



Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures

مؤسسة أناليند الأورو-متوسطية للحوار بين الثقافات

Fondation Euro-Méditerranéenne Anna Lindh pour le Dialogue entre les Cultures

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# Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (ALF)

**CALL FOR PROPOSALS / PROGRAMME 2006**

Guidelines for Applicants Responding to the  
Call for Proposals Financed under Budget  
2006

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*A Programme co-funded by the European Union and the 35 Member Countries of the  
Euro-Mediterranean Partnership*

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any of the 35 members of the Euro-Mediterranean Partnership*

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# 1. THE ALF 2006 PROGRAMME FOR THE DIALOGUE BETWEEN CULTURES

## 1.1 BACKGROUND

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (ALF), based in Alexandria, Egypt, is an International Civil Society Organization having an intergovernmental Board of Governors.

As a major common instrument of the Barcelona Process (since 1995), the ALF was established by the Euro-Mediterranean Conference of Ministers of Foreign Affairs on 30 November 2004 for developing Partnership in social, cultural and human affairs, in particular for developing human resources.

It acts as a network of the 35 Anna Lindh National Networks established by the Euro-Mediterranean Partners and promotes understanding between cultures and exchanges between civil societies.

## 1.2 OBJECTIVES OF THE PROGRAMME

The general objective of the programme is to promote a dynamic concept of dialogue between cultures and people and contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

*Specific objectives are:*

- Building innovative forms of Euro-Mediterranean dialogue and cooperation;
- Highlighting the importance of cultural diversity and universal values;
- Promoting understanding and living together between different groups in society;
- Facilitating participation of civil society actors in the Euro-Mediterranean Partnership through the 35 ALF national networks.
- Encouraging cooperation with regional networks, platforms and organizations active in the Euromed region, including those related to EU- funded programmes, as well as intergovernmental and non-governmental international organizations;
- Promoting mobility through exchanges of people, expertise and best practices;
- Promoting multilateral cooperation, youth being the priority group.

**For more information see the approved ALF programme 2005-2008 online: [www.euromedalex.org](http://www.euromedalex.org)**

## 1.3 THEMES OF THE PRESENT CALL FOR PROPOSALS

The following thematic priorities have been approved by the ALF Board of Governors for the present Call for Proposals, all of which are equally ranked:

Theme A: EuroMed music and other cultural/artistic creation;

Theme B: EuroMed schools programme;

Theme C: EuroMed teams of young researchers;

Theme D: Summer schools/exchange programmes (artists in residence);

Theme E: Libraries, promotion of books and reading, translation;

Theme F: Intercultural exchanges for women in civil society organizations.

- For each thematic priority, at least two project proposals will be selected.
- Young people between 14 and 40 years are the priority group.
- The ALF supports multilateral projects, involving at least two Partners from two EU Member States and two Partners from two of the ten Mediterranean Partner countries ("2+2 formula").
- Expected results focus on the acquisition of skills necessary for participation of young people in the dialogue between cultures.
- Selected projects are implemented in one or more of the 35 member countries of the Euro-Mediterranean Partnership.
- More details on each priority theme are provided under section 2.1.3

#### **1.4 FINANCIAL ALLOCATION PROVIDED BY THE ANNA LINDH EURO-MEDITERRANEAN FOUNDATION FOR THE DIALOGUE BETWEEN CULTURES**

The overall indicative amount made available for each theme under this call for proposals is 250,000 EUR. The total available allocation for the year 2006 is 1,500,000 EUR. The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures reserves the right not to award all available funds.

##### Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 10.000
- Maximum amount: EUR 35.000

A grant may not be for less than 25% of the total eligible costs of the action.

No grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or his partners' own resources, or from sources other than the ALF or the European Community budget.

Whenever possible, applicants are requested to apply for a maximum of 50% of the total eligible costs of the action. Specific reasons for requests of a co-financing percentage higher than 50% must be clearly indicated in the Grant application form.

## 2. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under the programme, in conformity with the provisions of the ALF procedures and rules.

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- Institutions/organizations which may request a grant, their partners and contributors;
- Actions for which a grant may be awarded;
- Types of cost, which may be taken into account in setting the amount of the grant.

#### 2.1.1 *Eligibility of applicants “Leaders”: who may apply?*

(1) In order to be eligible for a grant, applicants (project leaders) must fulfil all of the following criteria:

- Be a member of one of the 35 ALF National Networks, included in the official list of ALF National Networks published on the ALF’s website on the day of submission of the proposal;
- Be non-profit-making legal persons <sup>1</sup>;
- Have their headquarters in a member country of the Euro-Mediterranean Partnership<sup>2</sup>;
- Be directly responsible for the preparation and management of the action, not acting as an intermediary;

The proposal must fulfil the 2+2 formula, which consists in involving:

- At least two Partners from two different Member States of the European Union; one of them must be member of an ALF National Network;
- At least two Partners from two different Mediterranean Partner countries of the Euro-Mediterranean Partnership; one of them must be a member of an ALF National Network.

The applicant “Leader” is included into the 2+2 formula; that means: the Leader has to involve at least one member of another ALF National Network and two other Partners.

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<sup>1</sup> Belongs to one of these categories : Non-Governmental Organisations (NGOs), educational, cultural, academic or research institutions, non profit media, foundations or local authorities.

<sup>2</sup> EU Member States plus Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine, Syria, Tunisia and Turkey.

(2) Potential applicants (“Leaders”) and their Partners may not participate in calls for proposals or be awarded grants if:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) They are guilty of grave professional misconduct proven by any means which the ALF can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the action is to take place;
- (e) They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the ALF or the European Community’s financial interests;
- (f) They have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the ALF or the European Community budget.

Applicants (“Leaders”) and their Partners are also excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- (g) Are subject to a conflict of interests;
- (h) Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information;
- (i) Have attempted to obtain confidential information or influence the evaluation committee or the ALF during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

Applicants and their Partners must supply with their applications a sworn statement that they do not fall into any of the above categories (a) to (f).

### 2.1.2 Partnerships and eligibility of Partners and contributors

Applicants (“Leaders”) must act in consortium with other Partners. Applications (“proposals”) must fulfil the 2+2 formula as specified in section 2.1.1.

Applicants’ Partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicants. They must therefore satisfy the same eligibility criteria as applicants (with the exception of membership in an ALF National Network, see under 2.1.1).

Other institutions/organisations may be associated to the action to increase the credibility or sustainability of the project. Such contributors play a real role in the action but may not receive funding from the grant. Contributors do not have to meet the eligibility criteria referred to in section 2.1.1.

The application form must be accompanied by a signed and dated Partnership statement from the applicant ("Leader") and from every Partner.

Subcontractors are neither Partners nor contributors, and are subject to the rules set out in Annex D 2 to the standard grant contract.

The applicant will act as the Leader and, if selected, as the contracting party (the Grant "Beneficiary").

### 2.1.3 *Eligible actions: actions for which an application may be made*

#### Size and Duration

- The Anna Lindh Foundation grant applied for must fall within the minimum and maximum amounts set in section 1.3 above.
- The duration of an action may not exceed 18 months.

#### Themes and priorities

In the framework of the Thematic Priorities of the 2006 Call for Proposals (1.3), the following themes and priorities are subject to funding:

#### **THEME A: EURO-MED MUSIC AND OTHER CULTURAL/ARTISTIC CREATION**

**Objective:** to support initiatives that encourage increased communication, exchange of expertise, and joint creation among Euro-Mediterranean artists, musicians and writers.

**Target Groups:** Artists, musicians and writers, cultural and arts organizations, organizations working in the field of cultural heritage, other organizations with an artistic and musical component to their work; arts and music education schools or centres; the priority target group is youth.

#### **Priorities and Expected Results:**

The organisation of *original* cultural events with tangible outcomes that can be used by the Foundation (such as recordings or other audiovisual or text material), in one or more of the following fields:

- 1) Promoting dialogue in the field of music and art through fusion and exchange;
- 2) Euro-Mediterranean identities and cultural pluralism;
- 3) Musical heritage and mutual enrichment of contemporary popular music between Europe and its Mediterranean neighbours.

## **Action Modalities:**

- The following modalities are encouraged:
  - Events combining different media of artistic expression.
  - Events promoting the artistic fusion of various traditions and genres.
  - North-South twinning of festivals.
  - Joint productions involving multi-national teams.
  - Events focusing on endangered and or little known artistic traditions.
  - Organisation of workshops and other initiatives involving the collective creation of an artistic product.
  - Education and training initiatives in music and arts (focus on cultural diversity and mutual cultural enrichment in the Euro-Med region is encouraged).

All these initiatives should have a strong regional, Euro-Mediterranean component. Any linkage to events aiming to disseminate Euro-Mediterranean artistic and musical culture, such as the Euro-Mediterranean Biennale of Young Creators, will be an asset.

## **THEME B: EURO-MED SCHOOLS PROGRAMME**

**Objective:** To support educational projects through exchange and cooperation among teachers, educators and students (aged 12-18) in the Euro-Mediterranean region; objective is the acquisition of skills for participating actively in the dialogue between cultures, such as understanding and appreciating cultural diversity, sustainable development, human rights, democracy and the interrelations between these concepts.

**Target Groups:** Member institutions of international or regional school networks, schools involved in school twinning projects, students, teachers, educators, principals, NGOs promoting dialogue between cultures.

### **Priorities and Expected Results:**

Organization of school-to-school cooperative projects, involving at least 2 schools from two different EU member countries and 2 schools from two different Mediterranean Partner countries, in one or more of the following fields:

- 1) Cultural diversity (including tangible and intangible heritage).
- 2) Human rights, citizenship and democracy.
- 3) Sustainable development.

### **Action Modalities:**

Suggested modalities include:

- Preparation of special Euro-Mediterranean issues of existing School magazines or written contributions (all texts to be jointly elaborated by 2+2 teams of young authors).
- Student or teacher exchange programmes.
- Teacher-training initiatives.
- The development of attractive learning materials.
- Arts and music education initiatives.

The Involvement of teacher training or curriculum development centres is encouraged.

Use and further development of learning resources produced by Euro-Med regional programmes and networks, education programmes of the European Commission, and international organizations active in the Euro-Med region is an asset.



## **THEME C: EURO-MED TEAMS OF YOUNG RESEARCHERS**

**Objective:** To promote exchange and cooperation in the field of social and natural scientific research between young researchers and to support their qualification in working with multi-national teams.

**Target Groups:** Young researchers and post-graduate students (below 40 years of age) within universities and research institutions active in the Euro-Mediterranean region.

### **Priorities and Expected Results:**

Teams (composed in line with the 2+2 formula: at least two team members from two different EU member countries and two from two different Mediterranean Partner countries) of young researchers carry out joint research projects in one or more of the following fields:

- 1) Social and cultural history of the Euro-Mediterranean Region.
- 2) Socio-economic challenges for the Euro-Mediterranean Region (such as growth, employment and competitiveness, social cohesion and sustainability, quality of life and global interdependence).
- 3) Interdisciplinary research on Man-Nature Interactions (Eco-systems, biological and cultural diversity).
- 4) Any other thematic area covered by the 7th Framework Programme of the European Commission.

It is expected that team members qualify, in conducting their joint project, for their future participation in larger projects under the 7th Framework Programme of the European Commission, in Tempus or other international university and research cooperation programmes.

### **Action Modality:**

Universities or research institutions establish 2+2 EuroMed teams of young researchers carrying out research projects in one or more of the themes specified above.

Participation of the research teams in activities of established research & study networks and organizations of the Euro-Med region (such as EUMEDCONNECT, EuroMeSCo, EuroMed Heritage, UniMed, Mediterranean University Forum/EuroMed Network of Higher Education) or projects established within Tempus or the 6<sup>th</sup> Framework Programme is encouraged.

## **THEME D: SUMMER SCHOOLS/EXCHANGE PROGRAMMES (ARTISTS IN RESIDENCE)**

**Objective:** To promote the increased mobility of young people and encourage exchange, joint creation and contribution to local community development.

**Target Groups:** Youth organizations, young artists and writers, other institutions and organizations promoting exchange programmes and community development schemes.

**Priorities and Expected Results:**

Organization of international events in one or more of the following fields:

- 1) Intercultural dialogue, including the cultural dimension of religions.
- 2) Conflict prevention and resolution; Learning to live together.
- 3) Interrelations between cultural diversity, sustainable development and human rights/democracy.
- 4) Community development through mutual enrichment of cultures (e.g. with artists and writers in residence).

**Action Modalities:**

The following modalities are encouraged:

- The organisation of summer schools, workshops and work camps for young people with the objectives of facilitating the acquisition of skills for participation in the dialogue between cultures and of shaping cultural identities of citizens of the Euro-Mediterranean region;
- Artists and writers (young or old) are invited to spend an extended period of time (a minimum of two weeks) in another country of the Euro-Mediterranean Partnership, with the objectives to develop joint activities with local communities, institutions or civil society organizations active in the concerned fields, and to encourage development of arts, musical or creative writing talents of young people.

These initiatives must include at least one public event, geared towards public appreciation of cultural diversity; and enhancing the visibility of the Euro-Mediterranean Partnership at local level.

**THEME E: LIBRARIES, PROMOTION OF BOOKS AND READING, TRANSLATION**

**Objective:** To increase citizens' participation in the knowledge and information society through networking and by highlighting the role of linguistic pluralism, libraries, books, reading, translation, information technology. These activities are aimed at encouraging involvement of civil society in the follow-up to the November 2005 World Summit on the Information Society (WSIS, Tunis).

**Target Groups:** Libraries and librarians, writers and readers, translators, editors and publishers, cultural and writers' organisations; as well as marginalised girls and young women.

**Priorities and Expected Results:**

Organization of events or implementation of projects (such as outlined under "modalities") in one or more of the following fields:

- 1) Cultural pluralism.
- 2) Knowledge Management through competent use of various information resources.
- 3) Promotion of books and writing.
- 4) Promoting competent use of Information and Communication Technology (ICT).
- 5) Content development: Counteracting social stereotyping.

**Action Modalities:**

The recommended modalities include:

- Workshops for librarians under (but not limited to) the following headings: Children's and Youth librarianship, modern and traditional storytelling arts, school libraries, public libraries and information literacy.
- Projects enabling young women to participate more actively in society through the use of information technology; i.e. identifying the ICT needs of marginalised girls and young women, organisation of concrete activities, which through use of ICT support marginalised women in their everyday lives, the development of content in local languages addressing the needs, interests and rights of young women (to be published on the Foundation's website) promoting cultural diversity and dialogue and counteracting social stereotyping.
- Translation into Arabic, English and French of books on cultural pluralism and diversity (including fiction), published in one of the 35 countries of the Euro-Mediterranean Partnership, with the objective to shape the Euro-Mediterranean Region as an area of cooperation, exchange, mobility, understanding and peace.
- Organisation of seminars and workshops for translators using at least two of the three languages Arabic, English and French.

**THEME F: INTERCULTURAL EXCHANGES FOR WOMEN IN CIVIL SOCIETY ORGANIZATIONS**

**Objective:** Increased participation of women in decision-making at all levels of society.

**Target Groups:** Young women under 40 years active in national and regional civil society organizations, trade unions, local and regional authorities working in the Euro-Mediterranean Region;

**Priorities and Expected Results:**

Organization of seminars/workshops (or inviting women from other EuroMed countries to established national or bilateral training programmes) in one or more of the following fields:

- 1) Project development and financial management;
- 2) Knowledge management;
- 3) Public speech, Creative Writing, Lobbying and Advocacy;
- 4) Skills for the dialogue between cultures.

**Action Modalities:**

The following modalities are recommended:

- Training seminars or workshops for women active in the NGO sector;
- Seminars on the organization of lobbying and advocacy for the social and political inclusion of women;
- Research, documentation and diffusion of information about good practice in overcoming discrimination and violence against women in the Euro-Med region.

Co-operation with Euro-Med regional networks, platforms and organizations working to enhance citizen participation in the Euro-Mediterranean Partnership, or with existing national or bilateral programmes or projects fostering the empowerment of women are an asset.

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### Type of actions

Projects should be self-contained operations indicating a coherent set of activities with defined operational objectives, target groups and planned outcomes. A project is an integrated set of activities designed to achieve particular aims and specific results within a limited timeframe. The general programme of activities of an organization/institution cannot be a project. The transformation of existing projects within national or bilateral programmes into multilateral activities, however, is a project.

Projects should be designed in response to objectives outlined under 1.2 and to the specific needs of the target groups identified by the project. Only activities that fall under the themes described in 1.3 and the priorities described in 2.1.3 of these guidelines are eligible for funding under this Call for Proposals.

The following types of action are ineligible:

- Individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Individual scholarships for studies or training courses;
- Interventions that only benefit individual countries or organizations without a regional interest or dimension;
- Sub-granting;
- Feasibility studies;
- Projects with an ideological or politically biased objective.

### Number of proposals and grants per applicant

An applicant (“Leader”) may submit more than one proposal, but in this case separate application forms (Annexes A and B) must be filled in for each of the proposals, accompanied with all supporting documents (see under 2.2.1). An applicant (“Leader”) may be awarded more than one grant under this call for proposals. It is, however, recommended that a “Leader” in one project becomes also Partner in proposals submitted by applicants from other countries (“Leaders” of other projects under this call for proposals).

<b>2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant</b>
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Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for “eligible costs”. Note that the eligible costs must be based on real costs, not lump sums (except for per diem, see Annex C, and administrative costs, see Annex B Budget).

Recommendations to award a grant are always subject to the condition that the checking process, which precedes the signing of the contract, does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the ALF to impose reductions of forecasted costs.

It is therefore in the applicant’s interest to provide a realistic and cost-effective budget.

## Eligible direct costs

To be eligible under the call for proposals, costs must:

- Be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Have actually been incurred by the Leaders or their Partners during the implementing period for the action as defined in Article 2 of the Grant Contract, whatever the time of actual disbursement by a Leader or a Partner; this does not affect the eligibility of final audit costs;
- Be recorded in the Leader's or the Partners' accounts or tax documents, be identifiable and verifiable, and be backed by originals of supporting documents.

Subject to those conditions and, where relevant, to the contract-award procedures being respected, eligible direct costs include:

- The cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Leader or his Partners; moreover, additional hours will be financed at the normal hourly rate and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person.
- Travel and subsistence costs for staff taking part in the action, provided they do not exceed those normally borne by the Leader or his Partners; any flat-rate reimbursement must not exceed the scales approved annually by the European Commission (Annex C);
- Cost of equipment rental and other services, provided they correspond to market rates;
- The cost of consumables and supplies;
- Subcontracting expenditure (see annexes B and D 2);
- Costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, etc.), including financial service costs (in particular the cost of transfers and financial guarantees).

## Ineligible costs

The following costs are not eligible:

- Debts and provisions for losses or debts;
- Interest owed;
- Items already financed in another framework;
- Purchases of equipment, land or buildings;
- Currency exchange losses;
- Taxes, including VAT. Nota: Taxes, including VAT, will be eligible if the Leader and, where applicable, the Partners provide ALF with a declaration along with their reports that they are not able to reclaim taxes paid, including VAT;
- Scholarships or any other direct cash contribution;
- Any cost linked to the preparation of the grant application or to any other expenses prior to the contract signature.

### Eligible indirect costs (overheads)

A lump sum not exceeding 7% of the direct eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action. Indirect costs are eligible, provided that they do not include costs assigned to another heading of the contract budget.

### Contributions in kind

The Leader must undertake to make such contributions as stated on the application form (description of the action). Any contributions in kind made by the Leader or its Partners must be listed separately, since they do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Leader or his Partners.

The cost of staff assigned to the action, however, corresponding to actual salaries plus social security charges and other remuneration-related costs is part of the eligible costs; salaries and costs must not exceed those normally borne by the Leader or his Partners; such costs may be treated as co-financing by the Leader.

## **2.2 HOW TO APPLY, AND THE PROCEDURES TO FOLLOW**

### **ROTATING CALL FOR PROPOSALS**

#### *2.2.1 Application form and supporting documents*

Applications must be submitted on the **application form** and use the budget format annexed to these Guidelines (**Annexes A and B**). These forms are also available on the ALF website at [www.euromedalex.org](http://www.euromedalex.org). Applicants should stick to the format of Annexes A and B ("the application") and fill in the pages in the order of the numbered sections.

Applicants must apply in English or French. Hand-written applications will not be accepted.

Please complete the application form carefully and as clearly as possible so that we can assess it properly. Be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the expected results and the way in which it is relevant to the programme's objectives.

### **Supporting documents**

Applications must be accompanied by the following supporting documents:

1. The statutes or articles of association of the applicant ("Leader") and of each Partner. If they are in other languages than English or French and no translation is available, a summary in English or French (signed by an authorized representative of the institution/organization) must be provided.
2. The applicant's ("Leader's") most recent financial report and accounts (the profit and loss account and the balance sheet for the previous financial year). If they are in other languages than English or French, an English or French translation must be provided, translated and certified by an official translator or certified as true by an authorized independent body.

The supporting documents requested must be supplied in the form of originals or photocopies certified as true by an authorized independent body.

### 2.2.2 *Where and how to send the applications*

Applications must be received in a **sealed envelope by registered mail, courier service or by hand-delivery** (a signed and dated certificate of receipt will be given to the hand-deliverer) at the address below:

**Address for registered mail, hand delivery or private courier service:**

Dr. Traugott Schoefthaler, Executive Director  
Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures  
at the Swedish Institute  
57, 26<sup>th</sup> July Avenue  
Mansheya Corniche  
Alexandria 21111 – Egypt

Opening hours: Sunday through Thursday, 10:00 until 16:00 hrs.

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (application form and budget, Annexes A and B) must be submitted in one original and two copies, as well as in electronic format (floppy disk or CD-ROM). Supporting documents must be submitted in one original or copy only.

**The outer envelope must bear the reference number of the call for proposals (ALF/2006/CFP), one of the six possible themes (A, B, C, D, E, F), the full name and address of the applicant, and the words "Not to be opened before the next opening session / Call for Proposals 2006".**

Applicants should verify that their application is complete by comparing it with the checklist included in the application form (Annex A).

*For information:*

**Postal address (for normal mail other than the application and supporting documents)**

Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures  
P.O. Box 732  
Mansheya  
Alexandria 21111 – Egypt

### 2.2.3 *Deadline for receipt of applications*

This is a "rotating" Call for Proposals. That means: There will be 3 rounds and 3 deadlines for the receipt of applications:

- **1<sup>st</sup> of March 2006**, at 16.00 hrs Egyptian time.
- **1<sup>st</sup> of June 2006**, at 16.00 hrs Egyptian time.
- **1<sup>st</sup> of November 2006**, at 16.00 hrs Egyptian time.

Any application received after the first or second deadline will automatically be included in the next batch of applications, to be considered within the limit of the maximum available budget.

Any application received after the last deadline will be automatically rejected, even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

#### 2.2.4 Further information

Questions may be sent by e-mail or by fax no later than 21 days before the closer deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals under which the proposal will be submitted.

Questions sent in later than 21 days before the closer deadline will be treated within the following round.

E-mail address: [questions@euromedalex.org](mailto:questions@euromedalex.org)

Fax: 00 20 3 482 04 71

A reply will be sent no later than 11 days before the relevant deadline for the receipt of proposals.

Questions that may be relevant to other applicants, together with the answers, will be published on the Internet at [www.euromedalex.org](http://www.euromedalex.org)



## 2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures with the possible assistance of external assessors. Applications will be assessed according to the following criteria:

### (1) Administrative compliance

- Verification that the application is complete in accordance with the checklist.

### (2) Eligibility of the Applicants, Partners and actions

- Verification that the applicant ("Leader") and the other Partners and the action are eligible according to the criteria set out in section 2.1.1, 2.1.2 and 2.1.3.

### (3) Evaluation of the quality of the proposals and financial evaluation

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid shown on the next page. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- Have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- Have the professional competencies and qualifications required to successfully complete the proposed action. This also applies to any Partners of the applicant.

Proposals will be evaluated in relation to the objectives and priorities set.

Selection and award criteria cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact and cost-effectiveness. Grants will be awarded to actions which maximize the overall effectiveness of the call for proposals.

The award criteria reflect also the need of the Euro-Mediterranean Partnership to be visible in all 35 member countries as well as the decision by the Board of Governors limiting, *as a rule*, financial contribution by the ALF to 50 per cent of the total cost of a project.

Please note the following important information:

#### *Scoring:*

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. (Subsections with 10 maximum points: scores given will be multiplied by 2).

The applications with the highest scores will be given priority when grants are awarded.

#### *Note on Section 1 of the evaluation Grid (Financial and operational capacity):*

If a total score lower than "adequate" (9 points) is obtained for section 1, the proposal will not be evaluated further.

#### *Note on Section 2 of the evaluation Grid (Relevance):*

If a total score lower than "adequate" (24 points) is obtained for section 2, the proposal will not be evaluated further.

## Evaluation Grid

Section	Maximum Score	Application form
<b>1. Financial and operational capacity</b>	<b>15</b>	
1.1 Do the applicant and Partners have sufficient <b>technical expertise and experience of project management</b> ?	5	II.4.1 and III.1
1.2 Do the applicant and Partners have sufficient <b>management capacity</b> ? (Including staff, equipment and ability to handle the budget for the action)?	5	II.4.2 and III.1
1.3 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5	II.4.2
<b>2. Relevance</b>	<b>40</b>	
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 10 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> .	10	I.1.5 and I.1.6
2.2 Have the <b>needs</b> of the <b>target groups</b> proposed and the final beneficiaries been clearly defined and does the proposal address them appropriately?	10	I.1.6
2.3 Does the proposal contain specific elements of <b>added value</b> , such as innovative approaches, models for good practice, promotion of gender equality and equal opportunities, sustainable development and intercultural dialogue?	10	I.1.7
2.4 Does the proposal target <b>persons normally excluded from intercultural dialogue</b> ?	10	I.1.6, I.1.7 and I.1.8
<b>3. Methodology</b>	<b>30</b>	
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	10	I.1.7
3.2 How coherent is the overall design of the action? (In particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5	I.1.6
3.3 Is the <b>final beneficiaries, target groups, and Partners level of involvement and participation in the action</b> satisfactory?	5	I.1.6 and I.1.7
3.4 Number of additional Partners beyond the minimum number of 2+2 Partners? (1 point for each additional Partner)	5	III
3.6 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5	I.1.7
<b>4. Budget and cost-effectiveness</b>	<b>15</b>	
4.1 Is the ratio between the estimated costs and the expected results satisfactory?	10	I.1.8 and I.1.9
4.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5	I.1.9
<b>Maximum total score</b>	<b>100</b>	

## **2.4 NOTIFICATION OF THE ANNA LINDH EURO-MEDITERRANEAN FOUNDATION FOR THE DIALOGUE BETWEEN CULTURES' DECISION**

Applicants (“Leaders”) will be informed in writing of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' decisions concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- The application was received after the closing date;
- The application was incomplete or otherwise non-compliant with the stated administrative conditions;
- The applicant or one or more of its Partners was not eligible;
- The action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- The proposal was not relevant enough or the applicant's financial and operational capacity was not sufficient, or the proposals selected were considered superior in these respects;
- The proposal was considered technically and financially inferior to the proposals selected.

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' decision to reject an application or not to award a grant is final.

The dates on which the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures plans to announce the decision following the completion of the award procedures are **30 April, 31 July and 31 December 2006**; those dates are only indicative.

## **2.5 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE ANNA LINDH EURO-MEDITERRANEAN FOUNDATION FOR THE DIALOGUE BETWEEN CULTURES' DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Leader will be offered a contract based on the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' standard contract annexed to these Guidelines (Annex D).

The date planned for the start of actions, following the signing of the contract by the parties, is three months at the latest. The actions should all be finished before **April 2008**.

The contract will, in particular, establish the following rights and obligations:

### **Final amount of the grant**

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions, Annex D 1).

### **Failure to meet the objectives**

If the Leader fails to implement the action as undertaken and agreed in the contract, the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the General Conditions, Annex D 1).

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures' contribution may be reduced, and/or the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures may demand full or partial repayment of the sums already paid, if the Leader does not fulfil the terms of the contract (see Articles 11.4 and 17.4 of the General Conditions, Annex D 1).

### **Amendments to the contract and variations within the budget**

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the contracting authority (see Article 9.2 of the General Conditions, Annex D 1).

#### **Variations within the budget (Annex B)**

Budget items may vary from the original figures if the following conditions are met:

- (1) They do not affect the basic purpose of the action;
- (2) The financial impact is limited to a transfer between or within the first four budget headings (Annex B1, sections 1, 2, 3 or 4) involving a variation of less than 15% of the original amount of each relevant budget heading.

In such instances, the Leader may alter the budget, and inform the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures.

This method may not be used to amend the amount forecasted for overhead costs.(Annex B 1, section 6).

In all other cases, a written request must be made in advance to the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures and an addendum is required.

### **Reports**

Reports must be drafted in the language provided for in the contract. Technical and financial reports are to be supplied together with payment requests (other than the first instalment of pre-financing).

### **Additional information**

In accordance with Article 2.1 of the General Conditions, Annex D 1, the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures may request additional information.

### **Payments**

The Applicant ("Leader"), when selected and offered a Grant Contract (Annex D) will be the Grant "Beneficiary" and will receive pre-financing. The pre-financing will be 80% of the grant.

The final balance will be paid upon submission of the final report by the Beneficiary and its approval by the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (see Article 15.1 of the General Conditions, Annex D 1).

Payments will be made to an Action-specific bank account or sub-account, which identifies the funds paid by the Anna Lindh Foundation.

## **Accounts of the action**

The Leader must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions, Annex D 1). It must keep these records for seven years after payment of the balance.

## **Publicity**

Appropriate visibility and credit must be given to the grant made by the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, for example, in reports and publications stemming from the action or during public events associated with the action, etc. (see Article 6 of the General Conditions, Annex D 1).

It is recommended to make use of the ALF emblem (the EuroMed logo plus the full name of the Foundation in Arabic, English, and French):



“Any notice or publication by the Beneficiary concerning the Action, including those given at a conference or seminar, must specify that the Action has received Anna Lindh Foundation funding. Any publication by the Beneficiary, in whatever form and by whatever medium, including the Internet, must include the following statement:

“This document has been produced with the financial assistance of the Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures. The contents of this document are the sole responsibility of <Beneficiary’s name> and can under no circumstances be regarded as reflecting the position of the Anna Lindh Foundation.” (Article 6.3 of the General Conditions)

## **Implementation contracts (“sub-contracting”)**

Where implementation of the action requires the Leader to award procurement contracts, he must award the contract to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Leader must follow the procedures set out in Annex D 2 to the contract.

### 3. LIST OF ANNEXES

<b>Annex A</b>	Grant Application Form	This is the format to be filled in and submitted to the ALF for requesting a grant through a call for proposal. One original + two copies + electronic version are requested	<b>To be filled – COMPULSORY</b>
<b>Annex B</b>	Budget	This is the format to be filled in and submitted to the ALF for requesting a grant through a call for proposal. One original + two copies + electronic version are requested	<b>To be filled - COMPULSORY</b>
<b>Annex C</b>	Per Diem	This is the per diem table of the European Commission and can be used as an outline for drafting some of the budget line items if needed	<b>Info</b>
<b>Annex D</b>	Standard grant contract	Main part of the standard contract which will be offered to successful applicants (“leaders”)	<b>Info</b>
Annex D 1	General Conditions	Integral part of the contract	Info
Annex D 2	Contract Award Procedures	For all sub-contracting by the Grant Beneficiary	Info
Annex D 3	Request for Payment	Standard form to be used	Info
Annex D 4	Financial Identification	To be signed by the Bank	Info
Annex D 5	Audit Certificate Template	Standard form to be used for final report	Info