



**GROW CIVIC**

CREATE YOUR OWN MAGIC

# In-Kind Support Programme Request for Support Guidelines



sivil civic Χώρος  
alan space Πολιτών



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### **Civic Space**

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## ABBREVIATIONS

ACM:	Active Citizenship Mechanism
CfRs:	Call for Requests
CSO:	Civil Society Organisation
EU:	European Union
EU IPA:	European Union Instrument for Pre-Accession Assistance
EU MS:	European Union Member States
EUR:	Euro
GCc:	Greek Cypriot community
IT:	Information Technologies
LGBTI+:	Lesbian, Gay, Bisexual, Trans, Intersex +
MIS:	Management Information System
PCM:	Project Cycle Management
PoE:	Pool of Experts
RBA:	Rights-Based Approach
RfS:	Request for Support
RoC:	Republic of Cyprus
TCC:	Turkish Cypriot community

## I. About the Grow Civic Programme

The Civic Space is a Technical Assistance Project funded by the European Union (EU), operating under the overall objective of contributing to build, in the Turkish Cypriot community (TCc), a stronger civil society, which supports democratic changes and confidence building measures. **Grow Civic Active Citizenship Mechanism (ACM)** has developed under Civic Space as an in-kind civil society support modality, to provide innovative, flexible, participatory, transparent and accessible direct support to **rights-based actions** and **public benefit works** carried out by activists, organised citizens and citizens' initiatives, platforms, networks, and Civil Society Organisations (CSOs).

The ACM, under the name of Grow Civic has been implemented since 2016 by the previous Civic Space Project. From 2016 until 2020, the Grow Civic programme received 199 requests for support and provided support to 92 actions implemented by activists, organised citizens, networks, platforms and CSOs. As part of the new Civic Space Project, which started in December 2020, the Grow Civic programme is expected to provide support between July 2021 and March 2023. Grow Civic will directly address the needs of the civil society, using a participatory approach in design, planning and implementation stages of the programme, and respecting the technical requirements of the EU.

Direct support will be provided in the form of in-kind support, by covering the costs of eligible activities and NOT in the form of grants or financial transfers to requesters.

## II. Objectives of the Programme

The Grow Civic In-kind Support programme is implemented within the context of the European Union's Aid Programme<sup>1</sup> to support the Turkish Cypriot community (TCc). It aims at contributing to "reconciliation, confidence building measures, and support to civil society", which is one of the objectives of the EU Aid Programme for the TCc.

The specific objectives of the Grow Civic programme are presented below. The actions requesting support from Grow Civic should be in line with one of these objectives:

**Objective 1:** To support mainstreaming of rights-based actions and actors including activists, citizens' initiatives and CSOs to promote and enhance democracy and human rights.

**Objective 2:** To strengthen CSOs' capacities specifically on rights-based actions, visibility/communication, advocacy and organisational sustainability, and to support the creation of new initiatives or organisations having a rights-based agenda.

<sup>1</sup>(Regulation (EC) 389/2006)

**Objective 3:** To foster and strengthen multi-communal dialogue and collaboration, and/or to support the development of mono or multi-communal thematic or cross thematic coalitions in line with the rights-based approach EU values and principles.

**Objective 4:** To foster and strengthen networking and partnership with CSOs in the EU Member States or the IPA region for joint rights-based agendas and actions.

**Rights-based approach (RBA)** is extensive in scope, encompassing fundamental social, economic and cultural human rights and liberties, including animal and environmental rights. Rights-based action includes all the conducts and actions focused on the development of rights; from lobbying and advocacy, enabling the recognition of a right, to the provision of emergency action plans for people deprived of a right.

Rights-based approach (RBA) is based on the universality and indivisibility of human rights and the principles of inclusion and participation in decision-making processes; non-discrimination, equality and equity; transparency and accountability. The approach is based on the identification of 'rights-holders' and corresponding 'duty-bearers' in specific contexts, and the promotion of their capacities to claim their rights and fulfil their duties respectively.

More information can be found at

<http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%209489%202014%20INIT>

Grow Civic supports the activities that are either designed with a rights-based approach or implemented by rights-based CSOs.

You can find information related to the Grow Civic supported actions and their rights-based approach at: <http://www.civicspace.eu/sivil-buyu-destek-programi/>

### III. Who can request support from the Programme?

Grow Civic provides support to registered or unregistered civil society organisations including grassroots, local and seed organisations as well as activists. Depending on the eligibility conditions of different support categories, individuals or organisations can request support. As detailed below, Grow Civic targets all civil society actors and relevant organisations:

- ✓ Activists<sup>2</sup> (legally residing in Cyprus).
- ✓ Registered or unregistered civil society platforms, networks, citizens' initiatives, organised citizens.
- ✓ Registered associations, foundations and non-profit companies.

<sup>2</sup> Active individuals who carry out participatory and volunteer activities in society; who take part actively in decisions that affect the society as well as in their implementation process; who develop the necessary knowledge, skills and understanding to ensure that all kinds of decisions involving the society are based on solid foundations; who question public policies, practices and existing systems in terms of the principles of equality, participation, diversity and social justice.

**The following organisations operating in the northern part of Cyprus can request support ONLY in partnership with a registered or un-registered civil society organisation working for public good/benefit<sup>3</sup>:**

- ✓ Trade unions, local cooperatives, professional unions or organisations
- ✓ University centres related with civil society, human rights, or a relevant mission
- ✓ Commissions or councils of 'municipalities' (e.g., youth, children, women, disability, environment commissions/councils).

- ✓ Registered or unregistered CSOs from the Republic of Cyprus can request support only in partnership with a registered or unregistered CSO working for public good/benefit in the northern part of Cyprus
- ✓ Activists from the Republic of Cyprus can request support ONLY in partnership with activists or registered or unregistered CSOs working for public good/benefit in the northern part of Cyprus.

#### **IV. What costs are eligible or ineligible?**

The following costs are eligible for all types of support categories:

##### **1. Costs for travel and transportation:**

- o Travel and transportation expenses
- o Accommodation costs
- o Per diems, subsistence allowances
- o Visa and passport costs

##### **2. Costs for the organisation of or participation to events:**

- o Rental fees for venues
- o Catering costs
- o Fees for participation in events (e.g., conferences, workshops, panels) and membership fees to networks
- o Association/platform/network establishment costs
- o Translation and interpretation services

<sup>3</sup> Public good CSOs are those that are created and operated principally to engage in public good/benefit activities and that do not principally work for the interest or needs of its members, founders or persons/groups associated with them (chambers, unions, professional organisations will not be considered as public benefit organisations in this respect). CSOs working and operating principally to promote or protect the rights and interests of socially disadvantaged persons/groups are also accepted as public good CSOs.

- o Special requirements for events (e.g., stationary, ambulance, childcare, PCR tests)
- o Stationary costs and other material costs (including artistic-related costs) related to event organisation
- o Equipment and furniture rentals (rental cost cannot exceed the 1/3 of the purchasing value of the relevant equipment/furniture)
- o Costs for exhibitions, stands
- o Communication costs (mobile phone credits) related with events/activities

### **3. Costs for video production and post-production:**

- o Film, documentary, video shooting (e.g., montage, formatting, editing, mounting), radio programs, podcasts
- o Translation and interpretation services
- o Advertisement costs

### **4. Design, production or printing of visibility/communication/promotional materials (e.g., books, reports, brochures, posters, reports, flyers, roll-ups, pennants, posters, pens, website)**

- o Design costs
- o Printing costs
- o Dissemination costs
- o Translation services
- o Advertisement costs
- o Website costs (e.g., database, design, hosting)
- o Purchasing and subscription fees of digital tools required for the action
- o Design and management of digital and social media tools
- o Studies, research, evaluation services

Other costs which are not specified here is subject to the approval of the EU Programme Manager.

The following costs are not eligible for all types of support categories:

- o Actions/costs concerned with profit making or commercial activities
- o Scholarships
- o Activities already funded by the EU or another donor
- o Co-financing of EU projects
- o Actions that are an exact duplicate of another EU funded project
- o Debts and debt service charges (interest)
- o Costs incurred for activities implemented before the approval of the requested support
- o Salaries of staff
- o Expert fees other than those from the pool of experts to be approved and utilised by Civic Space (please see relevant section below)
- o Equipment purchases
- o Costs for office rental or purchase, office utilities or works, infrastructures and renovation/refurbishment of buildings.



Based on feedback received from CSOs, activists, Civic Space steering committee and independent evaluation missions, Civic Space team has restructured the Grow Civic MIS. The MIS is an online system, through which Civic Space receives support requests, conducts eligibility and compliance checks, communicates with the request and support owners and monitors the implementation. The new MIS is providing user-friendly interface which will allow transparent and participatory programme implementation. Grow Civic MIS provides at minimum the following facilities:

- o Formulation and submission of requests
- o Access to Grow Civic programme documents
- o Access to eligibility check results
- o Review, update and modify request form.
- o Access to all versions (original, modified) of request forms
- o Use and track interactive help desk process
- o Access and use joint calendar
- o Access and use the financial/budget module of the request form
- o Upload and access action and activity documents
- o Communication with the Civic Space team (e.g., for reporting errors or problems, ask questions, share opinions and recommendations)

## V. Grow Civic Support Categories

As a flexible programme, Grow Civic responds to the changing needs of civil society and design support modalities for a more inclusive programming. Based on the feedback received from various civil society actors, Civic Space Steering Committee and independent monitoring and evaluation missions, the 2021-2023 programme foresees the implementation of five support categories. Four of these will be constantly open once launched, whereas one of them will be implemented by way of call for requests (CfRs). This category would be handled by launching periodic call for requests for CSOs or activists based on regions and/or themes identified in each CfRs.

Category A – Standard Requests				
Who is eligible?	Types of Actions for RfS	Process	Maximum Implementation duration	Maximum in kind budget
CSOs and activists legally residing in the northern part of Cyprus or multi-communal CSO working for public good/benefit	Any type of actions in line with Grow Civic objectives and main requirements	Open call for programme duration.	16 months	3,000 EUR and pool of expert support up to 8 days
Category B – Collaboration and Coalition Building Requests				

<b>Who is eligible?</b>	<b>Types of Actions for RfS</b>	<b>Process</b>	<b>Maximum Implementation duration</b>	<b>Maximum in kind budget</b>
CSOs and activists legally residing in Cyprus - CSOs or activists in the RoC with partners from the northern part of Cyprus	Multi-communal or mono-communal partnership and/or thematic or cross-thematic coalition building actions	Open call for programme duration.	12 months	4,000 EUR and pool of expert support up to 8 days
<b>Category C – Scaling-up Requests</b>				
<b>Who is eligible?</b>	<b>Types of Actions for RfS</b>	<b>Process</b>	<b>Maximum Implementation duration</b>	<b>Maximum in kind budget</b>
CSOs with existing capacity (e.g., implemented EU grants or at least one Grow Civic supported action)	Any type of actions in line with Grow Civic objectives and main requirements	Open	12 months	5,000 EUR and pool of expert support up to 8 days
<b>Category D – EU Level Partnerships</b>				
<b>Who is eligible?</b>	<b>Types of Actions for RfS</b>	<b>Process</b>	<b>Maximum Implementation duration</b>	<b>Maximum in kind budget</b>
CSOs legally residing in Cyprus - CSOs in the RoC with partners from the northern part of Cyprus	Partnership building or exchange visits to/from EU MS or EU IPA countries	Open	16 months	10,000 EUR and pool of expert support up to 5 days

Category E – Local Actions Support				
Who is eligible?	Types of Actions for RfS	Process	Maximum Implementation duration	Maximum in kind budget
Local -grassroots CSOs or activists - based on thematic and regional call for requests	Any type of actions or activities in line with Grow Civic objectives and main requirements	CfPs every 6 months	4 months	1,000 EUR and pool expert support up to 5 days

### 5.1. Category A – Standard Support

This category has been designed for activists and CSOs' for various public benefit actions in line with the rights-based approach. An **indicative list of eligible activities** is provided below but will not be limited with these:

- ✓ Organising or participating in meetings, trainings, conferences, workshops, seminars, study visits, or similar events, in line with the objectives of the Programme and the thematic fields foreseen (please see annex 1 of the Request for Support Guidelines for the list of thematic fields).
- ✓ Study visits in other EU Member States or IPA countries.
- ✓ Translation and interpretation of/for events, publications, resources.
- ✓ Organising and /or participating in advocacy work, lobbying activities, campaigns and similar activities.
- ✓ Thematic and cross thematic research studies with a rights-based agenda and/or thematic field.
- ✓ Cross cutting issues: measures taken to mainstream gender equality, youth participation, accessibility, environmental protection, inclusion of disadvantaged groups, developing mutual learning, co-learning and experience sharing platforms and practices.
- ✓ Communication activities including internal communication processes such as developing or managing web and social media channels of the CSOs.
- ✓ Organising campaigns.
- ✓ Producing publications and visibility materials.

This support category is available for support requests of **activists and CSOs** legally residing in the northern part of Cyprus or multi-communal CSO working for public good/benefit. Implementation duration of the supported actions may not exceed 16 months and the maximum budget support can be 3,000 EUR.

Standard support category aims to provide in-kind contribution to the expenses and organisational costs required for the eligible activities which are listed above. Grow Civic will provide up to 3,000 EUR in-kind support and experts' support up to **8** days. Depending on budget availability, Grow Civic may increase budget and potential expert support up to 25% of the initial request for ensuring maximum impact or for unforeseen required expenses of successful actions. Request owners can request experts' support only with no other budgetary costs. Otherwise, the amount of support requested can at minimum be **100 EUR**.

## 5.2. Category B – Collaboration and Coalition Building Support

This category was designed to support the rights-based multi-communal or mono-communal partnership and/or thematic or cross-thematic coalition building actions. This category will support partnership actions for specific thematic field and/or cross thematic fields for multi-stakeholder engagements including local bodies, 'municipalities', CSOs and organised citizens, collaborative activities, joint research studies for good examples, multi learning actions, job shadowing etc. It also will support multi-communal partnership actions for increased dialogue and understanding between communities, and for promoting reconciliation and trust building.

An **indicative list of eligible activities** is provided below but will not be limited to these:

- ✓ Organising and/or participating in local, regional and international meetings, trainings, conferences, workshops, seminars, study visits, or similar events, in line with the objectives of the Programme and thematic fields foreseen (please see Annex 1 of the Request for Support Guidelines for a list of thematic fields).
- ✓ Study visits in other EU Member States or IPA countries.
- ✓ Translation or interpretation of/for events, publications, resources.
- ✓ Organising and /or participating in advocacy work, lobbying activities, campaigns or similar activities.
- ✓ Thematic and cross thematic research studies with a rights-based agenda and/or thematic field.
- ✓ Cross cutting issues: measures taken to mainstream gender equality, youth participation, accessibility, environmental protection, inclusion of disadvantaged groups, developing mutual learning, co-learning and experience sharing platforms and practices.

- ✓ Organising joint campaigns, awareness raising or capacity strengthening activities.
- ✓ Producing publications and visibility materials.

This support category is available for support requests of **activists and CSOs** legally residing in Cyprus. Activists and CSOs from the Republic of Cyprus can request support for this category, in partnership with public benefit CSOs or activists from the northern part of Cyprus.

Implementation duration of the supported actions may not exceed 12 months and maximum budget support amount is 4,000 EUR.

Category B aims to provide in-kind contribution to the expenses and organisational costs required for the eligible activities listed above. Grow Civic will provide up to 4,000 EUR in-kind support and experts' support up to 8 days. Depending on budget availability, Grow Civic may increase budget and potential expert support up to 25% of the initial request for ensuring maximum impact or for unforeseen required expenses of successful actions. Request owners can request only experts' support with no other budgetary costs. Otherwise, the amount of support requested can at minimum be 100 EUR.

### 5.3. Category C – Scaling-up Support

Scaling up support category is designed to contribute to scaling up the capacities of CSOs with previous experience and capacity in any given EU Programme. Therefore, this category is restricted only for CSOs with existing capacity (e.g., CSOs that have implemented at least one EU grant project or Grow Civic supported action).

- ✓ Organising or participating in meetings, trainings, conferences, workshops, seminars, study visits, or similar events, in line with the objectives of the Programme (please see Annex 1 of the Request for Support Guidelines for a list of thematic fields)
- ✓ Translation and interpretation of/for events, publications, resources
- ✓ Organising and /or participating in advocacy work, lobbying activities, campaigns and similar activities.
- ✓ Cross cutting issues: measures taken to mainstream gender equality, youth participation, accessibility, environmental protection, inclusion of disadvantaged groups, developing mutual learning, co-learning and experience sharing platforms and practices.

- ✓ Communication activities including internal communication processes such as developing or managing web and social media channels of the CSOs.
- ✓ Publications and producing visibility materials.
- ✓ Thematic and cross thematic partnerships and joint actions.
- ✓ Joining an EU based network or platform.
- ✓ Extending EU level activities to Cyprus.
- ✓ Joint mapping and/or research activities.
- ✓ Mutual learning activities.

This support category is restricted and available only for support requests of **CSOs** legally residing Cyprus and with existing capacity (e.g., implemented EU grants or at least one Grow Civic supported action). CSOs from the Republic of Cyprus can request support for this category, in partnership with public benefit CSOs from the northern part of Cyprus. In any form of partnership, the capacity criteria will be applicable **ONLY** for the lead request owner.

**Activists and CSOs who do not have this required capacity are not eligible for support under this category.**

Implementation duration of the supported actions may not exceed 12 months and the maximum budget support can be 5,000 EUR.

Scaling up category aims to provide in-kind contribution to the expenses and organizational costs required for the eligible selected activities which are listed above. Grow civic will provide up to 5,000 EUR in-kind support and experts' support up to **8** days. Depending on budget availability, Grow Civic may increase budget and potential expert support up to 25% of the initial request for ensuring maximum impact or for unforeseen required expenses of successful actions. Request owners can request experts' support only with no other budgetary costs. Otherwise, the amount of support requested can at minimum be 100 EUR.

#### **5.4. Category D – EU Level Networking Support**

This category was designed to support rights-based networking activities, partnership building and/or exchange visits to/from EU Member States and/or IPA countries in order to mainstream rights-based actions and promote EU values.

**An indicative list of eligible activities** is provided below but will not be limited with these:

- ✓ Thematic and cross thematic partnerships and joint actions.
- ✓ Joining an EU based network or platform
- ✓ Extending EU level activities to Cyprus.
- ✓ Participating EU level events and capacity building activities.
- ✓ Study visits to EU Member States and/or IPA countries; including to organisations like the EU Parliament, the EU Commission, the Council of Europe, relevant national or international public bodies as well as CSOs, platforms or networks.
- ✓ Joint mapping and/or research activities.
- ✓ Mutual learning activities.
- ✓ Designing joint campaigns and/or advocacy activities.
- ✓ Extending EU level networks and platforms to Cyprus.
- ✓ Taking part in an EU level or regional thematic event.

This support category is available for support requests of **CSOs** legally residing in Cyprus. CSOs legally residing in Republic of Cyprus can request support with public benefit CSO partners from the northern part of Cyprus.

**Activists are not eligible to request support under this category.**

Implementation duration of the supported actions may not exceed 16 months and the maximum budget support can be 10,000 EUR.

EU Level Partnerships support category aims to provide in-kind contribution to the expenses required for the eligible activities which are listed above. Grow Civic will provide up to **10,000 EUR** in-kind support and experts' support up to **5** days. Depending on budget availability, Grow Civic may increase budget and potential expert support up to 25% of the initial request for ensuring maximum impact or for unforeseen required expenses of successful actions. Request owners can request experts' support only with no other budgetary costs. Otherwise, the amount of support requested can at minimum be 100 EUR.

### **5.5. Category E – Local Actions Support**

Local Action category is designed to promote local and/or grassroots CSOs, activists and organised citizens for their thematic and/or regional actions. Grow Civic is strongly supporting development of the dynamic and active grassroots and local level organisations. Moreover, for dynamic civil society start-up initiatives of the activists and organised citizens will be supported under this category. Regions and thematic priorities of each call for requests will be identified based on the needs of civil society and activists as well as to encourage CSOs and activists to design actions on specific thematic fields.

**An indicative list of eligible activities** is provided below but will not be limited with these:

- ✓ Organising or participating in meetings, trainings, conferences, workshops, seminars, study visits, or similar events, in line with the objectives of the Programme and on the thematic field targeted by the call for requests.
- ✓ Organisational capacity building activities such as developing strategic plans, designing and implementing fundraising, advocacy, volunteer or organisational development strategies, etc.
- ✓ Organising local level and/or thematic activities and events.
- ✓ Organizing local level and/or thematic campaigns, research and advocacy activities.
- ✓ Translation support for eligible activities.
- ✓ Start up new local and/or thematic CSOs.
- ✓ Publications and producing visibility materials.
- ✓ Visibility and communication improvement (e.g., web page development, designing and implementing visibility/communication strategies, institutional identity development).

This support category is available for support requests of local-grassroots CSOs or activists - legally residing Cyprus for thematic and regional needs. Activists and CSOs from the Republic of Cyprus can request support in partnership with activists or local-grassroots CSOs from the northern part of Cyprus. Children and young people are specifically encouraged to request support under this Category.

Implementation duration of the supported actions may not exceed 4 months and the maximum budget support amount is 1,000 EUR.

Local Actions Support category aims to provide in-kind contribution to the expenses and organisational costs required for the eligible activities which are listed above. Grow Civic will provide up to **1,000 EUR** in-kind support and experts' support up to **5** days. Depending on budget availability, Grow Civic may increase budget and potential expert support up to 25% of the initial request for ensuring maximum impact or for unforeseen required expenses of successful actions. Request owners can request experts' support only with no other budgetary costs. Otherwise, the amount of support requested can at minimum be 100 EUR.

## **VI. Experts' Support**

Civic Space will create a pool of experts that will be used to support the Grow Civic supported actions. The Grow Civic pool of experts (PoE) aims to connect experts in specialised fields with activists and CSOs in need of specific expertise. Activists and CSOs can request experts' support based on the maximum days allocated for each category.

Grow Civic request owners will identify the required number of expert days and the relevant category or categories in their request form. When and once the action is found to be compliant and eligible for Grow Civic support, the number of days of expertise on the indicated category will be reviewed by the Civic Space team in communication with the relevant Grow Civic beneficiary.



Civic Space will match the beneficiary with a relevant expert from the PoE. A term of reference and a contract will be devised containing the number of days, expected deliverables/outputs, timeline and the scope of the assignment.

The experts from the PoE will be expected to provide expertise to the Grow Civic supported actions on one or more of the categories/activities below:

- Providing training and/or consultancy as a capacity building activity on different regional, thematic fields (please see Annex 1 of the Request for Support Guidelines for a list of thematic fields) and cross thematic fields. Capacity building activities includes mainstreaming rights-based approach, gender, accessibility, environment and youth for CSOs and organised citizens.
- Providing training and/or consultancy as a capacity building activity (e.g., on legal and political literacy, advocacy, lobbying, policy development as well as PCM, fundraising, monitoring and evaluation, organisational management, working with volunteers, strategic planning).
- Developing and piloting educational or training curriculums on different thematic fields.
- Providing expertise or knowledge on communication activities (e.g., developing communication strategy, press release, social media or data management, data visualisation, editing, proof-reading).
- Providing expertise as a counselling activity on legal analysis, litigation, and/or legal environment.
- Facilitation and/or moderation support for events, meetings, planning activities.
- Conducting surveys and/or field research on civil society and rights-based thematic areas.
- Reporting and/or analysis of research on civil society capacity issues or other rights-based thematic fields.
- Coaching and/or mentoring on civil society capacity building issues as well as on different thematic fields.
- Providing expertise or knowledge on IT related issues (e.g., MIS systems, database development and management, digital tools and technologies).
- Other topics or activities based on demand, and to be approved on an ad-hoc manner by the EU Programme Manager.

## VII. How will support request(s) be made?

Simple request forms in English and Turkish languages are available for potential requesters. Support requests in each of these two languages are accepted.

Requests are accepted through the online Grow Civic system (MIS) that can be accessed from [www.civicspace.eu](http://www.civicspace.eu) website or through this link: <https://mis.civicspace.eu/>

**Request owners for the Local Action support category, who have difficulty in using the online system, or who do not have the technical means or internet access, can fill in the request form and send it by e-mail ([sivilbuyu@sivilalan.eu](mailto:sivilbuyu@sivilalan.eu)) or submit it in hard copy to Civic Space Office at Hüseyin Küçük Sok. Şeytanğlu Apt. No:38, Köşklüçiftlik, Lefkoşa.**

## VIII. How Will Support Requests Be Checked?

Grow Civic is not a grant scheme programme, but as mentioned above, is an in-kind support programme. Therefore, the evaluation procedures are different from those of grant scheme programmes. During the compliance/eligibility check procedures, the request form will be assessed based on the Grow Civic priorities mentioned above. If necessary, the Civic Space team will provide guidance to improve the action. Requests can be sent back for revisions up to twice only. The request owners are expected to re-submit their revised forms latest within 15 days. The request owners may request extension of this period by submitting justifications to the Civic Space team. In the absence of any written justification, after 15 days, the Civic Space team will cancel the request and notify the request owner. When the request form is returned for revision, and re-submitted by the request owner with relevant improvements, the Civic Space team will repeat the eligibility and compliance check.

All requests will be checked for eligibility and compliance in the order of arrival, on a first-come-first-serve basis. The eligibility and compliance check process involves a two-phased approach, conducted by the Civic Space team, supported by independent non key experts if/when necessary. There are 5 criteria to be checked initially to ensure that the request meets the fundamental eligibility criteria (the **relevance** with Grow Civic objectives, the **eligibility** of the requester, **the rights-based and public benefit** nature of the action, the requested support amount and the location of the action). The requests that fulfil these criteria are then checked in terms of consistency, impact, feasibility and effectiveness. Please see eligibility and compliance checklist used by Civic Space for more details: <http://www.civicspace.eu/sivil-buyu-destek-programi/>

Request owners will be informed via MIS **within 30 working days after the submission of their forms with the initial notification of status: 'eligible', 'ineligible' or 'revisions requested'. For requests that require revisions, the issuance of the final result (eligible or ineligible) will not exceed 60 working days.** This can be longer for actions that requested a longer revision period.

Request owners can access the eligibility and compliance check feedback and results via the MIS. If requested, the feedback and results can be sent to the request owner via e-mail. The request owner has the right to object to the compliance check feedback and results. For objections, the request owners can send an e-mail to [sivilbuyu@sivilalan.eu](mailto:sivilbuyu@sivilalan.eu) .

Non-compliant request owners can reach the Grow Civic help desk to improve their actions if they would like to make a new request for support.

## IX. Help-Desk Support

Civic Space Team will organise info sessions to present the Grow Civic rules and requirements. Additionally, there will be ongoing help desk support for the entire duration of Grow Civic. All activists and CSOs who want to request support from Grow Civic can get support from the Help Desk.

Civic Space team will be providing Grow Civic help desk support 3 days a week (Tuesdays and Wednesdays between 14:30 – 16:30 hours and Thursdays between 10:30 – 12:30 hours). Support to be provided include, but is not limited to:

- ✓ Information on Grow Civic Management Information System (MIS).
- ✓ Information on procedures, forms, requirements of Grow Civic, etc.
- ✓ Guidance on stages of pre- and post-request/implementation. support in finding partners.
- ✓ Guidance and support to mainstream cross-cutting issues and include disadvantaged groups to their actions.
- ✓ Recommendations for improving the action designs.

Civic Space would be more than happy to hear your constructive criticisms, opinions and ideas to improve the Grow Civic Programme. Please do not hesitate to contact us at [sivilbuyu@sivilalan.eu](mailto:sivilbuyu@sivilalan.eu) regarding problems you faced at any stage of Grow Civic implementation, complaints or opinions about the Programme and improvement recommendations.

**YOU ARE MOST WELCOME TO REQUEST SUPPORT AND CREATE YOUR OWN MAGIC!**

### Important information to know prior to requesting support

- Grow Civic is not a grant scheme but an in-kind support programme: it supports civil society by providing in-kind support, not direct cash support/transfer.
- The actions supported by Grow Civic originate from support requests made by activists and CSOs. In this respect, the Civic Space technical assistance team only undertakes a facilitator role in terms of the logistical arrangements. For budgets that have been approved through the programme, Grow Civic makes payments directly to the third parties/suppliers.
- Eligible CSOs for Grow Civic support include any type of registered or un-registered civil society initiatives and organisations that are mainly working for public benefit rather than for the benefit of their members. The latter can also request and receive support but only if and when in partnership with a public benefit CSO.

- In order to strengthen and support dynamic civil society activists, activists above the age of 7 are encouraged to request support from the programme. Children over 7 years old can request support from Grow Civic as an activist.
- Grow Civic operates on a first-come first-served basis. Thus, all requests for support received by Civic Space will go through the compliance check process in the order the request was received.
- Grow Civic support will be open for as long as there are enough resources for allocation and the capacity of the Civic Space team is not exceeded.
- **Civic Space promotes mainstreaming cross-cutting issues in all its actions. Gender equality, youth participation, accessibility and environmental protection** are among the cross-cutting issues that Civic Space aims to mainstream. Furthermore, Civic Space promotes the inclusion of disadvantaged people/groups and mutual learning, co-learning and experience sharing processes in all actions. These elements will be assessed as added value of the actions requiring support. **Meeting these added value aspects are not obligatory, but strongly recommended. Including measures to mainstream these cross-cutting elements in your design and implementation will strengthen your actions and contribute to the rights-based-approach as well as Programme objectives. You can make use of relevant guidelines developed by Civic Space at <http://www.civicspace.eu/sivil-alan-kutuphanesi/>**
- Additional information on implementation procedures is provided to the request owners of the compliant actions. Civic Space recommends that request owners review the implementation documents and procedures **BEFORE** requesting support to be properly informed about Grow Civic requirements and procedures. Potential request owners can access the Implementation Guidelines and its annexes at <http://www.civicspace.eu/sivil-buyu-destek-programi/>
- During the 2021-2023 period, each request owner can request and receive support more than once and to more than one of the five support categories listed below. However, **in total, the maximum support amount that can be provided cannot exceed 7,000 EUR for activists and 15,000 EUR for organisations.**
- Experts support from the pool of experts will be additional to the maximum budgets indicated for each category.
- The Civic Space team will be able to increase the budget or experts' support for each action by up to 25% for exceptional needs and/or ensuring successful implementation to maximise impact.
- The programme does not support profit-oriented, academic, commercial, political activities and scholarship demands. However, legal entities can gain income from films, books and other printed/visual materials within the framework of their request for support for fundraising. Outputs produced with Grow Civic support have to be non-commercial

products or products free of personal or political interest.

- List of EU Members States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden.
- List of IPA countries: Albania, Bosnia & Herzegovina, Republic of North Macedonia, Kosovo, Montenegro, Serbia and Turkey.



**GROW CIVIC**  
CREATE YOUR OWN MAGIC

# Request For Support Guidelines Annexes



sivil civic Χώρος  
αλανspace Πολιτών



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# Grow Civic Request for Support Guidelines Annexes

## Annex 1– Thematic Fields

Peace and reconciliation	Culture and cultural heritage
Nature, environment, ecology	LGBTI rights
Children’s Rights	Refugee and migrants’ rights
Education	Health
Economic and social rights	Arts
Rights of people with disabilities & accessibility	Civil society enabling environment
Youth	Sports
Animal rights	Transparency and accountability
Human rights	Right to city
Fight against human trafficking	Gender equality
Participatory and good governance	Elderly rights
Women’s rights	Other

## Annex 2 – Budget Items

### 1. Costs for travel and transportation:

- 1.1. Travel and transportation expenses
- 1.2. Accommodation costs
- 1.3. Per diems, subsistence allowances
- 1.4. Visa and passport costs

### 2. Costs for the organisation of or participation to events:

- 2.1. Rental fees for venues
- 2.2. Catering costs
- 2.3. Fees for participation in events  
(e.g., conferences, workshops, panels) and membership fees to networks
- 2.4. Association/platform/network establishment costs
- 2.5. Translation and interpretation services
- 2.6. Special requirements for events (e.g., stationary, ambulance, childcare, PCR tests)



- 2.7. Stationary costs and other material costs (including artistic-related costs) related to event organisation
- 2.8. Equipment and furniture rentals (rental cost cannot exceed the 1/3 of the purchasing value of the relevant equipment/furniture)
- 2.9. Costs for exhibitions, stands
- 2.10. Communication costs (mobile phone credits) related with events/activities

**3. Costs for video production and post-production:**

- 3.1. Film, documentary, video shooting (e.g., montage, formatting, editing, mounting), radio programs, podcasts
- 3.2. Translation and interpretation services
- 3.3. Advertisement costs

**4. Design, production or printing of visibility/communication/promotional materials (e.g., books, reports, brochures, posters, flyers, roll-ups, pennants, posters, pens, website)**

- 4.1. Design costs
- 4.2. Printing costs
- 4.3. Dissemination costs
- 4.4. Translation services
- 4.5. Advertisement costs
- 4.6. Website costs (e.g., database, design, hosting)
- 4.7. Purchasing and subscription fees of digital tools required for the action
- 4.8. Design and management of digital and social media tools
- 4.9. Studies, research, evaluation services

**5. Other costs that are subject to the approval of the EU Programme Manager.**

**Annex 3 – Districts**

**Paphos**

**Famagusta**

**Kyrenia**

**Morphou / Güzelyurt**

**Trikomo / İskele**

**Larnaca**

**Lefka / Lefke**

**Nicosia**

**Limassol**

## ANNEX 4 – Checklist

**Before you submit your request form, we kindly invite you to review the checklist below. The questions are prepared to remind you of the most frequently missed details regarding support.**

### Fundamental Eligibility Criteria:

**If you don't meet ALL five of these criteria, your request will be ineligible.**

<b>1</b>	Are you (and your partner if relevant) eligible to request support for the category you are requesting supported from? (residency, legal status, public benefit, partnership status, etc.)	
<b>2</b>	Have you clearly explained the public benefit and the rights-based approach you will seek in your action?	
<b>3</b>	Have you formulated your action in relation to at least one of the objectives of Grow Civic?	
<b>4</b>	Has your action respected the maximum duration and budget amount of the category that you are requesting support for?	
<b>5</b>	Have you respected the requirements regarding the place(s) of your action? (i.e., proposed actions should be implemented in Cyprus, or in another EU Member State or IPA countries with an aim to improve implementation of the requester's action in Cyprus)	
<b>Additional/Supportive Criteria:</b>		
<b>6</b>	Have you sought for or consulted with potential partners/stakeholders while planning your action?	
<b>7</b>	Have you clearly identified your target groups and beneficiaries? (target groups are those that you will directly be working with/including in your activities, while beneficiaries are those who will be directly or indirectly benefiting from the results of your action)	
<b>8</b>	Have you included or consulted with your target groups and/or beneficiaries in your action design?	
<b>9</b>	Have you considered cross cutting issues (gender equality, youth inclusion, accessibility, environmental protection) into consideration while planning your activities?	
<b>10</b>	Have you taken necessary measures to include disadvantaged groups in the planning as well as the implementation stages of your action?	
<b>11</b>	Have you included mutual learning, co-learning and experience sharing processes in your action?	
<b>12</b>	Did you review Grow Civic pool of experts for possible expert advice to support your action or activities?	
<b>13</b>	Have you cross checked the cost benefit relation of your action?	