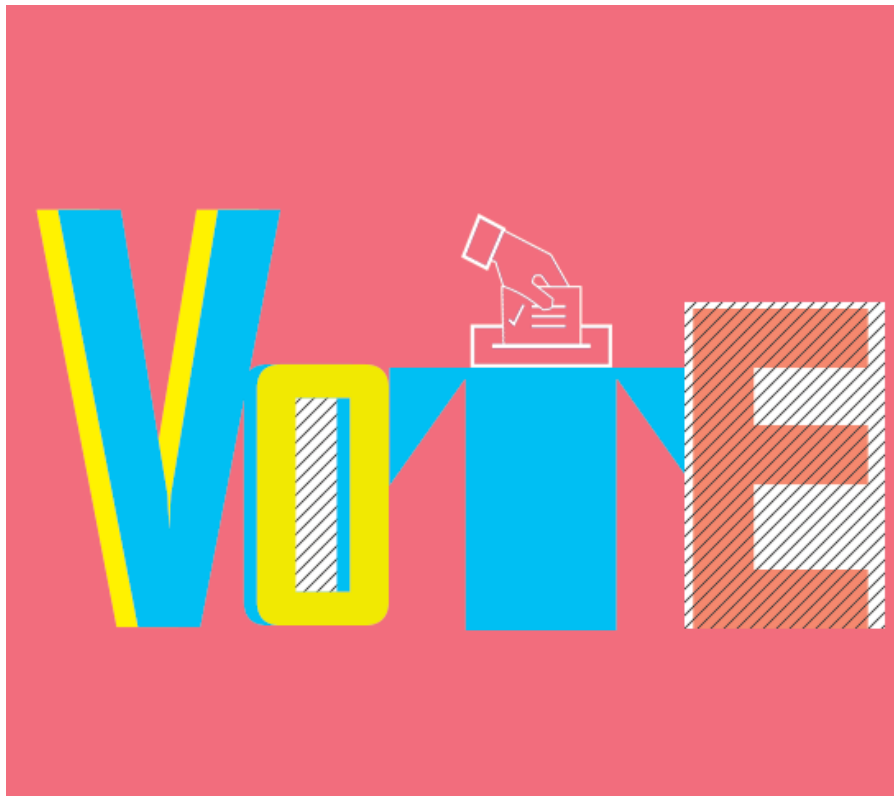


FRENCH EMBASSY IN LEBANON

RULES OF THE CALL FOR PROJECTS

« ELECTIONS 2022 »



Opening date of the call for projects: September 8th

Application deadline : October 10th

in electronic format only at the following email address:

elections2022@if-liban.com

Summary of the rules of the call for projects "Elections 2022"

What objectives?

This call for projects aims at supporting initiatives led by the Lebanese civil society on the exclusive theme of the 2022 elections: municipal and legislative elections. The aim is to work towards:

- the widest possible participation of Lebanese citizens in an inclusive, accessible, reliable and transparent democratic process whose stakes are all the more crucial in times of crisis;
- awareness around citizenship and public participation issues;
- promoting access to quality information and analysis, establishing conditions for a contradictory public debate, especially during the pre-electoral period;
- supporting the emergence of platforms that allow Lebanese youth to fully participate in public debate and decision-making;
- promoting women's participation in the electoral process and their representation in future decision-making bodies.

For whom?

This call for projects is directed towards associations, non-governmental organizations, initiatives and movements registered in Lebanon. This call for projects is not intended to fund political parties or specific communities. The entities targeted by this call for projects must ensure an inclusive and non-discriminatory and non partisan approach.

CAUTION: the project cannot be submitted by an individual.

What projects?

They must be related to one or more of the electoral events scheduled for 2022. Several approaches can be covered: development of free will and critical thinking skills, awareness of political and governance issues, training or support for better participation of youth and women in the democratic process, access to information and analysis to encourage debate, prevention of information manipulation, improvement of accessibility to polling stations, training for participation in the monitoring and the counting of votes. The target audience can be broad; the projects presented can concern the whole Lebanese territory. They must be implemented between November 2021 and October 2022.

What support can we bring to the selected projects?

The funds will be granted in the form of a grant. The amount of the grant requested must be between 5 000 € and 20 000 €.

The amount of the grant must represent a maximum of 90% of the total budget of the project presented.

What are the deadlines?

Opening date of the call for projects: September 8th

Application deadline : October 10th in electronic format only at the following email address:

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1. CONTEXT AND OBJECTIVES

Three elections are scheduled in Lebanon in 2022: municipal, legislative and presidential. These elections concern the entire Lebanese territory and will see the involvement of a variety of actors.

A large part of the youth and the actors of the Lebanese civil society express a real will for change, including a generational renewal and a more significant representation of women. Political movements are structuring themselves to put forward alternatives and allow the Lebanese citizens to be more involved and more informed about political issues. Associations and NGOs are promoting better information for citizens and awareness of political topics, as well as training to develop free will and critical analysis skills. The offer of training and workshops for women in order to improve their representation in decision-making bodies is also developing. In the context of multiple crisis that Lebanon is going through, ensuring a large participation in the 2022 elections appears as a fundamental issue to establish the credibility and legitimacy of future political leaders, at all levels, and therefore, their ability to serve their fellow citizens.

The upcoming elections, as well as the demand for involvement and participation in the preparation of the electoral process by actors of the Lebanese civil society led the Cooperation and Cultural Action Service (SCAC) of the French Embassy in Lebanon to publish this call for projects, whose objective is to support the emergence of initiatives that contribute to:

- encouraging political pluralism;
- promoting democracy and the rule of law;
- supporting the process of reforming the justice system and the administration;
- working towards transparency and accountability, fight against corruption;
- developing citizen participation;
- encouraging the representation of women in all decision-making bodies;
- allowing for greater involvement and participation of young people in issues related to governance and public policy.

2. DETAILED DESCRIPTION

All activities are eligible to this call for projects as long as they allow the targeted audience to develop their free will and critical eye, to raise awareness about political and governance issues especially among less represented populations in the political field, to work for a greater participation of youth and women in democratic processes, to encourage a quality public debate on issues related to elections, to prevent manipulations of information as well as to participate in the monitoring and the counting of ballots.

These activities should focus exclusively on the Lebanese elections scheduled for the year 2022, namely: municipal, legislative and presidential elections.

3. ELIGIBILITY REQUIREMENTS

3.1. Modalities

The project may be the development of an existing program or project. It must meet the objectives listed in this call for projects. It must clearly indicate the targeted audience and territory(ies) in order to allow for feedback on the supported projects.

3.2. Project holder

The project is led by a single structure based in Lebanon, legally registered, which can be an association, a non-governmental organization, an initiative or a movement. The structure must have no partisan or community affiliation and must ensure an inclusive and non-discriminatory approach. This structure

will be the only beneficiary of the grant provided.

The project holder must have a valid bank account registered under the entity's legal name, capable of receiving funds in Euros or Lebanese Liras.

Particular attention will be paid to structures involved in the issues of freedom, pluralism, citizenship, gender equality, the fight against corruption, accountability and transparency, which promote fairer and more transparent democratic processes as well as a greater inclusion and participation of the Lebanese citizens in electoral events.

3.3. Project duration

The project will end no later than October 31, 2022.

3.4. Grant requested and eligible expenses

The funds will be awarded to the holder in the form of a grant.

The amount of the grant requested must be between €5,000 and €20,000. The amount of the grant must not exceed 90% of the total budget of the project presented.

Eligible expenses are: costs related to the staff working directly for the project; costs of materials related to the production of the project; transportation costs; costs of space rental related to the project. Expenses related to the usual operation of the structure are not eligible.

3.5. Completeness of the file

The application must be complete before the application deadline and comply with the presentation rules described in Article 6 below.

No additional documents will be accepted after the application deadline.

CAUTION: incomplete applications will not be considered by the selection committee.

4. SELECTION CRITERIA:

The eligible projects will be submitted to a selection committee and assessed according to the following criteria:

- a) Quality of the project: relevance and interest of the project for the target audience; response to the objectives set by the call for projects; real and concrete impact in terms of support for the democratic process, awareness about electoral events and participation in them.
- b) Quality of the application: skills of the holder and partner(s); adequacy of the means/project and feasibility of the project (technical, legal, economic, etc.); activities and audiences.
- c) Taking into account inclusive, non-partisan and non-affiliated values. Consideration of all populations and communities

5. EXAMINATION OF THE APPLICATIONS

The selection committee is composed of members of the French Embassy. They may request the participation of third-party experts if needed.

During the examination of the applications, the selection committee may request additional information from the applicants and call upon the analysis of external experts.

The members of the selection committee will be bound by an obligation of strict confidentiality regarding all applications brought to their attention.

The selection committee will decide which projects will be selected, taking into account the available budget, on the basis of the applications received and any additional information requested.

The decision taken by the selection committee will be notified to the project leaders by e-mail within a maximum of 21 days after the closing date of the call for projects.

6. DEADLINES AND PROCEDURE

6.1. Deadlines of the call for project:

- Call for project publication: September 8th, 2021
- Call for project deadline: October 10th, 2021
- Selection committee: week of October 11th or 18th, 2021

6.2. Remise du dossier de candidature

The application file must be submitted before October 10th, 2021 in electronic format only at the following email address elections2022@if-liban.com

The file must be written in French or English.

6.3. Application/file documents:

All applications must include the following documents:

- Project submission form
- Project budget
- A detailed file of presentation of the structure carrying the project
- Proof of legal personality (legal declaration, registration in a register)
- An original bank certificate from the structure (bank details from a personal account will not be accepted)
- If you have received a grant from the French Embassy, it is imperative that you provide the balance sheet of the previous operation as well as its financial report when submitting your application.

Optional documents:

- Curriculum Vitae of the people involved in the project

- Other elements (videos, photos, links...)

The application documents must be sent in PDF format. The format and file names must be respected (the bold part of the file name must be adapted to each structure):

NameStructure_PresentationProjet.doc

CAUTION: incomplete applications will not be considered by the selection committee.

7. PROJECT FUNDING TERMS AND CONDITIONS

The funds will be granted to the structure in the form of a subsidy which will be paid by the Cooperation and Cultural Action Service of the French Embassy (SCAC) following an agreement.

The payment of the sums due by the SCAC is made in the following way:

- A payment of 50% of the amount of the grant at the signature of the agreement in December 2021 maximum;

- The remaining of the grant will be paid upon presentation of a summary statement of expenditures since the first payment was made and a progress report for the period in question, signed by the grant holders;

Expenditures must be broken down into the accounting items/labels established in the budget and will be certified as accurate by the grantee.

8. COMMITMENT OF THE PROJECT LEADERS

8.1. Agreement

And Agreement signed between the Cooperation and Cultural Action Service (SCAC) of the French Embassy and the project structure defines the terms and conditions for the payment of the grant and the commitments of the project leaders.

Any significant changes to the project must be approved by the SCAC. They may then give rise to an amendment to the agreement.

If there is a significant difference between the initial commitment in the agreement and the implementation of the project, the grant will be partially paid. A repayment may be requested if sufficient work has not been done or if it is found that the funds have been used for purposes other than those specified in the agreement.

8.2. Monitoring the progress of the project

Projects are monitored by the Cooperation and Cultural Action Service of the French Embassy (SCAC) in relation with the members of the selection committee, in order to ensure that the commitments of the project leaders are respected.

At the latest in the week preceding the start of the project, a complete project document will be required containing

- A detailed presentation of the proposed activities
- The locations targeted
- The profile of the people working on the project
- The project schedule
- The planned evaluation of the project

The project leader will submit a final evaluation report in electronic format to the Cooperation and Cultural Action Service of the French Embassy within 45 days of the project's completion. This report will present

- the impact of the project on the target audience
- the activities implemented
- a financial report

The financial report will be drawn up on the model of the provisional budget submitted for the payment of funds. Finally, it will include as an annex any document useful for understanding and communicating the project: photos, interviews, videos, communication material, list of participant(s)

8.3. Communication

The project leaders authorize the French Embassy to communicate according to the following modalities:

- At the beginning of the project: summary presentation of the project (project title, objective, etc.) and name of the partner(s);
- During the project;
- At the end of the project: progress reports, study of uses and audiences.

Once the project has been selected, the structure must mention the support provided by the Cooperation and Cultural Action Service of the French Embassy in its promotional and communication activities with a single mention: "this project was supported by the French Embassy in Lebanon" along with the Embassy's logo. The project leader also agrees to participate in communication events organized by the French Embassy in Lebanon.