

## **Guidelines for Ukrainian Applicants<sup>1</sup> for Requesting Support from the Eastern Partnership Civil Society Facility #StandWithUkraine**

The Eastern Partnership Civil Society Facility project is adapting its activities in response to the war in Ukraine. The project's objective is to support organised civil society and activists in the region in various ways. Taking into account the difficult situation caused by the war, support is offered to Ukrainian applicants through a simplified process.

Please read carefully the attached short guidelines to learn what kind of support is possible and what activities and applicants are eligible. As stated in the guidelines, response on an 'initial assessment' is expected within 7 working days.

This Application Form can be used by Ukrainian applicants both for the **2022 EaP Civil Society Fellowship Programme** and for **ad-hoc support**. The Guidelines provide information about the distinction between these two types of support. The team will decide in cooperation with selected applicants whether their proposal will be considered for the fellowship programme or for other type. These guidelines explain the type of support available, the limits to the support, the eligibility conditions, and the way in which applications can be submitted and how they will be assessed.

### **Available Support and Limitations**

These Guidelines cover two types of support provided by the Eastern Partnership Civil Society Facility project in 2022: the Fellowships and the 'Ad-Hoc' Support.

**The Fellowships** are aimed at members of CSOs, activists, and other civically-minded women and men. As such they are intended to be awarded to individuals and contribute to enhancing those individuals' leadership skills. During a Fellowship a Fellowship project needs to be implemented, which can be supported by an approximately EUR 5,000 budget over a period of 6 months (up to 8 months in exceptional cases).

The **'Ad-Hoc' Support** is aimed at CSOs and civil society activists in the region, primarily with the objective of increasing cooperation and networking. In this time of war, the EU-funded project understands that flexibility is needed and requests for support will be evaluated on a case-by-case basis. In 2022, requests for support should involve actions addressing the theme 'StandWithUkraine' which can be implemented in less than 4 months; support can be requested in an amount between 1,000 and EUR 20,000.

### **Eligibility of Applicants, Activities & Costs**

There are three specific sets of eligibility criteria:

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<sup>1</sup> Applicants from the other Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Belarus, Georgia, and Moldova) should follow the general guidelines and application process for the Civil Society Fellowships: <https://eapcivilsociety.eu/fellowships-2>.

- Eligibility of applicants
- Eligibility of actions
- Eligibility of the costs of the actions

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

### Eligible Applicants

In order to be eligible, the applicant must:

1. be a natural person, be a national of Ukraine above 18 years old, with a proven track record of 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/or applying civic tech solutions to community needs and accountability;  
*or*  
represent a civil society organisation registered in Ukraine;
2. assume responsibility for the action proposed and show commitment for the action proposed.

As proof of eligibility, an applicant will need to provide the details of at least two people who are professionally linked to the applicant and who can be contacted by the Project team to verify eligibility. Proof of citizenship and age can be provided by a passport copy.

### Eligible Actions

Applicants will need to complete the Application Form. In this form applicants will describe the results they want to achieve, the actions they will take to reach the results, and describe the beneficiaries of their action. The Ad-Hoc support actions should be implemented within 4 months, whereas Fellowships may be implemented over 6 months. Actions must take place in Ukraine and/or the other countries of the Eastern Partnership region. On an exceptional basis some actions may take place in the EU.

Examples of types of activities and costs which are eligible are listed below:

1. Addressing the emergency needs of the local population.
2. Facilitating the provision of basic services for IDPs/refugees, and/or assisting authorities to assess and re-configure local service provision in light of the crisis.
3. Providing advice and protection services for refugees and asylum seekers.
4. Advocating for and facilitating the fulfilment of rights of the most vulnerable in Ukraine or most vulnerable IDPs/refugees in countries neighbouring Ukraine.
5. Promoting cooperation between civil society organisations and activists within the region (and/or within the region with organisations outside the region) on issues of common interest in support of Ukraine.
6. Design and promotion of tools that support fund-raising efforts of Ukrainian CSOs and mobilization of international support to their work.
7. Providing IDPs/refugees with information about asylum procedures, visa processes, travel within and outside of Ukraine, including through civic tech solutions.

8. Collecting evidence of human rights violations and war crimes, including through civic tech solutions.
9. Promoting technological and other solutions for mitigating misinformation campaigns.
10. Addressing hate crimes and misinformation about IDPs/refugees.
11. Raising awareness and conducting advocacy for anti-war measures within the region.
12. Assisting Ukrainian CSOs to temporarily organize themselves in other countries of the region.
13. Promoting constructive dialogue and bringing civil society and authorities together to develop common solutions, and to improve access to government channels for civil society.
14. 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.

The above list is not exhaustive. Applicants who wish to propose activities not covered above should contact [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu) or [eapcivilsociety@protonmail.com](mailto:eapcivilsociety@protonmail.com) for guidance.

The following types of actions and activities are **ineligible**:

- actions concerned solely or mainly with construction, procurement of works or supplies. A derogation from this rule may be granted following the approval of the European Commission for civil society representatives involved in addressing the emergency needs of the local population (including work with IDPs and refugees) if supplies are required for the successful implementation of the action.
- actions supporting political parties or candidates;
- actions including proselytism (i.e. attempt of any religion or religious individuals to convert people to their beliefs).

### Eligible Costs

The proposed budget for the requested support should be realistic and be based on the activities set out in the application.

The provided financial support may cover:

- specific activities outlined in the application form submitted by the applicant;
- travel and accommodation expenses to/from or/and within the host country (if the project includes activities outside of the applicant's country of residence);
- communication and visibility costs (including distribution and promotion);
- bank transfer charges;
- consular fees, if relevant;
- insurance (if relevant);
- other 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 for the applicant.

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

- Fees or any payment to the applicant/Fellow;
- Fees or any payment to a superior of the applicant/Fellow at her/his workplace;
- Costs for purchasing equipment (the rental of equipment may be allowed if justified by the action). Lethal and non-lethal weapons or any other military equipment can neither be

purchased nor rented. On an exceptional basis, costs relating to the purchase of equipment for personal safety measures or for the implementation of an action addressing the emergency needs of the local population may be eligible with prior approval from the European Commission.

The project costs calculation has 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.

### How to Apply

Applicants for support are required to complete the basic Application Form in [English](#) or [Ukrainian](#) and may apply through several channels:

- Online at <https://eapcivilsociety.eu/application-form-for-ukrainian-applicants>
- By emailing the completed Application Form and supporting documents as attachments to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu) or [eapcivilsociety@protonmail.com](mailto:eapcivilsociety@protonmail.com)
- By sending the completed Application Form and supporting documents through Signal at +38762554710.

Applications can be made an at any time.

The applicant may **not** submit more than one Application form for this Call (2022).

### Assessment of Applications

Upon receipt of applications, the EaP Civil Society Facility team will follow these steps:

1. Make an initial assessment to understand if the request is line with the project's 'StandWithUkraine' priorities, if the proposed activities and costs are eligible, and if it is feasible to provide the requested support. The project team intends to provide feedback within 7 days.
2. a) If the initial assessment is positive, the team will be in contact with the applicant in order to collect and discuss further details, and to finalize a project plan and budget, as well as to check compliance requirements. These details will be included in an agreement the applicant will have to sign with the Project.  
b) If the initial assessment is negative, the team will inform the applicant and, where relevant, provide feedback and advice. Thereafter, the applicant may make adjustments and submit a new request, or may direct the request to other programmes/organisations.

### Contracting & Implementation

The beneficiaries 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



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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](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)). In case promotion of the action would put any beneficiaries at risk, the Eastern Partnership Civil Society project will seek a waiver from the European Union.