



# Call for Proposals: SCI Re-granting Scheme to EU Members 2024

## Guidelines for Applicants

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## Background and Aims

The International Secretariat (IS) of Service Civil International (SCI) is happy to invite proposals from its member organisations based in European Union (EU) member states, for projects planned to take place in the 2024 year. This is possible in the scope of SCI's Operating Grant under the EU's Citizens, Equality, Rights and Values Programme (CERV).

The aim of the Re-granting Scheme is to financially support network branches to carry out activities which promote the core values of SCI and the [values of the European Union \(EU\)](#).

The **thematic focuses** of this call are:

- Peace and intercultural dialogue;
- Inclusion (Building Bridges);
- Environmental Protection and Climate Justice (Climate for Peace)
- Celebrating [European Capitals of Culture](#) 2024 and the [European Youth Capital](#) 2024.

In addition, proposed activities must contribute to at least one of the following **specific objectives**:

- Strengthened capacity to protect and promote EU rights and values;



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- More supportive environment for Civil Society Organisations (CSOs) and rights defenders such as national human rights institutions;
- Better developed advocacy and watchdog role of CSOs;
- Increased involvement of CSOs in policy- and decision-making processes with local, regional, and national governments;
- Increased citizen awareness of EU rights and values;
- Strengthened regional cooperation within civil society.

For all projects under this scheme, **mainstreaming gender equality** must be a consideration:

For further information see below under “Evaluation Process”.

### Applicant Organisation Criteria

The following criteria must be fulfilled for an application to be considered. The applicant organisation is:

- An **effective member** (branch) of Service Civil International;
- Established and operating in an [EU member state](#);
- Committed to upholding EU values;
- Committed to actively ensuring gender diversity, equality, and inclusion in its work;
- Has sent updated branch reporting documents (2021 year, uploaded to MA);
- (In case of any proposed activities involving under 18s) has a Child Protection Policy, transparent and available online;
- Possesses sound management and administrative capacity to carry out the proposed activities.

### Eligible Activities

- Essential Criteria:
  - The duration of the project is defined, it cannot be a work plan for the whole year.
  - Project timeline allows for completion of activities in the 2024 year.
  - Activities take place in EU member states or online.
- Accepted formats:
  1. **Capacity building activities** (such as training courses and seminars, including online modules and in-person events);



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2. **Awareness-raising activities** (festivals, street actions, public events, roundtables, meetings with bodies and institutions);
  3. **Volunteering and/or cultural exchange activities** focusing on increasing citizens awareness of EU values (workcamps, youth exchanges, activities in the framework of the “European Capital of Culture” and the “European Youth Capital”);
  4. **Social inclusion and anti-discrimination activities** (specific initiatives to promote social inclusion, gender equality, fight against racism and discrimination);
  5. **Historical research or digitisation projects** (eg. digitalisation of historical archives, remembrance projects).
- Financial conditions\*:
    - Applicant organisations can apply for a **grant of between €10,000 to €20,000**
    - The **financing rate is 100%**
    - Project costs cannot begin before signing the contract.
    - SCI-IS will make a pre-payment after signature of the Partnership Agreement, and a final payment after receipt of reporting documents.
    - Financing will follow a [Lump Sum Model](#).<sup>1</sup>
    - Exceptional costs (meaning any cost which was not foreseen in the budget but was necessary to complete the activity<sup>2</sup>) can be included as a budget category but must equal a maximum of 2% of the total grant requested.
    - Indirect costs (e.g. regular staff, office rent, depreciation costs of equipment) can be included but must equal a maximum 7% of the total grant requested.
    - [EU Unit Costs](#) must be used to calculate:
      - Travel
      - Food & subsistence
      - Accommodation
      - Volunteer time recognition

*\*For further guidance on forming the budget, see the instructions in the budget template.*

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<sup>1</sup> Lump sum project funding removes all obligations on actual cost reporting and financial ex-post audits – i.e. a major reduction of administrative burden. Lump sums are defined up-front and fixed in the grant agreement. They are paid upon completion of the activities.

<sup>2</sup> Examples of exceptional cost: a train ticket was exceptionally expensive due to strikes, or a person with fewer opportunities applies to your training and there are extra costs to ensure their participation.



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### Funding Obligations

- Reporting:
  - After each training, learning, and awareness event, participants should complete the EU Survey on Justice, Rights and Values (SCI IS will provide the link).
  - A short mid-term narrative report will be required, along with audiovisual material of the project
  - An Activity Report must be delivered within 60 days of the end of the project, detailing what happened during the project, the outcomes and outputs, and an evaluation by the applicant organisation
  - SCI IS will request evidence that the project activity/ies took place, with e.g. travel documents, participants lists, photographs, documents, outputs (as appropriate). Evidence of volunteer time spent on the project will also be collected where appropriate.
  - It is advisable to keep relevant accounting records and supporting documents for a minimum of three years (for low value grants of up to €60,000)
  
- Visibility of the project and of EU funding:
  - For actions involving publications, mention the action and the [European flag and funding statement](#) on the cover or the first pages following the editor's mention
  - For actions involving public events, display signs and posters mentioning the action and the European flag and funding statement

### Evaluation Process and Indicative Timetable

Proposals will be evaluated using a points-based system by an Assessment Committee.<sup>3</sup> Grants will be awarded to proposals with the highest scores according to the following **criteria**:

<b>Relevance</b>	Relevance of the project to the CERV objectives (see specific objectives in the call), especially to objective 1, “reinforcing	<i>Means of assessment:</i>
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<sup>3</sup> Guidelines on Conflict of Interest (Col): The members of the Assessment Committee will sign a mandatory Conflict of Interest declaration before reviewing and evaluating the project proposals. One member of the Committee will be an external assessor. Members of the Committee cannot apply for funding under the Re-granting Scheme, in order to enhance the objectivity of the selection and decision-making process.



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	<p>capacity to protect, promote and raise awareness of EU rights and values among citizens”.</p> <p>Clear link between the project and one or more of the thematic priorities of the call.</p> <p>Mainstreaming of gender equality.<sup>4</sup></p>	Application form
<b>Impact</b>	<p>Specific, measurable, achievable, relevant and timely (SMART) aims and objectives.</p> <p>Target group is well-defined, and the project’s ability to reach this group is clear.</p> <p>The need addressed by the project is well-researched.</p> <p>Sustainability of the project’s impacts beyond the lifespan of the project.</p>	<i>Means of assessment:</i> Application form
<b>Quality of project management</b>	<p>Coherent and well-planned project design, timeline, and goals.</p> <p>Activities proposed are realistic and feasible.</p>	<i>Means of assessment:</i> Application form
<b>Financial management &amp; operational capacity</b>	<p>Budget is sound, meets the financial conditions in the call, and corresponds to the work proposed.</p> <p>Applicant organisation has capacity (financial, human, and in terms of expertise) to carry out the proposed project (assessed through branch reporting 2022).</p> <p>Applicant organisation adheres to EU values.</p>	<i>Means of assessment:</i> Application form, submitted budget, branch reporting 2022 (MA)
<b>SCI added value</b>	<p>Project has a strong impact either at local or international level for SCI and is relevant and directly linked to the SCI movement (SCI values, activities..).</p> <p>Project would be challenging to fund by other programmes.</p>	<i>Means of assessment:</i> Application form

<sup>4</sup> Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected is broken down by sex (sex-disaggregated data), disability or age whenever possible. See the [EIGE toolkit](#) for further guidance.



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Below is the **indicative timetable** for the Re-granting Scheme:

Action	Date
Call for proposals open	1st January 2024
Deadline for proposals	<b>4th March 2024, 23:59 CET</b>
Communication on the selection of 2024 beneficiaries	March 2024
Indicative implementation period starting date	Please factor in a period of a few weeks to agree on and sign the Partnership Agreement after the result is given, before the project can begin

### How to Apply

For a complete application, please provide:

- Complete project proposal (download template [here](#))
- Complete budget form (download template [here](#))
- Upload the above documents and fill out the requested information in the [application form](#)
- Complete branch reporting for year 2022 (uploaded to [www.ma.sci.ngo](http://www.ma.sci.ngo))

*\*please double-check your application before submitting!*

**Deadline: 4th March 2024, 23:59 CET**

### Contact us!

In case of questions, please don't hesitate to [contact us](#).



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