

The Active Citizens Fund 2014-2021

Call text - Open call for proposals

Fund operated by:



ACF Malta Open call for proposals

Solidarity Overseas Service Malta (SOS Malta) acting as the Fund Operator (FO) for the Active Citizens Fund EEA Grants Programme in Malta (ACF) is announcing the open call for applications for Voluntary Organizations (NGO)¹ that develop projects for the promotion of democratic participation, strengthen the support for human rights and social inclusion and increase citizen participation in civic activities. This is the only open call for this programme with a budgetary allocation of €369,001.

The overall objective for the ACF Malta is to have 'Civil Society and active citizenship strengthened and vulnerable groups empowered'. ACF Malta shall also contribute to the achievement of the objective of the EEA and Norway Grants, to reduce economic and social disparities, and to strengthen bilateral relations between Malta and the donor states. ACF Malta reflects the firm recognition of the sector's role as a fundamental building block of democratic governance, human rights and social cohesion across Europe and is covering four areas of support²:

- 1. Democracy, active citizenship, good governance and transparency;
- 2. Human rights and equal treatment through combating any discrimination;
- 3. Social justice and inclusion of vulnerable groups;
- 4. Environment and climate change.³

The available funding will be allocated to projects proposed by VO's through a transparent application, evaluation and selection process, which is described in detail in the Guidelines for Applicants.

Focus of the call

This call for project proposals covers the two main outcomes envisaged for ACF Malta, with VO's being encouraged to come up with innovative activities and solutions pertaining to the following:

OUTCOME 1 "INCREASED SUPPORT FOR HUMAN RIGHTS AND SOCIAL INCLUSION"

Indicative thematic areas which should be tackled through project proposals submitted under this Outcome:

- Advocacy and awareness-raising campaigns on human rights (including gender equality) and social inclusion;
- Intergenerational dialogue;
- Civic and human rights education, with a particular emphasis on informal education;
- Countering hate speech and negative stereotypes;

¹ Under Maltese Law referred to as Voluntary Organisation

² Provision of welfare and basic services shall only be supported as part of wider actions addressing awareness-raising, advocacy, empowerment and reform initiatives;

³ Protection of the environment and climate change shall only be supported as part of measures to promote civic participation, advocacy, social innovation and active citizenship.

Knowledge and awareness of intercultural competence and cross-cultural sensitivity;

The output indicators for Outcome 1 are:

- 1. Number of human rights (incl. gender equality) and social inclusion advocacy initiatives supported;
- 2. Number of initiatives on intergenerational dialogue supported;
- 3. Number of awareness raising campaigns carried out;
- 4. Number of people reached by awareness raising campaigns;
- 5. Informal human rights/civic education curriculum developed;
- 6. Number of students educated in civic and human rights (disaggregated by age, gender, Migrant status);
- 7. Number of CSO initiatives countering hate speech supported (disaggregated by CSO migrant focus);
- 8. Number of people educated on intercultural competence and cross-cultural sensitivity (disaggregated by gender, migrant status);

OUTCOME 2 "INCREASED CITIZEN PARTICIPATION IN CIVIC ACTIVITIES"

Indicative thematic areas which should be tackled through project proposals submitted under this Outcome:

- Facilitation of civic participation at local and national level: access to information, access to justice in environmental matters in accordance with the Aarhus Convention etc., citizen activism, volunteering;
- Education initiatives in media literacy, critical thinking and healthy debate education;
- Advocacy for increased citizen involvement in public decision-making;

The output indicators for Outcome 2 are:

- 1. Number of civil society education initiatives on civic participation supported;
- 2. Number of supported civil society education initiatives on critical thinking and healthy debate:
- 3. Number of CSO staff trained in media literacy (disaggregated by gender);
- 4. Number of people educated in media literacy (disaggregated by gender, migrant status);
- 5. Number of advocacy initiatives on increased citizen involvement in public decision-making supported;

Each supported project shall contribute to the achievement of at least one output, under one of the outcomes, to be selected from the results framework and quantified according to its nature and objective. More details can be found in the Guidelines for Applicants.

Provision of welfare and basic services shall only be supported as part of wider actions addressing awareness-raising, advocacy, empowerment and reform initiatives.

Protection of the environment and climate change shall only be supported as part of measures to promote civic participation, advocacy, social innovation and active citizenship.

The programme shall address the country-specific concerns:

- Strengthen the capacity and sustainability of the civil society sector shall be ensured through all projects under both outcome 1 and 2, being required to set aside a minimum of 5% of the grant (i.e. 5% of the 90% ACF Funding) for Project Financial Management to improve their financial management capacity;
- Improve outreach to under-served target groups and ensuring that the programme supports hard-to-reach target groups shall be ensured through the use of online tools designed to be inclusive for small organisations and informal groups; continuous support to project promoters throughout their project implementation, with a special focus on financial management; a focus on advocating for the rights of under-served groups rather than providing services.
- Asylum-seekers and migrants is one of the target groups of the programme and it shall be ensured through the open call that projects focusing on this target group are supported.

An applicant can only submit <u>one application under one outcome</u>, however a project proposal can focus on more than one output under the same outcome. A lead applicant cannot apply as a partner in any another ACF Malta project.

Allocation of funds

The total available funds for the call to be distributed in terms of grants are EUR 369,000 intended to support 90% of budgets being proposed. The provisional budgetary breakdown is as follows:

One call for proposals is open through Active Citizens Fund in Malta, with a total of EUR 369,000 available funds, supporting the two main outcomes explained above:

- 1. Increased support for human rights and social inclusion, with € 184,500 available funding
- 2. Increased citizen participation in civic activities, with € 184,500 available funding.

The projects that will be selected will have to correspond to one of the two outcomes with:

- a minimum budget of € 13,666,67 i.e. opting for € 12,300 ACF Funding (90%)
- a maximum budget of € 34,166.67 i.e. opting for € 30,750 ACF Funding (90%) per project proposal.

Total project cost (i.e. 100%) will be composed of 90% ACF Malta Grant and 10 % own contribution. The own contribution element can be covered by the contribution of voluntary work (up to a maximum of 50% of the own contribution) (details are explained further under Guidelines for Applicants – Section no. 3.2.6).

Important to note that for project promoters, final payment shall be disbursed by the Fund Operator only upon:

- positive assessment and verification of the final report submitted to the Fund
 Operator, by the independent external auditors
- completion of the online capacity building course by lead applicant and partner/s.

Eligible applicants

The call for applications is open for applicants that are **enrolled and compliant** Voluntary Organisations established and enrolled under the **Voluntary Organisations Act** meeting the following criteria and principles.

A: Meeting the below definition of an NGO:

A "non-governmental organisation" (NGO)⁴ is eligible for support within the Programme if it meets the following definition: *it is 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.*

B: Meeting the following principles:

- Are non-profit, being organisations 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 revenuegenerating activities are undertaken, these should not represent the purpose of the NGO,
 but should be a means to support its mission and values;
- Have members who do not have any direct commercial interest in the outcome of the work
 of the organisation 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 is to further the
 specific interests of its members only
- Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
- Act in the public arena and for the public good on concerns and issues related to the wellbeing of people, groups or society as a whole;
- 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;
- Have transparent structures and elected chair/board, and are accountable to their members and donors;
- Are independent of local, regional and national government and other public authorities;
- Are independent of political parties and commercial organisations;

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⁴ Under Maltese Law referred to as Voluntary Organisations

Abide by the principles of democratic values and human rights;

Prospective applicants shall note that:

- Political parties, religious institutions, social partners or profit-distributing cooperatives are not considered NGOs.
- Foundations and the national Red Cross societies are considered eligible NGOs if they fulfil the above principles;
- Faith-based organisations are eligible if they meet the principles identified.

All applicants must be enrolled and compliant with the Commissioner of Voluntary Organisations and in compliance with the Maltese Voluntary Organisations Act⁵ including having at least one legally employed member of staff in place prior to submitting the application.

Project promoters have to provide proof that they are legally registered in the country they reside and that they have registered for the ACF Malta Capacity Building online course which must be fully completed by the end of the project in case proposal results successful for funding.

Applicants have to provide proof of having a physical office from where to operate, through submission of a self-declaration which should disclose type of rent/ownership of the space.

Eligible partners

Partnerships are strongly recommended, Project Proposals that will be implemented through partnerships will be given priority during the evaluation and selection process.

Partners shall share a common economic or social goal with the applicant, which is to be realised through the implementation of the project. They should have as their aim, the will to contribute to the outcome/s of the project, whose participation in the project is needed for reaching aims of the project and which is actively involved in the preparation, implementation and evaluation phases of the project.

Primary locations of partners should be:

- Malta or any other beneficiary states of ACF Grants⁶;
- Donor States Norway, Iceland or Liechtenstein.

Partners⁷ in projects may be:

- A. Recipient of funds such as:
- enrolled and compliant voluntary organisations,
- public or private, commercial or non-commercial entities,

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⁵ For details: http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8958&l=1

⁶Beneficiary states of EEA Grants: Bulgaria, Czech Republic, Croatia, Cyprus, Estonia, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia,.

⁷ Meaning **not** the Lead Partner but the Co-Partner/s.

Some examples of Project Partners which are eligible to have a share of the budget proposed may include:

- think-tanks and academic institutions where they will contribute expertise to a project, particularly where a project is innovative in nature and where research into the outcomes/results of a project would be valuable for wider learning, dissemination and replication.
- Statutory bodies and agencies, (local governments, national government agencies etc), in building cross-sectoral partnerships

Project partners have to provide proof that they are legally registered in the country they reside and that they have registered for the ACF Malta Capacity Building online course which must be fully completed by the end of the project in case proposal results successful for funding.

B. Non-Recipient of funds such as:

• Informal, ad-hoc and self-help organisations (including grassroots organisations) that are not registered legal entities in the beneficiary state.

They nonetheless must meet the following requirements:

- o not for personal profit,
- o act for public good,
- o are voluntary and non-discriminatory in nature,
- o independent of local, regional and national government and other public authorities.
- o independent of political parties, religious institutions and commercial organisations;

The informal groups shall be represented by one single person, who signs the project partnership agreement on behalf of the group. A commitment declaration signed by at least two representatives of the informal group (one being the representative eventually signing the project partnership agreement) shall be presented to the lead applicant and the latter should submit such declaration with the proposal under section "Project Partnership Framework / Organigram". The partnership agreement shall limit the role of the informal group/s solely to participation in project outputs with no monetary compensation for input of human resources thus non-recipient of funds. Costs related to an informal group's participation in a project as partner can be covered by the project grant (invoices should be issued to the project promoter, paid by the project promoter and recorded in the project promoter accounting system). Such costs must not represent input of

⁸ Expenditure related to the involvement of the informal group shall be managed and borne by the project promoter.

human resources and /or services given by one or more representative of the informal group in question.

A lead applicant cannot apply as a partner in any another ACF Malta project.

Duration of the project

The duration of the projects submitted under the ACF Malta call shall be **not less than 12 months** and **not more than 36 months of operation.** The duration shall be counted from the date of signing of the project contract with the Fund Operator. The project contract shall set the final date of eligibility of costs which shall be no later than 31st December 2023. Costs incurred after that date are not eligible.

Deadline and submission

An application and supporting documentation can be submitted either online on the active citizens fund.mt website or as a hard and soft copy by hand-delivery to SOS Malta office: 10, Triq il-Ward, Santa Venera, SVR 1640, Malta.

The deadline for applications is the 25th January 2020 at 12:00pm (noon).

The main reference documentation for the present Call for Proposals are the Guidelines for Applicants, the Application Form and templates: budget breakdown, communication plan and project work plan. All applications must be filled in English using the form provided by the Fund Operator.

Selection process

All submitted applications are reviewed for compliance with three types of selection criteria: (1)administrative, (2)eligibility and (3)evaluation criteria. Administrative and eligibility compliance check will be made by administrative staff of SOS Malta, whilst the evaluation criteria being assessed by an Evaluation Committee.

Administrative criteria:

- The project application has been submitted by the deadline 25th January 2020 by noon (12:00pm)
- The project application has been submitted in accordance with the permissible method(s) of delivery (electronic and / or hard copies, signatures, etc.)
- All requested supporting documents, as listed in the table below, have been submitted⁹:

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⁹ See section 5

Audited accounts/Financial Statements of financial year 2018 [obligatory also for Project Partners in case of Partnership)	
Latest Certificate of compliance with VO Office [obligatory for Project Applicant and Project Partners in case of voluntary organisations]	
Copy of Voluntary Organization Certificate ¹⁰ [obligatory also by Partners in case of voluntary organizations]	
Annex I Detailed Budget Breakdown	
Annex II Communication Plan	
Annex III Project Work Plan	
Organigram of the applicant organisation	
Project Organisational Framework / Organigram [if applicable]	
Project Partnership Framework / Organigram [if applicable] ** including Commitment Declaration in case of informal groups (Section 2.4 above refers)	
Proof that the online ACF Capacity Building Course is being undertaken	
Copy of VAT Certificate if applicable	
Job Plus employment history up to October2019, making sure no personal data of employees or employer is disclosed	

Eligibility criteria:

- Eligibility of applicant refer to section 2.3 of the Guidelines for Applicants, to include also:
 - Proof of employed staff up to October2019;
 - Self declaration which should disclose the type of renting/ownership/donation of the office space that the Applicant is using;
 - o Audited accounts/Financial Statements of the last 2 financial years
 - Applicant is registered and following the ACF Malta Capacity Building online course. More information about the course can be found on active citizens fund.mt/capacity-building-courses/
- Eligibility of partner/s refer to section 2.4 of the Guidelines for Applicants,

¹⁰ In the case of a newly established NGO, a copy of the receipt of enrolment would suffice. As soon as the certificate is received, a copy must be submitted.

- Project partner/s are registered and following the ACF Malta Capacity Building online course. More information about the course can be found on active citizens fund.mt/capacity-building-courses/
- Eligibility of application
 - o The requested grant amount is within the permissible limits provided in the call
 - The proposed implementation period is within the permissible limits provided in the call
 - No more applications have been submitted by the same applicant
 - A minimum of 5% of the grant (i.e. 5% of the 90% ACF Funding) is allocated to financial management capacity
 - The allocation of indirect costs, is equal or less than 15% of direct eligible personnel costs

Evaluation criteria

Projects which are in compliance with administrative and eligibility criteria are subject to evaluation assessment, which is undertaken by two impartial experts appointed by SOS Malta.

If an applicant, activities or costs planned for the project do not fall under the administrative and eligibility criteria, the application will be subject to rejection. Rejected applicants will be informed after a week from submission of application, and they have the right to appeal that decision within 72 hours of being notified about the rejection. The appeal should be submitted via email using as subject text: 'Appeal' and sent to acfmalta@sosmalta.org.

Appeals are reviewed by a board member of SOS Malta and the Chief Executive Officer and should be reasoned not later than a week after the submission. The rejected applicant will be informed about the appeal's resolution via email.

Evaluation Criteria ¹¹	Maxi mum Score
Relevance and coherence between the project and the Programme objective, outcomes and outputs	45
1.1 Coherence between the proposal and the outcomes and the thematic areas of the programme.	15

¹¹The evaluationcriteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 or 10 relevant to the subsection, in accordance with the following guidelines: 1 = very poor and 5 or 10 = very good.

	this sub-criterion, the points will be allocated according to the number of outputs and ic areas reflected in the project application.	
	proposal includes verifiable and measurable indicators for the outcome of the action	10
in line v	rith programme indicators.	
	this sub-criterion, the points will be allocated according to the number of indicators ponding to the relevant outputs of the project.	
1.3 The	target groups are clearly identified, including end beneficiaries and intermediaries, if	10
the case	e. Asylum-seekers and migrants and youth are included as target groups. Evaluation	
breakdo	wn:	
1.	The target groups are clearly identified and defined.	
2.	Asylum-seekers and migrants are included as target group.	
3.	Youth is included as target group.	
1.4 The	project is relevant to the needs of target groups . The needs have been clearly defined and the	10
	al addresses them appropriately. Evaluation breakdown:	
1	The project relevance to target groups	
1.	The project relevance to target groups.	
2.	The needs of the target groups are defined.	
3.	The needs of the target groups are addressed.	
2. Imp	ementation of the project, feasibility of the suggested activities and measures	10
	e activities proposed are feasible, practical, and consistent with the objectives and red results. The log frame is clear and feasible. Evaluation breakdown:	5
	Activities are specific.	
1.	Activities are specific.	
2.	Activities are measurable.	
2. 3.	Activities are measurable. Activities are achievable.	
2. 3. 4.	Activities are measurable. Activities are achievable. Activities are realistic.	
2. 3.	Activities are measurable. Activities are achievable.	
2. 3. 4. 5.	Activities are measurable. Activities are achievable. Activities are realistic.	5
2. 3. 4. 5.	Activities are measurable. Activities are achievable. Activities are realistic. Log-frame is clear and feasible. communication plan is comprehensive and includes direct reference to the target and the means of communication selected to reach them. Evaluation breakdown:	5
2. 3. 4. 5. 2.2 Th group	Activities are measurable. Activities are achievable. Activities are realistic. Log-frame is clear and feasible. communication plan is comprehensive and includes direct reference to the target	5
2. 3. 4. 5. 2.2 Th group 1.	Activities are measurable. Activities are achievable. Activities are realistic. Log-frame is clear and feasible. communication plan is comprehensive and includes direct reference to the target and the means of communication selected to reach them. Evaluation breakdown: The communication plan includes a clear target audience.	5

5. Enough resources allocated for the communication activities.	
3. Partnership	10
3.1. The project is implemented by the lead applicant in collaboration with one or more project partners ¹² , and the partners' level of involvement and participation in the action is satisfactory and clearly outlined in the application. Evaluation breakdown:	5
 The project is implemented as a partnership. Project Partnership Framework is relevant. The choice of partners is justified. Partners have relevant roles assigned in the project. Monitoring of the performance of staff from partner organisations planned by the applicant. 	
1.2 The project includes a bilateral partnership with a donor project partner. Evaluation breakdown: Bilateral component included in the application and appropriate costs allocated in the budget.	5
4. Experience of applicant and capacity to implement the project	10
 4.1. The applicant and partners (where applicable) have enough experience of project management. Evaluation breakdown: 1. The applicant has implemented previous projects under different funding schemes. 2. The partner/s have implemented previous projects under different funding schemes. 	5
 4.2. The applicant and partners (where applicable) have sufficient technical expertise (notably knowledge of the issues to be addressed). Evaluation breakdown: 1. The applicant has worked on the topic addressed in the project proposal. 2. The partners carried out relevant work on the topic addressed in the project proposal. 	5
5. Sustainability of the intervention	5

¹² see eligibility of partner provided in section 2.4. Project Partnerships

	rame. Evaluation breakdown:	
	Outline of how the project impact will continue after the end of the project.	
	The target group is involved in the implementation of the project.	
. Econo	mic efficiency (reasonable and justifiable budget, coherence with the proposed	2
ctivities		
5.1. The	proposed costs are proportional, realistic and necessary for the proposed actions	10
nd expe	ected results. Evaluation breakdown:	
1. T	The proposed costs are connected with the subject of the project and they are indicated in	
th	ne detailed budget of the project.	
2. T	The proposed costs are proportionate and necessary for the implementation of the project.	
3. T	he proposed costs are realistic.	
nanager	applicant and partners (where applicable) have or are proposing sufficient ment capacity (including staff, equipment and ability to handle the budget for the Evaluation breakdown:	10
nanager iction). E	nent capacity (including staff, equipment and ability to handle the budget for the	10
nanager I ction). E 1. 2.	ment capacity (including staff, equipment and ability to handle the budget for the Evaluation breakdown: The staff costs allocated are sufficient for the project activities to be implemented. 5% of the grant (i.e. 5% of the 90% ACF Funding) overall total of the direct and indirect budget of the	
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Selection Process

SOS Malta, as Fund Operator, shall appoint external experts to be part of the Evaluation Committee, that are impartial of the Fund Operator itself, its partners, of the applicants, and their partners, to score projects according to the evaluation criteria. With at least one of them being independent from the Fund Operator. The experts shall justify in writing the scores for each criterion they evaluate. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used.

If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by the Fund Operator to score the project independently. In such cases the average score of the two closest scores shall be used for the ranking of the projects.

Following the scoring given by Evaluation Committee, the Selection Committee shall review the ranked list of projects. It may modify the ranking of the projects in justified cases.

The Selection Committee will consist of at least three persons possessing the relevant sector expertise and experience with working with civil society. Such experts shall have no direct or indirect interests that are or appear to be incompatible with the impartial exercise of their function. At least one of them shall be external to SOS Malta.

The Selection Committee shall operate in an open, transparent and accountable manner, and its composition will ensure that due attention is paid to possible areas of conflict of interest. The selection procedure must provide equal treatment of all applicants.

The Financial Mechanism Committee or its representatives as well and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers.

The board of SOS Malta takes the final decision on the projects to be supported based on the Selection Committee's recommendation, not later than 8 weeks after the deadline for applications. Modifications to the recommendations of the Selection Committee shall be justified. SOS Malta shall keep a record of the selection process and decisions taken.

How to apply

An application must be filled by using the form provided by the Fund Operator and submitted:

- 1. Either online via the ACF Malta website https://activecitizensfund.mt/submit-project/, as a pdf file signed¹³ (in blue) and initialised on each page by a legal representative and stamped; together with the supporting documentation listed in the table below. Applicant will receive a confirmation via email upon submission.
- 2. Or By hand delivery to the address of SOS Malta: 10, Triq il-Ward, Santa Venera, SVR 1640, Malta, of the original application (bound signed (in blue) initialised on each page by a legal representative and stamped) and the supporting documentation listed in the table below; moreover, a soft copy of the application and supporting documentation on a CD-Rom or USB stick;

¹³ Signatory should be the same as stated in Section 16

¹⁴ Signatory should be the same as stated in Section 16

More information

Any question may be sent by email on acfmalta@sosmalta.org by no later than 15 working days before the deadline for the submission of project proposals. Answers will be published as a Q&A list on the ACF Malta website.

Contact information

Solidarity Overseas Service Malta 10 Triq II-Ward Santa Venera SVR 1640 Malta

Contact person: Claudia Taylor-East

Phone: +356 2124 4123 Fax: +356 2122 4742

E-mail: info@sosmalta.org

Santa Venera, 25/10/2019