

CLEEN (Civil society Local Energy Efficiency Network) project

This project is funded by the European Union



GUIDELINES FOR APPLICANTS

for the Mentoring Program in the framework of the CLEEN (Civil society Local Energy Efficiency Network) project

Table of content:

1. General information and background
2. Objectives and priorities of the Mentoring Programme
3. Financial conditions
4. Application rules

1. General information and background

CLEEN is a 3-year-project funded by the European Union as “European Neighborhood and Partnership Instrument”. The project CLEEN (Civil society Local Energy Efficiency Network) is led by the international NGO “Women in Europe for a Common Future” WECF with its partners and co-applicants Ecoclub (Ukraine), Gutta-Club (Moldova) and SDC Akhaltsihke (Georgia). The overall objective is building a sectoral regional partnership of civil society organizations (CSOs) in the four countries Ukraine, Moldova, Georgia and Armenia¹ and to strengthen CSO capacities with a focus on energy efficiency.

During the first project year (2015) selected CSO's will participate in the mentoring program, inc. three trainings, and homework assignments.

After participation in the mentoring program the CSO is allowed to apply at a call to become a sub-grantee (2016). Sub-grantees will have the financial resources to implement activities, based on the fixed list of eligible activities as defined in the guidelines of the call for applications. The activities do not include any infrastructure development or investment, but focus on analysis, policy recommendations, cooperation with different sectors, training, networking and outreach via media and social media. The subgranted projects include a number of compulsory activities and allocated costs such as monitoring, evaluation and networking costs. This is not only necessary for the overall management of the action, but will also increase their management and organizational capacities.

In case of successful project implementation 2016, a further application for sub-grants is possible (2017).

Working languages of the project (inc. application): Russian and English.

2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The global objective of this Call for Proposals is to support active and inclusive civil society organisations which contribute to the social and economic development of partner countries.

The specific objective of this Call for Proposals is to strengthen the capacity of civil society organisations from the partner countries allowing them to improve their engagement in policy-making processes and policy dialogue, their role as watchdog and monitoring players, and their representativeness and links with their constituencies, inc. :

- Improve knowledge and experience about management of CSOs and NGOs

¹ Here and after: three border regions only: Lori, Shirak, Tavush. Only organizations with proven experience in the mentioned regions may apply.

- Learn about institutional development, including mapping and analysis of their own added value, like SWOT etc.
- Becoming familiar with national legislation, strategies and management of budgets and resources by local authorities.
- Improve CSO's understanding of budgetary analysis
- Obtain independent accurate information about energy efficiency (EE) and risks
- Improve CSO's technical knowledge on EE in particular
- Build up capacity for more efficient awareness raising via media and CSO's own channels
- Increasing skills and knowledge for policy recommendations, and in general effective participation in policy processes
- Have the opportunity for regional exchange in order to share skills, knowledge, mobilize and contribute to the social and economic development in particular of smaller municipalities of the four ENPI countries with a focus on increased wellbeing and environmental climate protection.

2.1 Compulsory Trainings

Training 1 - End of July 2015	In Ukraine for Ukrainian and Moldavian CSOs, in Georgia for Georgian and Armenian CSOs 5 day training on: • Baseline study • Stakeholder mapping • Organisational skills CSOs • Strategic development • Gender sensitive approach • Advocacy and participation
Training 2 - September 2015	In Moldova for Ukrainian and Moldavian CSOs, in Armenia for Georgian and Armenian CSOs 5 day training on • Renewable energy policy and energy security • EE, legislation, plans and standards • Existing NGOs, Networks (SEAP, etc.) • Local evidence of energy need and consumption of private households and municipalities • Best practice studies for energy turnaround • Climate change • Energy efficiency measures • Energy audits • Qualification of energy auditors
Training 3 - November 2015	In Ukraine for Ukrainian and Moldavian CSOs, in Georgia for Georgian and Armenian CSOs 5 day training on • Analysis and monitoring

	• Adopting and implementing new energy policies • Identification of stakeholders
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2.2 Compulsory contribution of selected CSOs

Related to the training 1	• Answering questionnaire I for baseline study about local energy situation • Active participation at training 1 • Homework of training 1: Continuing baseline assessment of the local energy situation about current situation of energy efficiency, energy auditing of buildings, energy consumption, energy regulations, national state plans. • Active contribution to stakeholder mapping • The co-applicants will have the main responsibility and coordination role for the research. • Financial and narrative report of training 1
Related to the training 2	• Working on part II for baseline study • Active participation at training 2 • Homework of training 2: Finalizing part II of baseline study • Financial and narrative report of training 2
Related to the training 3	- Working on final baseline study report • Active participation at training 3 • Financial and narrative report of training 3 • Final report and conclusions of trainings

3. FINANCIAL ALLOCATION PROVIDED

3.1 Maximal budget to apply:

- The max budget available per organization in the framework of this call for 2015 : **7500,- EUR** (incl. 5% own co-funding).

The maximal budget to apply within the mentoring program is **7.500,- EUR**. This Amount includes the costs of three compulsory trainings and doing all exercises and homework's related to the trainings. These costs are pre-defined already and amount up to **2000 EUR,-**. An additional person for e-learning is included in these costs. The budget planning is part of the application process. For more detailed information see the budget application form.

- The max budget available for possible follow-up application per organization per year (2016 and 2017): **17900, - EUR** (inc. 10% own co-funding, in-kind contribution is not allowed).

- A “seed” fund of maximum **1000,- EUR** each will be allocated additionally to seed grantees in 2017.

3.2 Co-funding required:

Any grant requested under this Call for Proposals will be financed up to the maximum of 95 % of the total eligible costs of the action.

The remaining 5% (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund. No in-kind contribution is allowed.

In 2016 and 2017, in case participants of the Mentoring programme will get a subgrant, the maximum of 90% of the total eligible costs of the action will be financed. The remaining 10% (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund. No in-kind contribution is allowed.

4. RULES FOR THIS CALL FOR PROPOSALS

4.1 Eligibility criteria:

- Non-profit-organizations
- Locally oriented and active
- Legally registered at least 1 year ago
- At least 3 implemented activities / small projects / events in the following fields: Energy, Local Authorities, Environment, Climate, Budgetary system, Public institutions.
- Located in Ukraine, Georgia, Moldova and Armenia*(s. 1). Outside the capital.
- Budget of the organisation: not exceeding 30.000€ p.a.

(Supporting documents might be requested additionally by the Call Coordinator)

- Able to provide financial report (inc. original receipts with translation into Russian/English) on expenditures in accordance with the budget provided.

4.2 Pre-conditions

- Clear and reliable commitment for cooperation within the mentoring period from June 2015 – Dec 2015.
- Preparing a realistic time plan to show the availability of the CSO (s. budget application form for

more details)

- At least one staff member will actively participate at the following trainings and undertake homework assignments
- Additionally at least one staff member will follow an e-learning course (with the similar training program via the web)
- Send application (in Russian or English) till the mentioned deadline.
 - Application forms in Russian (see link 1)
 - Application forms in English (see link 2)

4.3 How to apply:

- Check the eligibility and selection criterion
- Download the Guidelines and Applications Forms, and fill them in
- Send your application (as described below) to the call coordinators in Ukraine, Moldova or Georgia /Armenia not later than **May 15, 2015**.

You application should include:

- Application form (Application Form A)
- Budget application form (Application Form B)
- Motivation Letter (Application Form C)
- and Declaration by the Applicant (Application Form D)
- CV's of the staff who would participate at the mentoring Programme
- In case of successful application you will be informed by June 15 on the next steps.

4.4 Where and how to send your Application

Armenia and Georgia	Moldova	Ukraine
SDC Akhaltsikhe nugzar55@gmail.com Contact person Nugzar Tatehvili +995 593 27 28 66	NGO Gutta Club gutta.moldova@gmail.com Contact persons Natalia Kravciuk +37379751984 Iurii Leu +37379751984	NGO Ecoclub competition@ecoclubrivne.org Contact person Illia Yeremenko illia@ecoclubrivne.org +380634835122

4.5 Deadline for Applications:

The deadline for the submission of Concept Notes is **May 15, 2015**.

Any applications submitted after the deadline will be rejected.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Form 1: Grant Application Form (Annex A)

Form 2: Budget (Annex B) <http://goo.gl/ZA96g9>

Form 3: Motivation Letter (Annex C)

Form 4: Declaration by the Applicant (Annex D)

FORM A: APPLICATION FORM

I. General information

Name of the applicant	
Postal address	
Contact number	
E-mail (e-mail) of the applicant	
Website (if available)	
Contact person (name, position, tel., email)	
Legal status of your organization	registered NGO Initiative Group
Year of foundation	
Total Budget 2014	
Total Budget 2013 and 2012 (if available)	2013: 2012:

II. Information about the organization

Purpose of your organization (your mission, what you want to achieve) (250 words)
The main areas of your activities (Choose no more than 3) Environment Building a democratic society Human rights protection Governmental Transparency Energy and Energy Efficiency

Local Government Education Development and organization of youth ☐ Legal work Gender	
Rate your portfolio <i>(Distribute 10 points between the following three areas. More points = more attention you pay to this area)</i>	
0	Analytics, lobbying, reporting, cooperation with the authorities, the analysis of the law.
0	Awareness raising, dissemination of information, promotion of ideas through the media.
0	Social mobilization, street actions, flash mobs, community involvement in its activities.
How many projects with a budget of more than € 500 you implement? <i>(Specify number)</i>	

III. Provide information about your three most successful projects, initiatives, events, etc. *(Indicate the purpose of the results, project budget, donor and contact person, year (s) implementation. No more than 250 words per project)*

IV. Information about staff organization

Number of paid employees	
Number of women	
Number of volunteers (not paid employees)	
Please choose what is appropriate for the accounting of your organization?	no accounting accounting is done by the head or organization full-time accountant freelance accountant (based on floor rate) accountant hired for a specific project other <i>(brief description)</i>

Do not forget to send along with the application form CV's of the head of the organization and staff who will participate in the mentoring program.

Form C: Motivation Letter

Summary of your motivation letter in Russian

(Approximately 250 words)

Motivation letter

(Give detailed answers, approximately 800 words):

1. Why is it important for you to take part in a mentoring program?
2. What are your main expectations from the mentoring program?
3. Describe how your organization will be engaged during the mentoring program (except the obligations mentioned under 2.2). Use this section to explain the expenditure in the project budget.
4. List results you would like to achieve through the mentoring program?

FORM 4: DECLARATION BY THE APPLICANT FOR THE CALL OF PROPOSALS:

MENTORING PROGRAM CLEEN 2015

(To be returned as a scanned doc)

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present application, hereby declares that the information contained in this application is complete, faithful and reliable:

- the applicant is eligible in accordance with the criteria set out under Section 4 of the Guidelines for Applicants;
- the applicant is in a position to deliver immediately, upon request, supporting documents to prove its eligibility;
- the applicant has the sources of financing and professional competence and qualifications specified in the Form 1;
- the applicant is in a position to allocate time and resources required for the compulsory components of the Mentoring Program;

Signed on behalf of the applicant:

Name	
Signature	
Position	
Date	

