

WEASA 2018 SMALL GRANTS PROGRAM

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PROGRAM DESCRIPTION

The College of Europe Natolin (hereinafter referred to as “CoE Natolin”) invites WEASA 2018 participants to submit project proposals, individually, in groups, or through their represented institutions and organizations (hereinafter referred to as “Applicants”), for up to **\$ 1,901** in funding.

We are seeking projects (hereinafter referred to as “Proposals or “Applications”) ”with outstanding merit that support the broad WEASA goals of presenting the political, social and economic foundations of modern democracies in the European Union and the transatlantic community, promoting the values of freedom, pluralism and peace and fostering different areas of mutual cooperation in regions covered by the project¹.

The program is implemented by **CoE Natolin**, in the framework of the WESA project, co-founded and co-financed by **the Polish American Freedom Foundation, the German Marshall Fund of the United States**, with the support of **the Polish-U.S. Fulbright Commission** during the 2018 edition of the program (hereinafter referred to as “Organizers”).

This year’s applications must be focused on **one or more** of the following themes and initiatives of the WESASA 2018 edition:

¹ Eastern Partnership countries – Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine; Western Balkan countries – Albania, Bosnia and Herzegovina, Kosovo, Macedonia (FYROM), Montenegro, and Serbia; Poland; Slovakia.

- Information, disinformation, and journalism in a digital era
- Social media and democracy
- Information security and cybersecurity

The aim of the program is to:

- a) strengthen the sustainability of the WEASA project,
- b) provide WEASA participants (and the represented entities) with unique funding opportunities, allowing them to transfer the acquired skills and knowledge into practice more effectively,
- c) strengthen the WEASA network of cooperating institutions and individual experts,
- d) widen WEASA's list of outcomes and indirect group of beneficiaries,
- e) disseminate WEASA results and conclusions more broadly.

Furthermore, the WEASA Small Grants Program seeks to support regional partnerships among NGOs and civil society organizations, public institutions and municipalities, private companies and nonprofit organizations, as well as education and research centers that contribute to multidimensional cooperation in the regions covered by the WEASA initiative.

Eligibility Requirements

- The Program is available **only for WEASA 2018 participants**, or those who have successfully completed the WEASA training and received the final certificates of completion.
- The applications can be submitted individually by the participant, by a group of participants, or by the represented institution or organization. Applications submitted by represented entities must specify the WEASA participant's role as the project coordinator or principal investigator.
- The budget of one request must not exceed **\$ 1,901**. No more than one project can be submitted by the same applicant.
- Institutions and individuals should have a proven track record of executing similar events, workshops, programs, etc.
- Proposals should focus on one or more of the priority themes and initiatives (mentioned above) and cover regions/countries that are part of the Eastern Partnership or Western Balkans. Note: We do not provide awards for projects that fall outside of the WEASA 2018 core priorities.
- Applications must comply with the submission criteria below.

Please note that WEASA grants **CANNOT be used to fund:**

- religious organisations or political activity;
- terrorism;
- projects with military aims or character;
- trade activities;
- fundraising campaigns;
- charitable activities;
- humanitarian aid;
- commercial and construction projects;
- operating and maintenance costs (such as electricity, gas, water, coolants) and maintenance contracts;
- premiums for property insurance and travel protection plans;
- VAT, to the extent that it will be refunded by the national tax authorities;
- projects whose primary aim is the institutional development and operational costs of the organization; or representational expenses (lunch, alcoholic beverages, flowers etc.),
- ongoing salary costs;
- social welfare projects;
- return on capital and dividends paid by the applicant;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange rate losses.

Examples of eligible activities include:

- education, research and academic programs,
- conferences, workshops, forums, panel discussions, trainings (a short description thereof should be provided, which would include topics, goals and objectives, audience, other sponsors)
- publications,
- paying to complete activities/projects begun with other funds or forming a part of initiated activities under other funding programs as a co-financing format (Information about our funding must be clearly visible along with other funding entities. Note that double funding is strictly prohibited)
- radio, television, and social media programming in support of the above objectives.

Eligible costs are costs actually incurred by the applicant which meet the following criteria:

- They are incurred during the duration of the action as specified in the grant agreement;
- They are indicated in the budget of the proposal;

- They are incurred in connection with the proposal which is the subject of the grant and are necessary for the implementation of the project;
- They are identifiable, verifiable and properly documented;
- They comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified, and comply with the requirements of sound financial management, particularly with regards to economy and efficiency.

Examples of eligible costs:

- Personnel costs (expertise, remunerations for authors, lecturers etc.).
- Costs of issuing and translating ready reports, analyses, market researches, studies and publications at home and abroad.
- Costs of travel (for project participants and experts).
- Costs of consumables and supplies, provided that they are identifiable and assigned directly to the project actions.
- Costs entailed by other contracts awarded by the applicant for the purposes of carrying out the action (external services).
- Costs arising directly from the performance of the project (dissemination of information, specific evaluation of the action/project, translations, reproduction, etc.).

All activities indicated in grant applications must be completed no later than **30 November 2018**.

How to Apply

Please fill-in the on-line application form, which can be found on the WEASA website after registration. The proposals must be submitted **in English**.

Proposals will be evaluated after the submission deadline.

The deadline for proposal submissions is **August 31, 2018**.

The receipt of your application will be confirmed within 3 working days. If you do not receive this confirmation, please contact us via telephone +48.22.54.59.468 or e-mail lukasz.krol@coleurope.eu.

Project proposals will not be evaluated until all information is received. Any questions regarding the applications should be addressed to lukasz.krol@coleurope.eu and konrad.dziurdzia@coleurope.eu

Failure to correctly fill out and submit the required information will result in the application being rejected. Failure to submit the application on time shall result in the application being rejected.

Selection Process

All applications will be evaluated by a committee comprised of the WEASA partners' staff and organisers of the grant program. The assessment of each application will be expressed in points – 1 to 100. The maximum budget of the grant program this year is **\$ 5 703**. Successful applicants will receive an official letter awarding the grant and formal agreement to be signed by the applicant without delay. The final decision of the above committee **may not be appealed**. Should the successful applicant fail to sign the contract, the evaluation committee reserves the right to choose the second-best proposal without conducting another evaluation of requests.

Grant Criteria

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria, among others:

- Submission of an action plan that follows SMART (Sustainable, Measurable, Attainable, Realistic and Timebound) principles;
- Aims and goals of the project;
- Project justification;
- Project activities and work plan;
- Project monitoring and evaluation;
- Relevance to innovation and digital affairs;
- Project sustainability;
- Financial section evaluation;
- Applicant's qualification and capacity to organize the project.

A successful project will likely have many of the following features:

- addresses more than one of the WEASA priorities;
- forges new people-to-people connections and synergies, creates new ties between experts, institutions, organizations, and networking groups;
- is innovative and targets wide catalogue of beneficiaries;
- is sustainable;
- possesses a social media component;
- the applicant is qualified and has the capacity to produce this project/program
- the applicant is able to achieve the stated goals and outcomes
- the project/ programme and administrative budgets are reasonable and the presented costs are justifiable.

Non-retroactivity

No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the WEASA program.

Co-financing of the action may take the form of:

- The applicant's own resources;
- Income generated by the action;
- Financial contributions from third parties.

Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the applicant must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of any control procedures.

Reporting requirements

All grant awards require both a narrative and financial summary. Such reports must be submitted no later than **7 December 2018**. The reports should be submitted via an on-line application on the project website and must be **in English**. Organisers will send a suitable letter of notification, confirming the proper performance of the project (both substantially and financially) not later than **11 December 2018**, or express their reservations, with a request for further clarifications.

Reallocation of approved funding

All funds are to be used exclusively for the purpose specified in project proposals, in accordance with the submitted budget of the project. The approved amounts for particular budget positions, under certain circumstances, can be reallocated to other budget positions.

For any such reallocation exceeding **50 percent** of the approved amount stated in a particular budget position, the applicant should inform the organisers via email at Lukasz.krol@coleurope.eu. The reasons for such a reallocation must be recorded in the financial report.

Cancellation and Reimbursement

Organisers reserve the right to cancel a funding award, either wholly or in part, and to claim reimbursement in the following circumstances in particular:

- If there are substantial grounds to do so,
- If the award was obtained on the basis of false or incomplete information,
- If the requirements were not satisfied, or were not satisfied by the deadline set by the program,
- If the incurred costs were non-eligible,
- If the funds were not used exclusively for the purpose specified in the project proposal,
- If the funds paid were not accounted for punctually, properly or fully.

If the funds are not used for the specified intended purpose within an appropriate deadline, the Organisers reserves the right to request a reimbursement of the unspent part of the granted funding.

Publications and other results

The Organisers expect the results, particularly any publications, funded by the grant program to be published and to be made available, where possible, especially digitally and on the internet via open access. Results that are liable to be disseminated (for instance, any materials resulting from organised conferences, trainings, expert panels, etc.) and standard publications must credit the Organisers for funding the project. Such a statement of credit must include the funding programme, project name and names of program Organisers, with suitable visual identification. Publications and any other materials that do not include this information cannot be recognised as having emerged from the funded project. If results are not published in a publication available via electronic or standard channels, such as a bookstore, but are presented in the form of a research report for instance, the applicant should submit a copy of that research report to the Organisers.

Final remarks

Any disputes arising and matters not settled in the present Regulations shall be finally settled by the Organisers. The Organisers reserve the right to alter these Rules and Regulations and to withdraw the competition without providing any reasons. The Organisers shall be absolved from any liability whatsoever which may arise subsequent to such cancellation, termination or alteration. Any changes made by the Organisers shall be valid from the day of publishing the amended version of the Rules and Regulations on the WEASA website.

Official contact to Organisers:

College of Europe Natolin –implementing and supervising authority - *WEASA SMALL GRANTS PROGRAM*

ul. Nowoursynowska 84, 02-797 Warsaw, Poland

The German Marshall Fund of the United States (GMF)

Office in Warsaw:

Plac Jana Henryka Dabrowskiego 1, 00-057 Warsaw, Poland

Polish-American Freedom Foundation

Head Office in Poland

ul. Królowej Marysieńki 48, 02-954 Warsaw, Poland

Polish-U.S. Fulbright Commission

ul. K.I. Gałczyńskiego 4, 00-362 Warsaw, Poland