



Funded by
the European Union



GUIDE FOR PREPARING GRANT PROPOSALS

Democracy in Eastern Partnership (DEAP)

ABOUT US

ERIM (Equal Rights and Independent Media) is a not-for-profit organisation based in Lyon, France. We provide innovative projects to promote human rights and strengthen independent media and civil society. The ERIM approach emphasises partnerships with local development organisations to bring about change through training, partnerships, education, research and sub-granting schemes.

More information about ERIM, its mission, vision, purpose and team can be found [here](#).

“Democracy in Eastern Partnership”, DEAP is a 36-month project, starting in April 2024, funded by the European Union and run by ERIM. The project aims to promote inclusive, resilient and democratic societies in the Eastern Partnership Region by strengthening the capacities of civil society and grassroots organisations, supporting research and policy analysis, and organising cultural and networking events to promote the work of human rights defenders.

CONTENTS OF THE DOCUMENT

1. ERIM Grant opportunities within the DEAP project (the general purpose of support and priorities, the amount of support and terms of use of funds)
2. More about the target groups of the project and who can participate in the project's grant competitions
3. Procedure for submitting project proposals
4. The procedure for evaluating applications, determining the winners of the 1st competition. Informing participants about results of the competition.
5. Counseling of potential grant recipients
6. Procedure for providing funding
7. Allowable expenses within the framework of projects



Funded by
the European Union



1. About grant opportunities within the DEAP project from ERIM.

Applications

The call is opened to independent media actors and civil society organisations active in Armenia. We plan to award **2 grants for capacity development** up to **17,000 EUR per grant**. CSOs who apply to the call will need to describe their structure, needs and strategic plans for the next 2 years. The CSOs will be selected based on the criteria detailed in the call for applicants.

Organisational capacity assessment

Each selected organisation will benefit from an OCA conducted by ERIM and a local capacity-building expert. If the security in the region allows it, this expert will spend two or three days on site with each selected organisation. Otherwise, an alternative location will be decided in coordination with the organisation. The expert will interview staff members, send questionnaires, and conduct direct observation of the internal procedures and structure. Following the OCA assessment, the expert will produce a report and work with each organisation to set a capacity development plan. This plan will be updated in the frame of each evaluation meeting.

Capacity development plans

Once the CSOs have approved their capacity development plan, they will get a grant to implement it, meaning that they will work with experts in one or more of the 7 specific capacity development areas highlighted in the capacity development plan. The plan must have objectives, activities, targets, milestones and resource allocation. Targeted CSOs will be required to inform ERIM about their pre-selection (review of their CV for example) of experts, and ERIM will give a final approval. ERIM may propose trainers from our internal database in case CSOs face issues in identifying the appropriate experts.

Each CSO will have an assigned budget of maximum 17,000 EUR for the capacity development plan implementation and the budget will be developed in cooperation with the capacity development expert.

Capacity development activities

To implement the plan, CD can take multiple forms, for example workshops, long term mentoring, technical support (e.g. support to development a software), legal support to develop internal policies and bylaws, etc. The types of capacity development may include digitalisation and digital security, project management, fundraising, leadership and governance, finance and administration, strategic planning, psychosocial and anti-burnout support, training and mentorship on advocacy technics, media information and literacy to fight against disinformation.

Beneficiaries must provide interim and final financial and narrative reports highlighting results and achievements.

Exchange of practices



Funded by
the European Union



Once the beneficiaries have been selected and contracted, we will organize a joint meeting to discuss the modalities of contracting, implementation and reporting. It will also be an opportunity to meet with the team of the second beneficiary organisation in Armenia.

We also plan to award 2 capacity development in other countries of the Eastern Partnership. Beneficiaries will be invited to three networking meetings organised throughout the 3 years of the project, in different countries of the Eastern Partnership. During these events, they will be able to exchange with their counterparts about their capacity development projects, challenges, lessons learned and successes!

2. About the project's target groups and everyone who can participate in the project's grant contests

Civil society organizations (CSOs) in Eastern partnership countries, including:

- non-governmental organisations
- civil society organisations (e.g. women's and girls' rights groups, LGBTIQ+ rights, minority rights)
- independent media free of government or corporate/political influence
- grassroots organisations including unregistered initiatives (e.g. volunteer organisations, youth groups, citizen initiatives, providing help to IDPs or refugees, providing local services)
- social partners (e.g. trades unions & employers' groups)
- Social enterprises whose activities promote social empowerment (such as Impact Hubs)
- Registered businesses which operate to facilitate/serve in the place of a registered CSO
- cultural organisations
- artists
- academia

The call is opened to independent media actors and civil society organisations.

Applications from political or religious organisations will not be considered.

3. Procedure for submitting project proposals

- A potential grantee who belongs to the above-mentioned one or more target audiences of the project must send an application for participation
- We remind you that for budget formation you should use the EXCEL format. The template can be found together with this call.

Applicants should send the appropriate application form in Armenian or English to deap.team@protonmail.com.

Please, state in the subject line "DEAP - Capacity development for Armenia". The applications should be submitted in word format, the budget and the self-assessment in excel. Please, provide an English version of your application in addition to the original one, Google Translate is an acceptable method of translation.



Funded by
the European Union



The application form is available [here](#).

- Applications for participation in the first selection round must be submitted online by **18:00 local time, 10 November 2024**.
- Applications sent through the social networks, Facebook or other, will not be considered.
- Before sending the application forms, it is necessary to make sure that all attached files are opened without deformation of the texts. If the received files cannot be opened, the application will not be considered automatically.

4. The procedure to evaluate applications, determine the winners of the 1st competition and inform participants about the results of the competition

- Upon receipt of the ERIM application, the sender will be notified by e-mail of receipt of the application form and registration.
- Organisationally, the evaluation of tender applications and determination of results includes several consecutive stages:
 - ⇒ Verification of compliance with the technical requirements of the competition
 - ⇒ Evaluation of the quality of applications by the members of the Selection Committee
 - ⇒ Applications are selected based on the recommendations of the Selection Committee
- We will inform you about the results of the competition by e-mail no earlier than **24 November 2024**.
- In case of winning, you will be notified by e-mail. After you conduct the organisational capacity assessment with our OCA expert, we will start developing the grant agreement.
- The contracting process will take place during **November-December 2024**.

5. Consulting potential grant recipients

If you have additional questions or clarifications, you can contact us at amkrtchyan@erim.ngo

6. Contracting and reporting

- After clarifying the working plans of the projects with potential grant recipients, taking into account possible comments of the Expert Commission of the project, the responsible person of the organisation and ERIM will conclude a grant agreement.
- The grants will be provided in three tranches or more. The conditions for providing tranches will be discussed with potential grantees during the conclusion of the agreement.
- During the grant period and after its completion, the ERIM team will monitor the activities carried out by the grantee.



**Funded by
the European Union**

erim
Equal Rights
& Independent
Media

- After completing the project, you will need to submit a narrative report and a financial report. We will introduce you in detail to the reporting rules when signing the grant agreement. If you have any questions about the reports, we are happy to help.

7. Allowable expenses within the framework of projects

All cost included in the budget must be linked to the areas.

- Honoraria and travel for experts/consultants/facilitators
- Logistic costs for trainings, strategic planning sessions (travel, accommodation, meals)
- Training courses and technical assistance based on organisational needs such as, but not limited to, board development and governance, public relations, strategic planning, financial management, volunteer systems, advocacy and communication, digital security, etc.
- Software an informational technology (IT) service
- Communication and marketing costs: design, copywriting, video and photography, branding products, social media promotion, etc.
- Administrative expenses related to the activity: payments to employees, bank fees and commissions
- Other costs directly related to project implementation

What expenses are not covered by the grant?

- Core support: salaries of employees who are not directly involved in the implementation of the project, rent of premises and other running costs of the organisation
- Direct activities usually implemented by the organisation
- Costs offset by other grants or programs
- Expenditure on goods, works and services not specified in the budget
- Expenses for the preparation of a grant application
- Expenses incurred before the start of project implementation
- Other costs not related to project implementation
- Debt