GROW CIVIC

CREATE YOUR OWN MAGIC

ELIGIBILITY AND COMPLIANCE CHECK GUIDELINE

sivil civic Χώρος
alan space Πολιτών

How will requests be checked?

Grow Civic is not a grant scheme but is an in-kind support programme. Therefore, the evaluation procedures are different from grants. Indeed, the process is not called evaluation but rather eligibility and compliance check. During this process, the request form will be checked based on Grow Civic objectives and requirements.

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. Eligibility check is conducted at admin 1 stage, while compliance check is made at admin 2 stage. The final confirmation lies with the EU PM.

The final results (approval or rejection) are provided to the request owners between 30 to 60 working days. This period includes eligibility (admin 1) and compliance (admin 2) check stages. Due to the responses, revision and re-submission time required by the request owners, this process may take longer.

At admin 1 stage, a check is performed to assess if the request complies with the 5 mandatory Grow Civic eligibility criteria and does not have the characteristics of the ineligible actions as laid down in the Request Guideline.

The 5 mandatory eligibility criteria are:

✓ the **relevance** with Grow Civic objectives,

✓ the **eligibility** of the requester,

✓ **the compliance with the rights-based approach**

✓ the **public benefit** nature of the action,

✓ the **location** of the action.

The ineligible actions are:

× Actions and activities concerned with profit making and having a direct or indirect commercial character,

× Scholarships,

× Activities already funded by the EU or another donor & co-financing of EU projects,

× Actions that are an exact duplicate of another EU or other donor funded project.

The requests that successfully pass the admin 1 check, are then assessed for their compliance. At this second stage (admin 2), the following characteristics are checked: consistency, impact, feasibility, and effectiveness.

Make use of our help desk function to better understand and design your action BEFORE you make your request.

Help desk contacts

https://civicspace.eu/destek-masasi/

What questions are considered during eligibility and compliance checks?

The questions used for admin 1 stage - eligibility check of the - mandatory criteria are as follows:

Question	Notes
1. Is the proposed action relevant to at least one of the Program objectives?	The answers should be YES for eligibility
2. Will the proposed action be implemented in Cyprus, or in another EU Member State, EEA or IPA countries with an aim to improve implementation of the requester's activity in Cyprus?	
3. Is the requester eligible for the request package they ask support from?	
4. Does the action have pub**lic** benefit characteristics?	
5. Is the action in line with the rights-based approach?	
6. Does the action has any direct or indirect commercial or profit-making character?	The answers should be NO for eligibility
7. Is the action currently funded by or an exact duplicate of a project previously funded by the EU or another donor? Does it cover scholarship?	

For requests that successfully pass this eligibility check, a compliance check is conducted. This check is made against a set of criteria under two categories: primary and supportive criteria.

> ✔ For approving the support, **the primary criteria** need to be met at least at a minimum level.
> ✔ **Supportive criteria** are not determinant approval factors. However, they add value to proposed actions and even if they are non-existent, they will be expected to be taken into consideration during implementation.

The primary criteria required to be met are as follows:

Primary Criteria for all support packages

1. The request form contains sufficient and justified information regarding why the action is required/needed. (Necessary research and information compilation has been conducted.)
2. The target groups (including the rights holders) of the action, their situation and needs are clearly identified.
3. The responsible institutions (i.e. duty-bearers) related with the problem/need that the action focuses on are clearly identified. Their situation and needs are addressed.
4. The expected change and sustainability strategies are clearly explained, they are relevant, realistic and coherent.
5. The proposed solution and activities are realistic and coherent. They correspond to the situation and the needs.

6. The proposed action has the potential to create positive change regarding the thematic field(s) of action and/or civil society development in Cyprus.
7. The request owner(s) have the necessary capacity to undertake the proposed activities.
8. The requested budget amount and/or the expert's support are appropriate and necessary to undertake the proposed activities. There is a cost-benefit relation between the expected change/results and the requested resources.

In addition to these 8 primary compliance criteria, some additional primary criteria are checked for different types of support packages. These are as follows:

Additional Primary Criteria ONLY for Actions Involving Partnership

○ Information is provided about the partner, the partnership background and process. The roles, responsibilities and contributions of each partner are clearly explained. Partnership is relevant for the proposed action.

Additional Primary Criteria ONLY for Roots and Growth Package

○ At least one specific activity is included in the action plan that targets the duty-bearers and it is relevant and coherent with the expected change and its sustainability. Relevant budget and/or expert's support is included in the budget plan.

Additional Primary Criteria ONLY for Synergies Package

○ If the action is targeting/focusing on the creation or capacity building of a specific coalition/network, information is provided about it, such as background, history, thematic, mandate, members, etc. It is clearly explained if the network/coalition already exists, and the action aims to build its capacity or the action aims to create a new coalition/network.

Additional Primary Criteria ONLY for Mobility Package

○ Information provided about the organisations/institutions that will be visited and networked and reasons why they were chosen; the background history, relations with them as well as correspondences made prior to the request are clearly explained. The proposed organisations/institutions are relevant for achieving the proposed change.
○ At least one specific activity is included in the action plan to share/disseminate the information or knowledge that will be gained from the mobility action, and it is relevant and coherent with the expected change. Relevant budget and/or expert's support is included in the budget plan.

The supportive criteria that are not mandatory but add value to the action. They will be required to be taken into consideration during implementation.

Supportive Criteria for all support packages

○ Prior consultations were held with the target group(s) – rights holders. They are included in the action design.
○ The action includes measures to mainstream accessibility, ecology, gender equality, ecology and youth.
○ The action includes measures to ensure diversity and inclusivity.

○ The action foresees participation and inclusion of groups from rural areas.

- o The action foresees co-learning, mutual learning and experience sharing.
- o The action includes innovative and creative ways and methods.
- o The action requires urgency due to current situation and environment.
- o The action promotes and aims for collaboration of and/or dialogue between different actors or segments of society.

The primary criteria will directly determine the approval of the support while the supportive criteria increase the chances of approval.

You will find measures that you can include in Civic Space Mainstreaming Guidelines

https://civicspace.eu/ana-akimlastirma-kilavuzlari/

Civic Space provides help desk and other forms of technical support for developing realistic plans to mainstream the supportive criteria at all stages.
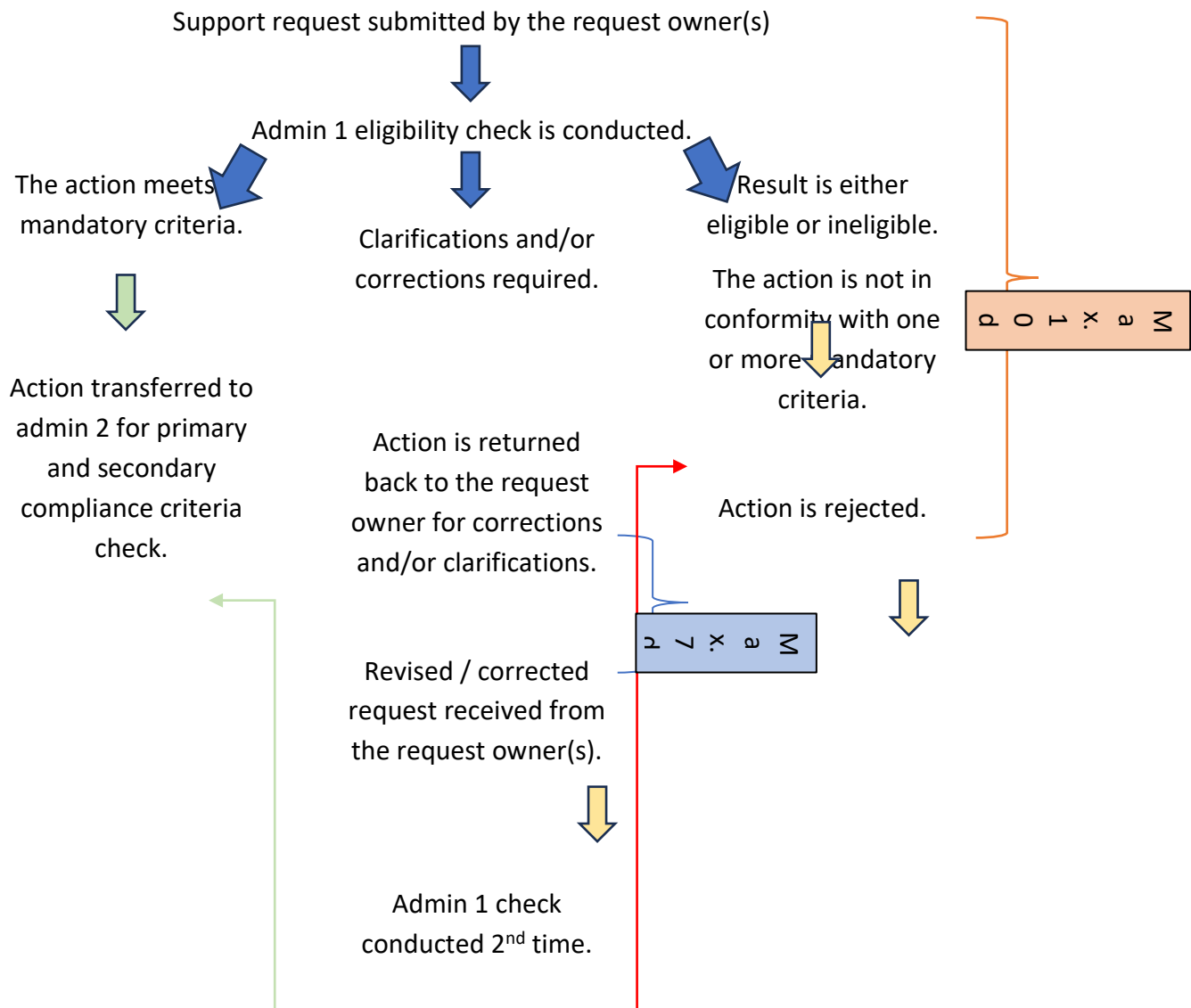
How will the eligibility and compliance check process flow?

The eligibility and compliance check process are explained below in detail. The request owner submits a support request via Grow Civic MIS and receives a mail confirming receipt.

ADMIN 1 – ELIGIBILITY CHECK:

In maximum 10 days, Civic Space conducts admin 1 check to see if the action and the request owner is in conformity with the eligibility criteria and acts in 3 potential ways:

a) The action and request owner meets all mandatory criteria.
b) The action and request owner does not meet one or more of the mandatory criteria.
c) Corrections or clarifications are required. In this third option, the request form is returned to the request owner(s) for revisions. They are required to revise and re-submit their form in maximum 7 days.

Support request submitted by the request owner(s)

Admin 1 eligibility check is conducted.

The action meets mandatory criteria.

Clarifications and/or corrections required.

Result is either eligible or ineligible.

The action is not in conformity with one or more mandatory criteria.

Max. 10 d

Action transferred to admin 2 for primary and secondary compliance criteria check.

Action is returned back to the request owner for corrections and/or clarifications.

Action is rejected.

Max. 7 d

Revised / corrected request received from the request owner(s).

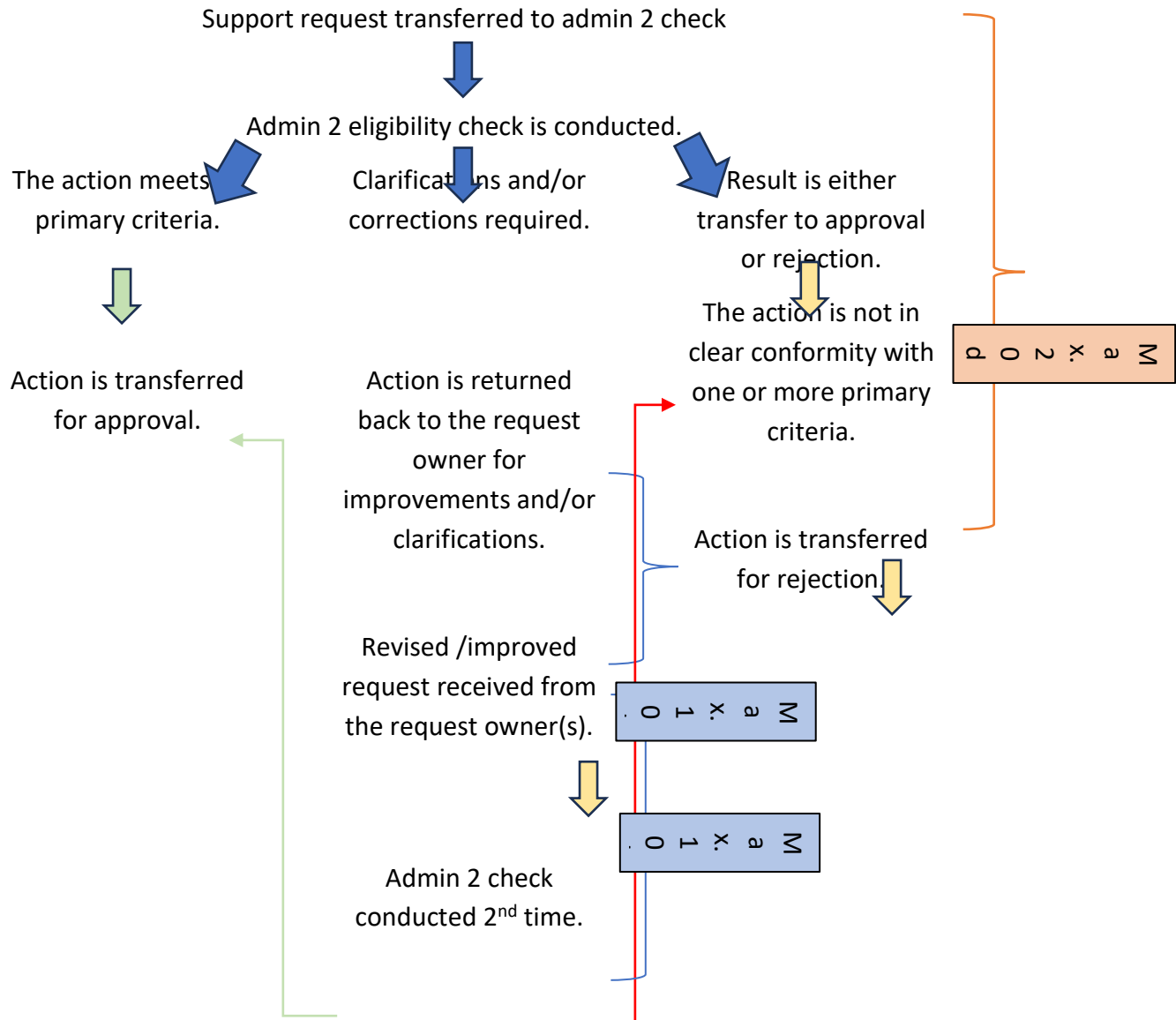Admin 1 check conducted 2nd time.

ADMIN 2 - COMPLIANCE CHECK:

Requests that pass the admin 1 eligibility check are transferred to compliance check (admin 2). This is generally conducted by independent experts and generally takes a maximum of 20 working days.

At this stage, the independent experts check the request form against the primary and secondary criteria explained above. Admin 2 check results take the form of one of the following:

a) The action and request owner meets all primary criteria.
b) The action and request owner does not meet one or more of the primary criteria.
c) Clarifications or improvements are required. In this third option, the request form is returned to the request owner(s) for revisions. They are required to revise and re-submit their form in maximum 10 days.

COMPLIANCE – ADMIN 2 CHECK

Support request transferred to admin 2 check

Admin 2 eligibility check is conducted.

The action meets primary criteria.

Clarifications and/or corrections required.

Result is either transfer to approval or rejection.

The action is not in clear conformity with one or more primary criteria.

Action is transferred for approval.

Action is returned back to the request owner for improvements and/or clarifications.

Action is transferred for rejection.

Revised /improved request received from the request owner(s).

Max. 10 d.

Admin 2 check conducted 2nd time.

Max. 10 d.

Max. 20 d.

The final approval decision lies with Civic Space, based on the recommendation and comments of the admin 2 compliance check, and requires confirmation from the EU Programme Manager.

The final rejection decision lies with Civic Space, based on the recommendation and comments of the admin 2 compliance check.

✓ The "return to user" opportunity is given only once at each admin 1 and admin 2 stages for each action.

✓ At admin 1 stage, the request owners have maximum 7 days to revise and re-submit their request form.

✓ At admin 2 stage the request owners have maximum 10 days to revise and re-submit their request form.

✗ When and if a request owner does not re-submit the revised form within these deadlines, Civic Space team is entitled to cancel the request.

✗ The request owners, whose actions are cancelled will be notified via the MIS and be encouraged to consider re-requesting support by improving their actions and to use the help desk service.

✗ 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 7 days for admin 1 stage and 10 days for admin 2 stage, Civic Space team will cancel the request and notify the request owner.

You are more than welcome to make use of our help desk function at any stage!

We can guide you to

better understand and design your action,

clarify improvement recommendations,

further explain eligibility and compliance criteria,

mainstreaming cross-cutting issues in your action,

and provide information on other issues that you might need.

Help desk contact:

https://civicspace.eu/destek-masasi/

GROW CIVIC

CREATE YOUR OWN MAGIC