



**GROW CIVIC**

CREATE YOUR OWN MAGIC

# In-Kind Support Programme Guideline for Local Action Support



sivil civic Χώρος  
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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 Programme** was 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 has been accepting support requests since October 2021.

Grow Civic aims to directly address the needs of the civil society, using a participatory approach in the design, planning and implementation stages of the programme, and respecting the technical requirements of the EU.

Direct support is 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 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 local actions requesting support from Grow Civic should be in line with one of these objectives:

**Objective 1:** 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.

**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.

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<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 to 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 promoting their capacities to claim their rights and fulfill their duties, respectively.





More information can be found at

[https://ec.europa.eu/international-partnerships/system/files/online-170621-eidhr-rba-toolbox-en-a5-lc\\_en.pdf](https://ec.europa.eu/international-partnerships/system/files/online-170621-eidhr-rba-toolbox-en-a5-lc_en.pdf)

Grow Civic supports the activities 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/en/sivil-buyu-destek-programi/>

The mandatory compliance and eligibility criteria of Grow Civic are as follows:

-  Be in line with one of the Grow Civic objectives mentioned above;
-  Be implemented in Cyprus;
-  The requester is among the eligible groups mentioned below under section IV;
-  The support request/action is rights-based.









### III. About the Local Action Support

As a flexible programme, Grow Civic responds to the changing and diverse civil society needs. For this reason, supports for eligible actions are provided under five different support categories designed to cover the diversity of needs and regions. Category E: The Local Action Support, for -

which this Guideline covers, is provided by way of call for requests made for specific regions or thematic fields. This call for requests is made for the following regions: Lefka/Lefke, Limassol/Limasol, Morphou/Güzelyurt, Paphos/Baf and Trikomo/İskele.

Local Action Support 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.




An indicative list of eligible activities is provided below but will not be limited to 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 including but not limited to 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).




**The implementation period of actions for which Grow Civic Local Action Support is requested cannot exceed 4 months** and all actions supported under the Programme must end latest by 31 March 2023.



#### **IV. Who can request support from the Programme?**

Grow Civic provides support to registered or unregistered civil society organisations and activists in Cyprus. The following groups from Lefka/Lefke, Limassol/Limasol, Morphou/Güzelyurt, Paphos/Baf and Trikomo/İskele are eligible to request support from the Local Action Support:

-  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.

The following organisations operating in the regions mentioned above 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 to 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 Limassol/Limasol and Paphos/Baf 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 Limassol/Limasol and Paphos/Baf can request support ONLY in partnership with activists or registered or unregistered CSOs working for public good/benefit in the northern part of Cyprus.

**Children and young activists as well as CSOs working on children's rights and youth, are specifically encouraged to request support under this call for requests.**

**Partnerships between activists and CSOs from the regions covered will be regarded as added-value during eligibility check.**

## V. How much support can be provided?

The local Actions Support category provides in-kind contribution to the expenses and organisational costs required for the eligible activities listed above. **For each approved eligible action, Grow Civic will provide up to 1,200 EUR in-kind support and experts' support up to 5 days.**

<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.

<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.






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 support only for experts with no other budgetary costs. Otherwise, the amount of support requested can at minimum be 100 EUR.

**The total support amount reserved for this call for requests is 12,000 EUR.**











## VI. What costs are eligible or ineligible?

The following types of costs are eligible for Local Action Support:




### 1. Costs for travel and transportation:

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

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




-  Rental fees for venues
-  Catering costs
-  Fees for participation in events (e.g., conferences, workshops, panels) and membership fees to networks
-  Association/platform/network establishment costs
-  Translation and interpretation services
-  Special requirements for events (e.g., stationary, ambulance, childcare, PCR tests)
-  Stationary costs and other material costs (including artistic-related costs) related to event organisation
-  Equipment and furniture rentals (rental cost cannot exceed the 1/3 of the purchasing value of the relevant equipment/furniture)
-  Costs for exhibitions, stands
-  Communication costs (mobile phone credits) related to events/activities







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

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

-  Design costs
-  Printing costs
-  Dissemination costs

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

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

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

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











## VII. Experts' Support

Civic Space created 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. For Local Action Support, activists and CSOs who will be requesting support can ask for **a maximum of 5 days expert's support** for their actions.

When requesting support, the request owners will indicate their need for expert(s) under question 10 of the Request Form. They will be required to indicate the number of days and the type of expertise they will be looking for. When and once the action is found to be compliant and eligible for Grow Civic support, this request 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 on capacity building or thematic topics.
-  Developing and piloting educational or training curriculums.
-  Providing expertise or knowledge on communication activities.
-  Providing expertise as a counselling activity on legal analysis, litigation, and/or legal environment.
-  Facilitation and/or moderation of 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 capacity building or thematic topics.
-  Providing expertise or knowledge on IT related issues.
-  Other topics or activities based on demand, and to be approved on an ad-hoc manner by the EU Programme Manager.

## VIII. How and when will support request(s) be made?

**The deadline to submit a support request is 20 July 2022 at 16.00 hours.**

Simple request forms in English and Turkish languages are available for potential requesters. Support requests in each of these two languages are accepted. The forms can be downloaded from [https://civicspace.eu/wp-content/uploads/2022/05/CategoryE-RequestForm\\_ENG.docx](https://civicspace.eu/wp-content/uploads/2022/05/CategoryE-RequestForm_ENG.docx)

The forms should be filled electronically and sent by e-mail to Civic Space. **The e-mail address that the forms should be sent is: [info@civicspace.eu](mailto:info@civicspace.eu)**

Request owners who do not have the technical means or internet access, can submit it in hard copy to Civic Space office at Hüseyin Küçük Sok. Şeytanoğlu Apt. No:38, Köşklüçiftlik, Lefkoşa.

## IX. 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. The request form will be assessed during the compliance/eligibility check procedures based on the Grow Civic criteria and priorities mentioned above. If necessary, the Civic Space team will provide guidance to improve the action. Requests can be sent back for revisions only once. 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 mandatory 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. <https://civicspace.eu/en/belgeler/eligibility-and-compliance-checklist/>

Request owners will be informed by e-mail (or phone) **within 45 working days following the deadline for requests with the initial notification of status: 'eligible', 'ineligible' or 'revisions requested'**. **For requests requiring 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 will be provided the eligibility and compliance check feedback and results 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).






## X. Help-Desk Support

Civic Space Team will organise info sessions and help desk days in the regions covered by this call for requests to present Grow Civic rules and requirements. Please follow our social media accounts for the dates of information and help desk sessions. Our social media accounts are:

-  Facebook: <https://www.facebook.com/civicspaceeu>
-  Instagram: <https://www.instagram.com/civicspaceeu/>

Additionally, there will be ongoing help desk support between 30 May – 20 July 2022, for the entire duration of the Local Action Support call for requests. All activists and CSOs who want to request support in designing their action are encouraged to request support from the Help Desk. The Help Desk support will continue during the implementation of eligible actions.

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 includes, but is not limited to:

-  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 in 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@sivilbuyu.eu](mailto:sivilbuyu@sivilbuyu.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!**