



Application Guidelines
YEAR 2022

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1. BACKGROUND INFORMATION

1.1 Programme Overview

‘PartecipAzione’ is a capacity building and empowerment programme implemented by INTERSOS in partnership with UNHCR, which aims at promoting the protection and active participation of refugees and asylum seekers to the social, economic and cultural life in Italy.

While recognizing the resilience of refugees and asylum seekers living in Italy, the programme aims at strengthening the capacity of protection networks articulated through civil society organisations that promote meaningful participation of refugees, asylum seekers and host communities. Furthermore, the programme aims at supporting networks amongst community-based organisations (CBOs)¹ and initiatives active in Italy.

The Programme encompasses four components: 1) a capacity building programme consisting of five modules; 2) micro-grant to fund the project proposed by the organisation; 3) tailored coaching to support the implementation the proposed project; 4) a national networking event.

In 2022 there will be a nationwide Call for applications, hence all CBOs operating in Italy will be able to participate.

1.2 Who is INTERSOS?

INTER SOS is a no-profit humanitarian aid organisation that brings assistance to people in danger, victims of natural disasters and armed conflicts. Established in 1992, its actions are based on values of solidarity, justice, human dignity, equal rights and opportunities for all people, and respect for diversity and coexistence, with a particular focus on the most vulnerable and the unprotected.

Since 2011, INTERSOS implements projects in Italy as well: in Rome, a safe shelter has been opened to host migrant children, INTERSOS 24, a structure that currently hosts and protects women and girls in need. Other projects are currently implemented in Sicily, Calabria and Apulia with medical teams and mobile clinics providing assistance in informal settlements, in urban and rural areas.

¹ For the purpose of this call for proposals, a community-based organisation (CBO) refers to a non-profit organisation that is rooted in the territory, works to promote the participation of refugees and asylum seekers and takes a participatory approach with refugees. In addition, the call for proposals will focus on those organisations whose members include beneficiaries of international protection and women.

1.3 Who is UNHCR?

The United Nations High Commissioner for Refugees, otherwise known as the UN Refugee Agency, is a global organisation created in 1950 and dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people.

UNHCR is mandated by the General Assembly of the United Nations to lead and coordinate global efforts to ensure international protection and assistance of persons of concern, namely refugees, asylum-seekers, internally displaced persons, and stateless persons. UNHCR's primary purpose is to safeguard the rights and well-being of persons of concern and to strive to secure durable solutions.

UNHCR operates worldwide – directly or through partners – with humanitarian protection programmes and assistance. In more than 70 years, the Agency supported more than 80 million people to rebuild their lives. Two Nobel Peace Prizes were awarded to UNHCR in 1954 and 1981.

With more than 11.000 staff working in 128 Countries, UNHCR is one of the largest aid organizations in the world.

1.4 Programme Objectives

The Programme has three main objectives:

1. **To enhance the capacities of CBOs and refugee-led associations in Italy** and promote women empowerment, by supporting initiatives which aim at improving the protection of refugees and asylum seekers in Italy, with a focus on persons with specific needs and GBV survivors.
2. **To promote social cohesion with local communities**, promote solidarity and measures to combat discrimination, xenophobia and support durable solutions.
3. **To strengthen integration opportunities** for refugees, asylum seekers and local communities through the implementation of community-based projects.

Specifically, the Programme offers to selected organisations:

- **A capacity-building programme** composed of 5 mandatory modules and other tailored training modules, that will take place from May to October 2022. The

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programme aims at strengthening the organisation's capacities in project proposals writing and management, fundraising, communication and public speaking, Prevention from Sexual Exploitation and Abuse, and refugee Protection. At the end of the programme, a participation certificate will be issued.

- **A micro grant** for the implementation of selected projects. Up to 10 projects will be funded, each one through a contribution that may vary between 6.000 (six thousand) and 7.500 (seven thousand and five hundred) euro, according to the project as well as the project proponent's capacities.
- **Tailored coaching and tutoring** during the project implementation phase.
- **Opportunity to network with other PartecipAzione organizations through networking events** and activities aimed at exchanging practices, promoting cooperation and developing partnerships with participating organisations.

2. GUIDELINES FOR APPLICANTS

2.1 Objectives, Expected Outcomes and Project Activities

Through this call for proposals= INTERSOS, with UNHCR's support, seeks to identify and support proposals directly implemented by CBOs and refugee-led Organisations, which focus their activities on protecting and empowering refugees and asylum seekers, promoting social cohesion, integration, solidarity and networking opportunities.

More specifically, organisations applying to this Programme engage to realize activities which shall be in line with at least one of the below objectives:

Objective 1 – Protect the rights of the asylum seekers and beneficiaries of international protection, particularly those with specific needs (women, elderly, Gender Based Violence and/or torture survivors, victims of trafficking, unaccompanied children, persons with disability, others).

Outcomes:

- Strengthened protection of refugees and asylum seekers, particularly those with specific needs;
- Strengthened resilience of asylum seekers and refugees;
- Improved wellbeing of engaged persons.

Examples of activities:

1. Provision of information to refugees and asylum seekers on services, rights and

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- obligations, including legal support, with a specific focus on persons with specific needs and GBV survivors;
- 2. Helpdesk and other information services for refugees and asylum seekers;
- 3. Training and capacity building, including activities aimed at improving psycho-social wellbeing;
- 4. Provision of support and assistance to trafficking and GBV survivors, as well as to other persons with specific needs.

Objective 2 - Promote activities aimed at enhancing integration for refugees and asylum seekers, as well as enhancing their active and meaningful participation in social, economic and cultural life.

Outcomes:

- Empowerment of refugees and asylum seekers;
- More integration opportunities for asylum seekers and refugees;
- Active engagement of asylum seekers and refugees in host communities.

Example of activities:

1. Provision of targeted capacity building and training;
2. Promotion of volunteerism, participation and community support;
3. Educational activities
4. Promotion of employment opportunities and vocational training courses, as well as Italian language courses, with a specific focus on persons whose income opportunities were particularly impacted by the Covid-19 pandemic;
5. Promotion of youth empowerment initiatives, including initiatives of non-formal education.

Objective 3 - Promote social cohesion with local communities, through initiatives of solidarity and promotion of measures to combat discrimination, xenophobia and racism.

Outcomes:

- Increased awareness on rights and duties of refugees and asylum seekers;
- Reduced xenophobia and discrimination;
- Empowerment of refugees and asylum seekers and community mobilization.

Example of activities:

1. Public events and awareness campaigns on refugee rights;
2. Sensitization activities in schools, universities and community centres (whenever feasible);

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3. Sporting, cultural, educational activities promoting community engagement (whenever feasible);
4. Activities aimed at combating discrimination, xenophobia and racism;
5. Rehabilitation of public spaces (benefiting the target categories of this programme).

Please note that the above list is only indicative and not exhaustive. Nonetheless, it is important to highlight that the activities must be realizable even if COVID-19 restrictive measures should be in force with regards to movements, public events, sport and others.

3. APPLICATION SUBMISSION

All applicants shall send their application package, whether in Italian or in English, through the online form available at www.partecipazionerifugiati.org by **Thursday 31st March 2022, h 11.59pm CET**.

Key dates:

- On **20 April 2022**, the selected organisations will be notified
- On **1st May 2022**, the grant scheme to selected organisations will start, it will end on **31st October**
- **A mid-project report will have to be submitted by 25th July 2022**
- **A final report will have to be submitted by 10th November 2022**
- Selected organizations will have to complete their project activities by **31st October**,
- Training activities will take place from May to October
- A national networking event will take place between the end of November and the beginning of December (date to be confirmed).

3.1 Application Package

Applicant organisations are required to submit the following documents:

- (i) Signed copy of the Application Form (Annex 1)
- (ii) Budget² (Annex 2)
- (iii) Project Timeline (Annex 3)
- (iv) Valid bank account of the CBO/RLO, or - if not available- of the Legal Representative
- (v) Criminal record of the Legal Representative
- (vi) Submission of “Comunicazione antimafia”, if any;
- (vii) **Organisation documents:**

² Proposed amount must include IVA.

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- a) **Only in case the organization is registered**, the articles of Association and statute (*atto costitutivo e statuto*), mentioning their non-profit mandate;
- b) Organisation resume, including - if any – details of implemented projects;
- c) If any, internal procedures and policies on goods and services, human resources management, financial management;
- d) Signed copy of identity document of Legal Representative.

3.2 Eligibility and Selection Criteria

3.2.1. Administrative Compliance

To be considered admissible, a proposal must:

- Be submitted through the online form by **Thursday 31 March 2022, h 11.59pm CET**.
- Include all the requested forms and any mandatory supporting documents specified in the call as per paragraph 3.1.

3.2.2. Eligibility Compliance

To be considered eligible, the applicant must:

- (i) Be a registered organisation or in the process of being registered at the time of the submission of the proposal. Shall the organisation be selected and awarded by the selection committee, the registration process may also be concluded after the signature of the MOU. A case-by-case evaluation will be conducted by INTERSOS and UNHCR;
- (ii) Have a bank account of the CBO, or - if not available- of the Legal Representative (see para. 3.1 above)
- (iii) Have an annual budget that does not exceed EUR 200,000.00 in total (two hundred thousand).
- (iv) Hold a nonprofit mandate, which shall be mentioned explicitly in the approved Statute; have non-commercial objectives; be independent from local, regional and central Government, public entities, political parties and commercial organisations. Religious institutions and political parties shall not be considered as nonprofit organisations.
- (v) Be legally established and operational in Italy.
- (vi) Present a project that is in line with the **objectives of the call for proposals**. The applicant shall specify in the Application Form the selected objective(s) that the project intends to meet (among those listed under para. 2.1).

Please note that any organisation with legal or social objectives deemed incompatible with the project may be considered ineligible.

3.2.3 Selection Criteria

During selection process, priority will be given to organizations who have not been awarded in previous programme editions.

Proposals will be selected according to the following criteria:

1. Quality and Relevance of the Project Proposal (64%)

- Relevance of the project proposal and alignment with the objectives specified in the call (see para. 2.1);
- Expected Outcomes;

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- Engagement of refugees and asylum seekers in the design and implementation of the activities foreseen in the project;
- Gender Equality and non-discrimination;
- Sustainability of the project;
- Communication and visibility actions.

2. Local Experience and Presence (14%)

- Actual implementation of activities in the target region/s

3. Project Management (22%)

- Ability to implement project activities and deliver results;
- Accountability mechanism;
- Sound financial management.

4. PROJECTS SELECTION

A project pre-selection committee will be established to evaluate the submitted project proposals. The PSC is composed by 6 members, chosen on the basis of their expertise, and includes relevant stakeholders from institutions, universities and foundations which will evaluate all project proposals from a technical side.

All projects considered technically in line with the call will be shared with INTERSOS and UNHCR for the final evaluation.

To allow for a clear and transparent selection procedure, a qualitative and quantitative evaluation will be conducted, according to criteria set in para 3.2.3. Projects with the highest scores will be awarded.

Key Dates:

- Requests for clarification can be submitted by e-mail to proposal.partecipazione2022.italia@INTER SOS.org by **15th March 2022 at the latest**.
- A call to discuss frequently asked questions (FAQ) will be organized with PartecipAzione staff on the **17th of March 2022**.
- Frequently asked questions (FAQ) will be published on the Programme website (<http://partecipazione.intersos.org/>) by the **15th March 2022**.
- Selection results will be communicated via email to all participants – regardless of the selection outcome – on **20th April 2022**.
- From **20 to 30 April 2022**, and only upon demand, INTERSOS will provide individual feedback on selection outcomes.

Following approval, INTERSOS will sign a bilateral grant agreement (*Memorandum of*

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Understanding - MoU) with the selected applicants.

Organisations commit to attend the mandatory capacity building programme (they will indicate 2 persons upon signature of MoU), and to adhere to the INTERSOS-UNHCR project guidelines for visibility and external communication.

5. FUNDING AND FINANCIAL RULES

5.1 Funding

Each applicant can submit a project proposal in line with the objective/s as per para 1.4. Preferably, the proposed project will support and/or be part of a wider, long-term initiative, which the micro-grant will complement. To this purpose, the grant can:

- Constitute an incentive to support the organisation to kick-start activities which will continue after the project implementation phase
- Be part of an already started or about-to-start initiative, thus providing the support to ensure a longer project life.

Each organisation can request for each project proposal a sum between **6.000.00** (six thousand) and **7.500** (seven thousand and five hundred) **euro**. The total amount must include VAT. Funds must be utilized and disbursed only for project purposes, and projects must be implemented by **31 October 2022**.

5.2 Eligible Expenses

For eligibility of selected grants, expenses are to be disbursed according to the general financial rules of INTERSOS (available upon request).

Eligible expenses are those directly related to the implementation of foreseen activities, only if incurred and paid in the eligibility period (starting from the signing of the MoU and ending on **31st October 2022**). Services and/or goods must be rendered and/or delivered during the project implementation period and before **31st October 2022**.

Examples of eligible expenses:

- Expenses related to legal requirements;
- Training expenses;
- Professional services and consultancies only if directly related to project activities (i.e. cultural mediation, *ad hoc* interventions, etc.)
- Information and communication material;
- Equipment, if in line with the project scope.

Please note that indirect expenses are not eligible.

Examples of non-eligible project expenses:

- Staff salaries;
- Accounting and banking fees;
- Insurance;
- Rental costs, utilities and furniture.

Please note that the above-mentioned list is not exhaustive.

5.2 Rules of Financial Reporting

Funds can only be spent after the signature of the MoU between the CBO and INTERSOS. Therefore, expenses are eligible as of the date of the signature of the MoU and should be incurred and liquidated before **31 October 2022**, which is the final cut-off date for implementing project activities.

The final report, along with the necessary accounting and administrative verification, is due by **10 November 2022**.

All expenses must be legally documented with valid financial invoices stating the receipt of a valid payment (i.e. confirming that it was received with a stamp or relevant receipt).

The receipt must contain:

- Date;
- Specification of the reason of payment;
- Amount in Euro;
- Cover sheet containing the stamp of the Organisation and the signature of the Legal Representative also mentioning the 'Grant Name' and code as indicated in the signed MoU.

It is the obligation and responsibility of the Legal Representative of the granted Organisation to obtain, store and produce, upon request of INTERSOS and/or UNHCR, the original financial documents (including contracts).

5.4. Payment of Instalments

The micro-grant will be disbursed as follows: 70% of the total amount will be disbursed at the beginning of the project, within 10 days from the signature of the MOU; the remaining 30% will be liquidated following the submission and positive verification of the Interim report (Annex 4) and in due consideration of the remaining economic needs on the cut-off reporting date (**25th July 2022**).

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The instalment plan of the awarded amount will be specified in the individual MoUs.

INTER SOS will transfer the instalments to the indicated bank account of the Organisation/Legal Representative upon formal request and after approval of INTER SOS.

5.5. Reporting

The **Interim Report (Annex 4)** shall be submitted by **25 July 2022** at the latest and will cover the period between the project start date until **15 July 2022** (cut-off date). The report will include a narrative description of the implemented activities and expected results, according to the proposed budget and the financial rules as per para 5.3.

The **Final Report (Annex 5)** shall be submitted by **10 November 2022** at the latest, and will cover the entire project implementation period, since the project start date until **31 October 2022**. The report will include a narrative description of the implemented activities and expected results, according to the proposed budget and the financial rules as per para 5.3.

5.6 Monitoring

A monitoring system will be set up and rolled out, to ensure a correct implementation of the project, and inform on quality and progress of the achieved results. Regular spot checks, reports and visits will be carried out by INTER SOS on a monthly basis, in collaboration with UNHCR.

6. WHAT WILL INTER SOS DO?

INTER SOS staff will supervise the project implementation, and will ensure the following tasks:

- Support the project implementation;
- Support the development of an action work plan, if necessary;
- Assist the selected organisations to strengthen their organisational, management, fundraising, protection and communication skills, through a training and a coaching programme;
- Monitoring the project implementation, through monthly meetings on implementation, disbursements, achievement of objectives as per workplan;
- Regular field visits;

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- Organisation of individual coaching, upon requests, as well as ad hoc events. INTERSOS will also monitor the overall execution of each granted project and is entitled to request clarification on an ongoing basis.