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Comune di
Milano



European Association
for Local Democracy



FOOD WAVE - *Empowering Urban Youth for Climate Action* Sub-granting Scheme Call for proposals – 1st Round

1. Introduction and background

Eating habits and food systems at local and global level have a significant impact on climate change. While the worldwide food production is responsible for a third of global greenhouse gas (GHC) emissions, it is at the same time affected by climate change. In addition, more than a third of the global food production per year (40% at European level) goes wasted, producing significant impact on climate, as well as on the environment. Therefore, changing food system (production, distribution, and consumption patterns) is a key aspect to face the climate change issues because of its cross-cutting and capillary nature, both in the economic system and in daily life.

[“Food Wave - Empowering Urban Youth for Climate Action”](#) is a project co-funded by the European Commission under the Development Education and Awareness Raising Programme (Reference number: EuropeAid/160048/DH/ACT/Multi). It aims at creating awareness on sustainable ways to consume and produce food for climate change mitigation and activate young people in their cities, in order to enable them to influence institutional decisions, so they can lead us to a sustainable global food system by 2030. The project is led by the [City of Milan](#), and co-implemented by [ActionAid Italy](#), [Fondazione ACRA](#), [Mani Tese](#) and 25 project partners in 17 countries¹, including the [European Association for Local Democracy \(ALDA\)](#)².

¹ **Cities and municipal agencies:** Almere, Metropolitan Agency Brasov, Bruges, Frankfurt, Lisbon CLLD Network, The London Waste and Recycling Board, Malmö, Institute Wcycle Maribor, Madrid, Groundwork Greater Manchester, Molenbeek-Saint-Jean, Murcia, Nea Smyrni, Pest, Turin, Sao Paolo, Sofia, Warsaw, Zagreb.

Civil society organisations: European Association for Local Democracy – ALDA, ActionAid Hellas, Alianza por la Solidaridad, Biennale des jeunes créateurs de l’Europe et de la Méditerranée – BJCEM, Erasmus Student Network Italy – ESN Italy, Eating City – RISTECO

² **ALDA – European Association for Local Democracy**, is a French-registered association dedicated to the promotion of good governance and citizens participation at the local level. ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society in Europe and its Neighborhood, mainly acting through participatory methods



In order to contribute to this wider goal, the project aims at committing young people in 17 states (16 EU Member States and Brazil) to change their food consumption behavior and to actively promote the shift towards ecological and inclusive urban food systems, contributing to the EU's efforts to mitigate and adapt to climate change. The project addresses the food-climate nexus in an integrated manner, with reference to the issues of social inclusion and integration of vulnerable and disadvantaged groups. These values are in fact the pillars of the project which has among its objectives the reinforcement of a Global citizenship spirit.

1.1 The DEAR Programme

The project is part of the Programme of the European Commission [DEAR – Development Education and Awareness Raising](#), which aims to support and involve European public opinion on social, economic, and environmental issues at a global level. The DEAR Programme supports projects that engage the European Union public in worldwide issues of social, economic, and environmental development. DEAR works with civil society organisations and local authorities to promote universal values of freedom, democracy, and the rule of law.

2. The call for proposals

The **FOOD WAVE Project** aims at reaching a pan-European impact, involving smaller youth organisations and local authorities interested in supporting the Action but lacking the necessary means to do so. Within this framework, the Project, under the coordination of **ALDA**, with the collaboration of the project partners and in synergy with the [Milan Urban Food Policy Pact \(MUFPP\)](#), established a sub-granting scheme that will contribute to the Food Wave Project overall objective, supporting grass-root initiatives in the field of climate-friendly food consumption behaviors. The sub-grants shall focus on actions that can produce specific results that will stand as examples and inspiration on how to generate constructive and result-oriented activities.

3. Size of the grants

The overall indicative amount made available under this call for proposals (Round I of the Sub-granting Scheme) is 63,000 EUR. Any grant requested under this Call for Proposals must fall under **the maximum amount of 3,000 EUR**.

4. Eligible entities

To be eligible for the sub grant, the applicant must be a Youth and small Civil Society Organisations (CSOs) established and acting in one of the 16 EU Member States³ involved in the Food Wave Project. The applicants must be:

- Legal persons.
- Directly responsible for the preparation and management of the action, not acting as an intermediary.

and decentralized cooperation. ALDA is a membership-based organisation gathering today more than 350 members, including local authorities, associations of local authorities, and civil society organisations, coming from more than 45 countries in the enlarged Europe.
³ Belgium, Bulgaria, Croatia, Germany, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK.



- Youth and small civil society organisations whose board is partly composed by people between 18 and 35 years old and whose annual budget is lower than 150.000,00 EUR.
- Youth and small civil society organisations who have not received any (direct or indirect) financial contribution by the Food Wave project.
- Youth and small civil society organisations legally established in one of the 16 EU Member States involved in the Food Wave Project.

This call for proposal will support at least 21 project proposals to carry out actions addressing the nexus between food and climate change. The sub-granting scheme will give priority to the applicants which are based in the territories⁴ directly involved in the FOOD WAVE Project.

Please note, that a legal entity may only be eligible to receive one financial support within the framework of the Call for Proposals 2018 EuropeAid/160048/DH/ACT/MULTI. Therefore, entities who have received (direct or indirect) financial support within this call are not eligible.

5. Eligible activities

Different types of activities may be eligible for sub-grants (list not exhaustive):

- **Communication activities:** elaboration of content videos, animations, info graphics, and visual tools, virtual reality software (etc.).
- **Promotion and dissemination activities:** Development of the project values and campaign contents by blogger/vlogger, activities aimed at informing and promoting digital social activism (etc.).
- **Awareness raising activities:** Organization of street actions such as flash mobs, guerrilla marketing initiatives, interactive exhibitions, artistic activities at festivals and concerts, community gardens, artistic installations, shows or workshops prioritizing informal learning settings (etc.).
- **Training and learning-by-doing activities:** working camps, voluntary activities, training courses, workshops, public events, thematic visits, webinars and digital workshops (etc.).

With the aim of ensuring maximum visibility to the proposed activities and the Food Wave Project, the creation of synergies with international events or international communication initiatives (as well as international networks) is strongly encouraged, as for instance:

- World Earth Day (22nd of April)
- World Nutrition Day (28th of May)
- World Environment Day (5th of June)
- World Fresh Vegetables Day (16th of June)
- International Day of Awareness of Food Loss and Waste (29th of September)
- World Food Day (16th of October)
- Youth COP (28th – 30th September 2021) and Pre-Cop 26 (30th September – 2nd October 2021)
- COP26 (1st-12th November 2021)

The following types of actions are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses.

⁴ Almere, Brasov, Bruges, Frankfurt, Lisbon, London, Madrid, Malmö, Manchester, Maribor, Molenbeek, Milan, Murcia, Nea Smyrni, Pest, Sofia, Strasbourg, Turin, Warsaw, Zagreb.



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- Actions concerned only or mainly with individual scholarships for studies or training courses.
- Actions supporting political parties.
- Actions intended to raise funds or promote the visibility of the applicant or its partner(s).
- Actions consisting mainly of research or of study.
- Actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances.
- Actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin.
- Actions including proselytism.
- Core funding of the applicant or (where relevant) its partners.

6. Eligible costs

The present sub-granting scheme will cover “eligible costs” only. The categories of costs that are eligible are indicated below. Eligible costs are actual costs incurred by the beneficiary which meet all of the following criteria:

- They are incurred during the lifetime of the submitted proposal.
- They are indicated in the estimated overall budget of the submitted proposal.
- They are necessary for the implementation of the project which is the subject of the grant.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary.
- They comply with the requirements of applicable tax and social legislation.
- They are real costs, reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.
- They are not covered through EU grants in the form of contribution to unit costs, lump sums or flat-rate financing.

Please note that the Value Added Tax (VAT) will be considered as an eligible cost only if it is **not recoverable** under the applicable national VAT legislation.

7. Duration

The beneficiaries of the sub-grants will sign a partnership agreement with ALDA. The implementation phase will be included between the 1st of May 2021 until the 15th of November 2021. The implementation of the granted activities will start after the signature of the partnership agreement and the correct reception of the needed documents. The reports of implementation must be submitted by the 30th of November 2021.

8. Thematic focus

The sub-granted activities must be in line with the objectives and the priorities of the [Food Wave Project](#), the [DEAR Programme](#) and the [Milan Urban Food Policy Pact](#). The sub-granted activities should clearly and directly address the **existing linkage between climate change and sustainable urban food systems** with relation to food sovereignty and climate justice, stressing the fundamental role that **youth** can play in shifting towards more resilient and sustainable food systems and adopting innovative strategies to adapt to



climate change. Specifically, the thematic focus of the sub-grant activities must address at least one of the following thematic axes:

1. Sustainable diets to reduce the impact on the planet and protect human rights.
2. Local alternative food systems, local producers and territorial markets.
3. Fight against food waste.
4. Sustainable food education and knowledge sharing/dissemination.
5. Fight against climate change and equal access to healthy, sustainable and fair food.

The sub-grant activities should show a clear connection with the [Sustainable Development Goals \(SDGs\)](#) linked to the Food Wave project:

1. **SDG 2:** End hunger, achieve food security and improved nutrition and promote sustainable agriculture.
2. **SDG 8:** Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.
3. **SDG 11:** Make cities and human settlements inclusive, safe, resilient and sustainable.
4. **SDG 12:** Ensure sustainable consumption and production patterns.
5. **SDG 13:** Take urgent action to combat climate change and its impacts.
6. **SDG 17:** Strengthen the means of implementation and revitalize the global partnership for sustainable development.

The sub-grant activities should also show a clear connection with the Milan Urban Food Policy Pact framework for actions⁵ linked to the Food Wave project:

- Governance.
- Sustainable diets and nutrition.
- Social and economic equity.
- Food production.
- Food supply and distribution.
- Food waste.

9. Location

Activities must take place in one of the following EU Member States: Belgium, Bulgaria, Croatia, Germany, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK. The project ideas whose activities will take place in the territories⁶ directly involved in the FOOD WAVE project will be prioritized.

10. Target

The sub-granted activities must directly involve and be addressed to young people between 15 and 35 years old. Each action should have 2 types of target:

⁵ The full text of the MUFPP is here available: <https://www.milanurbanfoodpolicypact.org/text/>

⁶ Almere, Brasov, Bruges, Frankfurt, Lisbon, London, Madrid, Malmö, Manchester, Maribor, Molenbeek, Milan, Murcia, Nea Smyrni, Pest, Sofia, Strasbourg, Turin, Warsaw, Zagreb.



- **Direct beneficiaries:** individuals who are involved and/or reached directly by the action including both who played an active role and who was exposed in person to the action (eg: consumers who see an installation, students who see a street painting, workshop attendees etc). The direct beneficiaries have to be directly involved in the project activities and their involvement has to be possible to count and demonstrate.
- **Indirect beneficiaries:** individuals who do not have a direct connection with the project activities but they could potentially benefit from them through knowledge transfer from the direct beneficiaries (friends, family members, colleagues) or through articles, social media posts, videos, pictures etc..

11. Coverage of costs

The sub grant scheme will cover **100% of the total project budget**. All expenses must be reported within the implementation period and together with justificatory documents (invoices, proofs of payments etc).

12. Payment

The payment will be realized in two installments:

1. The first instalment of **70% of the total project amount** will be submitted after the signature of the Partnership Agreement and upon submission of the corresponding Request for Payment.
2. The final settlement of **30% of the total project amount** will be paid upon submission of the second Request for Payment and the final report (narrative and financial reports, accompanied by all justificatory documents and attachments in originals), duly completed according to the clauses of the Partnership Agreement.

13. Application process and deadline for submission

The proposals must be submitted in English by **the 28th of February 2021** filling in the [Online Application Form](#) with all the required information and attachments. The attached documents shall contain ALL relevant information concerning the action and no additional annexes should be sent.

Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application. Applicants must verify that their application is complete using the checklist at the end of the application form. Incomplete applications may be rejected.

Taking into account the limited duration of the submission phase, the Food Wave Project team reserves the right to extend the above-mentioned deadline.

14. Application Package

The applicant will be required to upload the following documents before submitting the application:

- Annex I. Budget proposal template in excel format (download the template [here](#)).
- Annex II. Declaration of Honour correctly signed (download the annex [here](#)).
- Annex III. Official proof of registration of the organisation (in the original language).
- Annex IV. The organisation's last annual budget. If the organisation has been funded after the 31st of December of 2019 this document is not compulsory (in the original language).
- Annex V. The organisation's statute (in the original language).



- Annex VI. The organisation's board composition.

The Application Form shall be filled-in in all its parts.

15. Support sessions during the writing process

The applicants will receive support by the Food Wave team during the proposal writing process:

- **A first set of questions** by the applicants will be received by email by the 31st of January and the answers will be published on the website.
- **A second set of questions** by the applicants will be received by email by the 10th of February and the answers will be published on the website.

The questions have to be sent to the following email address: catchthewave@alda-europe.eu

To support the proposal writing process in the best way possible and to answer to all the queries, a public and recorded Q&A session will be organized on the **10th of February** and will be streamed online. Further information about the information session will be duly published online on the [ALDA website](#). The recording of the meeting will be published online.

16. Evaluation criteria

The exact amount of financial support will be decided by the International Selection Committee following the principles of sound financial management, namely value for money and costs/effectiveness.

The selection process will consider, among others:

- a. The kind of experience developed in the territory by the applicant organisation.
- b. The relevance of the project proposal with reference to the thematic focus of the call for proposals, the Food Wave Project objectives, the DEAR Programme priorities and the MUFPP framework for action.
- c. The effectiveness and the long-lasting territorial impact of the action (what is the lasting effect likely to be).
- d. The outreach capacity.
- e. The originality of the proposed approach and the relevance for the local community.
- f. The capacity to mobilize and engage youth in local communities and other CSOs in a multiplier effect.
- g. The capacity to promote sustainable development models that address the food consumption behaviours and to enlarge the networks of actors working on this.

Additional score will be attributed to:

- a. The applicant organisation whose board is gender balanced.
- b. The applicant organisation proposing actions in one of the territories involved in the Food Wave Project.
- c. The projects promoting a global perspective on the issues, taking into account interdependency and challenges related to the Global South.
- d. The projects promoting access to sustainable food for all, including low income and vulnerable groups.



17. Evaluation process

Upon completion of the Administrative and Eligibility Check, the applications that meet all the eligibility criteria will be evaluated by an impartial International Selection Committee (ISC). The evaluation process will be realized following an Evaluation Grid. The ISC will respect an adequate geographic balance and ensure an adequate representativeness of larger and smaller organisations, in line with the objectives of the call.

The ISC will be composed by:

- One representative of the City of Milan (coordinator of the Food Wave Project) as voting member.
- One representative of the European Association for Local Democracy – ALDA (coordinator of the Sub-granting Scheme) as a voting member.
- One representative of ACRA (coordinator of the involvement and engagement pillar) as a voting member.
- Three Food Wave project partners as voting members.
- One external expert as voting member.
- A chairperson as non-voting member.
- A secretary as non-voting member.

Each proposal will be evaluated by 3 members of the ISC at least. To guarantee maximum impartiality and transparency, the members of the ISC won't evaluate the proposals submitted by organisations of their own country. The results will be sent by email to every applicant and will be published on the website of the project within April 2021. The ISC will have the final decision on the selection of the re-granted projects and its verdict will be un-appealable.

18. Reporting

The beneficiaries will provide the necessary narrative and financial reports in English accompanied by the justificatory documents (invoices, receipts etc.), using the templates provided, including photos/pictures and its outreach (online links, publications, lists of participants etc).

19. Communication & visibility

The selected re-granted projects must fully respect the visibility and communication requirements related to the Food Wave project, including the logos of the project and of the EU (and the reference “with the financial support of the EU” and the disclaimer) in all publications, references, documents, news and any other visibility and communication action regarding the project, in line with the [Communication and Visibility manual for European Union external actions](#).

20. Contacts

All the questions related to the present call for proposals and the participation modalities have to be addressed exclusively to the following email address:

catchthewave@alda-europe.eu

The updated information related to the *Food Wave call for proposals* are accessible on the [ALDA's website](#).