



GROW CIVIC ACTIVE CITIZENSHIP MECHANISM

INFORMATION NOTE

The Grow Civic Active Citizenship Mechanism (ACM) is an in-kind support programme being implemented under Civic Space project, to provide flexible, transparent and accessible direct support to rights-based, public benefit work carried out by activists, citizens' initiatives, platforms, networks, and Civil Societies Organizations (CSOs).

Supports to be provided will directly address the needs of the civil society, and a participatory approach in design, planning and adaptation stages of the programme, while technical requirements of the EU will be respected.

Direct support will be 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.

What Are the Objectives of Grow Civic ACM Support?

Grow Civic In-kind Support Programme is implemented within the context of the European Union's Aid Programme¹ 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:

1. To increase accountability and visibility of CSOs toward the public including measures to improve enabling environment for civil society;
2. To promote Human Rights and Democracy, involving citizens in policy dialogue, design and monitoring;
3. To support reconciliation, dialogue, closer relationship and trust between the Turkish Cypriot and the Greek Cypriot communities;
4. To support the exchange of good practice with stakeholders, especially from the other EU Member States and IPA countries² allowing the creation and expansion of citizen networks, initiatives and platforms, including support for voluntarism.

Who Can Request Support?

Grow Civic is a facility to support Cypriot Civil Society activists and seed organisations, requesters being individuals or organisations as described below:

¹ (Regulation (EC) 389/2006)

² The list of **EU Members States** is as follows: Austria, Belgium, , Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, , Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, and with United Kingdom. **IPA countries are:** Albania, Bosnia & Herzegovina, FY Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey.



This project is
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- ✓ Activists³ (legally residing in Cyprus);
- ✓ Registered or unregistered civil society platforms, networks, citizen's initiatives, groups;
- ✓ Registered associations, foundations and non-profit companies;
- ✓ Trade unions, Local cooperatives, Professional Organizations, Greek Cypriot CSOs, Greek Cypriot citizens' initiatives and Greek Cypriot activists can request support only in partnership with a Turkish Cypriot CSO or Turkish Cypriot citizen's groups working for public good/benefit⁴ or Turkish Cypriot activists.

Which Activities Are Supported?

Rights-based activities⁵ of the above mentioned individuals or groups that work for public good/benefit will be supported. Grow Civic aims to stand flexible to answer the changing needs of civil society and activists. An **indicative list of eligible activities** is provided below but will not be limited with these:

- ✓ Organising or participating in meetings, conferences, workshops, seminars, study visits, or similar events, in line with the objectives of the Programme (e.g.: Human rights, civil society and participatory democracy, peace and reconciliation);
- ✓ External expert(s)' support for trainings, facilitation, workshops, etc.;
- ✓ Creation of and participation in networks; cooperation and partnership initiatives and similar activities (in Cyprus, in other EU Member States or IPA Countries⁶);
- ✓ Study visits in other EU Member States or IPA countries;
- ✓ Translation support for eligible activities;
- ✓ Bi-communal activities;

³ 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.

⁴ 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 (e.g. chambers, unions, professional organizations). CSOs working and operating principally to promote or protect the rights and interests of socially disadvantaged person groups are also accepted as public good CSOs.

⁵ 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 focus of the RBA is on rights rather than needs. 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. More information can be found at <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%209489%202014%20INIT>

⁶ EU IPA region includes the following countries: Albania, Bosnia & Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia, Turkey



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- ✓ Organising and /or participating in advocacy work, lobbying activities, campaigns and similar activities.

What Costs Are Eligible?

The support provided within Grow Civic Programme is not in cash but in kind. Expenses and organizational costs required for the eligible selected activities will be covered by the Civic Space Project. An **indicative list of possible eligible costs** is provided below:

- ✓ Accommodation, travel, visa and transportation costs,
- ✓ Written translation or simultaneous interpretation costs,
- ✓ Event costs (e.g. room rental, catering, equipment rental),
- ✓ Costs of studies or research,
- ✓ Design, printing and dissemination costs (e.g. books, posters, brochures, campaign and promotional material, ads),
- ✓ Advertising and promotion costs (e.g. print media, radio, social media, film production, promotional materials),
- ✓ Communication and administrative costs (i.e. prepaid mobile phone units, stationary),
- ✓ Short term expert fees (e.g. trainers, facilitators, consultants, researchers)⁷.

What Costs/Actions Are Not Eligible?

- ✓ 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 of request owners (When the request owners are activists no expert fees can be paid to them; when the request owner is a CSO, the CSO members cannot claim expert's fee for themselves)
- ✓ Costs for office rental or purchase, office utilities or works, infrastructures and renovation/refurbishment of buildings.

⁷ Requesters might want to make use of Civic Space Project's pool of experts for various capacity building activities.



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How Much Support Is Provided?

The minimum support to be provided is €50.

The upper limit is €3.000.

For actions aiming towards the 4th Grow Civic objective mentioned above, containing networking and partnership events with stakeholders in other EU Member States or IPA countries, and which include activities to take place in those countries (i.e. study visits, internship, joint events, networking and partnership events) the upper limit is €5.000.

It is possible for the same activist or CSO to request for several support requests. However, **the same requester will not be able to receive more than a total of €10.000 support within the whole duration of Grow Civic Programme (26 May 2016-26 May 2020)**. Furthermore, it is not possible to request support if and when the request owner already has an ongoing and incomplete action supported under Grow Civic. When there are several requests made by the same requester, all support requests except the first one will be moved to the end of the eligibility check list.

No cash transfers are provided to selected requesters. The eligible costs, as agreed between Civic Space and the requester are directly paid by the Civic Space to the service/product providers. By nature, Grow Civic is an in-kind support facility and NOT a small grants scheme.

How Will Support Request(s) Be Made?

Simple request forms in English and Turkish languages are available for potential requesters. Support requests in each of these two languages are accepted.

Requests are accepted through **the online Grow Civic system that can be accessed from www.civicspace.eu website**.

Request owners who have difficulty in using the online system, or who do not have the technical means or internet access can fill in the request form and send it by e-mail (apply@civicspace.eu) or submit it in hard copy to Civic Space Office at Hüseyin Küçük Sok. Şeytanöğlü Apt. No:38, Köşklüçiftlik, Lefkoşa.

How Will Support Requests Be Checked?

From the date of the official opening of this support mechanism until the allocated amount is fully spent, the support requests' process will be kept open for new requests. However, in case of high influx of demands, or if Programme assessment results recommend to do so, Civic Space project reserves the right to opt for periodic fixed deadline procedure.

All requests will be listed to be checked for eligibility in order of arrival, on a first-come-first-serve basis. The Civic Space Team will be listing the requests received (in the order of arrival time) and eligibility checks will be made by this order.



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Grow Civic is not a grant scheme, hence, the standard assessment procedures do not apply. The eligibility check process involves a two-phased approach, conducted by the Civic Space Team, supported by short term experts if/when necessary. There are 5 criteria checked by Civic Space experts initially to ensure that the request meets the fundamental eligibility criteria (relevancy to the objectives, the eligibility of the requester and the location of the action, existence of rights-based approach, elements of public good/benefit). The requests that fulfil these criteria are then checked in terms of requested support amount, consistency, impact, feasibility and effectiveness. Please see eligibility and compliance checklist used by Civic Space experts for more details.

It is important to note that Grow Civic primarily targets grassroots, self-advocacy, self-help, new or recently starting civil society organizations, initiatives and activists.

The Civic Space Team will be processing requests approximately in one month, from the day of the request is received. The Team will inform all requesters, regardless if they are supported or not, via e-mail and phone. In addition, the results of the eligibility check will be shared with the requesters, to be in line with the transparency principle and to allow requests that are not supported to be improved for later.

Help-Desk Function

Civic Space Team will be providing 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 include, but not limited to:

- ✓ Provide information on procedures, forms, requirements of Grow Civic, etc.,
- ✓ Provide guidance on stages of pre and post request/implementation;
- ✓ Provide support in finding partners.

**YOU ARE MOST WELCOME TO REQUEST SUPPORT AND
CREATE YOUR OWN MAGIC!**



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