



Guidelines for sub-grant applicants

MoreThanAJob

Ref: A_A.3.2_0286

Reference: MoreThanAJob - Call for sub-grant - Greece
Extended deadline for submission of application: 15.07.2021

1.1. BACKGROUND

The project **“MoreThanAJob - Reinforcing social and solidarity economy for the unemployed, uneducated and refugees”** aiming at **fostering the social and labour inclusion of vulnerable groups through a stronger cooperation between Social and Solidarity Economy (SSE) actors and public administrations (PA).**

The expression Social and Solidarity Economy is increasingly being used to refer to a broad range of organisations that are distinguished from conventional economy actors by two core features: they have explicit economic and social objectives and they involve varying forms of co-operative, associative and solidarity relations. They include, for example, NGOs, cooperatives, mutual societies, foundations, social enterprises, fair trade organisations or other similar companies and organisations.

Improving the cooperation between SSE and PA and their different realities will foster the development of innovative and more effective services able to respond to the social and economic challenges of our societies, particularly in the aftermath of the Covid19 emergency. Indeed, this emergency has highlighted how a solid welfare system is essential to protect the weaker segments, ensure fairer societies and that each citizen has the same rights and opportunities.

MoreThanAJob works to bring a change in the way SSE actors and public institutions work together for services provision to vulnerable groups. It aims to support the development of new social pilot schemes as well as analysing and providing suggestions how improving existing policies to better answer to the needs of the target groups.

The project is funded by the European Union under the ENI CBC Programme 2014-2020 with a budget of €2 million, out of which €1.8 million as EU contribution and 10% as co-financing. It involves partners from five countries: Palestine, Jordan, Lebanon, Greece and Italy. More information on the project website: <http://www.enicbcmmed.eu/projects/morethanajob>.

1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The objective of this call for sub-grant proposals is to finance **SSE-PA cooperation projects aiming at improving welfare and social services for vulnerable groups in order to increase their opportunities of social and labour inclusion.**

The sub-grant proposal, **as mandatory requirement**, should include **initiatives that foresee the collaboration with a public administration** to be formalised, during the project’s lifetime, with the **signature of at least 1 Memorandum of Understanding** with the identified public body.

Projects should insist on one of the following themes:

Family and income support | Health and counselling services | Education and training | Career guidance and employment support | Culture and participation.

It is expected that proposals submitted under this call should foresee actions addressing **at least 500 people** that will benefit from the development of and enhanced access to social and support services and opportunities implemented.

1.3. FINANCIAL ALLOCATION

The overall amount made available under this call for sub-grant is EUR 40.000. EUROTraining Educational Organization as project partner reserves the right not to award all available funds.

The sub-grant shall take the forms of reimbursement of costs. The sub-grantee should provide activity and financial reporting according to the conditions set out in the sub-grant contract.

The sub-grant reporting will be result based.

Size of sub-grants

The **maximum budget** for a sub-grant project is **EUR 20.000**.

The **maximum EU contribution** is further limited to **90%** of the total eligible cost of the action, and the sub-grant project co-financing must be at least 10% of the total eligible costs.

The co-financing shall be provided with applicant own resources, or with public or private (national/regional/local) sources other than the European Union Budget.

The sub-grant shall take the forms of reimbursement of costs.

2. RULES FOR THIS CALL FOR SUB-GRANT PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the programme rules of the ENI CBC Med Programme 2014-2020, which is applicable to the present call (available on the internet at this address <http://www.enicbcmed.eu/>).

2.1. ELIGIBILITY CRITERIA (APPLICANTS)

In order to be eligible for this call for sub-grant, the applicants must:

- be a legal person **and**
- a specific type of organization from the Social and Solidarity Economy (SSE) - having the specific feature of producing goods, services and knowledge while pursuing both economic and social aims and fostering solidarity - such as (among others): NGOs, cooperatives, mutual benefit societies, associations, foundations, non-profit and social enterprises; for-profit entity may also participate, but their participation must be strictly on a non-profit basis, **and**
- be established in Greece **and**
- be directly responsible for the preparation and management of the action, not acting as an intermediary.

Applicants and, in case of legal entities, persons who have powers of representation, decision-making or control over are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules¹, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the

¹ EC Regulation 897/2014.

early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

The applicant must sign the declaration of honour, declaring that it is complying with the eligibility criteria and it is aware of the here above provision.

If awarded the sub-grant contract, the applicant will become the sub-grantee, who is the main interlocutor of the project partner awarding the sub-grant.

2.2. ELIGIBLE ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE

Duration

The planned duration of an action should be **8 months**.

Sectors or themes

Family and income support | Health and counselling services | Education and training | Career guidance and employment support | Culture and participation

Types of actions

The proposals can include one of these initiatives or other in line with emerging needs and challenges at local level in relation to the above-mentioned themes (the list is not exhaustive):

- employment support services and career guidance for unemployed people to support their entrance in the labour market;
- support to the labour inclusion with a particular focus to vulnerable groups such as unemployed, poorly qualified and people with a migrant background;
- activities establishing and/or strengthening new/recently established social enterprises supporting their capacities to promote the economic and social growth of the territory;
- development of forms of social generativity promoting the social and economic growth of the territory through the cooperation of different stakeholders including no-profit, profit and public actors;
- educational and training services addressed to the most vulnerable groups to foster their inclusion in society and in employment, such as after school activities or professional courses for adults without a qualification;
- contrasting situations of fragility and disadvantage among vulnerable groups in order to intervene on the phenomena of marginality and social exclusion;
- promoting community actions in disadvantage urban or suburban areas to encourage and promote the active participation of vulnerable groups in our societies.

Location

Actions must take place in region(s) of Greece

Visibility

The applicants must take all necessary steps to publicise the fact that the ENI CBC Med Programme 2014-2020 has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the 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.

Subgrant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

Number of applications per applicant

The applicant may not submit more than one application under this call for subgrant proposals.

2.3. ELIGIBILITY OF COSTS: COSTS THAT CAN BE INCLUDED

The sub-grant shall take the forms of reimbursement of costs.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 9 of the sub-grant contract.

The eligible costs include:

- Human resources related to the costs of activities which the applicant carries out in strict relation to the project and would not be carried out if the project was not undertaking.
- Travel and subsistence costs covering the travel expenditures of staff and other persons involved in the project.
- Equipment costs defined only as purchasing or long-term renting, for equipment and durables (new or used) specifically identified and exclusively devoted for the purpose of the project. They cannot exceed the 15% of the total eligible costs of the project.
- Services including costs such as rental, information and dissemination activities, translation, etc.

The subgrant applicant(s) agree that the expenditure verification(s) of the sub-grant contract will be carried out by the auditor contracted by the project Lead Beneficiary/project partner <enter the name of the organization>.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);

- provisions for losses or potential future liabilities;
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses;
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;²
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind;
- expenses for the development of online platforms and websites.

2.4. ETHIC CLAUSES AND CODE OF CONDUCT

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the

² For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.

award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The project partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

2.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.5.1. Applications

Subgrant applicants are invited to apply using the model of application form annexed to these guidelines (Annex A). Applicants should apply in English or Greek.

The abstract of the proposal in the application form must be also filled in English.

The **application pack** consists of the following documents:

- **Annex I - Application form (including the declaration by the applicant)**
- **Annex II - Budget**

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application pack will be transmitted to the evaluators. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

No additional annexes should be sent.

2.5.2. Where and how to send applications

The application pack must be submitted in electronic format to the following e-mail address: info@eurotraining.gr, with the following **subject: MoreThanAJob_Call for subgrants - Greece_<Name of the Lead applicant of the sub-grant proposal>**.

Applications sent by any other means or delivered to other addresses will be rejected.

Incomplete applications may be rejected.

2.5.3. Deadline for submission of applications

The deadline for the submission of applications is **15/07/2021**.

Application sent after the deadline will be automatically rejected.

2.5.4. Further information about applications

Questions may be sent by e-mail no later than 10 days before the deadline for the submission of applications to the following e-mail address info@eurotraining, indicating clearly the reference of the call for subgrants.

The project partner has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of applications.

Individual replies will be published also on the Project website - <http://www.enicbcmed.eu/projects/morethanajob> (News section). It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined by an evaluation committee composed by one representative of the project partner and two external evaluators.

The evaluation process will consist of the following steps.

Step 1 – Administrative checks

During the administrative check, the eligibility criteria will be checked according to the following list:

Criterion	Yes	No	NA
The correct application form has been used.			
The proposal is typed and is written in <enter the eligible language(s) specified in section 2.5.1>			
The Declaration by the applicant has been duly filled in and has been signed.			
The action will be implemented in Greece			
The duration of the action is equal to the one allowed in the section 2.2 of the guidelines.			
The requested financial contribution is in line with the one mentioned in the section 1.3 of the guidelines.			
The proposal has been submitted by the deadline.			

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

Step 2 – Qualitative evaluation

The quality evaluation will be carried out by 2 external evaluators that will assess the proposal according to the following criteria:

- Relevance of the action to MoreThanAJob objectives and sub-grant call objectives and selected theme
- Quality of action design including communication strategy
- Feasibility of action plan
- Innovation dimension
- Qualitative and quantitative impact
- Cost-effectiveness of the action

Each criterion will be assigned a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Step 3 – Interview

The shortlisted applications will undergo an online-interview to further question about project objectives, activities and envisaged results. The interviews will be carried out by one representative of the project partner and the two external evaluators.

Step 4 – Selection

After online interviews the two high-ranked proposal will be requested to provide the following support documents:

- Legal documents

Once the required documents have been verified, the two selected proposals will be presented to the MoreThanAJob international project Steering Committee.

An online meeting of the MoreThanAJob international project Steering Committee will follow for final consensus on the selection of the projects to be supported and financed.

Project proposals will be evaluated at the sole discretion of the evaluators and the international project steering committee.

2.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

2.7.1. Content of the decision

Applicants will be informed in writing of the project partner's decision concerning their application and, if rejected, the reasons for the negative decision.

2.7.2. Indicative timetable

	DATE
1. Deadline for requesting any clarifications from the project Lead Beneficiary / partner	10 days before the submission deadline
2. Last date on which clarifications are issued by the project Lead Beneficiary / partner	5 days before the submission deadline
3. Deadline for submission of applications	15.07.2021
4. Notification of award	10.08.2021
5. Signature of the sub-grantee contract	August 2021

Documents to be completed

- Annex I - Application form (including the declaration duly filled, signed and stamped by the applicant organisation)
- Annex II - Budget

Documents for information³

Standard grant contract

Activity report template

Financial report template

Chapter 7. *Financial management* of the ENI CBC Med 2014-2020 *Project Implementation Manual*

³ The standard grant contract, the activity report template and the financial report template are provided for informational purposes only. The final versions may undergo slight modifications.