

GUIDELINES FOR FELLOWSHIP APPLICANTS

CALL FOR APPLICATIONS 2021

EaP Civil Society Fellowships

Supporting Civil Society Leadership in Eastern Partnership Countries

NOTICE: This is an open call for fellowship applications. Applications for 2021 Civil Society Fellowship programme are accepted via the online application system:

<https://eapcivilsociety.eu/fellowship2021>

Submission of Application Concept Forms can be made **at any time** in electronic format before the **closing deadline of 17 January 2022**. **Application Concept Forms will be assessed on a rolling basis**, therefore applicants are encouraged to make submissions as soon as possible before the closing deadline.

Please check the eligibility criteria before applying. When submitting an application, applicants must follow all instructions contained in the guidelines and ensure submission of a complete application.

Should you have any questions regarding your application, please contact fellowships@eapcivilsociety.eu

Contents

1. Background	3
2. Objectives and Priorities of the Civil Society Fellowship programme	3
2.1 Community Engagement Fellowships	4
2.2 Civic Digital Fellowships	4
3. Technical & Financial Support for Fellows	5
4. Eligibility.....	5
4.1 Eligible Applicants	5
4.2 Eligible Project Activities	6
4.3 Eligible Costs	8
5. How to Apply for a Fellowship	8
Stage 1: The Concept of your Fellowship	9
Stage 2: The Full Application	10
6. Evaluation & Selection	11
7. 'First Come First Served' Principle.....	14
8. Indicative Timeframe	14
9. Implementation of the Fellowship	14
9.1 Contracting	14
9.2 Reporting	15
9.3 Visibility.....	15
9.4 Networking & the Fellowship Alumni	16
10. Complaints	16

1. Background

The European Union is committed to supporting civil society in Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and as such channels part of its support through the Eastern Partnership Civil Society Facility. In coordination with a range of projects and programmes, the Eastern Partnership Civil Society Facility project sets out to strengthen the role and increase the capacity of civil society organisations (CSOs) and activists in the Eastern Partnership to engage in the policy making processes and policy dialogue, promote reforms and public accountability, foster local democracy, local development and engage citizens in public debate. The Eastern Partnership Civil Society Facility was established in 2011 and the current phase of the project is for the period 2021 to 2024.

The Civil Society Facility has administered the Eastern Partnership Civil Society Fellowship programme since 2017, with 20 young civil society activists/leaders selected each year. To-date the Fellowship alumni has a total of 80 Fellows from across the six countries of the EaP. Details about the Fellows and their areas of interest can be found at <https://eapcivilsociety.eu/fellowships/fellows-profiles-projects>. The activities of these previous Fellowships should be reviewed by potential applicants to new Fellowships in order to get ideas about what is possible and to avoid any duplication.

The Eastern Partnership Civil Society Fellowship programme is now entering an expanded phase, with an aim to identify and support a further 120 Fellows over the next 3 years. In line with the annual thematic focus for the EaP Civil Society Facility, each year the Fellowship programme will give preference to Fellowship proposals which fit the annual theme. For cohorts of Fellows for 2021 and 2022 the annual theme links to 2022 as the European Year of Youth¹.

2. Objectives and Priorities of the Civil Society Fellowship programme

The main objective of the Eastern Partnership Civil Society Fellowships is to support civil society activists or civically minded women and men who demonstrate a deep commitment to leading positive social change in their communities (including IT experts such as software engineers, data scientists, designers who innovate at the intersection of technology and the needs of their communities). The Fellowships will build the Fellows' capacity to constructively engage with communities and authorities and contribute to reforms in the EaP countries. The Fellowships should be linked to the priority themes of the EaP² and areas of particular challenging nature in the region:

- Having a resilient, sustainable and integrated economy
- Strengthening accountability, rule of law, and security
- Ensuring environmental and climate resilience
- Contributing to resilient and inclusive digitalization
- Promoting participatory decision-making and social justice

¹ For more information visit: https://ec.europa.eu/commission/presscorner/detail/en/IP_21_5226

² Applicants can learn more about the post-2020 priorities for the Eastern Partnership at: https://eeas.europa.eu/sites/default/files/1_en_act_part1_v6.pdf

There are **two different types of Fellowship** which make up the programme in this phase. These two types are explained below.

2.1 Community Engagement Fellowships

Community Engagement Fellowships are designed to support Fellows engaging in one or more of the following activities:

- **Collecting local evidence:** supporting fellows to collect and analyse evidence on key issues of public service delivery at local and national level.
- **Involvement in policy-making:** allowing fellows to gain expertise on specific policy issues, draft policy paper/recommendations and organise advocacy campaigns; helping fellows get access to government channels in order to better get their ideas across.
- **Capacity development:** supporting mentoring and job shadowing schemes and involving fellows in training of trainers in order to train other members of their organisations, as well as members of other CSOs from relevant networks.
- **Involvement in monitoring public administration** activity and results: supporting fellows in developing a multitude of monitoring activities, including on technical issues such as public financial management, budget transparency and oversight.
- **Improvement of CSO accountability and link to constituencies:** supporting fellows in improving the transparency and accountability mechanisms of their organisations and in better linking activities to citizens' needs.
- **Cooperation between CSOs:** allowing fellows to organise activities bringing various CSOs together on issues of common interest.

Examples of Fellowship activities in line with the above topics can be found on the Fellows' profile pages: <https://eapcivilsociety.eu/fellowships/fellows-profiles-projects>

2.2 Civic Digital Fellowships

The Civic Digital Fellowships will facilitate Fellows to use their expertise to contribute to, develop or further promote and raise awareness about **technological solutions for community needs**. These Fellowships are designed to support Fellows engaging in one or more of the following activities:

- **Advocacy campaigns** on issues such as open data, data quality, e-services for citizens, and budgetary transparency.
- **Improving the quality of data** (such as making existing public data machine-readable or generating and publishing open and reusable data needed for further development digital solutions for transparency and accountability in the region).
- **Developing new digital solutions** addressing community needs, helping citizens better hold governments to account and/or contributing to the improvement of public services.
- **Promoting / rolling out and expanding the existing** civic tech solutions that address community needs, help citizens better hold governments to account and/or contribute to the improvement of public services, and building the relevant skills of the potential users.

2.3 Fellowships and the Annual EaP Civil Society Facility Themes

All applications to the Fellowships programme which match the eligibility requirements in section 4 below and which are line with the objectives described above will be considered by the Selection Committee. In addition, those applications which specifically contribute to the annual theme of the EaP Civil Society Facility Project will be able to achieve an additional evaluation scoring point as described in section 6 below. For the 2021 and 2022 Fellowship cohorts, the annual theme is the 2022 European Year of Youth. The Year aims to contribute to three specific Youth Goals³: #1 Connecting EU with Youth, #2 Equality of All Genders, and #3 Inclusive Societies.

3. Technical & Financial Support for Fellows

Fellows will be able to obtain an average of 5,000 euros in financial support for their Fellowship. In addition, the Eastern Partnership Civil Society Facility project team will support Fellows to benefit from suitable e-learning activities and organisational/operational capacity development trainings/webinars. Furthermore, the project will continue to support the networking of the alumni (including previous generations of Fellows), through the organisation of alumni events and development of alumni actions and collaborations.

4. Eligibility

There are three specific sets of eligibility criteria:

- Eligibility of applicants to be Fellows
- Eligibility of actions under the Fellowships
- Eligibility of the costs of actions under the Fellowships

Each of these eligibility areas are explained in detail below. Applicants should review these carefully before making an application.

4.1 Eligible Applicants

In order to be eligible for a fellowship the applicant must:

1. be a natural person;
2. be a national of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
3. be above 18 years old;
4. not previously have benefited from the fellowship within this programme;
5. have a proven track record of:
 - a. for community engagement fellowships, working (including by volunteering) either in a civil society organisation, including Trade Unions, cooperatives, or professional association, or with a civic engagement group or initiative group and/or taking a leading role in his/her community by advancing issues related to public service delivery and accountability, and developing local capacities;

³ For more information visit: <https://youth-goals.eu/>

- b. for civic digital fellowships, professionally contributing to the development of IT solutions and/or voluntarily developing innovative digital products;
6. have a good working level of English, as well as have appropriate language skills for the chosen location of the proposed action;
7. assume responsibility for the action proposed and show commitment for the action proposed.

Proof of citizenship and age can be provided by a passport copy.

As proof of eligibility, an applicant to the Community Engagement Fellowships should provide a letter of nomination from a relevant CSO/Trade Union/ Cooperative /Professional Association or a letter of recommendation from a community organisation. Applicants to the Civic Digital Fellowships should provide a reference letter from a recognised IT professional (such as an employer, academic, tutor, colleague on a tech-related project).

As proof of a good working level of English, applicants must have a B1 level of English, as defined according to the [Common European Framework of Reference for Languages](#). Level B1 means you have the following abilities:

- You can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- You can deal with most situations likely to arise while travelling in an area where the language is spoken.
- You can produce simple connected text on topics that are familiar or of personal interest.
- You can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Proof of the level of English may include one or more of the following: certification from an internationally recognized English language testing organisation (eg. IELTS, TOEFL, Pearson, Trinity College); proof that you have studied at degree level using English as the language of tuition; personal recommendation letter, with reference contact details, from an employer, university, or international organisation.

4.2 Eligible Project Activities

In the Full Application Form (the second stage of application after the Concept Note), applicants are required to describe a project which they intend to implement in order to achieve their stated outcome of the Fellowship. Thus, the Fellowship project will address problems in the lives of the applicants' communities, regions and countries by promoting reforms, improving public services and increasing public accountability and/or monitoring of the performance of governmental institutions.

The outcome of the proposed Fellowship project should also have a positive influence on the development of the applicant's leadership skills.

The proposed project should be implemented within an 8-month period, and include **realistic and ideally sustainable outputs** that will contribute to the expected Fellowship outcome. At the Concept Note stage, there is no requirement to describe any details of proposed activities, but such details will be required in the Full Application. Thus, applicants should be aware of the types of activities eligible for support.

The Fellowship programme will provide support in broad areas of project activities, including:

- Evidence-based research or monitoring of how public services are delivered at national / local/ community level;
- Using evidence to draft policy papers and recommendations for decision-makers;
- Advocacy campaigns on issues of public concern;
- Better tailoring civil society organisations' activities to citizens' needs;
- Developing new solutions on issues such as e-transparency and e-participation, and expanding or upgrading existing technological solutions for community needs;
- Developing technological products to contribute to a community's mitigation of climate change;
- Promoting constructive dialogue and bringing civil society and authorities together to develop common solutions, and to improve access to government channels by civil society;
- Strengthening organisations' capacity to act effectively, including training of trainers in order to train other members of their organization, as well as members of other CSOs;
- Supporting mentoring and job shadowing schemes in order to build capacities that can be transferred to other members of the organisation;
- Raising awareness and building relevant skills of end-users and the re-usable open data generation
- Cooperation between civil society organisations, including trade unions and professional associations on issues of common interest;

Also, preference will be given to applicants whose proposed actions contribute to the annual theme and do not overlap with the activities of previous fellowship projects. All applicants are advised to check previous projects on the project website: <http://eapcivilsociety.eu/fellowships/fellows-profiles-projects>.

The following types of action are **ineligible**:

- actions concerned solely or mainly with construction, procurement of works or supplies;
- actions supporting political parties or candidates;
- actions including proselytism (i.e. attempt of any religion or religious individuals to convert people to their beliefs);
- activities that are normally carried out by the applicant and/or affiliated entities as part of their usual work.

Location

Actions must take place in the countries of the Eastern Partnership region (as described above) and/or in the EU.

Number of applications per applicants

The applicant may **not** submit more than one Application Concept Form for this Call (2021) for Fellowship applications. The applicants that have already benefited from the Fellowship programme will not be eligible.

4.3 Eligible Costs

The proposed budget for a Fellowship action should be realistic and be based on the objectives and activities set out in the Fellowship project proposal.

The provided financial support of the Fellowship programme shall cover:

- specific activities outlined in the application form submitted by the applicant;
- travel and accommodation expenses to/from or/and within the host country;
- communication and visibility costs (including distribution and promotion);
- service fees for hosting organisation and/or mentor (s), if required;
- overhead expenses, such as accounting services, office or shared space rent, legal services to open accounts, but these cannot exceed 10% of the total budget of the project and cannot include fees or a salary to the Fellow;
- bank transfer charges;
- consular fees, if relevant;
- insurance (if relevant)

NOTE: In the case of proposals involving learning mobility, the host organisations based in the EU Member States shall facilitate the visa support. However, the applicants are expected to cover consular fees from the fellowship funds.

The following types of costs are **ineligible** for the inclusion into the Fellowship budget:

- Fees or any payment to Fellows;
- Fees or any payment to a superior of the Fellow at her/his workplace;
- Costs for purchasing equipment (the rental of equipment may be allowed if justified by the action).

The rates and charges included into the proposed budget have to be based on objective data that could be verified. It is an applicant's responsibility to ensure the accuracy of budget calculations and estimation of costs.

The proposed budget should normally not exceed 5,000 EUR, however, in exceptional cases a higher budget can be approved by the Selection Committee, if justified in the application. The Selection Committee reserve its right to award a lower amount for the Fellowship, following the final revision of the proposed budget.

5. How to Apply for a Fellowship

Any individual meeting the applicant eligibility requirements above may make an application to be awarded a Fellowship. The application process is comprised of two stages, with an 'incubation' period between Stage 1 and Stage 2. An evaluation is made of all Stage 1 applicants and those who successfully pass this evaluation are invited to join the 'incubation' period and to make a Full Application under Stage 2. At both stages the applicant should carefully follow the instructions as described below.

Stage 1: The Concept of your Fellowship

The first stage of the application to the Fellowship is to submit a Concept Form, demonstrating the applicant's eligibility, experience and competence, and proposed concept for the Fellowship. The Application Concept Form, which can be found digitally at <https://eapcivilsociety.eu/fellowship2021>, has three sections:

- i. Tell Us Who You Are
- ii. What's Your Experience & Motivation
- iii. What's the Purpose of Your Fellowship

Before preparing an Application Concept Form for submission, all potential applicants should follow these steps:

- Read carefully the Guidelines and make a list of questions for seeking clarifications if some information is unclear;
- Check eligibility criteria;
- Obtain appropriate proof of eligibility: an applicant to the Community Engagement Fellowships should provide a letter of nomination from a relevant CSO/Trade Union/Cooperative/Professional Association or a letter of recommendation from a community organisation or civic engagement group; applicants to the Civic Digital Fellowships should provide a reference letter from a recognised civic tech or IT professional (such as an employer, academic, tutor, colleague on a tech-related project);
- Obtain the necessary proof document(s) to demonstrate your level of English. These may include one or more of the following: certification from an internationally recognized English language testing organisation (eg. IELTS, TOEFL, Pearson, Trinity College); proof that you have studied at degree level using English as the language of tuition; personal recommendation letter, with reference contact details, from an employer, university, or international organisation.
- Have a careful look at the recommendations of current fellows on developing your action/project: <https://eapcivilsociety.eu/wp-content/uploads/2021/12/2021-Fellowship-Call-Tips.pdf>;
- Participate in the live webinar 'How to prepare a successful fellowship application' or view a recorded version of the webinar;
- Clarify questions by submitting them to the following email address: fellowships@eapcivilsociety.eu

After completing all the above steps, the applicant can prepare a Fellowship Concept Form and **submit online at any time** after the Call for applications is announced and before the final closing deadline. For the Call for the 2021 cohort, the closing deadline is 17 January 2022.

Submit the Concept Note via the online form at <https://eapcivilsociety.eu/fellowship2021>.

Submitted Concept Forms are assessed on a rolling basis, so the sooner applicants make a submission the quicker they will find out if they can move on to the Full Application stage and, if successful, the sooner they will be able to begin their Fellowship!

Application Concept Forms which are positively assessed and obtain at least the minimum evaluation score (explained below in the Evaluation & Selection section), are then moved to the ‘incubation’ period. Successful applicants will be informed of this and will be provided with an online link to open a Full Application.

Stage 2: The Full Application

Applicants invited to make a Full Application will receive an online link (or as an email attachment) for the Full Application form. This form must be completed in line with the guidelines below. Applicants are encouraged to carefully research and consider their Full Applications and may seek specific assistance from the project team in order to develop their Fellowship Concept into a project. This process of developing the Full Application is referred to as the ‘incubation period’.

Incubation Period

An Applicant who has successfully passed the Concept stage can develop a Full Application in their own time and submit the application to any Call that remains open. This means that if an applicant is unsuccessful in submitting a Full Application under one Call (for example in 2021), she/he may revise the application and re-submit under a new Call (for example in 2022). **Applicants can make up to a maximum of 2 re-submissions.** Similarly, if an applicant passes the Concept stage but is unable to develop a Full Application within one particular year of a Call, she/he may develop and submit their Full Application in a later year.

During the incubation period an applicant will need to develop the details of their proposed Fellowship project and a corresponding budget. This should be done in line with the following guidelines.

Full Application Guidelines

The Full Application Form has three sections which must be completed:

- i. Confirmation (of validity of Fellowship Concept)
- ii. The Fellowship Project & Budget
- iii. Proof and Other Supporting Documents

The Full Application must be completed in English and applicants must use the template provided and make attachments/uploads of supporting documents as requested. The template requires the following details under the section ‘The Fellowship Project & Budget’

- The **title** of your Fellowship Project
- Information about **where** the action will take place.
- Fellowship Project **Objective** – please provide a concise objective, based on the proposed Outcome statement in your Concept Note
- **Activities** to achieve the Objective, with a list of the concrete **outputs** from the activities (e.g. Number of publications, people trained) and, if relevant, brief explanation of how the outputs will be sustained.
- A description of **who will be involved** in the project (including details of any organisation in EU or EaP region who will be required to host the Fellow and/or activities). The Full Application template requires information about three categories of stakeholders:

Organisations/people assisting the Fellow to implement the project; Participants of the project's activities, and/or other beneficiaries of the project; Other stakeholders important for the success of the Fellowship and related project.

- Details of any **specific capacity** weaknesses that the Fellow, and/or partners, may have and for which the Fellow will need assistance to address in order to successfully implement the action
- **When and for how long** the activities will take place, indicating the month (M) and duration for each activity.
- The plan of activities should include **activities to promote the Fellowship project**, such as the production of visibility materials or key events for communicating about the project.
- The **budget** for the Fellowship Action, providing an overall total cost and a breakdown of the costs following the budget template, including a contingency provision of 10% of the budget total to cover any travel costs related to participation of the Fellow in Fellowship networking events organised by the Eastern Partnership Civil Society Facility project team.
- A description of any **risks** that may impact on the implementation of the Fellowship and how the risks might be mitigated, and comments about any similar existing projects and how the proposed project might differ or contribute to the existing one.

In addition to the Fellowship Action, applicants must also complete the section on 'Proof and Other Supporting Documents', which requires the attachment/upload of documents:

- Proof of citizenship (obligatory)
- CV (obligatory) – applicants who need guidance for drafting a CV may go to <https://europa.eu/europass/en/create-europass-cv>
- Nomination letter (obligatory) – or professional recommendation letter for civic digital fellowships
- Proof of level of English (obligatory)
- Budget (obligatory)
- Reference letter of partner organisation, mentor, or coach (optional)

Questions may be sent by e-mail no later than 5 days before the deadline for the submission of applications to fellowships@eapcivilsociety.eu. All received questions and answers as well as other important notices to applicants during the course of the procedure will be published at <http://eapcivilsociety.eu>. It is therefore advisable to consult the abovementioned website before asking new questions in order to be informed of the questions and answers already published.

6. Evaluation & Selection

An independent Selection Committee will oversee the evaluation of every application at every stage. The Committee ensures that assessors comply with the eligibility criteria and evaluate applications in line with the scoring mechanisms explained below. Once the Selection Committee has completed its work the list of applicants to be awarded Fellowships is approved by the European Union representatives.

At Stage 1 (Fellowship Concept), applications are assessed and evaluated as follows:

- Applicant eligibility check (criteria listed in 4.1 above)

If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further. The Concept Notes that pass the first administrative and eligibility check will then be evaluated against the following criteria. Only applicants scoring a minimum of 11 will be assessed as eligible. Each criterion will be assessed using the scoring values:

- 0 - no experience/not valid response/zero level
- 1 - basic experience or level/somewhat valid response/a little motivation
- 2 - some experience/valid response/good level/good motivation
- 3 – extensive experience/highly valid response/high level/highly motivated

Experience & Motivation of Applicant	Score
Experience contributing to civil society, or relevant technical experience for Civic Digital Fellowships, and demonstrated leadership	
Motivation to be a Fellow	
Purpose of the Proposed Fellowship	
Area of Fellowship is relevant to applicant's experience	
Outcome is clear, achievable, and Fellowship justified	
Beneficiaries are relevant for the Fellowship	
The Fellowship responds to the annual theme of the EaP Civil Society Facility, as described above. (Yes= 1 point; No= 0 points)	
<i>Total Score</i>	<i>/16</i>

At Stage 2 (Full Application), applications are assessed and evaluated as follows:

- Is the Fellowship Concept valid and confirmed?
- Have all the relevant supporting documents been provided and are they compliant with the Guidelines?
- The Community Engagement Fellowship and Civic Digital Fellowship Projects and Budgets are evaluated using the two evaluation grids below:

Community Engagement Evaluation Grid

LEADERSHIP & CAPACITY	Score
Professional competencies, including management capacity, to implement the Fellowship project (poor- 0, fair - 1, satisfactory- 2, very good- 3)	
Extent to which the proposed Fellow must apply leadership skills, cooperation and outreach for the Fellowship project to be successful (poor- 0, fair - 1, satisfactory- 2, very good- 3)	
PROJECT PROPOSAL	
Extent to which the proposed activities will contribute to the expected Outcome (poor- 0, fair - 1, satisfactory- 2, very good- 3)	

Project proposal has clear and achievable outputs, which, where relevant, can be sustained (0-poor, 1- fair, 2 - satisfactory, 3 - very good)	
Project duration is realistic and fits into 6 months' timeframe (No-0. Yes-1)	
Project proposal has clear and feasible promotional aspects (No-0. Yes-1)	
Risks, and any synergies with existing projects, have been considered and mitigated (poor-0, fair - 1, satisfactory- 2, very good- 3)	
Project is likely to have a tangible impact on the applicant's leadership skills (No-0. Yes-1).	
BUDGET	
All activities are properly budgeted (No-0, partly-1, fully-2)	
Budget is well-structured, realistic and balanced between activities (No-0, partly-1, fully-2)	
TOTAL	/22

Civic Digital Evaluation Grid

LEADERSHIP & CAPACITY	Score
Professional competencies, including management capacity, to implement the project (poor - 0, fair - 1, satisfactory - 2, very good - 3)	
Extent to which the proposed Fellow must apply leadership skills, cooperation and outreach for the Fellowship project to be successful (poor- 0, fair - 1, satisfactory- 2, very good- 3)	
PROJECT PROPOSAL	
Extent to which the proposed activities will contribute to the expected 'problem – actors/users – solution – impact' chain (poor- 0, fair - 1, satisfactory- 2, very good- 3)	
Project proposal has clear and achievable outputs, which, where relevant, can be sustained (0-poor, 1- fair, 2 - satisfactory, 3 - very good)	
Extent to which the chosen implementation mode is strategic and relevant to the target audience's needs and priorities (for instance, 'user – platform – features' combination or 'trainees-topics-methods' combination) (0-poor, 1- fair, 2 - satisfactory, 3 - very good)	
Project is possible to implement within the timeframe and the budget as defined in the application (No-0. Yes-1)	
Risks, and any synergies with existing projects, have been considered and mitigated (poor-0, fair - 1, satisfactory- 2, very good- 3)	
Project is likely to have a tangible impact on the applicant's leadership skills (No-0. Yes-1).	
BUDGET	
All activities are properly budgeted (No-0, partly-1, fully-2)	
Budget is well-structured, realistic and balanced between activities (No-0, partly-1, fully-2)	
TOTAL	/22

Applications with a minimum score of 16 points will be recommended by the Selection Committee to be awarded, pending any outstanding compliance checks (e.g. of language skills, nomination letters). The compliance checks may require the applicant to be interviewed by the Selection Committee.

7. 'First Come First Served' Principle

As applications for the Fellowships can be submitted any time within the allotted period of any Call (which for the 2021 Call is between 01.12.21 to 17.01.21 for Concept Notes and between 18.01.22 to 15.02.22 for the Full Application) awards will continue to be made on a rolling basis until the quota of Fellowship under the Call has been exhausted. Thereafter, if applicants wish to continue their Full Application they will have to wait until a new Call is opened.

For the 2021 Call there is a quota of 20 Fellowships to be awarded.

(It is expected that the Calls in 2022 will have total quota of 40 Fellowships, Calls in 2023 a total quota of 40 fellowships, and the Call in 2024 a total of 20).

The quotas are for the total of all Fellowships, with no specific quotas between the two different types of Fellowship (Community Engagement and Civic Digital).

Awarded Fellows will be able to begin the implementation of their Fellowship Action as soon as they have signed their Fellowship contract.

8. Indicative Timeframe

- Call for 2021 Fellowships opened on 01.12.21
- Information webinar on how to make a Fellowship application will be made 'live' on 16.12.21 (and thereafter available to view as a recording)
- Closing date for receipt of Fellowship Concept Notes is 17.01.22
- Closing date for receipt of Full Applications for the 2021 Fellowships is 15.02.22
- Awards of the Fellowships from the 2021 Call are expected 15.03.22
- Closing dates for receipt of Full Applications for the 2022 and 2023 Fellowships will be confirmed later

9. Implementation of the Fellowship

Once an applicant has been awarded a Fellowship, she/he becomes a Fellow. The responsibilities of being a Fellow include a number of key aspects and procedures which are described below. These also include use by Fellows of the web-based Management Information System (MIS) which is being developed for the administration of the Fellowship programme. Details on use of the MIS will be provided during the contracting phase.

9.1 Contracting

A successful applicant will receive by email a letter of award. The letter of award will indicate that the fellowship is to be awarded to her/him subject to acceptance of the following conditions:

- i. Accept all conditions of the Fellowship agreement.
- ii. Use the Fellowship funds only as specified in the action proposal.
- iii. Maintain records of the usage of the Fellowship funds.
- iv. Implement the proposed action in line with the proposed timing.

- v. Provide the requested reports at the specified time and response to any requests for information about the Fellowship by the Project team.
- vi. Provide written acknowledgment of receipt of payments of the Fellowship funds.
- vii. Repay any portion of the funds not used for the specified purposes
- viii. Refrain from use of the funds for any purpose prohibited by law.
- ix. Where relevant, and especially for the Civic Digital Fellowships, ensure compliance with any data protection and privacy regulations, and ensure users' personal data is protected
- x. Cooperate with any efforts of the Eastern Partnership Civil Society Facility – Regional Actions Project to publicize the Fellowship award including signature of the consent letter, and adherence to the EU's guidance on visibility.
- xi. Participate in the networking events organised by Eastern Partnership Civil Society Facility – Regional Actions Project.

The acceptance of conditions should be indicated in response e-mail within 2 working days after receipt of the notification. At the contracting phase, the Selection Committee decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of similar actions. The checks may give rise to requests for clarification and may lead the Selection Committee to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the amount of the Fellowship as a result of these corrections.

The contracting authority for the Fellowships is the contractor of the TA Team: GDSI Ltd, Block 15, Galway Technology Park, Parkmore, Galway, H91 AY0Y, Ireland.

9.2 Reporting

The TA team will guide and monitor the implementation of each Fellowship project. Timely submission of concise status reports (a template will be provided) is required, including monitoring data to show progress towards, or achievement of the Fellowship outputs. It is the responsibility of the Fellows to ensure that the TA team is provided with photos, videos, publications, media articles, and any other items that can be used to promote the Fellowship and to evaluate its success.

After completion of the action each fellow must submit a final report to demonstrate the results of proposed actions.

In line with the contractual agreement, Fellows are required to provide financial reports and evidence of expenditure after 4 months of implementation and at the end of implementation.

9.3 Visibility

The Fellows must take all necessary steps to publicise the fact that the European Union has financed the action. As far as possible, actions that are wholly funded by the European Union must incorporate information and communication activities designed to raise awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as

well as the results and the impact of this support. Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Requirements for EU External Actions specified and published by the European Commission at https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)

Fellows will be provided with training on how to promote their Fellowships and how to comply with the EU visibility requirements, and furthermore, will be required to acquire prior approval from the EaP Civil Society Facility project team for use of any visibility materials.

9.4 Networking & the Fellowship Alumni

The alumni network was created with the first intake of Fellows.

The selected 2021 Fellows shall join the Alumni network of the Civil Society Fellowship Programme. It will give the 2021 Fellows an opportunity to:

- participate in regular networking meetings aimed at building communication channels between fellows from the six countries, exchanges of experiences, ideas and exploring new opportunities together.
- participate in capacity building events, organised within the project and Alumni network.
- promote his/her profile on the project website and information exchange on civil society activities within the EaP countries
- share relevant information on new platforms for communication.
- be involved in the project mentoring facility (as a mentee and as a mentor)

The alumni are encouraged to participate in the activities of the project (for example, via contribution to publications, debates to which alumni are invited as speakers, elaboration of small common projects, info sessions and hackathons). The project team will facilitate activism and networking by maintaining the online alumni community. Fellows are advised to maintain a contingency of 10% of their budget to cover travel-related costs for participating in Fellowship networking events.

10. Complaints

At any time during the process of applying for or implementing a Fellowship, applicants or Fellows may raise an issue of complaint. In the first instance, complaints should be made in writing and submitted by email to the relevant member of the TA team at fellowship@eapcivilsociety.eu with the subject title 'complaint'. A response to such emails will be made within 10 working days. If the complainant is not satisfied with the response, she/he may submit their complaint in letter form to the Selection Committee who will discuss the matter with the representatives of the European Commission and respond accordingly.