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GUIDE FOR PREPARING GRANT PROPOSALS

ProElect - Promote accountability in Electoral processes in EaP through increased participation and capacity of civic actors

ABOUT US

ERIM (Equal Rights and Independent Media) is a not-for-profit organisation based in Lyon, France. We provide innovative projects to promote human rights and strengthen independent media and civil society. The ERIM approach emphasises partnerships with local development organisations to bring about change through training, partnerships, education, research and sub-granting schemes.

More information about ERIM, its mission, vision, purpose and team can be found [here](#).

“ProElect - Promote accountability in Electoral processes in EaP through increased participation and capacity of civic actors” is a regional project run by the Transatlantic Foundation in partnership with IREX Europe (doing business as Equal Rights and Independent Media - ERIM) and funded by the European Union. The project aims to ensure that civil society actors in the Eastern Neighbourhood are engaged, capable and knowledgeable in monitoring elections and promoting democratic accountability mechanisms

Electoral monitoring is a comprehensive process that encompasses all stages of an election, from voting procedures to vote counting and post-election verification, while critically examining political behaviours, campaign dynamics, stakeholder involvement, and potential influences from both legitimate civil society groups and potential malign actors.

CONTENTS OF THE DOCUMENT

1. ERIM Grant opportunities within the ProElect project (the general purpose of support and priorities, the amount of support and terms of use of funds)
2. More about the target groups 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, selected projects. Informing participants about results of the call
5. Counselling 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 ProElect project from ERIM.

Applications

The call is opened to independent media actors and civil society organisations active in Moldova. We plan to award **2-4 grants for capacity development** up to **8,000 EUR per grant**. CSOs who apply to the call will need to describe their structure, needs and complete self-assessment. The CSOs will be selected based on the selection criteria detailed in the call for applicants.

Organisational capacity assessment

The organisations should complete a self-assessment form covering eight areas. For each area, they will need to evaluate the current level of organisational development and the priority of work in that specific direction. Based on this assessment, the organisation could identify priority areas for organisational development and propose specific activities. These activities must be described in greater detail in the project application.

Capacity development plans

Each selected organisation will undergo an additional assessment of the chosen areas for organisational development through an Organisational Capacity Assessment (OCA) tool conducted by ERIM. ERIM may also request additional internal documents and policies to conduct a more accurate assessment of organisational development at the time of receiving the grant. As a result, in collaboration with ERIM consultants Capacity Development Plans will be developed.

Once the CSOs have approved their capacity development plan, they will get a grant to implement it, meaning that they will work with experts in one or more of the 8 specific capacity development areas highlighted in the capacity development plan. The plan must have objectives, activities, targets, milestones and resource allocation. Targeted CSOs will be required to inform ERIM about their pre-selection (review of their CV for example) of experts, and ERIM will give a final approval. ERIM may propose trainers from our internal database in case CSOs face issues in identifying the appropriate experts.

Each CSO will have an assigned budget of maximum 8,000 EUR for the capacity development plan implementation.

Capacity development activities

To implement the plan, the project can take multiple forms, for example workshops, long term mentoring, technical support (e.g. support to development a software), legal support to develop internal policies and bylaws, etc. The types of capacity development may include digitalisation and digital security, project management, fundraising, leadership and governance, finance and administration, strategic planning, psychosocial and anti-burnout support, training and mentorship on advocacy technics, media information and literacy to fight against disinformation.

Beneficiaries must provide interim and final financial and narrative reports highlighting results and achievements.



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

The end beneficiaries of this grant program include, but is not limited to:

- **Civil society organizations:** From established electoral monitoring groups to grassroots civic education initiatives.
- **Independent media outlets:** Including investigative journalism networks, fact-checking organizations, and local news platforms.
- **Research institutions and think tanks:** Contributing to electoral analysis and democratic development.
- **Electoral management bodies:** At local and central levels, including independent agencies responsible for electoral administration.
- **Citizen groups:** Such as youth organizations, women's rights groups, and minority advocacy platforms engaged in electoral observation and democratic participation.
- **Professional networks:** Comprising legal experts, electoral technology specialists, and communication professionals supporting electoral monitoring.

Priority will be given to applications from organisations that have not already received our support under other projects.

Applications from political or religious organisations will not be considered.

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
- Complete and send the self-assessment form
- Complete and send the budget form.

The application and self-assessment form can be downloaded at the following [LINK](#) or can be requested by e-mail: proelect.eap@proton.me. The application and self-assessment form can be submitted in Romanian or English to the email address: proelect.eap@proton.me

If you do not complete the application form in English, please add a quick online translation in English and send it to us with the form (Google translate is accepted).

Please, state in the subject line "ProElect - Capacity development for Moldova". The applications should be submitted in word, if possible, please, provide an English version of your application to the original one, google translate is an acceptable method of translation. Proposals must be submitted online by **18:00 local time, January 20, 2025.**

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.



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4. The procedure to evaluate applications, determine selected applications and inform 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.
- Organisationally, the evaluation of applications and determination of results includes several consecutive stages:
 - ⇒ Verification of compliance with the technical requirements of the competition
 - ⇒ Evaluation of the quality of applications by the members of the Selection Committee
 - ⇒ Applications are selected based on the recommendations of the Selection Committee
- We will inform you about the results of the competition by e-mail no earlier than **18 February 2025**. Unfortunately, we may not be able to provide individual feedback on each application.
- The contracting process will take place during **March 2025**.

5. Consulting potential grant recipients

All questions regarding this call shall be addressed at proelect.eap@proton.me . Questions, comments, and requests for clarification will not be accepted after **January 5, 2025**. ERIM is not obliged to provide clarifications to questions received after this date. The answers will be given no later than 10 days before the deadline for the applications submission.

We will hold an online Q&A session where you can learn more about the competition terms and ask any questions you may have. You can register for the webinar by filling out the application form via the [LINK](#)

6. Contracting 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 organisation and ERIM will conclude a grant agreement.
- The grants will be provided in tranches. 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.
- Grant recipients are required to retain all project-related documents for five years after receiving the final grant payment.

7. Allowable expenses within the framework of projects



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All cost included in the budget must be linked to the areas.

- Honoraria and travel for experts/consultants/facilitators
- Logistic costs for trainings, strategic planning sessions (travel, accommodation, meals)
- Training courses and technical assistance based on organisational needs such as, but not limited to, board development and governance, public relations, strategic planning, financial management, volunteer systems, advocacy and communication, digital security, etc.
- Software and informational technology (IT) service
- Communication and marketing costs: design, copywriting, video and photography, branding products, social media promotion, etc.
- Administrative expenses related to the activity: payments to employees, bank fees and commissions
- Other costs directly related to project implementation

What expenses are not covered by the grant?

- Core support: salaries of employees who are not directly involved in the implementation of the project, rent of premises and other running costs of the organisation
- Direct activities usually implemented by the organisation
- 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