

# EEA Grants Programme : Asylum & Migration

## Informative Workshop

Open Call : Open accommodation centres for vulnerable asylum seekers

Fund Operated by



# Structure of the Workshop

Timeline	Theme	Facilitator
11:05-11:15	<ul style="list-style-type: none"> <li>○ Focus of the Open Call</li> <li>○ Geographical Scope</li> <li>○ Eligible Applicants &amp; Partnerships</li> </ul>	Anastasia Georgiou (Programme Manager)
11:15 – 11:30	<ul style="list-style-type: none"> <li>○ Expected outputs &amp; indicators</li> <li>○ Cross cutting issues</li> <li>○ Monitoring - Reporting &amp; Verification of projects</li> </ul>	Stavroula Paleologou (M&E Coordinator)
11:30 – 11:45	<ul style="list-style-type: none"> <li>○ Project Budget, grant rate and co-financing</li> <li>○ Eligibility of expenditures</li> </ul>	Rania Papadopoulou (Finance & Programme Evaluator) Chrysilia Dimiatriadi (1 <sup>st</sup> Level Controller)
11:45 - 11:55	<ul style="list-style-type: none"> <li>○ Communication Plan</li> </ul>	Foteini Kokkinaki (Communications Officer)
11:55 – 12:10	<ul style="list-style-type: none"> <li>○ Submission Process</li> <li>○ Selection Criteria</li> <li>○ Selection Process</li> </ul>	Anastasia Georgiou (Programme Manager)
12:10-13.00	<ul style="list-style-type: none"> <li>○ Wrap-up and Q&amp;A</li> </ul>	





# Focus of the Call

**New long-term open accommodation centres for vulnerable or support existing ones to continue their operation**

**Operational Target :** At least **300 accommodation places** in open reception centres in urban and semi-urban areas, out of which :

- 225 for asylum seeking UAMs and
- 75 for other vulnerable asylum seekers with a priority given to a) pregnant women and b) single-parent families with children.

**Big Target :** Services offered to up to 2.250 UAM and up to 750 other vulnerable\* beneficiaries

**Aim to improve quality of accommodation and other services provided in open reception centres**





# Geographical Scope

**Centres operating in the Greek territory in areas with the following characteristics**

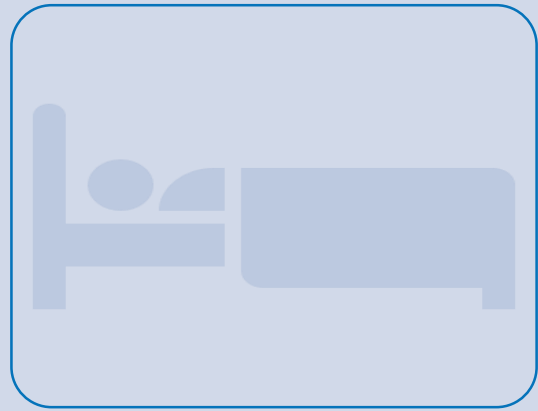
- Located in urban and semi-urban areas (minimum population of 9.000 residents).
- in geographical proximity to public services (schools, hospitals, KEP, citizens advice bureaus, public transport, community centres), thus allowing for unimpeded and easy access for the hosted population to public services.
- proximity to EKKA's network of guardians based on EKKA's plans for 2020 available at the time of the publication of this Call.
- If a proposal includes joint/in close proximity centres for both target groups (a and b), a clear separation between the groups must be demonstrated.



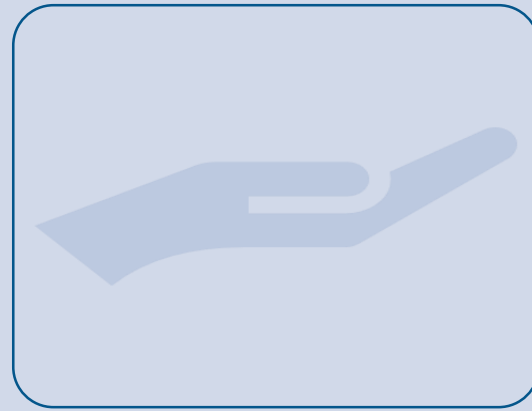


# Eligible Applicants

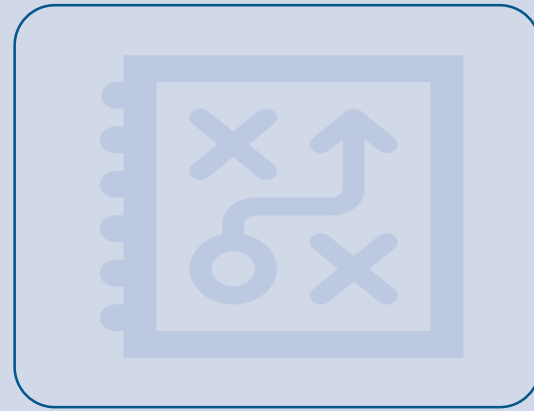
Non-governmental organizations (NGOs) registered in Greece with documented experience



- In the provision of services to vulnerable asylum seekers, especially with the accommodation of UAM and/or recognized refugees



- In providing services such as daily care, legal, medical and psychosocial services, for a minimum of 3 years prior to the submission date with valid certifications



- In managing projects with budget size of 75% of the budget proposed for this project and demonstrate completed budget absorption and finalization



Adequate proof of operational & financial capacity to implement the programme



Centres for UAM must be registered in EKKA's official registry of UAM centers by the project start date



1 proposal as lead applicant & 1 proposal as partner

# Partnerships

## Principle

*Should established based on a common goal and actively contribute towards achieving the project objectives*

## Eligible partners

*Any public or private entity, commercial or non-commercial, as well as nongovernmental organizations established as a legal person either in the donor states (donor project partnership) or Greece, beneficiary states or a country outside the EEA with common borders with Greece or any international organization or body or agency thereof.*

## Essentials at submission stage

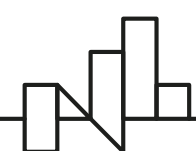
- 1. Clear budget, roles & responsibility allocation defined and justified in the project proposal.*
- 2. Letter of Intent for the partnership*



# Results Framework & Indicators

## Minimum Requirements of the Call

Level	Result	Indicator	Unit of Measurement	Target of the call
Outcome	Improved quality of accommodation and other services provided in open reception canterers	Number of non-unaccompanied asylum (UMA) beneficiaries provided with services	Number	<b>750</b>
		Number of unaccompanied asylum seekers (UAMs) receiving services	Number	<b>2250</b>
		Open reception centers are in line with EU Directives' minimum standards for the reception of vulnerable asylum seekers, especially un-accompanied minors (UAMs)	Binary	<b>Yes</b>
Output	Accommodation places provided in open reception centres for vulnerable asylum seekers, in particular UAMs	Annual average monthly occupancy rate in the supported centres	Percentage	<b>90%</b>
		Number of accommodation places provided in open reception centres	Number	<b>≥300</b>
		Number of the new accommodation places reserved for UAMs	Number	<b>225</b>
	Close interaction and cooperation between NGOs and relevant public entities is established	Number of open receptions centres where the NGOs and public entities formally and informally cooperate (Memorandum of Understanding or common activities implemented)	Number	<b>&gt;3</b>



# Indicative activities

**Not exhaustive!**



Accommodation &  
basic needs

Case management

Legal aid

PSS  
(group& individual)

Interpretation

Employability skills  
(e.g. language, IT)

Awareness raising

Access to services,  
escorts & referrals

Safe exit  
& access to other  
programmes

Networking &  
cooperation with  
public entities

Intercultural  
activities (refugee &  
host community)





# Cross-Cutting Issues



Good Governance : participatory, inclusive, accountable, transparent, responsive, effective and efficient, and follows the rule of law



Sustainable development: long-term vision of the projects



Gender/race implications of the projects' implementation



Implementation of policies such as child safeguarding, crisis management and policies for Protection from Sexual Exploitation and Abuse (PSEA)



Feedback mechanism: Internal complaints reporting mechanism liaised with the EEA Grants complaints mechanism)





# FO Monitoring, Reporting & Verification

## A Quarterly Cycle

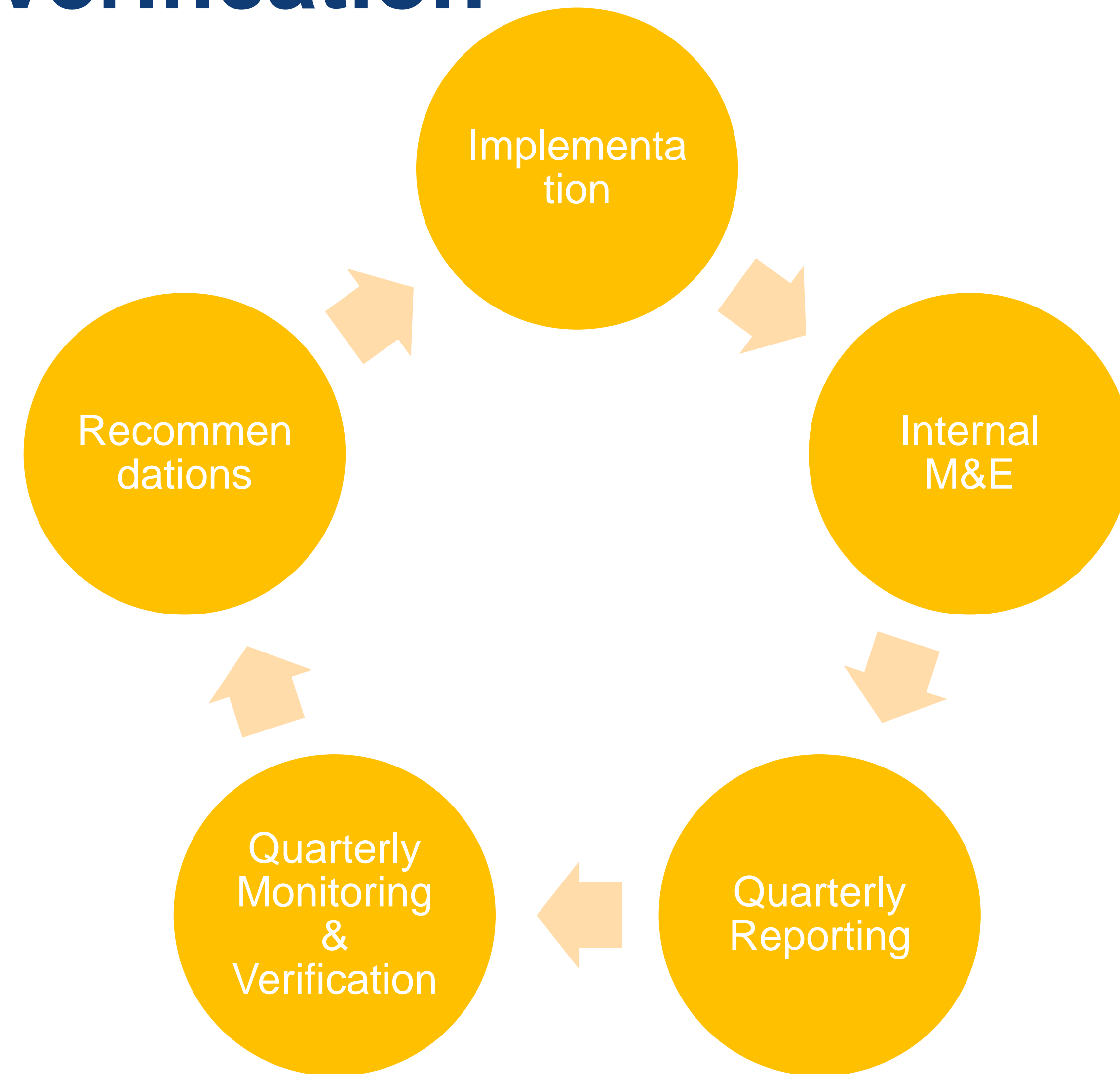
**Monitoring plan** (with the participation of UDI)

- Progress & Financial Reports
- Desk reviews & Administrative checks
- Monitoring reviews & on-the-spot verifications (regular or random)

## Evaluation Plan

- **Annual Quality Monitoring** to evaluate the main outcome of the projects → “Improved quality of accommodation”

Such process might be facilitated through on-the-site observations as well as through the application of qualitative (e.g. FGD's) or quantitative (survey, post-distribution monitoring or other) tools that will also include the perceptions of direct beneficiaries.



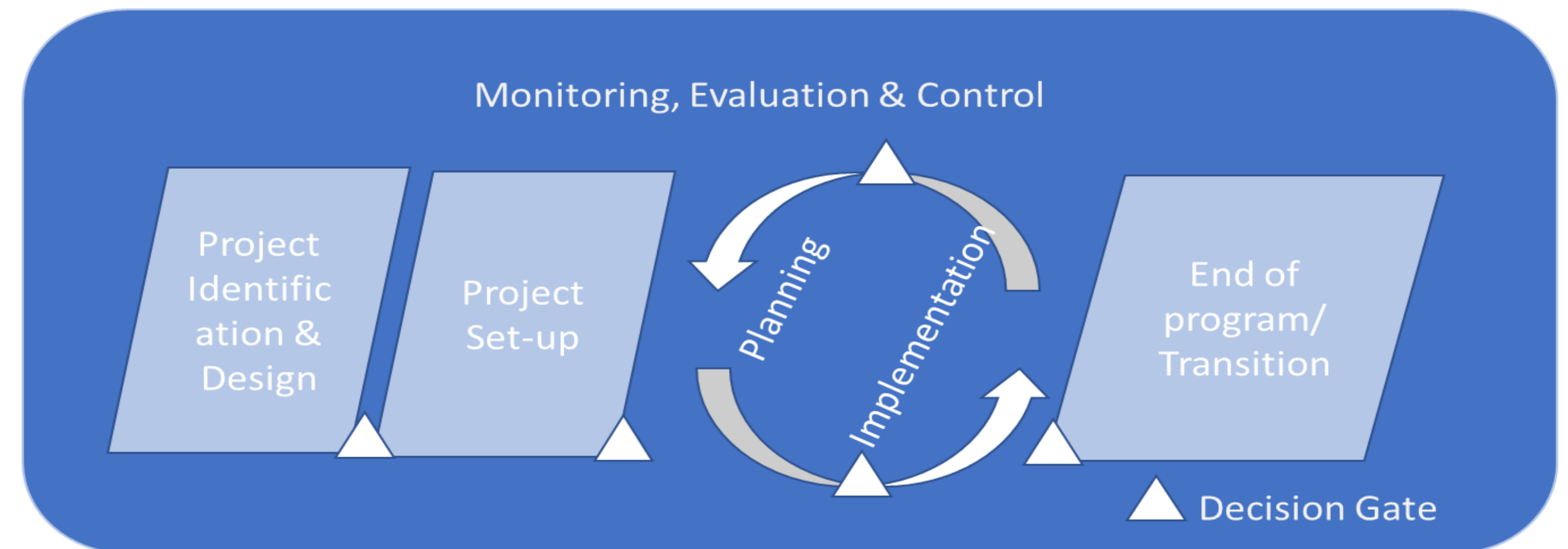


# Monitoring & Evaluation Framework

## Monitoring & Evaluation in the project management cycle

Moving from a Results Framework to a project Log frame

- Project Log frame
- Indicators Plan (PMP)
- Risk Assessment
- Implementation plan
- Reporting Plan
- Cross-Cutting issues (applied policies)





# Grant amount & Projects Duration

- ✓ The total amount available for the call is €7.632.000.
- ✓ Indicatively 3-6 projects will be selected, with the total grant for each project in the range between minimum €1.000.000 and maximum €3.000.000. The grant amount excludes the project co-financing.
- ✓ Projects proposed should be operational (i.e. offer services and provide accommodation) for a minimum period of 12 months.
- ✓ The project activities shall be completed before 31st of December 2023 at the latest.





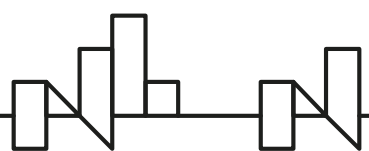
# Co-Financing/Own Contribution : General Rules

**General Rule:** at least 10% of eligible expenditures of the project which should be distinguished between

- ✓ Up to 50% of the co-financing as voluntary work
- ✓ 50% as financial contribution of the as share of the total cost

Voluntary work should:

- ❖ Be directly related with the project implementation
- ❖ Be explicitly included in the budget as proposed voluntary work.
- ❖ Not exceed 50% of the total own contribution (lead applicant's or partners')

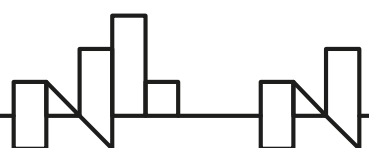




# Project Budget

## General Rules

- In line with the eligibility criteria, as defined in the call;
- Consistent with the activities & objectives of the project as well as the workplan implementation;
- Realistic, and distributed in a way which will cover all phases of the project and be cost-effective compared to the services described;
- Expenditures should be justified; an analysis of what the needs they will cover, per partner;
- The estimated costs should be broken down by cost category, per partner and per output & per activity.

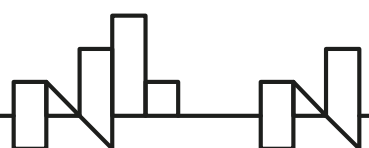


# Tips for the budget development

## What do you need to do!

- Organize your costs based on budget lines;
- The budget must be realistic and based on reasonable assumptions;
- Include all expenses related exclusively to the project and its implementation and always in accordance with the activities financed.
- All costs shall be in accordance with the general principles of expenditure;
- The classification of expenditure shall be in accordance with the budget standards and shall reflect the program requirements as regards the eligibility of expenditures
- Use the template provided in the Annex 3 of the open call,
- Submit your application through the on-line application;

## What NOT to do: Additional Budget Categories

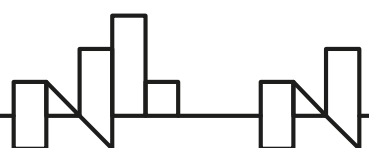




# Other Principles

All proposals should demonstrate

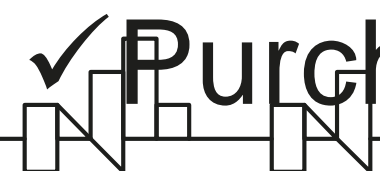
- A commitment for the insurance of the sustainability of the project in a long-term basis
- An ability to absorb funds, demonstrate the sustainability of the organization through their fundraising strategy, document their ability to cover their core functions, and its relationship and cooperation with other actors.
- Capacity to follow procurement processes & services; a particular emphasis will be given to transparency and accountability, so as to make optimum use of the resources of the Financial Mechanism Office, with respect to ethical standards
- Prepare a forecast/cash flow, taking into account the project needs as well as the payment dates, to ensure a smooth implementation.



# Eligibility of Expenditures

## Eligible categories

- ✓ Cost of personnel assigned to the project
- ✓ Travel and substances allowances for personnel and volunteers
- ✓ Cost of new or second hand equipment
  - ! Only the portion of depreciation corresponding to the duration of the project and the rate of actual use of for the purposes of the project
- ✓ Cost of consumables and supplies
- ✓ Cost of subcontracting
- ✓ Costs arising directly from the requirements imposed by the project contract
- ✓ Costs related to reconstruction, renovation or refurbishment of a real estate
- ✓ Purchase of real estate and land

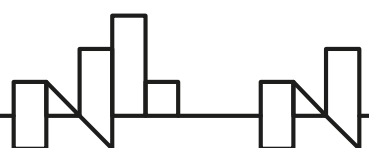




# Eligibility of Expenditures (Cont.)

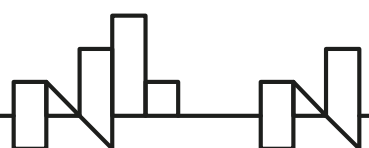
## Indirect costs

- a) based on actual indirect costs for those project promoters and project partners that have an analytical accounting system to identify their indirect costs;
- b) a project promoter and project partners may opt for a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or project partner, subject to the calculation of the rate on the basis of a fair, equitable and verifiable calculation method or a method applied under schemes for grants funded entirely by the Beneficiary State for similar types of project and project promoter;
- c) a project promoter and project partners may opt for a flat rate of up to 15% of direct eligible staff costs;
- d) in case of projects including a research component, indirect eligible costs may be determined by applying a flat rate of 25% of the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or project partner.



# Excluded Costs

- ✓ Interest on debt, debt service charges and late payment charges (e.g. costs on loans taken- also in relation to the project, penalties/charges related to late payments of invoices)
- ✓ Charges for financial transactions and other purely financial costs, except costs related to accounts and financial services imposed by the project contract;
- ✓ Provisions for losses or potential future liabilities: it is not possible to include potential losses as an eligible expense;
- ✓ Exchange rate losses;
- ✓ Recoverable VAT: if paid VAT can be recovered at a later stage, it cannot be considered as an eligible expenditure even if it has not yet been recovered;
- ✓ Costs that are covered by other sources: to avoid double funding (e.g. if the full price of an equipment, purchased previously, was funded from another grant, the depreciation of this equipment cannot be eligible within the project)
- ✓ Fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- ✓ Excessive or reckless expenditure.





# Where to look for Eligibility Rules?

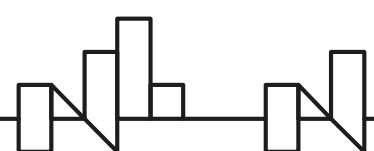
<https://www.asylumandmigration-eeagrants.gr/call/>

Annex to the Call :

**Guidelines for Applicants, section Eligibility of Expenditure**

For any further help:

Info@asylumandmigration-eeagrants.gr



# Communication Plan

**All applicants shall include in their application a Communication Plan (individual Annex), describing:**

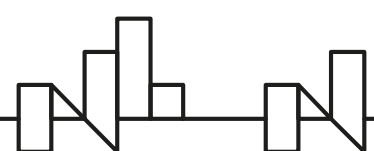
Target groups: stakeholders on national, regional and/or local level and the public

Strategy & content of the information and communication measures:

Activities, communication tools and timeframe, with regards to the added value and impact of the EEA and Norway Grants' funding

- at least three information activities on progress
- Social media activities and channels
  - Online information about the project implementation, progress, achievements and results, photos, contact information and a clear reference to the Programme and the EEA Grants
- information on the administrative departments or bodies responsible for implementation of the information and communication measures, including a contact person
- an indication of how the information and communication measures are to be evaluated in terms of visibility and awareness of the project and the EEA and Norway Grants, their objectives and impact, and the role of Iceland, Liechtenstein and/or Norway

\*\*\*during the project preparation stage, it is important to plan activities, estimate the financial resources needed for them, as well as relevant indicators for their evaluation





# Submission Process

The Call is open from 30/10/2019

<https://www.asylumandmigration-eeagrants.gr>

[Call Text](#)

[Application Form Template](#)

[Guidelines for Applicants](#)

[Evaluation Criteria](#)

[Eligibility of Expenditures](#)

[Budget Table Template](#)

[Risk Assessment Template](#)

[Accessibility](#)

**17/01/2020**

**Time 23:59 (Greek Local Time)**

Don't Miss the  
**DEADLINE!**

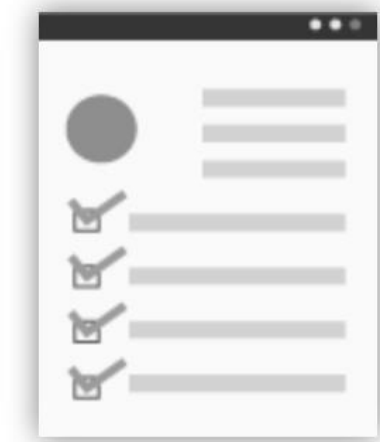
# Submission Process



- Applicant organizations must register on the online portal in order to access the online application form. Applicants should submit their applications by completing and uploading the application form digitally, and uploading all required supporting documents through the Program's portal [portal.asylumandmigration-eeagrants.gr](https://www.asylumandmigration-eeagrants.gr) accessible through the Programme's website <https://www.asylumandmigration-eeagrants.gr/>);
- The application form in word format and the budget template in excel format is available to download in annex 4 and 3 of the Call;

Click here

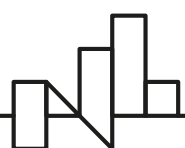
**Application Submission**  
You can submit your application here



Iceland  
Liechtenstein  
Norway grants

Norway grants

EEA 25





# Official legal documents to be submitted

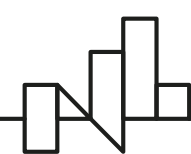
- Supporting **official legal documentation** should be uploaded on the Programme application portal along with the application. In addition, **physical copies** stamped by the relevant authorities should be submitted to the FO **only by the successful applicants**:
  - ✓ *Statutes of the Organization- and all its validly published amendments;*
  - ✓ *Valid tax statement and social insurance statement;*
  - ✓ *Pending legal issues - if any, written confirmation by the legal representative, stating that the NGO and potential partners have no legal backlog;*
  - ✓ *Letters of intent or partnership agreement in case of partnership; (partnership contract required if selected);*
  - ✓ *Tax declarations of the last two years; Balance sheets of the last two years; If the organization is audited by Chartered Accountants, the last reference & budgets and accounts of the last two years*



# Evaluation Criteria

Evaluation Criteria	Maximum Score
Relevance to the call objectives	40
Feasibility	20
Budget/ Cost efficiency	20
Sustainability	15
Values/ Cross Cutting Issues	05
Maximum	100
Minimum score to be included in the list to be considered by the Selection Committee, also in the reserve list	55

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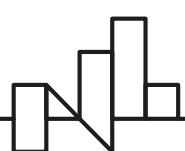


# Selection Committee

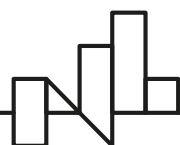
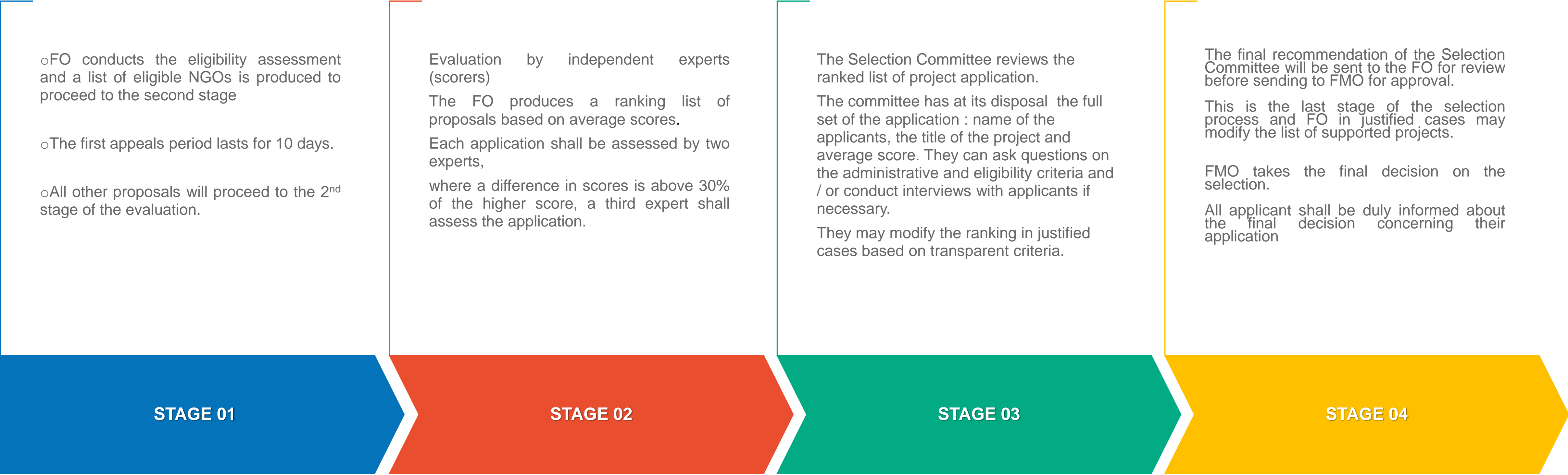
The FO has established a Selection Committee, the role of which is to suggest to the FMO which projects should be funded. The Selection Committee consists **of at least three (3) persons** with relevant sector experience, proposed by the FO and approved by the FMO.

The FMO, the Donor Program Partner, the National Focal Point, and Royal Norwegian Embassy will be invited to participate in the meetings of the Selection Committee as observers.

There are 4 stages in the selection process



# Selection Process Timeline





The Open Call and annexes are available on the programme website:

**[www.asylumandmigration-eeagrants.gr](http://www.asylumandmigration-eeagrants.gr)**

The Call is open from 9:00 am on Wednesday 30/10/2019

Deadline for Submission: 17/01/2020

Contact email address for the Fund Operator: [info@asylumandmigration-eeagrants.gr](mailto:info@asylumandmigration-eeagrants.gr)

**Thank you!**

