



## **GUIDELINES FOR FELLOWSHIP APPLICANTS**

### **Call for Applications under**

### **2019 EaP Civil Society Fellowships**

### **Supporting Young Civil Society Leaders in Eastern Partnership Countries**

#### **NOTICE**

This is an open call for fellowship applications. Applications for 2019 Civil Society Leadership Programme are accepted via the online application system or by email sent to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu). The deadline for submission of applications in electronic format is on Thursday, January 31, 2019, 12.00 CET.

Please check the eligibility criteria before applying. When submitting 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](mailto:fellowships@eapcivilsociety.eu).

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## List of abbreviations

<b>CSO</b>	<b>Civil Society Organisation</b>
<b>EU</b>	<b>European Union</b>
<b>EaP</b>	<b>Eastern Partnership</b>
<b>TA team</b>	<b>Technical Assistance Team</b>



## 1. Timetable

	DATE	TIME
Call opens	15 December 2018	Not applicable
Deadline for requesting clarification	25 January 2019	16:00 CET
Live webinar “How to prepare successful applications”	10 January 2019	16:00 CET
TA team responds to queries from candidates	15 December 2018- 30 January 2019	Not applicable
Live webinar “Questions & answers session”	24 January 2019	TBC
Applications due	31 January 2019	12.00 CET
Short-listed applicants informed and invited for interview	March-April 2019	
Approved and rejected applicants are informed of the selection process results	April 2019	
Signature of Fellowship contracts	April- May 2019	
Orientation webinar for 2019 fellows	May-June 2019	
Networking event	June 2019	
Implementation of fellowship actions/projects	May-November 2019	-
Fellows submit final reports to TA team to demonstrate the results of implemented actions	20 days from completion of the action phase	-

## 2. Description

The European Union is committed to supporting civil society in Eastern Partnership (EaP) countries. Developing the leadership capacities and skills of future civil society leaders is one of the commitments made by the European Union in its policy on achieving ['20 Deliverables for 2020](#).

This support is an investment in the development of young civic activists or civically minded individuals from the EaP region, who display interest and ability in taking leading roles in the development of their societies.

**The Eastern Partnership Civil Society Fellowships are an integral part of the European Union's Eastern Partnership Civil Society Facility.**

Each year 20 talented fellows are selected within the project. The first Fellowship cycle (started in 2017) ended in June 2018. The second Fellowship cycle started in May 2018 and is in its final stage now. For more information about our 2017 and 2018 fellows, please check the project website: <http://fellows.eapcivilsociety.eu/>

Fellows receive up to 5,000 EUR to develop their own activities, under the supervision of a mentor or within a certain civil society organisation in the European Union or

*Civil society refers to all forms of social action carried out by individuals or groups who are neither connected to, nor managed by, the State.*

*A civil society organisation is an organisational structure whose members serve the general interest through a democratic process, and which plays the role of mediator between public authorities and citizens.*

*Examples of such organisations include:*

- *social partners (trades unions & professional associations);*
- *non-governmental organisations (e.g. for environmental & consumer protection);*
- *grassroots organisations (e.g. youth & community groupings).*



the EaP region. Examples of supported projects include: an audit of public transport and accessibility issues, advocacy on financial crimes, improvement of quality of local playgrounds, e-democracy, development of capacities of professional associations, etc. Fellows received access to trainings, summer schools, internships, as well as a relevant network that may help them achieve their leadership potential. They were selected based on their qualifications, leadership potential and level of community engagement.

### **3. Objectives and Methods of Implementation of the Fellowship Programme**

The fellowship programme is aimed at identifying young ambitious/ high-potential/ forward-thinking civil society activists from the EaP region and supporting the development of their leadership skills.

The fellowship programme is designed to allow the selected fellows to implement their ideas that result in positive changes in community life and increase their leadership capacity.

### **4. Financial support available for fellows**

The maximum amount of financial support available within the Fellowship Programme is EUR 5,000 per person.

### **5. Eligibility criteria**

There are three sets of eligibility criteria, relating to:

- (1) the applicants;
- (2) the actions;
- (3) the costs.

The detailed information on eligibility is presented accordingly below in sections 5.1, 5.2 and 5.3.

#### **5.1 Eligibility of applicants**

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

1. be a natural person;
2. be a national and/or a resident of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
3. be between 18 and 36 years old;
4. not previously have benefited from the fellowship within this programme;
5. have a proven track record of:
  - a. working in a civil society organisation, including Trade Unions or professional association or
  - b. taking a leading role in his/her community by advancing issues related to health, environment, social development, transparency, etc. in one form or another;
6. have appropriate language skills for the chosen location of proposed action;
7. assume responsibility for the action proposed and show commitment for the action proposed.



This Civil Society Leadership Programme is designed for young civil society activists/ junior professionals from the Eastern Partnership region who are affiliated with a civil society organisation in these countries or have significant experience volunteering or seeking to address problems in the lives of their communities.

As proof of eligibility an applicant should provide a letter of nomination from a relevant CSO or a personal letter of recommendation showing the applicant's previous civic involvement.

## 5.2 Eligible actions

The proposed action should focus on a set of **activities aimed at addressing problems in the lives of the applicants' communities, regions and countries.** The result of the proposed action should have a **positive influence on the development of the applicant's leadership skills.**

### DEFINITION OF AN ACTION

*An action within this fellowship is a logical set of activities designed to achieve a specific result.*

The proposed Action should be implemented within 6 months (starting in May-June 2019) and include **realistic and ideally sustainable results.**

The fellowship programme will provide support in the following broad areas of activities:

- Research or monitoring of how public services are delivered at national / community level;
- Drafting policy papers and recommendations for decision-makers;
- Supporting mentoring and job shadowing schemes in order to build capacities that can be transferred to other members of the organisation;
- Advocacy campaigns on issues of public concern;
- Better tailoring civil society organisations' activities to citizens' needs;
- Developing new solutions for e-transparency and e-participation;
- Bringing civil society and authorities together to develop common solutions;
- Strengthening organizations' capacity to act effectively;
- Cooperation between civil society organisations, including trade unions and professional associations on issues of common interest;
- Other areas of activities relevant to the fellows' communities.

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 Eastern Partnership region and/or in the EU.



### Number of applications per applicants

The applicant may **not** submit more than one application for this call for fellowship applications. The applicants that have already benefited from the fellowship within this programme (Fellows of 2017 and 2018) will not be eligible.

## 5.3 Eligibility of costs

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

The provided financial support of the fellowship programme shall cover:

- specific activities outlined in the application form and action proposal submitted by the applicant;
- travel and accommodation expenses to/from or/and within the host country;
- service fees for hosting organisation and/or mentor (s), if required;
- Bank transfer charges;
- Consular fees, if relevant,
- Taxes (if any) etc.

*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 at workplace,
- Etc.

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 not exceed 5,000 EUR.

## 6. How to prepare a fellowship application and how to apply?

The following steps are recommended for the preparation of a fellowship application:

1. Read carefully the Guidelines and make a list of questions for seeking clarifications if some information is unclear.
2. Check eligibility criteria.
3. Obtain a letter of nomination from a relevant CSO or personal letter of recommendation (see section 5.1 for more details).
4. Participate in the live webinar *How to prepare a successful fellowship application* or view a recorded version of the webinar (available at the project website after January 10, 2019).
5. Clarify questions by submitting the to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu)
6. Prepare an action proposal, action plan and action budget following the instructions and



recommendations of Section 6 of this Guidelines.

- 7. Submit the application via the online form at <http://fellowships.eapcivilsociety.eu/> or by email to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu) before 12.00 (CET) on January 31, 2019.

Notes for applicants:

- Applications must be submitted in accordance with the instructions in the fellowship application form and the Guidelines for Fellowship Applicants.
- Applicants must **apply in English**.
- The application form presented in Annex A is available in editable format in a separate file for those who prefer to submit the application by email.
- The application check list is presented in Annex C below.
- Questions may be sent by e-mail no later than 2 days before the deadline for the submission of applications to [fellowships@eapcivilsociety.eu](mailto: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://fellowships.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.

### 6.1 Action Proposal

The Applicant’s action proposal is expected to clearly present the **envisioned objective, set of activities needed to achieve the objective and their impact**.

The action proposal should be included into the relevant section of the application form or submitted as a separate file in **PDF format**. It is not expected to be longer than 8 pages. The following outline of the action proposal includes the key headings that must be part of the action proposal.

**Outline of fellowship action proposal:**

<b>Action title</b>	<i>Formulate action title that reflects the key idea of your action.</i>
<b>Action purpose and expected results</b>	<i>Formulate action purpose and foreseeing results. Keep in mind that in general the action must be aimed at improving of life of the applicant’s community and his/her leadership skills.</i>
<b>Proposed activities</b>	<ol style="list-style-type: none"> <li>1. <i>Describe each activity to be undertaken to produce results, justifying the choice of activities and <b>specifying your role in the activities</b>.</i></li> <li>2. <i>List risks associated with each proposed activity and propose relevant mitigation measures.</i></li> <li>3. <i>Explain how the proposed activities ensure the expected results.</i></li> <li>4. <i>Describe a dissemination plan and the possibilities for replication of the action outcomes (multiplier effects), clearly indicating any intended dissemination channels.</i></li> <li>5. <i>Explain how the action will be made sustainable after its completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.</i></li> </ol>
<b>Indicative action plan for the</b>	<i>Develop a detailed action plan for the preparation and implementation of each activity.</i>



<b>implementation of the action</b>	It is recommended to base the estimated duration of each activity and the total period on the <b>most probable duration and not on the shortest possible duration</b> , by taking into consideration all relevant factors that may affect the implementation timetable.
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**6.2 Action budget**

<b>Action budget</b>	<p><i>Use Action budget template (presented in Annex B and in a separate Excel file) for the preparation of the action budget.</i></p> <p>Notes for the budget preparation:</p> <ul style="list-style-type: none"> <li>• The cost of the action and the financial support requested within this programme must be stated in EURO.</li> <li>• Only ‘eligible costs’ can be covered by the fellowship budget. The categories of costs that are eligible and non-eligible are indicated in section 5.3 above.</li> <li>• It is up to an applicant to add or delete budget lines in line with the proposed activities.</li> <li>• The action budget should be submitted as a separate <b>excel file</b>. <b>If an applicant is using the online form, the budget should be uploaded using a link</b> in section 6 of the application form or attached to the email in case of submitting application by e-mail.</li> </ul>
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The applicant might be asked by the Selection Committee (in addition to the proposed budget and the justification sheet) for further explanations and sources used to draw up the proposed budget.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

- The budget should be clear, transparent and comprehensive.
- The budget should be realistic. Rough estimates and amounts which are not explained may result in questions of the reliability of the budget. This involves a high risk of over- and underestimates.
- Quantitative and qualitative data should be clear and plausible taken into account action objectives and activities.
- Budgeted expenditure should be properly classified to avoid overruns which may result in ineligible expenditure.
- The arithmetical accuracy of the Budget should be checked.

**6.3 Action duration**

The proposed fellowship action should be implemented before the end of November 2019. The duration of the proposed fellowship action should not exceed 6 months.

**7. Evaluation and selection of applications**

Applications will be examined and evaluated by the Selection Committee with the possible assistance of external assessors. The applications will be evaluated from 3 angles:

1. Leadership skills,
2. Quality of proposed action and sustainability of proposed action,





3. Justified budget.

The short-listed applicants **will be interviewed by phone or Skype**. The 20 best scored applicants will be selected for award.

## 8. Contractual phase

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:

The selected applicant shall:

1. Provide proof of citizenship or residency to confirm his/her eligibility for the programme.
2. Accept all conditions of the Fellowship agreement.
3. Use the Fellowship funds only as specified in the action proposal.
4. Maintain records of the usage of the Fellowship funds.
5. Implement the proposed action in line with the proposed timing.
6. Provide the requested reports at the specified time.
7. Provide written acknowledgment of receipt of payments of the Fellowship funds.
8. Repay any portion of the funds not used for the specified purposes.
9. Refrain from use of the funds for any purpose prohibited by law.
10. 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.
11. 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 fellowship contracts (using Standard Fellowship Contract template presented in Annex D) will be issued within the timeframe indicated in Section 1 to ensure timely start of implementation of fellowship actions.

## 9. Implementation of the Proposed Action

### Reporting

The TA team will guide and monitor the implementation of each fellowship project/action. Timely submission of bi-monthly progress reports (max 1 page, template will be provided) is required. Written reporting can be replaced with short (1-2 min) video reporting or Skype calls with the team.

After completion of the action each fellow must submit a final report to demonstrate the results of proposed actions. An outline of the report is presented in Annex E.



## **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/europeaid/sites/devco/files/communication-visibility-requirements-2018\\_en.pdf](https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf) ).

## **Alumni Network**

The alumni network was created with the first intake of fellows. The selected 2019 fellows shall join the Alumni network of the Civil Society Fellowship Programme. It will give the 2019 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),
- etc.

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 TA team will facilitate activism and networking by maintaining the online alumni community.



## Annexes

### Annex A: Application form

The application form is presented below and available to download in separate editable format file at <http://fellowships.eapcivilsociety.eu/>

## Application Form Call for Applications under 2019 EaP Civil Society Fellowships Supporting Young Civil Society Leaders in Eastern Partnership Countries

When processing your application, any personal data (e.g. names, addresses and CVs), will be recorded and processed if necessary in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless otherwise specified, your replies to the questions and any personal data are required only to evaluate your proposal in accordance with the guidelines for the call for the fellowship applications and will be processed solely for that purpose by the Selection Committee. Details concerning processing of your personal data are available in the privacy statement at <http://gdsi.ie/privacy.php>

### 1. Personal information

	<b>Title:</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.																				
<b>1.1</b>	<b>First Name:</b>																					
<b>1.2</b>	<b>Last Name:</b>																					
<b>1.3</b>	<b>Contact phone No:</b>																					
<b>1.4</b>	<b>Email Address:</b>																					
<b>1.5</b>	<b>Residential Address:</b>	Apt No: Street: District: City/town: Postal code: Country:																				
<b>1.6</b>	<b>Country of Citizenship:</b>	<i>Indicate the country of your citizenship</i>																				
<b>1.7</b>	<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>																				
<b>1.8</b>	<b>Date of Birth (DD/MM/YYYY):</b>	( ____/____/____ )																				
<b>1.9</b>	<b>Language skills:</b>	<p><i>Indicate competence on a scale of A1 to C2</i> <a href="http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf">http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf</a>):</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Language</th> <th style="width: 25%;">Reading</th> <th style="width: 25%;">Speaking</th> <th style="width: 25%;">Writing</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Language	Reading	Speaking	Writing																
Language	Reading	Speaking	Writing																			



**2. Relevant experience:** *(Please note that characters limit in this section is 1500 per question)*

2.1	<b>Employment Status:</b>	<i>Please tick as applicable</i> <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> In transition between career options <input type="checkbox"/> In full-time education, <i>please provide details</i> <input type="checkbox"/> Other, <i>please specify</i>
2.2	<b>How many years (cumulative) have you been working in CSO (including Trade Union or Professional association) taking a leading role in their communities or volunteering in one form or another?</b>	<input type="checkbox"/> 0 - 2 years <input type="checkbox"/> 2 - 5 years <input type="checkbox"/> 6 - 8 years <input type="checkbox"/> over 8 years
2.3	<b>Provide the name and address of the Organisation(s) you are associated with (if any):</b>	
2.4	<b>How long have you been associated with the organization or involved in the community?</b>	
2.5	<b>Your position/Job Title (if applicable):</b>	
2.6	<b>Are you a Founder of the organisation?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.7	<b>Is the Board or management of your organisation aware of your interest in this Fellowship programme?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8	<b>Do you have a letter of nomination from your civil society organisation or a personal letter of recommendation?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please upload the letter of nomination/recommendation letter <a href="#">here</a></i>
2.9	<b>Have you ever been selected or chosen to be a representative of a group of people? If yes, can you describe the results achieved while performing that role?</b>	
2.10	<b>As a leader within a civil society organisation (including a Trade union or a Professional association or community), you must often build support for goals and projects from people who do not report to you and over whom you have no authority. Please provide an example when you have managed to convince people to support your project or your goals.</b>	
2.11	<b>Please describe an important decision that you have made and/or you are proud of as a leader of your organisation or community</b>	

**3. Motivation** *(Please note that characters limit in this section is 1000 per question)*

3.1	<b>List 3 most important characteristics of a leader that you have admired?</b>	
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3.2	<b>What three key personal objectives or goals do you want to achieve as part of this programme?</b>	1. 2. 3.
3.3	<b>Briefly describe how and why this Fellowship would be beneficial to you and your future involvement in your community / organisation:</b>	

**4. Placement** *(This section should be filled in if it is relevant for the action you are proposing. Please note that characters limit in this section is 1500 per question)*

4.1	<b>Do you have arrangements with or definite commitment of a particular EU or EaP host organisation that will host you for the capacity building activities within this Fellowship programme?</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <i>Please provide information on the organisation</i>
4.2	<b>Kindly outline the specific reasons why you have selected the organisation mentioned in 4.1:</b>	

**5. Action proposal**

*Please include your Action proposal here or attach it to your email as a separate file including your name into the file name.*

**6. Action budget**

*Prepared Action budget can be included here or attached to your application email as a separate file.*

**7. Additional information**

7.1	<b>Do you require a mentor for the implementation of your proposed Action?</b>	
7.2	<b>If you have identified a mentor for your proposed Action, please provide his/her name and contact details:</b>	
7.3	<b>Please provide your recent Curriculum Vitae/resume:</b>	<i>Please include your CV below or attach it to your application email</i>

**8. Applicant declaration:**

The applicant in the context of the present call for fellowship applications hereby declares that:

- ✓ He/ she meets the eligibility criteria specified in section 5.1 of the [Guidelines for applicants](#);
- ✓ He /she has the capacity to carry out the proposed action / project, including the relevant professional competences and qualifications;
- ✓ He/she will be directly responsible for the preparation, management and implementation of the action / project;
- ✓ He /she is in a position to start the action implementation within the requested timeframe, i.e. from May 2019 to November 2019;
- ✓ Should the applicant be recommended for award of the fellowship, he/she stands ready to accept the contractual conditions as laid down in the standard fellowship contract annexed to the Guidelines for applicants (Annex D).

Signature: \_\_\_\_\_



## Annex B: Action Budget

The format of Action budget is presented below and available to download in separate file at <http://fellowships.eapcivilsociety.eu/>

1. Budget for the Action <sup>1</sup>	All months			
Costs	Unit	No of units	Unit value (in EUR)	Total Cost (in EUR) <sup>2</sup>
<b>1. Specific Action cost</b>				
1.1 Training				0.00
1.2 Fees of technical expert/mentor fees	Per month			0.00
1.3 Hiring of equipment	Per day			0.00
1.4 Venue rent	Per event			0.00
1.5 Stationary	Per person			0.00
1.6 Other services (tel/fax, electricity/heating, maintenance)	Per month			0.00
1.7 Costs of conferences/seminars				0.00
1.8 Visibility actions				0.00
<b>Subtotal Action costs</b>				<b>0.00</b>
<b>2. Travel</b>				
2.1 International travel	Per flight			0.00
2.2 Local travel	Per month			0.00
<b>Subtotal Travel</b>				<b>0.00</b>
<b>3. Living allowance</b>				
3.1 Living allowance in <name country>	Per night			0.00
<b>Subtotal living allowance</b>				<b>0.00</b>
<b>4. Service fees for hosting organisation</b>				
4.1 Service fees for hosting organisation				0.00
<b>Subtotal Service fees for hosting organisation</b>				<b>0.00</b>
<b>5. Total eligible costs (1+2+3+4)</b>				<b>0.00</b>
<p>1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item depending on the indications provided. <b>The listed items under "Action costs" are given as an example.</b> Each applicant should include into the proposed budget only relevant costs.</p> <p>2. The budget must be prepared in euro. Costs and unit values are rounded to the nearest euro cent.</p> <p>3. Living allowance includes costs for overnight accommodation, meals, mobile phone charges, intra city travel while staying outside the city of residence.</p> <p><b>NB: The Applicants alone are responsible for the correctness of the financial information provided in these tables.</b></p>				



2. Justification of the Budget for the Action	All Months	
Costs	Clarification of the budget items	Justification of the estimated costs
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on on simplified cost options if allowed, as described in section 5.3 of the Guidelines for Fellowship Applicants</i>
<b>1. Specific Action cost</b>		
1.1 Training		
1.2 Fees of technical expert/Mentor		
1.3 Hiring of equipment		
1.4 Venue rent		
1.5 Stationary		
1.6 Other services (tel/fax, electricity/heating, maintenance)		
1.7 Costs of conferences/seminars		
1.8 Visibility actions		
<b>Subtotal Action costs</b>		
<b>2. Travel</b>		
2.1 International travel		
2.2 Local travel		
<b>Subtotal Travel</b>		
<b>3. Living Allowance</b>		
3.1 Living Allowance in <name country>		
<b>Subtotal Living Allowance</b>		
<b>4. Service fees for hosting organisation</b>		
4.1 Service fees for hosting organisation		
<b>Subtotal Service fees for hosting organisation</b>		
<b>9. Total eligible costs (1+2+3+4)</b>		



## **Annex C: Check List for Fellowship Application**

1.	Application form	
2.	Scanned copy of a Letter of recommendation/nomination	
3.	Action proposal	
4.	Action budget	
5.	Curriculum Vitae/Resume	





## **Annex D: Standard Fellowship Contract**

### **FELLOWSHIP AGREEMENT** **Eastern Partnership Civil Society Facility** <Fellowship contract identification number>

GDSI Limited within the EU-funded project the **Eastern Partnership Civil Society Facility project**, (hereinafter called the “Fellowship Provider”),

And

<Name of fellow> with resides at <insert address>, Contacts: Email: ,skype:, Mobile:+, Landline. (hereinafter called the “Fellowship Recipient”)

agreed as follows:

#### **Article 1: Subject of Agreement**

- 1.1 This Agreement relates to the Fellowship awarded under the 2018 Civil Society Fellowships Programme Supporting Young Civil Society Leaders in Eastern Partnership Countries within the EU-financed project “**Eastern Partnership Civil Society Facility**” and implementation of the Action entitled <Action title>, hereinafter called “the Action”.
- 1.2 The Action Proposal (Annex 1), Action Budget (Annex 2) and Forms (Annex 3) constitute an integral part of this Agreement.
- 1.3 The Fellowship Recipient is exclusively responsible for carrying out the Action as set out in Annex 1.

#### **Article 2: Implementation Period**

- 2.1 The Agreement shall enter into force on the date of signature of this Agreement.
- 2.2 Implementation of the Action starts on....
- 2.3 The Action implementation period as laid down in Annex 1 is \_\_\_\_\_

#### **Article 3: Action Implementation**

- 3.1 The Fellowship Recipient:
  - 3.1.1 will implement the Action in accordance with the Action Proposal and Budget. The Fellowship Recipient will be responsible for the management and timely delivery of outputs specified in Annex 1.
  - 3.1.2 will report to the Fellowship Programme Coordinator (Annex 4).
  - 3.1.3 will implement this Action in a professional manner appropriate to the activities of this nature.
  - 3.1.4 will not engage in any action that could in any way prejudice the achievement of the aims and objectives of the Action.
  - 3.1.5 will not engage in any action that would represent the Fellowship Provider and European Union in an unfavourable light.
  - 3.1.6 will participate in networking meetings/events (including orientation event);
  - 3.1.7 shall sign media consent form;
  - 3.1.8 shall timely provide the Fellowship Coordinator with a Final report.
  - 3.1.9 [will conform to the regulations or customs in place within his/her host organisation concerning the implementation of his/her Action];



- 3.1.10 shall be responsible for carrying necessary insurances in respect of the implementation of this Agreement and shall not rely on any insurances held by the Fellowship Provider. These may include Third Party liability, travel and accident, professional indemnity, etc.
- 3.1.11 will inform the Fellowship Coordinator as soon as possible of all modifications relating to this Agreement, such as:
- Any circumstance likely to affect the performance or achievement of the Action;
  - Any modification relating to information having served as a basis for the award of the Fellowship;
- 3.1.12 shall participate in regular Fellow networking events and intake closure events, conference and formation of an Fellow alumni organisation;
- 3.1.13 shall allow the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor carrying out verifications to verify, by examining the documents or by means of on-the-spot checks, the implementation of the Action and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the Action. These inspections may take place up to 7 years after the final payment.
- 3.2 The Fellowship Recipient shall not be authorised:
- 3.2.1 to hold another fellowship or receive other income for the same activities described in the Action;
- 3.2.2 To delegate part or all of the implementation of the Action described in Annex 1 to a Third party.
- 3.3 All activities associated with this Action must be completed by the Fellowship Recipient within the time scale specified in Annex 1.

#### **Article 4: Financing of the Action**

- 4.1 The total amount of the fellowship for the implementation of the Action specified in Annex 1 is ....
- 4.2 The detailed budget is presented in Annex 2.
- 4.3 In addition to the financing of the action, the Fellowship Recipient is also entitled to benefit at no cost from the following activities financed by the Fellowship Provider:
- Two days of orientation meeting, including travel expenses, hotel accommodation and meals.
  - Visa costs (if required)
  - Travel insurance.
- 4.4 The payment of the Fellowship will be made within 4 weeks after the signature of the Agreement upon submission of the Payment Request (see Annex 3). The payment will be made to the Bank account specified in the Financial Identification form (Annex 3), signed by the Fellowship Recipient.
- 4.5 The Fellowship Recipient shall furnish all receipts and invoices to the Fellowship Provider for the purposes of financial control and audit under this fellowship agreement.



**Article 5: Publicity and Confidentiality**

- 5.1 Any communication, publication or dissemination, whatever the medium (including the Internet), concerning the state of progress of the Action, shall mention the Fellowship programme under which the Action was financed. It shall state that the author is solely responsible for the information communicated, published or disseminated and that it does not represent the opinion of the EU, and that the EU is not responsible for any use that might be made of data appearing therein.
- 5.2 Where the use of the European emblem is envisaged, prior approval shall be required from the Fellowship Provider. Standards, in particular with regard to graphics, in force within the Commission must be complied with.
- 5.3 Information obtained by the Fellowship Recipient during the Action's activities, irrespective of whether or not they are directly related to the Action being performed by the Fellowship Recipient, shall remain confidential between the parties to this agreement and shall not be divulged to a third party without the prior written agreement of the Fellowship Provider. The provisions of this paragraph shall survive the term of this engagement.

**Article 6: Amendments**

- 6.1 This Agreement, including its annexes, may be modified only in writing, by way of an amendment between the authorised/legal/statutory representative of the Fellowship Provider and the Fellowship Recipient. No verbal agreement may be binding on the parties for this purpose.
- 6.2 Any request for amendments must be received by the Fellowship Provider at least one month before the expiry of the duration of this Agreement. No amendments shall be made to the value of the Fellowship.

**Article 7: Liability**

- 7.1 The liability of the parties amongst themselves with regard to any losses, damages or injuries suffered in the context of the performance of this agreement shall be governed by the law indicated in Article 11 of this contract.
- 7.2 The Fellowship Provider cannot be held liable for acts or omissions of the Fellowship Recipient in performing this Agreement.
- 7.3 In the event of any action brought by a third party against the Fellowship Provider in connection with the implementation of the Agreement, the Fellowship Recipient shall be required to assist the Fellowship Provider.
- 7.4 In the event of any action brought by a third party against the Fellowship Recipient in connection with the implementation of this Agreement, the Fellowship Provider may, without prejudice to paragraph 1 of this Article, assist the latter upon written request. The costs incurred by the Fellowship Provider in this connection shall be borne by the Fellowship Recipient concerned.



**Article 8: Termination of the agreement**

- 8.1 If one of the parties of this Agreement believes that the Agreement can no longer be executed effectively or appropriately, it shall consult the other party. Failure to agree on a solution, may result in the termination of the Agreement by either party by serving two months' written notice.
- 8.2 Fellowship Recipient may request to terminate this Agreement for the reasons of ill health. Medical certificates may be required in such cases.
- 8.3 The Fellowship Provider may terminate the Agreement, without giving notice and with the recovery of the Fellowship, where the Fellow:
- a) fails, without justification, to fulfil any of the obligations incumbent on him;
  - b) has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or is guilty of grave professional misconduct proven by any justified means;
  - c) engages in any act of fraud or corruption or is involved in a criminal organisation or any other illegal activity detrimental to the EC's financial interests;
  - d) makes false or incomplete statements to obtain the Fellowship or provides reports that do not reflect reality.
- 8.4 The Fellowship Recipient who has made false declarations, has made substantial errors or committed irregularities and fraud, or has been found in serious breach of his/ her contractual obligations may be excluded from all Fellowship calls organised within this Eastern Partnership Civil Society Facility project.
- 8.5 The Fellowship Recipient may terminate implementation of all or part of the Action if circumstances (chiefly force majeure) make it too difficult or dangerous to continue. The Fellowship Recipient must inform the Fellowship Provider without delay and return provided fellowship support in full.
- The Fellowship Provider may request the Fellowship Recipient to terminate implementation of all or part of the Action if circumstances (chiefly force majeure) make it too difficult or dangerous to continue.
- 8.6 Force majeure shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their contractual obligations, is not attributable to error or negligence on their part (or part of their subcontractors, agents or employees), and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes or financial difficulties cannot be invoked as force majeure.
- 8.7 In the event of termination, the Fellowship Recipient shall be entitled to payment of the fellowship only for the part of the Action carried out, excluding costs connected with current commitments that would be implemented after the termination. For this purpose, the Fellowship Recipient shall produce a final report in accordance with Article 3.



- 8.8 However, in the event of wrongful termination of the Agreement by the Fellowship Recipient under Article 8.1 and in the cases specified in points c) and d) of Article 8.3, the Fellowship Provider may request full or partial repayment of the fellowship already paid, in proportion to the gravity of the failings in question and after allowing the Fellowship Recipient to submit his/her observations.
- 8.9 Prior to, or instead of, terminating the Agreement as provided for in this Article, the Fellowship Provider may suspend payment as a precautionary measure without prior notice.

**Article 9: Recovery**

- 9.1 The Fellowship Recipient undertakes to repay any amounts paid in excess of the final eligible amount due to the Fellowship Provider within 45 days of receiving a request to do so.
- 9.2 Should the Fellowship Recipient fail to make repayment within the deadline set by the Fellowship Provider, the Fellowship Provider may increase the amounts due by adding interest at the rate applied by the European Central Bank to its main refinancing transactions in euro on the first day of the month in which the time-limit expired, plus three and a half percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline set by the Fellowship Provider (exclusive), and the date on which payment is actually made (inclusive). Any partial payments shall first cover the interest thus established.
- 9.3 Bank charges incurred by the repayment of amounts due to the Fellowship Provider shall be borne entirely by the Fellowship Recipient.

**Article 10: Medical Condition**

- 10.1 This Agreement is made on the condition, verbally confirmed by the Fellowship Recipient, that the Fellowship Recipient has no medical condition that can reasonably be anticipated to adversely affect the fulfilment of his specified duties over the time scale of the Agreement.

**Article 11: Currency of Agreement**

- 11.1 This Agreement shall be subject to Irish law and the jurisdiction of the Irish courts.

**Signatures**

**For the Fellowship Recipient**

Name  
 Title  
 Signature  
 Date

**For the Fellowship Provider**

Name  
 Title  
 Signature  
 Date

**Annexes**

- Annex 1: Proposed Action
- Annex 2: Proposed Action Budget



Annex 3: Forms — Financial Identification Form

Annex 4: Reporting arrangements

Annex 5: Media Consent form



## **Annex E: Final Report Outline**

Agreement ID:

Fellowship Recipient Name:

Action title:

Dates of Fellowship:

Host organisation (if applicable):

Host Supervisor (if applicable):

### **Report Outline**

1. Executive Summary
2. Objectives of the Action and a list of planned activities
3. Analysis of planned and conducted activities and achieved results
4. Media coverage of the implemented activities
5. Lessons learnt
6. Follow-up
7. Recommendations and personal remarks.

Appendices:

- Financial report
- Action deliverables

## **Annex F: Recommendations of current fellows to future fellowship applicants**

1. **READ THE GUIDELINES** to Applicants carefully and ask questions.
2. **BE REALISTIC** when designing your action.
3. **MENTORING** is an essential part of the programme. Ensure availability of **LOCAL SUPPORT**.
4. Collect more information on **HOSTING ORGANISATIONS**.
5. **BE PRO-ACTIVE** to find out previous success/failures.
6. Gain information from the Programme **ALUMNI NETWORK**.
7. Think about **SUSTAINABILITY** of your action and its proper **PUBLICITY**.
8. **PLAN ACTIVITIES** properly. You'll have short implementation time and no inception period.
9. **TIME MANAGEMENT** is important for action implementation.
10. Think about proposed **BUDGET TWICE**.