



## ΣΗΜΕΙΑ ΣΤΗΡΙΞΗΣ | POINTS OF SUPPORT

ΜΙΚΡΕΣ ΔΩΡΕΕΣ, ΜΕΓΑΛΕΣ ΙΔΕΕΣ

SMALL GRANTS, BIG IDEAS



### TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAMME

#### A. Aim of the Programme

The “Points of Support” Programme is a joint initiative of the John S. Latsis Public Benefit Foundation, the TIMA Charitable Foundation, the Hellenic Hope charitable organisation and the Bodossaki Foundation, whose aim is on the one hand to support pioneering small-scale projects with optimum social impact for the benefit of vulnerable social groups and on the other to strengthen the structures and expand the capacities of Greek NGOs.

The Programme is aimed at small and medium-sized organisations in civil society who wish both to receive accelerated training to upgrade their operations and secondly to implement an innovative idea which will contribute to further development and greater effectiveness of their work.

Specifically, each organisation in civil society joining the “Points of Support” Programme in response to the public invitation of 31<sup>st</sup> of October, 2016 will be provided with:

1. Funding to the sum of €5,000 for implementation of the proposed project, which must fall into one of the following thematic categories, as determined by the corresponding Programme funders:
  - 1.1 “Social integration of people with disabilities” (John S. Latsis Public Benefit Foundation)
  - 1.2 “Support of the Elderly” (TIMA Charitable Foundation)
  - 1.3 “Strengthening Child Protection Organisations” (Hellenic Hope)
2. Free entry to capacity building projects, which will be funded and implemented by the Bodossaki Foundation through [Social Dynamo](#). Social Dynamo is a Bodossaki Foundation initiative in collaboration with the Municipality of Athens (via synAthina platform), aimed at strengthening organisations and groups in civil society that are active in Greece, with a focus on learning, professional support and networking . The participation of organisations in a basic programme of educational activities is mandatory.

#### B. Eligible Organisations

Eligible organisations must comply with the following general requirements:

1. They must be legal persons, non profit-making, with their headquarters in Greece (legal persons or associations of persons or companies, non-profit-making in character (unions, societies, non-profit organisations, etc.) and social co-operatives.)
2. They must, preferably, be small or medium-sized organisations, with a maximum of 40 permanent and full-time employees.
3. They must not be under the jurisdiction of the public sector and their project must not be of a religious, political or commercial character.

## C. Eligible Projects

1. Eligible projects should fall, exclusively, into one of the following categories:
  - 1.1. “Social integration of people with disabilities” (John S. Latsis Public Benefit Foundation)
  - 1.2. “Support of the Elderly” (TIMA Charitable Foundation)
  - 1.3. “Strengthening Child Protection Organisations” (Hellenic Hope)
2. Organisations can choose from among the following eligible projects:
  - 2.1. Projects contributing to the improvement of the general efficiency of the organisation and the upgrading and modernization of the services it provides to its beneficiaries.
  - 2.2. Projects of information provision, consciousness raising, education and training.
  - 2.3. Networking activities, exchange and transmission of knowledge, technology, experience and best practices, and cultivation of partnerships with organisations working in the same sector in Greece or abroad.
  - 2.4. Projects for the provision of basic services and utilities to vulnerable social groups.
  - 2.5. Projects for the defence of rights, supervision, control and surveillance (monitoring).
  - 2.6. Projects promoting the participation of the organisation in the framing of policy and decision making processes in the field of its activity.
3. Any proposed project must be implemented within Greece, at local, regional or national level.
4. Every proposed project must be self-sufficient in terms of its implementation and have measurable results.
5. Projects of a religious, political or commercial character are not regarded as eligible.
6. Each organisation may submit up to two applications for proposed projects in this call, in one or two of the above modules of the programme. However more than one proposed project cannot be approved for an organisation.
7. Any applicant organisation may cooperate with one or more organisations (partner organisations) in implementation of the proposed project.
8. Any applicant organisation can participate as a partner organisation in a maximum of one proposed project that is submitted to the programme in the context of this call.
9. A partner organisation for the implementation of a project may not participate in more than two proposed projects submitted under this call.
10. Under the terms of the invitation, funding may be approved for a total of 19 projects, as follows:
  - 10.1.1. Up to 8 projects in the module “Social integration of people with disabilities” (John S. Latsis Public Benefit Foundation)
  - 10.1.2. Up to 8 projects in the module “Support of the Elderly” (TIMA Charitable Foundation)
  - 10.1.3. Up to 3 projects in the module “Strengthening Child Protection Organisations” (Hellenic Hope)

## D. Eligible Costs

1. Eligible costs for each project must be:
  - 1.1. Linked exclusively to the subject of the project and included in the estimated overall budget.
  - 1.2. Carried out within the time frame for implementation of the project as stipulated in this call.
2. The budget for the proposed project may not exceed € 5,000. There must be a clear breakdown of proposed expenditure and the sum declared must ensure the appropriate balance between the cost of the proposed project and the desired effect.
3. The following costs are regarded as ineligible:
  - 3.1. Operating costs not resulting from implementation of the project.
  - 3.2. Scholarships, fees or similar charges.
  - 3.3. Expenditure to cover financial deficits or repay debts.

- 3.4. Expenditures incurred prior to and following implementation of the project within the agreed time-frame for each project.
- 3.5. Costs not clearly defined.
- 3.6. Exorbitant or unreasonable expenditures.
- 3.7. Expenditure funded by any third party (duplicated funding).

### **E. Capacity Building Projects**

The aim of capacity building projects is to strengthen the organisations in receipt of funding in order to increase their effectiveness and sustainability. The organisations will be supported by a comprehensive and flexible capacity strengthening programme of activities, which will include a small number of compulsory activities and a variety of optional additional activities and services. Participation in these activities is free, and travel and accommodation expenses will be covered for organisations based outside Attica.

The mandatory activities are the following:

- i) Participation in a process of mapping the skills at the disposal of the organisation skills (which can be done via skype).
- ii) Development of a project plan for identifying specific objectives for organisational development (which can be done via skype).
- iii) Working with a mentor, who will hold at least four meetings per month with the organisation (which can be done via skype).
- iv) Participation in a two-day basic training on leadership, strategy and sound NGO governance.

Optional activities and services include:

- i) Participation in educational activities 3-8 hours in duration. Each organisation will be able to select up to four subjects from a wide range of options.
- ii) Participation in forums, where organisations will exchange experiences and successful practices.
- iii) Use of e-learning platforms, which will provide access to learning materials, videotaped seminars and library with useful resources.
- iv) Access to counseling, e.g. in accounting and tax matters, by experts who will be available certain days and hours each month.
- v) Opportunities for networking.

### **F. Schedule for Implementation of Project**

The time schedule for implementation of the proposed project is a maximum of 12 months, including the period of implementation of capacity building projects, commencing from the date of signing of the relevant funding contract, and at latest the month of March 2017.

### **G. Criteria and Evaluation Process**

1. The principal criteria for assessment of applications are:
  - 1.1. Effectiveness of the proposed project and relevance to the objectives and themes of the Programme.
  - 1.2. Social impact of the expected results of the project.
  - 1.3. Innovativeness/ originality / quality of project and method of implementation.
  - 1.4. Size and organisational capacity for implementation of the proposed project.
  - 1.5. Partnership with other organisations in implementation of the project.
  - 1.6. Sustainability of the project following termination of the funding.
  - 1.7. Comprehension of the concept of capacity building and potential for utilization of the corresponding activities offered by the Programme.

2. Evaluation of the applications will be carried out by representatives of the John S. Latsis Public Benefit Foundation and the Hellenic Hope charitable organisation on the basis of the themes with which they are engaged, with the assistance of the Bodossaki Foundation, and specifically in the light of the capacity building criterion. The stages of the evaluation process are:
  - 2.1. Stage 1: A check that the deadline for submissions has been met, that the applications have been completed fully in accordance with the invitation and whether there are any formal barriers for the organisations and/or the proposed projects in accordance with the invitation. Applications that are late or incomplete or for which formal barriers exist will not be considered.
  - 2.2. Stage 2: Valid applications submitted prior to the deadline and ranked on the basis of subject matter will be evaluated in descending order in accordance with the rating that would have accrued under the same criteria. Interviews with representatives of the applicant organisations that had the highest scores per theme may be held at this stage.
  - 2.3. Stage 3: The competent instrumentalities of the Latsis Public Benefit Foundation, the TIMA Charitable Foundation and the Hellenic Hope organisation will decide on the basis of themes of interest the final selection of organisations and the number of projects to be financed.
3. In the case of applications that are approved, funders have the right to set specific conditions for the implementation of funding such as, for example, provision of additional information on the organisation and the project or necessary modifications in the implementation process.
4. No provision is made for a complaints procedure and the ratings/evaluations of the applications are not published. If requested, clarification on the evaluation of an application can be provided by representatives of the Programme funders.
5. The names of the evaluators are not made public.

#### H. Submission of Applications

Applications are only to be submitted online via the web page <http://fluidsurveys.com/surveys/JSLPBF/2016/>. The deadline for submission of applications is Friday, December 16<sup>th</sup>, 2016 at 2:00p.m..

#### I. Announcement of the Results

The results of the public call will be announced on Friday, March 3<sup>rd</sup>, 2017. All applicants will be notified of the results via e-mail. The situation with the applications that have been accepted for funding will be posted on the Programme funders' websites: [www.latsis-foundation.org](http://www.latsis-foundation.org), [www.timafoundation.org](http://www.timafoundation.org), [www.hellenic-hope.org](http://www.hellenic-hope.org), <http://bodossaki.gr>

#### J. Financing Agreements

For each project approved to join the Programme an agreement will be concluded between the specific funder of the module in which the project is included and the Bodossaki Foundation and, on the other hand, the organisation that is to implement the project. Depending on the legal form of the organisation, there will be a requirement, in each case, for submission of documents providing comprehensive authorization.

The agreement will include, among other things, provisions including:

1. A description of the project and its budget.
2. The duration of the project and the time-schedule for its implementation.
3. Obligations relating to interim reports and management accounts of the project.
4. Documents on eligibility and other support documents, along with the initial and final date of implementation.
5. Any amendment of the project.
6. The timing and manner of disbursement of the funding.

7. Provisions to safeguard for funders the unimpeded ability to monitor, control and evaluate the project.

#### K. Contact details

For further information, interested organisations may contact the foundations at the following electronic addresses and telephone numbers:

- 1.1. **John S. Latsis Public Benefit Foundation** (Module entitled: “Social integration of people with disabilities”: [pos@latsis-foundation.org](mailto:pos@latsis-foundation.org), 210-6282888.
- 1.2. **TIMA Charitable Foundation** (Module entitled: “Support of the Elderly”: [info@timafoundation.org](mailto:info@timafoundation.org), 210-4293514.
- 1.3. **Hellenic Hope** (Module entitled: “Strengthening Child Protection Organisations”: [yannos@hellenic-hope.org](mailto:yannos@hellenic-hope.org) and [ino@hellenic-hope.org](mailto:ino@hellenic-hope.org).
- 1.4. **Bodossaki Foundation** (Capacity Building Projects): [socialdynamo@bodossaki.gr](mailto:socialdynamo@bodossaki.gr), 210-7253832.