



Region in Transition

## THE RITA – “REGION IN TRANSITION” PROGRAM

### EXTRACT FROM RULES AND REGULATIONS OF PARTICIPATION

#### 1. About the RITA – "Region in Transition" Program

The RITA Program is an initiative of the Polish-American Freedom Foundation (PAFF), and its implementation has been entrusted to the Education for Democracy Foundation (FED). The Program's objective is to support democratic and systemic changes in Eastern European, Caucasian and Central Asian countries by way of sharing Poland's political transformation experience. Another aim of RITA is to shape new leaders and elites capable of acting for democracy, the market economy and civil society.

#### 2. Calls for Applications - Scope

- 2.1. The Program is currently being operated in the following countries: **Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Ukraine and Tajikistan**. Co-financing is available only for partner projects established between Polish non-governmental organisations and their partners (legal entities or individuals) based in the above-specified Program states. It is possible to include actions targeted at or involving third-state entities in projects submitted to RITA, however, the costs of such activities must be financed from sources other than RITA grants.
- 2.2. Calls for applications are held so as to select and co-finance the best partner projects, each of whom must be executed jointly by a Polish NGO and at least one Program-state-based entity. The projects should contribute to democratic and systemic changes in Program states by way of sharing Poland's transformation experience in the following areas:
  - 2.2.1. social and social security issues,
  - 2.2.2. education and upbringing,
  - 2.2.3. entrepreneurship development,
  - 2.2.4. cultural heritage,
  - 2.2.5. third sector development and support,
  - 2.2.6. local self-government development and support,
  - 2.2.7. development of independent and modern media.
- 2.3. We welcome both local and systemic (i.e. macroscale) projects.

- 2.4. One entity may submit max. two applications per call.
- 2.5. PLN 40,000 (approx. USD 10,000) is the maximum amount provided under a single grant.
- 2.6. Approx. PLN 670,000 will be disbursed in each call. The funds are not allocated in accordance with any fixed scheme, i.e. the total amount available is not divided into specific amounts earmarked for particular Program states or thematic areas.

### **3. Eligible Entities**

- 3.1. Submissions to open calls can be submitted by non-governmental organisations registered in the Republic of Poland. Only a Polish non-governmental organisation is entitled to assume the role of formal applicant.

### **4. Project Partners**

- 4.1. We will only examine applications describing projects which will be executed in cooperation with at least one partner based in a Program state.
- 4.2. The role of partner can be assumed by a non-governmental organisation, a public institution, a school, a university or any other type of entity with legal personality. In exceptional cases (especially in the case of states where freedom of association is not respected), the function of partner may be performed by an informal group.
- 4.3. Cooperation between partners should cover joint project planning, implementation and evaluation, as well as active teamwork on project execution.
- 4.4. Moreover, if justified by project nature and goals, the role of partner can be assumed by an organisation or institution based in Poland or a third state.

### **5. Other Application-related Substantive Requirements**

- 5.1. Submitted projects should respond to the local needs of its recipients and account for any specific conditions in a given Program state.
- 5.2. Applicants submitting requests for the co-financing of follow-up projects should specify the achievements and progress made in already completed project stages. Please provide the said information in the suitable point of the application form.
- 5.3. If an initial project stage was co-funded by RITA, further financing may be requested only after the completion of that project state and the submission of appropriate reports.
- 5.4. In the case of any intended publications, it is required to present the following: a publication outline, a description of author qualifications and experience, and a publication distribution plan.
- 5.5. Applications for the co-funding of projects which involve training activities (seminars, workshops, conferences, etc.) or study visits must contain: a framework substantive

agenda and a description of tutors' (trainers'/lecturers') competences and experience.

- 5.6. Project results should initiate changes and, if possible, be replicable or possible to follow up on after project completion.

## 6. Calls for Applications – Time Framework

### Spring call:

6.1. **Applications must be submitted by 4 p.m. on 15 March 2017.**

6.2. **Call results will be announced by 30 April 2017.**

6.3. **Project completion** deadline:

6.3.1. Project launch not earlier than on **1 June 2017.**

6.3.2. Project completion by **31 May 2018.**

### Autumn call:

6.4. **Applications must be submitted by 4 p.m. on 16 October 2017.**

6.5. **Call results will be announced by 30 November 2018.**

6.6. **Project completion** deadline:

6.6.1. Project launch not earlier than on **1 January 2018.**

6.6.2. Project completion by **31 December 2018.**

6.7. Report on project execution should be delivered to FED office within 30 days from project completion.

## 7. Application Submission Procedure and Required Appendices

7.1. The application form must be completed in Polish via FED's online **application generator available at: <http://formularze.fed.org.pl>** and registered (in line with the instructions specified in the generator) prior to the application submission deadline.

7.2. It is mandatory to append letters from any Program-state-based partners listed in the application form. The letters must be provided in **PDF format.**

7.2.1. The said letters should constitute a formal confirmation of a partner's willingness to participate in the project, as well as proof that the partner understands project goals and the roles which are to be assumed by all project partners. Such a letter should also contain a declaration of readiness to jointly execute a given project.

## 8. Non-eligible Activities

- 8.1. A project cannot be targeted solely at Polish recipients, nor can it provide benefits solely or mainly to recipients in an EU Member State.
- 8.2. A project cannot be targeted solely at the Polish Diaspora or Poles residing in a given Program state.

## 9. Financial Terms and Conditions

- 9.1. Each application should contain a specification of **own contribution, which should amount to at least 15% of project value (own contribution can be provided in the form of a financial contribution, an in-kind contribution or a personal contribution)**. Own contribution can be provided by either the applicant or its partners, whereby joint and several own contribution provision by an applicant and its partner(s) is the preferred option.
- 9.2. Costs should be assessed in a realistic manner and should be directly connected with project activities.
- 9.3. The project administration and management costs specified in a grant application cannot exceed **20% of requested funding**.
- 9.4. An applicant is not entitled to outsource the entire project nor manage the project via a third party.

## 10. Application Selection Procedure

- 10.1. The FED performs **formal evaluation** of the applications.
- 10.2. Positively evaluated applications are passed on to substantive assessment, which is performed by the **Grant Committee appointed by the PAFF and the FED**. The Committee is composed of independent experts. Committee composition is not made public. Each application is evaluated by at least two experts. The Committee reads and evaluates the submitted applications and decides whether a grant will be awarded.

## 11. Substantive Evaluation Criteria

- 11.1. The following aspects will be assessed during the substantive evaluation:
  - 11.1.1. Compliance of project with a given call's thematic objective and scope (pursuant to point 2 of the Rules and Regulations);
  - 11.1.2. Reliability of applicant's assessment of the situation in a given target state and the importance of a project's thematic scope;
  - 11.1.3. Suitability of proposed solutions to identified problems;
  - 11.1.4. Method of target group selection and participant recruitment;

- 11.1.5. Outcome durability and replication effect;
  - 11.1.6. Quality of intended project activities (including: whether planned activities will allow for achieving planned project goals and expected outcomes);
  - 11.1.7. Partner selection and competences, and partners' actual participation level in project planning, implementation and evaluation;
  - 11.1.8. Economical, reliable and transparent project budget, including a legible specification of own contribution and its sources;
  - 11.1.9. Applicant's substantive and operational competences, including (if applicable) experience accrued by cooperating with the Foundation on a donor-project performer basis (reliability, reporting, willingness to cooperate, timeliness).
- 11.2. The Committee's work is divided into two stages. The stage of individual expert evaluation is followed by joint Committee assessment of all analysed applications. The list of applications approved by the Grant Committee for co-financing is then presented to the PAFF for final approval. The list of awarded grants is published on the [www.programRITA.org](http://www.programRITA.org) website immediately after the PAFF announces its position on the Committee's decisions.
- 11.3. The Committee has the right to formulate recommendations on modifications of project contents and budget. Each and every applicant will be notified via the FED application generator of the awarded number of points and the key comments to the application.
- 11.4. Grant Committee decisions, upon their approval by the PAFF, become final and non-appealable.

## 12. Budget Preparation

- 12.1. The budget should be drafted by means of the application generator. Any and all amounts must be specified in PLN (Polish zloty).
- 12.2. The cost estimate should include the costs of each activity. These should be specified in appropriate tabs.
- 12.3. A separate section of costs will be constituted by project administration and management costs (e.g. project coordinator, accounting, rent and use of project executor's/partner's office, telephone, Internet, utilities, etc.). The term "management costs" will refer to costs incurred by the project executor and its partners in order to implement the project. Such costs must be proved to be necessary costs and must be directly connected with the project.
- 12.4. The budget should include a readily comprehensible and explicit description of the cost calculation method: e.g.: catering for training participants (20 participants x 3 days x PLN 50 per person per day = PLN 3,000)
- 12.5. The budget should include a specification of an applicant's own contribution and its source. The "Own Contribution Source" column should contain information

on the source of the own contribution. If an applicant intends to obtain co-financing from other sources, it is necessary to explicitly state whether such additional co-funding has already been awarded or whether an applicant's request is still being examined.

12.6. Own in-kind or personal contributions ought to be calculated in a realistic manner, on the basis of market rates for a given service/commodity/type of work.

### **13. Financial Limitations**

13.1. RITA finances only costs necessary for project execution.

13.2. The Program will not fund, among others:

- 13.2.1. costs incurred beyond the period specified in the grant agreement;
- 13.2.2. investments (purchase of real estate, renovation of buildings and rooms), save where necessary for direct project execution. In such cases, ownership rights must be transferred to the beneficiary, i.e. the entity which will benefit from project outcomes or will bear responsibility for ensuring project outcome durability, immediately after the completion of a given activity;
- 13.2.3. any form of business activity of an applicant and its partners;
- 13.2.4. activity of political parties;
- 13.2.5. religious activity of churches or religious organisations.

13.3. Owing to the source of the Program's funds, RITA will not finance any activities connected with: production and sales of firearms and ammunition, provision of arms-related services, any form of support for the activity of natural persons or legal entities which could contribute to acts of violence or terrorism, as well as any activities connected with abortion or the provision of abortion-related services.

### **14. Essential Provisions of the Grant Agreement**

14.1. Applicants who receive grants are obliged to make available, under the "Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0) licence", any work created during the project which bears the attributes of a work as defined in the applicable legal regulations. Making a work available under the CC licence means that the given work can be used under the terms and conditions of the licence available at: <https://creativecommons.org/licenses/by-sa/4.0/deed.pl>.

14.2. Grants will be transferred to a separate bank account in one tranche after both parties sign a grant agreement (it is required to open a separate bank account only after a grant is awarded).

14.3. The obligations of project executors will involve the timely submission of a substantive and a financial report as set forth in the grant agreement. Project executors are also obligated to submit a final substantive and financial report in a

timely manner by way of completing a standard form which will be made available after the signing of the grant agreement.

14.4. Any financial contributions to a project will be documented in the same manner as costs financed from the awarded grant. Non-financial own contributions to a project can be settled on the basis of, in particular: an agreement of lending, a statement on the use of physical resources, an agreement on voluntary work, a statement of consent to free-of-charge service provision.

14.5. The FED and the PAFF will be entitled to monitor and evaluate the project during its execution, among others by way of observing the performance of particular activities, and after project completion. These entities are also entitled to exercise substantive and financial control over an executed project, among others by way of conducting a detailed inspection of financial and substantive project documentation at the office of a project executor.

**15. Additional information on calls for application is available at:**

15.1. The [www.programRITA.org](http://www.programRITA.org) website.

15.2. Attention! The Education for Democracy Foundation does not act as intermediary between potential project partners.