



Organization for Security and  
Co-operation in Europe



## **Civic Action for Security and Environment (CASE) Small Grants Programme**

### **Phase I Call 6 Application Guidelines**

#### ***Overview***

Organization for Security and Cooperation in Europe (OSCE) is the world's largest security organization with 57 participating states from Europe, Central Asia and North America. Cooperation and security is at the centre of OSCE mandate.

Through its involvement in the Environment and Security (ENVSEC) Initiative covering the Central Asia, South Eastern Europe, the Southern Caucasus and Eastern Europe regions, OSCE has been addressing a variety of environmental problems which pose security risks to communities within and across national borders. The CASE programme is part of the Environment and Security (ENVSEC) Initiative Work Programme for the South Caucasus region. ENVSEC is a partnership between the OSCE, the UN Development Programme, the UN Environment Programme, the UN Economic Commission for Europe, the Regional Environmental Centre for Central and Eastern Europe and NATO as an associate partner.

Within the framework of its mandate, OSCE has a growing engagement with Civil Society Organizations (CSOs) in both operational and policy work that cuts across the three dimensions of security, namely the politico-military, the economic-environmental and the human. Issues related to "environment and security" offers a distinctive entry point for OSCE to establish a strategic, mainstreamed partnership with CSOs as well as to facilitate partnerships of CSOs with Governments, academia, business community and donors.

In this respect, Office of the Co-ordinator of OSCE Economic and Environmental Activities has developed and launched CASE – Civic Action for Security and Environment, which has been designed as a small grants programme. The programme is implemented with support of the OSCE Field Operations in Baku, Dushanbe and Yerevan.

The overall objective of CASE is to create an enabling environment for CSOs to be a strong partner primarily to the government as well as to other stakeholders in collaboratively addressing environment and security challenges. This objective is intended to be achieved primarily through awareness programmes on the linkages between environment and security, capacity building of CSOs and providing grants for their projects that demonstrate such linkages.

#### ***About CASE-Armenia***

CASE Armenia was launched in 2009 and since then two rounds of calls have been announced.

In total, 86 applications have been received from the local CSOs. The project concepts were reviewed and evaluated by the CASE National Selection Board (NSB) and 28 projects have received grants. In Armenia 28 projects were awarded with the grant.

The topics of implemented projects include the following:

- increase of public awareness/ public participation
- promotion of civic engagement, both in urban and rural areas



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- promotion of sustainable growth
- assessment of presence of dangerous pollutant in the environment
- assessment of security risks
- support in capacity building of beneficiaries and provision of expertise on various environmental issues
- development of environmental action plans/ environmental planning
- conducting feasibility study and environmental assessment/ environmental data monitoring/ collection/ analysis
- review and improvement of existing local policies
- collaboration with industries and local governments on improving the environmental quality

### **Areas and Thematic Priorities**

#### **Thematic and Geographical Priorities for small grant projects**

CASE Armenia will give priority to the projects in rural communities and towns with comparatively small population with the exact thematic focus. It is believed that with this approach, the Small Grants Programme will increase impact of its limited investments and reach out the most vulnerable segment of the population.

The CASE National Strategy document for Armenia, which analysis the current environmental situation, the national policies, strategies and priorities in the area of environment, sustainable development and security, identified Natural Disasters, as one of the thematic priority for the CASE programme.

The project concept paper submitted to the OSCE Office in Yerevan within CASE Small Grants Programme Phase I Call 6 shall target priority theme **Natural Disaster**. In particular it should focus on **disaster prevention, risk reduction and response to natural disasters**. The project may also address the cascading disasters triggered by natural hazards. . The project shall **encourage networking and multi-stakeholder partnerships, in particular, with local communities**.

#### **Cross-cutting Themes**

Whenever applicable, the concept papers shall address cross-cutting themes under the targeted priority theme.

The cross-cutting theme of **Environmental Governance** should be addressed by the proponent CSOs through, *inter alia*, seeking improved dialogue between different stakeholders on priority themes, targeting incremental improvements likely to pave the way for longer-term institutional and policy changes, streamlining with the activities of the Aarhus Centres, stimulating the implementation of relevant UNECE Environmental Conventions, seeking tangible improvements in the rather fragmented and incoherent areas of environmental governance in Armenia, introducing innovative tools and approaches to strengthen co-operation for addressing environmental sources of stress, etc.

With regard to **Social Aspects of Environmental Security**, this cross-cutting theme should be addressed through, *inter alia*, considering the potential impacts of environmental security on migration, seeking to contribute to the initiatives toward transforming environmental risks into co-operation in pertinent areas, introducing innovative tools and approaches to highlight social aspects of environmental security, etc. The importance given to this cross-cutting theme is based on the current social-economic situation in Armenia.

Therefore, the **Role and Participation of Women** is considered as a pre-conditional cross-cutting theme in terms of the assessing the eligibility of projects. The proponent CSOs may



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address this cross-cutting theme through, *inter alia*, ensuring that women's organizations are consulted during the course of the project, ensuring that the project design provides opportunities for women to participate equally, highlighting the gender perspective in all events, incorporating gender perspectives/analysis in projects, obtaining women's opinions and perspectives on environment/security issues and concerns, etc.

In the same manner, the ***Role and Participation of Youth*** is also considered as a pre-condition for the eligibility of projects. The proponent CSOs may address this cross-cutting theme through, *inter alia*, ensuring that youth organizations are consulted/involved during the course of the project, targeting the youth as a major group amongst the beneficiaries of the project, obtaining the opinions and contributions of the youth on environment/security issues and concerns, involving special activities for awareness-raising and capacity building of the youth in pertinent priority themes, etc.

### ***Applicants' and Projects' Eligibility***

#### **Eligible Organizations**

Eligible Organizations include civil society organizations – Non-Governmental actors whose aim is neither to generate profits nor to seek governing power – limited to non-governmental organizations and foundations that do not receive any funding from the state budget and operating in the Republic of Armenia. All applicants that have other legal statuses, including state institutions, state non-commercial organizations, limited liability companies, joint stock companies, etc. are not eligible.

#### ***Eligible Concept Papers***

The eligible projects shall demonstrate cooperation in the field of environment with government organizations, private sector and international organizations. The projects must not duplicate other projects in the country. The eligible project can be a demonstration project, capacity building and awareness raising, assessment or policy dialogue type of project, a local/ regional conference within the prioritized topic, etc.

Priority will be given to those activities/projects that aim for building the capacities of CSOs and encouraging networking and multi-stakeholders partnerships in addressing the environment and security challenges; are implemented in rural areas and outside of the capital city of Yerevan; have secured co-funding; and that emerge from the Aarhus Centre platforms in Armenia.

#### ***Concept Paper Template***

The Concept Paper Template must be used for submitting project concept. Applicants must strictly comply with the concept paper template and budget format. The template is presented in Annex I.

The concept paper must be submitted in English language and include short description of the project proposal in Armenian and should not exceed 7 pages (single space, font type Arial or Times New Roman, size 11 or 12).



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The budget items and cost estimates should be primarily relate to the project content rather than reflecting institutional overheads. CASE grants are not intended for purchase of main assets (e.g., computers, cameras, etc) and for covering the office rent for the project implementing organizations. It is required to specify the number of unit and price per unit (for example the number of experts, number of days, daily rate, etc.) for each cost line.

Applications must enclose all required documents listed in the Annex I and Annex II. Incomplete applications will be disqualified.

### ***Project Concept Paper Format***

See Annex I

### ***Communication and Outreach/ Assistance to Preparation of Concept Papers and Project Proposals***

For CASE Project Concept Paper, CASE Call for Project Concept Papers, CASE Small Grants Programme Application Guidelines, and other relevant information, please refer to <http://www.osce.org/yerevan> and [www.aarhus.am](http://www.aarhus.am).

### ***Project Sustainability***

The Project concept paper should include the description on its sustainability, in particular information on how the project results going to be sustained in the future; what is the long-term difference the project has made and what follow-up activity is envisioned.

### ***List of supporting documents***

See Annex II

### ***Submission of the Concept Paper***

Please send your project concept paper in English in a sealed envelope together with other required documents to OSCE Office in Yerevan, Economic-Environmental Unit at 64/1 Sundukyan Str. 0012 Yerevan; Tel. (010) 22 96 10 or send electronically to [CASE-AM@osce.org](mailto:CASE-AM@osce.org). Please enclose all requested documents listed in Annex I and Annex II. Incomplete applications will be disqualified. The deadline for submission of the applications is **20 July 2014**.

### ***Project Concept Review and Selection Process, Evaluation Criteria***

For securing the highest level of transparency and fairness for the selection of the projects submitted under the CASE Small Grants Programme, the National Screening Board (NSB) has been formed. It includes the representatives of the Armenian Government, including the ENVSEC focal points from the Ministry of Foreign Affairs and the Ministry of Nature Protection; the Ministry of Territorial Administration; the local civil society organizations, the United Nations Development Programme/ Global Environment Facility, World Wildlife Fund, and the Organization for Security and Co-operation in Europe office in Yerevan.



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All project concepts received by the OSCE office in Yerevan will be provided to the NSB members for an internal review.

The project proposal selection stages are the following:

- a) Verification of eligibility/ completeness of applications
- b) Pre-selection of proposals Presentation of preselected proposals to the NSB (if needed) and final selection
- c) Submission of the full project proposals and all requested additional supporting documents
- d) Preparing and signing the agreement with the OSCE

NSB is discussing and evaluating all the project concept papers based on the following criteria:

<b>Criterion</b>	<b>Max points</b>
Relevance of the project idea	20
Target beneficiaries	5
Project design & sustainability	25
Budget	15
<b>TOTAL MAXIMAL SCORE FOR A PROJECT</b>	<b>65</b>

The projects will be selected based on the total scores calculated as a sum of the scores given by each NSB member, from the highest to lowest. The total number of the grantees will be decided based on the total available grant amount.

The NSB can recommend shortlisted applications to be modified, including the implementation activities and/ or the budget of the project for the final approval. All the finalists will be required to submit the full project proposals before the deadline that will be announced by the unanimous decision of all NSB members, to confirm the final approval and complete the administrative procedures for awarding the grant starting the project implementation. The applicants who fail to submit the full project proposals and requested supporting document will be disqualified. The number of grant awards is subject to the availability of funds.