

**Organization for Security and Cooperation in Europe  
Spillover Monitor Mission to Skopje  
Rule of Law Department  
Capacity Building Division**

**Small Grants Fund Programme 2009**

**“Promotion of the non-discrimination principle  
in the country”**

**GUIDELINES  
FOR APPLICANTS**

Deadline for submission of applications: 14 November 2008

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## 1. THE OSCE SMALL GRANTS FUND PROGRAMME

### 1.1. Background

The Capacity Building Division of the Rule of Law Department (CB) within the OSCE Spillover Monitor Mission to Skopje (OSCE SMMS) is actively involved in the further development of effective and sustainable rule of law mechanisms in the host country, in line with OSCE principles and international commitments. Within this scope, CB continuously provided support to the national rule of law institutions and non-governmental establishments working in the fields of rule of law and human rights promotion and protection.

The implementation of the Small Grants Fund Programme began in 2007. Through it, CB provided financial support to three grass root projects each year, carried out by civil society organisations in the field of promotion and protection of human rights. In line with this, the OSCE SMMS remains committed to support the development of small, grass-roots projects, which play a vital role in the promotion and protection of human rights in the country.

### 1.2. Overall objectives of the Small Grants Fund Programme 2009

Acknowledging the vital role of the civil society sector in the achievement of the above-mentioned goals and purposes and in their contribution to the host country's good governance, CB pledges to further support NGOs through providing financial means for their activities.

In line with the OSCE's commitments on Tolerance and Non-Discrimination and further supporting the host country's Anti-Discrimination Legislation implementation, CB encourages the civil society sector to join efforts in the:

- Promotion of the non-discrimination principle in the country
- Ensuring the co-ordinated character of the deployed efforts, aimed at preventing and fighting discrimination in the country, effectively.

Through the programme CB remains committed to strengthen NGOs' capacity to realise their Mission Statement in a sustainable manner, in the area of promotion and protection of human rights.

The **Programme Objectives** are as follows:

- To promote the rights of individuals or groups discriminated, based "on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status" (European Convention on Human Rights, Article 14.)
- To protect the rights of individuals or groups discriminated, based "on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status" (European Convention on Human Rights, Article 14.)

Taking into consideration the above-set Programme Objectives, each application for the grant should provide the following component:

- **Activity related component:** concrete activities towards achieving the Programme Objectives, implemented for the benefit of the target group.

The selecting department will only consider applications addressing the aforesaid objectives. CB, in 2009, through the Small Grant's Fund Programme will finance only those projects, which are aimed at supporting one or both of these objectives. While applicants may formulate additional specific objectives, these must still support either of the two overall objectives.

### 1.3. Financial allocation and time frame

This Programme contains limited funds of 50,000 EUR.<sup>1</sup>

#### Size of grants:

Any grant awarded to the selected applicants under this programme must fall between the following minimum and maximum amounts:

- The minimum amount of grant available: 8.000 EUR
- The maximum amount of grant available: 10.000 EUR

**Please note! All procurement activities above 250 EUR will be carried out by the OSCE SMMS.**

#### Time frame:

Each project cannot last longer than 10 months and less than 6 months and it should be implemented within the period 01 March – 31 December 2009.

**Please note! Applications exceeding minimum or maximum amounts or minimum or maximum duration, will be automatically rejected!**

## 2. RULES OF THE SMALL GRANTS FUND PROGRAMME

These guidelines set out the rules for the submission, eligibility, evaluation and selection of the applicants.

### 2.1. Criteria for eligibility

#### 2.1.1. Eligibility of applicants: Who may apply

In order to be eligible for a grant, applicants must be a non-governmental and non profit organisation having at least one year relevant experience and demonstrated capacity to manage the activity in the scale corresponding to the size of the project, for which funds are requested.

In addition to this the applicants must submit:

- Copy of Court registration certificate;
- Copy of its Mission Statement/Programme in the original language of the document and in English;
- Copy of the Statute in the original language of the document and in English;
- Certificate of Compliance (*Annex III*);
- Listing of and CVs for all the Board Members;
- List of staff (including all full time and part time employees);
- CVs for proposed project staff;
- Copies of the most recent financial statements;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects, including the donor, implementation period and respective values;
- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

#### **NOTE: Number of proposals and grants per applicant**

- The applicant may not submit more than 1 (one) project proposal;

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<sup>1</sup> Pending the approval of the OSCE 2009 Budget by the Permanent Ministerial Council.

- The applicant may not submit a proposal that is already being implemented with funds secured from another donor;
- If the project proposal is already submitted to other donors as part of the applicant's fund-raising activities, a relevant note should be attached to the application.

### **2.1.2. In-kind contributions and co-funding**

The NGO must put in the project in-kind contribution in an amount of at least 10% of the overall project cost. The proposition about the in-kind contributions made by the applicant, should be presented to CB, along with the complete budget proposal.

In case the project is co-funded by second donor, the overall project budget, excluding the in-kind contribution, must not exceed 20.000 EUR. If this is the case, the applicant must provide letter of financial support from the other donor. In any other case, no funds will be allocated and the project proposal application will be rejected.

**Please note! The Small Grants Fund Programme will not fund utility costs, such as office rental fees, electricity, water bills, telephone and internet costs and related utilities and will not procure equipment for the need of the applicant NGOs. The NGO is allowed to present utility costs as in-kind contribution. The fund is aimed at providing support only to projects activities that will contribute towards the Programme Objectives.**

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

### **2.2.1. OSCE Standard Project Proposal Template and supporting documents**

The project proposals must be submitted using the standard **OSCE Project Proposal Template** (*See Annex I*). Applicants should strictly comply with the project proposal format and fill in the form as explained in the template.

The project proposal should be formulated carefully and the respective forms should be filled as clearly as possible, so that the received project proposal can be assessed. The received application and the related material should be precise and provide enough detail to ensure the clarity of the project proposal. This concerns particularly the project background and justification, how will the set objectives be achieved, the description of the anticipated results, that of the benefits gained and their relevance to the programme's objectives, as well as to the key activities, timescale and **budget** (*See Annex II*).

The applicants should also fill in the **Certificate for Compliance** (*See Annex III*).

**Please note! The project proposal must be submitted in English language using the standard OSCE project proposal template.**

**Please note! Hand-written applications will not be accepted. Please submit complete application packages.**

Applications must be accompanied by the supporting documents listed under section 2.1.1.

### **2.2.2. Where and how to send the applications**

Organisations wishing to apply for a grant from the OSCE Small Grants Fund Programme should submit before the relevant deadline a complete application package, i.e. OSCE Standard Project Proposal Template, Budget and the above-listed supporting documents. The applications must be received in a sealed envelope by mail or by hand-delivery at the address below:

Postal address

Mr. Goran Misevski or Tome Sekerdziev

Rule of Law Programme Assistants  
(Rule of Law – Small Grants Fund Programme)  
Organization for Security and Cooperation in Europe  
Spillover Monitor Mission to Skopje  
QBE Building, str. 11 Oktomvri, 25  
1000 Skopje

**Please note! Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses other than the one above will be automatically rejected.**

The outer envelope must bear the:

- full name of the applicant;
- address of the applicant.

### **2.2.3. Deadline for receipt of applications**

The deadline for receiving applications is **14 November 2008, at 17:00 hrs.**

**Please note! Any application received after the deadline will automatically be rejected.**

### **2.2.4. Further Information**

For any further information please address your queries by e-mail, not later than 10 November 2008 to the following addresses: [Goran.Misevski@osce.org](mailto:Goran.Misevski@osce.org) and/or [Tome.Sekerdziev@osce.org](mailto:Tome.Sekerdziev@osce.org), indicating clearly the reference Programme.

## **3. EVALUATION AND SELECTION OF APPLICATIONS**

Small Grants Fund applications will be examined and evaluated by the OSCE SMMS. The submitted applications will be assessed according to the following steps and criteria:

### **3.1. Application opening session and administrative check**

#### **Eligibility of applicants**

At the application opening session administrative check will be conducted. Namely, it will be verified whether that applicant is eligible according to the criteria as set out in section 2.1.1, 2.1.2 and 2.1.3.

**Please note! If the application does not meet the criteria as set out in section 2.1.1, 2.1.2 and 2.1.3. it will be automatically rejected.**

The application will also be automatically rejected if:

- the application is received after the closing date;
- the application does not comply with the requirements for minimum or maximum amounts or minimum or maximum duration;
- the project proposal is not submitted in English language using the OSCE Standard Project Proposal Template (*Annex I*);
- the project budget is not submitted in the requested format (*Annex II*).

### **3.2. Quality evaluation of the proposals**

All Small Grants Fund applications will be subjected to quality evaluation by the OSCE SMMS, except those dismissed following the administrative check.

Quality evaluation of the proposal, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Matrix below.

### **Evaluation Matrix**

<b>1. Significance and Relevance</b>	<b>35</b>
How relevant is the project to the Programme Objectives?	5
Does the proposal address an important relevant problem?	5
How relevant is the proposal to the particular needs and constraints of the country?	5
How clearly defined and strategically chosen are those involved (stakeholders, final beneficiaries, target groups)?	5
Have the needs of the target groups and the final beneficiaries been clearly defined?	5
Does the proposal addresses the needs of the target groups and the final beneficiaries appropriately?	5
Does the proposal contain specific elements of added value, such as innovative approaches and/or models for good practice?	5
<b>2. Methodology</b>	<b>25</b>
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation?)	5
Is the methodology clearly set out in the proposal?	5
Is the action plan clear and feasible?	5
Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
<b>3. Sustainability</b>	<b>10</b>
Are the expected results of the project likely to have a sustainable impact on the target groups?	5
Are the expected results of the proposed action sustainable?	5
<b>4. Financial and operational capacity</b>	<b>20</b>
Does the applicant have sufficient experience of project management?	5
Does the applicant have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
Does the applicant have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
Does the applicant have stable and sufficient sources of finance?	5
<b>5. Budget and cost effectiveness</b>	<b>10</b>
Is the budget realistic and cost-effective?	5
Are the proposed expenditures necessary for the implementation of the project activities?	5
<b>Maximum total score</b>	<b>100</b>

Please note the following important information:

#### *Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The applications with the highest scores will be given priority when grants are awarded.

Costs incurred for the preparation of the application will not be covered by the grant and will not be included in the budget.

#### **4. Application Check List**

Prior to sending the Application, check if you have all the needed documentation:

- Stamped project proposal with budget (*Annex I and Annex II*);
- Stamped and signed Certificate of Compliance (*Annex III*);
- Copy of Court registration certificate;
- Copy of the Mission Statement/Programme in the original language of the document and in English;
- Copy of the Statute in the original language of the document and in English;
- Listing of and CVs for all the Board Members;
- List of staff (including all full time and part time employees);
- CVs for proposed project staff;
- Copies of the most recent financial statements;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects, including the donor, implementation period and respective values;
- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

***NOTE:*** *it is in applicant's interest to provide the OSCE with the accurate contact details, preferably e- mail address.*