

Call for Applications: Production Grant for Regional Media in Armenia

1. Background of the Call for Application

The consortium led by DW Akademie and consisting of the BBC Media Action, Open Society Institute Assistance Foundation Armenia (OSIAFA), Hetq and Factor are implementing the project “European Media Facility in Armenia – Building Sustainable and Professional Media” funded by the European Union. The project contributes to a vibrant Armenian media sector by working with media managers, independent journalists, national and regional media outlets as well as journalism students. Find further information about this project on our [website](#).

2. Priority of the Call for Application

This call for applications is to award up to 5 regional media organizations (e.g. online, TV, radio/podcast, print) in Armenia with financial support to create additional programmes and contents on key topics of regional interest. Special attention is given to projects that harvest recently build capacities and skills. Priority will be given to online media, media outlets with focus on relevant topics in remote areas, projects that include and support female journalists.

3. Requirements for Participation

On the organizational level, the following requirement shall apply:

Active commitment to the project’s objectives:

- strive for development and improvement
- adequate integration of female candidates and people with disabilities

Sustainability:

- commitment to stay involved beyond the end of the project
- ongoing inclusion of the thematic topics

Organizational values:

- Transparency and accountability
- political independence and neutrality
- journalistic ethics

Reliability:

- financial reliability
- transparency
- functioning personnel structure

4. Eligibility of Projects and Activities

The proposed projects must have:

- an added value to the organization(s)'s ongoing work
- media productions, such as online and social media, radio/podcast, video or TV.
- raise awareness about socially relevant topics, such as environmental issues, marginalized groups, people with disabilities, women's rights and empowerment, etc

Proposed activities should be related to the following topics:

- environmental protection and climate change,
- human rights issues,
- gender,
- discrimination of marginalized groups,
- conflicts,
- and/or other social sensitive topics.

5. Eligibility of the Applicant

In order to be eligible to submit the application, the applicant must be:

- A registered independent legal non-profit or media entity in Armenia;
- Operate outside the capital and have its offices in the region;
- Operative since a minimum of two years from its day of registration;
- Have a clear accounting system and procedure including proper documentation of financial transactions.

6. Eligible costs

- Contribution to personnel costs, mainly journalists
- Equipment (small items only, such as cameras, microphones and other similar small movable items)
- Other publication costs such as design, layout, and print
- Costs for freelance-journalists, citizen journalists, or students receiving fees/daily rates

7. Size of Financial Support

A maximum of 4.000,00 Euro will be awarded to each successful applicant.

8. Location and Timetable for Financial Support

Media outlets applying for financial support should be based outside of Yerevan. Financial support will be given for the period from 1st June 2023 to 31st August 2023. The funds will be disbursed in 1 instalment (details to be fixed in the grant contract) according to the project deliverables and reporting timeline. Each recipient should provide the final narrative and financial report 15 days after the end of the project (no later than 15.09.2023).

9. Number of applications and grant per applicant

Each applicant can submit only one application for a maximum of 4.000,00 €. Organizations that have received funds through the European Media Facility Armenia in one of the 2 prior calls can re-apply here, given that a new project with new contents, ideally based on learnings and capacities from the prior funding, is developed.

10. Documents to Apply for Financial Support

The Application must be written in English or Armenian language. Hand-written applications will not be accepted. The narrative should be limited to 4 pages only. Submission of budgets without pre-given templates. The following documents need to be sent:

- 1) Annex I for the narrative, using the template provided
- 2) Budget (no template provided)

Additionally, applicants should submit by email together with the application form and budget the following documents. Please provide scanned versions or photography of original documents if applicable:

- 1) Certificate of registration
- 2) Latest annual financial report
- 3) List with reference projects (examples with best practices, such as articles, reports)

11. Prevention of fraud and corruption & Complaint Mechanism

DW Akademie has a policy of zero tolerance of fraud and corruption and always require its staff and partners to act honestly and with integrity. To achieve this, we will: develop, maintain and consistently apply effective controls at all levels; ensure that if fraud or corruption occurs, a vigorous and prompt investigation takes place, and that findings are reported; take appropriate disciplinary and legal action in all cases, where and as justified; take all appropriate and reasonable steps to recover any financial losses; review systems and procedures to prevent similar frauds or acts of corruption; ensure fraud and corruption risks are taken into consideration in future program planning.

A sound complaint management system ensures that applicants and grantees have a source for communicating their problems and concerns, including suspicion of any kind of malpractice by contacting the following email address: dw-akademie.complain@dw.com.

This email address is related to the head office of DW Akademie in Germany where a complaint management team will take up the concern and initiate next steps. As such, any applicant or award grantee will have the opportunity to address matters of any kind confidentially.

12. Request for Clarification

The applicant has the right to send a request for clarification to dw-akademie.armenia@dw.com. All questions and answers will be summarized and shared in a compiled document that can also be requested via dw-akademie.armenia@dw.com until the deadline.

To ensure equal treatment of applicants, DW Akademie will not give a prior opinion on projects or specific activities. Anyhow, DW Akademie may inform interested parties of any error, inaccuracy, omission or clerical in the text of the call for proposals. No modification to the proposal is allowed once the deadline for submission has elapsed. If there is a need to clarify certain aspects or to correct clerical mistakes, DW Akademie or its partners may contact the applicant for this purpose during the evaluation process. This is generally done by e-mail. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. In case of any change

of contact details, please send an email with the new contact details to the functional mailbox indicated above. Applicants will be informed in writing about the results of theselection process.

13. Deadline for Submission and Procedures to Follow

Please submit the application form and budget as well as supporting documents (certificate of registration, annual financial report, list with reference projects). Please use provided template. (<https://share.ard-zdf-box.de/s/3SRG8r7RAzd9CNd>)

Deadline for submission: 05.05.2023 (midnight) The project proposals can be submitted via email to: dw-akademie.armenia@dw.com

14. Evaluation and Selection of Applications

The financial support will be awarded through a competitive process to 5 projects. A selection committee consisting of 2 representatives each (1 Project Manager, 1 Project Director) from DW Akademie and partner organisations. The selection committee will evaluate projects according to set criteria. The highest scored projects will be awarded. The evaluation is divided into two parts, administrative check and evaluation of the application. Criteria during the administrative check are eliminatory. If the answer to any of the criteria is ‘No’, the application will be rejected on this sole basis. For the evaluation, each criterium will be given a score between 1 and 4 as follows; 1= poor; 2=adequate; 3=good; 4= very good.

ADMINISTRATIVE CHECK	
The deadline for submission has been met	Yes / No
The applicant satisfies the eligibility criteria	Yes / No
Supporting documents were submitted	Yes / No
EVALUATION OF THE APPLICATION	Maximum points
Relevance of the proposal to the project	4
Motivation of participation	4
Quality/relevance of ideas for content productions	4
Are the activities well-planned and realistic to achieve within the timeframe?	4
Is the budget in accordance with the planned activities?	4

After the applicant's approval, the selection committee and financial administrations will work out agreed deliverables, procurement and project timeline and funds with the applicant resulting in a grant contract.

15. Indicative timetable

Milestone	Date
Publication of Call for Proposal	25.04.2023
Deadline for submission	05.05.2023
Evaluation of Applications	05.05-15.05.2023
Notification to applicant on evaluation results	16.05.2023
Signature of Contracts	27.05.2023
Start of project implementation	01.06.2023
End of project implementation	31.08.2023
Final Report	15.09.2023

16. Processing of Personal Data

Any personal data will be processed solely for the purposes of the performance, management and monitoring of this application and may also be passed to the bodies charged with monitoring or inspection tasks. Applicants will have the right of access to their personal data and the right to rectify any such data. If the Applicant has any queries concerning the processing of personal data, they shall address them to DW Akademie. The Applicant must process personal data under this application in compliance with applicable EU and national law on data protection (including authorizations or notification requirements). The Applicant shall limit access and use of personal data to that strictly necessary for the performance, management and monitoring of this contract and shall adopt all appropriate technical and organizational security measures.

17. List of Annexes

Annex I: Application form