

# Call For Proposals

## **CITIZENS' VOICE** **How to get engaged on EU** **values and policies**

**ALDA - European Association for Local Democracy**

**CITIZENS' VOICE: HOW TO GET ENGAGED ON EU VALUES AND POLICIES**

**Sub-granting Scheme**

**Call for proposals**

**05/03/2024 - 05/05/2024**

### **1. Introduction and background**

In order to promote good governance and citizen participation at the local level in Europe and beyond, ALDA supports citizens and groups of citizens in their initiatives aimed at improving their local context, building bridges with local authorities in order to make the change real. In this framework, ALDA works through a participatory approach and the method of multilateral decentralised cooperation, always focusing on strong partnerships between local authorities and civil society organisations.

ALDA aims **at strengthening a worldwide global alliance of local and regional authorities and civil society actors working together in local communities**, in order to make them more resilient, socially and economically successful, more inclusive, sustainable and fair. This call seeks to support **initiatives that promote a sense of belonging to the European Union in the year of the EU elections**. Additionally, the aim is to cultivate a profound **sense of "local ownership" and engagement within communities**. ALDA's work program aligns with various EU policy initiatives, contributing to the development of a more democratic Union, fostering dialogue, promoting good governance, and enhancing citizen engagement across all levels.

#### **1.1 The CERV Programme**

The project falls under the umbrella of the **CERV programme**, which seeks to support and develop **open, rights-based, democratic, equal and inclusive societies** based on the rule of law. That includes a vibrant and empowered civil society, encouraging people's democratic, civic and social participation and cultivating the rich diversity of European society, based on our common values, history and memory.

## 2. The Call for proposals

The call for proposals will fund different organisations developing their own projects at the local level, widening public knowledge, awareness and interest about the EU key policies and strategies. In particular the thematic focus of the regranted actions should have a clear link to the [2024 EU elections](#) and/or the [ALDA's thematic hubs](#).

ALDA aims at strengthening a worldwide global alliance of local and regional authorities and civil society actors working together in local communities, in order to make them more resilient, socially and economically successful, more inclusive, sustainable and fair. This call seeks to support **10/11 impactful** initiatives that promote a sense of belonging to the European Union in the year of the EU elections. Additionally, the aim is to cultivate a profound sense of "local ownership" and engagement within communities. ALDA's work program aligns with various EU policy initiatives, contributing to the development of a more democratic Union, fostering dialogue, promoting good governance, and enhancing citizen engagement across all levels.

## 3. Size of the grants

The overall budget amount for this activity sums up to 153.500 Eur.

The grants awarded will be:

- **Group 1 - 10.000** - between 2 and 5 projects
- **Group 2 - 15.000** - between 2 and 5 projects
- **Group 3 - 20.000** - between 2 and 5 projects

The number of beneficiaries for each group will be decided by the Selection Committee (SeC), during the evaluation phase, depending on the type of proposals submitted.

## 4. Eligible entities

In order to be eligible for a sub-grant, applicants must:

1. be a legal entity, private non-profit organisation (private body)
2. be established in a **Member State of the EU**;
3. respect EU values as laid down in Art. 2 of the Treaty on European Union and the EU Charter of fundamental rights;
4. be directly responsible for the preparation and management of the action, not acting as an intermediary. The beneficiaries are represented by local authorities and civil society organisations (associations, community groups, civic initiative groups, citizens' groups and all kinds of registered civil society organisations);
5. be a member of ALDA on the date of publication of this "call for proposal 2024" ;

6. commit to ALDA's "[Gender Equality and anti discrimination policy](#)" and to sign the statements for members, if they have yet to do so.

## 5. Thematic focus

The call for proposals will fund different organisations developing their own projects at the local level , widening public knowledge , awareness and interest about the EU key policies, values and strategies.

ALDA works with and for local resilient communities, **to address the future challenges from a democratic, environmental, social and economic point of view**. The call is aimed at supporting local and grass-root initiatives in the field of EU rights and values, in order to promote both a sense of belonging to the renewed EU journey.

The key elements of the proposed activities are listed below:

### 1. EU elections

The EU Elections are one of the key strands of this year. **Proposals should focus on initiatives that cultivate a sense of belonging to the EU and a willingness to participate, and that build awareness and understanding for the EU's role and impact within local communities**. The actions funded should aim first to encourage people to be informed and participate in the elections and then also follow up with specific actions after the vote.

### 2. Strengthening Capacity for EU Rights and Values

Projects should aim to **enhance the capacity of communities and citizens to know and promote EU rights and values**. Initiatives may include educational programs, training sessions, and resources to empower individuals and organisations in understanding, advocating for, and actively contributing to EU rights and values at the local level. Values of non-discrimination, equality (including gender equality), and advancing gender and non-discrimination must be mainstreamed in all funded actions, independently of their specific objective. Proposals should explicitly outline how these values will be integrated into the project design, implementation, and outcomes.

### 3. Aligning with ALDA Thematic Hubs.

Projects must align their actions within the scope of the priorities set by ALDA's thematic hubs. **Proposals should specify the thematic hub(s) under which their action falls** and how it contributes to the overarching goals within that theme.

- [Environment & Climate HUB](#)
  - inclusive and just transition - leaving no one behind;
  - climate change adaptation and mitigation strategies in urban and rural areas;
  - green skills and environmental education;
  - protecting environmental rights and ensuring environmental justice;
  - circular economy and cities;

- specific key themes: energy, food systems, nexus between gender and environment, nature based solutions.
- **Citizens Engagement HUB**
  - Strengthening local democracy and citizen participation and promoting decentralized cooperation;
  - civic role and contribution in the most relevant environmental and social challenges;
  - global democracy;
  - research;
  - Test and validate new innovative forms of participation and deliberative tools;
  - Sustainable, inclusive, and accessible participatory processes and citizens representation;
  - Scepticism and trust-building
  - Policy makers' and CSOs' capacity building.
- **Digital and Innovation HUB**
  - Digital skills and digital education for all, ensuring accessibility and fostering the digital skills of all citizens, with a specific focus on those who have fewer opportunities.;
  - Youth digital future: engaging young people in a new and innovative way (tools, games, simulations, ...) and taking benefit from the digital transition;
  - Digital for an active citizenship, enhancing digitalisation as an opportunity for involving citizens and communities closer to their local governments.
- **Gender Inclusion & Human Rights HUB**
  - Fight against Hate Speech/ Hate Crime;
  - disability;
  - inclusion of minorities/social inclusion;
  - promoting gender equality/encouraging political and institutional representation.
  - nexus between gender and environment.
- **Migration HUB**
  - labour inclusion of migrants;
  - story telling activities and positive narratives, boosting for inclusive communities;
  - participation of people with a migratory background in democratic processes;
- **Youth Empowerment & Education HUB**
  - Social inclusion of young people, especially youngsters from vulnerable groups with fewer opportunities, to provide them with relevant skills and knowledge;
  - youth & twin transformation;
  - Youth participation and active engagement of young citizens in local communities and in the decision making process;

- **Territorial and Local Development HUB**
  - innovative and endogenous responses from LRGs (local and regional governments) and communities to present-day challenges and opportunities to unlock the local (tangible and intangible) resources;
  - involvement of communities in decision-making processes to compose their own harmonious future;
  - decentralised and multi-stakeholders partnerships to stimulate a sustainable economic growth and enhance living standards in the involved territories.

## 6. Eligible activities

The activities foreseen by the applicants must actively engage local communities and the target groups. **Participatory methods** will be promoted in order to involve citizens, LAs and CSOs in the process, encouraging a change in the attitudes of citizens who feel themselves involved as an important part of the society. Alda will share its knowledge and expertise on participatory processes in order to support the beneficiaries in the implementation of their actions. The activities funded must take place in the **European Union**.

The type of activities eligible for this call are listed below (the list is not exhaustive, the activities can be local, cross-border and transnational):

- **Awareness raising activities:** e.g. street actions, shows or workshops, focus groups (etc.).
- **Creative and cultural actions:** e.g. exhibitions, film festivals, theatre performances, art contests, artistic installations, street art initiatives, artistic residencies (etc.).
- **Exchange of good practices:** e.g. study visits, field visits, exchange events, networking/partnership building activities; (etc).
- **Promotion and dissemination activities:** e.g. digital social activism, information campaigns, publications of manuals, audio-visual productions (etc.)
- **Training and learning-by-doing activities:** e.g. thematic seminars, workshops, conferences, working camps, voluntary activities, training courses, thematic visits, webinars and digital workshops (etc.)
- **Initiatives with Schools and Universities:** e.g. youth activities, debates, democracy schools, EU elections simulations (etc.)
- Activities that increase the **involvement of citizens and Civil Society Organizations** in policy and decision making processes with local, regional and national governments.

With the aim of ensuring maximum visibility to the proposed activities, the creation of synergies **with international events or international communication initiatives, as well as with international networks**, is strongly **encouraged**. Implementing the proposed activity within an initiative, that is already established on the territory, is encouraged as well.

The regranting projects may include in their proposal to participate in the **ALDA's General Assembly 2024** and/or organise a side event in coherence with the Festival, which will take place between **13th and 15th of May 2024** in Barcelona, to showcase their activities and

exchange with the other beneficiaries. In addition to this the regranted projects will create synergies with the activities of **ALDA's thematic hubs**.

The following types of actions are **ineligible**:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- 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 - either directly or indirectly, against individuals or groups of people based on any ground such as sexual orientation, genetic information, gender identity, gender expression, disability, race, color, religion, political beliefs, national origin, age, language, membership of a national minority and ethnic or social origin.
- Actions including proselytism.
- Core funding of the applicant or (where relevant) its partners.

## 7. Eligible costs

Eligible costs are **actual costs** incurred by the beneficiary which meet all of the following criteria: The form of the grant will be **budget based**, and the reimbursement is foreseen on the basis of actual eligible costs. The costs that will be considered as "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 and partnership agreement.
- 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 are incurred within the European Union.
- 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.

## 8. Duration

The beneficiaries of the sub-grants will sign a partnership agreement with ALDA. The implementation period of the Partnership Agreement, and thus of the regranted actions, will be **from 10th of May 2024 to the 22nd of October 2024**. The beneficiaries can implement their activities within the scope of the Partnership Agreement. The implementation of the granted activities will start after the signature of the **partnership agreement and the correct reception of the needed documents**.

## 9. Location

Activities must take place in an **EU Member state**.

## 10. Target

The sub-granted activities must directly involve and be addressed to the target in focus. The target of the granted initiatives can be one or more of the following:

- **Citizens and the local communities;**
- **Young people** between 15 and 29 years old;
- **Vulnerable Groups** (people with a migrant background, Roma, Sinti and Travellers people, girls and women, LGBTIQ+ people, people with Physical/Mental/Sensorial barriers).

Each action should have 2 types of target:

- **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-granting scheme will cover **100 % of the total project budget**.

**All expenses must be reported within the implementation period and together with justificatory documents** (contracts, invoices, proof of payments etc). **The contract**



agreement and reporting to ALDA will only concern all expenses) till the threshold amount of

## 12. Payment

The payment will be realized in two instalments:

1. The first instalment of **60% of the grant contribution** will be submitted after the signature of the Partnership Agreement and upon submission of the corresponding Request for Payment and Financial Identification Form.
2. The final settlement of **40% of the grant contribution** will be paid upon submission of the second Request for Payment and the submission of the final report, within thirty days from the **approval** of 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 call is open from March 5th until May 5th. **The proposals must be submitted in English by the 5th of May 2024 at 23:59 CET** 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.

On **March 25th at 9:30 CET** ALDA will host a webinar to present the call and to answer some questions related to it. Please make sure to attend, by registering [here](#).

**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 ALDA 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 correctly signed](#)
- [Annex II. Declaration of Honor correctly signed](#)



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

### **15. Support sessions during the writing process**

The applicants will receive support by the Alda Team during the proposal writing process. The questions have to be sent to the following email address: [regranting@alda-europe.eu](mailto:regranting@alda-europe.eu)

### **16. Evaluation criteria**

The projects to be awarded and the exact amount of financial support will be decided by the **Selection Committee (SeC)** following the principles of sound financial management, namely value for money and costs/effectiveness.

The evaluation process will be realised following an **Evaluation Grid**, based on a series of quantitative and qualitative award criteria.

#### **COMPULSORY ELIGIBILITY CRITERIA**

The applicant is a <b>Member of ALDA</b> .	✓
The applicant is a legal entity, private non-profit organisation (private body)	✓
The target of the action is one or more of the following: <ul style="list-style-type: none"> <li>• Citizens and the local communities;</li> <li>• Young people between 15 and 29 years old;</li> <li>• Vulnerable Groups (people with a migrant background, Roma, Sinti and Travellers people, girls and women, LGBTIQ+ people, people with Physical/Mental/Sensorial barriers).</li> </ul>	✓
The applicant is directly responsible for the preparation and management of the action, not acting as an intermediary.	✓
The applicant is legally established in one of the <b>EU Member States</b>	✓
The applicant respects EU values - as laid down in Art.2 of the Treaty on European Union and the EU Charter of fundamental rights and ALDA <a href="#">“Gender Equality and Anti Discrimination Policy”</a> .	✓
The action will be completed before the 22nd of November 2024	✓
The applicant is able to guarantee that the 20% co-funding amount will be supported by its own resources that are not covered by any other EU funds.	

The applicant is not the beneficiary of any other ongoing 2024 Operating Grant funded under the CERV program (call for proposal CERV-2023-OG-SGA).	✓
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### RELEVANCE OF THE ACTION

The project proposal is relevant to the objectives and addresses at least one of the key priorities of the action.	(1-7 points)
The profile, experience and activities of the applicants are relevant for the field of the application. <sup>1</sup>	(1-7 points)
The target group is clearly identified and the expected results meet their needs.	(1-7 points)

### QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

The project objectives are clearly defined, realistic and address the needs and goals of the applicants;	(1-5 points)
The proposed methodology is clear, adequate and feasible and the project work plan is clear, complete and effective;	(1-5 points)
The activities that applicants commit to carry out satisfy the principles of economy, efficiency and effectiveness;	(1-5 points)
The activities are designed in an accessible and inclusive way, with regards to racial or ethnic origin, religion or belief, (dis)ability, age, gender, sex or sexual orientation;	(1-5 points)
The project incorporates the use of digital tools and methods;	(1-5 points)
The project is designed in an eco-friendly way and incorporates green practices in different project phases;	(1-5 points)

### IMPACT

The project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisation;	(1-5 points)
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<sup>1</sup> (1 point = not clearly specified ; 3 points less than 5 years of experience with similar projects/activities; 5 points between 5 and 15 years of experience; 7 points more than 15 years of experience)

The project has the potential to positively impact its participants and participating organisations, as well as the wider community;	(1-5 points)
The project proposal includes an appropriate way to evaluate the project outcomes;	(1-5 points)
The project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public and to publicly acknowledge the European Union funding (e.g. the communication & dissemination strategy is clear, the communication tools and channels are clearly identified)	(1-5 points)

#### **ADDITIONAL POINTS - COOPERATION ARRANGEMENTS, POTENTIAL COLLABORATIONS**

The applicant clearly foresees cooperation with other key local actors, ALDA and its thematic hubs.	+ 3 points
The applicant foresees the implementation of a side initiative during ALDA General Assembly and Festival ( <b>13th and 15th of May 2024</b> , Barcelona) <sup>2</sup>	+ 3 points
The applicant agrees to adopt an internal policy, by the end of the project, that foresees <b>Gender equality and Anti discrimination guidelines</b> to be implemented within the organisation. <sup>3</sup>	+ 3 points

#### **17. Evaluation process**

The results will be sent by email to every applicant and will be published on the website of the project **within 10th of May 2024**.

The projects to be awarded and the exact amount of financial support will be decided by the **Selection Committee (SeC)** following the principles of sound financial management, namely value for money and costs/effectiveness. A minimum and maximum score will be foreseen.

The **SeC** will have the final decision on the selection of the re-granted projects and its verdict will be un-appealable.

<sup>2</sup> The trip to Barcelona must be visible also in the applicant's budget.

<sup>3</sup> Here is the reference of ALDA's [Gender Equality and Anti-Discrimination Policy](#)

The SeC may decide not to allocate all the available funds if it finds that there are too few applications of the quality required to receive a grant. In other words, the mere availability of funds should not lead to the award of contracts for applications that do not reach the necessary level of quality. In addition to this, the SeC may draw up a **list by subject** or **geographical area**. The SeC may reject an application if it has selected another that is of a similar nature but has been awarded a higher score.

## 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).

**The justificatory documents must be provided both for the funding expenditures.**

The reporting of expenditure must be carried out by means of real-cost reporting, the related expenses must be effectively incurred and substantiated by means of appropriate expenditure and payment documents.

**In order to avoid double funding, all expenditure documents must allow direct traceability to the project by reporting, in general and where relevant, the title of the Project “Citizens' voice: how to get engaged on EU values and policies - co-financed by the European Union, CERV Programme”**

## 19. Communication & visibility

The selected re-granted projects must fully respect the **visibility and communication requirements**, including the **logos of ALDA and of the EU CERV** (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: [regranting@alda-europe.eu](mailto:regranting@alda-europe.eu)