

GUIDELINES FOR PROJECT PROPOSALS



VOICES

Voicing Opposition to Domestic,
Sexual, Cyber Violence & Harmful Practices

Co-funded by:



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		Addition of a clarificatory footnote regarding cooperation agreements, under the section "Eligible Lead Applicants and Partners" (Legal Eligibility)"	18

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1. OVERVIEW OF THE VOICES PROGRAMME

The programme “**Voicing Opposition to Domestic, Sexual, Cyber Violence & Harmful Practices**” (**VOICES**) aims to strengthen prevention and response to diverse forms gender-based violence (GBV) by supporting Civil Society Organisations (CSOs) in Greece and the Republic of Cyprus active in this field, especially at a grassroots level, and by enhancing their organisational capacity, sustainability and policy involvement. VOICES is co-funded by the European Union through the Citizens, Equality, Rights, and Values (CERV) programme¹, as well as by the Bodossaki Foundation, the NGO Support Centre and the Marangopoulos Foundation for Human Rights, with a total programme budget of €2,5 million.

VOICES is coordinated by the [Bodossaki Foundation](#) (Greece), in consortium with the [NGO Support Centre](#) (Cyprus) and the [Marangopoulos Foundation for Human Rights](#) (Greece).

Under the VOICES programme, an Open Call for Project Proposals has been announced on the “Preventing and Combatting Diverse Forms of Gender-based Violence”.

During its three-year implementation period (February 2026 – January 2029), VOICES will support approximately 37 CSO projects (29 in Greece and 8 in the Republic of Cyprus) through an open call. Funded initiatives will focus on **preventing and combating diverse forms of gender-based violence (GBV)**, strengthening **survivor-centred protection systems**, and expanding **access to justice and specialised support services**. At the same time, the programme will contribute to **long-term social and cultural transformation** by promoting organisational development, enhancing advocacy and policy engagement, and strengthening the resilience and sustainability of organisations working in the field of GBV prevention and response.

A total of **€1,625,000** (**€1,300,000** for **Greece** and **€325,000** for the **Republic of Cyprus**) will be allocated through the Open Call.

In addition to financial support, VOICES will also offer a comprehensive capacity building programme, developed to address the specific organisational development and thematic needs of CSOs in Greece and the Republic of Cyprus, promoting their sustainability, advocacy impact and policy engagement.

Each CSO project must address **one of the following three priority areas** of this Open Call:

- Preventing and Combatting Domestic and Sexual Violence (**Priority 1**)
- Preventing and Combatting Gender-Based Cyber Violence (**Priority 2**)
- Preventing and Combatting GBV-related Harmful Practices (**Priority 3**)

Regardless of the thematic focus, all projects funded are expected to demonstrate a strong survivor-centred, trauma-informed and rights-based approach, aligned with EU values and relevant EU legal and policy frameworks. All activities must uphold survivors’ dignity, autonomy, confidentiality and safety at every stage of the project. Projects should include

¹The regulatory framework for this EU funding programme is set out in Regulation 2018/1046 (EU Financial Regulation) and the basic act (Regulation CERV 2021/692).

appropriate safeguards to actively prevent re-victimisation and secondary victimisation, including through ethical engagement practices, safe participation methods, and careful communication of sensitive information.

Applicants must also pay particular attention to gender- and age-related needs and risks, as well as to the specific circumstances of women and men, girls and boys, in all their diversity. Special consideration should be given to persons experiencing intersectional discrimination or facing heightened vulnerability, such as people with a migrant background, LGBTIQ persons, racial or ethnic minorities which include women at risk of harmful practices, Roma people, women or children with disabilities or facing mental health issues, pregnant women, women in detention, women living in rural areas, and elderly women.

Proposals should clearly explain how these principles are embedded in the design, implementation, monitoring and evaluation of the project activities.

PRIORITY 1: PREVENTING AND COMBATTING DOMESTIC AND SEXUAL VIOLENCE

This priority aims to prevent and combat domestic and sexual violence through comprehensive, coordinated, and survivor-centered national actions. It supports initiatives that address the root causes of violence, strengthen protection and support services for survivors, improve investigation and prosecution, and ensure effective cooperation among institutions and stakeholders. The overall objective is to reduce the prevalence of violence, enhance survivor safety and recovery, and promote behavioural change and accountability, in line with human rights and gender-equality standards, based on a clear understanding of the gendered dynamics of domestic and sexual violence.

Activities under this priority may include prevention and awareness-raising measures that challenge harmful gender stereotypes, promote equality and respectful relationships, and increase public understanding of consent and non-violence. They may also support education and training for professionals in relevant sectors, early identification of risk situations, and targeted interventions for vulnerable or at-risk groups. The priority further seeks to ensure the availability and accessibility of quality, survivor-centered support services, including safe accommodation, healthcare, psychosocial support, and legal assistance, while promoting effective referral mechanisms and coordinated multi-agency responses. Strengthening institutional capacity, improving data collection and monitoring, and enhancing accountability for perpetrators are also essential components contributing to a sustainable and effective national response.

PRIORITY 2: PREVENTING AND COMBATTING GENDER-BASED CYBER VIOLENCE

This priority addresses gender-based cyber violence as an evolving and increasingly pervasive form of gender-based violence that is perpetrated, facilitated or amplified through digital technologies. It recognises the growing scale, complexity and cross-border nature of online abuse, as well as its profound impact on the safety, dignity, privacy and equal participation of

women and girls. It supports activities aimed at preventing and responding to online abuse such as cyber gender-based incitement to violence or hatred, cyberstalking, online harassment, the non-consensual distribution of intimate images (including those facilitated or exacerbated by AI technologies), sextortion and online grooming. Projects funded under this priority should demonstrate a clear understanding of the gendered dimension of digital violence, the specific risks and vulnerabilities arising in online environments, and the barriers survivors face in seeking protection, redress and support.

PRIORITY 3: PREVENTING AND COMBATTING GBV- RELATED HARMFUL PRACTICES

This priority supports activities aimed at preventing and addressing gender-based harmful practices, recognising their deep roots in structural inequality, harmful social norms and intersecting forms of discrimination. Funded projects under this priority should focus on addressing practices such as Female Genital Mutilation (FGM), Intersex Genital Mutilation (IGM), forced abortion, forced sterilisation, child and forced marriage, honour-related violence, gynaecological and obstetric violence, forced contraception, forced pregnancy, sex-selective practices, denial of education to girls, forced disclosure of sexual orientation or gender identity, forced medicalisation of trans individuals, conversion practices imposed on LGBTIQ persons, and other forms of gender-based oppression. Proposals should demonstrate an understanding of the cultural, social and institutional contexts in which harmful practices occur, as well as the barriers faced by survivors in accessing protection, support and justice.

Each organisation can submit only one application to the Open Call, choosing one out of the three priority areas, either as lead applicant or as partner.

2. CAPACITY BUILDING

The VOICES Capacity Building (CB) programme aims to strengthen the organisational capacity, advocacy role, sustainability and impact of organisations in Greece and the Republic of Cyprus working to prevent and combat gender-based violence. The CB programme will be coordinated by **Social Dynamo**, the NGO Hub of the Bodossaki Foundation, in collaboration with the **Marangopoulos Foundation for Human Rights** and the **NGO Support Centre**.

The Capacity Building programme will begin by supporting organisations interested in applying for funding under this open call through **“How to Apply”** workshops, as well as **awareness-raising workshops for CSOs** on the European and national normative frameworks for preventing and combating violence against women and domestic violence (VAW/DV) aimed at enhancing CSOs’ understanding of key challenges and promising practices in the field, in Greece and Cyprus, and supporting them in designing innovative and impactful project proposals in a more effective way. It will also encompass the establishment of an advocacy network to strengthen the role of CSOs in the transposition and implementation of the VAW Directive in Greece and Cyprus, in order to reinforce Civil Society’s contribution to strengthening the rule of law. During the application submission period, an online training session on **drafting a Child Protection Policy** will also be held.

More information about the workshops and trainings, as well as registration details, is available on [the programme webpage](#).

Following the selection of funded projects, CSOs will have access to a comprehensive package of capacity-building support, including organisational development training, advocacy and policy influence training, aimed at strengthening their understanding of monitoring processes and empowering them to influence systemic change at national, regional and international level, as well as thematic training on European and national frameworks for preventing and combating GBV, intersectional approaches, cyber violence, harmful practices, and promising practices from EU Member States. The thematic training will aim to equip funded organisations with substantive and practical knowledge of the frameworks, enabling them to implement their funded projects effectively, in a high-quality manner and in full alignment with applicable standards and obligations. In addition, funded CSOs will benefit from tailored professional support, including team mentoring, executive coaching and advisory services on legal and tax matters, as well as networking and community-building activities designed to foster cooperation, joint advocacy, and engagement with national, European, and international stakeholders, with a view to promoting and protecting fundamental rights and values in the EU.

Capacity-building activities for funded CSOs include both **mandatory** and **optional** components. The following activities are mandatory:

- Completion of the [Capacity Mapping](#) at both the beginning and the end of their project.
- Participation in at least three (3) training workshops offered as part of the 46-hour organisational development programme.
- Participation in at least two (2) workshops aimed at strengthening advocacy skills and policy influence.
- Participation in thematic training sessions on European & national frameworks for preventing and combating GBV, as well as good practices from other EU Member States.

3. DURATION OF PROJECTS

For **large grant projects (Stream 1)**, the implementation period must be **12 months**.

For **small grant projects (Stream 2)**, the implementation period must be **between 10-12 months**.

For all projects, an extension of up to two (2) additional months may be granted, only under exceptional circumstances, subject to review and approval by the Programme Management Team, and without any increase to the approved project budget.

The duration of the projects and the start and end dates will be specified in the grant agreement for each project. The projects are expected to start during **the first quarter of 2027**.

4. LOCATION OF PROJECTS

All project activities must take place in **Greece** for **applications from Greece** and in the **Republic of Cyprus²** for **applications from the Republic of Cyprus**, apart from activities that fall under Activity Type 'EU Mutual Learning and Exchange Activities', which may be implemented in other [EU Member States](#).

5. SIZE OF GRANTS

The **Open Call** offers two types of grants: **large and small**.

The grant amount for **large project grants** under **Stream 1**, the funding ranges from a minimum of **€30,000.01** to a maximum of **€60,000.00** per project.

For **small project grants** under **Stream 2**, the grant amount ranges from a minimum of **€20,000.00** to a maximum of **€30,000.00** per project.

Applications for **large grants** (Stream 1) may be submitted by either **a single lead applicant alone or a lead applicant with one partner organisation**.

Applications for **small grants** (Stream 2) must be implemented by a **single small³ organisation without a partner**. Small organisations may also submit an application for a large grant (Stream 1).

The project budget must include and account for costs from both the lead 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.

Organisations must use the budget template provided on the [programme webpage](#).

Grants for the selected projects will be issued as **lump sums**, in accordance with the European Commission's procedures and guidelines. This approach aims to **reduce the administrative burden and simplify project management**. Additional details can be found in **Section 12: Budget and Eligible Costs**.

6. ELIGIBLE TYPES OF ACTIVITIES - WORK PACKAGES (WP)

6.1. GENERAL SPECIFICATIONS

In the application, the activities of the proposed project must be organised in Work Packages (WPs). A Work Package is described as a collection of activities that contribute to the accomplishment of specific objective(s). Each Work Package must include the project

² Areas of the Republic of Cyprus under the effective control of the government of the Republic of Cyprus.

³ A small CSO for the purposes of this programme is a CSO with an average total annual revenue (taxable and non-taxable) of less than €80,000.

activities, as well as the deliverables that are linked to these activities. Under the Open Call, there are **three (3) predefined Work Packages:**

Work Package 1:	Project management
Work Package 2*:	Preventing and combatting gender-based violence (GBV)
Work Package 3*:	Communication/Dissemination plan

Organisations may include **up to six (6) activities (not activity types)** in each Work Package, selected from the **predefined list of activity types listed below.**

***For Work Packages 2 and 3, there are both predefined types of activities and predefined activity indicators which are listed below.**

During the **contracting phase**, the Project Implementation Team may discuss the activity indicators and project deliverables with the selected organisations in order to review and finalise them, in cases where they have not been sufficiently specified in the application. Funded CSOs commit to achieving the agreed indicator target values and deliverables, as payment under the lump sum funding scheme is strictly conditional **on their full achievement.** Activities for which the agreed indicator targets are not fully met will **not** be eligible for payment. Applicants are therefore strongly encouraged to set realistic and achievable targets at the proposal stage.

6.2. WORK PACKAGE 1 - PROJECT MANAGEMENT

Work Package 1 - Project Management concerns the overall management and coordination of the project by the lead applicant and, where applicable, the partner. Its duration corresponds to the **entire duration of the project.**

Under this Work Package, organisations should describe the project management activities (e.g. preparation of progress reports, project team meetings) as well as the corresponding deliverables (e.g. progress reports, meeting minutes).

All progress reports must be included as deliverables under Work Package 1.

The predefined types of activities under Work Package 1 are the following:

1. Project coordination, administration and internal communication, including coordinating tasks among team members, monitoring project progress, managing resources, and ensuring adherence to the approved work plan. It also involves maintaining effective internal communication and collaboration within the project team and, where applicable, with partners, including organising coordination meetings and using appropriate communication tools and procedures.

2. Monitoring and reporting, including the preparation of interim and final progress reports, collection of indicator-related data, tracking of deliverables, ensuring quality control, and maintaining communication with the Consortium.

3. Risk Management, identifying, monitoring, and addressing risks that may affect project implementation, including operational, financial, legal, safeguarding, and contextual risks. It

covers the development and regular updating of mitigation measures and the maintenance of a risk register throughout the project lifecycle

4. Project Evaluation, including assessing the effectiveness and quality of project activities, collecting qualitative and quantitative feedback, and producing internal evaluation outputs to support learning, accountability and continuous improvements.

6.3. WORK PACKAGE 2 – PREVENTING AND COMBATTING GENDER-BASED VIOLENCE (GBV)

Work Package 2 comprises the **core** activities of the project and is linked to the specific priority area selected by the organisation.

The predefined types of activities and activity indicators under Work Package 2 are the following:

1. Awareness-raising activities, including social media and campaigns, outreach and empowerment initiatives and dissemination of information. These activities should aim to **prevent** domestic/intimate partner violence and sexual violence (such as rape), **promote** consent within sexual relationships, **combat** stereotypical gender portrayals, and **address** forms of gender-based violence in the digital space, in accordance with Articles 5-8, 34(8), 35 and 36(8) of the VAW/DV [Directive \(EU\) 2024/1385](#) on combatting violence against women and domestic violence.

Predefined Activity Indicators:

- Number of individuals reached by awareness-raising activities/campaigns
- Number of awareness-raising activities/campaigns

2. Capacity-building and training activities for professionals and relevant stakeholders, with the aim of strengthening the capacity of professionals to identify and respond to cases of gender-based violence, assess risks posed by perpetrators, and recognise the additional needs of survivors facing intersectional discrimination. Activities may also include training on detecting and responding to cyber gender-based violence, as well as support for the implementation of perpetrator programmes aimed at preventing repeat violence, in line with Articles 15, 16, 21(g) and 37 of VAW/DV [Directive \(EU\) 2024/1385](#).

Predefined Activity Indicators:

- Number of professionals and relevant stakeholders participating in capacity-building & training activities

3. Design and provision of services and measures improving access to survivor support services. Activities under this type involve creating or strengthening **direct support services for survivors**, especially in underserved or remote/rural areas. This includes **developing or expanding** medical and psychological services, **establishing or enhancing** survivor-led/survivor centered- and trauma-informed services, **improving** access to justice, **increasing** access to shelters, and **supporting** the creation or operation of one-stop shops or coordinated support centers that address multiple needs (including for individuals facing intersectional discrimination and/ or in a vulnerable situation), in line with the requirements of Articles 26, 30 of VAW/DV [Directive \(EU\) 2024/1385](#).

Predefined Activity Indicators:

- Number of beneficiaries accessing GBV support services

4. Development of practical guidance and support resources. This activity type covers the creation of **new tools, guidelines, manuals and transferable working methods** that help professionals and organisations or institutions provide high-quality support services. It includes materials addressing the diverse forms of GBV, and the development of transferable working methods that can be adopted or adapted by different practitioners and organisations. Activities may, for example, focus on development of tools and guidelines for reporting, flagging an/or removal of harmful online violent content with gender connotation or tools to help relevant authorities identify the enhanced protection and support needs of survivors experiencing intersectional discrimination.

Predefined Activity Indicators:

- Number of new tools, guidelines, manuals or transferable working methods developed

5. Identification and exchange of good practices (local and national level). This activity type includes identifying, analysing and documenting good practices relating to GBV, as well as the development of improved working and learning methods.

Predefined Activity Indicators:

- Number of good practices identified and exchanged

6. Design and implementation of strategies and protocols. Activities under this type could focus on the development of strategies, protocols and operational frameworks supporting more coherent and effective GBV prevention and response across different sectors, services and institutions. This includes designing or updating thematic strategies, inter-agency protocols, referral frameworks, or standard operating procedures that guide coordinated action among CSOs, service providers or institutional actors.

Predefined Activity Indicators:

- Number of strategies and protocols developed
- Number of GBV-related reports/publications produced and disseminated

7. Coordination and strengthening of platforms, networks and groups for combatting diverse forms of GBV. This activity type supports the creation, expansion, or coordination of **networks and collaborative structures** working to combat different forms of GBV. It includes facilitating platforms, coalitions, alliances or working groups that promote cooperation, information sharing, and joint action among organisations and stakeholders.

Predefined Activity Indicators:

- Number of platforms, networks and groups supported

8. Research, data collection, and analytical activities⁴. This type concerns evidence-building activities, including research, studies, mapping, situation analyses, evaluations and the development or implementation of data collection systems or databases.

Predefined Activity Indicators:

- Number of GBV-related reports/publications produced and disseminated
- Number of research or analytical activities addressing GBV

9. Advocacy, watchdog and monitoring activities. This activity type supports data-driven strategic advocacy campaigns targeting public authorities and institutional stakeholders, to

⁴ Projects must be practical and if research activities are included, they must be strictly linked to the project as a whole and are to pay duly attention to gender and disaggregate data by sex.

promote the timely and effective implementation of the requirements of the VAW/DV [Directive \(EU\) 2024/1385](#) in Greece and Cyprus.

Predefined Activity Indicators:

- Number of advocacy, watchdog and monitoring activities addressing GBV
- Number of national policies or laws relating to GBV influenced

10. EU mutual learning and exchange activities, including activities facilitating learning, cooperation and exchange with entities in other [EU Member States](#) in relation to the Open Call priorities.

Predefined Activity Indicators:

- Number of EU mutual learning and exchange activities
- Number of individuals participating in EU mutual learning and exchange activities

Organisations must select types of activities from the predefined list and describe the specific activities to be implemented during the project, together with the deliverables linked to these activities. Subsequently, they must select the relevant activity indicators from the predefined list. For each selected indicator, target values and targets groups must be specified. Target values are essential for assessing the potential impact of the project, as they define the level of success expected for each deliverable. Deliverables are tangible outputs that result directly from project implementation. Funded CSOs are required to ensure the **full** achievement of the agreed target values.

Each activity must be linked to only one predefined activity indicator type and one deliverable. Activity indicators and deliverables are used to measure the achievement of the selected outcome.

Here is an [example](#) of how to fill out an activity:

Predefined Activity Type	Awareness-raising activities
Activity Title	Community workshops on recognising and preventing domestic violence
Detailed description of the activity	This activity involves the organisation of 5 in-person community-based awareness-raising workshops, each of 3 hours' duration aimed at increasing knowledge and understanding of domestic violence, its various forms (physical, psychological, sexual, economic, and digital), and the available support and referral services in Athens (2), Thessaloniki (1), Patras (1) and Heraklion (1). The workshops will promote zero tolerance towards gender-based violence and encourage help-seeking behaviour among women at risk.
Predefined Activity Indicator Type	Number of individuals reached by awareness-raising activities/campaigns
Target Value	150 participants
Target group	Women at risk of domestic violence and community members in high-risk or underserved urban areas

Who implements the activity (Select one of the following options: lead applicant or partner or both)	Lead Applicant
Deliverable	Attendance records (e.g. participant lists), detailed programme – agenda, training materials and photographs (subject to signed GDPR consent)

Where possible, it is recommended that activities sharing common objectives, such as a series of training sessions, **be grouped together and defined as a single activity** in the application. Such grouped activities should be **described in detail** in the relevant section of the application.

6.4. WORK PACKAGE 3 - COMMUNICATION/DISSEMINATION PLAN

Work Package 3 - Communication/Dissemination Plan focuses on the communication activities of the project.

The predefined types of activities and activity indicators under Work Package 3 are the following:

1. Communication Events & Outreach Activities (e.g. launch and closing events, press conferences, open days, public presentations).

Predefined Activity Indicators:

- Number of communication/outreach events
- Number of participants in project communication/outreach events

2. Online & Social Media Communication (e.g. website content, social media posts, videos, newsletters, online campaigns).

Predefined Activity Indicators:

- Number of online communication outputs (e.g. posts, website content updates, newsletters, videos)
- Number of total online reach (e.g. unique visitors, impressions, video views)

3. Production of Communication Materials & Press Visibility (e.g. printed or digital materials, such as leaflets, brochures, posters, banners, infographics, fact sheets, videos, press releases, interviews, articles, media kits).

Predefined Activity Indicators:

- Number of communication materials produced
- Number of total online reach (e.g. unique visitors, impressions, video views)

Each activity must be linked to only one predefined activity indicator type and one deliverable. The aim of the communication activities is to ensure the widest possible dissemination of the project's objectives, activities, results, and impact at local, national, and/or regional levels. In addition, communication activities should highlight the visibility of the European Union's role in supporting CSOs and other stakeholders.

7. GENDER EQUALITY AND NON-DISCRIMINATION MAINSTREAMING

Gender equality and non-discrimination constitute **core horizontal principles** of the **VOICES** programme and represent a fundamental quality and eligibility criterion for funding. All proposed projects under the **Open Call** must be designed and implemented in a way that recognises and addresses inequalities and unequal power relations arising from gender, gender identity, sexual orientation, disability, age, racial or ethnic origin, migration status, socio-economic background, geographical isolation or other intersecting identities. To ensure meaningful and measurable impact, applicants must integrate gender equality and non-discrimination considerations throughout the full project cycle, from needs assessment and outreach strategies to service delivery, monitoring and reporting. This includes, where relevant, accessible communication and venues, disaggregated data collection, targeted approaches for marginalised populations, and the active involvement of relevant community actors.

For projects addressing any of the priority areas of the call, **domestic and sexual violence, gender-based cyber violence** and/or **GBV-related harmful practices**, all proposed activities must apply a strong **gender and intersectionality lens**. Interventions should be responsive to the specific needs of women, girls, and other groups experiencing intersectional discrimination or being in vulnerable situation. Applicants must demonstrate how gender equality and non-discrimination principles are embedded in their project design, partnerships, outreach and communication, as well as in their efforts to challenge harmful norms and improve equitable access to rights, protection and support services.

Projects aimed at preventing or responding to GBV, including those that provide support to survivors or individuals at risk, must adopt a **survivor-centred, rights-based and trauma-informed approach**, consistent with the **Istanbul Convention** and [Directive \(EU\) 2024/1385](#).

To this end, proposed projects are expected to adopt the following general principles:

- **Ensuring Non-Discrimination:** Proposed projects must ensure that all individuals, regardless of gender identity or expression, are treated with dignity, respect, and fairness.
- **Promoting Gender Equity:** Proposed projects should ensure that activities, resources, and outcomes promote gender equity by addressing systemic barriers and enabling women and men to participate, benefit, and take on leadership roles on an equal basis.
- **Ensuring Inclusive Participation:** Proposed projects should actively promote inclusive participation and representation, particularly of marginalised or underrepresented groups. This includes the use of participatory approaches that ensure the voices and perspectives of marginalised groups are meaningfully heard and valued.
- **Preventing Gender-Based Violence:** Projects addressing gender equality often address issues related to gender-based violence, such as domestic violence, sexual harassment, or harmful practices. Proposed projects must prioritise the safety and wellbeing of project participants and implement ethical and effective measures to prevent and respond to gender-based violence, including protocols and procedures designed to avoid re-traumatisation.

- **Ensuring Informed Consent:** Proposed projects must obtain the free, prior, and informed consent of all persons involved before engaging them in any activity, data collection, referral, or support service.
- **Respecting Privacy and Confidentiality:** Proposed projects must safeguard the privacy and confidentiality of all project participants at all stages of implementation.
- **Avoiding Tokenism:** Proposed projects must avoid tokenistic approaches to gender equality, where participation is merely symbolic or superficial. Instead, they should strive for meaningful engagement and empowerment of women and other marginalised genders, ensuring that their contributions are valued and respected.

Applicants are also encouraged to consult the [European Union’s Gender Equality Strategy 2026-2030](#) and the [European Commission’s Roadmap for Women’s Rights](#).

8. CHILD PROTECTION POLICY

In accordance with the European Commission Directives, funded organisations that will implement activities involving direct contact with children⁵ are required to have a Child Protection Policy in line with the [Keeping Children Safe Child Safeguarding Standards](#). Therefore, at the application stage, any organisation (both the lead applicant and the partner, if applicable) proposing projects that include activities involving direct contact with children **must** submit their current Child Protection Policy aligned with these standards. The Child Protection Policy is considered a **core** document, not a supporting document. Applications that fail to include this document will be automatically rejected.

A Child Protection Policy describes what safeguarding measures an organisation has in place to protect children from harm. In particular, it sets out rules on how employees (including trainees and volunteers) should behave when working directly with children, how to prevent abuse and harm, who to report to if anything of this nature should occur and how to respond to the situation appropriately.

The Child Protection Policy should cover the **four (4)** areas/pillars outlined in the [Keeping Children Safe Child Safeguarding Standards](#), namely:

1. **Policy:** The organisation must adopt a formal child protection policy that clearly demonstrates its commitment to preventing harm to children and responding appropriately to safeguarding concerns. The policy must reflect the rights of children as set out in the **United Nations Convention on the Rights of the Child (UNCRC)**. It must be formally approved by the organisation’s governing or management body and apply to all staff, volunteers, associates, and partners. The policy should be publicised and communicated in an appropriate manner and made accessible to staff, children, and caregivers.
2. **Human Resources:** The organisation must assign clear safeguarding responsibilities and expectations to its staff and associates and ensure that they are adequately supported to understand and fulfil these obligations. Designated safeguarding focal points should be appointed at different organisational levels, including senior management, with clearly defined roles and responsibilities. Recruitment processes must include robust child safeguarding measures. The organisation must establish

⁵ The United Nations Convention on the Rights of the Child (UNCRC) defines a child as any human being below the age of eighteen (18) years, regardless of sex, origin, religion or disability, unless the age of majority is reached earlier, in accordance with the legislation applicable to the child.

written guidelines on appropriate and inappropriate behaviour of adults towards children and of children towards other children, as well as guidance for engaging partners, communities, and children on safeguarding matters.

3. Procedures: The organisation must create and maintain a child-safe environment through the implementation of safeguarding procedures that apply across all operations. This includes carrying out local mapping exercises to identify relevant legal, social welfare, and child protection frameworks; integrating child safeguarding risk assessments and mitigation measures into existing organisational risk management processes; and embedding safeguarding considerations into core systems and processes, such as strategic planning, budgeting, recruitment, programme cycle management, procurement, and partner management. Clear, locally appropriate procedures must be in place for reporting and responding to safeguarding incidents and concerns.
4. Accountability and Responsibility: The organisation must regularly monitor and review the implementation of its child safeguarding policies and procedures. Safeguarding measures should be subject to ongoing monitoring, with progress, performance, and lessons learned reported to management and, where appropriate, to external or independent bodies. Learning from practical case experience should inform periodic policy reviews and updates. Policies and practices must be reviewed at regular intervals and formally evaluated by an external evaluator or auditor at least once every three (3) years.

In addition, applicants should ensure that the project proposal is based on a child rights approach, i.e. that all the rights of the [EU Charter of Fundamental Rights](#), [the United Nations Convention on the Rights of the Child \(UNCRC\)](#) and [the Optional protocols](#), are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project.

CSOs (both lead applicants and any partners) selected for funding that their project will include activities involving direct contact with children should also be guided in their work and philosophy by the best interests of the child, doing no harm and respecting the rights of the child as outlined in European and international legislation, including [the UN Convention on the Rights of the Child](#).

During the application submission period, an online training session on drafting a Child Protection Policy will be held. More information can be found on the [programme's webpage](#).

9. PARTNERSHIPS

Applications for large grants (Stream 1) can involve either one lead applicant alone or one lead applicant and only one partner. Applications for small grants (under Stream 2) must be submitted by a single small⁶ organisation and cannot include a partner.

Informal partnerships may be developed for the implementation of project activities. However, for a project to be considered as jointly implemented with a partner, the partner must share a common project objective, actively contribute to the achievement of project objectives as identified in the application, and assume a clearly defined share of the project

⁶ A small CSO for the purposes of this programme is a CSO with an average total annual revenue (taxable and non-taxable) of less than €80,000.

budget. The role and specific responsibilities of the partner must be clearly described and justified in the application.

The partner shall undertake the relevant commitments and obligations set out in the grant agreement, which will be signed between the lead applicant and the partner, and the Bodossaki Foundation or the NGO Support Centre, as applicable. In addition, it is strongly recommended that a partnership agreement be concluded between the lead applicant and the partner, based on the indicative template that will be made available to the lead applicants during the contracting process.

The eligibility of expenses incurred by the partner is subject to the same conditions and restrictions as those applicable to expenses incurred by the lead applicant.

10. ELIGIBLE LEAD APPLICANTS AND PARTNERS (LEGAL ELIGIBILITY)

Eligible lead applicants and partners are **Civil Society Organisations (CSOs)** with legal status in Greece and the Republic of Cyprus that fall under the following definition:

A civil society organisation is an organisational structure which serves the general interest through democratic processes, and which plays the role of mediator between public authorities and citizens, including all non-state, non-profit, independent structures, which oppose all forms of violence and promote and protect the fundamental rights and values on the basis of which the EU was founded.⁷

In particular:

For **Greece**, eligible lead applicants and partners are the following: **(i)** Civil Society Organisations, as defined under Greek Law 4873/2021, as in force, namely associations (in Greek: “σωματεία/σύλλογοι”) and civil non-profit companies (in Greek: “αστικές μη κερδοσκοπικές εταιρείες”), with a public benefit purpose, and **(ii)** public benefit foundations provided under Greek Law 4182/2013 and Greek Law 5259/2025 from the date of its entry into force.

For the **Republic of Cyprus**, eligible lead applicants and partners are Civil Society Organisations based in the Republic of Cyprus and established in accordance with the relevant Law 104(I)/2017 and its amendments (non-for-profit associations, foundations, federations and/or unions), the Companies Law (Cap. 113) (for non-profit companies), the Charitable Foundations Law (Cap. 41), and non-governmental, non-profit organisations that have been established by special law.

Eligible lead applicants and partners (where applicable) must be independent of local, regional and national governments, other authorities and political parties, and the project to be funded must not be of a religious, political or trade union/ commercial nature.

⁷ See related definition: <https://eur-lex.europa.eu/EN/legal-content/glossary/civil-society-organisation.htm>.

In addition, to be eligible, lead applicants and partners must:

- be based in Greece for applications received in Greece and in the Republic of Cyprus⁸ for applications received in the Republic of Cyprus.
- have completed at least twelve (12) months of operation since their legal establishment prior to the deadline for submission of applications.
- have the ability to submit financial data covering a period of at least twelve (12) months (calendar year).
- not be in a situation of conflict of interest, including any potential conflict of interest due to personal, family, financial, political, professional or other relationships involving members, partners, members of the management bodies, legal representatives, employees and associates in general of the lead applicant and its partner. Indicatively, though not exhaustively, situations of conflict of interest include cases where the lead applicant holds a direct or indirect participation in the partner, or vice versa, as well as cases where the same individual is a member of the management body of both the lead applicant and the partner.
- not have in force any partnership agreement of any kind, written or informal, with the Bodossaki Foundation and/or the NGO Support Centre and/or the Marangopoulos Foundation for Human Rights, with the aim of jointly (assuming the responsibility for) implementing other programmes whether self-funded by the jointly acting parties or (co-) funded by the EU, the European Economic Area (EEA) or other organizations/entities.⁹

Natural persons are not eligible.

Eligible lead applicants and partners (where applicable) must respect the principles of democracy, human rights and the fundamental rights and values on which the EU is founded. In addition, eligible applicants and partners must not promote, approve or support through their projects, communication strategies or public messages, any form of violence, especially violence with racist characteristics, against minors, against vulnerable persons in general, against women, domestic violence, and any form of gender-based violence.

Projects must also comply with the highest ethical standards, and with all other applicable EU, international and national laws, including the [General Data Protection Regulation 2016/679 \(GDPR\)](#).

11. ADMINISTRATIVE AND ELIGIBILITY CRITERIA OF THE APPLICATION

11.1 ADMINISTRATIVE CRITERIA

⁸ Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

⁹ Grant agreements concluded with the Bodossaki Foundation and/or the NGO Support Centre and/or the Marangopoulos Foundation for Human Rights **are not included in this requirement**.

Administrative criteria are conditions for the formal acceptance of an application. Applications that do not comply with the administrative criteria will not be assessed further.

The administrative criteria are as follows:

- The Application, Budget file, Declaration of Honour, Child Protection Policy, and supporting documents must be submitted **within the deadline** indicated in this document and in the Open Call for Proposals.
- The Application, Budget file, Declaration of Honour, Child Protection Policy, and supporting documents must be completed and submitted in **Greek** (for applications in Greece) and in **Greek or English** (for applications in the Republic of Cyprus).
- The Application, Budget file, Declaration of Honour, Child Protection Policy and supporting documents must be submitted **electronically** through the [Bodossaki Foundation's Programmes Portal](#).

The Budget file and the Declaration of Honour must be completed using the **official programme templates** [available on the programme's webpage](#).

11.2. ELIGIBILITY CRITERIA OF THE APPLICATIONS

To be considered eligible, applications must meet **all** the following requirements:

1. The requested grant amount must fall within the limits defined in the Open Call for Proposals, as follows:
 - a. **For large grants (Stream 1):** minimum €30,001 and maximum €60,000
 - b. **For small grants (Stream 2):** minimum €20,000 and maximum €30,000
2. The project implementation period must fall within the permitted duration defined in the Open Call for Proposals:
 - a. **For large grants (Stream 1):** twelve (12) months
 - b. **For small grants (Stream 2):** minimum ten (10) months and maximum twelve (12) months
3. Small grants (under Stream 2) must be implemented **only by small organisations**¹⁰.
4. Each organisation can submit **only one application to the Open Call, either as a lead applicant or as a partner, choosing one out of the three priority areas. Partnerships are permitted only for large grants (under Stream 1).** Each application may include either one lead applicant alone or one lead applicant and **only one (1) partner**. Small grant projects (under Stream 2) must be implemented by a **single small organisation**.

12. BUDGET AND ELIGIBLE COSTS

12.1 GENERAL PRINCIPLES AND INFORMATION

Eligible project costs will be reimbursed to funded CSOs in the form of **lump sums**. No financial reports are required to be submitted together with progress reports. Payments will be based on the progress achieved and the results reported, with lump sum funding conditional on the

¹⁰ A small CSO for the purposes of this programme is a CSO with an average total annual revenue (taxable and non-taxable) of less than €80,000.

full completion of each activity and the full achievement of the agreed deliverables and indicator target values.

Organisations applying for funding must submit a detailed project budget, demonstrating that the grant will be used efficiently and effectively. All declared costs must be **proportionate** and **necessary** for the full implementation of the project. Only costs from the eligible cost categories described below may be included in the project budget.

Although financial reports are not required to be submitted, organisations are required to keep all accounting and supporting records as mandated by national legislation, applicable accounting standards, and generally accepted accounting principles.

The programme and all funded projects must comply fully with national and European Union public procurement legislation applicable to the purchase of goods and services.

The disbursement of grant amounts is subject to the timely submission and approval of project reports by the lead applicant and, where applicable, the project partner.

12.2. PROJECT BUDGET

The project budget must include costs related to the three (3) predefined Work Packages (WPs) that encompass the project activities. Each activity must be costed separately and include a detailed breakdown of all the costs necessary for its implementation.

When preparing the project budget, the following principles must be observed. Costs must be:

1. Reasonable and necessary, and neither overestimated nor underestimated.
2. Directly related to the project activities.
3. In line with the usual accounting and operational practices of the organisation; and
4. Compliant with applicable national legislation.

Prior to the contracting phase, the Selection Committee reserves the right to reduce the proposed budget where it is deemed to be overestimated, includes costs unrelated to the project activities, or does not comply with the above principles.

In the event of any modification to the project budget, either before or after the signature of the project contract, the total budget amount may not be increased beyond the amount budget originally submitted with the application.

12.3. ELIGIBLE COSTS

12.3.1. DIRECT COSTS

The following direct costs may be included in the project budget, provided that they comply with the general eligibility conditions:

A. Personnel Costs

A.1 Cost for Employees (staff cost)

Costs for employees are eligible as personnel costs if they fulfill the general eligibility conditions and are related to the staff working for the lead applicant or partner, if applicable, under an **employment contract** (or an equivalent appointing act) and are directly linked to project activities.

Eligible personnel costs are limited to:

- salaries;
- social security contributions;
- taxes; and
- other costs linked to remuneration, where these arise from national law or the employment contract (or equivalent appointing act).

For the calculation of staff costs, the following must be declared:

- the total monthly payroll cost (including social security contributions, taxes, and other costs);
- the duration of employment (in months); and
- the employment rate, expressed as the estimated percentage of working time allocated to each activity.

For example, in activity WP 2.2, employee "E" has a total monthly payroll cost of €1,800. The activity lasts six (6) months, and 40% of the employee's working time is allocated to the activity. The eligible personnel cost is calculated as follows:

€1,800 x 6 months x 40% = **€4,320**.

A.2 Costs for Natural Persons

Costs for natural persons working under a direct contract outside an employment contract (e.g. a service contract or a project contract), as well as costs for **seconded individuals** from the lead applicant or partner against payment, are also eligible as personnel costs, provided they are directly related to the project activities, comply with the general eligibility conditions, and meet all of the following criteria:

- a) the natural persons work under conditions **comparable to those of an employee**, particularly with regard to work organisation, tasks performed and place of work.
- b) the results of the work belong to the lead applicant or partner, unless agreed otherwise.
- c) the costs are calculated on the basis of a rate corresponding to the **actual costs incurred** under the direct contract or secondment and are **not significantly higher** than those for personnel performing similar tasks under an employment contract with the lead applicant or partner.

Costs for consultants provided by legal entities are not eligible under this category but may be included under **Other Expenses (B2 below)**, where applicable.

B. Purchase costs

Project purchase costs, including applicable duties, taxes and charges (such as non-deductible or non-refundable VAT), are eligible provided that they meet the general eligibility conditions, ensure best value for money (or, where appropriate, the lowest price), and are incurred in the absence of any conflict of interest.

B1. Travel costs of project staff

Travel costs for project staff (employees and natural persons) are eligible where they relate to project implementation and include transportation, accommodation, meals, and other travel-related expenses. Travels must be calculated:

- a) within the EU Member States, in accordance with [Decision C \(2024\) 5405 of 31 July 2024](#).
- b) within Greece and the Republic of Cyprus, in accordance with specific national rules applicable in each country, as set out in the relevant annexes.

B2. Other Expenses

Other eligible expenses include the purchase of **goods, works, and services, as well as the depreciation cost of equipment (in full or in part) required for project implementation**. These costs must be calculated on the basis of their **actual cost**.

Such expenses may include, by way of example:

- Consumables and supplies;
- Translations;
- Publications;
- Certificates;
- Financial guarantees, where required for project implementation.

12.2.2. INDIRECT COSTS

Eligible indirect costs are those costs that cannot be directly attributed to the project, such as general administrative overheads.

Indirect costs have a fixed flat rate of 7% of the total eligible direct costs, in accordance with Article 181(6) of the EU Financial Regulation.

12.3.3. INELIGIBLE COSTS

The following costs are not eligible:

1. Costs or contributions that do not comply with the eligibility conditions including in particular:
 - i. costs related to returns on capital and dividends paid by the lead applicant or partner
 - ii. debts and interest charges
 - iii. provisions for future losses or debts

- iv. interest owed
 - v. losses on foreign exchange operations and exchange differences arising from the valuation of foreign currency assets
 - vi. excessive or wasteful expenses
 - vii. deductible or refundable VAT (including VAT paid by public bodies acting as public authorities)
 - viii. general operating costs of the organisation
 - ix. activities that are not in line with EU values
 - x. activities that do not respect European and international legal instruments on children's rights
 - xi. activities that condone, promote or support any form of physical or psychological violence against women, children, or other at-risk groups.
2. Costs or contributions declared under other EU grants or grants financed by an EU Member State, a non-EU country, or another body implementing the EU budget.
 3. Costs or contributions for staff of national, regional, or local administrations for activities that form part of their normal duties and are not undertaken exclusively because of the grant.

13. APPLICATION PROCESS

To submit an application, organisations must create an account on the [Bodossaki Foundation's Programme Portal](#). After selecting "Sign Up", the person creating the account will be asked to fill in their full name (first name and surname), an email address, and a password in order to complete the registration.

Once the account has been created, organisations can click on the "Programmes" section of the Portal, select **VOICES** and click "Create Application".

Organisations that already have an account on the Bodossaki Foundation's Programme Portal do not need to register again. They may log in using their existing credentials and select the programme **VOICES** to create an application.

It is noted that the project budget, the Declaration of Honour (both for the lead applicant and the partner, if applicable), and the Child Protection Policy (for projects whose activities have direct contact with children) are **mandatory** for the submission of the application.

The templates for the budget form and the Declaration of Honour are available [on the programme's webpage](#).

In addition, a preview of the application form is available on the [programme's webpage](#) for consultation before or during the online completion of the application at the [Bodossaki Foundation's Programme Portal](#). Organisations should note this preview is provided for advisory purposes only and will not be submitted or attached, as all applications must be completed and submitted electronically via the Portal.

14. LIST OF REQUIRED DOCUMENTS

14.1 LIST OF REQUIRED DOCUMENTS (FOR APPLICATIONS SUBMITTED IN GREECE)

Core Application Documents	
1	Budget form (completed using the official template available on the programme webpage .)
2	Declaration of Honour (completed using the official template available on the programme webpage) for the interested lead applicant and partner (if applicable) in Greece for the 'VOICES' programme signed by their legal representative(s) exclusively through the Digital Document Certification application located here .
3	Current Child Protection Policy of the lead applicant and/or partner , where applicable (for projects involving direct contact with children)
Supporting documents of the <u>Lead applicant and Partner</u> ¹¹	
4	<p><u>For organisations that have been established on or before 31/12/2024:</u></p> <ul style="list-style-type: none"> • If the organisation has an audit report available: <ul style="list-style-type: none"> ○ Audit report accompanied by the financial statements, including notes, for the required tax years (2024 & 2025). • If the organisation does not have an audit report available: <ul style="list-style-type: none"> ○ Profit/Loss Accounts for tax years 2024 and 2025, signed by the Legal Representative & a Certified Accountant ○ Income tax returns (Form N) for tax years 2024 and 2025¹² ○ E3 declarations for tax years 2024 and 2025¹³ <p>If the organisation does not prepare profit and loss accounts:</p> <ul style="list-style-type: none"> ○ Revenue and expenditure ledger for tax years 2024 and 2025 (if the organisation has single-entry books) ○ Income tax returns (Form N) for tax years 2024 and 2025¹⁴ ○ E3 declarations for tax years 2024 and 2025¹⁵ <p><u>OR</u></p> <ul style="list-style-type: none"> ○ Revenue and expenditure analytical general ledger accounts, (if the organisation has double-entry books). ○ Income tax returns (Form N) for tax years 2024 and 2025¹⁶ ○ E3 declarations for tax years 2024 and 2025¹⁷
	<p><u>For organisations that have been established after 31/12/2024:</u></p> <ul style="list-style-type: none"> • For tax year 2025 the above applies.

¹¹ Only if there is a partner.

¹² The submission of the Income tax return (Form N) for 2025 is not mandatory.

¹³ The submission of the E3 declaration for 2025 is not mandatory.

¹⁴ The submission of the Income tax return (Form N) for 2025 is not mandatory.

¹⁵ The submission of the E3 declaration for 2025 is not mandatory.

¹⁶ The submission of the Income tax return (Form N) for 2025 is not mandatory.

¹⁷ The submission of the E3 declaration for 2025 is not mandatory.

	<ul style="list-style-type: none"> • <u>For year 2026:</u> <ul style="list-style-type: none"> ○ Revenue and expenditure ledger <u>for the period 1 January 2026-31 March 2026 (if the organisation has single-entry books)</u> <u>OR</u> ○ Revenue and expenditure analytical general ledger accounts for the period 1 January 2026- 31 March 2026 (if the organisation has double-entry books).
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14.2 LIST OF REQUIRED DOCUMENTS (FOR APPLICATIONS SUBMITTED IN THE REPUBLIC OF CYPRUS)

Core Application Documents	
1	Budget form (completed using the official template available on the programme webpage.
2	Declaration of Honour (completed using the official template available on the programme webpage) for the lead applicant and partner in Cyprus for the ‘VOICES’ programme signed by their legal representative(s)
3	Current Child Protection Policy of the lead applicant and/or partner , where applicable (for projects involving direct contact with children)
Supporting documents of the Lead Applicant and the Partner¹⁸	
4	<p><u>For organisations that have been established on or before 31/12/2024:</u></p> <ul style="list-style-type: none"> • If the organisation has an audit report available: <ul style="list-style-type: none"> ○ Audit report accompanied by the financial statements, including notes, for tax years 2024 & 2025. • If the organisation does not have an audit report available: <ul style="list-style-type: none"> ○ Trial balance signed by the legal representative of the organisation for tax years 2024 & 2025. <p><u>For organisations that have been established after 31/12/2024:</u></p> <ul style="list-style-type: none"> • <u>For the tax year 2025, the above applies.</u> • <u>For the year 2026:</u> <ul style="list-style-type: none"> ○ Trial balance signed by the legal representative of the organisation for the period from <u>1 January 2026 to 31 March 2026.</u>

During the legal eligibility and contracting stage, the funded CSOs (both lead applicants and partners) will be asked to submit the necessary documents proving their eligibility, such as

¹⁸ Only if there is a partner.

legalization documents and financial data, as part of the due diligence of the lead applicant and the partner (if applicable).

15. DEADLINE FOR SUBMISSION OF APPLICATIONS

Applications will be submitted online **from April 2, 2026, until 14.00 p.m. on July 1, 2026**, via the [Bodossaki Foundation's Programme Portal](#).

16. EVALUATION AND SELECTION PROCESS

16.1. ADMINISTRATIVE CHECK AND ELIGIBILITY CHECK OF THE APPLICATION

During phase one of the selection process, each project application will be assessed for compliance with the **administrative criteria** and **eligibility criteria of the application**. More information regarding the administrative requirements and the eligibility criteria of the application are included in Section 11 of this document.

The project budget, the Declaration of Honour (both for the lead applicant and the partner, where applicable), and the Child Protection Policy (for projects involving activities with direct contact with children) are considered core documents and are mandatory for the submission of an application. Applications that fail to include these documents will be automatically rejected.

The templates for the budget form and the Declaration of Honour are available on [the programme's webpage](#).

Regarding **supporting documents**, these include financial documentation and any other required material. **All documents, both mandatory and supporting, are required to be submitted at the time of application submission. Where supporting documents are missing, the Programme Implementation Team may request them, in which case organisations will be granted five (5) working days to submit them.**

Organisations whose applications are rejected due to non-compliance with the **administrative and eligibility criteria of the application** will be informed by email and will have the right to submit an appeal within five working days from the date of notification. The right to appeal can be exercised **only once** at this stage.

Appeals must be fully justified and documented and submitted electronically to the email addresses indicated in the Contact Information Section, no later than **17:00 (local time)** on the fifth (5th) and final day of the deadline of the appeal. Appeals will be examined by the Appeals Committee, and organisations will be informed of its decision within ten (10) working days following the appeal submission deadline. The decision of the Appeals Committee is final and irrevocable.

16.2. EVALUATION OF APPLICATIONS

In **phase two** of the selection process, applications that meet the **administrative and eligibility criteria of the application** will be evaluated by two (2) impartial evaluators appointed by the Consortium. At least one of the evaluators will be independent (external) to the Consortium and will have been selected through an open call procedure. All evaluators are required to sign a declaration of absence of conflict of interest in relation to the organisations whose applications they assess.

Each evaluator will assess the project application individually and independently, in accordance with the Evaluation Criteria set out below. The average score of the two (2) evaluations will be used for the evaluation of the application. A minimum average score of 60 points is required for an application to proceed further in the evaluation process.

If the difference between the scores exceeds 30% of the higher score, the application will be assessed by a third evaluator, appointed by the Consortium and independent of all organisations. In such cases, the average of the two (2) closest scores will constitute the final average score and will be used for the ranking of the application.

Applications achieving a minimum score of 60 points will be ranked according to their final score, without any modification to the order of ranking.

16.3 LEGAL ELIGIBILITY CHECK OF THE LEAD APPLICANT AND PARTNER (IF APPLICABLE)

In phase three of the selection process, the shortlisted applications, as well as at least an additional 10% of the shortlisted applications, will be subject to a **legal eligibility assessment of the lead applicant and the partner (if applicable), as described in Section 10**. During this phase, the Consortium will assess the legal eligibility of the lead applicant and the partner (where applicable) and will request the necessary documents proving their legal eligibility and for which they signed the aforementioned Declaration of Honour during the application submission stage. These documents will, indicatively, be:

- Current Articles of Association/Statute of the Organisation – Founding Act in as in force (duly published/registered).
- Recent (issued within the last month) Certificate from the Court of First Instance / General Certificate from the General Commercial Registry (GEMI), for registration – establishment – amendments to the Articles of Association.
- Recent (issued within the last month) certificate of registration/current image of entity/business issued by *Taxisnet* (select all items to be issued).
- Minutes resolving on the election and formation of the Board of Directors and appointment of legal representative(s) and/or Minutes of the competent statutory bodies (e.g. General Meeting, Supervisory Board) proving the current representation of the organisation.

Organisations will have five (5) working days to submit the requested documents, following a relevant request from the Programme Implementation Team.

Organisations whose applications are rejected due to non-compliance with the legal eligibility criteria of the lead applicant and the partner (if applicable) will be informed by email and will have the right to submit an appeal within five working days from the date of notification. The right to appeal may be exercised only once at this stage.

Appeals must be **fully justified and documented** and submitted electronically to the email address indicated in the **Contact Information** section, no later than **17:00 (local time)** on the **fifth (5th) and final day** of the deadline of the appeal.

Appeals will be examined by the **Appeals Committee**, and organisations will be informed of its decision within **ten (10) working days** following the appeal submission deadline. The decision of the Appeals Committee is **final and irrevocable**.

In the event of a final rejection due to non-compliance with the legal eligibility criteria, another organisation from the ranking list will be selected and assessed under the same procedure.

16.4 EVALUATION CRITERIA

The application evaluation criteria and the maximum score per criterion are as follows:

Evaluation criteria	Max Score
<p>1. Capacity & relevance of the lead applicant and the partner (if applicable)</p> <ul style="list-style-type: none"> - <i>Financial Capacity</i> - <i>Organisational Capacity & Expertise</i> - <i>Demonstrated relevant previous experience</i> - <i>Alignment with EU Values and Rights</i> - <i>Quality of Child Protection Policy (where applicable)</i> 	20
<p>2. Relevance and justification of the activities</p> <ul style="list-style-type: none"> - <i>The described aims, objectives, activities, deliverables and results of the proposed activity are relevant to the goals and priorities of the Open Call.</i> - <i>The proposed activity is fully justified as necessary and beneficial to the proposed target groups.</i> 	25
<p>3. Quality, impact and sustainability of the proposed activities – including on the advancement of gender equality & non-discrimination mainstreaming</p>	25

4. Involvement of grassroots¹⁹/ small²⁰/ rural-based²¹ CSO (*for Stream 2 – which is reserved for small CSOs - only “Involvement of grassroots or rural-based CSOs” will be assessed)	5
5. Collaboration with entities from other EU Member States	5
6. Value for money (based on submitted project budget)	20
TOTAL SCORE	100

16.5 FINAL SELECTION OF PROJECTS

The Selection Committee will examine the shortlist of applications based on the scores awarded and the evaluators’ comments. It may modify the ranking of **applications only in duly justified cases**, where such modification is necessary to achieve programme’s objectives. In addition, the Selection Committee may adjust the budgets of approved projects, where necessary, to ensure value for money, in cases of ineligible activities or costs, or where activities are considered over-budgeted. In such cases, the Consortium may request clarifications from the concerned organisations.

The Selection Committee will ensure that **at least 70% of the projects** selected under the Open Call include **women/girls as a target group (subject to availability of eligible shortlisted projects meeting this criterion)**. Where an insufficient number of eligible applications is received for Stream 2 (small grants), the corresponding funding amount may be reallocated to Stream 1 (large grants), in accordance with the ranking list of applications.

The decision of the Selection Committee **is final and not subject to change**.

The final decision will be communicated directly to the applicant organisations and the list of approved projects will be published on [the programme webpage](#) within **four (4) months** of the application submission deadline.

Organisations will have the right to request feedback on their applications following a relevant announcement.

¹⁹ A **grassroots CSO** for the purposes of this programme is a non-governmental organisation that originates and operates at the local level, usually driven by community members who are passionate about a particular cause or issue. These organisations often work to address social, economic, and environmental problems within their own communities, without the influence or support of larger organisations 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.

²⁰ A **small CSO** for the purposes of this programme is a CSO with an average total annual revenue (taxable and non-taxable) of less than €80,000.

²¹ 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.

16.6 PROJECT CONTRACTS

For each project selected for funding, a project contract will be concluded:

- between the Bodossaki Foundation and the lead applicant for projects implemented in Greece. The contract will also be co-signed by the partner, where applicable, as a third-party contractor (i.e. a funded CSO that is not directly a beneficiary of the grant); and
- between the NGO Support Centre and the lead applicant for projects implemented in the Republic of Cyprus. The contract will also be co-signed by the partner, where applicable.

For the execution of the project contract, the lead applicant and the partner (where applicable) shall be required to submit any additional documents, such as legalization documents, deemed appropriate by the Bodossaki Foundation and the NGO Support Centre respectively, as well as a Contractual Declaration of Honour ²², in the form to be provided by the latter accordingly. The Declaration of Integrity (submitted on the application stage) and the Contractual Declaration of Honour will be integral part of the project contract.

The project contract sets out the terms and conditions of the grant, as well as the roles and responsibilities of all parties involved.

At a minimum, the project contract shall include provisions ensuring compliance with the following rules and obligation: avoidance of conflicts of interest, confidentiality and security obligations, respect for ethical standards and EU values, visibility of EU funding, specific rules governing the implementation of project activities, information and record-keeping requirements and the exercise of rights by competent bodies, such as the European Commission, European Anti-Fraud Office (OLAF), the European Public Prosecutor's Office (EPPO), and the European Court of Auditors (ECA), including in the context of checks, reviews, audits and investigations involving grantees receiving financial support.

For projects implemented in Greece, the project contract will be signed electronically through the Docusign application.

For projects implemented in the Republic of Cyprus, the project contract may be signed either in handwritten form or electronically, using electronic signatures provided by a qualified trust service provider in the Republic of Cyprus, or through the exchange of identical versions of the contract in Portable Document Format (PDF).

17. Project Monitoring

Project monitoring focuses exclusively on the technical implementation of the project and includes risk assessment, evaluation of progress reports and on-site, online, or telephone meetings with funded organisations to verify project implementation.

²² The Contractual Declaration of Integrity for the lead applicant and partner in Greece shall be signed by their legal representative(s) respectively, exclusively through the Digital Document Certification application [here](#).

No financial monitoring or control of the project's financial documentation is foreseen.

17.1. PROGRESS REPORTS

Each funded CSO is required to submit at least one interim progress report during the project implementation period and one final report within thirty (30) days of the end of the project, as specified in the Project Contract. Depending on the project's progress, the grantee may also be required to submit an additional interim or ad hoc progress report.

Progress reports must describe the progress made or the completion of the planned project activities and shall be filled out in templates provided by the Consortium.

Funded CSOs are not contractually required to submit financial reports or financial data. However, they must comply with the rules on eligibility of expenditure as set out in Section 12. In addition, they are required to retain all legal and equivalent financial supporting documents related to project costs and to comply with the applicable provisions of Greek or Cypriot legislation for projects implemented in Greece or Cyprus respectively.

18. PAYMENTS

The anticipated payment structure consists of a 50% advance payment, interim payment(s) up to 40%, and a final payment.

Advance Payments to Funded CSOs.

The advance payment amounts to 50% of the total project budget, as specified in the project contract. The advance payment will be made within ten (10) working days of the final signature of the contract or the project start date, whichever occurs later.

Interim Payment to Funded CSOs.

The total amount of the interim payment(s) shall not exceed 40% of the approved grant. Interim payment(s) will be calculated based on the evaluation of the interim progress report(s), the risk assessment and the achievement of the project results. Where deemed necessary, the funded CSO may be requested to submit an additional interim progress report. In such cases, the interim payment rate (up to 40%) will be split accordingly.

Interim payment(s) will be made within ten (10) working days of the approval of the corresponding interim progress report(s).

Final Payment to Funded CSOs

The final payment will be calculated following the final evaluation of the completion of the project, based on the qualitative and quantitative achievement of the project's results and deliverables. The final payment will be made within twenty working days of the approval of the final project report.

Total payments may not exceed the approved project budget and may be lower than the total budget if the project objectives are not fully met or if project activities and deliverables are not completed as foreseen in the project contract. In such cases, the Programme Management

Team will assess the degree of project completion. The final payment amount will be calculated based on the assessed completion status of activities and deliverables. If the final evaluation determines that the funded CSO has received a higher percentage of the grant than that corresponding to the project completion rate, the funded CSO shall reimburse the excess amount within twenty working days of the approval of the final project report.

19. IRREGULARITIES AND RISKS

The Bodossaki Foundation, NGO Support Centre and Marangopoulos Foundation for Human Rights apply a zero-tolerance policy towards corruption, fraud and mismanagement. To this end, a comprehensive system has been established for the prevention, limitation, detection, reporting, and remediation of irregularities. Prevention and detection of irregularities are ensured through continuous project monitoring and reporting mechanisms. In accordance with the project contract, grant beneficiaries are required to make every reasonable effort to prevent, detect, and minimise the impact of any irregularities. Suspicions or confirmed cases of irregularity or risk may be identified, inter alia, where one or more of following conditions apply: allegations of an act or omission constituting a criminal offence under the national law of Greece or Cyprus (such as corruption, fraud, bribery, or embezzlement); indications of serious mismanagement affecting the use of the grant during project implementation; circumstances that pose a direct threat to the successful completion of the project, due to the amounts involved in the total project budget, the seriousness of the issue, or other relevant factors.

Other types of risk include conflicts of interest, failure to implement the project, and reputational risks.

20. COMPLAINTS MECHANISM

All complaints **related to the implementation of the VOICES** programme shall be addressed to and handled by the programme's **Complaints Committee, which is responsible for processing and issuing decisions on complaints regarding suspected non-compliance with the principles of good governance.**

The Complaints Committee examines complaints received either directly via the dedicated email cerv-complaints@bodossaki.gr, or indirectly by the European Commission - Directorate-General for Justice and Consumers (DG JUST). The Complaints Committee will issue a decision within thirty (30) days of submission of the complaint.

To ensure transparency and accountability, cases involving suspected fraud, deceit or irregularity, may also be reported to the European Anti-Fraud Office (OLAF) via the [programme's webpage](#). More information on how to submit a complaint to OLAF can be found [here](#).

21. CONTACT INFORMATION

Questions relating to the Open Call for Project Proposals may be submitted **no later than ten working days prior to the applications' submission deadline** to the email addresses below, indicating in the subject line of the email the title of the Open Call. The Consortium has no obligation to provide clarifications for questions received after this deadline.

- helpdesk@bodossaki.gr (for organisations in Greece)
- helpdesk@ngo-sc.org (for organisations in the Republic of Cyprus)

Responses to all inquiries will be published on the “Frequently Asked Questions” (FAQ) section of [the programme webpage](#). Individuals replies will not be provided. Organisations are therefore encouraged to consult the website regularly for updates.

Technical questions related to the completion of the application form, can be submitted through the [Bodossaki Foundation's Programmes Portal](#) in the “Contact a Programme Representative”, once the organisation has created an account on the Portal.

To ensure equal treatment of all applicants, **no** prior assessments or opinions can be provided regarding the legal eligibility of applicants, the proposed actions, or specific activities under this call.

Information with regards to the Open Call is also available at the [Funding and Tenders Portal](#).

22. PERSONAL DATA PROTECTION

Regarding the data protection policy applicable to the implementation of the programme, applicants are invited to consult the General Data Protection Policy of the Bodossaki Foundation, available [here](#), the General Data Protection Policy of the NGO Support Centre, available [here](#), the General Data Protection Policy of the Marangopoulos Foundation for Human Rights available [here](#) and the Specific Data Protection Information applicable to the VOICES programme available [here](#).

ANNEX 1 - TRAVEL COSTS

Greece

Travel refers to movements where the destination is outside the Regional Unit (former Prefecture) where the lead applicant or their partner is based. Movements within the Regional Unit (former Prefecture) of the lead applicant or partner are **not** considered travel expenses; instead, they are treated as local trips, which are eligible provided they are described in detail and budgeted separately.

The above does not apply to the Attica Region. If the lead applicant or any partner is based in Attica, movements within its constituent Regional Units will be considered local trips.

Basic Guidelines

The travel cost budget covers the expenditure categories required to achieve the objectives and implement the activities of the project's Work Packages. The budget should clearly specify the number of individuals and days for each trip.

Costs cannot exceed, per person and per cost type, the maximum coverage limits established by [Decision C \(2024\) 5405 of July 31, 2024](#) of the European Union, as well as the guidelines for costs within Greece set out in Annex 1 of this document.

Air / Rail Travel Costs

Travel expenses for air, rail, and combined air/rail transport within EU Member States must be calculated in accordance with [Decision C \(2024\) 5405 of 31 July 2024](#) of the European Union as follows:

Distance Band (in km) ⁵	Amount in EUR per return trip
400-600	340
601-1 600	365
1 601-2 500	429
2 501-3 500	541
3 501-4 500	743
4 501-6 000	857
6 001-7 500	1 021
7 501-10 000	1 250
10 001-Max	1 595

For travel within Greece, the maximum round-trip airfare should not exceed €340, including transportation to and from the airport.

Similarly, for travel by train or boat, there is no maximum limit for tickets cost, provided the travel is in economy class.

All distances must be calculated using the rail/flight calculator available [here](#).

Travel costs also include mileage reimbursement. Land travel within Greece using privately-owned vehicles must be calculated based on the distance between the point of departure and

the point of arrival (in kilometres), applying using a fixed rate of €0.25 per kilometre. For example:

Route	Km (to and from)	Calculation formula	Amount
Athens - Patras	422 km	€0,25 * 422	€105,50

Accommodation and Subsistence Costs

Accommodation costs include hotel stays or lodging in shared-economy accommodation. The daily subsistence allowance covers the cost of meals and local transportation (e.g., bus tickets).

The daily rates for accommodation and subsistence in Greece are set at the predetermined amounts established under [Decision C \(2024\) 5405 of 31 July 2024](#) of the European Union, as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Greece	112	82

For the subsistence rates and daily living allowances applicable to other EU Member States, applicants can refer to the above-mentioned decision.

Republic of Cyprus

General Guidelines

The budget for travel costs includes the following categories of costs necessary to achieve the project objectives and to implement the activities of the Work Packages. The budget should specify the number of individuals and the number of days for each trip.

Expenses must not exceed, per person and per expense type, the maximum coverage limits established by [Decision C \(2024\) 5405 of July 31, 2024](#) of the European Union, as well as the guidelines for expenses within the Republic of Cyprus set out in this Annex.

Air / Rail Travel Costs

Travel costs for air, rail and combined air/rail travel within the EU Member States must be calculated on the basis of [Decision C \(2024\) 5405 of 31 July 2024](#) of the European Union as follows:

Distance Band (in km) ⁵	Amount in EUR per return trip
400-600	340
601-1 600	365
1 601-2 500	429
2 501-3 500	541
3 501-4 500	743
4 501-6 000	857
6 001-7 500	1 021
7 501-10 000	1 250
10 001-Max	1 595

All distances must be calculated using the rail/flight calculator available [here](#).

Travel costs

Travel costs also include mileage allowances. Land travel in the Republic of Cyprus using privately owned vehicle must be calculated based on the distance between the point of departure and the point of arrival (in kilometres), applying a fixed rate of €0.36 per kilometre. For example:

Route	Km (to and from)	Calculation formula	Amount
Nicosia - Limassol	170 Km	€0,36 * 170 Km	€61.20

Accommodation and Subsistence Costs

Accommodation costs include hotel stays or lodging in shared-economy accommodation. The -daily subsistence allowance covers the cost of meals and local transportation expenses.

The daily rates for accommodation and subsistence allowance in the Republic of Cyprus are set at the predetermined amount established under [Decision C \(2024\) 5405 of 31 July 2024](#) of the European Union as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Cyprus	140	88

For accommodation and daily subsistence rates applicable to other EU Member States, applicants can refer to the above decision.

Legal Points of Entry

The legal points of entry into the Republic of Cyprus are the airports of Larnaca and Paphos, and the ports of Larnaca, Limassol, Latchi and Paphos, all of which are located in areas under the control of the Government of the Republic of Cyprus.

It is illegal to enter the territory of the Republic of Cyprus through any other port or airport over which the Government of the Republic of Cyprus does not exercise effective control.

Further instructions on entry into the Republic of Cyprus are available [here](#).

ANNEX 2 - DEPRECIATION RATES ON EQUIPMENT PURCHASE EXPENSES (REPUBLIC OF CYPRUS)

Other costs - the cost of equipment depreciation (whole or proportional) required for the implementation of the project.

Costs related to the purchase of **equipment, infrastructure or other assets** used for the project **must be declared as depreciation costs** and calculated on the basis of the actual expenditure incurred. Depreciation must follow international accounting standards and the usual accounting practices of the lead applicant and the partners (if applicable).

Only the portion of the depreciation that corresponds to (a) the project implementation period and (b) the percentage of actual use of the asset for project purposes is considered eligible.

For proposals submitted to the Republic of Cyprus, the calculation of equipment depreciation rates in the Budget Form must be made using the annual capital allowance rates (also referred to as annual wear and tear allowances) approved by the Cyprus Tax Authorities. These rates are calculated based on the acquisition cost of the fixed assets as follows:

Buildings	%
Commercial buildings and apartments.	3
Industrial, agricultural and hotel buildings.	4
Plant and machinery	%
Machinery.	10
Furniture and fittings.	10
Computer hardware and operating systems.	20
Application software.	33 1/3
Application software up to a cost of EUR €1.708.	100
Commercial vehicles.	20
Tools.	33 1/3
Boreholes.	10
Agricultural machinery.	15
Boats	%
New cargo vessels.	8
New passenger vessels.	6
Sailing vessels.	4 1/2
Motor launches.	12 1/2
Used vessels.	useful life