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GUIDE FOR PREPARING GRANT PROPOSALS

Emergency support for Ukrainian Civil Society and independent Media, including individuals

ABOUT US

Emergency Support to Ukraine is a regional project implemented by ERIM and financed by the European Union. The project is aimed at strengthening the stability and effectiveness of Ukrainian civil society, independent mass media, independent activists and journalists. More information about ERIM, its mission, vision, purpose and team can be found [here](#), about the project [here](#).

CONTENTS OF THE DOCUMENT:

1. ERIM Grant opportunities within the ESU project (the general purpose of support and priorities, the amount of support and terms of use of funds)
2. More about the target audiences of the project and who can participate in the project's grant competitions
3. Procedure for submitting project proposals
4. The procedure for evaluating applications, determining the winners of the 1st competition. Informing participants about the results of the competition.
5. Counseling of potential grant recipients
6. Procedure for providing funding
7. Allowable expenses within the framework of projects



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1. About grant opportunities within the ESU project from ERIM.

The general goal of support and priorities, the amount of support and the terms of using the funds

We are announcing 3 competitions at once in order to be able to support everyone who needs it as soon as possible.

We encourage women and girls, representatives of the LGBT+ community, people with disabilities, as well as representatives of other vulnerable groups to participate in grant competitions.

For all grants applicants in rural communities or those close to the front line are particularly welcome and priority will be given to organizations who have not already received our support. Applications from political or religious organizations will not be considered.

GRANT OPPORTUNITIES:

1. Emergency Support for civil society organisations (for: CSOs, independent media, social enterprises, cultural organisations etc) to support core costs and activities including (but not limited to):

- Core support/running costs for CSOs and media (office rent, equipment, salaries...)
- Support for emergency activities (creating platforms, monitoring human rights violations, hotlines/call centers, service provision for IDPs and refugees, however not humanitarian support)
- Support to CSOs based in host countries who are supporting Civil Society in exile or Ukrainian refugees
- Relocation grants to move organizations to safe places or to create hubs
- Legal support
- Psychosocial/anti-burnout/anti-trauma support for the team

It is important to note that the action plan of the project could be flexible and potentially revised with you after selection, taking into account the rapid changes in the country and society.

These grants aim to support CSOs but can not cover humanitarian needs of target audiences.

They may also cover back dated costs from 25 February 2022. For example, office rent or salary costs for March, April, May and June etc. If you wish to request this support you should include a full justification for this.



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Applications will be considered of 5,000 EUR - 25,000 EUR.

Support can last for up to 3-12 months.

2. Emergency Support for individual civil society actors (activists, civil society representatives, journalists, cultural workers, academics, etc.) to support core costs and activities including (but not limited to):

- Relocation grants (including visa costs, travel, accommodation etc)
- Legal support
- Psychosocial/anti-burnout/anti-trauma support

They may also cover back dated costs from 25 February 2022.

Applications will be considered of 1,000 - 5,000 EUR.

For all grants applicants in rural communities are particularly welcome and priority will be given to organizations who have not already received our support. Applications from political or religious organizations will not be considered.

Support can last for up to 3-6 months.

3. Advocacy activities (for: CSOs, independent media, social enterprises, cultural organizations etc) to support advocacy initiatives and media campaigns including (but not limited to):

- Media campaigns to raise awareness e.g. on war crimes or the difficulties faced by women IDPs and the laws and regulations that should be changed to support them in future.
- Awareness-raising activities in Ukraine or host countries (e.g. film screenings, public discussions, photography exhibitions, human rights fairs, thematic flash-mobs, events in partnership with local media, vlogging and podcasting, community-based initiatives etc.)
- Success stories of active members of civil society who find ways of helping people, how their idea works at the local level, how it can be brought to the national level, best practices how to organize mutual assistance and support;
- Monitoring initiatives that provide accurate information at the local, regional and/or national level on the war in Ukraine.



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We encourage collaboration between media and other CSOs and partnerships between different organizations and civil society actors (including Ukrainian CSOs/civil society actors and CSOs/civil society actors in host countries.)

It is important to note that the action plan of the project could be flexible and potentially revised with you after selection, taking into account the rapid changes in the country and society.

Applications will be considered of 5,000 EUR - 15,000 EUR.

Support can last for up to 3-12 months.

2. About the project's target audience and everyone who can participate in the project's grant contests

- Registered public and charitable organizations (thematic fields of which are: protection of human rights, protection of the rights of vulnerable groups, anti-corruption initiatives, protection of children's rights, environmental activism, protection of the rights of women and girls, legal aid and other areas).
- Initiative groups of activists that are united by joint public activity, but are not officially registered as an organization.
- Independent media.
- Volunteer organizations or informal associations, youth groups, local associations of active citizens who provide local assistance to internally displaced persons.
- Trade unions.
- Social enterprises whose activities contribute to the expansion of social opportunities.
- Organizations working with art projects and initiatives, as well as independent artists.
- Scientists.

3. Procedure for submitting project proposals

- A potential grantee who belongs to the above-mentioned one or more target audiences of the project must send an application for participation.
- We remind you that for budget formation you can use an example of a table, as it is in the Application Forms, or add your own in EXEL format.



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- Applicants should send the appropriate application form in Ukrainian or English to EmergencySupportForUkraine@proton.me with the name of the grant competition in the subject of the e-mail.

Application form: [Emergency Support for organisations](#)

Application form: [Emergency Support for individual civil society actors](#)

Application form [Support for advocacy activities](#)

- Applications for participation in the first selection round must be submitted by August 31, 2022.
- In urgent cases, applications will be considered on an ongoing basis.
- Applications sent through the social network Facebook or other social networks are not registered and will not be taken into account.
- Before sending the application forms, it is necessary to make sure that all attached files are opened without deformation of the texts. If the received files cannot be opened, the application will not be considered automatically.
- Applicants may apply for more than one grant opportunity but priority will be given to applicants who have not received support. We recommend applying for only the grant opportunity that best corresponds to your needs.

4. The procedure for evaluating applications, determining the winners of the 1st competition. Informing participants about the results of the competition

- Upon receipt of the ERIM application, the sender will be notified by e-mail of receipt of the application form and registration.
- Organizationally, the evaluation of tender applications and determination of results includes several consecutive stages:
 1. Verification of compliance with the technical requirements of the competition
 2. Evaluation of the quality of applications for compliance with the requirements of the competition
 3. On the basis of the recommendations of the Expert Committee of the project, lists of winners are formed.
- We will inform you about the results of the competition by e-mail no earlier than September 10, 2020.
- In case of winning, you will be notified by e-mail or via SIGNAL, you will receive a letter with a request to provide additional documents for drawing up a grant agreement.
- The drafting and signing of the agreement will take place during September 2022.



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5. Consulting potential grant recipients

If you have additional questions or clarifications, you can contact EmergencySupportForUkraine@proton.me.

6. Procedure for providing financing and reporting

- After clarifying the working plans of the projects with potential grant recipients, taking into account possible comments of the Expert Commission of the project, the responsible person of the organization or an independent activist and ERIM will conclude a grant agreement.
- The grant of the "**Emergency support to civil society organizations**" will be provided in two tranches or more. The conditions for providing tranches will be discussed with potential grantees during the conclusion of the agreement.
- During the grant period and after its completion, the ERIM team will monitor the activities carried out by the grantee.
- After completing the project, you will need to submit a narrative report and a financial report. We will introduce you in detail to the reporting rules when signing the grant agreement. If you have any questions about the reports, we are happy to help.

7. Allowable expenses within the framework of projects

What expenses are covered by the grant?

- External services: participation in events and educational programs,
- expert consultations, involvement of mentors, etc.
- Marketing costs: design, copywriting, video and
- photography, social media promotion, etc.
- Administrative expenses: rent of premises and equipment, etc.
- Digital tools: purchase of software,
- etc.
- Current organizational costs: office rent, payments
- to employees, etc., equipment purchases and construction work
- Fees: experts, facilitators, etc.
- Other costs directly related to project implementation.
- Bank fees and commissions.

What expenses are not covered by the grant?



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- Costs offset by other grants or programs.
- Expenditure on goods, works and services not specified in the budget.
- Expenses for the preparation of a grant application.
- Expenses incurred before the start of project implementation.
- Other costs not related to project implementation.
- Debt