



British Embassy  
Skopje



**ACCOUNTABILITY THROUGH CITIZEN ENGAGEMENT PROJECT**

**Request for Applications**

**Grants for Civil Society Organizations**

**Submission deadline: October 24, 2016**

## INTRODUCTION

The accountability through citizen engagement (ACE) project aim to support the creation of mechanism for Civil Society Organisations and citizens to be able to make the case for transparency and accountability of institutions, through civic activism, engagement, or implementation of community-based initiatives in Rule of Law, Good Governance and Social Cohesion.

It will provide support for *targeted advocacy campaigns and policy initiatives* that will contribute to achieving the following overall objectives:

- Enhancing the involvement of civil society in the creation of public opinion, policy making and participation in the decision making mechanisms;
- Increasing capacities of civil society to build its constituencies and tackle issues related to accountability, transparency and social cohesion.

Metamorphosis announce this Request for Applications to provide support to civil society organizations to tackle issues related to accountability, transparency and social cohesion and to promote good governance through a grant scheme of **44,000 GBP** awarding approximately 10 small grants to CSOs in Macedonia (ranging between 2000 GBP to 5000 GBP).

## GRANT CHARACTERISTICS

With this Request for Applications, grants will be awarded to CSOs. Activities supported through the grants aim to promote a dynamic civil society that effectively mobilizes citizens for active engagement on good governance and social cohesion issues and influences policy and decision-making processes at local and national level. This type of grant will support CSOs or informal groups to promptly mobilize and engage citizens around a current relevant issue on the local or national level.

These grants will support initiatives aimed at increasing public knowledge and scrutiny over performance of public institutions, as well as civic actions addressing/promoting community values related to Rule of Law, Good Governance and Social Cohesion. Products of the supported projects should present complex information in a simple manner, promoting the idea that public information is not property of an institution, but an asset managed by the institution on behalf of the citizens. It will support interventions by CSOs and activists in a timely manner stimulating them to more effectively serve their communities and mobilize citizens to improve the socio-economic and political situation. These actions should animate civil society actors around relevant issues.

The applicants must demonstrate commitment to cooperate with other CSOs, civic groups and different stakeholders in their respective communities. Gender equality and ethnic diversity are expected to be promoted by the applicants and the project activities.

These grants should contribute to the achievement of the overall objectives of the project:

- Enhancing the involvement of civil society in the creation of public opinion, policy making and participation in the decision making mechanisms;

- Increasing capacities of civil society to build its constituencies and tackle issues related to accountability, transparency and social cohesion.

The grants may range from **GBP 2,000** and **GBP 5,000**. All projects must be completed no later than **five months** after the grant agreement has been signed.

Priority areas of intervention:

- **Media Literacy** – informal education projects that improve citizens’ knowledge and skills for recognizing and dealing with propaganda vs information. Local level trainings for youth and middle-aged citizens.
- **Public Services at Local Level** – projects referring to supporting and strengthening local social services aimed directly at citizens in need.
- Projects for improvement of **public health of marginalized groups**, including non formal trainings or short-term engagement of interns, students from respective faculties (medicine, pharmacy, sociology, psychology).
- **Accountability and Public Finances** – provide monitoring of accountability of local authorities. Monitoring of public spending through analysis of reports on social transfers and funds given to local civil sector.
- **Rule of Law and Justice** – provide citizens with services that would help them in their search for justice at personal and group level. This includes workers' rights and other social rights, gender equality, health protection, social protection, access to justice, (non)discrimination, strategic litigation monitoring.
- **Strengthening CSO Sustainability** - projects inciting income generation, as well as promotion of the importance of the civil sector and the public services it provides through awareness raising and public education for the local population.
- **Protection of the Living Environment** - project stimulating local environmental actions through networking of local CSOs.
- **Youth Integration** - to enable youth to share information (youth media); to exercise their right to association via local CSOs, youth councils and other forms of networking; youth integration and overcoming interethnic barriers and prejudices; strengthening youth capacities for fact-based advocacy, esp. regarding quality of education system; legal aid and legal education for youth dealing with education system issues; preparing youth to enter the work force – informal development of skills needed for employment.
- **Social Cohesion** – projects that contribute to overcome interethnic barriers and prejudices; initiatives improving aspects of social cohesion in our society will be supported.

## TECHNICAL ASSISTANCE AND NETWORKING

Once the grants are awarded, Metamorphosis Foundation will monitor grant implementation and provide technical assistance to all project grantees based on their specific levels of competence.

The approach for the Small Grants scheme will treat designing and implementing grants projects as a learning process, particularly for smaller CSOs. Applicants will be supported with constructive feedback at all stages of the grant project - from their project proposal, to the development of their action plan, to managing grant finances responsibly.

## CO-FINANCING

Co-financing of 5% per initiative will be desirable, but not required as an obligation to participate in the ACE project request for application. The applicants that will provide co-financing, in particular from the targeted municipalities, will have advantage during the process of selection within the Grants Scheme. Applicants will also be encouraged to provide cost share from their own or other sources/donors also.

The co-financing taken into account shall consist exclusively from financial contribution which is necessary to achieve project results and which is verifiable from the recipients' records. In-kind contributions shall not count as co-financing, but will be noted during the evaluation process.

## EVALUATION PROCESS

This Request for Applications will support innovative and bold proposals that:

- a) Directly support ACE Project objectives;
- b) Demonstrate a commitment to citizen outreach and inclusion;
- c) Provide creative and effective strategies for access to information and for policy input
- d) Strategically use traditional and new media for grassroots mobilization and citizen engagement;
- e) Innovative usage of open data and visualization techniques
- f) Promote an integrative approach with special focus on ethnicity and gender
- g) Foster partnerships and coalitions, especially when tackling difficult issues.

The CSOs will need to submit their applications using the **Metamorphosis Standardized Application Form**, including a precise **Implementation Schedule** and **Budget Form** and relevant attachments: copy of registration documents, annual narrative and financial reports for the previous year, audit report, CVs of key personnel, information on partners and letters of commitment – if applicable.

The selection of grant recipients will be a three step process: pre-assessment, assessment and awarding. Each application will be pre-assessed to ensure that the basic requirements are met and that the application is in compliance with the eligibility criteria, as follows:

- The applicant is a local CSO registered in Republic of Macedonia
- Application form is fully completed and includes required attachments
- Application is submitted before the deadline
- The requested financial support does not exceed the maximum small grant amount

An application must comply with all these criteria in order to proceed to the assessment phase. Applications not complying will be rejected.

The following applications will receive priority during the selection process:

- Applications with secured co-financing of at least 5% of the total cost of the action;
- Applications by grassroots and small CSOs (with an annual budget of less than EUR 30.000 during the last three years)
- Creative and cost-effective initiatives with high potential for long-term sustainability.

All applications positively assessed during the pre-assessment will be presented to the Selection Committee for approval/rejection/conditional approval. The Selection Committee will evaluate applications based on the following **selection criteria**:

1. Technical approach (maximum 60 points)
  - Relevance to the needs and issues addressed (30 points)
  - Quality of the proposed activities (15 points)
  - Results-oriented activities (15 points)
2. Organizational capacity and past performance (maximum 20 points)
  - Administrative, financial and managerial capacities (10 points)
  - Relevant past experience and results in similar areas (10 points)
3. Cost proposal (max. 20 points)
  - Cost-effectiveness of the budget (10 points)
  - Adequate financial management capability (10 points)

Grants will be awarded only to responsible recipients who possess the potential to perform successfully under the criteria and terms of the ACE Project. Consideration will be given to such matters as integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources.

During the evaluation process, the Selection Committee will have the liberty to request additional information from the applicants regarding the proposal or about the organization in general that is necessary to complete the evaluation. Pre-awarding visits to applicant organizations may be also conducted.

Approval, rejection, or conditional approval letters will be sent to the applicants. Approved applications will receive a Grant Contract outlining the recipient organization's legal obligations, which will be based on the implementation schedule from the submitted application.

## **SUBMISSION OF APPLICATIONS**

The complete application must be submitted in two hard copies in Macedonian including a short summary in English in A4 size. A CD with an electronic version of all documents should also be submitted. The printed and electronic versions should be identical.

The CSOs will need to submit their applications using the **Metamorphosis Standardized Application Form**, including:

- Implementation Schedule
- Budget Form and relevant attachments:
- Copy of registration documents,
- Annual narrative and financial reports for the previous year,
- Audit report,
- CVs of key personnel,
- Information on partners and letters of commitment – if applicable.

The complete application must be submitted in one envelope, marked **“Request for Applications for ACE Project”** and the applicant’s name. Applications must be sent by post or hand delivered to the address below:

Metamorphosis Foundation  
Apostol Guslarot 40, 1000 Skopje  
Macedonia

DEADLINE for submission is: **October 24, 2016**