



Solidarity Fund PL

SOLIDARITY FUND PL

PROGRAM OF

SMALL PROJECT FUND 2018

OPEN CALL FOR CONCEPT NOTES FOR PROJECTS IN GEORGIA



PARTICIPATION RULES

Program "Small Project Fund GE" is financed by the Polish development cooperation program of the Ministry of Foreign Affairs of the Republic of Poland



SMALL PROJECT FUND 2018

PARTICIPATION RULES OF THE OPEN CALL FOR CONCEPT NOTES FOR PROJECT IN GEORGIA

1. Small Project Fund – general information

"Small Project Fund GE" (hereinafter referred as SPF GE) is implemented by Solidarity Fund PL and financed by the Ministry of Foreign Affairs of the Republic of Poland within the framework of the Polish development cooperation program – Polish Aid. The program is a part of the Solidarity Fund PL own activities conducted in Georgia in 2018. The objectives of the SPF GE Program is supporting democracy development and economic growth at the local level. Projects have to be carried out by entities registered in Georgia, which have a social impact on local or regional level.

2. Entities enable to participate in the call:

- Local public authorities
- Governmental institutions
- Non-governmental organizations (including NGO coalitions)
- Academic institutions
- Non-formal local community groups
- Individuals conducting social activities

All the above mentioned entities should be registered or based in Georgia and must be able to receive, spend and settle international funds.

3. Scale of financial support

Applicants may propose activities which could be implemented within 2 paths:

- **Micro Project – from 2 000 EUR up to 15 000 EUR**
or
- **Small Project - from 15 000 EUR up to 25 000 EUR**

One entity can submit a maximum of 2 concept notes – 2 micro ones or 1 micro and 1 small one. Individuals can only apply for the micro projects.

4. Types of activity

Within **Small Project Fund GE Program** **two** types of activities could be supported:

- 1) **Project** - a fully independent project / activity;
- 2) **Small intervention** - an additional component to the ongoing project/program/activity

5. Implementation period

The projects submitted should be planned **within short-term perspective**. The duration of the project cannot be more than **3 months – approximately** from mid-September till mid-December. The projects can be run up to **December 15th 2018**, while the deadline for final reports is December 20th 2018.

6. Procedure for applications

6.1. Concept Note is the first stage of the selection procedure of the partners for cooperation with Solidarity Fund PL. The Concept Note is a brief description of the idea, which if selected will be developed. On this stage applicants do not have to design all the details, the most important is the clarity, coherence and adequacy of the suggested idea.

6.2. Applications should include the following documents:

- fulfilled Concept Note for Micro or Small Project – according to the template (in Word format doc, docx);
- In case of institutional applicants – copy of the registration document.

6.3. Concept Notes should be submitted by email at: elzbieta.swidrowska@solidarityfund.pl before the **deadline: 23:59** CEST time (GMT+2) **on September 4th, 2018** (date of sending an e-mail). Each applicant will receive a confirmation mail of submission.

6.4. Submitted Concept Notes will be evaluated by an internal Solidarity Fund PL Committee. Each application is evaluated individually by at least two Committee members on the basis of criteria described in this document (item 6).

6.5. After submitting the Concept Note, several partners will be invited for negotiations, within which all the details of the submitted ideas will be developed and clarified. After negotiations Concept Note will be reformulated into final project application.

6.6 The financing of the project will be offered on a Partnership Agreement basis, signed between Solidarity Fund PL and Applicant. The agreement will be signed if the applicant will provide additional required documents – according to the templates delivered once the project is accepted. The Solidarity Fund PL assumes the right to negotiate the application improvement before signing the Partnership Agreement. The applicant will provide Solidarity Fund PL with improved application, annexes and other required documents no later than 4 days after final negotiation. The Solidarity Fund Board can refuse to sign the Agreement with the applicant that may be considered as not eligible, because of the negative history of grant or finance managing (e.g.: fraud of public funds, corruption, abuse of public service, etc.) or other legitimate reasons for distrust.

7. The submitted initiatives should include at least one of the following thematic priorities:

❖ **Good governance**, including:

- 1) increasing institutional capacity of the entities engaged in the process of decentralization
- 2) implementation of regional development policy, including support for the tourism sector;
- 3) disaster risk reduction management system

❖ **Human capital**, including;

- 1) better access to social services
- 2) capacity and infrastructural development of centers/institutions for people with disabilities, victims of domestic violence and children deprived of parental custody;
- 3) social integration of people with disabilities, victims of domestic violence and children deprived of parental custody;
- 4) strengthening the care system and protecting the rights of children deprived of parental custody, people with disabilities and victims of domestic violence.

8. Financial conditions:

- Costs should be **realistic and well justified**;
- Project **management costs constitute administrative costs**;
- Applicant **cannot subcontract the performance of the whole project** and/or series of the project activities;
- Project **activities cannot assume re-granting**.
- Only the costs necessary to carry out the project may be funded under the call.

The following costs will not be financed as a part of the call:

- Costs incurred before and after the dates defined in the financing agreement;
- Purchases of real properties (*land, buildings*);
- Debt, debt service costs;
- Alcohol, tobacco, narcotic substances, weapons;
- Expenses related to financing of electoral campaign(s) or other political activity;
- Expenses related to analyses, researches, case studies, political papers, feasibility studies which are not accompanied by any local activity, involving local people.
- Administration costs of other than Georgian entities,
- Other unbudgeted expenses.

9. Substantive Concept Note criteria:

- Consistency with priorities listed – including ability to link them with diagnosed problem, solving methods and project idea;
- Compatibility of the submitted project/idea with the applicant's previous experience;
- Adequacy of using Polish experience in the diagnosed problem;
- Sustainability: Project's contribution to permanent change at the local level; conditions for continuation of the project or multiplication of the methods used;
- Innovative approach for solving local challenges and increasing social and economic impact at the local level
- Selection of planned activities, means and methods with reference to the results and objectives, real possibility of carrying out the project according to the assumed schedule;
- Prudent management - Project costs to results ratio, justifiability and rationality of costs;
- Own contribution (financial, material and personal);
- Cooperation with local partners and the coverage of the project.

10. Information requirements

Bodies responsible for the implementation of the project shall be obliged to inform about the course and results of the project on the home pages of the bodies responsible for the implementation of the project, websites thematically connected with the project, and in social media, among others. Information/reports disseminated within the project should include the name of the donor/programme and the branding rules specified in the Agreement.

11. Reporting and control procedures

The beneficiary will be obligated to submit reports: substantial and financial final reports according to the project agreement. The Solidarity Fund PL and the Polish Ministry of Foreign Affairs are authorized to monitor and evaluate the project while it is being carried out through, including but not limited to, the presence of their representatives during the performance of individual measures, videoconferences, online trainings. Both of these entities are also authorized to perform substantive and financial audits of the project in progress through, including but not limited to, the detailed inspections of the project's financial and substantive documentation in the beneficiary's premises.