



# CALL FOR APPLICATIONS

## Terms of Reference (ToR)



### FTAO Sub-Grant facility for CSOs / LAs advocacy project

In the framework of the EU DEAR Project “*Trade Fair, Live Fair: Raising Awareness and Mobilizing the European Public to Advance Consumption patterns that Nurture the Sustainable Development Goals*”

This version: 11 January 2019

## 1 Background

By driving sustainable consumption behavior by business, citizens and public authorities, policies and practices can be changed in favor of fair and sustainable production practices.

With the objective to contribute to SDG 12 (Sustainable Production and Consumption), Fairtrade International, with the Fair Trade Advocacy Office (FTAO) as partner, is implementing an action called “Trade Fair Live Fair” (TFLF), co-financed by the European Commission (DG Devco)<sup>1</sup>.

As part of the action, the FTAO is managing a sub-grant scheme, which is a mechanism of financing to third parties. Third parties are organisations that are not formal partners or beneficiaries of the action but interested to contribute to its activities.

The sub-grants are meant for joint small projects implemented by Civil Society Organisations<sup>2</sup> (CSOs), in partnership with Local Authorities<sup>3</sup> (LAs) or vice versa.

## 2 Objective of the Sub-Grant

The overall objective of the sub-grant scheme is to enable partnerships between LAs and CSOs to contribute to the achievement of SDG 12: sustainable production and consumption through innovative approaches.

The project proposal should contribute to the following specific objectives:

- To develop and implement innovative approaches that promote sustainable production and consumption at local level, in particular Fair Trade and Ethical Fashion
- To raise the visibility of these approaches for policy-makers in order to encourage their support
- To facilitate building and sharing capacities amongst CSOs and LAs through networking & cross-learning

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<sup>1</sup> Grant contract - External Actions of the European Union – DCI-NSAED /2012/279-833

<sup>2</sup> CSOs are non-State, non-profit making actors operating on an independent and accountable basis which include: non governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, diaspora organisations, migrants' organisations in partner countries, local traders' associations and citizens' groups, cooperatives, employers associations and trade unions (social partners), organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, environmental, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non governmental associations and independent foundations, including independent political foundations, likely to contribute to the implementation of the objectives of the DCI Regulation. (EuropeAid/151103/C/ACT/MULTI )

<sup>3</sup> The term "Local Authorities" refers to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens. Local Authorities are usually composed of a deliberative or policy-making body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level. The term encompasses different tiers of government, e.g. villages, municipalities, districts, counties, provinces, regions, etc. (EuropeAid/151103/C/ACT/MULTI )

### 3 Eligibility Criteria for the applicants (applicants and partners):

- This sub-grant is open to CSOs and LAs in partnership, as follows:
  - one CSO (Applicant) in partnership with one or several LAs<sup>4</sup> (Partners), and/or CSOs (Partners) or
  - one LA (Applicant) in partnership with one or several CSOs (Partner) and/or LAs (Partners)a

The “Applicant” is the organisation in charge of submitting the proposal, signing the contract, receiving the funds from FTAO and reporting on the implementation of the project.

The “Partner”(s) is(are) the organisation(s) participating in the implementation of the activities, in partnership with the Applicant.

A letter of intent is sufficient as evidence of the partnership between the Applicant and the Partner.

- Both the Applicant and the Partner(s) should be based in an EU Member State. Neither the Applicant nor the Partner(s) should benefit from the current TFLF project, (either as consortium members, affiliates, associates or beneficiaries, or sub-grantee of another sub-grant facility). (please see annex 3 for the list of organisations already benefitting from the TFLF project). Please note another sub-grants facility on the EP elections campaign is launched by Fairtrade International under the TFLF project.
- The Applicant should have the legal and financial capacity to receive and manage a sub-grant, including the ability to co-finance at least 10% of the proposed budget.

Please note that :

- CSOs and /or LAs can only benefit from one sub-grant under this sub-grant facility. Each CSOs and each LA can only participate in one application.
- Applicants cannot sub-contract consultants that are already implementing activities under the framework of the TFLF project.

### 4 Target Groups

The groups targeted by the activities under this sub-grant include EU and national policy makers, Local Authorities and the following “local constituencies”: private sector, schools and universities, CSOs, consumers and/ or citizens.

### 5 Duration and Timing:

Launch of the call for proposals:	11 January 2019
Deadline to ask questions to FTAO	15 March 2019
Deadline for submission of application :	<b>29 March 2019 by 17:00 CET</b>
Publication of the selection results (notification (by email) to all applicants):	30 April 2019
Earliest possible date for start of the activities:	1 June 2019

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Latest possible date for activities before end of the project: 29 February 2020

Deadline for reporting to FTAO: 31 March 2020

The project can last up to a maximum of 9 months. There is no minimum duration.

## **6 Eligible activities**

The activities that will be eligible for sub-grants are:

- awareness-raising activities
- Cross-learning and exchange of best practices amongst LAs and CSOs (of the same or of different countries).
- Advocacy activities: engagement with local and national policy-makers and with members of the European Parliament (MEPs) from the countries involved in the project.
- Dissemination of results, to ensure visibility of the action to EU policy makers.

The project proposal should include the following activity phases:

Activity phase 1: Preparation and implementation of the action

Activity phase 2: Dissemination of results / communication at EU level: The communication outputs of the action should be sent at least to all MEPs of the countries where the project takes place as well as to other relevant policy makers). The results of the action should be made available in English.

## **7 Budget**

The maximum sub-grant will be limited to 9,000 EUR per project proposal (and can only represent a maximum of 90% of the total budget).

The sub-grant will finance up to 90% of the total budget. The remaining 10% (or more) needs to be co-financed by the Applicant's (and/or its partners) own funds or by other funds.

This means that:

- The project budget can amount to 10,000 EUR in total (with a maximum of 9,000 EUR funded through the sub-grant).
- The project budget can also be lower than 10,000 EUR (with a maximum of 90% funded through the sub-grant).
- Or projects can be larger than 10,000 EUR, but the maximum amount of sub-grant will still be 9,000 EUR, the rest being co-financed by the applicant.

**IMPORTANT:** Please be noted that the co-financing cannot originate from other EU funds and projects.

Contributions in kind are not eligible and will not be treated as co-funding

The budget should be indicated in Euro, as described in Annex 2.

## **8 Application Package**

The application to submit shall consist of the following elements:

- 1) A project proposal (max 5 A4 pages)
- 2) A project budget

Templates for the project proposal and project budget are available in a google doc folder [here](#).

Applications should be submitted in English.

A full application should be sent electronically on the following email address: [yver@fairtrade-advocacy.org](mailto:yver@fairtrade-advocacy.org)

no later than 29 March 2019, 17:00 CET. Applications received after this date will not be considered.

## **9 Evaluation**

Selection Criteria for the award of sub-grants include

- Relevance of the planned activities according to the objectives of the sub-grant scheme
- Efficiency of the project (high impact / budget ratio).
- Fulfilment of the eligibility criteria of the Applicant and Partners and of the activities

Priority will be given to:

- Applications involving CSO and/or LAs from 3 or more different EU Member States.
- Innovative projects, such as involving new advocacy approaches and/or activities (or parts thereof) that aim at achieving results trying out “out of the box” methods to engage with targets and participants in ways that have not been tested before.
- Projects that aim at sustaining long-term dialogue between citizens, CSOs, LAs and EU policy - makers (rather than ad hoc events with no continuity foreseen).

The selection of project proposals will be made by an evaluation panel.

## **10 Contractual Conditions**

The successful applicants (Sub-grantees) will sign a sub-grant agreement with FTAO before the start of the project.

The agreement will be signed with the Sub-grantee (CSO or LA). The Sub-grantee will take responsibility for the implementation of the project. The Sub-grantees will have signed letters of intent with their Partners (either CSOs or LAs).

The agreement will include reporting obligations. The Sub-grantees will need to report on the project expenditures at the end of the project. The Sub-grantees will need to justify expenditures with financial supporting documents (invoices, boarding passes, bills, salary slips, etc.).

The sub-grantee will also have to comply with the visibility requirements of the TFLF project (inclusion of TFLF & EU logos and statements in all communications, documents, publications, materials, reports, etc).

Unspent budget items and non-justified expenditures will need to be paid back to FTAO or will be discounted from the final installment

## **11 Payment**

Payment shall be made in EUR from FTAO to the bank account indicated by the Sub-grantee.

Payment will be done in accordance to the agreement signed between the Sub-grantee and the FTAO.

Payment will be executed against the reception of a payment request according the following schedule:

- First installment upon the signature of the contract, 70% of the total amount of the sub-grant.
- Second and final installment following the approval of the report, remaining funds.

## **12 Contact**

All up-to-date information related to the sub-grant scheme is available in a google doc folder [here](#).

For questions on the application process, interested parties may contact the TFLF Project Coordinator at FTAO: Fabienne Yver : [yver@fairtrade-advocacy.org](mailto:yver@fairtrade-advocacy.org), until 15 March 2019.

The anonymized responses will be made public in the google doc folder.

## **13 Annexes:**

All annexes are available in the google doc folder [here](#):

Annex 1: Template for project proposal

Annex 2: Template for budget proposal

Annex 3: List of organisations that already benefit from the current TFLF project



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