**OPEN CALL**

**GUIDELINES FOR THE “ARTIVIST STAFETË CLOSING MANIFESTO’’**

**GRANT APPLICATIONS**

**Reference IPA/2020/421-822**

**“ARTIVIST STAFETË PROJECT”**

**Financed by the European Union.**

**Deadline for submission of full application:**

**March 5th 2023 [17:00 Tirana Local Time]**

**Open call announcement:**

|  |  |
| --- | --- |
| [Number & title of lot] | Reference **IPA/2020/421-822**  “ARTIVIST STAFETË PROJECT” |
| Title of the action: |  |
| Name of the applicant |  |

MasterPeace, Stichting art.1, Open Mind Spectrum Albania (OMSA) & ACT for SOCIETY conjointly announce the open call for “ARTIVIST CLOSING MANIFESTO” funded by the European Delegation in Albania **IPA/2020/421-822.** .

Closing Manifesto is the closing action of the Artivist Stafete project. It is to be implemented over a three-month duration with a final 3-days of events (June 7-9, 2023) during which the project results will be showcased, the project’s outcomes will be disseminated and key stakeholders relevant to the project’s execution will be engaged.

Applicants will act as coordinators between all involved parties (project team, artists/activists (artivists), venues and stakeholders), as well as being responsible for the delivery of the final result and respective communication and dissemination actions.

The action must be implemented between **9th MARCH 2023 – 15TH JUNE 2023**Final reporting:  **15th JUNE**

Applicants may apply for a maximum of **€25,000** (including all costs)

1. **Who are we?**

The Artivists Stafetë project is run by two NGOs from Albania and two NGOs from The Netherlands. **Open Mind Spectrum Albania** (OMSA) is an Albanian non-governmental organization established in 2013 focusing on community work and advocacy for the LGBTIQ+ communities of Albania. It aspires to co-create an inclusive society for all Albanians, regardless of their sexual orientation, gender identity, ethnicity, age, social status and health status.

The mission of **ACT for SOCIETY Center** is to enhance healthy lifestyles and stimulate the sustainable development of Albanian society. Its work consists of promoting culture, advocating for democracy and human rights issues, connecting youth, stimulating active participation in social life as well as spearheading decision-making processes.

With an established presence in over 40 countries around the world, Dutch organization **MasterPeace** works with three core activities, all of which aim towards a sustainable future with less conflict: 1) Mobilize, inspire and connect young local talents via music, art and play; 2) Organize dialogue and bring all local stakeholders together; 3) Create perspective through leadership trainings, capacity-building programs and starting up social enterprises.

Based in Amsterdam, **Stichting art. 1** is dedicated to the visibilization and inclusion of minorities through the arts. By providing training in non-formal methodologies, the organization seeks to provide alternative tools and channels for sidelined voices to join mainstream narratives and democratic participation.

**Applicants do not have to have prior experience in working with the call’s target audiences (young LGBTIQ+ individuals, and young women (ages 18-30)) – they must, however, demonstrate a very strong willingness to start working on inclusion, diversity and gender equality topics and in sustaining this interest in the future.**

**Please note that all applications must be submitted in English.**

For more information on this call, procedure of application and criteria of selection, please do not hesitate to email at [artiviststafetegrants@masterpeace.org](mailto:artiviststafetegrants@masterpeace.org)

**2. Implementation Requisites**

**Implementation of the Action is 4 months in total.**

This open call for GRANTS is announced under the *Artivist Stafetë* project*.* Grantees must comply with the following:

* Collaborate with the local coordinating NGOs – Open Mind Spectrum Albania (OMSA) & ACT for SOCIETY.
* Follow constant and thorough guidance from the project team on the vision of the Closing Manifesto and activities planned for this activity such as online mentoring sessions starting from mid March 2023.
* Collaborate with all previous grantees of the Artivist Stafete project from Tirana, Durres, Elbasan, Vlora, Berat, Pogradec, Korce and Diber.
* Collaborate with TEK BUNKERI, partner in charge of the Artivist Stafete project’s PHYSICAL HUB, based in Tirana;
* Collaborate with KREO, partner in charge of the Artivist Stafete project’s ONLINE Hub, as well as the and with the website company;
* Check the provision of activities that are mentioned in Annex A;
* Fulfill the KPIs mentioned in the KPI Annex B;
* Collaborate with grantees of the Moving Artivism Festival & the Storytelling Collection, other adjacent actions taking place in parallel to the Closing Manifesto action;
* Grantees must lead visibility and dissemination actions designed to reach key, relevant audiences coherent with the Artivist Stafetë project’s aims, these must include but not be limited to campaigning and social media presence;
* Collaboration with the media, visible and written;
* A visibility guideline and instructions will be provided;

**3. Criteria & Objectives**

This is a funded opportunity for an established creative producer to work with the Artivist Stafetë team, in charge of organizing the Closing Manifesto.

The project will be implemented in the period of **9th MARCH – 15TH JUNE 2023,** with several activities each month. The closing Manifesto activities are divided into two parts:

(1) 3 months of activities leading up to a 3 day closing event

(2) 3-day closing event (7, 8 & 9 June 2023, in Tirana) with a full program of activities.

Applicants are expected to submit a project proposal with a plan to be executed over numerous days and in multiple cultural venues. The plan needs to consist of a minimum of 5 different activities per day, varying from film screenings, podcast presentations, Femme Salon presentations, exhibitions, networking events and the official opening and closing moments.

Make sure that your proposal is innovative and creative and that planned activities take place from the **early morning until late** at night at various spaces, varying from art galleries, night clubs, exhibition spaces, libraries, cultural institutions, university and other public spaces. It will be valued when the applicant is able to show that the proposal strives to connect project outcomes that are being presented across all of Tirana.

Applicants will be mentored by Artivist Stafetë project team partners prior to the execution of the closing Manifesto starting **March 9th 2023.**

**4. Requirements of this call:**

1. Applicants must present a program of activities (April, May, June 2023), based on Annex A which includes at least a plan of approach events, pop-up exhibitions, film screenings, networking and other activities matching the theme of the project. Make sure that the requirements as stipulated in Annex A is taken into account;
2. Applicant present a full three day program (within 7-9 June 2023) as the Closing Manifesto of the project with film screenings, public presentations, exhibitions and networking events to raising awareness on the stories and realities faced by young women and young members of the LGBTIQ+ community among different audiences;
3. Applicant organizes planned activities in collaboration with cultural venues, art spaces, galleries, libraries, universities etc.
4. Applicant includes a communications and dissemination campaign for the project including traditional and social media momentums) to the application as annex. The communication & dissemination plan shows how applicants promote activities on active citizenship so as to raise awareness on topics of gender equality, inclusion and diversity.
5. Applicant mobilizes a wide network of stakeholders (local CSOs, youth groups, grass-roots initiatives, local government, parliamentarians, local council etc.) to join Closing Manifesto activities;
6. Applicant strengthens the cooperation between young activists, artists and regional civil society organizations (outside of Tirana) through activities;
7. Applicant demonstrated the results of the project implementation of the projects results;

**5. OUTPUTS OF THE CALL**

**Output 1:**

Networking events anchored around a presentation on the project’s core topics.

**Output 2:**

Showcase Artivist Stafete artistic productions from the 4 methodologies, completed over the past two years in 8 cycles of the project, including here all the topics regarding Human Rights, such as raising awareness on LGBTIQ+, women and girls, and other communities. At the same time to be connected with the artistic productions realized by our mini-grants funding structure.

**Output 3:**

Strengthening CSOs in the field of arts & culture sector of Tirana, bringing together the cultural and advocacy actors of the country and presenting the project’s core methodology (Artivism) and its relevance to human rights awareness and defense.

**Output 4:**

Boost project visibility and dissemination through media campaigns, including but not limited to social media.

**Output 5:**

Extending the digital components of the project, contribute to the project objective of strengthening a network of CSOs.

**6. ACTIVITIES.**

**See the provisional activities for more details**

* For the implementation of the activities we suggest organizing them in alternative and creative venues around Tirana. We also urge applicants to be creative in their networking and collaborations, involving museums, bars, event venues, libraries, public spaces, cinemas, universities, etc. An innovative approach is key to the selection criteria.
* Collaborate with the physical hub of the “Artivist Stafete” project “TEK BUNKERI” in Tirana and our Online Hub.

**7. Who can apply:**

* Consortium of 3 CSOs, a media partner organization in addition to the partnership will be an added value;
* Civil Society Organizations registered in Albania that work with youth, human rights (youth, women, LGBTIQ+ etc.), artivism, arts in general, or activism and advocacy;
* Involve as ‘Media partner’ that will be tasked with create state-of-art media content, productions, films and photography related to the execution (ANNEX B with KPIs related to media productions);
* Excluded from applying are CSOs who were previously granted through the Artivist Stafetë funding scheme;
* Applications should be submitted in English. Applications submitted in any other language will not be taken into consideration;

1. **How and when to apply?**Interested parties may apply by filling in the **application** form provided alongside **all other requested documents**.

**Please send scanned copy of your documents and word and excel applications to:** [**artiviststafetegrants@masterpeace.org**](mailto:artiviststafetegrants@masterpeace.org)

**EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the Sub Granting Authority. All applications will be assessed according to the following steps and criteria:

STEP 1 - Opening and administrative check

STEP 2 - The technical evaluation

STEP 3 - Final evaluation, decision and notification

STEP 4 - Complaints and response mechanism (CRM)

STEP 5 - Negotiation and contracting stage.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated the application will be rejected on this sole basis.

**STEP 1**

**Annex 1: CHECKLIST FORM**

**Additional DOCUMENTS for all the Applicant’s and Partners eligibility Criteria:**

**IMPORTANT: Documents has to be the same for all the 3 co-applicants.**

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| **1** | **Court Extract of the last 3 months.** |
| **2** | **Court Registration Act in Albania** |
| **3** | **Statute of the Organization** |
| **4** | **Founding Act of the organization** |
| **5** | **Active NIPT. (from E-ALBANIA).** |
| **6** | **A document issued by the Department of Taxes certifying that the organization has no pending financial obligations. (from E-ALBANIA).** |
| **7** | **CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships).** |

**STEP 2: EVALUATION OF THE FULL APPLICATION**

**Firstly, the following will be assessed:**

Whether the full application satisfies all the criteria specified and an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

**Scoring:**

The evaluation criteria includes:

* The relevance to the action and the priority area addressing,
* The organization’s reputation, financial records and legal status
* The quality of the action proposed

**Evaluation**

**Provisional selection**

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this Call for Proposal is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this Call for Proposals.

**STEP 3: FINAL EVALUATION**

The applicant who has received the best assessment and score will be announced as winners by the Sub Granting Authority.

The Program Management Team gives final approval of the winning projects based on a ranking list coming as a result of:

The administrative/eligibility assessment of the proposal;

The evaluation of the proposed action.

The final Evaluation Report, including the results of the above, will be prepared and signed by each evaluation committee member, and will be sent to the European Union Delegation (EUD) for a “no-objection opinion”.

Once the “no-objection opinion” by the EUD is received, the applicants will be notified about the final results of the process.

**NOTIFICATION OF THE SUB GRANTING AUTHORITY’S DECISION**

**Content of the decision**

The lead applicant will be informed via email of the Sub Granting Authority’s decision concerning their application.

**STEP 4**

**COMPLAINTS**

**THE RIGHT TO APPEAL (COMPLAINT PROCEDURES DURING THE ASSESSMENT OF PROPOSED ACTIONS).**

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection. Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, a request of further information and/or complaint must be made in written form by email to [artiviststafetegrants@masterpeace.or](mailto:infosubgrantalbania@masterpeace.org)g within **5 (five) days** f**rom the day when the** **rejection email/notification has been received** as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 2). Complaints must be made directly by the applicant and not by legal representatives or his intermediary.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in on the Complaints Evaluation Committee as a member or to supervise the process. The CEC will prepare a summary report on all procedures performed.

The complaints coming from either the administrative/eligibility and/or the technical assessment will be answered within 5 (five) working days from the complaint application.

The complaining party will receive the Technical Assessment Form, but the decision of the Project Evaluation Committee is irreversible.

**STEP 5**

**NEGOTIATION AND CONTRACTING STAGE**

The Sub Granting Authority, prior to signing the contract, reserves the right to negotiate with the applicant in order to:

Ensure cost efficiency of the action;

Ensure a fair balance between operational and non-operational costs;

Reflect real market costs;

Reflect costs in accordance with proposed activities.

The points of negotiation should in no way change the substantial part of the proposed action, but rather be in line with the administrative/financial/HR/programmatic rules of the EU and of the Sub Granting Authority.

After reaching an agreement, the sub grant contract will be signed between the relevant applicant and the Master Peace .

**CONDITIONS FOR IMPLEMENTATION AFTER THE SUB GRANTING AUTHORITY’S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the beneficiary (ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicant agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

**LIST OF RELEVANT DOCUMENTS AND ANNEXES**

All Applicants under this Call must refer to the following documents:

* Call for Proposals Guidelines
* Project Application Form
* Relevant annexes for the applicants:

Annex 1 - Declaration by lead applicant

Annex 2 - Budget Application Form

Annex 3 – Logical framework

Annex A – Activity timeline

Annex B – KPIs

Applications are eligible only once application form and all annexes are submitted. If one of these documents is missing then the application does not qualify for funding.

**Indicative timetable**

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| **CALL** | **DATE** | **TIME** |
| **1. Official Public Launch of the Call** | **13thJanuary 2023** |  |
| **2. INFO SESSION** | **19thJanuary 2023** | **10.00 – 12.00** |
| **3. Deadline for submission of applications** | **3rd February 2023** | **17.00** |
| **4. Information to lead applicants on the results.** | **13th February 2023** | **17.00** |
| **5. Relaunching Public Call Officially** | **16th February 2023** | **13:00** |
| **6. Deadline for submission of applications** | **5th March 2023** | **17.00** |
| **7. Information to lead applicants on the results.** | **8th March2023** | **17.00** |
| **8. Contract signature** | **9th March 2023-15th March** | **10.00 - 12.00** |
| **9. Implementation** | **9th of March - 15th June** | **17.00** |
| **10. Report** | **Final Report 15th June – NO EXTENSION.** | **17.00** |