

European Heritage Hub Small Grants Scheme for Heritage-related Projects led by Civil Society in EU neighbouring countries

Co-funded by the European Union and the ALIPH Foundation

CALL FOR APPLICATIONS

DEADLINE: 31 MARCH 2023

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1. Background, objectives and scope

The European Heritage Hub Small Grants Scheme aims at encouraging and empowering heritage stakeholders from neighbouring countries of the European Union (including Ukraine, Moldova, the Caucasus and the Western Balkans) to become active protagonists of the wider European heritage movement, enhancing their capacity to respond to Europe's green, digital and social transformation.

Countries in these regions – both candidates and potential candidates for EU accession or EU close neighbours - are confronted with an armed conflict, addressing post-conflict challenges, or require actions to prevent possible future conflicts. The European Heritage Hub Small Grants Scheme will thus provide support for projects in line with the objectives of the call:

- Building the capacity of civil society;
- Enhancing the key role of cultural heritage for the Triple Transformation of our society, economy and the environment (green, digital and social);
N.B.: an effort will be made to network green-themed projects to the 2024 UN Climate Change Conference (COP29) to be held in Baku, Azerbaijan, in November 2024.
- Building peace, stability, reconciliation, intercultural and interreligious dialogue through heritage-led activities.

Projects are also expected to contribute to the principles of the five pillars¹ of the [European Framework for Action on Cultural Heritage](#) reflecting the common set-up for heritage-related activities at European level, primarily in EU policies and programmes.

The European Heritage Hub Small Grants Scheme is an agile and flexible funding instrument for allocating small grants to heritage projects led by civil society organisations based in the eligible non-EU countries listed above. It will support initiatives of 3 sizes:

- Small projects - Grants ranging from 2,000 to 10,000 EUR
- Medium projects - Grants ranging from 10,000 to 30,000 EUR
- Large projects - Grants ranging from 30,000 to 50,000 EUR

The Small Grants Scheme is part of the European Heritage Hub pilot project co-funded by the European Union. This initiative is also supported by the ALIPH Foundation.

¹ (1) Cultural heritage for an inclusive Europe: participation and access for all (2) Cultural heritage for a sustainable Europe: smart solutions for a cohesive and sustainable future. (3) Cultural heritage for a resilient Europe: safeguarding endangered heritage (4) Cultural heritage for an innovative Europe: mobilising knowledge and research (5) Cultural heritage for stronger global partnerships: reinforcing international cooperation.

2. Application procedure and instructions

- Your proposal and accompanying documents ([budget form](#)) must be submitted via the online [application form](#). A [template PDF](#) is available to prepare your submission. Note that only applications received via the online form will be considered.
- Please note that to fill in the form and upload the budget, you are required to sign in with a Google account. If you do not possess a Google account and are thus unable to submit your application, please do get in touch with us to receive the form in another format.
- Your application must be submitted in English.
- Applications may be re-submitted only once, and with the express purpose of providing necessary additional information or an adapted text.
- Applications may not be submitted by organisations that are part of the European Heritage Hub consortium or by organisations that have a governing role within them (e.g. that are part of the Board).
- Before filling in the [application form](#), please make sure that your project is eligible by reading this Call for Applications.
- By submitting an application, the applicant agrees to the processing and sharing of data in accordance with Europa Nostra's [Privacy Policy](#).
- Receipt of an application will be acknowledged.
- Should you have any doubts about how to answer the questions or on your project's eligibility, please do not hesitate to contact Manon Richard (mr@europanostra.org) before submitting.

3. Eligibility

a. Applicant

Only civil society and not-for-profit organisations can apply including but not limited to NGOs, charities, grassroots organisations, etc. In the case of partnerships, the lead organisation should submit the proposal on behalf of the other participants. The designation "applicant" refers to the civil society organisation that submits a project proposal. Project proposals can be submitted by a group of applicants (partnership) with one partner acting as lead applicant. Even in the case of a partnership, only one overall budget should be submitted. The lead applicant is actively involved in the implementation of the project and is financially engaged. If selected, the grant agreement will be signed with the lead applicant who ensures the correct and

timely implementation of the project and is financially responsible - both towards the partnership and the granting organisations.

N.B.: The lead applicant must have a legal status and a bank account in one of the eligible countries. In the case of a partnership, the partners can be based in other European countries.

b. Countries

Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kosovo*², Moldova, Montenegro, North Macedonia, Serbia, Ukraine.

N.B.: Cross-border projects between the countries listed above are eligible and encouraged.

c. Types of actions

- Emergency planning and preparedness for heritage sites and museums, including support to inventories, simulations, and provision of equipment, including capacity building and on-the-job training - ideally with the involvement of youth (students and/or young heritage professionals);
- Actionable documentation of archaeological and heritage sites, including capacity building and on-the-job training;
- Regional restoration camps / on-the-job training at restoration projects in the regions concerned;
- Supporting initiatives on dialogue, coordination and sharing of cross-border heritage;
- Documentation, operationalisation, or transmission of traditional know-how or lifeways as a tool or strategy to respond to the causes or impacts of climate change;
- Capacity building and ad hoc technical support on the vital intersection between cultural heritage and green, digital and social transformation;
- Advocacy activities to raise the profile of cultural heritage in countries concerned, including specific advocacy activities aiming to save endangered sites;
- Actions promoting cross-border collaboration between the regions where the eligible countries are located.

² All references to Kosovo, whether the territory, institutions or population, in this document shall be understood in full compliance with United Nations' Security Council Resolution 1244 and without prejudice to the status of Kosovo.

N.B.: A combination of these actions or other actions may be deemed eligible on a case-by-case basis, following approval by the Selection Committee and provided that the projects are aligned with the overall objectives of the European Heritage Hub.

d. Period

- Starting period: The project may have already started and be ongoing at the moment of submission, or start shortly after the selection announcement and disbursement of pre-financing. If the project has already started, the applicant should clearly detail which new project activity will be funded during the eligibility period. Grants will not be distributed retroactively.
- Ending period: The project should be completed or sufficiently advanced by 31 March 2025 to provide tangible results for reporting purposes.

4. Selection criteria

Relevance

- The clarity, pertinence and quality of the project, its rationale, objectives, activities and expected impacts;
- The contribution of the project to the objectives of this call;
- Adequacy with the local/regional/national/European context and how it addresses challenges;
- The involvement of relevant partners and stakeholders and their contribution to the project.

European dimension and significance

- The cross-border or transnational dimension of the project within/between the regions where the eligible countries are located;
- How the project is linked to the wider European space;
- How the project fosters a sense of European identity and belonging to a European community and furthers Europe's integration.

Contribution to the triple transformation

- Green: how the project helps reduce greenhouse gas emissions including promoting circular economy, adapt to the impacts of climate change, promote sustainability principles and standards in the heritage sector, engages in and demonstrates the key role of heritage for climate action;

- Digital: how the project is innovative, how it makes heritage accessible through the digitalisation or digitisation of heritage, how it uses or develops new technologies to promote or preserve (endangered) heritage, how it helps building the digital capacity of heritage professionals;
- Social: how the project fosters social inclusion and well-being by engaging communities (including marginalised or underrepresented) in heritage activities, how it encourages bottom-up approaches, how it empowers youth (including emerging professionals).

Contribution to peacebuilding, stability, reconciliation, intercultural and interreligious dialogue and to the promotion of European values

- How the project has the potential to build bridges between countries and communities in an inclusive way and regardless of their cultural, ethnic or religious background;
- How it promotes and enhances the value of “unity in diversity” as well as democracy, the rule of law and respect for human rights.

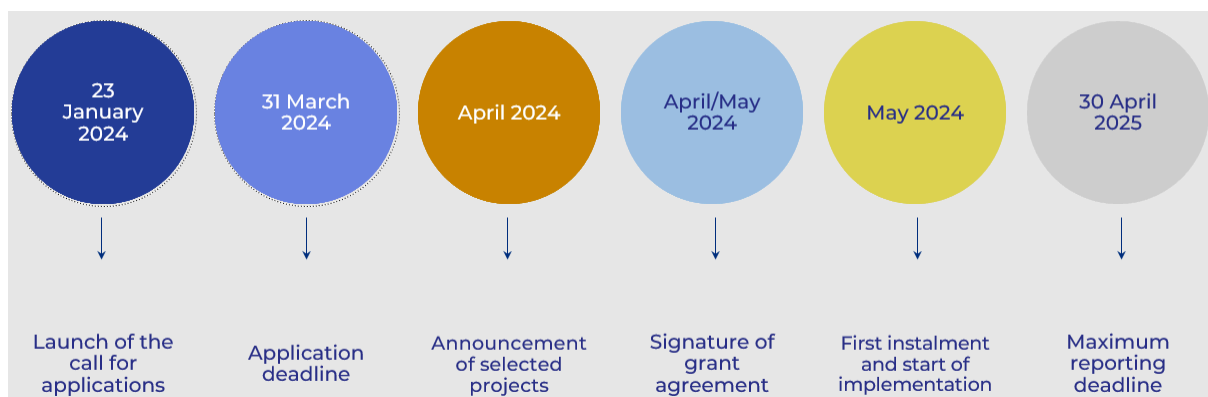
Impact and continuation

- Relevance and quality of the communication and dissemination activities;
- How communities and other target audiences benefit from the project;
- Potential for longer-term sustainability of the project and its results;
- Potential for cooperation and applicability to other contexts in Europe.

Financial administration

- How the budget is adequate and in line with the foreseen activities;
- The budget demonstrates to be cost-efficient.

5. Selection procedure and timeline



The applications received will be primarily screened to assess their eligibility. Additional information may be needed, in this case one resubmission only will be allowed.

The Selection Committee - composed of representatives of the European Heritage Hub consortium of partners and experts from the eligible countries - will read and assess the eligible applications through the lens of the selection criteria. They will be provided with an assessment grid to facilitate their evaluation prior to the Selection Committee meeting. They will submit their grids and rank the project proposals. The results will be shared with the entire Selection Committee.

During the Selection Committee meetings, experts will discuss the results and come up with the final list of projects to be funded, ensuring a balance between the 3 sizes of the grants, the types of actions to be funded and the countries involved.

Applicants will be notified by email whether their project has been selected. In the following weeks, the granting organisations and the applicant will conclude the grant agreement and proceed with the first pre-financing payment for the project to start being implemented.

The selected projects will be announced officially via a press release by the granting organisations. The communication and visibility requirements by the grantees will be specified in the grant agreement.

The applicant must submit the technical and financial reporting within two months after completion of the project and no later than 30 April 2025. Upon receipt and evaluation of the reporting, the final payment will be made.

6. Grant agreement

The grant beneficiary, the (lead) applicant which successfully submitted the project application, will sign an agreement with Europa Nostra acting on behalf of the consortium of the European Heritage Hub project. The following supporting documents are an integral part of the grant agreement: scanned statute, registration certificate, the balance sheet for the last financial year for which the accounts have been closed.

7. Financial rules

The project funding supports the implementation of a selected project, aimed at bringing about clearly specified objectives within a defined period of time and with a defined budget. The following rules apply:

- Co-financing is not mandatory: grants can cover the entire or part of the costs of the project. Any co-financing may be provided either by means of the applicant's own financial contribution or in the form of public or

private contributions obtained from other donors and should be explicitly indicated in the budget.

- No double funding: The applicant must indicate the sources and amounts of any other funding received or applied for the same action.
- No-profit rule: Any income of the project must be indicated in the estimated budget and the final financial report. If the final amount results in a profit for the beneficiary, the amount of the support will be reduced by the profit corresponding to the grant covering the eligible costs of the action actually incurred.
- Cost-effectiveness: The applicant must demonstrate that the estimated budget is adequate and realistic to implement the activities with the lowest costs possible.
- No subcontracting: The grant will not cover subcontracting.
- Third parties: The grant will not cover financial support to third parties.
- Indirect costs: The grant will not cover indirect costs.
- Technical equipment: The grant will not cover the purchase of technical equipment such as laptops, PCs, mobile phones and not the depreciation of such equipment. Other equipment needed to carry out the action may be included in the budget form.

8. Eligible costs

Grant applications must include a detailed estimated budget presented in EUROS. Applicants established outside the Euro zone must use the conversion rates published by the European Commission's [official monthly accounting rate for the euro and the conversion rates](#) as established by the Accounting Officer of the European Commission in line with article 19 of the Financial Regulation.

Applicants should be aware that they fully carry the exchange rate risk. The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same. The budget shall include 100% of expenditure, co-financing (if applicable) and the grant awarded.

Expenditure must include the estimated eligible costs exclusively for the implementation of the project. In order to be eligible for funding, costs must meet the following criteria:

- be incurred by the (lead) applicant during the duration of the project;
- be indicated in the estimated overall budget of the project;
- be necessary for the implementation of the project which is the subject of the grant;

- be identifiable and verifiable, in particular being recorded in the accounting records of the lead applicant and determined according to the applicable accounting standards of the contracting party where the (lead) applicant is established and according to the usual cost accounting practices of the (lead) applicant;
- comply with the requirements of applicable tax and social legislation;
- be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy, cost-efficiency and sustainability.

In particular, the following categories of direct costs may be considered eligible:

- A - Personnel Costs;
- B - Travel Costs: Travel, Accommodation and Subsistence (unit costs only);
- C - Other Costs and Services: The implementation of a project may require the buying of goods or services in order to carry out specific tasks that beneficiaries cannot do themselves (i.e. translations, design and production of documents, studies, digital communication, technical support, catering, venues, insurance, etc.).

The following costs are considered as not eligible:

- Costs not incurred during the duration of the project;
- Debts and debt service charges (interest);
- Provisions for losses, or potential future liabilities;
- Activities aimed at profit making activities;
- Activities that are affiliated directly with/or supportive to political and/or religious agendas;
- Purchases of land or buildings;
- Currency exchange losses;
- Bonuses included in costs of staff; customs and import duties, or any other charges;
- Fines, financial penalties and expenses of litigation;
- Taxes, including VAT (except when it is non-recoverable under national VAT legislation might be eligible.)

9. Payment procedures

Payments are made to the (lead) applicant of the project - who is responsible for distributing the grant in case of a partnership. The payment procedures will be laid down in the grant agreement. Payment of the grant will be made in a first instalment and a final instalment (the balance). The aim of the first instalment is to provide the beneficiary with a float. The amount of the first instalment payment is 70%, while 30% of the funds (the balance) will be disbursed after the approval of the final technical and financial report.

The first instalment will be paid within 14 calendar days following the signature of the agreement, the balance will be paid within 30 calendar days from receipt of the official approval of the final technical and financial report.

10. Reporting

According to the provisions set in the grant agreement, the grant recipient will provide a final technical and financial report within two months after completion of the project and no later than 30 April 2025. The financial report will require a full list of all project expenditure and related supporting documents (bank statements, invoices, receipts). The financial report will require an explanation for deviations between the approved project budget and actual costs incurred of more than 10%. The technical report shall detail all the activities that have been implemented, the possible variations, the results achieved and their impact. The reporting templates will be shared with the selected projects in due time.

11. Insurance

For the length of the project and as long as any obligation remain in connection with the relevant project agreement, the beneficiary shall take all necessary measures to ensure that all parties involved in the implementation take out and maintain the necessary insurance coverage against all risks, for the smooth running of the project, including but not limited to civil liability, professional civil liability, repatriation insurance, health insurance, and risk of cancellation as well as for any property, works, materials, services and goods involved in the project. Insurance costs are eligible under this grant.