



Supporting Environmental Civil Society  
Organisations in South Eastern Europe

**Project Support (Grants) Component**  
**Guidelines for Full Proposal**  
**Preparation**  
*First Round of National Grants*

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REGIONAL ENVIRONMENTAL CENTER





## Supporting Environmental Civil Society Organisations in South Eastern Europe

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**Nota Bene:** These guidelines are intended for use by those CSOs whose concept papers have already been selected for the full proposal phase.



## Supporting Environmental Civil Society Organisations in South Eastern Europe

### Summary Information National Grants, First Round

- Donor:** Regional Environmental Center for Central and Eastern Europe, on behalf of the Swedish International Development Cooperation Agency (Sida).
- Environmental topic:** Urban environment and sustainable urban development.
- Total amount available:** The total amount available for this Call is EUR X (insert your country's amount from the grants distribution table).
- Amount per grant:** Ranging between 8,000 - 10,000 EUR (15,000 EUR in exceptional cases)
- Target:** Environmental civil society organisations (CSOs) in ..... (insert your country)
- Selection process:** The selection process will run from September 2006 to May 2007, with the following steps and deadlines:
- Concept paper submission deadline: November 6, 2006
  - Concept paper evaluation meeting: November 27, 2006
  - Full Proposal submission deadline: January 29, 2007
  - Full proposal evaluation meeting: February 23, 2007
  - Final decision by the donor: April 2007
  - Winners meeting: May 2007
- Project duration:** Projects will last up to 12 months from June 2007 to May 2008



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## 1. INTRODUCTION TO THE SECTOR PROJECT

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### THE SECTOR PROJECT

In April 2006, the Regional Environmental Center for Central and Eastern Europe (REC) and the Swedish International Development Cooperation Agency (Sida) launched an ambitious project in support of environmental civil society. The project - called SECTOR: **S**upporting **E**nvironmental **C**ivil **S**ociety **O**rganisations in South Eastern Europe - aims to promote the development of a vibrant and democratic environmental civil society within South Eastern European countries, in order to positively influence society towards sustainable development and improved living conditions in urban areas. This project will last for four years (running from April 2006 until April 2010) and includes SEK 37 million (EUR 3.7 million) for project implementation.

In the first phase of the programme, an assessment was conducted among environmental civil society organisations to formulate a clear picture of the state of environmental CSOs in the target region. Many of the development needs identified through the assessment are being addressed by activities falling under three components:

- Organisational viability/ support;
- Project support (grants); and
- Networking assistance and training.

Through this programme, the REC and Sida are aiming towards:

- Strengthened environmental civil society organisations, by building independent institutions, and developing organisations' skills and viability;
- Increasing awareness in communities regarding conditions and possible solutions to problems in the environment sector (particularly environment and health burdens in urban areas);
- Activating actors in environmental civil society to provide information and build links between environment and development in other sectors and between other stakeholders and participating more in environmental decision-making at national and local levels; and
- Strengthened environmental civil society that can promote positive environmental changes, through: networking, lobbying, public participation, advocacy and as a watchdog on government and industry.

More information is available at:

<http://www.rec.org/sector/default.html>



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## 2. OVERVIEW OF SECTOR NATIONAL PROJECT GRANTS

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### 2.1 INTRODUCTION

As a part of the Project Support Component of the SECTOR Project, the REC is offering SECTOR National Grants to the CSOs of .....insert your country. The overall scope of the granting programme is to enable civil society actors to address urban environment and sustainable development issues in South Eastern Europe (SEE). In addition, the support should result in strengthening civil society to:

- Increase community awareness regarding conditions and possible solutions to problems in the environmental sector (particularly environment and health burdens); and
- Promote positive environmental change, through environmental lobbying, advocacy and as a watchdog on government and industry.

Within the projects those approaches used by the CSOs should be national and inclusive. Projects should focus on developing or supporting networking with the local stakeholders; creating cross-sectoral coalitions (social, environment, development), and fostering national cooperation for sustainability.

In addition to the above mentioned scope, the programme will look to promote important democratic principles related to the rights-based approach for those organisations participating in the programme. Gender equality and ethnic aspects will be considered alongside the usual environmental issues during the grant evaluation. This will include the application of supporting criteria in the grant activities, proportionality of funding and project support as well as direct support for interethnic activities.

In order to ensure that gender equality and social justice are applied in the granting programme, in addition to the positive environmental impacts they will achieve, grants should demonstrate where possible and appropriate: gender equality, multicultural/multiethnic representation, minority participation in public life, and follow an inclusive and integrative approach to development.

The topics that projects must address are:

- The urban environment by addressing national priorities on land use and urban planning,

transport, energy and climate change, and waste management & water.

- Sustainable development in urban areas through supporting policy approaches and developing regional practical demonstration projects.

The REC hosts a website (<http://www.rec.org/sector/support/regional-grants.html>) on which more information about relevant urban environment problems, and the ways to address them, is presented. The website and the grants announcement offer some sample solutions for CSOs to follow.

In addition the REC has recently printed a publication called “Sustainability in Action” which highlights the results and conclusions of granting programme managed by the REC in the Western Balkan countries in 2004/2006. The publication can be used as a resource material for CSOs to get some ideas on the issues and approaches which could be addressed by them in promoting sustainable development. More on the publication can be found at:

[http://www.rec.org/REC/Programs/CSO\\_support/PDF/sustainability\\_in\\_action.pdf](http://www.rec.org/REC/Programs/CSO_support/PDF/sustainability_in_action.pdf)

### 2.2 GRANTS PROCESS DETAILS

Only those CSOs whose concept papers have been selected in the first phase of this grant programme are invited to prepare and submit a full proposal. This will be done with the full involvement of their project stakeholders and according to the instructions in these guidelines.

#### 2.2.1 Administrative process

The SECTOR national grants are administered from the REC’s Country Offices. This involves:

- Announcing the call for proposals, issuing guidelines, conditions and eligibility requirements;
- Assisting CSOs to prepare their full proposals by organising support from independent trainers and also coordinating the CSO training sessions;
- Organising an expert panel that includes independent experts from to analyse and rate the proposals;

- Supporting CSOs in implementing their projects by providing advice on budgeting, reporting, etc.; and
- Offering opportunities for promoting the final results of CSO projects.

<b>CALL TIMELINE</b>
Concept paper submission: 6th November 2006
Concept paper evaluation: 27th November 2006
Full Proposal submission: 29th January 2007
Full Proposal evaluation: 23rd February 2007
Sida Evaluation confirmation: April 2007
Winners meeting: May 2007

### 2.2.2 Grant topics

The topics that projects must address are:

- The urban environment by addressing national priorities on land use and urban planning, transport, energy and climate change, and waste management & water.
- Sustainable development in urban areas through supporting policy approaches and developing national practical demonstration projects.

However the approach taken by the projects in this call should consider the overall scope of the grants programme, that of: increasing community/public awareness regarding conditions and possible solutions in the environmental sector (particularly environment and health burdens); to provide information; build links between environment and development in other sectors; and in promoting change, through environmental lobbying, advocacy or by 'watchdogging' government and industry.

### 2.2.3 Grant amounts

For this call **EUR X** (insert your country's amount from the grants distribution table) is available.

National grants range between EUR 8,000 to 10,000 each. In exceptional cases when projects involve extensive networking, demonstrate involvement of the broad range of relevant stakeholders and /or is carried out in more than one project site, the amount of grant can be up to EUR 15,000.

In general the REC encourages CSOs to seek matching or supporting funds from other sources,

and willing to support or enhance ongoing initiatives.

### 2.2.4 Project period

The project must not exceed 12 months in length and implementation must start within two months after the project is awarded. Project implementation is expected to start by June 2007, and finish by May 2008.

*Nota Bene:* Full proposals will be reviewed by the Local Advisory Board meeting on 23rd February 2007. The results of this selection will be submitted to Sida for the final confirmation in April 2007. This additional step is expected to prolong timing of the usual grants decision making process at the REC, therefore the CSOs should not expect the notification of the winners before May 2007.

### 2.2.5 Eligibility

Only registered CSOs (see Environmental CSO definition below) promoting environmental protection and the sustainable use of the natural resources from .....insert your country are eligible for these grants.

Environmental Civil Society Organisations (CSOs) are defined as officially registered or otherwise clearly identifiable groups of citizens or other public associations that:

- Do not act as official governmental bodies;
- Are not-for-profit entities (i.e. non-commercial);
- Function at the local, regional, national and/or international level;
- Have primary purposes related to the promotion of one or more of the following:
  - protection and conservation of the environment,
  - the sustainable use of natural resources and renewables,
  - traditional cultural values and knowledge leading to a decrease in society's environmental impact,
  - environmentally friendly development, policies and projects, and
  - governance principles leading to the creation of an environment conducive to environmental protection and sustainable development (e.g. anti-corruption measures, transparency,

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|---|
| accountability, and public participation);  |
| <ul style="list-style-type: none"> <li>• Have a presence in public life, outside of family structures, expressing the interests and values of their members or others, based on ethical, cultural, political, scientific, or philanthropic considerations; and</li> <li>• Are based in .....insert your country.</li> </ul> |

Registered CSOs such as: community development groups, social groups, gender-based groups, trade unions, faith-based groups, teachers groups etc working in other related or supporting can participate as stakeholders.

In addition, CSOs applying for national grants are expected to exhibit the following characteristics:

- Readiness to develop and implement a national project of up to 12-months in duration;
- A proven track record in project management;
- Experience in the areas of sustainable urban development and urban environment related issues (preferred); and
- Access to the necessary equipment and facilities for project implementation.

**2.2.6 Cooperation and partnership**

This grant programme has been designed to promote cooperation between different stakeholders in ..... (insert your country). As such all applicants should consider how their projects exhibit multi-stakeholder cooperation

Stakeholders including:

- CSO from other fields such as community development groups, social groups, gender-based groups, trade unions, faith-based organisations, and teachers groups can also directly benefit from the project and be included in the grant as stakeholders as long as the project has an environmental and urban sustainability focus;
- CSOs from outside the target country organization;
- Beneficiaries such as targeted community and social groups

can benefit from the grant where justified. These costs may be budgeted under consultancy budget item, but applicants should consider that costs including salaries and consultancy should not reach more than 40 percent of the total budget.

Other stakeholders such as public administrations, local or national governmental authorities, their staff or officials are also encouraged to be involved in the grants development and implementation. Nevertheless they can not financially benefit through the grants. Any payments made to these groups will result in cancellation of the grant.

**2.2.7 Programme principles**

Applicants should recall that in addition to the urban environmental and sustainability scope of the projects and the cooperative elements this programme has been designed to promote and adhere to a number of additional principles. Where appropriate applicants should consider how they will incorporate in the project design and ensure during project implementation adherence to the following principles:

- Gender equality and equality of opportunity.
- Fair ethnic representation and diversity.
- Elimination of corruption

Programme principles related to ethnic, gender and geographical coverage should be kept in mind during the project development, implementation and demonstrated through reporting. “Equal Opportunity” should be the motto of the project. (Please see the Announcement document for further details).

**2.3 SPECIFIC PROGRAMME REQUIREMENTS**

In the preparation of your full proposal please review this list of requirements that are specific to or of importance to this call:

- The project may be no longer than 12 months in duration (June 2007 – May 2008).
- Grants may not support projects that focus on research or scientific work (unless they are linked to other aspects of the project); purely operational expenditures (such as core salaries or office rent); purchase of land, buildings, investments, or vehicles not justified by the project’s aims.
- Grants shall only support costs for salaries of the coordinating positions in the participating organisations, where otherwise they would not be able to carry out such project activities. Costs on the salary and consultancy cost budget lines should not reach more than 40 percent of the total budget (unless the nature of the project makes it absolutely necessary and it is properly justified in the proposal).

- Grants are encouraging partnership between different ethnic groups within the community. Projects should demonstrate the added value of such cooperation or partnership brings to the project.
- Grants should demonstrate gender balance and minority involvement whenever relevant and appropriately incorporate them in the project development and implementation. Further more the project should be able to measure the influence or the benefit of their participation in the project.
- The grants should be rooted in the local communities in urban areas and municipalities.
- Eligible costs are only those that relate to the actual project implementation. As such overhead costs unrelated to the project will not be admissible.
- CSOs currently running a National Grant supported by the REC can apply, but not receive another such grant before the final report of the previous project has been submitted and approved.
- Under the national grants, CSOs may not submit more than one Full Proposal.
- If an organisation is involved in two Full Proposals, the CSO must appoint different project coordinators for each project proposal. However at the full proposal stage, each selected CSO can benefit from only one grant. In case one specific CSO is approved at the concept paper stage both as a project leader and a project partner on two separate projects (or as a project partner on two separate projects), the CSO can receive only one grant from the REC at the full proposal stage (as lead or partner CSO), therefore they will have to make the decision as to which project to go forward with.

## **2.4 FULL PROPOSAL PROCESS**

These guidelines are targeted towards CSOs that have passed to the Full Proposal preparation stage. Please read this section on the process to be followed.

### **2.4.1 Proposal preparation process**

CSOs whose concept papers are passed to the full proposal stage will be assisted through training in preparing the full proposal according to the REC guidelines and requirements.

The NGOs should meet with the identified stakeholders and jointly write the full project proposal.

In the preparation of full proposals the CSOs should follow these grants guidelines for writing a project proposal. One representative from a CSO must be designated as the project leader for the whole project.

The project preparation phase will be during December 2006 and January 2007. CSOs should be taking into consideration the comments and recommendations from the concept paper evaluation. Additionally the CSOs should pay attention to the instructions and tips they will get from the training on the logical framework and media work.

Applicants can also contact the REC Country Office for assistance and in answering any questions on the guidelines or the forms to be used (see section 5 of these guidelines for contact details).

### **2.4.2 Evaluation process**

Naturally the total funding requested by CSOs usually exceeds the amount of funding available. Therefore, applications are selected in a competitive process (the best evaluated projects are awarded). The Local Advisory Board established at the REC with the participation of independent experts evaluates the applications entirely on the basis of the submitted full proposal.

All full proposals received are pre-screened to ensure they meet the following requirements:

- Applicants are eligible to receive a national grant (see the Eligibility section);
- The applications sent by mail are complete and include all original, signed documents and forms.

An independent expert panel will evaluate all proposals. The expert panel will consist of the Local Advisory Board and the Country Office representatives. The expert panel will have an advising and proposing role in the selection process as the final decision will be with the Sida.

### **2.4.3 Selection Criteria**

Proposals passing pre-screening are scored by the evaluation panel according to the following groups of criteria:

**Environmental impact:**

- The objectives and outputs are achievable, feasible, and can be attained within the project scope and the amount of money available. The implementation plan is realistic and lead to sustainable, long term results. The follow-up is planned and explained.
- Positive environmental impact through measurable indicators leading to achievable and long-term results.
- The project leads to real progress towards environmental improvement of, or sustainable development in, urban areas in the country. The impact over the beneficiaries is also clearly indicated.

**CSO approach and methodology:**

- Project applies an integrated and inclusive approach. The project is built on sustainable development principles.
- The community is involved in the project and clearly benefits from it.
- The implementation plan and the approach are realistic and lead to sustainable results. The follow-up/continuation is planned and explained.
- Project demonstrates that the organisations involved follow the rights-based approach, ensuring that gender equality, multicultural/multiethnic representation, and minority participation in public life are considered. Application of other rights such as age and disability can be positively influencing the evaluation. Project measures their influence and benefit to the project

**Cooperation (stakeholders):**

- Stakeholder's cooperation is feasibly demonstrated. The CSO partners share the responsibilities for implementing the project in an appropriate, clear and fair way.
- The project supports networking of stakeholders. Projects demonstrate the long-term cooperation developed through the project. Involvement and commitment of the appropriate stakeholders is ensured and letters of support/commitment are provided by them. Furthermore, the role/expectation of the key stakeholders is clearly defined. and their advantages of

being involved in different activities is realistically assessable.

- Project encourages partnerships between different ethnic groups. Project demonstrates their relevance and measures their influence and benefit to the project.

**Proposal quality:**

- There is a reasonable and realistic action plan. Action plan demonstrates the logical flow of the activities, with a clear time frame and description of the stakeholder involvement.
- The budget is cost effective. Budget of each activity is clearly explained and calculated. The overall budget follows the budget lines of the REC form. The limitations given by the guidelines are clearly pursued.

**Organisation capability and viability:**

- Staff experience and competence on the issue exists. CVs of the relevant involved staff demonstrate the required skilled and experience.
- Appropriate infrastructure (office and equipment) resources are available.
- The project builds on and supports the development of the continuity of the organisations' work and their roles.

The REC country offices will contribute to the evaluation with their comments on the issues relevant to their particular country, the methods employed by the CSOs, and organisational capability.

The best selected grants will be submitted to Sida for final approval in April 2007. CSOs will be informed of the evaluation decision only after the donor provides their final decision about the final list of winners.

**2.4.4 Notification of decision**

All applicants will be notified about the final decision as soon as this information from the donor is received reach the REC. The CSO winners will be invited to a Winners' Meeting (planned for May 2007).



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## 3. SECTOR FULL PROPOSAL PREPARATION

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### 3.1 INTRODUCTION

This section of the guidelines describes the various forms that should be prepared to complete your full proposal application. Please read it carefully. Templates can be found in the Annexes at the end of this document.

The full proposal must include the following forms:

- *Annex A:* Proposal cover page
- *Annex B:* Logical framework
- *Annex C:* Narrative description of the project
- *Annex D:* Budget summary for the entire project
- *Annex E:* Budget justification
- *Annex F:* Statement(s) of Cooperation

And the following support documentation:

- Description of the CSOs background, activities, mission and goals;
- CVs of the project coordinator and all other key persons involved in the project (partners or other relevant experts);
- Co-sponsorship/co-financing documentation or commitment (if appropriate); and
- Support documents from stakeholders.

#### IMPORTANT NOTE

##### Application submission:

**The deadline for submission of SECTOR National Grants Full Proposals is November ??, 2006.**

Please send the original proposal (unbound) to the REC Country Office in ..... insert your city. The proposal must be DELIVERED by post, courier or in-person by the end of the deadline day, or it will not be considered.

Late applications or applications sent by e-mail or fax will not be accepted. All applications must be signed and stamped where requested on the forms.

For more information, applicants should contact ..... Grant Manager, at the REC Country Office .....: e-mail: .....; tel: .....; fax: .....

### 3.2 PROPOSAL PREPARATION

At the full proposal stage the CSOs and partners are requested to work together to prepare the full proposal application. Please note on the forms where they require an authorisation signature and stamp. The application should be assembled in the following order:

**Annex A: Proposal cover page** - Must be clearly and fully completed by the CSO.

**Annex B: Logical framework approach and logframe matrix** - Prior to writing a detailed description of the project, several elements should be considered. The REC requires that applicants use the logical framework approach (LFA) to formulate and develop the project proposal, following the steps below. It is expected that the analysis and preparation of the logical framework (or logframe) will be done during the preparatory meeting, when the CSOs meet with their partners.

The results should be summarised in the logframe matrix (**Annex B**). **Please keep the logframe matrix for the project to one page (the information in the table should be concise and precise).** However, detailed information about the project must be included in the narrative description (as explained later in this document).

The LFA is a tool for project design and management. It consists of two phases: the analysis phase and the planning phase. The output of the LFA is the logframe matrix, a table which shows the goals, objectives, outputs, and activities of the project, the indicators that will be used to evaluate the project, and the project stakeholders and beneficiaries.

#### How to develop a logical framework

Designing a project starts by defining the contours of the project's intervention area and making an inventory of all related problems. An analysis of the identified problems enables the relevant project parties to decide on the precise set of problems that will be addressed by the project and to select the key problem.

Analysis phase: problems→objectives→strategy

The analysis phase normally starts with a basic idea generated by stakeholders related to an existing problem. The analysis should break this problem down into a set of smaller problems. The problems should be listed according to cause and effect.

Internal logic is the basis for the logical framework, which is designed during the analysis phase. It visualises the causal and hierarchical relations between project activities, project results, the project objectives and the overall goal.

The next step is for the project team to agree upon a project strategy. This is achieved by developing a series of solutions needed to attain the objectives, and choosing which objectives will be included in the project and which will not. The selected strategy and objectives then become the focus of the project and can be used to complete the logframe matrix.

The last step is to complete the logframe matrix. It is important to remember that the logframe matrix is not a form to be filled in but the result of careful analysis and reasoning, which must be done before filling in the boxes.

### **Annex C: Narrative description of the project -**

When preparing the narrative description of the project, the applicant must fill out all sections of Annex C by responding in detail to the questions below. This template document should be about four pages in length (including the project plan).

#### **a) Project statement**

- What is/which are the specific urban environment/sustainability related problem(s) or needs the national project addresses?
- Why are they important?
- Are they significant for your country?

#### **b) Detailed project plan**

##### ***Overall goal***

What is the general goal (broader objective) that the project will attain? Please be aware that the general goal should correspond with the overall goal given in the grant announcement related to urban environment and sustainable use of natural resources.

How does the goal fit (integrate) into the overall objectives of the SECTOR grants component, which are:

- Strengthen environmental civil society organisations, by building independent institutions, and developing organisations' skills and viability;
- Increasing awareness in communities regarding conditions and possible solutions to problems in the environment sector (particularly environment and health burdens in urban areas);
- Activating actors in environmental civil society, providing information and building links between environment and development in other sectors and between other stakeholders and participating more in environmental decision-making at national and local level; and
- Strengthening environmental civil society to promote positive environmental changes, through: networking, lobbying, public participation, advocacy and as a watchdog on government and industry.

##### ***Project objectives***

- What are the specific objectives of the project? The objectives should be set in accordance with the main goal of the project.
- How do the objectives help directly or indirectly to:
  - address national urban environment priorities of your country on land use and urban planning, transport, energy and climate change, and waste management & water or
  - develop policy and national practical demonstration projects in applying sustainable development approaches in urban areas.

##### ***Activities/timeframe***

- What are the detailed steps to be taken for each activity, including who will carry them out?
- What is the timeframe of all planned activities? An overall project time table indicating the time frame for each activity is expected.
- How did you identify the stakeholders, and what is their relationship to the problem? In what way are they going to be involved in project implementation? What are the stakeholder's contributions to the implementation of each activity?
- How does the project apply both the sustainable development and programme principles (rights based approaches) required?

- Who are the target groups for each activity?
- How does each activity contribute to achieving which objective?

***Expected outputs and results***

- What will be the results or outputs of the proposed activities?
- What are the expected environmental impacts and benefits of the project, what positive changes will the project achieve?
- How does each of the countries involved benefit? Who are the beneficiaries of the activity? How will you measure the benefits?
- How will you determine whether your activities have achieved the objectives?
- What means will you use to determine how your project contributed to the overall programme goal?
- What qualitative and quantitative indicators will be used to measure the extent to which the project achieves the expected outcomes and effects? List them.
- What products will be produced during your project? List them.
- How will information resulting from the project be disseminated to the public/community?

***Follow-up***

- Are the results of the project sustainable (next steps) and how will they be used further?
- Do you plan follow-up activities? Describe them.
- Can the results of this project be used as a model for others? How?

**c) Stakeholders**

As emphasised throughout this application, proper identification and involvement of all key stakeholders in the project is required by the REC. Under this section, please explain how you identify the stakeholders, what their relation is to the problem and in what way they were involved in the project preparation. Fill out all the information required in Annex C for each stakeholder separately.

**Annex D: Budget summary** - describing the budget for the whole project, must be clearly and fully completed for the part of the budget requested from REC. State amounts in EUR..

Please include in the budget summary the over all amount of your project including the committed

amount by other donors for your project (if applicable).

**Annex E: Budget justification** - The applicant must prepare a detailed budget justification for the project, which is the basis for the budget summary. Use Annex E to prepare the budget for each activity. Please follow the guide below, and add any other details appropriate to your project.

**I. Breakdown by phase** - Most projects are long enough to be divided into phases. The applicant should decide how many months each project phase will last. If your project is divided into phases, please indicate the length of each phase. Then indicate the budget required to pay for each phase.

**II. Breakdown by task** - When CSOs are in the planning stages of a project, it is difficult to know exactly how much things will cost. By doing this budget exercise, you will be able to picture how the project will progress. You should imagine each step of the process and try to think of all the different things you will need to pay for. Then try to fit all of these costs into the budget items of the budget summary form. For example, bus tickets go in travel, and bird food goes in supplies.

For each item listed below, try to estimate or predict the entire cost throughout the life of the project. Be as specific as you can, even if you don't know all of the details yet. Write all these details on a separate sheet or sheets of paper from the budget summary.

Budget categories are as follows:

*Stipends/salaries* - Grants shall only support costs for salaries of the coordinating positions in the participating organisations, that otherwise would not be able to carry out such core project activities. Specify the amount of time (month or day) that the project coordinator, financial assistant and the coordinators of each of the project activities which are part of the project team will spend managing the project and their monthly/daily cost. When calculating these costs please consider that costs including salaries and consultancy should not reach more than 40 percent of the total budget (unless the nature of the project makes it absolutely necessary and it is properly justified in the proposal).

*Consultants/contract personnel (for occasional work)* - Each short-term service needed for this project should be placed under this budget item. Specify the amount of time (in months or days) and the unit cost. For any consultant (sub-contractor) that is selected with

a cost above EUR 500 certain procurement regulations must be followed within the proposal preparation (see section 4.5.1 below for more details). When calculating these costs please consider that costs including salaries and consultancy should not reach more than 40 percent of the total budget.

*Nota Bene:* Grant support can not be directed towards public administration, local or national governmental authorities, their staff or officials.

*Travel* - List the number of trips, destinations, number of people traveling and the costs involved for their transportation.

*Accommodation and food* - Estimate the price of accommodation per person per night, per diem allowance per person, number of people staying and the number of days.

*Equipment* - Specify the type of equipment, how much is needed and the price per unit. Also explain why the equipment is needed. According to the REC's financial rules, "equipment" is any good costing more than EUR 200 and which is useful for more than one year. Furniture, computers and other machinery such as farm implements are examples of equipment. Software may be "equipment" depending on the value. When estimating these costs for the budget please read carefully the Procurement section 4.5.1

*Supplies* - List items and quantity, price estimation per item and purpose. Supplies include paper, floppy discs, calculators and upgrades to computers that are in total less than EUR 200.

*Communication costs* - Estimate e-mail, telephone, fax and postage costs (preferable by month or project event). These will have to be demonstrated and are not a lump sum.

*Publication costs* - Estimate the number of pages, number of copies, language, topic and cost per copy. Contracting of publication costs will also come under the Procurement rules, 4.5.1.

*Translation services* - Specify languages; estimate the number of hours or pages, fee per hour or page, purpose. As above procurement rules will also apply, 4.5.1.

*Other direct costs* - Costs which do not fit any of the budget categories can be placed under "other direct costs" (e.g. rental of conference facility, office rent and utilities, etc.). Unjustified costs under this item will not be considered.

*Nota Bene:* Under this call the REC does not cover contingency costs or overhead costs unrelated to the project implementation.

Although it is not a requirement, you may consider using additional funds or in-kind support to cover the project activities costs. If this is the case, you need to indicate this amount under Annex D (Summary Budget) as well as under Appendix E for each activity. The REC is interested to know only about additional funds for which donor commitment is secured. In-kind may include materials and supplies, work, communication, etc

**Annex F: Statements of cooperation** - Appendix F should indicate the commitment of the stakeholder to take part in this project, including the role they will play. The statement should be signed by both the project coordinator and the nominated person from the stakeholder' side. The agreement should be signed with each of the stakeholders identified.

### **Descriptions of the CSO's backgrounds**

Describe each of the involved CSO's backgrounds, activities, missions and capability/capacity to implement the project (with emphasis on the experience related to urban sustainability area).

### **CVs of project coordinators and all other key persons involved in the project**

The REC requires curriculum vitae for the Project coordinators and other key experts to be involved in the project's implementation.

Curriculum vitae should include:

- Family name
- First name
- Date of birth
- Place of birth
- Nationality
- Current employer
- Years of experience in the field
- Key qualifications (relevant to the project)
- Education: Under this heading, summarise college/university and other specialized education, giving names of schools, dates attended and degrees obtained.
- Experience record: Under this heading, list all positions, locations, assignments, titles, dates and employers. Indicate the work undertaken which best demonstrates the person's ability to complete the project tasks.

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## 4. TERMS AND CONDITIONS

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### 4.1 INTRODUCTION

For this grants programme and to prepare a proposal there are a number of terms and conditions that applicants must consider. The most pertinent of these are covered in the following section.

### 4.2 AWARDING PROCESS

#### 4.2.1 Preconditions

In many cases, pre-conditions for a grant are set by the Local Advisory Board. These usually focus on content (mostly results and indicators) or financial issues, though they can sometimes mean methodological or timing adaptation. In this call Sida will also comment on the proposals separately and may add additional recommendations and conditions. These must be met by a deadline stated in the award notification letter and award agreement, before the first grant payment can be transferred.

#### 4.2.2 Winners' meeting

Grant winners are expected to attend a Grant Winners' Meeting in .....insert your city, country. At this meeting each CSO will present its project, and the CSOs meet the other grant winners and the REC grant and financial officers for training. Another important activity at the award meeting is the finalization and signing of the award agreements.

#### 4.2.3 Award agreement

All award agreements are prepared in EUR.

The award agreement states the approved budget for the grant, the disbursement schedule and the reporting requirements. When signed by both the grantees and the REC Country Office director, the award agreement becomes a legal contract.

The award agreement also states that the project must be implemented as described in the grant application. If there is any significant change to the project proposal, it must be submitted and approved in writing by the REC grants officer before the change is implemented. Significant changes include: a budget difference of any line

item greater than 10 percent, a change in the dates of project implementation and changes in the purpose of the project.

The award agreement must include the signatures of:

- The project coordinator, who signs on behalf of the CSO;
- The Country Office Director of the REC, who signs on behalf of the donor organisation.

All signatures must be validated with the CSO stamp. With the signature of the REC Country Office Director and the stamp of the REC, the award agreement is a legally binding document. Furthermore, the terms and conditions outlined in the guidelines and the grants announcement are legally binding.

### 4.3 GRANT MANAGEMENT

#### 4.3.1 Grant Payment

The CSOs must have separate bank accounts. Grant funds are transferred from the REC's account to the CSO's bank accounts. Grant payments cannot be made in cash or by cheque.

The funds are disbursed in EUR in at least three instalments, based on the schedule included in the award documents and agreed at the winners' meeting. If there are budget pre-conditions, the CSO must prepare new budget summaries to be discussed at the winners' meeting.

The first payment of the grant is made when the pre-conditions have been met and the REC has received the signed award agreement. The next payments are made when the grants officer and financial assistant approve the progress reports. After the final report has been approved by the REC, the last 10 percent is paid to the CSO.

#### 4.3.2 Reporting Requirements

The CSO is responsible for submitting all project reports. The CSO is required to prepare a narrative and financial report and send it to the REC Country Office. Copies of receipts must be included in the report.

All reports must be submitted according to the schedule stated in the Award Agreement.

Awarded CSOs will receive full reporting instructions at the Winners' meeting.

#### 4.3.3 Budget Modifications

Although the REC cannot increase the overall amount of a grant award, the budget made in the award agreement can be altered. If it is necessary to transfer more than 10 percent of one budget line to another budget line, the CSO needs written approval from the REC grants officer.

#### 4.3.4 Auditing

The REC's staff, Sida representatives or independent audit firms may monitor project performance at any time. The REC reserves the right to review finances and expenditures at any time during the project period or up to one year after the project's completion. All original receipts must be kept on file for one year after the project has finished.

#### 4.3.5 Returning Funds

If, for any reason, conditions are not met, the full grant amount should be returned to the REC. The award agreement is a legal document, and the CSO and the REC should meet all requirements. In case of disagreement, .....insert your country law is applicable.

### 4.4 INFORMATION AND ACKNOWLEDGEMENTS

#### 4.4.1 Access to Information

Rejected full proposals are not made available to the public unless the authoring CSOs give the REC permission to make the application public.

All approved grant applications and their products are considered to be public domain. Any information resulting from grant projects is available for the public. CSOs are encouraged to develop project websites highlighting the results of the implemented projects and promoting them to other stakeholders.

If a project results in a publication, the grantee is requested to provide the REC HO and Country Office(s) with complimentary copies for further distribution.

#### 4.4.2 Grants Acknowledgement

Acknowledgement of Sida and REC support is appreciated. Any announcement published by the CSO, such as a newsletter article or conference brochure, should include the following acknowledgement:

*"This project is being implemented with a grant given through the Regional Environmental Center for Central and Eastern Europe's SECTOR Programme. This programme is funded by the Swedish International Development Cooperation Agency (Sida)."*

#### 4.4.3 Use of SECTOR, REC and SIDA Logos

CSOs making use of the SECTOR's, REC's and Sida logos on a publication, poster, T-shirt, sticker, etc., must contact their REC Grants Officer beforehand. The REC will forward the official logos to the CSO upon request. The logos should be used together with the above acknowledgement sentence where possible.

#### 4.4.4 Endorsement and Disclaimer

Sponsorship by the donors (REC and Sida) of any proposal does not suggest their endorsement of the results. They assume no liability, expressed or implied, for damages arising from any activity of grantees. The opinions expressed in connection with the project (or publications) do not necessarily represent the policies or opinions of the donors.

### 4.5 SPECIAL CONDITIONS

#### 4.5.1 Procurement

This section applies for the purchase of goods and services for the grantees. There are also specific regulations in the beneficiary countries that are mandatory for the beneficiary organisations to apply.

##### 4.5.1.1. Purchase of Fixed Assets (goods)

Any item for a longer use (more than 12 months) and having a purchase price above EUR 200 Euro is regarded as fixed asset (goods). Fixed assets can be purchased only if both the financial resources (existing budget) and for the need for the requested fixed asset are foreseen and justified in the proposal.

Any fixed assets purchased out of the grant are property of the REC during the project

implementation phase. The REC will shift the property rights to the CSO only if the REC is satisfied with the grant results.

There are special conditions for grants used to purchase fixed assets:

1. The receipt should follow the local legislation for fixed assets purchase. The invoice should be on the CSO name and if it is necessary, insurance can be included in the grant amount.
2. The invoice should be on the name of the CSO although the Award Agreement states that the REC maintains ownership of the fixed assets for the project period. During this period, the REC is lending the fixed assets to the CSO. In addition, the Agreement states that if the CSO ceases to exist or no longer needs the fixed assets, then the fixed assets must be returned to the REC's Country Office in that particular country.
3. Based on the satisfactory performance of the CSO during the grant implementation the REC's grant manager approve or rejects the longer ownership of the fixed asset/s by the CSO. In case the grant is closed abnormally or there is not a proper justification for the further use of the fixed assets by the CSO, the REC have the power to request prompt return of the fixed assets to the REC's Country Office. Fixed assets can be transferred for use of another CSO within the framework of the granting programme.

**4.5.1.2 Purchase of Services (contracting)**

If within the awarded project the CSO intends to receive a service then a formal contract must be prepared between the CSO and the person contracted to supply the service (legal or natural persons). Services include, but are not limited to, expert consulting, printing contracts, and payment of works.

In addition to this requirement the purchase of services over certain amounts may require a specific procedure:

<i>Contract amount</i>	<i>Procedure</i>
< EUR 500	Agreed in proposal evaluation or with Grant Manager
EUR 501 – 5,000	Terms of Reference of Service, plus evaluation statement of selected sub-contractor.  Three price quotes provided
>EUR 5,001	No contracts of this magnitude are eligible.

More details on the procedures are available on request from the REC Country Office, (see section 5).

**4.5.2 Corruption and Conflict of Interest**

The REC expects that the grantees:

- Will cooperate on preventing corruption within and through the granted project and will undertake to take rapid legal measures to stop, investigate and charge any party suspected on good grounds of corruption or other willful misuse of resources.
- Will ensure that no offer, gift or payment, consideration of benefit of any kind that would or could be construed as an illegal or corrupt practice shall be offered or accepted, either directly or indirectly, as an inducement or reward related to the implementation of the granted project. Any such action would result in termination of the award agreement forthwith.
- Will not engage in any outside work, be involved in any business or undertaking, or hold any interest, either personally, or through any company or agent, which will or may be in conflict with involvement in the grant.

## 5. CONTACTS AND BACKGROUND

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The **deadline for submission of SECTOR full grant proposals is November 6th, 2006**. Send the original proposal (unbound) to the REC Country Office in ..... (insert your country). The proposal must be DELIVERED by post or in-person by the end of the day, or it will not be considered. Late applications or applications sent by **e-mail or fax will not be accepted**. All applications must be signed and stamped where requested. For more information, interested parties should contact ..... (insert your grant manager and CO contact details).

### **THE REGIONAL ENVIRONMENTAL CENTER FOR CENTRAL AND EASTERN EUROPE (REC)**

The Regional Environmental Center for Central and Eastern Europe (REC) is a non-partisan, non-advocacy, not-for-profit international organisation with a mission to assist in solving environmental problems in Central and Eastern Europe (CEE). The center fulfils this mission by promoting cooperation among non-governmental organisations, governments, businesses and other environmental stakeholders, and by supporting the free exchange of information and public participation in environmental decision-making.

The REC was established in 1990 by the United States, the European Commission and Hungary. Today, the REC is legally based on a charter signed by the governments of 28 countries and the European Commission, and on an international agreement with the government of Hungary. The REC has its head office in Szentendre, Hungary,

and country and field offices in 17 beneficiary countries, which are: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Former Yugoslav Republic of Macedonia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Turkey.

More information can be found online at: [www.rec.org](http://www.rec.org)

### **THE SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY (SIDA)**

The Swedish International Development and Cooperation Agency is a government agency under the Ministry for Foreign Affairs. Sida's goal is to contribute to making it possible for poor people to improve their living conditions.

As other Swedish government agencies, Sida works independently within the framework laid down by the Swedish Parliament and Government. They specify the budgets, the countries with which Sweden - and thereby Sida - is to work with, and the focus of Swedish international development cooperation.

Sida is a global organisation. Its head office is in Sweden and it has field offices in some 50 countries.

More information can be found online at: [www.sida.se](http://www.sida.se)

## 6. ANNEXES

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Annex A – Proposal Cover Page

Annex B – Logical framework

Annex C – Narrative description

Annex D – Budget Summary for the Entire Project (in EUR)

Annex E – Budget Justification

Annex F – Statement of Cooperation





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**National Grants – First Round**

<h1 style="color: green; margin: 0;">Annex A</h1> <h2 style="color: green; margin: 0;">Proposal Cover Page</h2> <p style="color: green; margin: 5px 0 0 0;">Please do not modify this form.</p>			
Project title:			
<b>Lead CSO information</b>			
Name of CSO			
Registration number		E-mail:	
Telephone number		Fax:	
Address (include country)			
Project leader			
Dates of project period	Start date:	- - year – month - day	End date:      year – month - day
Brief description of the project (400 characters)			
Products to be developed (bullet points)			
Amount requested from REC (EUR)			
Bank info (name, address, account holder, account number, Swift code)		Bank name:	
		Account holder:	
		Account number:	
		SWIFT Code:	
To be filled in by REC	Date Received		Responsible grant officer
Decision			

**Use extra sheets where necessary**





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**Annex B**

**Logical Framework**

Please do not modify this form.

	2.1 The project	2.2 Indicators of achievement	2.3 Stakeholders/ beneficiaries
a. Overall goal	What is the goal to which the project will contribute?	What are the key indicators related to the overall objective?	What are the long-term partnerships this project will bring about?  Who are the long-term beneficiaries of this project?
b. Project objectives	What are the specific objectives of the project?	What are the quantitative or qualitative indicators showing whether and to what extent the project's specific objectives are achieved?	Who are the strategic partners (stakeholders) required to achieve each of the objectives?
c. Expected outputs and results	What are the concrete outputs envisaged to achieve the specific objectives? What are the envisaged effects and benefits of the project? What improvements and changes will be produced by the project?	What are the indicators to measure the extent to which the project achieves the envisaged results and effects?	Who are the beneficiaries of the project results? Who will further use the project outputs?
d. Activities & timeframe	What are the key activities to be carried out and in what sequence in order to produce the expected results?	What are the methods and approaches used to implement each of the activities?	Who will participate in the project activities? What will be their contribution?





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# Annex C

## Narrative project description

Please do not modify this form	
Project title:	
3.a Problem Statement	Description of the addressed problem:
3.b. Detailed project plan	Project goal:
	Project objectives:
	Activities/timeframe:
	Expected outputs and results:
	Planned follow-up:
3.c. Stakeholders	
Stakeholder 1	Organisation/entity
	Name of the contact person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:
Stakeholder 2	Organisation/entity
	Name of the involved person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:
Stakeholder 3	Organisation/entity
	Name of the involved person and position
	Address (include country):
	Telephone and fax number:
	E-mail
	Description of the role:

Use extra sheets where necessary





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## Annex D

### Budget summary for the entire project (in EUR)

Please do not modify this form.			
Project title:			
<b>Lead CSO information</b>			
Name of CSO			
Registration number		E-mail:	
Telephone number		Fax number:	
Address (include country)			
Project leader			
<b>Dates of project period</b>	Start date:	- - year – month - day	End date: - - year – month – day

**Overall budget:**

Budget items	Phase I	Phase II	Budget EUR
Stipends/ salaries			
Equipment			
Travel			
Accommodation and food			
Supplies			
Consultants/ contract personnel			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
<b>Total requested from the REC:</b>			
<b>Additional funds committed by other donors/in-kind:</b>			
<b>Total project budget: (REC + additional funds)</b>			

Please sign and stamp this budget summary.  
A signature will validate the document.





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# Annex E

## Budget justification (in EUR)

*(copy as necessary)*

Please do not modify this form.

**Phase:**

**Activity:**

**Timeframe:**

REC budget item	Description	Unit cost/personnel cost	Number of units/work time	Requested from the REC	Other support/in-kind contribution
Stipends/salary					
Equipment					
Travel					
Accommodation and food					
Supplies					
Consultants/contract personnel					
Publication costs					
Translation services					
Communication costs					
Other direct costs (please specify)					
<b>TOTAL Activity</b>					

Note:

- This form should be copied and filled out for each of the project activities and for each phase. Should an activity bridge two phases, then the costs should be split accordingly and two of these forms prepared.
- Under “description” please give a detailed explanation about the budgeted amount. Example: (1) for consultants/contracted personnel you need to specify each of the contracted experts or organisations in relation to the respective activity; (2) For travel, specify the name of the person travelling, destination and the means of transport.





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## National Grants – First Round

# Annex F

## Statement of cooperation

By signing this statement of cooperation, we agree to work together in implementing this project if the proposal is selected according to the work plan provided in the full proposal.

We all agree that the project coordinator of the lead **CSO** is responsible for coordinating all stakeholders, maintain the communication with the REC and fulfil the reporting requirements.

The **stakeholders** are responsible to bring their contribution to/or take part in the project according to the description and the timeframe given in the proposal, providing input for the activities on time as well as maintaining close cooperation with the other project stakeholders and beneficiaries.

**Project title:**

### Stakeholder information

Organisation/entity:			
Field of expertise:		Phone number:	
E-mail address:		Fax number:	
Address:			
Contact person:			
Name and signature of the stakeholder (please stamp and date):			
Name and signature of the CSO project leader (please stamp and date):			

Notes:

1. Stakeholders can contribute to the project implementation or benefit from it.
2. If more than two stakeholders intend to cooperate on this project, please make copies of the Statement of Cooperation as necessary. Both CSO and stakeholders should sign and stamp this statement at the project preparation meeting after agreeing on the share of tasks and responsibilities. The document, in its original, should be submitted with the full proposal package.
3. In addition to this statement stakeholders should submit a letter of interest, which indicates their commitment to assisting the project implementation and describes their specific role in the project.