

FIFTH CALL FOR PROPOSALS ISSUED BY THE PRESIDENCY FUND
1 December 2007 – 3 March 2008

1. Scope of the Fund

The Presidency Fund has an operating capital of € 1 Million contributed by the Irish and Dutch Governments with an additional 250.000 euros recently donated by the German government. The Fund is presently on its last year of its three-year life and this, the fifth Call for proposals, is expected to be the final Call to be issued by the Presidency Fund.

The First Call for Proposals led to 7 projects being funded for a total of 236.968 euros. 6 organisations were awarded aid from the Presidency Fund in the Second Call for Proposals for a total of 241.190 euros. As a result of the third Call for Proposals, 6 organisations received aid amounting to 207.457 euros.

[Click here](#) to read details of these projects.

In the present call for proposals, the grant to Implementing NGOs of **Aid from the Presidency Fund will not exceed €45,000 for an implementation period of one year**. Budgets should be relevant to the economic standard in the country of implementation.

N.B.: Hardware costs such as computers, printers, fax machines, etc. are not covered by the Fund

2. Focus of the Fund

The Presidency Fund came into operation to stimulate the capacity of civil society in the Ten New Member States (NMS) to engage effectively in dialogue over the EU Development Policy. [Click here](#) to learn more about the EU Development Policy.

2.1 Geographical Focus

The Presidency Fund is very happy to extend the Fifth Call of Proposals for the participation of NGDOs from Romania and Bulgaria on their accession to the EU this year.

The Presidency Fund continues to invite NGOs from Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia to participate in this Call.

2.2 Functional Focus- The Objectives

The Presidency Fund has been established to realise the following objectives:

- To strengthen the EU Development Co-operation and the International Development Agenda by developing capacities of NMS NGOs to engage in actions toward this end.
- To create a deeper understanding within civil society in the NMS on issues related to EU Development Co-operation by facilitating interactions between civil society actors from developing countries (Global South) and those in the NMS.
- To create opportunities for NMS NGOs to exercise greater influence while engaging in the EU Development Policy Debate by strengthening or establishing National Networks and Coalitions between NGOs within NMS countries where these do not exist or are inadequate.

- To promote fair representation of the NMS NGOs and their access to EU institutions by facilitating their participation in Europe-wide networks.

[Click here](#) for a detailed explanation of the Presidency Fund objectives and to find out how you can translate these objectives into action.

Proposals submitted to Call 5 should consider entering into partnerships with NGOs from EU-15 countries (Old Member States).

2.3 Actions/ Activities

The objectives of the Fund will be realised through a series of comprehensive activities. A few examples of the activities that fall within the scope of the Presidency Fund are:

- Policy Exchanges
- Advocacy
- Roundtables
- Education and Training
- Internship Programmes
- Exchange Programmes
- Programme Visits

Please note that activities that exclusively relate to Development Education fall outside the scope of the Presidency Fund.

3. Eligibility of NGOs

All NGOs fulfilling the following pre-conditions are welcome to respond to Calls for Proposals:

- Be a publicly recognised, legal non-profit making entity under the relevant national law where such laws exist. The organisation in all cases will have to establish that it operates on the basis of a set of written statutes.
- Located in [Romania](#), [Bulgaria](#), Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia.
- Have a clearly defined Mission focused on international development co-operation, humanitarian assistance, justice and/or the advancement of human rights.
- Be non-partisan with a decision-making mechanism independent from government.
- Have an identifiable constituency:
 - A group of individuals who it seeks to influence in order to affect change (advocacy and lobbying)
 - A group of individuals who directly/ indirectly benefit from their activity.
- Have an identifiable track record in relation to the activities proposed. Therefore the organisation must establish that they have successfully implemented programmes and projects.

4. Applications for Projects

Applicants to the Fund will be required to submit their proposals using the Preliminary Application form downloaded from the Presidency Fund website www.presidencyfund.org

The application process for receiving aid from the Fund in each Call for Proposals is in two phases:

4.1 Preliminary Phase:

Form 1- Preliminary Application Form

4.11 The Preliminary Application Form is divided into two parts- the summary of project proposal which makes up part one and the organisational background form which forms part two.

4.12.1 Organisational Background Form is included as a second section of the Preliminary Application Form. This requires information of the nature and structure of the NGO and its activities. The information contained in this form will be describing the organisation submitting the project proposal, and with whom the contract will be entered, if Funding for the project proposal is approved. Therefore, the organisation has to be a legal entity in itself. A network of NGOs that is being set up through the project proposal can not apply for Funds, unless it is a registered or a legally recognised organisation.

It will be assumed that the information provided in the Organisational Background Form relates to the NGDO that will be implementing the proposed project (and not a Consulting NGDO which is facilitating the application process on behalf of the implementing NGDO). Should this project proposal be selected, the Fund Secretariat will consider the NGDO whose details are provided in the organisational background form alone as the implementing organisation.

The information submitted in the preliminary phase will only be restricted to the Preliminary Application Form and the Organisation Background Form. No attachments or additional information via post will be acceptable at this phase of the application process.

4.13 Preliminary Application and Organisational Background Forms for Call 5 should be submitted via email to ssaldanha@presidencyfund.org by midnight CET of 15 January 2008.

[Click here](#) to download the Preliminary Application Form.

4.14 The Fund Secretariat will immediately acknowledge receipt of the Preliminary Application Form through an email to the contact person designated by the proposing organisation.

4.15 The Fund Secretariat will assess each Preliminary Application and Organisation Background and respond to each organisation submitting the Preliminary Application Form as follows:

4.15a It will advise the proposing organisation by email of the eligibility of the organisation to apply for financial support from the Fund. This advice will be sent by 3 February 2008.

- 4.15b At the same time the organisation will be advised on whether the project proposals fall within the scope of the Fund. The Fund Secretariat may make suggestions on changes that could be made to help in clarifying the information provided.
- 4.15c Suggestions may also be given on possible collaborations between the proposing organisation and any partners involved in the project proposal, with other NGOs who have submitted a proposal with similar objectives and activities, or who have indicated their intention to do so. This could help foster coalition building and enable multiple NGOs to share resources for achieving common goals while working in their respective constituencies.

Kindly ensure that the email address provided on the application form is one that is relevant to receive communication from the Presidency Fund Secretariat. Once an email has been sent to this email address, the Fund Secretariat will not entertain requests for additional confirmations to various email addresses.

4.2 Main Application Phase:

Applying organisations that have been accepted in the Preliminary Phase of Call 5 to participate in the Main Phase of Call 5 will receive the Main Application Form via email directly from the Fund Secretariat.

4.21 Main Application and Budget Proposal Forms

The Main Application Form allows the Applicant to provide comprehensive information about the proposed project including the objectives, the implementation plan, and timetable for implementation, risk assessments and evaluation strategies. The estimated budget for the project proposal will be provided in the Budget Proposal.

4.22 Main Applications responding to Call 5 will be expected by (and including) midnight (CET) of 3 March 2008. Proposals received after this date will not be included in the Assessment Process.

4.23 One copy of the Main Application Form will be electronically sent by email and a hard copy (printed version) of the Application Form along with the various attachments required to substantiate the application will be sent by post. The posted documents will require to establish (through the date of postage on the envelope from the country of origin) that the application has been posted on or before 3 March 2008.

4.24 The Main applications will be assessed by the Presidency Fund Board. It is estimated that the Main Assessment Process will take an average of two months before a decision is reached on which project proposals will be accepted for receiving aid from the Fund.

5. Assessment Criteria

The Assessment, as described above will be done in two phases corresponding to the Application Phases- The Preliminary Assessment will be conducted by the Fund Secretariat and the Main Assessment will be done by the Presidency Fund Board.

Every Proposal received will be appraised based on the following criteria:

Criteria	Score
Eligibility of NGO: <i>Organisation Performance</i>	0-10
Comprehensiveness of Information	0-5
Relevance of the Proposal to: <ul style="list-style-type: none"> • Objectives of the Fund • Objectives of Project • Confronting the Identified Need 	0-10
Effectiveness of the Proposals: <i>Capacity of Activities suggested in the Proposal to achieve defined objectives</i>	0-5
Efficiency of the Proposal: <ul style="list-style-type: none"> • The relationship between the proposed actions and the financial plan. • Cost-sharing and alternative means of funding and resources. 	0-5
Impact of the Proposed Project: <i>The validity of the Target and Performance Indicators</i>	0-10
Sustainability of the Proposed Project: <i>The capacity of the Project to sustain itself once the contract with the Fund is concluded.</i>	0-10

5.1 Assessment Results

Every NGO submitting an application will be informed about the outcome of the Main Assessment Process. The list of NGOs whose Project Proposals have been selected for implementation will be posted on this website of the Presidency Fund along with a Summary of the Project Proposal.

6. Project Implementation

A written Contract between the two parties, *Eurostep* and the Implementing NGO, will be signed to initiate the implementation of the Project.

The following are the General Conditions for the Contract:

- 6.1 The provision of support from the Presidency Fund for successful proposals will be provided on the basis of a legally binding contract.
- 6.2 A contract between *Eurostep*, which bears the legal responsibility for the Presidency Fund, and the Implementing Organisation can only be concluded in writing between lawful representatives of *Eurostep* and the lawful representatives of the organisation responsible for the implementation of the activities as described in the application.
- 6.3 These General Conditions are considered to form part of any contract drawn up between *Eurostep* and the implementing organisation with the purpose of (co)financing this latter's activities, unless in such a contract it has been explicitly stipulated that these General Conditions are not applicable.
- 6.4 Together the General Conditions, the Application and the Contract Letter form an integral part of the contract.
- 6.5 The parties undertake to comply with their obligations as stated in the contract.

6.6 The Contract will operate for a period of one year corresponding with the period of Implementation of the Project. Requests for extending the contract period should be made to *Eurostep* at least three months prior to the expiry of the contract.

6.7 Requests for modifications to either the Application, or the Terms of Contract or the Budget will be submitted in writing to *Eurostep*. A variant in expenditure against the Budget of up to 10% will be accepted on the basis of prior notification and justification of the changes. All variants exceeding 10% require written authorisation.

7. Monitoring Implementation

The projects selected for aid by the Fund will be monitored in the course of the year through which they will be implemented. Two mechanisms have been established to monitor implementation:

7.1 Mid-Term Report

The Fund Secretariat will monitor the progress of implementation of the project through a Mid Term Report submitted by the implementing NGO. This Mid-Term Report must be submitted to the Fund Secretariat via email in the seventh month of implementation of the project.

7.2 Final Report

The Final Project Report will be submitted within three months of the expiry of the Contract to the Fund Secretariat to facilitate the evaluation of the Project by the Presidency Fund Board.

This report will contain:

- A description of the Implementing process
- An evaluation of each Activity and Action
- Financial Report

Formats for drafting these reports will be provided to the NGOs whose projects proposals have been selected for implementation.

8. Project Evaluation

Each project that has received aid from the Fund will be evaluated by the Presidency Fund Board. This evaluation will be available on the Presidency Fund website as well as sent to each Implementing NGO. The basis of this evaluation will be the Mid-Term Reports and the Final Report submitted by the implementing organisation.

9. Contact

Enquiries

The Presidency Fund Secretariat welcomes any enquiries or clarifications.

Email: ssaldanha@presidencyfund.org

10. Applications:

All Applications for Aid from the Presidency Fund will be made to the following address:

Email: ssaldanha@presidencyfund.org