

EPIM Call for Proposals

Sub-fund on long-term prospects and protection of children and youth on the move in Europe

DOC 2: FAQ – Frequently Asked Questions

Who can apply?

Question: I am a non-profit organisation or registered charity active on migration and integration issues, however, my organisation is not registered in the European Union. Can I apply?

Answer: No, not as a leading applicant. Leading applicants must be registered charities or non-profit organisations in a Member State of the European Union. National/regional chapters of international civil society organisations are eligible applicants as well. The partnering organisations can, but do not need to be, registered in the European Union.

Q: Can we submit a proposal involving a partnership between two or more other organisations?

A: Yes, partnerships are required for a project to be eligible for funding. In contrast to the leading organisation who is applying for the funds, partner organisations do not need to be registered in the European Union.

How to apply?

Q: Which documents are required for the Application?

A:

1. The completed online application;
2. A budget proposal in Excel format;
3. Your organisation's financial statements for the past two years (2014 and 2015 audited, if available);
4. Your organisation's total operating budget for 2016, including income and expenses;
5. Contact details for two referees.

Q: What is meant by an electronic signature?

A: For the last question of the online call for proposal, you will need to upload a PDF document with the electronic signature of the person representing your organisation.

Q: I would like to fill in the application form in another language; is this possible?

Unfortunately, we can only accept application forms written in English. Not only is our working language English but English is the common language of those individuals taking part in the Selection Committee and they will review each application form. Furthermore, all the EPIM capacity and network development

activities are based on this common language among eventual successful grantees. Please be assured that, while we expect a decent language level and a clear application, understanding will be given to those applications from people writing not in their first language.

Audited financial reports and statutes may be submitted in another language if not available in English. In this case, please provide a simplified balance sheet in English.

Q: Will I receive acknowledgement of receipt once I have sent my application form?

A: Yes, an email acknowledging the receipt of your application will be sent automatically when submitting the online application. If you sent your application and did not receive the acknowledgement of receipt, please contact sarah.sommer@epim.info.

Q: When is the first phase of the selection process expected to be completed?

A: Applicants whose projects have been shortlisted will be invited in November to discuss their proposal in a meeting with EPIM. Final decisions will be made known by the end of November and projects begin operations in December 2016 or January 2017. While all applicants will be informed of the result of the call, unfortunately EPIM will not be able to provide individualised feedback on the process.

Funding questions

Q: Will core costs be covered?

A: The grant can be used to cover project costs, including proportional contributions to core costs such as salaries or rent, where applicable, as long as they are related to the project.

Q: What exactly is meant by ‘direct service provision’?

A: By ‘service provision’ we mean activities or services directly addressed to refugees and migrants, including for primary needs, psychological support, legal advice or other.

Q: Is co-funding for the project a requirement?

A: No, EPIM encourages the effort to acquire co-funding, especially for larger projects, however, this is not a requirement to apply for funding.

Other questions

Q: When you ask for contact details for two referees, what do you mean with this, who could be possible referees?

A: We ask for references to check the credibility and legitimacy of your organisation. Referees could be, for example, people from your board, from foundations who have funded your activities or other organisations with whom you have worked in the past.