



**GUIDELINES FOR FELLOWSHIP APPLICANTS
CALL FOR APPLICATIONS UNDER**

2020 EaP Civil Society Fellowships

Supporting Young Civil Society Leaders in Eastern Partnership Countries

NOTICE

This is an open call for fellowship applications. Applications for 2020 Civil Society Leadership Programme are accepted via the online application system (<http://eapcivilsociety.eu/application-form-2020>) or by email sent to fellowships@eapcivilsociety.eu. The deadline for submission of applications in electronic format is on Monday, January 20, 2020, 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.

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List of abbreviations

CSO	Civil Society Organisation
EU	European Union
EaP	Eastern Partnership



1. 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. For more information about our fellows, please check the project website: <http://fellows.eapcivilsociety.eu/>

Fellows are invited to participate in different capacity and skills development activities, and receive up to 5,000 EUR to develop and conduct their own civic activities, under the supervision of a mentor or within a certain civil society organisation in the European Union or 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.

2. 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.

3. Financial support available for fellows

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

4. 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.

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:

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



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 of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
3. be born on or after 01/01/1985;
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 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.

DEFINITION OF AN ACTION

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

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 by promoting reforms and increasing public accountability and/or monitoring of the performance of governmental institutions.

The result of the proposed action should also have a positive influence on the development of the applicant's leadership skills.

The proposed Action should be implemented within 6 months (starting in March - April 2020) 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.

Although all areas mentioned above are eligible for the 2020 Fellowship Call, **preference will be given to those applicants aiming to fulfil a watchdog function** by:

- **holding government and institutions accountable:** monitoring the implementation of national and international commitments and informing communities, citizens or other stakeholders (for example monitoring of abuses of civic and human rights, adherence to labour and social rights, quality of public services, etc.);
- **contributing to monitoring of planning and/or expenditure of public budgets** or actively participating in the definition of budgetary priorities at the local or national level.

Also preference will be given to applicants whose proposed actions 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 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 - 2019) 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.

5. 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. Have a careful look at the recommendations of current fellows on developing your action/project: <http://eapcivilsociety.eu/wp-content/uploads/2019/11/2020-Fellows-tips.png>
5. Participate in the live webinar *How to prepare a successful fellowship application* or view a recorded version of the webinar.
6. Clarify questions by submitting them to the following email address: fellowships@eapcivilsociety.eu
7. Prepare an action proposal, action plan and action budget following the instructions and recommendations of Section 6 of this Guidelines.
8. Submit the application via the online form at <http://eapcivilsociety.eu/application-form-2020> or by email to fellowships@eapcivilsociety.eu before 12.00 (CET) on January 20, 2020.

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 B 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 D below.
- 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.



6.1 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:

Action title	<i>Formulate action title that reflects the key idea of your action.</i>
Action purpose and expected results	<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>
Proposed activities	<ol style="list-style-type: none"> 1. <i>Describe each activity to be undertaken to produce results, justifying the choice of activities and specifying your role in the activities.</i> 2. <i>List risks associated with each proposed activity and propose relevant mitigation measures.</i> 3. <i>Explain how the proposed activities ensure the expected results.</i> 4. <i>Describe a dissemination plan and the possibilities for replication of the action outcomes (multiplier effects), clearly indicating any intended dissemination channels.</i> 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>
Indicative action plan for the implementation of the action	<p><i>Develop a detailed action plan for the preparation and implementation of each activity.</i></p> <p>It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.</p>

6.2 Action budget

Action budget	<p><i>Use Action budget template (presented in Annex C 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"> • The cost of the action and the financial support requested within this programme must be stated in EURO. • 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. • It is up to an applicant to add or delete budget lines in line with the proposed activities. • The action budget should be submitted as a separate excel file. If an applicant is
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	using the online form, the budget should be uploaded using a link in section 6 of the application form or attached to the email in case of submitting application by e-mail.
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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 September 2020. The duration of the proposed fellowship action should not exceed 6 months.

6. 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.

7. 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 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 will be issued within the timeframe indicated in Section 1 to ensure timely start of implementation of fellowship actions.

8. 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 Skype calls with the team.

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

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).

Alumni Network

The alumni network was created with the first intake of fellows. The selected 2020 fellows shall join the Alumni network of the Civil Society Fellowship Programme. It will give the 2020 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: Timetable**

	DATE	TIME
Call opens	18 November 2019	Not applicable
Live webinar “How to prepare successful applications”	12 December 2019	16:00 CET
The Project team responds to queries from candidates by email	18 November 2019- 16 January 2020	Not applicable
Live Webinar: “Questions and Answers session”	8 January 2020	16:00 CET
Applications due	20 January 2020	12.00 CET
Short-listed applicants informed and invited for interview	February 2020	
Approved and rejected applicants are informed of the selection process results	March 2020	
Signature of Fellowship contracts	March 2020	
Orientation webinar for 2020 fellows	March 2020	
Networking event	June 2020	
Implementation of fellowship actions/projects	April- September 2020	
Fellows submit final reports to the Project team to demonstrate the results of proposed actions	October 2020	Fellowship Co-ordinator



Annex B: Application form

The application form is presented below and available to download in separate editable format file at <http://eapcivilsociety.eu/wp-content/uploads/2019/11/2020-Fellowships-Application-form.docx>

Application Form

**CALL FOR APPLICATIONS UNDER
2020 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

	Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.																
1.1	First Name:																	
1.2	Last Name:																	
1.3	Contact phone No:																	
1.4	Email Address:																	
1.5	Residential Address:	Apt No: Street: District: City/town: Postal code: Country:																
1.6	Country of Citizenship:	<i>Indicate the country of your citizenship</i>																
1.7	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>																
1.8	Date of Birth (DD/MM/YYYY):	(____/____/____)																
1.9	Language skills:	<i>Indicate competence on a scale of A1 to C2</i> http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf : <table border="1"> <thead> <tr> <th>Language</th> <th>Reading</th> <th>Speaking</th> <th>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> </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	Employment Status:	<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	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?	<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	Provide the name and address of the Organisation(s) you are associated with (if any):	
2.4	How long have you been associated with the organization or involved in the community?	
2.5	Your position/Job Title (if applicable):	
2.6	Are you a Founder of the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.7	Is the Board or management of your organisation aware of your interest in this Fellowship programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8	Do you have a letter of nomination from your civil society organisation or a personal letter of recommendation?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please upload the letter of nomination/recommendation letter here</i>
2.9	Have you ever led a group of people in order to attain a common goal? If yes, can you describe the process and results achieved?	
2.10	Please describe an important decision that you have made and/or you are proud of as a leader of your organisation or community.	

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

3.1	Who do you admire as a leader and why?	
3.2	What three key personal objectives or goals do you want to achieve as part of this programme?	1. 2. 3.
3.3	Briefly describe how and why this Fellowship would be beneficial to you and your future involvement in your community / organisation:	

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

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	Do you require a mentor for the implementation of your proposed Action?	
7.2	If you have identified a mentor for your proposed Action, please provide his/her name and contact details:	
7.3	Please provide your recent Curriculum Vitae/resume:	<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 March 2020 to September 2020;
- ✓ 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.

Signature: _____



Annex C: Action Budget

The format of Action budget is presented below and available to download in separate file at <http://eapcivilsociety.eu/wp-content/uploads/2019/11/Annex-C-Action-Budget.xls>

1. Budget for the Action ¹	All months			
Costs	Unit	No of units	Unit value (in EUR)	Total Cost (in EUR) ²
1. Specific Action cost				
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
Subtotal Action costs				0.00
2. Travel				
2.1 International travel	Per flight			0.00
2.2 Local travel	Per month			0.00
Subtotal Travel				0.00
3. Living allowance				
3.1 Living allowance in <name country>	Per night			0.00
Subtotal living allowance				0.00
4. Service fees for hosting organisation				
4.1 Service fees for hosting organisation				0.00
Subtotal Service fees for hosting organisation				0.00
5. Total eligible costs (1+2+3+4)				0.00
<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. The listed items under "Action costs" are given as an example. 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>NB: The Applicants alone are responsible for the correctness of the financial information provided in these tables.</p>				



2. Justification of the Budget for the Action	All Months	
Costs	Clarification of the budget items	Justification of the estimated costs
1. Specific Action cost		
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		
Subtotal Action costs		
2. Travel		
2.1 International travel		
2.2 Local travel		
Subtotal Travel		
3. Living Allowance		
3.1 Living Allowance in <name country>		
Subtotal Living Allowance		
4. Service fees for hosting organisation		
4.1 Service fees for hosting organisation		
Subtotal Service fees for hosting organisation		
9. Total eligible costs (1+2+3+4)		



Annex D: 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	