

Small Grant Competition
For Empowering Developing Civil Society Organizations
May 2019

Europe Foundation (EPF) is pleased to announce a call for proposals aimed at strengthening the organizational capacity of grassroots Civil Society Organizations (CSOs) and increasing their effective and sustained engagement in the decision-making processes at a local level, so as to identify and address the communities' salient problems.

About EPF

EPF's mission is to empower people to effect change for social justice and economic prosperity through hands-on programs, helping them to improve their communities and their own lives. EPF engages citizens in social, economic, and political developments, in order to effect substantive and sustainable positive socio-economic change at the local, regional, and national level through both operational programs and grantmaking.

EPF's work is guided by the following mandates and approaches: citizen monitoring, corporate and community philanthropy, evidence-based advocacy and policy making, cross-border/cross-community cooperation, cross-cutting gender policy, youth integration, public-private partnerships, and open door grantmaking. Some of EPF's flagship programs include Engage and Monitor for Change, Youth Integration, European Integration, Social Enterprise, and Open Door Grantmaking. Together, they feed into achieving the Foundation's mission and provide opportunities for Georgians to engage in social, economic, and political developments, in order to effect positive change at the local and national level.

Background

The development of relatively new grassroots CSOs into significant civic actors is often delayed by their weak institutional capacity, including problems in management and governance that in turn hinder these CSOs to build sustainable connections with their constituencies and to raise funds. In addition, recently founded CSOs lack strategic approach to their development, practical experience of effective networking, and lasting partnership with their peers as well as with more experienced civic actors. These decrease CSOs' participation in the local economic and political decision-making and lower communities' trust to CSOs and their activities.

Goal and Objectives

The goal of the call is to make recently established grassroots CSOs proactive participants in solution to communities' salient problems through the improved capacity, effective interaction with communities, and partnership with more experienced CSOs.

The primary objectives of the call are as follows:

- Support enhancement of capacity of newly established grassroots CSOs in terms of organizational development, project management, public relations and partnering with the experienced colleagues;
- Support, along with organizational development, CSOs' civic monitoring and advocacy efforts that are focused on identifying and resolving issues of local concern in cooperation with community members, experienced CSOs, and the media.

Evaluation of Project Results

During the selection process, special attention will be paid to the proposed criteria and mechanisms for evaluation of project results. The projects shall list project evaluation criteria, outcome and impact indicators, and baseline data for the proposed indicators. To determine the degree to which a grant project accomplished its goals and objectives, EPF may carry out an independent evaluation of grant projects.

Eligibility

Newly created grassroots CSOs that are legally registered in Georgia and have a proven record of operations of **at least one year** are eligible to apply for this opportunity.

Interested applicant can submit **one proposal** within this call.

Grant Funds

The maximum grant award for each proposal is **GEL 15,000** with project activities lasting at least **six months** or longer.

Grant funds may be used only for the activities directly related to implementation of a grant project. Grant funds cannot be used for covering organization's on-going expenses, construction expenses, purchase of real estate, or covering the applicant organization's debt.

Grant funds may be used for the following:

- Expenses related to collection of data and evidence;
- Direct costs for project-related events (e.g. rental of facilities, translation, equipment, etc.);
- Communication (phone, fax, e-mail);
- Pro-rated portion of salaries for key participants (e.g. director, accountant) and reasonable honoraria for the invited experts (if any). A clear justification must be provided for project staff salary levels and percentage of hours dedicated to project activities;
- Transportation of project participants;
- Purchase of stationery and a limited amount of equipment (e.g. computer, software);
- Other expenses directly related to project implementation.

Grant funds may not be used to cover recurring expenses and debt of the organization, or for construction purposes and purchasing of real estate.

The following program activities **cannot be supported by EPF**:

- Humanitarian activities;

- Support for a particular political party (however work that includes all parties on issues like electoral processes may be possible if it is inclusive, unbiased, and objective);
- Lobbying for political purposes (EPF may advocate only for issues which bring about public and social good);
- Court cases and disputes of a grantee;
- Religious activities - Capital construction projects for commercial purposes;
- Military projects of any kind;
- Small credits and loans for start-up businesses;
- Theoretical and market research;
- Study and/or travel grants;
- Purchase of medical equipment.

Selection Process and Criteria

To ensure an objective and non-discriminatory selection process, proposals will be reviewed by a board of independent experts. The final decision on grant awards will be made by Europe Foundation. EPF reserves the right not to support any project proposal, if it deems the quality of submitted proposals unsatisfactory. During the review process, additional information may be requested. The applicant will be asked to present requested information within three calendar days of the request.

Grants will be awarded to projects demonstrating the following:

1. Persuasive, evidence-based justification (such as available research and/or surveys) of the importance and saliency of an issue selected for the proposed civic monitoring and advocacy effort(s);
2. Results-oriented, feasible, and needs-based action plan ensuring wide participation of citizens in monitoring and advocacy processes, including a clear description of the methods to be applied in monitoring, advocacy, and citizen mobilization;
3. Efficient and well-thought-out strategy of interaction between CSOs, media outlets, and public authorities in the process of civic monitoring and advocacy, directed toward achieving positive outcomes for the communities;
4. Sound action plan for equipping CSOs and grassroots community groups with knowledge and skills needed to implement professional civic monitoring and advocacy campaigns, which in turn will contribute to developing local civic resource;
5. Establishing a proven partnership with other, more established CSOs in the region or in Georgia, so as to exchange information and address specific institutional capacity issues;
6. Partnership with at least one media outlet or a clearly articulated media component to be implemented by the potential grantee;
7. Well-thought-out project monitoring and evaluation plan with reliable quantitative and/or qualitative baseline data and indicators for measuring and evaluating the project's impact;
8. Sound and feasible action plan for improving CSO governance, management and promoting organizational growth, which includes creation of organization's board, multi-year strategic plan of development, plans for fundraising, modern accounting, human resources, and public relations
9. Scope and relevance of the project's impact;
10. Sustainability of a project (please note that sustainability can refer to activities, structures, knowledge, and outcomes that result from project implementation);
11. Cost-effectiveness of the project.

The following general criteria will also be used to assess the projects:

1. Degree of compliance with the objectives and conditions of the call;
2. Effectiveness of project methodology;
3. Sound analysis of internal and external risks and efficient methods of risks mitigation;
4. Demonstrated commitment from major stakeholders, including concrete information about formal or informal partners;
5. Organization's capacity to implement a project as demonstrated by relevant qualifications of the involved personnel and/or experts;
6. Gender-based analysis to ensure equal access of men and women to project activities and products to influence decision-making processes;
7. Analysis of minority considerations that relate to direct or indirect effect of the project activities and expected results on different minority groups;
8. Opportunities of co-funding from other sources.

Priority will be given to partnership projects, which entails collaboration between qualified CSOs and media that is aimed at exchange of experience and information.

Application Submission Procedures

Interested applicants may submit full application by email to: nnemsitsveridze@epfound.ge **no later than June 7, 2019 by 17:00** (please indicate *EMC Small Grant Competition* in the subject line of your email). The following documents should be submitted to EPF (proposal writing guidelines, application forms and other relevant templates are available at the Foundation's website at <http://www.epfound.ge/grants-informations/application-forms-2/>):

- Full proposal in Georgian, English, or Russian (stamped and signed by the applicant organization's Director)
- Logic model
- A detailed itemized budget (in Excel), as instructed in the proposal form
- Applicant organization's registration certificate and act of comparison from the Revenue Service.

Proposals submitted to the call must be the original and sole work of the applicant organization. Any plagiarism of any portion of the documents will result in the immediate disqualification from the call.

EPF will retain all materials and documents submitted through the call. The Foundation does not use information presented by the applicants for purposes other than review and does not provide this information to any outside persons or institutions, except when required by Georgian law or requested by EPF funders.

Contact Information

Europe Foundation is located at 3 Kavsadze str, 2nd Floor, 0179 Tbilisi, Georgia. Tel./Fax: (995 32) 225- 39-42, 225-39-43.

The contact person for this call is Saba Buadze, Program Manager: sbuadze@epfound.ge

Timeline

Announcement: **May 8, 2019**

Open Door Session at EPF office: **May 28, 2019 at 16:00**

Deadline for submission of applications: **June 7, 2019 by 17:00** (Tbilisi time)