



GROW CIVIC

CREATE YOUR OWN MAGIC



REQUEST GUIDELINE



Funded by
the European Union



sivil civic Χώρος
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WHAT IS GROW CIVIC?



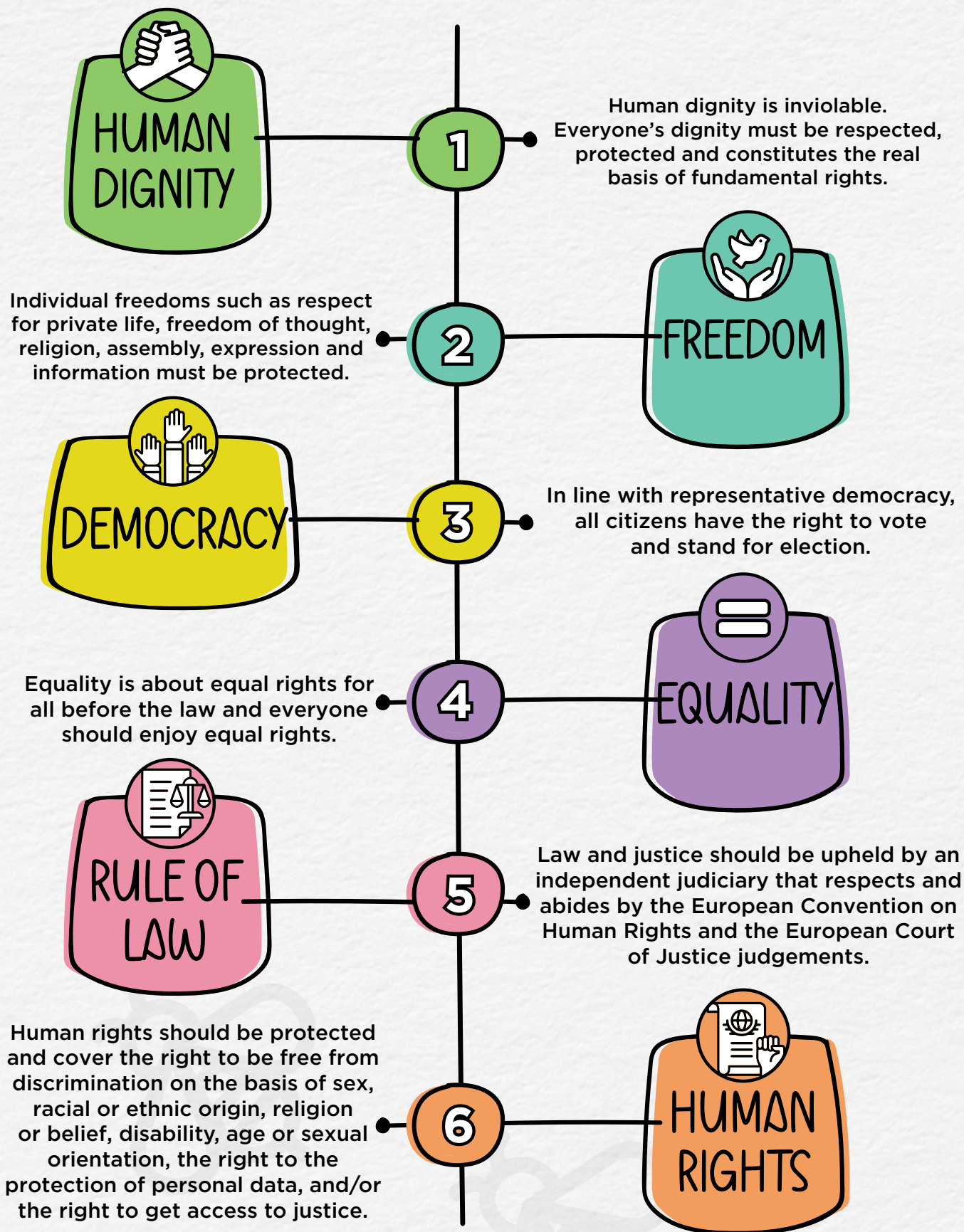
Grow Civic has been providing support to activists and civil society organisations (CSOs) since 2016. To date, the Program received **279** requests and supported the implementation of **116** actions.

Grow Civic is managed under the Civic Space Technical Assistance Project funded by the European Union (EU) and implemented within context of the European Union's Aid Programme to support the Turkish Cypriot community (TCc). Civic Space aims to contribute to building a stronger civil society, which supports democratic changes and confidence-building measures in the TCc. The Project provides a variety of support functions including Grow Civic.

For more information and types of support provided by Civic Space

Grow Civic aims to directly address the needs of civil society, using a participatory approach in design, planning and implementation, in line with the values and operating principles of the EU.

THE EU VALUES GROW CIVIC SEEKS AND PROMOTES ARE



For more information about EU values

Grow Civic is NOT a grant programme!

1

In addition to registered CSOs, activists, unregistered citizen's initiatives, platforms and networks are also supported.

Actions that are either designed with a rights-based approach or implemented by rights-based CSOs are supported.

2

3

Rather than monetary transfers made to beneficiaries, eligible costs of supported actions are directly paid to the providers.

In addition to the budgetary support, expert support can be provided to approved actions on various expertise areas.

4

5

Grow Civic abides by rules and procedures of the EU regarding tendering, purchasing, visibility, etc., that apply to the Civic Space technical assistance project in general.

Grow Civic **DOES NOT** support activists, CSOs, platforms and networks that

- 1** discriminate on the basis of sex, race, colour, age, language, religion or belief, political or other opinion, national or social origin, association with a national minority, property, birth, marital or disability status, sexual orientation, gender identity or other status, visibility, etc., that apply to the Civic Space technical assistance project in general.
- 2** do not respect rights and freedoms laid down in the Universal Declaration of Human Rights and in all other international conventions signed by the EU.
- 3** express or offer sympathy or support for a particular political party or candidate.
- 4** promote, support, or depict violence and hatred.
- 5** promote or support sexual exploitation, abuse or harassment.
- 6** intentionally produce and/or disseminate false, misleading or defamatory claims and/or information.

Grow Civic does not support actions if there are indications or reasons for alleged financial violations or misconduct, corruption, conflict of interest, misrepresentation or fraud, breach of copyright, privacy laws, or the existence of all such circumstances.

Grow Civic reserves the right to reject requests, stop the implementation of actions, suspend the production of outputs that do not comply with EU rules and procedures.

WHAT DOES GROW CIVIC SUPPORT?

Grow Civic supports actions that are in public benefit and have a rights-based approach that are in line with one or more of the following objectives:

Creation of new rights-based initiatives/organizations or enhancing the rights-based capacities of existing initiatives/organizations.

Creation of new thematic mono-communal or multi-communal thematic or cross-thematic coalitions or building the rights-based capacities of existing coalitions.

Protection and promotion of democracy, fundamental human rights, EU values and principles.

Increasing outreach, visibility and multiplier effects of rights-based initiatives/organizations and actions.

Fostering multi-communal and/or multi-regional dialogue and collaboration.

Strengthening organizational capacities for enhanced and sustainable rights-based action.

Fostering and enhancing dialogue and collaboration with CSOs in EU Member States, EEA countries and/or the Instrument for Pre-Accession Assistance (IPA) region.

Actions aiming to foster dialogue and collaboration should be with CSOs from the following countries:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia, Turkey.

WHAT IS THE RIGHTS-BASED APPROACH?

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.

- The rights-holders are affected individuals and groups who have entitlements and claims regarding the right(s) that an action is focusing on. They should be considered as active contributors and not just as passive beneficiaries.
- The duty-bearers could be governments, state institutions, municipalities, municipal councils, parliaments, judiciary etc. that bear the obligations to respect, promote, protect and fulfil human rights.
- Civil society organisations, academia and private sector entities or corporations may have both rights-holder roles and/or duty-bearer roles depending on the right at question. Fostering and enhancing dialogue and collaboration with CSOs in EU Member States, EEA countries and/or the Instrument for Pre-Accession Assistance (IPA) region.

For more information about the rights-based approach

Application of RBA also requires an analysis of capacity gaps of both rights-holders in claiming their rights and of duty-bearers in meeting their obligations. Subsequently, RBA strengthens the capacity of duty bearers to respect, protect and fulfil human rights and the corresponding capacity of the rights-holders to promote and protect their rights and fundamental freedoms.



“RBA consists in, for example, avoiding that a justice reform project focuses exclusively on capacity- building within the judiciary without taking into account the rights and the access of rights holders (end users) to the justice system, without which the justice reform programme would be redundant.”

“In a project that aims to increase women’s employment, provision of vocational and/or entrepreneurship trainings to women will not be accepted an RBA approach, without any activities to analyse/advocate for a more enabling legal framework, positive measures to be taken by the public and private sector, capacity building of local bodies responsible from labour, justice, social services, education, etc. The RBA approach also requires that for the betterment of the system and the sustainability of the project results, measures should also be taken to ensure that the trainings to be provided to women will be continued/sustained by the relevant duty bearers. As without this holistic RBA approach, the women who receive trainings, as well as other women in society, may still not be employed.”



We highly recommend making use of the following resources while designing your action

Rights-based Approach Mainstreaming Guide developed by Civic Space

Frequently Asked Questions section on Civic Space website, which includes a set of steps to consider when integrating RBA in your action:

Summaries and videos of actions previously supported by Grow Civic:



WHO CAN BE SUPPORTED BY GROW CIVIC?

Grow Civic provides support to registered or unregistered civil society organisations including grassroots, local and seed organisations as well as activists. The following types of beneficiaries from the northern part of Cyprus are eligible for Grow Civic support as the sole request owner or in partnership with others.

— ACTIVISTS (legally residing in Cyprus).

Grow Civic defines activists as 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.

— REGISTERED CSOS WORKING FOR PUBLIC BENEFIT

- Associations
- Foundations
- Charities
- Non-profit companies and cooperatives

● UNREGISTERED CSOS WORKING FOR PUBLIC BENEFIT

● REGISTERED FEDERATIONS AND CONFEDERATIONS WORKING FOR PUBLIC BENEFIT

● UNREGISTERED PLATFORMS AND NETWORKS WORKING FOR PUBLIC BENEFIT

The following types of beneficiaries from the northern part of Cyprus are eligible for Grow Civic support **ONLY** within partnership with a CSO working for public benefit.

○ 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).

○ 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 CSO in the northern part of Cyprus**

Activists from the Republic of Cyprus can request support ONLY in partnership with an activist or a CSO from the northern part of Cyprus.

Public benefit 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.

WHAT COSTS ARE ELIGIBLE OR INELIGIBLE?

Eligible Costs

COSTS FOR TRAVEL AND TRANSPORTATION

- 1 Travel and transportation expenses
- 2 Per diem, subsistence allowances, accommodation costs
- 3 Visa and passport costs

COSTS FOR THE ORGANISATION OF OR PARTICIPATION TO EVENTS

- 1 Rental fees for venues
- 2 Catering costs
- 3 Visa and passport costs
- 4 Fees for participation in events (e.g., conferences, workshops, panels) and membership fees to networks
- 5 Association/platform/network establishment costs
- 6 Translation and interpretation services
- 7 Special requirements (e.g., ambulance, childcare, PCR tests)
- 8 Stationary costs and other material costs
- 9 Equipment and furniture rentals
- 10 Costs for exhibitions, stands
- 11 Costs for photography
- 12 Communication costs (mobile phone credits) required for event organisation

COSTS FOR VIDEO PRODUCTION AND POST-PRODUCTION

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

DESIGN, PRODUCTION OR PRINTING OF VISIBILITY/COMMUNICATION /PROMOTIONAL MATERIALS

(E.G., books, reports, brochures, posters, reports, flyers, roll-ups, pennants, pens, website)

- ① Design Costs
- ② Printing Costs
- ③ Dissemination Costs
- ④ Translation Services
- ⑤ Advertisement Costs
- ⑥ Website Costs
(e.g., database, design, hosting)
- ⑦ Purchasing and subscription fees of digital tools required for the action
- ⑧ Design and management of digital and social media tools
- ⑨ Studies, research, evaluation services

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

Equipment and furniture rental cost cannot exceed 1/3 of the purchasing value of the relevant equipment/furniture.

Entry fees cannot be charged for events which are supported by Grow Civic.

Costs for membership to networks, website domain name and hosting, subscription to digital tools/platforms exceeding the duration of the action cannot be covered.

All types of materials to be shared publicly (e.g., videos, films, social media visuals, reports, brochures, banners, booklets, promotional materials) should be in line with the Grow Civic Visibility Guideline and require the approval of the EU Programme Manager. Without this approval, costs of these outputs will not be covered by Grow Civic.



For more information about Grow Civic visibility rules and procedures

Grow Civic reserves the right not to make and/or reimburse payments for services that do not comply with EU rules and procedures.



Ineligible Actions

- Actions/costs 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 another donor funded project

Ineligible Costs

- Debts and debt service charges (interest)
- Costs incurred for activities implemented before the approval of the requested support
- Salaries of full or part time 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.

Support owner activists and the CSOs' representatives are entitled a reasonable amount of daily subsistence allowances for their management/coordination work. Any other form of monetary compensation for individual support owners is not eligible.



HOW MUCH SUPPORT IS AVAILABLE?

Grow Civic aims to respond to the diverse and changing needs of civil society, designing, and constantly improving its support categories. For the period October 2023 and October 2025, seven distinct support packages will be provided to address the needs and expectations of Cypriot civil society.

While Activist, Seeds, Roots, Growth, Synergies and Mobility packages will be open for requests all through the Program duration, the Priority support package will be implemented by way of call for requests based on thematic or geographic priorities.

The details of support packages are presented below in detail.



Mobility



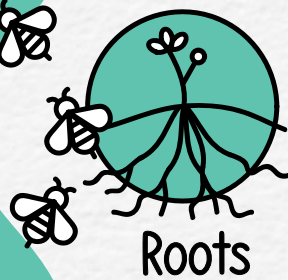
Priority



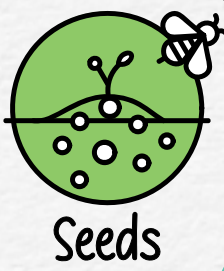
Synergies



Growth



Roots



Seeds



Activist

Grow Civic Support Packages



Activist

This support package is designed to support individual Cypriot activists in implementing their public benefit action ideas designed with a rights-based approach.

This is the **ONLY** package that is open to requests from activists.

FOR WHOM?

- Activists from the northern part of Cyprus
- Activist partners from the northern part of Cyprus and the Republic of Cyprus.

HOW MUCH?

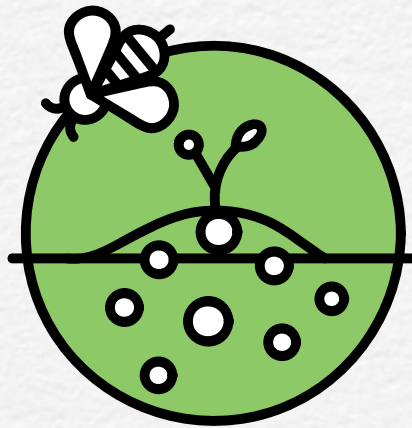
- For individual activists from the northern part of Cyprus up to **2,500 EUR**.
- Activist partners from the northern part of Cyprus and the Republic of Cyprus, up to **4,000 EUR**.

FOR HOW LONG?

- The actions' duration should be between **4 - 10 months**.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of **8 days** of experts' support can be provided.



Seeds

This support package is designed to support CSOs that are newly formed, with no prior experience of project management, EU grants or Grow Civic, in implementing their public benefit action ideas designed with a rights-based approach.

FOR WHOM?

- CSOs from the northern part of Cyprus
- Multi-communal CSOs

HOW MUCH?

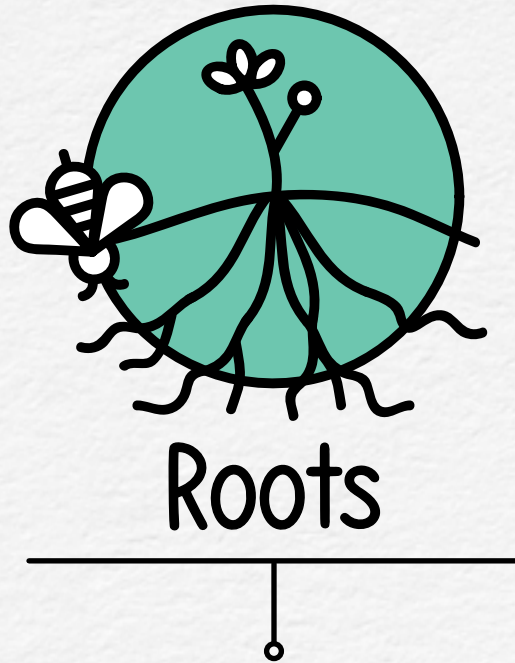
- Up to 3,000 EUR.

FOR HOW LONG?

- The actions' duration should be between 4 - 10 months.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of 8 days of experts' support can be provided.



This support package is designed to respond and support CSOs that have project management capacity, relevant to implement the proposed action.

FOR WHOM?

- CSOs from the northern part of Cyprus
- Multi-communal CSOs

HOW MUCH?

- Up to 5,000 EUR.

FOR HOW LONG?

- The actions' duration should be between 4 - 10 months.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of 8 days of experts' support can be provided.

Actions should include at least one activity in their action plan to realize the rights-based approach, collaborating with or advocating towards the duty-bearers relevant to their action.



Growth

This support package is designed to respond and support CSOs that previously received and successfully completed either a Grow Civic supported action or an EU grant project.

FOR WHOM?

- CSOs from the northern part of Cyprus
- Multi-communal CSOs
- Partnership of CSOs from the northern part of Cyprus and the Republic of Cyprus

HOW MUCH?

- CSOs from the northern part of Cyprus up to **10,000 EUR**.
- Partnership of CSOs from the northern part of Cyprus and the Republic of Cyprus up to **12,000 EUR**.

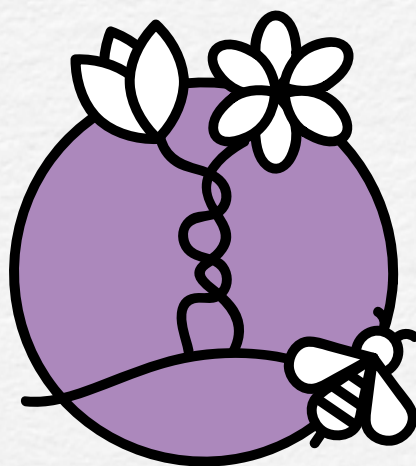
FOR HOW LONG?

- The actions' duration should be between **6 - 12 months**.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of **10 days** of experts' support can be provided.

Actions should include at least one activity in their action plan to realize the rights-based approach, collaborating with or advocating towards the duty-bearers relevant to their action.



Synergies

This support package is designed to respond and support CSOs that want to build partnerships, collaborations, and coalitions with other stakeholders in Cyprus. The stakeholders might include other CSOs, academia, local bodies, businesses, etc.

FOR WHOM?

- Partnership of CSOs from the northern part of Cyprus
- Partnership of CSOs from the northern part of Cyprus and the Republic of Cyprus

HOW MUCH?

- For CSOs' partnerships from the northern part of Cyprus, up to **5,000 EUR**.
- For CSOs' partnerships from the northern part of Cyprus and the Republic of Cyprus, up to **6,000 EUR**.

FOR HOW LONG?

- The actions' duration should be between **4 - 10 months**.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of **8 days** of experts' support can be provided.



Mobility

This support package is designed to respond and support CSOs that want to enhance and build their networking with CSOs in other EU Member States, European Economic Area or EU Instrument for Pre-Accession Assistance (IPA) countries.

FOR WHOM?

- CSOs from the northern part of Cyprus
- Multi-communal CSOs
- Partnership of CSOs from the northern part of Cyprus and the Republic of Cyprus

HOW MUCH?

- For CSOs' partnerships from the northern part of Cyprus, up to **12,000 EUR**.
- For CSOs' partnerships from the northern part of Cyprus and the Republic of Cyprus, up to **15,000 EUR**.

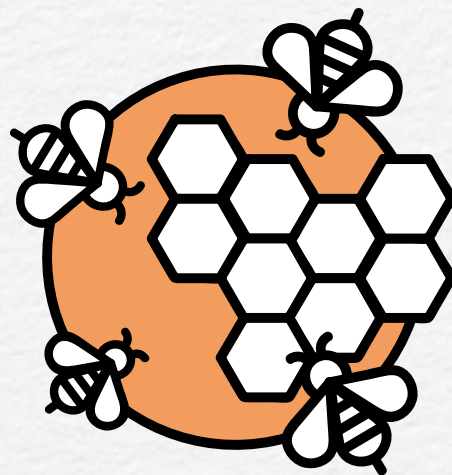
FOR HOW LONG?

- The actions' duration should be between **6 - 12 months**.

HOW MANY DAYS OF EXPERTS' SUPPORT?

- A maximum of **8 days** of experts' support can be provided.

Actions should include at least one activity in their action plan to share/disseminate the information/knowledge gained from the mobility action with their stakeholders in Cyprus.





Priority

This support package will be provided on priority thematic topics and/or geographic regions and be implemented by way of call for requests with deadlines.

Register to Civic Space online database, follow Civic Space social media accounts to be notified for periodic Priority calls for requests.

Register to Civic Space online database

Follow Civic Space social media accounts

  /civicspaceeu

One CSO or activist can be provided support for more than one action within the Program timeline. However, in total, **the maximum support amount that can be provided to activists cannot exceed 8,000 EUR and 17,500 EUR for CSOs.** Furthermore, it is not possible to provide a second support to a request owner if the request owner already has an ongoing/incomplete action supported under Grow Civic.

All actions supported by Grow Civic should be completed latest by 30 September 2025.

WHAT'S EXPERT SUPPORT?

Grow Civic provides expert support in addition to the budgetary support for each approved action. Depending on the support package, owners of each supported action are eligible to receive between **8-10 maximum days** of expertise.

EXPERT SUPPORT is provided on the following fields:

- 1** Consultancy / training expertise on thematic topics (e.g., human rights, health, youth participation, gender equality, environment protection)
- 2** Consultancy / training on capacity building topics (e.g., organisational management, advocacy, fundraising, strategic planning, working with volunteers)
- 3** Formal Education
- 4** Communication
- 5** Legal Issues
- 6** Meeting / Event Facilitation
- 7** Research and / or Analysis
- 8** Mentoring and Coaching
- 9** Information Technology

Experts are selected by the support owners from the Grow Civic pool of experts. The process requires terms of reference to be drafted by the support owner indicating the aims, scope, outputs of the work and qualifications sought from the expert. Accordingly, they will be matched with a relevant expert from the pool.

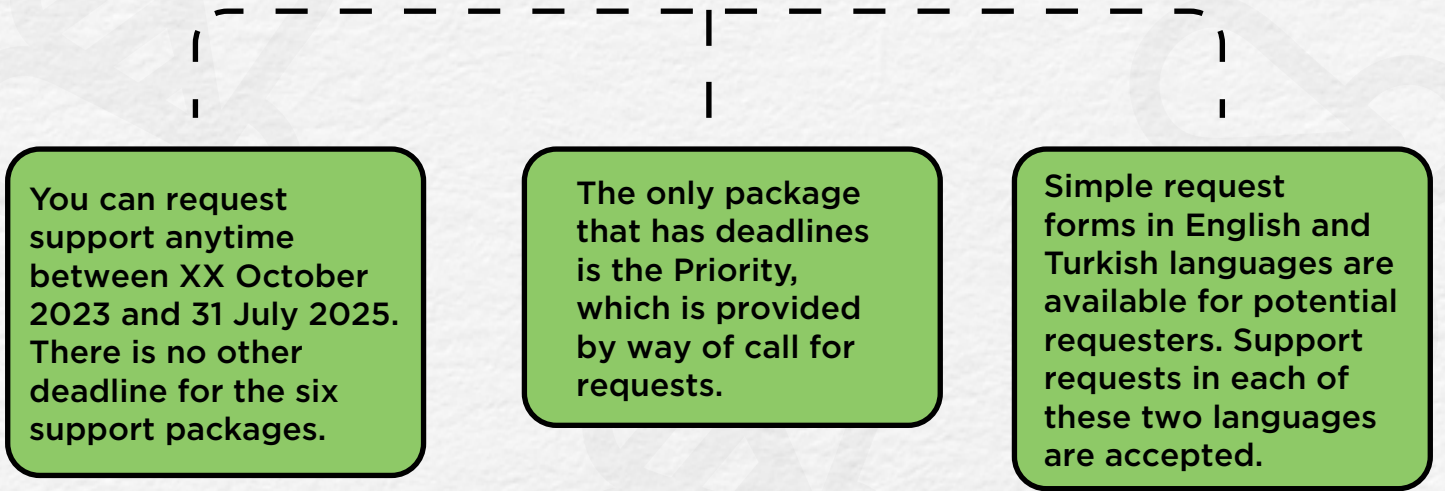
For more information about the pool of experts

If the support topic or a relevant expert does not exist in the Grow Civic pool, support owners may formally request from the Civic Space team to add the topic and/or expert in the pool.

Process of adding a new topic and/or expert in the Grow Civic pool of experts requires additional approval of the EU Programme Manager and will take time. You should be aware of any potential delays that such a situation might cause during implementation.



HOW WILL SUPPORT REQUEST(S) BE MADE?



To review request form template

Requests should be made through the online Grow Civic Management System (MIS). To access the MIS you should first register. Requests made in any other form WILL NOT be processed.

For registering at Grow Civic MIS

If you are new to Grow Civic MIS and/or require guidance in accessing it, please review the MIS Guideline prepared specifically for this reason. In case you need further support, you can contact our Help Desk.

For MIS Guideline

We strongly recommend you review the Grow Civic Implementation Guideline BEFORE you make your request. This Guide provides detailed information about implementation rules and procedures that you should take into consideration while designing your action and identifying action duration.

For Grow Civic Implementation Guideline

HOW WILL SUPPORT REQUESTS BE CHECKED ?

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.

Grow Civic operates on a first-come first-served basis. Thus, all requests for support received by Civic Space will go through the eligibility and compliance check process in the order the request was received.

THE ELIGIBILITY AND COMPLIANCE CHECK PROCESS INVOLVES A **TWO-PHASED** APPROACH

1

INITIAL ELIGIBILITY CHECK

The first phase includes an initial check to see if the request owner and the action is in line with the following **5 MANDATORY CRITERIA**:

- the relevance with Grow Civic objectives,**
- the eligibility of the requester(s),**
- the rights-based and public benefit nature of the action,**
- the requested support amount and**
- the location(s) of the action.**

2

FURTHER ELIGIBILITY AND COMPLIANCE CHECK

The requests that pass the first phase are then checked by independent experts in terms of consistency, impact, feasibility and effectiveness.

For the eligibility and compliance checklist used

If necessary, requests can be sent back for improvements and revisions to the support owners. This can be done a maximum of 2 times: one at each phase.

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.

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 or complaints, the request owners can send an e-mail to xxxxx@xxxxx



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.



HELP-DESK SUPPORT

Civic Space Team will organise info sessions to present the Grow Civic rules and requirements. Follow Civic Space social media accounts to keep up-to-date with upcoming info-sessions.

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.

The Help Desk support includes but not limited to issues regarding:

- 1 Information on Grow Civic Management Information System (MIS).
- 2 Information on procedures, forms, requirements of Grow Civic, etc.
- 3 Guidance on stages of pre- and post-request/implementation.
- 4 Support in finding partners.
- 5 Guidance and support to mainstream cross-cutting issues.
- 6 Recommendations for improving the action and budget design.



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 regarding problems you faced at any stage of Grow Civic implementation, complaints or opinions about the Programme and improvement recommendations.





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THANK YOU !



This publication has been produced within the context of the Civic Space Project. This project is funded by the European Union and implemented by a consortium led by GOPA PACE. The Contents of this publication are the sole responsibility of GOPA PACE led consortium and do not necessarily reflect the views of the European Union

