**Strengthening resilience of older persons and persons with disabilities during COVID-19 and future disasters**

**Standard operating procedures (SOPs) for financial support to third parties (FSTP)**

1. **Definitions**

* **The Partners** are the Red Cross of Serbia, Albanian Association of Gerontology and Geriatrics, Albanian Red Cross, Red Cross Society of Bosnia and Herzegovina, Association for Help and Development HAJDE, Red Cross of the Republic of North Macedonia, Association for support and development Humanost, National Organization of Persons with Disabilities of Serbia, Kosovar Catholic Church Caritas, the Red Cross of Montenegro and Union of the Blind of Montenegro.

The Partners are the Principal for the third parties.

* **Third parties** can be Civil Society Organisations (CSO) members of existing advocacy networks in the target countries, or other organisations, activist groups and registered grassroots organisations of older people and working with older people.

The third parties are the Contractor of the Partners.

1. **Introduction**

This document lays down the Rules and Procedures for Partners and Beneficiaries conducting “financial support to third parties” (FSTP) within the EU funded project “Strengthening resilience of older persons and persons with disabilities during COVID-19 and future disasters”. The action foresees the provision of financial support to local CSOs in the six project sites. Most of them will be members of the existing advocacy networks.

1. **Objectives and results**

to be obtained with the financial support are the following:

* CSOs conduct awareness raising activities and promote social inclusion of older persons and persons with disabilities
* CSOs address gaps in service provision at local level

1. **Types of activities eligible** are envisaged as follows:

* Local policy advocacy initiatives
* Provision of small-scale volunteer based basic services for older persons and persons with disabilities that can be tested and then advocated for (e.g. reaching remote and rural, hard to reach areas)
* Preparation of materials for local and national policy dialogue, public awareness raising and education
* Awareness-raising and educational activities on the topics of social inclusion of older persons and persons with disabilities, active ageing, volunteering
* Informal education/ lifelong learning initiatives in local communities
* Cultural activities with participation of older persons and persons with disabilities
* Adaptation of social and community environments which are not accessible for persons with disabilities to support their inclusion at community level

1. **Types of persons or Civil Society Organisations** which may receive financial support:

CSO members of the networks and CSOs who are active at local level in the target project sites, as well as grass root initiatives.

1. **Criteria for selecting these entities and giving the financial support:**

* The activity is within the possible budget frame
* The activity is within the 10 months timeframe
* The activity is contributing to the specific objective of the overall project and in line with the project`s main aim
* The applicant CSO is well coordinated with the relevant stakeholders for the respective initiative
* The applicant CSO ideally provides some own resources, such as facilities, equipment, expendables, human resources and other sources of funding
* The applicant CSO has the capacity to implement an initiative and related activities and submit financial and narrative reports (to be proven in the project application and budget)
* Only applications submitted in the provided format will be considered for grading
* The applicant CSO must ensure transparency and reliability

1. **Criteria for determining the exact amount of financial support:**

* The maximum amount which may be given is 5,700 €, the minimum amount is 2,000 €. Each application shall include a detailed budget according to which the grant will be awarded; in the selection procedure special emphasis will be put on efficiency of budgeted funds. The duration of the projects will be ten months.
* The following expenses will not be accepted and supported: purchase of bigger equipment, construction and repairs of facilities
* One CSO can submit multiple applications but only one can be funded per CSO.

1. **Operational Procedures:**
   1. **Overview**

The Partners are responsible for the FSTPs in their respective project sites. The activities and budget for FSTP are specified in section 11 of this document.

* 1. **Call for tender**

On the basis of these budgets the Partners prepare the Invitation to tender (Annex A) and the Application form (Annex B), following the templates provided (see Annexes).

The tender shall be published on the national websites of each partner organisation and the websites of national advocacy networks as well as on the project website and the project Facebook page, including clear deadline of applications. Furthermore, the information on the tender and the invitation to participate will be featured in the national-level newsletters being sent to civil society organisations in the six project sites.

* 1. **Submission of applications**

The candidate organisations will have until 15 September 2022 to prepare and submit the Application form. The Application form should include a detailed description of the planned action, a budget, a detailed work plan and a description of capacity to implement the activity and of own resources, such as facilities, equipment, expendables, human resources and other sources of funding that they can provide.

Furthermore following documents have to be attached to the application:

* Documents certifying the legal status of the applicant:

i. Registration of organisation

* Documents certifying the financial capacity of the applicant:

Profit and loss account or statement of accounts of last 2 financial years

Proof of liquidity: a confirmation that the organisation’s bank account has not been blocked in the past 24 months.

* 1. **Evaluation/ Awarding of applications**

1. After receiving the applications the Partner’s tender commission evaluates the application following the given Evaluation Form (Annex D) and produces a short-list.

2. The final selection will be done by the project committee in each of the project sites. This committee will consist of the representatives of the project partners in the project site, the representative of a relevant public institution as well as the representative of the EU Delegation if possible. The overall project coordinator will have the overseeing role and will sign off on the final election after discussing it with the partners in each of the project sites.

* 1. **Award procedure**

After jointly selecting the Contractor, the Partner informs the applicants about the result via email. The contract has to be signed following the template (Annex D) by the Partner (as being the Principal) as well as by the selected Contractor.

* 1. **Implementation**

The implementation of the sub-granted activity shall be done by the selected Contractor.

* 1. **Monitoring**

The implementation by the Contractor has to be monitored regularly by the Partner.

* 1. **Reporting**

The Contractor reports to the National Coordinator of the Principal.

Financial reporting has to be done against the budget. The expenditures shall be listed and documents provided as specified in the Contract.

Along with the financial report a narrative report describing the activities as well as highlights and challenges is needed. A template for the narrative Report is provided (Annex E).

1. **Documents needed for the reporting by the Partner to the Project Coordinator in the Red Cross of Serbia**

* Summary of narrative report to be written in the quarterly report in English and a comprehensive report in the annual and final report
* Copy of the narrative report by the contractor
* Financial reporting to be done within the financial report to the Red Cross of Serbia by reporting the actual expenditures. This is to be reported when the whole sub-granted activity is finished.
* Provision of all financial and supporting documents in copies (copies) as per contract with the Contractor: bank statements, invoices/ contracts, VAT exemption confirmations, with short descriptions in English.
* A copy of the Contract signed by both parties (Principal and Contractor)

1. **Examples of proposed activities**

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| 1. Title of activity | Digital inclusion/ Information technology training for older persons |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Organising a series of training workshops to help older persons understand and use the information technology at their disposal. The activities will be coordinated with the local public and private services, encouraging them to make their digital content (websites of municipal administration, Centre for Social Welfare, Health Centre, care provision services, local media) more accessible to older people. |
| 1. Results to be achieved | e.g. Older persons use information technology more frequently to gain information on services, participate in the community and assist their peers in gaining necessary knowledge and skills to do so themselves; digital content of local services and institutions is more accessible to older people. |
| 1. max. Budget available | 5.700 Euro |

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| --- | --- |
| 1. Title | Education workshops for persons with disabilities |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Organising regular education workshops for persons with disabilities on a range of topics facilitating social participation. The workshops will use the expertise of a range of professionals to cover different topics (e.g. creative writing, painting, pottery, cooking…) as well as the work of persons with disabilities already having gone through the education themselves, as facilitators. The knowledge obtained through workshops will then be used in starting small-scale business in which the persons with disabilities will organise exhibitions/ sell the products/ organise public events to present their work. |
| 1. Results to be achieved | e.g. Persons with disabilities obtain new skills and knowledge, are more active and participate in the social life of the community. |
| 1. max. Budget available | 5700 Euro |

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| 1. Title | Local level awareness raising campaigns |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Organising a local level awareness-raising campaign consisting of production of printed material, media appearances, public events (panel discussions, street events, focusing on certain dates etc.), exhibitions, stage plays etc. with a view of informing the public about a particular issue important to older persons/ persons with disabilities and changing the perception of older persons/ persons with disabilities |
| 1. Results to be achieved | e.g. High quality materials and approaches developed and awareness raising activities implemented that highlight the achievements and capacities of older persons/ persons with disabilities and/ or the problems and needs of older persons/ persons with disabilities related to social inclusion and participation. |
| 1. max. Budget available | 5700 Euro |

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| 1. Title | Improving transport in the local community for older persons/ persons with disabilities |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Assessing the community capacities to provide structured free-of-charge transport options for older persons/ persons with disabilities that will help them move more freely through the community. The transport options will rely on personal capacities of willing community members who will make their time and vehicles available to older people in agreed time slots for agreed destinations that correspond with the already existing needs of the transport providers. |
| 1. Results to be achieved | e.g. older persons/ persons with disabilities are able to move more freely in the community, make necessary appointments (e.g. for health exams or social calls) and participate in public events. |
| 1. max. Budget available | 5.700 Euro |

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| 1. Title | Providing structured support to informal carers |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Bringing informal carers for older persons/ persons with disabilities together to facilitate their exchange of experiences but also mutual help with council, respite services etc. Structured, regular workshops for informal carers will improve their psychological resilience and skills and help them support the older persons/ persons with disabilities they provide care to in more efficient ways, increasing their independence and satisfaction with care. |
| 1. Results to be achieved | e.g. Older persons/ persons with disabilities are provided with better quality, more regular services of informal care that meet their needs and increase their independence. |
| 1. max. Budget available | 5.700 Euro |

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| 1. Title | Local business support social inclusion of older persons/ persons with disabilities |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Bringing a number of local businesses together to offer special service for older persons/ persons with disabilities e.g. providing special “nice price” for a cup of coffee during certain times of the day for older people, advertising this service. |
| 1. Results to be achieved | e.g. Older persons/ persons with disabilities increase their participation in social life of the community through removal of some of the barriers to their participation and advertising of age-friendly services. |
| 1. max. Budget available | 5700 Euro |

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| 1. Title | Physical exercise suitable for group work of older persons/ persons with disabilities |
| 1. Implementation period | October 2022-July 2023 |
| 1. Description of the activity | e.g. Structured light group exercise for older persons/ persons with disabilities in outdoor and indoor areas organized in regular intervals so that it promotes not only physical exercise but also joint activity and group spirit. May include young children and thus facilitate intergenerational solidarity as well as older persons/ persons with disabilities advocating for more public, outdoor spaces adequately equipped and designated for exercise. |
| 1. Results to be achieved | e.g. Older persons/ persons with disabilities are in better physical condition and have developed healthy routines with their peers, have built group/ community spirit and are better connected with younger generations through joint exercise. |
| 1. max. Budget available | 5700 Euro |

1. **Annexes (all Templates):**

Annex A: Application Form

Annex B: Budget

Annex F: Invitation to Tender