



EMPOWERING DOM COMMUNITY AT LOCAL LEVEL

Guidelines for Grant Applicants

Deadline for submission of proposals:

24.05.2018

1. Background of the Sub Grant Programme

Kırkayak Kültür was founded in 2011 in Gaziantep as a civil society organization to advocate for disadvantaged groups and minorities who are socially and culturally at risk, and carries out activities aimed at integrating them in the society through dialogue and solidarity, ending prejudices and discrimination against them.

During the years of conflict, war and violence in the Middle East, the Dom community have forced to be displaced, rather like the Roma community in Europe. The recent civil wars and conflict in the region have exposed the Dom community to violence and forced migration, even though they are not party to the conflicts. The war in Syria in particular, has caused Dom communities to migrate to neighboring countries. However, the Dom people who have taken refuge in countries such as Lebanon, Jordan, Iraq and Turkey have faced with discrimination and exclusion. The tumultuous political and social atmosphere in the Middle East and the ongoing conflicts have made the lives of these people more difficult with each passing day. Dispossessed of their centuries-old migration areas, neighborhoods and homes, the Dom have once more been forced into a migratory way of life.

Kırkayak Kültür's response to this crisis has been through 1) advocating Dom community's rights both refugee and host community for 11 years 2) awareness raising to eliminate prejudices against Dom communities. Additionally, Kırkayak Kültür leads a regional advocacy project entitled, "*Supporting the rights of Dom and other related minorities from Syria seeking asylum in Lebanon, Jordan and Turkey*", supported by the European Union under the European Instrument for Democracy and Human Rights during the period, January 2017 to December 2018.

1.2. Objectives and Priorities of Subgrant Programme & Financial Allocation

Overall Objective of this sub grant is to contribute to develop and deliver actions aimed at sustaining and empowering self-help Dom groups.

Specific Objectives of this Call for Proposals

1) Support to core function of CSOs to secure their functioning

To empower Syrian Dom groups who currently live in Jordan, Lebanon and Turkey by supporting CSOs those are working with most disadvantaged groups in the target communities, i.e. children, young people and women.

2) Increase the capacity of CSOs

Supporting empowerment of the CSOs established by Dom Community, mainly local/community based organizations, their professionals and/or volunteers who work with Dom communities in Jordan, Lebanon and Turkey.

Priority Areas for this Call for Proposals are listed below:

Priority will be given to actions that;

- 1) CSO Cooperation:** Actions that promotes cooperation among CSOs at local/national/regional/international levels for the solution of the defined problem.

Direct involvement of targeted disadvantaged groups: Actions proposed by community based organizations should involve Dom community in their protection, livelihood, social integration programs. Such as,

- To involve Dom children in the protection activities
- To support Dom women' rights
- To support Dom youth people' rights
- To involve Dom community in the social integration programs.

- 3) Awareness raising in local communities:** Actions that entail activities for introducing Domari language and Dom culture to other local communities, as well as advocacy activities for supporting Dom communities' rights.

1.3 Financial allocation provided by the contracting authority

The total amount of the sub-grants to be provided 48000 Euro will be determined according to the budgets to be proposed. Kırkayak is entitled to assess and revise the budget to be distributed as Contracting Authority.

Size of grants:

Budget of an individual project to be proposed under this CfPs:

Maximum Amount: 8.000 Euro

Minimum Amount: 5.000 Eur.

Any grant requested under this call for proposals must cover 100 % of the total eligible costs of the actions.

Each project proposal must identify at least one of the specific objectives and at least include actions for targeting one of the priority areas.

Kirkayak Kültür will solely responsible for design and implementation of Sub Granting Programme. Kirkayak Kültür will be responsible of bidding, contracting and payment as the contracting authority.

2. Steps and Requirements for the Sub-Grant Program

Eligibility criteria

There are three sets of eligibility criteria, relating to:

- (1) the actors: Section 2.1. Eligibility criteria for applicants
- (2) the costs: Section 2.2. Eligibility Costs
- (3) the actions & activities : Section 2.3. Eligible Costs

2.1 Eligibility criteria for applicants

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

Be a legal person; and

Be non-profit making; and

Be an active local* civil society organization (CSO) that organizes protection, livelihood, social inclusion, education, cultural, human rights activities for disadvantage groups in Lebanon, Jordan and Turkey.

Established and located in one of the target countries of this grant programme (Jordan, Lebanon, Turkey), where the proposed project will also be implemented.

Be directly responsible for project management and not have intermediary role.

Within the context of this grant scheme, an active local civil society organization (CSO) is identified as:

- Proven record for autonomous in the use of its budget and the establishment of its work programme (has an authorization for signature – for branches.)
- Proven record for being established locally and working in respective local areas rather than national or international levels; as opposed to INGOs, branches of INGOs

- Proven track record for social inclusion activities in last two years targeting the most marginalized groups like Dom Communities at large and disadvantaged groups in Dom communities

The following are not eligible as applicants:

Cooperatives,
 Non-profit making SME's,
 Unions, labour and employer unions, ,
 Professional organizations; chambers e.g. chamber of commerce and industry, other professional organizations and their federations and confederations,
 Universities, research institutes and schools,
 Community Leaders/ Muhktars,
 Branches and Representation Offices of International CSOs (INGOs).

Individuals are not eligible for this support program. The projects proposed cannot be implemented in partnerships* due limited available funds and timeframe of sub granting Programme.

2.2 Eligibility of Costs

Eligible costs for the projects to be awarded under this CfPs, are actual costs incurred by the beneficiary accordingly with project budget as a part of sub-grant contract with below qualifications: All costs should be identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary.

Eligible Costs;

- Personnel (Staff) dedicated to implement the activities (verified by payroll);
- Expert fees; travel, local transportation and per diem (verified by invoice and bank statements);
- Technical equipment; project management costs, (verified by invoice and compliant with procurement rules)
- Costs related to dissemination of materials and any other cost directly related to the implementation of the activities.

* See Background Section for changes from original design of CfPs

All expenses should be supported with invoice and payroll and will be explained in relation to project budget.

Below costs items related to the implementation of project activities are **NOT ELIGIBLE**:

- Procurement of technical equipment
- Rent
- Debts and provisions for losses or debt,
- interest owed;
- Taxes, including VAT,[†]
- Any leasing costs,
- Purchase of cars and vehicles,
- Salaries of governmental officials;
- Purchases and rent of land and existing buildings,
- Items already financed in another framework
- Conversion costs, changes and exchange losses associated with any of the component specific Euro accounts, as well as other purely financial expenses;

Payment Procedures for Awarded Grants:

In terms of the payment procedure, please note that 70% of the total eligible costs (pre-financing instalment) will be transferred upon signature of the contract and remaining 30% (final amount) upon submission of financial and narrative reports and check of financial evidence.

2.2 Eligible Actions

Definition

An action is composed of a set of activities.

Duration

The planned duration of an action may not exceed 4 months.

[†] For Turkish Beneficiaries, as per the General Communiqué of the Framework Agreement Between Turkey and European Union for Assistance Under the Instrument for Pre-Accession (IPA II) similar to other Union Contractors, the sub-grant beneficiaries shall be exempted from the VAT for any services and/or goods provided and/or works executed under the grant contract. In order to qualify for exemption, a VAT Exemption Certificate is required which shall be issued, upon written application by the beneficiary, by the Tax Departments or Revenue Administrations depending on the province of the beneficiary of the sub-grant program. For Jordan and Lebanon, if the beneficiaries can demonstrate the bill demonstrate is paid and not recoverable can be adopted, the of having VAT acceptable.

Location

Activities must take place in either Lebanon or Jordan or Turkey, where the Beneficiary CSO is established and functioning. Locations has to be same with applicants' country of residence; e.g. Jordanian applicants should implement activities in Jordan.

ELIGIBLE ACTIONS

Activities must be clearly designed to contribute achieving the objectives of the proposed action which has to be in line with Objectives of this call for proposals. An action is composed of a set of activities. All activities must be considered with eligible costs set forth in this Guidelines.

Eligible Actions:

- Outreach, Public Awareness And Information And Communication Activities About Dom Groups And Their Culture;
- Direct Advocacy Actions,
- Legal Assistance To Victims Of Violations (Sgbv, Violence Against Children And Young People, Early Marriages, Harrasment,Etc) In Dom Communities.
- Facilitating Contact And Discussion Between Dom Groups And Local Communities In Hosting Countries;
- Facilitating The Access Of Dom People To Local Public Services;

Ineligible Actions:

The following types of “actions” are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions supporting political parties.
- Actions solely aiming to produce research

Action must be intended to help achieve a Union policy objective and to support entities pursuing an aim of general European interest and supports a European Union policy.

Types of activity (indicative and non-exhaustive list)

Eligible activities are listed below:

- Advocacy campaigns;
- Research, evaluation and monitoring and data collection studies;
- Meetings, seminars, conferences;
- Vocational trainings
- Language courses
- Literacy trainings
- Communication and awareness raising initiatives;
- Training, coaching, ad hoc support and technical assistance;
- Legal, counselling and administrative assistance and capacity building for Dom community members or grass-roots organisations;

Number of Proposals per Applicants

Interested applicants may not submit more than **one application** to this call. Please note partnerships are not allowed.

Visibility

EU visibility requirements apply to sub grant actions along with visibility requirements of Kırkayak Kültür. IMPLEMENTATION GUIDELINE will provide how to carry out visibility rules.

3. How to Apply?

Local CSOs that believes they comply the eligibility criteria; should submit proposals that includes a narrative description (including detailed activities, objectives and expected results) and a budget provided as annex to this Guideline.

Applicants need to apply with project proposals that are in compliance with the present Application Guidelines. Any other document used for application will result in exclusion of the proposal.

Handwritten applications will not be accepted.

Applicants shall fill in the application forms in English language.

Where and How to Send the Applications

Applications can only be sent in electronic form in word doc format via the following e-mail : *info@kirkayak.org*. Mail subject should be written “*Sub Grant Project Application*”

Applications form should be submitted together with other supportive documents digitally. (Budget, activity plan, statutes, annual statements and other relevant documents showing compliance with eligibility criteria for applicants)

When is the proposal due

The deadline for submission of proposals is 15.05. 2018, 24:00 (Ankara local time). Proposals received after the deadline will not be considered.

INDICATIVE TIME TABLE:

SUBMISSION DEADLINE: 24.05.2018; 24.00 (ANKARA,Local Time)
Question- Answer : 02- 18.05.2018
NOTIFICATION OF AWARD: 04.06.2018
CONTRACT SIGNATURE: 07.06.2018
CONTACT: <i>info@kirkayak.org</i>

4. Evaluation and Selection of Applications

Submitted applications will be evaluated by an Evaluation Committee to be composed of KIRKAYAK KÜLTÜR Association’s board members and project administrative team.

The administrative check will be done in terms of the eligibility criteria for applicants, actions and costs as well as the proposals’ forms, language. Proposals shortlisted after administrative check will be further assessed by the Evaluation Committee.

An evaluation of the quality of the proposals, including the proposed budget, and of the applicant, will be carried out in terms of the eligibility criteria listed below:

SCORING;

The evaluation criteria are divided into sections and subsections. Each subsection will be evaluated their percentage score.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria. Only projects scoring minimum 70 points will be proposed for grants award depending on the funds(48.000EUR) available.

Applicants will be informed by e-mail of the Contracting Authority's decision concerning their application and the reasons for the decision

Evaluation Grid

SECTION	100
1.Organizational Capacity (To be evaluated based on the application form II. Organizational Capacity)	20
1.1. Efficiency of the management structure	5
1.2. Project management capacity (strengths)	5
1.3. The qualifications of key staff	5
1.4. Inclusion of women in the organisation's leadership	5
2. Thematic Experience (To be evaluated based on the application form III. Thematic Experience)	15
2.1. Does the organisation have enough thematic capacity to implement the proposed action compared to previous experience?	15
3. Project Proposal (To be evaluated based on the application form IV. Project Proposal)	45
3.1 Are the statement of purpose clearly defined and appropriate, and feasible?	5
3.2 How clearly are the target groups defined?	5
3.3 How clearly is the local problem defined for which the action is designed and how relevant are the activities formulated accordingly?	10
3.4 How relevant is the proposal to the objective and one or more of the priorities of the call for proposals?	5
3.5 Are the activities proposed appropriate, clear and feasible?	10
3.6. Is the action participatory (in terms of involvement of the other actors such as target group, partners, other stakeholders etc.	5

3.7. Are the risks of the proposed project appropriate, clear and feasible?	5
4. Budget (To be evaluated based on the application form IV. Project Proposal-Budget)	20
4.1. Is the budget realistic and consistent with the proposed project?	20