion of the most vulnerable or excluded groups (as described in section 2.6. Target Groups of the Guidelines, 15-30 years old) through art, culture, sports, use and development of ICT and media tools,
- joint regional capacity building activities and exchange of good practices between policy makers and youth from the WB6 (conferences, forums etc.),
- local and regional events for promotion of equal access and rights,
- twinning between schools, learning activities and developing materials, resource-exchange platforms,
- advocacy campaigns,
- camps, workshops, conferences, debate clubs, round tables in formal and non-formal education, addressed to prevent intolerance among youth and support constructive dealing with the past, etc.,
- campaigns and trainings of policy makers and educators for enhancing intercultural competences,
- joint art and cultural performances, such as festivals, concerts, theatre plays, street performances, exhibitions, etc.,
- online platforms for exhibition of joint artistic productions and circulation of artistic productions,
- supporting volunteering and volunteer services between the WB6,
- other activities in line with the Call's priorities and objectives.

This Call will also support new and innovative approaches in regional cooperation. RYCO welcomes new ideas and new types of activities, different from the ones typically funded by other donors in the region.

2.8. Visibility

If supported, the applicant must take all necessary steps by following the Visibility Guidelines to publicise the fact that RYCO has financed the project. Projects that are funded by RYCO must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project and RYCO support for the project, in the contracting parties or region concerned, as well as the results and the impact of this support.

RYCO pays a special focus on the quality of materials produced with the support of the organization. For the best quality of the materials, grantees and partners, when developing them, should contact RYCO for inputs on design, photo selection, layout and use of logos of RYCO and other partners. Draft materials should be sent by email for comments or inputs to the RYCO staff before publishing.

RYCO keeps the right to use all the materials created within a supported project for promotion.

2.9. Safety and Protection

If supported, the applicants and partners will have to align their activities with the RYCO Safety and Protection Guidelines.

RYCO strongly believes that with quality safety procedure and responsible organisation of activities, risk can be mitigated and even excluded. Also, it is very important to emphasize the core values of safety and protection for youth involved in any kind of processes. Some of young people could be more vulnerable to abuse and other forms of discrimination and marginalisation on base of any kind of their characteristics. RYCO stands firmly against these violations and empowers its employees, associates and partners to speak against it and when noticed to immediately report it to the respective authority.

2.10. Eligibility of costs

Only eligible costs can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Contributions by the applicant:

- a) For applicants that are secondary schools, RYCO will cover 100% of the total project costs (also applicable for CSOs applying on behalf of the secondary schools). These schools (or CSOs applying on behalf of the secondary schools) are eligible to apply only for the LOT 1 (PA 1 and PA 2).
- b) For applicants that are CSOs with the total budget of the last three years⁶ of less than 50,000 EUR, RYCO will cover up to 95% of the total project costs (not applicable for schools). These CSOs are eligible to apply for the LOT 2 and LOT 3 (PA 1 and PA 2).
- c) For applicants that are CSOs with the total budget of the last three years⁷ between 50,000 EUR and 300,000 EUR, RYCO will cover up to 85% of the total project costs (not applicable for schools). These CSOs are eligible to apply only for the LOT 3 (PA 1 and PA 2).
- d) For applicants that are CSOs with the total budget of the last three years⁸ of more than 300,000 EUR, RYCO will cover up to 75% of the total costs (not applicable to schools). These CSOs are eligible to apply only for the LOT 3 (PA 1 and PA 2)

Contribution in-kind is not considered as co-funding.

RYCO's funding cannot be presented as co-funding on other projects.

2.11. Eligible direct and indirect costs

Eligible direct costs under this Call for Proposals include, but are not limited to:

Human Resources: Salaries (gross amounts) e.g. Project Coordinator and Project Assistant, project activities and related costs such as venue rental, equipment purchase or rental, food and beverages, translation/interpretation, fees of experts, trainers, etc., domestic and international travel, office supplies, visibility costs, publications, design, printing, conferences, etc. Moreover, taxes and value added taxes are also eligible in case they are paid and not recoverable.

The costs must be directly connected to project activities.

Eligible indirect/administrative costs

⁶ Total of 2015, 2016, 2017

⁷ Total of 2015, 2016, 2017

⁸ Total of 2015, 2016, 2017

The indirect costs are administrative costs incurred during the implementation of the action. They include but are not limited to stationeries, telephone, fax, internet, courier expenses as well as financial service costs (bank transfers and financial charges) incurred by the applicant and/or partners.

Indirect costs are the only costs to be eligible for flat-rate funding. Anyhow, the total must not exceed 7% of the estimated total eligible costs.

Indirect costs must not include costs assigned to another budget heading. The applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the budget is approved, no supporting documents will need to be provided during the reporting period.

2.12. 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) debts and debt service charges (interest);
- f) provisions for losses or potential future liabilities;
- g) currency exchange losses;
- h) any leasing costs
- i) depreciation costs
- j) credit to third parties.
- k) performance based bonus staff

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. Application process

Before sending their applicants, applicants are required to:

- complete their Application Form (Annex I) in line with the word limits set by RYCO
- complete their Budget Form in EURO (Annex II)
- complete, sign, stamp and scan and compile the Declarations of the Applicant and the Partner(s), by using the templates provided by RYCO (Annex III)
- compile in a single PDF file the supporting documents listed by RYCO (Annex III)

Applicants must apply in English.

Any error related to the points listed in the checklist of the Application Form or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the RYCO from conducting an objective assessment.

Please note that only the published annexes that must be filled out will be taken into the consideration during the selection process. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the project. **No additional annexes should be sent.**

Own contributions by the applicants can be replaced by other donors' contributions at any time.

Hand-written project documentation will not be accepted.

Applicants shall fill out the project proposal form electronically in English, using Arial font 11.

3.2. Where and how to send applications

The Application (Annex I: Grant Application Form in Word format, Annex II: Budget Form in Excel format, Supporting Documents scanned in PDF format), must be submitted in electronic version on the following email: grants@rycowb.org

The subject of the email should be: RYCO CfP 2018/PROJECT TITLE/CONTRACTING PARTY⁹

All project documentation should be sent in a single e-mail. Documents should not be submitted as external links using document sharing platforms; e-mail attachments should not be more than 10MB in size.

Applications sent by any other means (e.g. by fax or by mail), or delivered to other addresses, will be rejected.

Applicants must verify that their application is complete by using the checklist (Part C of the Application Form). Incomplete applications will be rejected.

3.3. Deadline for submission of applications

The deadline for the submission of applications is **25 January 2019, 23.59 pm**. All documents must be submitted in electronic versions and via email: grants@rycowb.org. The applications sent after the deadline will be automatically rejected.

3.4. Further information about application

At the completion of the selection process, RYCO will notify all applicants in writing of the final results, as well as of the next steps to be undertaken, including the signing of the contractual document and specificities of the money transfer to the indicated bank account.

Information sessions on this Call for Project Proposals will be held in each of the RYCO contracting parties before the deadline for submissions of proposals. The date, venue and the schedule of the information sessions will be published at the RYCO website www.rycowb.org

Before contacting RYCO, applicants should read in details the available FAQ.

Questions may be sent ONLY via e-mail, no later than 7 days before the deadline for the submission of applications, to the following email address: office@rycowb.org or to the email address of the respective RYCO Local Branch Officer whose contact details are available on the RYCO website: https://www.rycowb.org/?page_id=150

The subject of the email should be: RYCO CfP 2018/Question for Clarification

RYCO will not be able to provide clarifications to questions received after 18 January 2019. Questions should be specifically related to the clarifications of the Guidelines for the Grant Applicants and not individual project proposals. RYCO will not be able to respond on any phone or mail queries.

During the evaluation procedure all-important notices for applicants will be posted on the RYCO website: www.rycowb.org. It is therefore recommended to visit the above-mentioned website regularly, to stay informed about the grant evaluation process.

⁹ Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro or Serbia

4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by RYCO with the assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed project does not meet the administrative and eligibility criteria the application will be rejected on this sole basis.

4.1. Administrative and eligibility check of the applications

Evaluation of the project proposals will be conducted in three steps:

1. Administrative check of the application:

Assessment of whether the submission deadline has been met and whether the application satisfies all the criteria specified in these guidelines and in the checklist outlined in part C of the Application Form.

The proposals that do not pass the administrative check will not be further assessed.

2. Eligibility check of the application:

Assessment of whether the applicant and partners satisfy the eligibility criteria in sections 2.1. – 2.6. of the Guidelines for Applicant.

The proposals that do not pass the eligibility check will not be further assessed.

4.2. Assessment and Selection Process

Assessment criteria	
Criteria	Points
Relevance of the project for intercultural regional cooperation The assessors look at whether the identified problem is relevant to the context of the applicant and in line with RYCO's ambition to contribute to intercultural regional cooperation and reconciliation as specified in the two priority areas/five objectives of the Open Call.	25
Likelihood of positive impact in the selected priority area The assessors gauge whether the project is likely to make a tangible impact on the ground for the target groups and look at the project's prospects for multiplier effect and sustainability. They assess whether the envisaged monitoring and evaluation measures will enable timely adaptation and effective implementation	25
Quality and suitability of methodology The assessors appraise whether the proposed methodology is adequate in view of the project's objectives and target groups. They pay particular attention to the articulation and the sequencing of steps foreseen to achieve the desired change, as well as to the potential visibility of the project.	20
Relevance of the positioning of the project partnership The assessors evaluate the partners' potential collective impact and positioning to address the issues identified by the project. They take into account that RYCO values the presence of diversity and interculturality within the partnerships.	15
Project Management capacity of the applicant The administrative and management capacity of applicant and partners to implement the project is assessed. The assessors look closely at the cost effectiveness of the proposed budget.	15
TOTAL	100

The assessment results lead to the establishment of a shortlist (top-scored projects per LOT). Please note that the selection will also ensure that RYCO is contributing to its strategic goals through a compelling mix of different actors, themes and approaches. Moreover, in order to secure a proper geographical distribution of supported projects, RYCO will take into account the origin of the lead applicants.

4.2. Notification of RYCO's decision

The final list of approved proposals will be published on RYCO's website once the selected applications have been contracted.

5. INDICATIVE TIMETABLE

Activity	Deadline	Time
Launching of the Call for Project Proposals	03 December 2018	13.00
Deadline for requesting any clarifications from RYCO	18 January 2019	23.59
Deadline for submission of the applications	25 January 2019	23.59
Preliminary List published on the RYCO website	by the end of April 2019	
Contracting, Final List published on the RYCO website	by the end of June 2019	

All times are in the Central European Time zone. This indicative timetable may be updated by RYCO during the procedure, in which case the updated timetable will be posted on the RYCO website: www.rycowb.org.

6. PROJECT IMPLEMENTATION

Following the decision to award a grant, the grantee will be offered a contract. By submitting the full Application Form, the applicant agrees, if awarded a grant, to accept the contractual conditions of the grant contract (RYCO's Contract Template is available in annex).

Prior to the signing of contract, the applicant must submit two additional documents requested by RYCO in due time – Financial Identification Form and Legal Entity Form.

After the signing of the contract, the grant will be disbursed through 2 payment instalments – 80% of the total budget approved, at the start of the project implementing period, and 20% upon approval of the final report.

6.1. Reporting

During the project implementation, the grantee is expected to regularly report the project progress to RYCO as laid down in the contract.

The grantee will be required to submit a final narrative and financial report, no later than 30 days after the official project completion, using RYCO templates annexed to the grant contract.

6.2. Monitoring and evaluation

Regular reporting will be mandatory and a crucial part of the project monitoring and evaluation. Grantees should perform their internal monitoring and evaluation process as described in question 5.1 of the Grant Application Form. The grantee will also take part in RYCO's monitoring and evaluation processes as defined in the contract. The grantee will provide all available

documentation, regarding the project implementation, to RYCO upon request. RYCO will also assess the follow up, sustainability plans, and dissemination of the project results.

The grantee will also document all visibility activities (e.g. newspaper articles, TV appearances, campaigns, etc.) and be obliged to send information about visibility activities implemented throughout the project to RYCO on a regular basis, including any communication products produced in the project: photos, testimonials, etc.

6.3. Sustainability

The proposal should clearly state, in a long-term perspective, how it plans to achieve a multiplier effect of the project achievements, extending to other organisations/schools and participants, therefore contributing to the project's sustainable impact.

The application should also include a description of methods and resources that the applicant will use to secure the sustainability of the project in both regional and local level. It should be described how the applicant envisages including young people in assuring continuation of the project results. The applicant should point out if similar initiatives as the one proposed through its application are being implemented in the region or locally and how does it aim to create synergies. One of the deciding factors for approval of the project will be the sustainability of the project results.

7. LIST OF ANNEXES¹⁰

7.1 Documents to be completed and submitted

Annex I: Grant Application Form (Word format)

Annex II: Budget (Excel format)

Annex III: Supporting Documents

7.2 Documents for information

Annex IV: General Information on Call for Proposals

Annex V: Guidelines for Grant Applicants

Annex VI: Narrative Report Template

Annex VII: Financial Report Template

Annex VIII: Breakdown List of Expenditures

Annex IX: Guidelines for Grantees

FAQ

Glossary

RYCO Grant Contract

¹⁰ These documents are available on the RYCO website.