

THE MOBILITY FUND FOR CSO EXPERTS IN THE BLACK SEA REGION

- FUNDING GUIDELINES -

OBJECTIVE

The Mobility Fund for CSO Experts in the Black Sea Region is open for applications from the **9th of May 2019 until 15th of December 2019** and has as **overall objective** to support **the exchange of best practice/ lessons learnt in specific thematic areas among CSO experts in the Black Sea Region** with the aim of strengthening their capacity to engage in regional cooperation. The fund will cover mobility costs (international travel, accommodation, meals and local travel) for attending seminars/ workshops/ working meetings/ study visits.



WHO CAN APPLY?

The Mobility Fund is **open to CSO experts from the Black Sea Synergy countries**, both non-EU (Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Ukraine, Russia and Turkey) and EU (Bulgaria, Greece and Romania).

The **eligible activities** (for which the mobility costs can be covered) include active participation and involvement during seminars, workshops, working meetings and study visits taking place in one of the above-mentioned Black Sea Synergy countries that cover specific thematic areas and which have the purpose of exchanging best practices/ lessons learnt, multiplying successful tools and projects and building the capacity of the beneficiary to engage in regional cooperation.

Proposals which address one of the 10 thematic cooperation areas part of the [“Strategic Framework for Civil Society Cooperation in the Black Sea Region”](#) will be given priority. However, other thematic areas with potential for regional cooperation might be taken into consideration.

The Mobility Fund is awarded on an individual basis and can cover: international travel, accommodation, meals and local transport. In order to ensure a wider support through the Mobility Fund, interested candidates can be granted funding maximum 2 times with different applications.

The application process for the Mobility Fund is ongoing. However, please have in mind that all the activities must be finished by the 15th of December 2019, including reimbursements and other financial aspects.



HOW TO APPLY?

The financing cycle has two stages – the application and the reimbursement (for the selected applicants).

1. The Application:

The application must include the following documents:

- The application form;
- The agenda of the seminar/ workshop/ working meeting/ study visit;
- The CV of the applicant;
- A motivation letter explaining the relevance of the application for the objective of the Mobility Fund, the active involvement of the applicant in the proposed activity and future plans for follow-up, as well as potential coordination with the Black Sea NGO Forum.

The application must be sent by e-mail at fond.romania@gmail.com at least 15 days prior to the date the seminar/ workshop/ working meeting/ study visit takes place. In maximum 10 days from the confirmation receipt of the application, the applicant will receive by e-mail a positive or negative response with regard to the award of the financial support. **Incomplete applications will not be taken into consideration.**

The applicants who will be supported financially through the Mobility Fund will sign a funding contract with the Romanian NGDO Platform - FOND.

The maximum covered amount is:

- International travel, only economy class (flight tickets, train tickets etc) – up to 400 EUR;
- Accommodation (maximum 4 nights) – up to 90 EUR/ night
- Meals and local transport (maximum 4 days) – up to 35 EUR / day (this will not be a per diem, incurrent costs will be reimbursed based on the financial justifying documents provided – receipts, bus tickets etc).

Applications for the Mobility Fund will be received and assessed on an ongoing basis (applying the first come, first served principle) during the period 9th of May – 15th of December 2019, within the limits of available funds and by strictly applying the eligibility criteria.

In order to avoid technical issues, all the applicants will receive a confirmation of receipt via e-mail from FOND. In case of not receiving this, it is in the applicant’s responsibility to contact FOND and ask for confirmation.

Selection criteria
The proposal is relevant to the objective of the Mobility Fund
The applicant has an active involvement in the activity
The proposal has clear and concrete expected results
The proposal outlines a clear follow-up/ multiplication of the activity at regional level, as well as the potential coordination with the Black Sea NGO Forum
The proposal addresses one of the thematic cooperation areas included in the <i>Strategic Framework for Civil Society Cooperation in the Black Sea Region</i> (priority will be given to such proposals, however other thematic areas with potential for regional cooperation might be taken into consideration).

The selection of applications will be made by a **Selection Committee** composed of members from the project team, FOND Board and Black Sea NGO Forum Advisory Group. The selection will respect the eligibility & selection criteria, as well as the deadlines mentioned in the Funding Guidelines. Moreover, in making the selection, the Selection Committee will seek to ensure a fair and balanced access of men and women to this opportunity.

2. Reimbursement (for the selected applicants):

The applicant must send in maximum 7 days after the activity has been finalized:

- The reimbursement form;
- The justifying financial documents for the expenses made (invoices/receipts, proofs of payments, flight tickets and boarding passes – for travel by plane, train tickets – for travel by train, roadmap with no. of kilometres and distances – for travel by car, accommodation vouchers, receipts for meals/ local transport, bus/tram/ metro tickets etc);
- The activity report (annex I Reimbursement form).

All documents will be sent first scanned by e-mail at fond.romania@gmail.com and then by post in original at the following address: FOND Romania, Calea 13 Septembrie, no. 85, Bl. 77C, ap. 74, et. 8, postal code 050713, Bucharest, Sector 5, Romania.

The reimbursement of expenses will be made by bank transfer in maximum 15 days from the confirmation receipt of the complete reimbursement request (containing all of the original documents above mentioned). The reimbursed amount will be transferred in the account mentioned in the reimbursement form, which should be in EUR or RON.

For the expenses made in currencies other than EUR or RON, the conversion will be made according to BNR rules (National Bank of Romania).

The incomplete reimbursement requests or those which do not respect the deadline, will not be taken into consideration and the applicant will lose the financial support awarded following the submission of the application!

In order to avoid technical issues, all the applicants will receive a confirmation of receipt via e-mail from FOND. In case of not receiving this, it is in the applicant's responsibility to contact FOND and ask for confirmation.



VISIBILITY AND COMMUNICATION

All selected applicants must ensure the visibility of this activity by mentioning the support provided by FOND and the European Union in all materials issued from their participation, website articles, social media posts etc., by using the European Union and FOND logos and respecting the [EU visibility rules](#).

This activity is part of the project „Building CSO Capacity for Regional Cooperation within the Black Sea Region”, implemented by the Romanian NGDO Platform – FOND and funded by the European Union for the next three years, for the period January 2019 – December 2021.

