

European Programme for Integration and Migration (EPIM)

Thematic Fund on Migration and Detention

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, lead applicants must be registered charities or non-profit organisations in a Member State of the European Union (including the United Kingdom). National/regional chapters of international civil society organisations are eligible applicants as well. Partner 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 encouraged but not required. Partners can be public bodies or other civil society organisations who are (co-)responsible for the development/implementation of activities as part of the project.

How to apply

Q: Which documents are required for the Initial Application?

- A:**
1. The completed online application form;
 2. A budget proposal in Excel format;
 3. Your organisation's financial statements for the past two years (audited, if possible);
 4. Your organisation's total operational budget for 2019, including income and expenses;

Q: What is meant by an electronic signature?

A: In order to send us your Concept Note Form with an electronic signature, you can either insert the scanned signature in the word format of the Form or you can fill in the Form electronically, print it, sign it, scan it and then send the scanned copy. It is important, in any case, that the document is filled in electronically and has the signature of the person who has the power to legally represent the applicant organisation.

Q: I would like to fill in the Concept Note Form in another language; is this possible?

Unfortunately, we can only accept applications 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 capacity building and networking is 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.

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

A: Yes, an acknowledgement of receipt will be sent automatically upon submission of your application. If you send your application and do not receive the acknowledgement of receipt in this time, please contact stephan.burger@epim.info.

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

A: The selection process consists of two stages: a concept note stage and a full proposal stage. EPIM will review all submitted concept notes in mid-April. Among shortlisted organisations, those which have already received funding from EPIM during the previous phase (2016-2018) will be invited to submit a full application, including additional supporting documents, in the second half of April. In the case of other shortlisted organisations, EPIM will conduct site visits before making a final selection in Mid-May. Selected candidates will be invited to submit a full application in the second half of May. 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 contribution 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' (Eligibility Criterion 2)?

A: By 'direct service provision' we mean activities or services directly addressed to migrants, such as legal advice or other direct assistance. Case management is a mandatory component of service provision.

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

A: No, co-funding is desired but not mandatory to apply for funding. However, applicants should be able to outline a clear strategy to secure co-funding in order to ensure that projects do not have to be terminated once EPIM funding has come to an end.

Other questions

Q: When you ask for the contact details of two referees, what do you mean with this? Who could be potential referees?

A: We ask for references about your organisation in order to be able to check the credibility and legitimacy of your organisation. Referees could be for example people from your board, from foundations or other more or less well known organisations.