



## **GUIDELINES FOR FELLOWSHIP APPLICANTS**

### **Call for Applications under**

### **2018 EaP Civil Society Fellowships**

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

#### **NOTICE**

This is an open call for fellowship applications. Applications for 2018 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 Monday, April 16, 2018, 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. Failure to submit the required information and documentation within the deadline specified may lead to rejection of applications.

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
<b>Call opens</b>	05 March 2018	Not applicable
<b>Deadline for requesting clarification</b>	05 April 2018	18.00 CET
<b>TA team responds to queries from candidates</b>	05 March 2018- 15 April 2018	17.00 CET
<b>Applications due</b>	16 April 2018	12.00 CET
<b>Approved and rejected applicants are informed of the selection process results</b>	3 May 2018	18.00 CET
<b>Successful candidates receive a fellowship contract</b>	8 May 2018	Not applicable
<b>Orientation webinar for fellows</b>	May/June 2018	TBC
<b>Networking event in Brussels</b>	2-3 July 2018	TBC
<b>Implementation of action plans in selected formats</b>	May-November 2018	-
<b>Fellows submit final reports to TA team to demonstrate the results of implemented actions</b>	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 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. Focusing on key priorities and tangible results' investment in leadership potential is expected to bring high returns in terms of professionalisation of civil society organisations and thus, their capacity to engage in constructive policy and societal dialogue in Eastern Partnership countries.

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) will end in May/ June 2018.

Fellows of 2017 Call received up to 5,000 EUR to develop their own activities, under the supervision of a mentor or within a certain civil society organisation in Europe 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, 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. The 2017 fellows, on the basis of their experience implementing their Actions, have prepared a list of recommendations for future fellowship applicants. These recommendations are presented in Annex G below.



### **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 (including trade unions) 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.

#### **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 benefited from the fellowship within this programme;
5. have a proven track record of working:
  - a. in a CSO including Trade Unions and professional associations or
  - b. taking a leading role in their communities by advancing issues related to health, environment, social development, transparency, etc. in one form or another;
6. be committed to values associated with respect for fundamental rights;
7. have appropriate language skills for the chosen location of proposed action;
8. assuming responsibility for the action proposed and/or showing 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, a Trade Union or a professional association 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/Trade Union/ Professional Association or a letter of recommendation from a community organisation.



## 5.2 Eligible actions

The proposed action should focus on a set of activities aimed at addressing problems in the lives of 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.

The proposed Action should be implemented within 6 months period (starting in May-June 2018) and include realistic and ideally sustainable results.

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

1. **Collecting local evidence:** facilitating fellows to collect and analyse evidence on key issues of public service delivery at local and national level.
2. **Involvement in policy-making:** allowing fellows to gain expertise on specific policy issues, drafting policy papers/recommendations and organising advocacy campaigns; helping fellows get access to government channels in order to better get their ideas across.
3. **Capacity development:** supporting mentoring and job shadowing schemes in order to build their capacities, so that they in turn transfer to other members of their organisations.
4. **Involvement in monitoring local governance activities and performance:** supporting fellows in developing a multitude of monitoring activities.
5. **Improvement of CSO/Trade Unions/Professional associations accountability and link to their target groups/ members:** supporting fellows in improving the accountability mechanisms of their organisations and developing better linking activities to citizens' needs.
6. **Cooperation between CSOs/Trade Unions/Professional associations:** allowing fellows to organise activities bringing various organisations together on issues of common interest.
7. **Innovation for development:** utilize or develop ideas for specific ICT solutions for eTransparency and eParticipation in order to contribute to the improvement of dialogue and partnership between civil society and governments in the EaP countries.

All activities supported under this programme shall be designed and implemented in accordance with principles of good governance, human rights, gender equality, cultural diversity, environmental sustainability and the inclusion of socially or economically disadvantaged groups, including, but not limited to national/ethnic/religious minorities, disabled persons, children or IDPs, wherever these issues are of particular relevance.

For capacity building activities an applicant can make arrangements with a relevant host organisation(s). The organisations listed in Annex C have expressed their interest to support fellows of this programme. It is expected that the applicants will be pro-active in their approach to identifying suitable opportunities and arranging the internships to be included in their proposed actions.

The following types of action are ineligible:

- actions concerned solely or mainly with construction, procurement of works or supplies;
- actions supporting political parties;
- actions including proselytism;

### DEFINITION OF AN ACTION

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



- 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 2016 and 2017) 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, 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 rates and charges 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 apply and the procedures to follow

To apply for this Call for Fellowship Applications the applicants need to:

1. Check eligibility criteria.
2. Obtain a letter of nomination from a relevant CSO/Trade Union/ Professional Association or a letter of recommendation from a community organisation (see section 5.1 for more details)
3. Prepare an action proposal, action plan and action budget (template for Budget is provided).
4. Use online application facility at <http://fellowships.eapcivilsociety.eu/> or submit it electronically to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu) before 12.00 (CET) on April 16, 2018.

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 D below.





Questions may be sent by e-mail no later than one day before the deadline for the submission of applications to [fellowships@eapcivilsociety.eu](mailto:fellowships@eapcivilsociety.eu).

To ensure equal treatment of applicants, the Selection Committee cannot give a prior opinion on the eligibility of applicants or an action.

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**. The total page allocation for each section of the proposal should be respected.

<p><b>Action Description (max 5 pages)</b></p>	<p>Provide a description of the proposed action, including:</p> <ol style="list-style-type: none"> <li>1. The overall objective(s)/purpose, specific objective/outcome, and results aimed at improving of life of applicant’s community;</li> <li>2. Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying your role in the activities. <i>Do not repeat the action plan to be provided in the next section but demonstrate coherence and consistency of project design.</i></li> <li>3. Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. <i>A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.</i></li> <li>4. Describe the main assumptions during and after the implementation phase.</li> <li>5. Describe the expected results of the action including how the action will improve leadership skills and technical and management capacities of the applicant.</li> <li>6. Describe a dissemination plan and the possibilities for replication of the action outcomes (multiplier effects), clearly indicating any intended dissemination channels.</li> <li>7. 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.</li> </ol>
<p><b>Indicative action plan for the implementation of the action (max 1 page)</b></p>	<p>This section should contain a Gantt chart of the action. The activities listed in the action plan should match those described in detail in the “Description” section. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.</p>



	<p>The action plan of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity.</p> <p><i>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.</i></p>
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## 6.2 Action budget

<b>Action budget</b>	<p>Action budget template is presented in Annex B and in separate Excel file for convenience.</p> <p>Complete budget template with reference to the guidelines:</p> <ul style="list-style-type: none"> <li>• the budget of the action (worksheet 1), for the total duration of the action;</li> <li>• justification of the budget (worksheet 2), for the total duration of the action.</li> </ul> <p>Per each of the corresponding budget item or heading the applicant must:</p> <ul style="list-style-type: none"> <li>○ describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.</li> <li>○ clearly explain the formulas for calculation of the final eligible amount.</li> </ul> <p>Please note that the cost of the action and the financial support requested within this programme must be stated in EURO.</p> <p>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.</p> <p>The action budget should be submitted as a separate <b>excel file</b>. <b>If an applicant is using on-line facility it 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.</p>
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The applicant should be able to provide – upon request of the Selection Committee and in addition to the proposed budget and the justification sheet – further explanations, documents and sources used to draw up the proposed budget. Failure to do so casts doubt on the reliability and plausibility of the 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.





## 7. Evaluation and selection of applications

Applications will be examined and evaluated by the Selection Committee with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 5, the application will be rejected on this sole basis.

### STEP 1: ADMINISTRATIVE AND APPLICANTS ELIGIBILITY CHECKS

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- All requested application documents are provided (filled application form, action proposal and budget, CV and a letter of nomination/support).
- Applicant eligibility check (criteria listed in 5.1)

If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further. The Applications that pass the first administrative and eligibility check will be evaluated on the relevance and design of the proposed action.

### STEP 2: EVALUATION OF ACTION PROPOSALS

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s motivation and operational capacity to ensure that they:

- are committed to values associated with respect for fundamental rights;
- have appropriate language skills for the chosen location of proposed action;
- are assuming responsibility for the action proposed and/or showing commitment for the action proposed;
- have capacity to maintain the activity throughout the proposed action;
- have the management capacity and professional competencies required to successfully complete the proposed action.

All selection criteria have to be met by an applicant in order to proceed to the next stage (award criteria stage).

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities. 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 Applications will receive an overall score out of 30 using the breakdown in the evaluation grid below..

**Evaluation Grid**

Criteria	Max score
<b>LEADERSHIP</b>	<b>14</b>
Is the previous leadership experience obvious from the provided CV and fellowship application form?	5
Did the Applicant demonstrate his/her ability to influence other people/Mobilisation skills?	5
Did the previous experience demonstrate the Applicant's commitment to values associated with respect for fundamental rights?	3
Was the Applicant proactive arranging a placement/internship (if applicable)?	1
<b>ACTION PROPOSAL</b>	<b>14</b>
Does the Action proposal have clear aims, realistic plan and achievable results?	5
Is the proposed Action in line with the Applicant's goals stated in point 3.2 of the Application form?	2
Will this Fellowship be beneficial for the Applicant and his/her future involvement in the CSO/ Trade Union/Professional Association or community support?	1
Is the Applicant capable to implement the Action? (especially the knowledge of the issues to be addressed)	1
Does the Action proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, innovation or best practices?	1
Is the Action likely to have a tangible impact on the applicant's leadership skills?	2
Is the Action proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	2
<b>ACTION BUDGET</b>	<b>2</b>
Are all activities of the Action budgeted for?	1
Are all expenses included at reasonable prices?	1
<b>TOTAL</b>	<b>30</b>

The Selection Committee will select 20 best scoring applications ensuring equal representation of civil society activists from each country and also gender balance.

The selected fellows will be informed by email of the evaluation results.

## 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 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 of 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 of 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 Eastern Partnership Civil Society Facility to publicize the Fellowship award including signature of the consent letter.
11. Participate in the networking events organised by Eastern Partnership Civil Society Facility.

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

The financial support to fellows will be provided in line with the conditions specified in the standard contract (Annex E).

## **9. Implementation of the Proposed Action**

### **Reporting**

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

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 F.

### **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 Manual for EU external actions specified and published by the European Commission at [https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en)).

### **Alumni Network**

TA team has created the network of alumni during the first intake of fellows. The selected 2018 fellows shall join the Alumni network of the Civil Society Fellowship Programme. It will give the 2018 fellows an opportunity to:

- participate in regular networking meetings aimed at building communication channels between



fellows from 6 countries, exchanges of experiences, ideas and exploring of new opportunities together.

- participate in capacity building events, organised within the project and Alumni network.
- promote his/her profile at the project website and information exchange on civil society activities within the EaP countries.
- share 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 events organised by the project (for example, 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 2018 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://ec.europa.eu/europeaid/prag/annexes.do?group=A>

#### **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></p> <p><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>	<p><i>Please tick as applicable</i></p> <p><input type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p> <p><input type="checkbox"/> In transition between career options</p> <p><input type="checkbox"/> In full-time education, <i>please provide details</i></p> <p><input type="checkbox"/> Other, <i>please specify</i></p>
2.2	<b>How many years (cumulative) have you been working in CSO/Trade Union/Professional association or taking a leading role in their communities or volunteering in one form or another?</b>	<p><input type="checkbox"/> 0 - 2 years</p> <p><input type="checkbox"/> 2 - 5 years</p> <p><input type="checkbox"/> 6 - 8 years</p> <p><input type="checkbox"/> over 8 years</p>
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:</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 the approval of your Board/management to take on this fellowship?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please upload the letter of nomination/recommendation letter <a href="#">here</a></i></p>
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/trade union/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. Have you been in a situation in which you demonstrated your ability to receive the needed support? Please describe the situation.</b>	
2.11	<b>What are the most important decisions you made as a leader of your organisation or community?</b>	
2.12	<b>What activities have you performed in the last 3 years that can demonstrate</b>	



	<b>your commitment to values associated with respect for fundamental rights?</b>	
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**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>	
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 the CSO/Trade Union/Professional association or community support:</b>	

**4. Placement** *(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>	
4.3	<b>If your action is designed with a view of hosting by one of the organisations listed in the Annex C of the Guidelines for the Fellowship Applicants, please specify your choice and reasons for this selection:</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>	



<b>7.3</b>	<b>Please provide your recent Curriculum Vitae/resume:</b>	<i>Please include your CV below or attach it to your application email</i>
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## **8. Applicant declaration:**

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

- the applicant meets the eligibility criteria specified in section 5.1 of the Guidelines for applicants;
- the applicant has the capacity to carry out the proposed action;
- the applicant has the professional competences and qualifications to carry out proposed action;
- the applicant is directly responsible for the preparation, management and implementation of the action;
- the applicant is in a position to start the action implementation within the timeframe specified in section 6.1 of the guidelines for applicants;
- if recommended for award of the fellowship, the applicant accepts the contractual conditions as laid down in the standard fellowship contract annexed to the Guidelines for applicants (Annex E).

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 accomodation, 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: Potential Host Organisations

Preliminary consent for hosting received from the following organisations in Armenia, Georgia, Ireland, Moldova and Ukraine:

Country	Company	Website
<b>Armenia</b>	TUMO Creative Technology Centre	<a href="https://tumo.org/en/">https://tumo.org/en/</a>
<b>Armenia</b>	Microsoft Innovation Centre	<a href="https://www.facebook.com/MICArmenia/">https://www.facebook.com/MICArmenia/</a>
<b>Armenia</b>	Impact Hub	<a href="https://yerevan.impacthub.net/">https://yerevan.impacthub.net/</a>
<b>Georgia</b>	Civil Development Agency	<a href="http://www.cida.ge/indexeng.html#!/home">http://www.cida.ge/indexeng.html#!/home</a>
<b>Georgia</b>	NGO 'Go Group Media'	<a href="http://gogroupmedia.net/">http://gogroupmedia.net/</a>
<b>Georgia</b>	Internews Georgia	<a href="https://www.internews.org/key-issues">https://www.internews.org/key-issues</a>
<b>Georgia</b>	NGO JumpStart	<a href="https://jumpstart.ge/en">https://jumpstart.ge/en</a>
<b>Ireland</b>	Youth Advocate Programmes	<a href="https://www.yapireland.ie/">https://www.yapireland.ie/</a>
<b>Moldova</b>	Centre for Policies and Reforms (CPR)	<a href="http://cpr.md/homepage-en">http://cpr.md/homepage-en</a>
<b>Ukraine</b>	Reanimation Package of Reforms	<a href="http://rpr.org.ua/en/">http://rpr.org.ua/en/</a>
<b>Ukraine</b>	Centre for Democracy and Rule of Law	<a href="http://cedem.org.ua/en/who-we-are/">http://cedem.org.ua/en/who-we-are/</a>
<b>Ukraine</b>	The Eidos Centre for Political Studies and Analysis	<a href="http://eng.eidos.org.ua/#all">http://eng.eidos.org.ua/#all</a>
<b>Ukraine</b>	Maker Hub	<a href="http://makerhub.org/">http://makerhub.org/</a>



## **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	



## **Annex E: 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 maybe 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 Parities' 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 F: Final Report Outline**

Agreement ID:

Fellowship Recipient Name:

Action title:

Dates of Fellowship:

Host organisation (if applicable):

Host Supervisor (if applicable):

### **Report Outline**

- a) Executive Summary
- b) Objectives of the Action
- c) Major achievements
- d) Major challenges
- e) Follow-up
- f) Recommendations and personal remarks.

Appendix: Financial report



## **Annex G: 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**.