



Citizens, Equality, Rights and  
Values Programme (CERV) –

BUILD “Building a robust and  
democratic civic space”.

## **Guidelines for Applicants**

April 2023

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## 1. Overview of the Programme

### 1.1. The BUILD Project

The objective of the project **“BUILD-Building a robust and democratic civic space”** is to protect, promote and raise awareness of EU fundamental rights and values as enshrined in the EU Treaties and the Charter of Fundamental Rights by supporting Civil Society Organizations (CSO’s) in Greece & the Republic of Cyprus and increasing their capacity and sustainability. The project BUILD is implemented with the funding of the European Education and Culture Executive Agency (EECEA) under the **“Citizens, Equality, Rights and Values” Programme (CERV)** which aims to sustain and develop open, rights-based, democratic, equal, and inclusive societies based on the rule of law. That includes a vibrant and empowered civil society, encouraging people's democratic, civic, and social participation, and cultivating the rich diversity of European society, based on our common values, history, and memory.

The project is implemented by the Bodossaki Foundation (Coordinator) in Greece, in consortium with the NGO Support Centre (NGO SC, Partner) in the Republic of Cyprus with an allocated total amount of €2.906.835,83.

In particular, the BUILD Project aims to achieve its priorities through two (2) open calls for proposals:

**Call 1: “Enhancing awareness & understanding of EU rights and values”** will have the following expected results:

- Familiarize citizens and CSOs with EU values and improve knowledge on how to support, respect and promote human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of persons belonging to minorities.
- Strengthen cooperation, networking, and synergies between CSOs, stakeholders and participants on issues related to the promotion of EU values and rights.
- Increase public participation in civic activities which will aim to raise awareness on EU values and rights.
- Enhance capacity of CSOs to pro-actively contribute to democratic, civic dialogue and strengthen their work.
- Foster a culture of European perspective in the civil society sector in Greece and the Republic of Cyprus.
- Support CSOs learning and exchange with CSOs in other EU Member States, aiming at the promotion of the objectives of the call.

**Call 2: “Protecting and promoting EU rights and values”** will have the following expected results:

- Empowerment of vulnerable groups on issues relating to the protection and promotion of EU rights and values.

- Strengthening the advocacy and watchdog role of CSOs. Supporting CSOs in their efforts to advocate for EU rights and values and act as watchdogs to hold institutions accountable.
- Increase involvement of CSOs in policy and decision-making processes with local, regional, and national governments
- Support CSOs learning and exchange with CSOs in other EU Member States, aiming at the promotion of the objectives of the call.

Open Calls	Publication Date	Total Amounts	Maximum and Minimum amount of Grants in Euros	Minimum and maximum duration of Grants in months
<b>1st Call:</b> Enhancing awareness & understanding of EU rights & values.	27/4/2023	€1.172.222 €950.000 (for Greece) €222.222 (for the Republic of Cyprus)	Minimum grant amount is €20.000 and maximum grant amount is €60.000.	Minimum duration is 6 months and maximum duration is 12 months
<b>2nd Call:</b> Protecting and promoting EU rights and values	27/4/2023	€1.172.222 €950.000 (for Greece) €222.222 (for the Republic of Cyprus)	Minimum grant amount is €20.000 and maximum grant amount is €60.000.	Minimum duration is 6 months and maximum duration is 12 months

Each applicant can submit **only one application** either as a lead applicant or as a partner and only for one of the two calls.

## 2. Expected Outcomes and Fixed List of Activities

### 2.1. Project Outcomes

The BUILD project has certain predefined Outcomes, outcome indicators and corresponding target values, that the selected grantees must achieve (please refer to the following table). Each Outcome corresponds to each of the two open calls. Based on the Outcome selected for their project (Outcome 1 or Outcome 2), applicants must deliver two or more of the predefined indicators for the relevant Project Outcome. Applicants can optionally choose to use additional outcome indicators for their projects, in justified cases at the **planning phase** of their projects. Once the outcome indicators have been chosen, target values must be defined in the relevant section of the application form. The target values are important for assessing the potential impact of a project because they specify the extent to which each

Outcome will be achieved. The applicant guarantees the achievement of the specified target values.

At the **contracting phase**, the selected grantees are requested to review and finalize the chosen outputs and output indicators of their project. At this stage, Project Officers act as facilitators and may discuss the project indicators with the selected grantees. However, it is solely the responsibility of the grantees to select the final indicators of their project as well as for meeting the target values that they set, within the project timeframe. Also, grantees are required to ensure that their indicators are representative of the project and that they directly relate to its main goal(s) instead of any of any indirect results or results of lesser importance to the project.

Outcomes	Indicators	Target Value
<p><b>1st Outcome:</b></p> <p>Enhancing awareness &amp; understanding of EU rights and values</p>	<p><b>Predefined indicator:</b></p> <p>Number of people who participate in awareness-raising and training activities</p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><b>Predefined indicator:</b></p> <p>Number of people engaged in Civil Society Organisation's (CSO's) activities</p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><b>Predefined indicator:</b></p> <p>Number of awareness raising activities / campaigns</p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><b>Predefined indicator:</b></p> <p>Number of publications</p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><i>Additional indicator (optional):</i></p>	
	<p><b>Predefined indicator:</b></p> <p>Number of new tools to raise awareness &amp; understanding of EU rights &amp; values</p>	
	<p><i>Additional indicator (optional):</i></p>	
<p><i>Additional indicator (optional):</i></p>		
	<p><b>Predefined indicator:</b></p>	

<b>2nd Outcome:</b> EU rights and values protected and promoted	Number of beneficiaries of CSO support services relating to protection and promotion of EU rights and values funded through the project	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
	<b>Predefined indicator:</b>	
	Number of advocacy activities relating to protection & promotion of EU rights & values funded by the project.	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
	<b>Predefined indicator:</b>	
	Number of monitoring and watchdog activities implemented	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
	<b>Predefined indicator:</b>	
	Number of laws, policies and strategies influenced	
	<i>Additional indicator (optional):</i>	
	<i>Additional indicator (optional):</i>	
	<b>Predefined indicator:</b>	
Number of publications		
<i>Additional indicator (optional):</i>		
<i>Additional indicator (optional):</i>		

## 2.2. Fixed List of Activities

All activities must take place in Greece for applications from Greece and in Republic of Cyprus<sup>1</sup> for applications from Republic of Cyprus with the exception of activities to exchange best practices, knowledge and expertise which may also take place in other EU Member States.

Only activities that are listed below in the fixed list can be eligible for funding.

**The list of fixed types of activities, eligible under the 1<sup>st</sup> call: “Enhancing awareness & understanding of EU rights & values” follows:**

<sup>1</sup> Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

- Awareness raising activities such as seminars, conferences, campaigns, press activities and social media campaigns aiming to increase the knowledge of EU rights and values as defined in Treaties and the Charter (respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities).
- Dissemination of information about new or existing tools/platforms through outreach and awareness raising activities to ensure that stakeholders are aware of their availability and how to use them effectively and to promote civic dialogues related to EU rights and values.
- Capacity building, training and educational activities on the promotion of EU values and rights including the EU Charter of Fundamental Rights and the respect of the rule of law and of democracy in the EU.
- Publications/ reports / papers / documents on issues related to fostering and enhancing awareness of EU values and rights.
- Exchange of best practices, knowledge, and expertise with CSOs in other EU Member States, development of working and learning methods and tools that may be transferable and which promote the fundamental shared values of the EU such as the organization of webinars, physical or virtual events, study visits and exchanges between CSOs, development of online platforms and networks for CSOs to connect and share information and resources.

**The list of fixed types of activities, eligible under the 2<sup>nd</sup> call “Protecting and Promoting EU rights and values” follows:**

- Provision of support services to vulnerable groups, aiming at empowering them and informing them about their rights.
- Lobbying/advocacy activities to influence policy and decision-making processes, including revision/updating/adoption of EU policies pertaining to rights and values under the EU Treaties and Charter.
- Activities aiming to increase the watchdog role of CSOs, particularly in relation to the effective implementation of EU policies, rights, and values such as policy analysis of relevant national policies and laws, research to identify key issues and feed advocacy initiatives etc.
- Exchange of best practices, knowledge, and expertise with CSOs in other EU Member States, development of working and learning methods and tools that may be transferable and which promote the fundamental shared values of the EU such as the organization of webinars, physical or virtual events, study visits and exchanges between CSOs, development of online platforms and networks for CSOs to connect and share information and resources.

All types of activities shall contribute to protection, promotion and advocacy on EU rights and values enshrined in the [European Treaties](#) and the [European Union’s Charter of Fundamental Rights](#), as well as raising public awareness of these values and rights through their further dissemination and cultivation. The ultimate goal is to protect and promote the values of the European Union, respect for the rule of law, as well as support a more democratic Union, democratic dialogue, transparency and good governance. This objective is achieved through



the provision of financial support to civil society organizations active at local, regional and national levels in Greece and the Republic of Cyprus.

### 3. Duration of Projects

The **minimum** project duration is 6 months, and the **maximum** project duration is twelve (12) months with a possibility of up to two (2) months extension (with the approval of the Project Management Team only in special circumstances and without increasing the amount of the grant).

The duration of projects as well as the start and the end dates will be defined in the project contract. Following the selection and contracting process the projects are expected to begin their implementation in February-March 2024.

### 4. Location of Projects

All activities must take place in Greece for applications from Greece and in Republic of Cyprus<sup>2</sup> for applications from Republic of Cyprus, **with the exception** of activities to exchange best practices, knowledge and expertise which may also take place in other EU Member States.

CSOs located in rural or/ and remote areas<sup>3</sup> as well as CSOs submitting proposals regarding projects to be carried out in rural and remote areas are highly encouraged to apply.

### 5. Size of Project Grants

The **minimum** grants amount is €20.000, and the **maximum** grant amount is €60.000 per project.

The budget will include and provide for costs from both the applicant and the partner (if applicable). The percentage and amount of the grant of the partner (if applicable) must be identifiable separately into the financial budget and the relevant activities.

The budget may be modified, if necessary, during the implementation of the project without increasing the amount of the grant.

All applicants with budget greater than €30.001 will have the obligation to include in their budget fees for external auditors for the audit of the project that they implement and granted. All applicants with budget between €20,000 and €30,000 the cost of external audit is

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<sup>2</sup> Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

<sup>3</sup> In Greece, all areas are considered rural and remote areas, except all the municipalities of the prefecture of Attica (except the islands) and all the municipalities of the prefecture of Thessaloniki. In the Republic of Cyprus, rural areas are considered all areas except the municipalities of the cities of Nicosia, Limassol and Larnaca.

optional and eligible. In any case the cost of the auditor cannot be greater than the 5% of the total cost of the project.

Applicants are required to use the budget template available at [the project's webpage](#).

## 6. Partnerships

Each application can involve one lead applicant or one lead applicant and **only one** partner. The project partner must share a common goal and actively contribute towards achieving the project objective(s), as defined in the proposal. The role and specific obligations undertaken by the partner, must be clearly defined, and justified in the project proposal. Please refer to section 9.2.2 for more information regarding the eligibility of partners.

The partner will undertake the relevant commitments and obligations included in the partnership agreement to be signed with the lead applicant according to the template that will be provided during the contracting phase.

The eligibility of expenditures incurred by the project partner is subject to the same limitations as would apply if the expenditures were incurred by the lead applicant.

Applicants that are seeking to form a partnership for the implementation of a project can also refer to the “Find your Partner” platform at the following link: <https://www.activecitizensfund.gr/findyourpartner/en/>.

## 7. Application Process

Applicants are required to fill in and submit the application form including all relevant annexes, the budget form as well as the following supporting documents (legal and financial documents, and the declaration of honor) as described per country in following table, in order for their application to be eligible for further evaluation.

The templates of the application form, budget form, and declaration of honour are available at [the project's webpage](#).

The application form, the budget, as well as the **additional documentation** must be submitted in Greek for applicants in Greece and in Greek or English for applicants in the Republic of Cyprus.

### SUPPORTING DOCUMENTS LIST

(FOR APPLICATIONS FROM GREECE)

	Application documents
1.	Completed application form, including annexes
2.	Budget form

<b>Supporting documents of applicant and partner<sup>4</sup></b>	
1.	A declaration of honor for applicants in Greece for the "BUILD" Project, signed by the legal representative through the portal gov.gr
2.	Statute of the Organisation – Founding Act, as amended and in force
3.	<p>Financial data for the last two years*</p> <p><b>If the entity is audited by chartered accountants:</b> the latest relevant audit report, the financial data, and the notes.</p> <p><b>If the entity is not audited by chartered accountants:</b> The financial data for the last two years, signed by the legal representative of the entity and a certified accountant, the income tax returns and the E3 declarations.</p> <p><b>Optionally,</b> the budgets of the last two years or project execution and financing contracts.</p> <p><i>*Unless the entity has been established one year from the date of application: financial data for at least one year.</i></p>
4.	Tax information in force
5.	Insurance certificate in force

## **SUPPORTING DOCUMENTS LIST**

(FOR APPLICATIONS FROM THE REPUBLIC OF CYPRUS)

<b>Application documents</b>	
1.	Completed application form, including annexes
2.	Budget form
<b>Supporting documents of applicant and partner<sup>5</sup></b>	
1.	A declaration of honor for applicants in the Republic of Cyprus for the "BUILD" Project, signed by the legal representative
2.	Statute of the Organisation – Founding Act, as amended and in force
3.	Certificate of registration in the relevant Register

<sup>4</sup> Only in the cases where a partner entity is involved in the application.

<sup>5</sup> Only in the cases where a partner entity is involved in the application.

4.	<p>Financial data for the last two years*</p> <p><b>If the entity is audited by chartered accountants:</b> the latest relevant audit report, the financial data, and the notes.</p> <p><b>If the entity is not audited by chartered accountants:</b> The financial data for the last two years, signed by the legal representative.</p> <p><u>*Unless the entity has been established one year from the date of application: financial data for at least one year.</u></p>
5.	<p>Certified letter signed by the authorised legal representative that the organisation is registered to the Commissioner of Taxation and Department of Social Insurance.</p>

During the contracting phase, the selected grantees and partners (if applicable) will be requested to submit additional documents.

## 8. Application Submission Deadline

The applications for projects shall be submitted electronically via the webpage of the BUILD Project using the Bodossaki Foundation's [webpage](#).

The deadline for application submission is **Wednesday 26 July 2023** (17.00, EET).

## 9. Administrative and Eligibility Criteria

### 9.1. Administrative Criteria

Administrative criteria are conditions for accepting the project application. Without compliance with the administrative criteria the application shall not be further assessed.

Administrative criteria include the following:

- The project application (incl. the annexes), the budget and the supporting documents have been submitted **in Greek** (for applications in Greece) and **in Greek or English** (for applications in the Republic of Cyprus) by the deadline indicated on the relevant call for proposals.
- The project application (incl. the annexes), budget and supporting documents have been submitted **electronically only through the Bodossaki Foundation webpage**.
- The project application (incl. the annexes), budget and supporting documents have been submitted by **the deadline**.
- The project application, budget (incl. the annexes) and the declaration of honor are completed according to **the corresponding templates**, available [on the project's webpage](#).

## 9.2. Eligibility Criteria

Eligibility criteria are conditions to assess whether the applicant, its partner (if applicable), and the application are qualified for funding. The eligibility criteria shall be assessed only if the application has fulfilled the administrative criteria.

Eligibility criteria include the following:

- Eligibility of applicant
- Eligibility of partner
- Eligibility of application

### 9.2.1. Eligibility of Applicant

To be eligible, the applicants must:

- be a Civil Society Organization, as defined under the definition provided below.
- be legal entities.
- be based in Greece for applications received in Greece and in the Republic of Cyprus<sup>6</sup> for application received in the Republic of Cyprus.
- be non-profit making.
- have completed twelve (12) months of operation since their legal establishment.
- have the ability to submit financial accounts for at least one financial year.

Eligible applicants are Civil Society Organizations (CSOs) that are based in Greece or the Republic of Cyprus and fall within the following definition:

“A Civil Society Organisation (CSO) is to be understood as an organisational structure whose members serve the general interest through a democratic process, and which plays the role of mediator between state authorities and citizens, including all non-State, not-for-profit structures, who are non-partisan and non-violent, that promote and protect the fundamental rights and values on which the EU is founded.”

Especially for **Greece**, eligible applicants are the following Civil Society Organisations, as defined in the relevant Law 4873/2021: associations, civil non-profit companies, public benefit foundations of the law 4182/2013 and public benefit foundations established by a special law.

Especially for **the Republic of Cyprus**, eligible applicants are Civil Society Organisations based in the Republic of Cyprus and established under and in compliance with the relevant Law 104(I)/2017 and its amendments (non-for-profit associations, foundations, federations and/or unions), the Companies Act (Cap. 113) (for non-for-profit companies) or the Charitable Foundations Law (Cap. 41).

They must also be independent of local, regional, and national government and other public authorities and political parties.

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<sup>6</sup> Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

Priority shall be given to grass-root<sup>7</sup>, small<sup>8</sup>, remote and rural<sup>9</sup> based organisations which tend to have more limited capacity and funding sources.

Eligible applicants shall abide by the principles of democratic values and human rights and must respect the fundamental rights and values on which the EU is founded.

Funding contributes to support, empower and build the capacity of independent Civil Society Organisations active in the promotion and protection of EU values and fundamental rights, whose activities help the strategic enforcement of rights under EU law and the Charter.

### 9.2.2. Eligibility of Partner

Projects may be implemented in partnership with a project partner. The project partner must share a common goal and actively contribute towards achieving the project objective(s), as defined in the proposal. The role and specific obligations undertaken by the partner, must be clearly defined and justified in the project proposal. The partner will undertake the relevant commitments and obligations included in the partnership agreement to be signed with the lead applicant according to the template.

Eligible partners are Civil Society Organizations (CSOs) with a legal status in Greece and in the Republic of Cyprus and follow under the same definition and meet the same conditions as the eligible applicants on the section 9.2.1. above.

Especially for **Greece**, eligible applicants are Civil Society Organisations based in Greece, and especially for the **Republic of Cyprus**<sup>10</sup>, eligible applicants are Civil Society Organisations based in the Republic of Cyprus.

### 9.2.3. Eligibility of Application

Eligible applications must meet the following requirements:

- The requested grant amount is within the permissible limits as defined in each call for proposals with the **minimum** grant amount being €20.000 and the **maximum** €60.000 per project.
- The proposed implementation period of a project is within the permissible limits (minimum 6 to maximum 12 months), as defined in each call for proposals.

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<sup>7</sup> A grassroots CSO for the purposes of this programme is a non-governmental organization that originates and operates at the local level, usually driven by community members who are passionate about a particular cause or issue. These organizations often work to address social, economic, and environmental problems within their own communities, without the influence or support of larger organizations or governments. They are typically formed by volunteers who are directly impacted by the issues they seek to address, and they rely heavily on the participation and support of the community to achieve their goals. They may focus on a wide range of issues, such as poverty, education, health, environment, human rights, and community development. They often use community mobilization and empowerment strategies to bring about change, and they may engage in advocacy and public education to raise awareness about their cause.

<sup>8</sup> A small CSO for the purposes of this programme is a CSO with an annual turnover less than €40.000.

<sup>9</sup> In Greece, all areas are considered rural and remote areas, except all the municipalities of the prefecture of Attica (except the islands) and all the municipalities of the prefecture of Thessaloniki.

In the Republic of Cyprus, rural areas are considered all areas except the municipalities of the cities of Nicosia, Limassol and Larnaca.

<sup>10</sup> Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

- Each applicant can submit only **one (1)** application either as a lead applicant or as a partner and only for one (1) of the two (2) calls.
- Each application can only involve one lead applicant or one lead applicant and **only one partner**. Those lead applicants and partners can only be based in Greece for applications received from Greece and in the Republic of Cyprus<sup>11</sup> for applications received in the Republic of Cyprus.

## 10. Selection Process

### 10.1. Administrative Check and Eligibility Check of the Application

**In phase one of the evaluation**, each project application will be checked to comply with the **administrative criteria (9.2.1.) and the eligibility criteria (9.2.3.) of the application**.

The applicants will have five (5) working days to submit any missing supporting documents following a relevant request by the Bodossaki Foundation (Greece) and the NGO Support Centre (Republic of Cyprus). The supporting documents include financial and legal documentation and the declaration of honor.

Candidates whose applications are rejected in phase one for not complying with the **administrative and eligibility criteria of application** are informed directly via email and have the right to appeal within five (5) working days.

The appeal is considered by the Appeals Committee of the Consortium and applicants are informed within ten (10) working days. The decision on the appeal is irrevocable. The right of appeal may be exercised only once at this phase.

**The project application and the budget are not considered as supporting documents but as core documents and thus in cases of missing project application and budget documents, the applicants will not be requested to send them, and their applications will be rejected.**

The appeal must be fully justified and submitted electronically via email to the email address of the Project Officer responsible for the call, no later than 18:00' (EET), on the fifth (5<sup>th</sup>) day – last day of the deadline.

### 10.2. Evaluation and Eligibility Check of Lead Applicant and Partner (if applicable)

Each application that meets the administrative and eligibility of application criteria shall be scored by two (2) impartial experts, appointed by the Bodossaki Foundation and the NGO Support Centre. At least one expert shall be external to the Bodossaki Foundation and the NGO Support Centre. All scorers (internal and external) will be obliged to sign a no-conflict of interest declaration with regards to the applicants, whose applications they will be requested to score.

The experts shall separately and independently score the project proposal according to the Evaluation Criteria published below. For the evaluation of proposals, the average score of the

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<sup>11</sup> Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

two scorers will be considered. To further examine the application, a minimum average score of 60 points of the total mark is required.

If the difference between the scores is greater than 30% of the higher scorer, the application shall be scored by a third independent expert. This expert shall be commissioned by, and be independent of, the Bodossaki Foundation and the NGO Support Centre.

In such cases the average score of the two closest scores shall be used for the ranking of the project applications. Applications that receive a minimum score of 60 points are ranked according to their score, without any change in the rank order. A shortlist of the ranked applications and an additional at least 10% of the ranked applications will be formed and forwarded to the Legal Unit for the eligibility of applicant and partner (if applicable) check.

**In phase two of the evaluation, each project application will be checked to comply with the eligibility criteria regarding the eligibility of applicant and partner.**

Candidates whose applications are rejected in phase two for not complying with the **eligibility of applicant and partner criteria** (if applicable) are informed directly via email and have the right to appeal within five (5) working days. The right of appeal may be exercised only once at this phase.

The appeal must be fully justified and submitted electronically via email to the email address of the Project Officer responsible for the call, no later than 18:00' (EET), on the 5<sup>th</sup> day – last day of the deadline.

The appeal will be considered by the Appeals Committee of the consortium and applicants will be informed of the decision within ten (10) working days. The decision on the appeal is irrevocable.

### 10.3. Evaluation Criteria

The evaluation criteria as well as the max score per criterion are the following:

Evaluation criteria	Max Score
<p><b>1. Capacity &amp; relevance of the applicant</b></p> <ul style="list-style-type: none"> <li>- <i>Financial Capacity</i></li> <li>- <i>Organisational Capacity &amp; Expertise</i></li> <li>- <i>Demonstrated relevant previous experience</i></li> <li>- <i>Aligned with EU values and rights</i></li> </ul>	<b>20</b>
<p><b>2. Relevance and Justification of the activities</b></p> <ul style="list-style-type: none"> <li>• <i>The described aims, objectives, activities, deliverables and results of the proposed action are relevant to the Open Call objectives and priorities.</i></li> <li>• <i>The proposed action is fully justified as necessary and beneficent to the proposed target audiences</i></li> </ul>	<b>25</b>
<p><b>3. Quality, impact &amp; sustainability of the proposed activities – including taking into consideration gender equality &amp; non-discrimination mainstreaming</b></p>	<b>20</b>



<b>4. Applicant and/or partner is a grassroots<sup>12</sup>/small<sup>13</sup>/rural-based CSO<sup>14</sup></b>	<b>10</b>
<b>5. Project fosters cooperation &amp; exchange with other EU Member States</b>	<b>5</b>
<b>6. Value for money (based on submitted project budget - which will also determine the exact amount of financial support for the partner -if applicable)</b>	<b>20</b>
<b>TOTAL SCORE</b>	<b>100</b>

## 10.4. Final Selection of Projects

The ranking list is provided to the Selection Committee for its final approval. The Selection Committee may modify the ranking only in justified cases if this is necessary for the achievement of the goals of the project.

The decision of the Selection Committee is final and may not be changed. The final decision will be communicated to applicants and information on approved projects will be published on the project webpage within four (4) months from the deadline of submission of project proposals.

Applicants of unsuccessful applications shall be able to request to be informed of the reasons for their applications rejection.

## 10.5. Project Implementation Contracts

For each selected project a project contract shall be concluded between the Bodossaki Foundation and the grantees (for projects in Greece), and between NGO Support Centre and the grantees (for projects in the Republic of Cyprus), setting out the terms and conditions of the grant, as well as the roles and the responsibilities of the parties.

The project contract shall contain, as a minimum, provisions to ensure the application of the following rules and obligations: avoid conflict of interest , confidentiality and security obligations , respect of ethics and EU values give visibility to EU funding fulfil information obligations specific rules for carrying out projects, information and record-keeping as well as the exercise of rights of the bodies such as the European Education and Culture Executive Agency (EACEA), European Anti-Fraud Office (OLAF), European Court of Auditors (ECA), etc

<sup>12</sup>A grassroots CSO for the purposes of this programme is a non-governmental organization that originates and operates at the local level, usually driven by community members who are passionate about a particular cause or issue. These organizations often work to address social, economic, and environmental problems within their own communities, without the influence or support of larger organizations or governments. They are typically formed by volunteers who are directly impacted by the issues they seek to address, and they rely heavily on the participation and support of the community to achieve their goals. They may focus on a wide range of issues, such as poverty, education, health, environment, human rights, and community development. They often use community mobilization and empowerment strategies to bring about change, and they may engage in advocacy and public education to raise awareness about their cause.

<sup>13</sup> A small CSO for the purposes of this programme is a CSO with an annual turnover less than €40.000.

<sup>14</sup> In Greece, all areas are considered rural and remote areas, except all the municipalities of the prefecture of Attica (except the islands) and all the municipalities of the prefecture of Thessaloniki. In the Republic of Cyprus, rural areas are considered all areas except the municipalities of the cities of Nicosia, Limassol and Larnaca.

towards the grantees receiving financial support in case of checks, reviews, audits and investigations.

The project contract can be modified in writing only in justified cases and upon approval by Bodossaki Foundation / NGO Support Center provided that the scope of the project will not change. No modification to the contract may alter the grant conditions prevailing at the time the contract was awarded. Contracts can only be modified within the execution period of the contract. Requests for contract modifications must be made well in advance to allow for the addendum to be signed by both parties before the expiry of the execution period of the contract. Any modification extending the period of implementation must be such that implementation and final payments can be completed before the expiry of the last eligible date for payments by Bodossaki Foundation / NGO Support Center.

## 11. Eligible Expenditures

### 11.1. General Eligibility Conditions

Eligible costs of the projects are the costs, which have been paid by the grantee or its partner for the implementation of the project and must meet the following eligibility conditions:

- i. they must be actually incurred by the grantee or its partner.
- ii. they must be incurred in the period between the start date and the end date of the project, according to project contract.
- iii. they must be related to the subject of the project contract and are included in the project budget.
- iv. they must be incurred in connection with the action and necessary for its implementation.
- v. they must be identifiable and verifiable, in particular recorded in the grantee's accounts in accordance with the applicable National accounting standards and with the grantee's usual cost accounting practices.
- vi. they must comply with the applicable national law on taxes, labour and social security.
- vii. they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

Payments to grantees are based upon a system of reimbursement of incurred costs, i.e., costs which have already been incurred by the grantees or its partner. Expenditures are considered to have been incurred when the cost has been invoiced, paid, and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to have been incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the grantee and/or project partner.

The grantee's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the grantee project with the corresponding accounting statements and supporting documents.

The disbursement of funds requires full compliance of grantees and their partners with the eligibility of expenditure, procurement procedures, submission of appropriate documentation and reporting. The Bodossaki Foundation and the NGO Support Center shall provide detailed guidelines for financial reporting to all grantees.

## 11.2. Specific Eligibility Conditions for Each Budget Category

### 11.2.1. Direct Costs

'Direct costs' are specific costs directly linked to the performance of the action and which can therefore be directly booked to it.

They are:

- either costs that have been caused in full by the activities of the action
- or costs that have been caused in full by the activities of several actions (projects), the attribution of which to a single action can, and has been, directly measured (i.e. not attributed indirectly via an allocation key, a cost driver or a proxy).

The grantee must be able to show (with records and supporting evidence) the link to the action.

#### **A. Personnel costs**

##### **A.1 Cost for Employees or equivalent**

Costs for employees (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the grantee/CSO under an employment contract (or equivalent appointing act) and assigned to the action.

They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{Daily rate for the person multiplied by number of days - equivalents worked on the action (rounded to the nearest half-day) }

For daily rate calculation for the personnel, applied the rules of the European Commission.

##### **A.2 Costs for natural persons**

Costs for natural persons working under a direct contract other than an employment contract and costs for seconded persons by a CSO against payment are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

- a) work under conditions similar to those of an employee (in particular regarding the way the work is organized, the tasks that are performed and the premises where they are performed) and
- b) the result of the work belongs to the grantee (unless agreed otherwise). They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the grantee.

#### **B. Purchase costs**

Purchase costs for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the usual purchasing practices – provided these

ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests. CSOs that are ‘contracting authorities/entities’ within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

## B1. Travel and subsistence

Purchases for travel, accommodation and subsistence must be eligible under the agreement and be calculated as follows:

- inside EU member states according to [Decision C35 of 12 January 2021](#)
- inside Greece and the Republic of Cyprus, special rules will be applied depending on each Beneficiary’s travel policies.

## B2. Equipment

Purchases of **equipment, infrastructure or other assets** used for the action **must be declared as depreciation costs**, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the grantee’s usual accounting practices.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

## B3. Other goods, works and services

Purchases of **other goods, works and services** must be calculated on the basis of the costs actually incurred.

Such goods, works and services include, for instance, consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required for the implementation of the project.

Auditor service fees related only to the audit of the granted actions of grantees are eligible and not for the statutory audit. In any case the cost of the auditor cannot be greater than the 5% of the total cost of the project.

### 11.2.2. Indirect Costs

This budget category covers all costs for the project that are not directly linked to it by the grantee or its partner (i.e., overheads).

Indirect costs are declared as a fixed flat-rate. The flat rate is fixed at 7% of the eligible direct cost in accordance with Article 181(6) EU Financial Regulation.

### 11.2.3. Ineligible Costs and Contributions

The following costs or contributions are ineligible:

- a) costs or contributions that do not comply with the conditions set out above, in particular:
  - (1) costs related to return on capital and dividends paid by the grantee.

- (2) debt and debt service charges
  - (3) provisions for future losses or debts
  - (4) interest owed.
  - (5) currency exchange losses
  - (6) excessive or reckless expenditure
  - (7) deductible or refundable VAT (including VAT paid by public bodies acting as public authority
- b) costs or contributions declared under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget).
  - c) costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities (i.e., not undertaken only because of the grant).

#### 11.2.4. Cost for Audit

**All applicants with budget greater than €30.001** will have the obligation to include in their budget fees for external auditors for the audit of the project that they implement and granted. The audit will be performed according to the following standards:

- the International Standard on Related Services ('ISRS') 4400 (revised) Agreed-upon Procedures Engagements as issued by the International Auditing and Assurance Standards Board (IAASB)
- the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants (IESBA), including the independence requirements.

The CFS costs themselves can be charged to the project budget and the choice of auditor should therefore comply with the minimum criteria on best value for money and no conflict of interest. If an applicant uses its usual audit firm, it is presumed that there is already an agreement that complies with these provisions. In any case the cost of the auditor cannot be greater than the 5% of the total cost of the project.

More information and guidelines for the audit will be given to successful applicants. **For applications with budgets between €20,000 and €30,000** the cost of external audit is optional and eligible. In any case the cost of the auditor cannot be greater than the 5% of the total cost of the project.

## 12. Monitoring and Reporting

The reporting mechanism consists of the preparation and submission of the Interim and Final Progress Reports on templates provided by the Bodossaki Foundation and the NGO Support Center (NGO SC), including all supporting documentation / sources of verification (i.e., press and media clips, photographs, video, lists of attendees/ beneficiaries, surveys, etc), and will include detailed information regarding the progress and results of the implementation of the project.

Specifically, the grantees will submit an interim financial and progress /narrative report every six (6) months and a final financial and progress/narrative report after the completion of the project.

As far as the financial report is concerned, the grantees who will have the external auditor certificate will be excluded from submitting additional proof of expenditure for the costs of the project.

The grantees that will not have the external auditor certificate will have to submit proof of expenditure documentation. However, in order to reduce administrative burden, all grantees will submit their financial report(s), based on the simple template provided by Bodossaki Foundation (Coordinator) without any proof of expenditure documentation. Then, Project and Financial officers will ask from the grantees to submit a proportion of supporting documents as proof of the expenditures reported. The proportion of supporting documents requested will be based on the result of the Risk Assessment of each grantee conducted by Bodossaki Foundation and NGO Support Center.

The grantees implementing projects with a 6-month duration, will submit **only** one final progress/narrative and financial report, one (1) month after the completion of the project.

## 12.1. Reporting Periods

The reporting periods are the following:

Reports	Reporting period	Submission deadline	Assessment deadline by Beneficiaries (*)	Payment deadline by Beneficiary (**)
Interim Narrative/ Financial Report (IFR) (not applicable for 6-month duration projects)	starting date of the project – 31 August 2024	16 September 2024	15 November 2024	15 working days from the approval of the interim report
	01 September 2024 – 28 February 2025	17 March 2025	15 May 2025	15 working days from the approval of the interim report
Final Narrative/Financial Report (IFR)	The entire project duration	1 month after the approval of the last interim report (for projects with duration more than 6 months) 1 month after the completion of the project (for project with 6-month duration)	2 months from submission	15 working days from the approval of the final report

(\*) In the special cases where grantees will not fulfil their reporting obligations that arise from the project agreement, these deadlines will be adapted accordingly.

(\*\*) In the special cases where grantees face liquidity problems, an immediate financial report shall be submitted including a forecast for the remaining period of project implementation.

## 12.2. Payments

The Bodossaki Foundation and NGO Support Center shall ensure that payments are made in a timely manner. Payments of the project grant to grantees may take the form of advance payments, interim payments, and payments of the final balance.

### **Advance payments**

The advance payment shall be up to 50% of the total budget of the project.

The advance payment shall be defined in the project contract and shall be paid to grantees up to 15 working days after the last signature or the start date of the project.

### **Interim payment(s)**

Interim payment(s) shall be made within 15 working days after the approval of the interim financial reports.

The approval of a project interim financial report shall take place within two (2) months from the submission of all the required information.

The amount of this interim payment will be equal to the forecasted amount but cannot exceed the 40% of the total budget of the grant.

### **Final payment(s)**

The final payments shall be made up to 15 working days after the date of the approval of the final project reports (narrative and financial). The approval of the final reports shall take place within two (2) months from the submission of all the required information. For the transfer of the final payment the same procedure as interim payment is applied.

## 13. Irregularities and Risks

The Bodossaki Foundation and NGO Support Center have a zero-tolerance policy on corruption and mismanagement. There is a complete system for preventing, mitigating, detecting, reporting on and remedying irregularities. Prevention and detection of irregularities is achieved through the monitoring and reporting setup. Similarly, in accordance with the project contract, grantees shall make every effort possible to prevent, detect, and nullify the effect of any cases of irregularities. Suspected and actual cases of irregularities and risks exist, indicatively, when any of the following applies:

- a. They involve allegations of an act or omission which constitutes a criminal offence under the national law of Greece/Cyprus, such as corruption, fraud, bribery, or embezzlement; or
- b. They indicate the presence of serious mismanagement affecting the use of the financial contribution to the project; or
- c. They pose an immediate threat to the successful completion of any project due to the amounts in proportion to the total project cost, their gravity or any other reason.

Other types of risks include conflict of interests, ineffective implementation, and reputational risks.

### 13.1. Irregularities - Risks that must be Reported Immediately.

In accordance with the project contract, grantees will be obliged to immediately (within 24 hours) report to the respective consortium member all suspected and actual cases of irregularities and risks when any of the following applies:

- a. any potential breach to EU values.
- b. any fraud affecting EU funds.
- c. any reputational risk (e.g., if a grantee risks to be the subject of negative media coverage related to their project or activities.
- d. any situation constituting or potentially leading to conflicts of interest.

Especially for (potential) reputational risks, the relevant notice must be communicated within 24 hours.

### 13.2. Regular Reporting on Irregularities

Grantees will be obliged to report on irregularities & risks on a regular basis. Grantees shall submit to the respective program officer an Irregularities report together with the interim progress/narrative and financial reports, and together with the final progress/narrative and financial report for grantees implementing projects with a 6-month duration, describing any suspected and actual cases of irregularities discovered during the reporting period, in accordance with the Project Agreement, using a template provided by the program officer.

Should there be no irregularities & risks to report on during the reporting period, the grantee shall inform the respective program officer of this fact.

## 14. Complaint Mechanism

All complaints related to the implementation of the BUILD Project will be directed to and processed by the Project's **Complaints Committee**. The Complaints Committee is responsible for the processing and deciding on complaints about suspected non-compliance with the principles of good governance in relation to the implementation of the Project.

The Complaints Committee will examine complaints received either directly via the dedicated email account [cerv-complaints@bodossaki.gr](mailto:cerv-complaints@bodossaki.gr) or indirectly by the European Education and Culture Executive Agency (EACEA).

A decision up to 30 working days, shall be taken by the Complaints Committee, upon the submission of the complaint.

## 15. Procurement

National and European Union law on public procurement shall be complied with at any level in the implementation of the Programme and projects.

1. National law and European Union law on public procurement must be complied with at each level of the project.
2. Notwithstanding provisions of national law that exempt CSOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.
3. In cases that contracts signed under the project framework are of an economic value lower than the lower national limits or lower limits of the European Union for



procurement or is outside the scope of existing legislation on public procurement, the conclusion of these contracts (including procedures before the conclusion) and the terms and conditions of these contracts must comply with best economic practices, including accountability, to allow full and fair competition among potential providers (for example, through effective price comparison) and to ensure optimal use of resources from the grant. In particular, for cases of procurement related to a) an amount of up to €5.000 including VAT or higher, the grantee has to invite at least one (1) supplier/service provider, b) an amount over €5.000 and up to €30.000 including VAT, the grantee has to invite at least three (3) suppliers/service providers to submit offers and c) to amounts over €30.000 the relevant legislative provisions on Public Procurement concerning "Open Public Tender Procedures" will be applied with the publication of a relevant declaration and the selection criteria for the contractor either the lowest price or the most economically advantageous tender (best value for money). Where VAT is deductible from the VAT revenue or refundable, the net value before VAT will be considered for the above limits. In any case, as far as VAT is concerned, the facts will be proved by the books and by any appropriate document sent by the grantee.

4. The highest ethical standards shall be observed during the procurement and execution of contracts. The grantee should ensure the application of adequate and effective means to prevent illegal or corrupt practices. **No** offer, gift, payment, or benefit of any kind, which would, could, directly or indirectly, be construed as an illegal or corrupt practice, e.g., as an incentive or reward for the award or execution procurement contracts, shall be accepted.
5. The grantee must ensure that records of award and execution of contracts are kept for at least five (5) years after the final payment by the Funding Authority to the Bodossaki Foundation and provided upon request to the Bodossaki Foundation and the NGO Support Centre (NGO SC).

## 16. Capacity Building

Capacity building (CB) is understood as the process of strengthening an organization in order to increase its effectiveness and social impact and achieve its goals and sustainability over time. Capacity Building programme will provide a wide range of organisational and professional development opportunities to the selected CSOs in Greece and the Republic of Cyprus. Most of these opportunities will be also open to other CSOs aiming to extend the impact of the Project beyond the grantees of the Project. The Capacity Building programme will be led by Social Dynamo the capacity building hub of Bodossaki Foundation, offering training, mentoring, coaching & consultancy, while targeted Capacity Building activities, adjusted to the local context, will be provided by NGO SC in the Republic of Cyprus. The CB programme will be implemented with the support of a network of over 200 trainers, mentors, and coaches.

The CB program will start by supporting project design and implementation through, "how to apply" workshops, and will continue with the design and provision of training workshops on organizational development as well as thematic trainings on EU values workshops. In parallel, a wide range of professional support services will be offered to the approximately 50 CSOs from Greece and the Republic of Cyprus, including mentoring, executive coaching, and counselling in legal and taxation issues. The above services will be tailored on the needs of the

selected CSOs upon the assessment of their capacity and the organizational development priorities using well established tools available to Social Dynamo (BF).

The capacity building activities are distinguished in optional and compulsory ones.

### **Capacity Mapping (compulsory)**

All funded CSOs will be required to complete Bodossaki Foundation's 'NGO Capacity Map' which will map over 30 areas of organisational capacity and sustainability (including gender equality assessment), both at the beginning and end of their participation to the CB programme. The aim of the process is to help CSOs draft a 'capacity building & sustainability plan' outlining the organizational development priorities guiding each CSO on which of the capacity building and sustainability activities provided by the programme they will participate in. At the end of the CB programme, the grantees will be asked to compile again the NGO Capacity Map in order to track their progress towards the assessed areas of organisational capacity as a result of their participation in the CB programme.

### **Elaborating on CSOs needs through a dedicated survey (optional, highly recommended)**

The CSOs will be asked to respond on a more detailed questionnaire so the CB team can finalize the training curriculum as well as the modality of its provision including the planning of adequate hours and the engagement of safe and accessible spaces for all participants (including Persons with Disabilities).

### **Organisational Development training workshops (compulsory to attend at least 3 trainings)**

Funded CSOs will have access to a flexible 40-hour organisational development training menu according to their most imminent needs; The participation in these trainings will be optional for the approximately 50 CSOs in Greece and the Republic of Cyprus although they will be requested to attend a minimum of 3 trainings by each CSO. Although the exact content and level of the workshops will be determined by the results of the capacity mapping and survey that will be compiled after the selection of the grantee CSOs, the areas of organizational development foreseen for the CSOs are the below:

- Good governance & CSO Management
- Strategic Planning
- Fundraising & Financial Sustainability
- Gender Mainstreaming for CSOs
- HR & Volunteer Management
- Effective Communications
- Project Management

The training programme will combine online and physical workshops (in both Athens & Nicosia), but the vast majority of the trainings will be provided on-line so as to enhance participation and inclusion of the CSOs located in remote areas in both countries.

Where relevant, CSOs' travel & accommodation costs will be covered by the Consortium. Where there are available places on online workshops they will also be opened to wider civil society.

### **Storytelling workshops (compulsory)**

All funded CSOs will also attend online workshops on storytelling through which they will learn how to present their project and its future trajectory as a valuable tool to have when presenting to potential future funders. Through that technique, CSOs will learn how to pitch their projects effectively to promote financial sustainability after the end of the funding period. The workshop is distinguished by two parts:

- Part 1 of this workshop (3 hours) will train CSOs in storytelling techniques to develop an effective pitch to secure further funding. Each CSO will then have at least 1 week to develop their own project pitch.
- Part 2 of the workshop (3 hours repeated 5 times) CSOs will receive tailored consulting on their pitches by experts in small groups of up to 8 CSOs.

All workshops will be taught in Greek by experts, including from Bodossaki Foundation's Social Dynamo network of 200+ collaborating experts.

### **Thematic Training on EU values (compulsory)**

In addition, a 12-hour thematic training course, compulsory for funded CSOs but also open to the wider civil society sector, will be provided to develop *knowledge and awareness of EU law, EU values and the protection of fundamental rights*. It is foreseen that 4 3-hour thematic workshops will be provided in the CSOs of each country covering the following concepts:

- i. EU laws & policies on rights & values as enshrined in the EU treaties, the Charter, and the applicable conventions.
- ii. the rule of law & fundamental rights culture in EU.
- iii. the specific contexts in Greece/Republic of Cyprus.
- iv. techniques for raising public awareness on these issues.

These workshops will be compulsory to funded CSOs but will also be open to wider civil society in both Greece and the Republic of Cyprus. All workshops will be taught in Greek by experts in Greece and the Republic of Cyprus, including from Bodossaki Foundation's Social Dynamo network of 200+ collaborating experts. All training material will be made freely available on BF's Social Dynamo e-learning platform for CSOs.

### **Professional Support (optional)**

Funded CSOs will benefit from access to Social Dynamo's professional support services (online) including: i) team mentoring (8-12 hours per CSO over 5 month period) which helps CSOs groups to achieve specific organizational goals, ii) executive coaching (4-6 hours per CSO over 4 month period) which supports CSO staff in positions of responsibility to maximise their effectiveness in their specific role and iii) consulting (30 min sessions available every month) to receive advice on legal, accounting & tax issues. All mentors, coaches & consultants are highly experienced professionals, who volunteer their services to BF's Social Dynamo network pro-bono. In total, the project will offer 100 hours of online mentoring coaching & consulting to both CSOs from Greece and the Republic of Cyprus.

## 17. Communication Guidelines

### 17.1. Communication Requirements

A submitted application must include a description of the proposed project's communication and dissemination activities, with the aim to ensure the widest possible dissemination of the objectives, the activities, the results, and the impact of the project to the relevant audiences at local, national and/or regional level. The communication activities should also seek to ensure visibility of EU's prominent role in providing support to CSOs and other interested parties.

The description of the project's communication activities (section 7.1 of the application form) should include at least the following:

- a. The activities and target groups.
- b. The main channels of communication that will be used to reach the target audience(s). These communication channels should include presence on social media. Every project will be featured on the dedicated webpage of BUILD.
- c. At least one information activity on progress, achievements, and results of the project, such as a seminar or a conference with stakeholders, a press conference or press event, including a launch activity and/or a closing activity for the project.

### 17.2. Responsibilities of the Grantees

Grantees will be responsible for implementing their communication and dissemination activities, as described in their application form and in compliance with EU rules on communication and dissemination of funded actions.

All communication activities of the grantees related to the funded project dissemination activities and any infrastructure, equipment, vehicles, supplies, or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Co-funded by the  
European Union

Extensive guidelines for the correct use of the EU emblem can be found [here](#).

All communication and dissemination activities funded must also indicate the following *disclaimer* (translated into local languages where appropriate):

*"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European*

*Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them.”*

Grantees will also be expected to be in a position to grant the EU the right to use communication material related to funded actions and to ensure these rights of use are protected by industrial or intellectual property rights.

## 18. Contact Information

Questions may be submitted no later than ten (10) working days before the deadline for the submission of project proposals. The Bodossaki Foundation and the NGO Support Centre have no obligation to provide clarifications to questions received after this deadline.

Any questions must be sent via email to the addresses indicated in Section “Contact Information” of each open call.

For the 1<sup>st</sup> call **“Enhancing awareness & understanding of EU rights & values.”**

- [bgiannoglou@bodossaki.gr](mailto:bgiannoglou@bodossaki.gr) (For applications received from Greece)
- [helpdesk@ngo-sc.com](mailto:helpdesk@ngo-sc.com) (For applications received from the Republic of Cyprus)

For the 2<sup>nd</sup> call **“Protecting and promoting EU rights and values.”**

- [ekarakitsiou@bodossaki.gr](mailto:ekarakitsiou@bodossaki.gr) (For applications received from Greece)
- [helpdesk@ngo-sc.com](mailto:helpdesk@ngo-sc.com) (For applications received from the Republic of Cyprus)

Answers to specific questions shall be uploaded [on the project webpage](#) (FAQ document) to be available for all interested applicants. No individual replies will be given to questions. It is therefore advisable to consult the web page regularly.

## 19. Personal Data Protection

Regarding the data protection policy applied in the context of the implementation of the project, please consult the general policy - information of the Bodossaki Foundation available [here](#) and the specific information on the policy applied by the Bodossaki Foundation and the NGO Support Centre available [here](#).

## Annex 1- Travel Expenses (for Greece)

Travel is defined as the transportations where the destination is outside the prefecture where the organization is based. Travel within the prefecture of the organization's headquarters cannot be characterized as travel expenses but could be characterized as local transportation and such expenses are covered if described in detail and separately budgeted.

### General Guidelines

The necessary supporting documents for travel expenses are invoices and receipts for ticket payments, airplane boarding passes, minutes of meetings and other supporting documents proving the purpose of the trip.

The necessary supporting documents for accommodation costs and daily subsistence allowance are invoices and receipts for accommodation (hotels, etc.), food (restaurants, etc.) and local transport costs at the destination of the journey.

Expenditure may not exceed, per person and per type of expenditure, the maximum limits of coverage laid down by the European Union Decision C35 of 12 January 2021<sup>15</sup> and the guidelines for travel expenses within Greece as set out in this Annex (Annex 2).

### Air/Rail Travel Expenses

Travel costs for air, rail and combined air/rail travel within the Member States of the European Union must be calculated on the basis of Decision C35 of 12 January 2021<sup>15</sup>. **Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε. Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε. Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε. Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε. Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε.** of the European Union as follows:

Distance Band (in km) <sup>11</sup>	Amount in EUR per return trip
400-600	196
601-800	209
801-1200	221
1201-1600	230
1601-2000	295
2001-2500	343
2501-3500	433
3501-4500	527
4501-6000	637
6001-7500	720
7501-10000	961
10001-Max	1.101

All distances must be calculated using the rail/flight calculator at the following link:

[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs_en)

### Transportation Costs

Travel expenses include the kilometric allowance. Travel by land in the Republic of Cyprus, by private car, must be calculated on the basis of the distance between the point of

<sup>15</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf)

departure and the point of arrival (in kilometres) with a fixed rate of €0,25 (euro). For example:

Trip	Km from to	Calculation Formula	Total Cost
Athens - Patra	422 km	€0,25 * 422	€105,50

### Accommodation and Subsistence Expenses

Accommodation costs include the cost of staying in a hotel or accommodation in the context of the sharing economy. Subsistence includes the cost of food and local travel costs (e.g., bus tickets).

The daily accommodation and daily subsistence allowance costs in Greece are set at the default amount set by the European Union Decision C35 of 12 January 2021 as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Greece	107	82

For the rates of subsistence and daily subsistence allowances for other EU Member States, please consult page 13 of Decision C35.

## Annex 2 – Travel Expenses (for the Republic of Cyprus)

### General Guidelines

The necessary supporting documents for travel expenses are invoices and receipts for ticket payments, airplane boarding passes, minutes of meetings and other supporting documents proving the purpose of the trip.

The necessary supporting documents for accommodation costs and daily subsistence allowance are invoices and receipts for accommodation (hotels, etc.), food (restaurants, etc.) and local transport costs at the destination of the journey.

Expenditure may not exceed, per person and per type of expenditure, the maximum limits of coverage laid down by the European Union Decision C35 of 12 January 2021<sup>2</sup> and the guidelines for travel expenses within the Republic of Cyprus as set out in this Annex (Annex 2).

### Air/Rail Travel Expenses

Travel costs for air, rail and combined air/rail travel within the Member States of the European Union must be calculated on the basis of Decision C35 of 12 January 2021 of the European Union as follows:

Distance Band (in km) <sup>11</sup>	Amount in EUR per return trip
400-600	196
601-800	209
801-1200	221
1201-1600	230
1601-2000	295
2001-2500	343
2501-3500	433
3501-4500	527
4501-6000	637
6001-7500	720
7501-10000	961
10001-Max	1.101

All distances must be calculated using the rail/flight calculator at the following link:

[https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs\\_en](https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en)

### Transportation Costs

Travel expenses include the kilometric allowance. Travel by land in the Republic of Cyprus, by private car, must be calculated on the basis of the distance between the point of departure and the point of arrival (in kilometres) with a fixed rate of €0.36 (euro), per kilometre. For example:

Trip	Km from to	Calculation Formula	Total Cost
Nicosia to Limassol	90 km	€0,36 * 90 km	€32



## Accommodation and Subsistence Expenses

Accommodation costs include the cost of staying in a hotel or accommodation in the context of the sharing economy. Subsistence includes the cost of food and local travel costs (e.g., bus tickets).

The daily subsistence and daily allowance costs in the Republic of Cyprus are set at the default amount set by the European Union Decision C35 of 12 January 2021 as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
<b>Cyprus</b>	<b>120</b>	<b>88</b>

For the rates of subsistence and daily subsistence allowances for other EU Member States, please consult page 13 of Decision C35.

## Legal Entry Points

The legal ports of entry into the Republic of Cyprus are the airports of Larnaka (Larnaca) and Pafos (Paphos) and the ports of Larnaka (Larnaca), Lemesos (Limassol), Latsi and Pafos (Paphos), which are situated in the area under the effective control of the Government of the Republic of Cyprus. Entry into the territory of the Republic of Cyprus via any other port or airport in which the Government of the Republic does not exercise effective control is illegal.

More guidelines on entering the Republic of Cyprus at the following website:

[http://www.mfa.gov.cy/mfa/highcom/highcom\\_pretoria.nsf/page25\\_en/page25\\_en?OpenDocument](http://www.mfa.gov.cy/mfa/highcom/highcom_pretoria.nsf/page25_en/page25_en?OpenDocument))



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