



## **Transition Promotion Program in Ukraine: Call for project proposals 2018**

The Embassy of the Czech Republic in Ukraine is pleased to announce a call for proposals for Ukrainian NGOs in the framework of Transition Promotion Program. Projects in following three specific areas will be considered:

### **Priority areas:**

#### ***1) Promoting Critical Thinking and Media Literacy among Ukrainian Youth and Adults***

Projects submitted under this priority area should focus on following topics: media literacy and critical thinking in education; breaking stereotypical ways of thinking; fact check and fight against populism; support of independent journalists and media outlets (especially the regional ones).

#### ***2) Strengthening Regional Civil Society Organizations (CSOs) and Local Initiatives***

Projects under this priority should focus on supporting initiatives and active citizens on the local level. The applicant should help to develop and strengthen local initiatives and CSOs dealing with a topic of their choice (human rights, social issues, environmental problems, anticorruption etc.) through building partnerships and coalitions. Micro-grants for small local CSOs are also allowed.

#### ***3) Human Rights in Crimea and/or Luhansk and Donetsk Oblasts***

Projects should focus on topics such as: monitoring of violation of human rights and analysis of human rights situation in Crimea and/or Luhansk and Donetsk Oblasts, legal aid and other support to victims of such violations, launching necessary advocacy campaigns etc. Projects tackling issues of support of political prisoners in Crimea, people affected by war in Donbas and internally displaced persons from those territories are also welcomed. Please be aware of the fact, that it is not possible to finance humanitarian aid to victims of war from this Program.

Each submitted project should tackle **only one priority** area.

**Eligible applicants:** In order to be eligible for a grant the applicant must be a) a legal entity officially registered in Ukraine b) a non-profit civil society organization. Only one project per organization can be supported.

**Budget:** The average contribution will be in the range of **650 000 - 2 000 000 UAH** for each individual project. Projects with budget smaller than **650 000 UAH will not be considered**. The payment will be made in UAH through bank transfer using the exchange rate published by the Ministry of Foreign Affairs of the Czech Republic. The Beneficiary will be asked to open a separate bank account for the project.

### **Eligible costs:**

Only the costs related to the project implementation that occurred during a given contractual period can be covered. Project budgets shall be realistic and comply with the principle of sound financial management, in particular value for money and cost-effectiveness.

The grant can cover such costs as expert fees and salaries, rent and related technical services, printing and publishing, accommodation and board, transportation and delivery, translation and interpreting costs, office supplies, promotional costs etc.

The grant **cannot be used** to cover the following costs:

- internal costs or personal invoices (rent of one's own premises, one's own accommodation and board, personal electricity/gas/water/phone bills);
- capital investments (tangible/intangible assets);
- grantee's own work exceeding overhead costs

The limit for **overhead costs** which can be covered by the grant is **15%** of the granted sum. Overhead costs usually include following:

- Administrative staff: the Executive Director, Finance Director, Human Resources, the receptionist, clerical staff not dedicated to specific programs
- Office space used by those staff, including costs of rent and utilities
- Equipment and services used by everyone: copiers, phone systems, janitorial service, IT support, etc.
- Board expenses of regular workers
- Grants management, liability insurance, staff training, etc.

There should be no duplicate funding of the same expenditure from other funds, grants.

Please be aware of the fact that proper using of received funds may be audited either by the Embassy itself or by an independent auditor contracted by the Embassy.

**Implementation period:** The implementation period is estimated to be 7 months maximum from late March 2018 to October 2018 (all projects **must be completed by October 31, 2018**). The Embassy neither can reimburse activities made before signing the contract nor allow prolongation of the implementation period.

**Deadline:** The deadline for proposal submission is **March 1, 13:00 Kyiv time**. Proposals received after this date will not be considered and will be automatically deleted.

**Submission of applications:** Only those applications submitted on standard **project and budget forms**, found on the Embassy's website, will be accepted. The forms should be **completely filled in**, otherwise the proposal will not be taken into consideration (please do not forget to fill in the title page of project form). Filled form **should not exceed 8 pages**. Applications must be submitted **in English** with a detailed and transparent budget in UAH, estimating all costs.

Applications should be **submitted electronically in Word and Excel formats** to [grants.ukraine@mzv.cz](mailto:grants.ukraine@mzv.cz). Please DO NOT send any other supporting documents (CVs, licenses, recommendation letters etc.). The **subject of the email** should be in the format: priority area number-project name (for example: 1-Trust but Verify). **Only applications which strictly followed the instructions will be assessed.**

Should you have any questions please send them in a written form to [grants.ukraine@mzv.cz](mailto:grants.ukraine@mzv.cz) no later than 3 days prior the deadline. The Embassy has a right not to provide clarifications to questions received after this date.

The Embassy reserves the right to cancel the call for proposals or its part at any time.

*The Transition Promotion Program is a democracy assistance financial instrument of the Ministry of Foreign Affairs of the Czech Republic established in 2005. This program is aimed at supporting democracy and human rights, using the Czech Republic's recent experience with the social transition and democratization of the country. The program underpins the importance of civil society in democratization processes.*