

Guidelines for



The FRI Grant is part of the **Fundamental Rights Initiative (FRI)**

FRI is a collaboration between Global Focus and Nytt Europa

Co-funded by the EU

SECOND ROUND

January 2024

Content

PRACTICAL INFORMATION	3
Introduction.....	3
Application process and deadline for response	5
NEED TO KNOW	7
Objective and priorities	7
What are EU’s core values?.....	8
Who can apply for funding?.....	9
Grant amount and project duration.....	12
What can be funded?.....	12
Financial guidelines.....	16
Specific requirements	17
Communication and data processing.....	21
NICE TO KNOW	22
The award criteria.....	22
Evaluation procedure & selection.....	22
Compliance with EU’s values	24
Who is a civil society actor according to FRI	25
Administrative conduct.....	26

Practical information

Introduction

Fundamental rights are an essential part of the safety net and shared values that bind the EU together, ensuring rights for all citizens of the union. However, across the EU, fundamental rights are currently facing challenges. In an environment marked by political polarization and destructive war in our neighbouring regions, we observe increased pressure on civil society both online and offline, growing inequality, discrimination against minorities, digital surveillance, misinformation, hate campaigns, and threats against rights advocates. These are just some of the negative developments and trends in these years that remind us that we cannot take fundamental rights for granted – not even in Denmark.

Therefore, the Danish civil society faces an important task: to strengthen the defence of fundamental rights in Denmark, increase awareness, and enhance public engagement regarding rights. In the FRI Grant, fundamental rights are based on EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law, and human rights. Our basic rights and EU values are universal. See more in the section on EU values.

To support the crucial rights work of civil society, Global Focus and Nyt Europa have launched the Fundamental Rights Initiative (FRI), which, with funding from the EU, will support public awareness and campaign work, alliance building, collective advocacy, capacity building, and monitoring of the rights situation in Denmark.

As part of FRI, we have established the FRI Grant, which supports projects and activities that protect and promote fundamental rights and EU values in Denmark. The grant is open for applications from civil society actors based throughout Denmark, representing established civil society organisations, grassroots movements, and activists.

The FRI Grant has already had its first round where 13 projects received funding, totalling around DKK 4 million.

The second round of the FRI Grant is now launched and can be applied for until March 24, 2024. The second round has a budget of DKK 6,2 million. The grant's total amount is approximately DKK 13 million, and there will be more opportunities to apply as FRI runs until the end of 2025.

In addition to the FRI Grant, the Fundamental Rights Initiative works to strengthen alliances and networks within civil society, build capacity, and engage in collective advocacy and campaigns.

[Read more about our work within FRI here.](#)

Application process and deadline for response

The application for the FRI Grant can be found on the webpage. Here you can find all the documents and apply.

To send an application you must:

- **Read the guidelines** carefully before you apply for the FRI Grant
- **Download and fill out the** following documents:
 - **Application template.** Applications MUST be written in the FRI Grant template. Only applications filled out in the attached template will be accepted.
 - **Budget template.** Budget MUST be written in the FRI Grant template. Only budgets filled out in the attached template will be accepted.
 - **Letter of intent** (if there are several partners)
 - **Declaration of honour** on financial capacity (if you are applying as an activist group).
- **Other relevant documents** must be uploaded: When applying, the lead organisation as well as any other partner must send their relevant documents. See more in the section “**Who can apply for funding?**”
 - **Organisations** must send:
 - Articles of association or deed of foundation.
 - Annual reports (if relevant) or other material about their work.
 - Audited financial accounts. (accounts for voluntary associations)
 - **Informal groups** such as activists must send:
 - Documentation of previous interest, engagement, or implementation of similar activities related to fundamental rights and EU values (for example, if the group has been vocal about a subject on social media or has arranged activities about a subject).
 - The representative from the group must send his/her CV.
 - The group must send the name and contact information of three references that can confirm information about the group in the application.

Your application can be written in Danish or English.

Important dates

The FRI Grant opens Monday, **January 22, 2024**.

Application deadline is Sunday, **March 24th at 11.59 PM, 2024**.

The results of this round will be communicated 10 weeks after the deadline per email.

To ensure transparency, the response will include a grant note with the given point scores and a written justification. This feedback can be used in subsequent rounds. After each application round, applicants can view a summary of all approved applications on the website.¹

Contact and guidance

In FRI, there are rich opportunities to receive guidance. We recommend that you read the guidelines carefully and request guidance and possibly a review of the application and budget before submission. A good application can only be written by reviewing the guidelines carefully.

For brief questions: The Grant Advisor, Naghmeh Mahmoudi Kashani, can be contacted by e-mail at nk@globaltfokus.dk or by phone at +45 42 63 29 87 on weekdays between 11 am and 2 pm.

For a review of the application and/or budget: A one-hour meeting is offered to each organisation and each project. The meeting can take place online or at Global Focus in Copenhagen. Write an email to nk@globaltfokus.dk to book a session.

Complaint mechanism

Any complaints regarding the processing of an application will initially be processed by the Director of Global Focus and the Chairperson of the Assessment Committee, who will assess the nature of the complaint and decide on its further course. As a general rule, complaints cannot lead to changes in decisions made in the granting system. However, if there are substantial and evident formal errors in the case processing, the matter may be referred for re-evaluation. Nevertheless, assessments and judgments made in the granting system cannot be altered.

All complaints are forwarded within the system and used constructively in the ongoing development of the assessment practices, which take place in collaboration between the Assessment Committee and the Secretariat/advisors at Global Focus.

¹ Unless security considerations dictate otherwise.

NEED TO KNOW

Objective and priorities

The objective of the FRI Grant is 1) to fund projects that ensure protection and promotion of the of fundamental rights and EU’s values in Denmark, 2) to support civil society’s work, and 3) to support projects and applicants that relate to and comply with EU values.

The grant prioritizes supporting projects that:

- **address issues related to fundamental rights that are under pressure in Denmark.**
- **work directly with advocacy regarding rights in Denmark (e.g. working directly with influencing political processes and discussions).**
- **are implemented between several civil society organisations and/or informal groups, such as grassroots movements and activists.**
- **are implemented by informal groups, such as grassroots movements and activists.**
- **actively work with and/or engage various EU-policies to protect fundamental rights in Denmark.**

When are rights under pressure according to FRI?

It is up to the applicant to argue how a specific right is under pressure in Denmark and thus how it requires support. This allows civil society to actively contribute to defining the rights under pressure in Denmark and prevents any presupposed, fixed or too narrow definitions.

A project does not have to fulfill all priorities in order to be eligible for application.

Relevant EU policies

Such as but not limited to (for more information, click on each link)

- The Democracy Action Plan
- The Annual Rule of Law Report
- The EU Action plan against racism
- The Digital Services Act
- The Declaration on European Digital Rights and Principles
- The Strategy to strengthen the application of the Charter of Fundamental Rights
- The Gender Equality Strategy
- The LGBTIQ equality Strategy
- The new EU Roma strategic framework for equality, inclusion and participation
- EU citizenship report
- The Action Plan on Integration and Inclusion 2021-2027
- Strategy for the Rights of Persons with Disabilities 2021-2030

What are EU's core values?

The FRI Grant is grounded in the core values of EU, which are constituted by 1) the rule of law principles and 2) the EU Charter of Fundamental Rights. As the FRI Grant is co-financed by the EU, FRI is based on these core values. This does not mean that fundamental rights are not universal. As applicant, you should consider which of the values you are working with and preferably note them in the application.

The European Union is founded on the following values:

Human dignity

Human dignity is inviolable. It must be respected, protected, and constitutes the real basis of fundamental rights.

Freedom

Freedom of movement gives EU citizens the right to move and reside freely within the Union. Individual freedoms such as respect for private life, freedom of thought, religion, assembly, expression, and information are protected by the EU Charter of Fundamental Rights.

Democracy

EU's primary foundational pillar is representative democracy. An EU citizen automatically enjoys political rights. Every adult EU citizen has the right to enlist as a candidate and to vote in elections at the European Parliament. EU citizens have the right to stand as a candidate and to vote in their country of residence, or in their country of origin.

Equality including gender equality

Equality is about equal rights for all citizens before the law. The principle of equality between genders underpins all European policies and is the basis for European integration. It applies in all areas. The principle of equal pay for equal work became part of the Treaty of Rome in 1957.

Rule of law

The EU is based on the rule of law. Everything the EU does is founded upon treaties, voluntarily and democratically agreed to by the member countries. Law and justice are upheld by an independent judiciary. The EU countries gave final jurisdiction to the European Court of Justice - its judgments must be respected by all.

Human rights including the rights of people belonging to minorities

Human rights are protected by the EU Charter of Fundamental Rights. These cover the right to be free from discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, the right to protection of your personal data, and the right to justice.

The EU values are laid out in article 2 of the Lisbon Treaty and the EU Charter of Fundamental Rights.

Who can apply for funding?

FRI welcomes applications from civil society actors; organisations, groups, and activists rooted in civil society in Denmark, as defined below:

A civil society actor is an organisational structure whose members/participants serve the general interest through a democratic process, and which plays the role of mediator between public authorities and citizens through various social actions. The EU considers civil society to include all non-state, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social, or economic.

Applicants who receive support from FRI must be accountable and transparent as well as committed to social progress and the values on which the EU is built.²

The Grant Advisor will conduct a background check and provide a preliminary assessment note to the Assessment Committee. The Assessment Committee rejects applicants whose organisation does not meet the definition of the FRI Grant. If you are unsure whether you meet the definition, read more in the section “**Who is a civil society actor according to FRI**”.

The following types of organisations are eligible to apply for the FRI Grant:

Member-based organisations such as associations

Can apply for up to DKK 445,000.

Minimum requirements when applying as a member-based organisation:

- The organisation must be private and have legal domicile as well as activities in Denmark.
- The organisation must have articles of association and submit accounts that are subject to audit (does not apply to voluntary associations).
- The organisation must meet the definition of a civil society actor as described in the guidelines.
- If an organisation has existed for less than one year, it must have planned an audit of its accounts if this has not yet been done (does not apply to voluntary associations).
- If a voluntary association (frivillig forening) wishes to apply for the FRI Grant, it must be registered as a voluntary association in Denmark and have an accounting system as well as a cashier in the association. Voluntary organisations are required to use Global Focus’ designated auditor for projects over DKK 50,000. See more in the financial guidelines under the final report.

² Useful links:

Definition CSOs in the CERV call: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cerv/wp-call/2022/call-fiche_cerv-2022-citizens-values_en.pdf, page 7

Definition of CSO according to the EU: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:civil_society_organisation

Concrete examples of CSOs according to the EU used in the CERV call: <https://www.eeas.europa.eu/sites/default/files/2012-communication-roots-of-democracy-and-sustainable-development.pdf>

Informal groups (grassroots movements and activists)

Grassroots movements and activists are strong voices that promote fundamental rights and often operate without a fixed structure or membership. They have a far-reaching impact, especially among youth and marginalized communities, which is of great interest to FRi.

An informal group can consist of a network of activists. The group must meet the definition of a civil society actor as described in this section. It can be a newly established group specifically formed in order to apply for FRi or a group that has previously worked together.

Informal groups can apply for the FRi Grant in three ways:

1. The group applies as a partner together with a formalised organisation acting as lead – can apply for up to DKK 445,000.

In this case, the informal group acts as an implementing partner for a project led by a formalised organisation, which is legally responsible for the project.

2. The group applies via a formalised organisation – can apply for up to DKK 445,000.

Here, the informal group owns and initiates the project. The group provides the content and idea and implements the project. The formalised organisation only provides the financial guarantee, handles financial management, and maintains the bank account.

During the application process, the lead organisation applies on behalf of the informal group. It is important to clarify in the application that the group is not directly associated with the lead organisation's regular operations. The group cannot consist of the lead organisation's employees. In the budget, only administration costs can be accessed by the lead-organisation. The application must clearly demonstrate that the activities will be carried out by the informal group.

Please note that each organisation can receive a maximum of DKK 445,000 (approximately EUR 60,000) from the FRi Grant (across all application rounds). The administrative fee received by the formal lead organisation will be considered as a grant received by the lead organisation. For more information, refer to the section on “Grant amount and project duration” in this document.

3. The group applies on its own as lead-organisation – can apply for up to DKK 50,000.

Grassroots movements and activists who lack the capacity or prefer not to formally organise can apply for the FRi Grant independently, without linking to any formal organisation.

Minimum requirements when applying as an informal group:

- The group must consist of at least three individuals who are based in Denmark.
- The group can apply for a maximum of DKK 50,000 (the audit limit in Global Focus).
- The group must nominate a person from the group who is legally responsible for and signs the contract on behalf of the group.
- The CV of the group's representative must be attached to the application.
- The names of all other members of the group must be included in the contract.

- The group must provide three external references (partners or similar) that verify the information about the group in the application.
- The financial capacity of the group's representative must be confirmed by signing a declaration of honor.
- The group must adhere to the definition of a civil society organisation as described in the guidelines.
- The group must document previous interest, engagement, or implementation of similar activities related to fundamental rights and EU values (for example, if the group has been vocal about a subject on social media or has organized activities or other things related to the topic).

Financial capacity

Financial capacity means that the applicant can manage the grant amount responsibly. The applicant must provide and sign a declaration of honor certifying this. This declaration of honor constitutes a specific section of the application form.

Non-member based civil society foundations (such as social enterprises)

Can apply for up to DKK 445,000.

Minimum requirements when applying as a non-member based civil society organisation:

- Non-member-based civil society organisations can apply as the lead-organisation or as a partner.
- The organisation must be private and have legal domicile and activities in Denmark.
- The organisation must meet the definition of a civil society actor as described in the guidelines and thus work for the common good.
- The organisation must be non-profit. This is assessed individually based on statutes and activities.
- The organisation must send a set of statutes and submit revised accounts subject to audit.
- If an organisation has existed for less than a year, it must have planned an audit of its accounts if this has not yet been done.

These criteria are reviewed during the administrative screening of the applicant. Applications that do not meet these requirements will be rejected administratively.

Grant amount and project duration

The FRI Grant is active from 2023 to 2025. The available funds in the second call of the FRI Grant is a total of DKK 6,2 million.

Grant amount

Organisations can participate in multiple projects funded by the FRI Grant 2023 – 2025, but they cannot receive more than a total of DKK 445,000. Similarly, a project can have one or multiple partners but cannot receive more than a total of DKK 445,000. Applicants can seek additional funding for the same project in subsequent rounds, as long as neither the project nor the organisation has already received the maximum amount of DKK 445,000.

An organisation can lead only one project per round but can participate as a partner in multiple projects. There are no restrictions on the amount of projects an organisation can apply for as a partner, as long as the organisation has not exceeded the DKK 445,000 threshold.

The minimum amount that can be applied for during this call is DKK 10,000.

Project duration

The minimum duration for a project is 2 months and the maximum duration is 1 year.

Project start

The project start can be expected at the earliest from July 1st, 2024.

What can be funded?

Applicants must indicate in the application which components and which eligible activity types they are working with.

Project components

Overall, the projects must fall under one or more of the following components:

Advocacy: Working on advocacy, promoting and protecting fundamental rights and EU values in Denmark at the political level.

Capacity building: Working on capacity building of civil society in Denmark with a focus on fundamental rights and EU values.

Awareness raising: Working to increase awareness and knowledge in the public about fundamental rights and EU values in Denmark.

Eligible activity types

Activities in the applied project must fall under one or more of the eight following activity types. Only these types of activities can receive support from the FRi Grant. Note: the following examples are hypothetical and can be used as inspiration.

1. Awareness raising and outreach about fundamental rights and EU values in Denmark.

- a. Example: Organising public campaigns through various media platforms to raise awareness about specific fundamental rights issues.*
- b. Example: Collaborating with local community centres or educational institutions to host dialogue and informational sessions on the importance of fundamental rights.*

2. Organisation of civic platforms and civic dialogues linked to fundamental rights and EU values in Denmark.

- a. Example: Arranging public meetings where citizens can engage in open discussions about fundamental rights and the relevance of EU's values.*
- b. Example: Creating online platforms for citizens to raise concerns and experiences regarding specific issues related to fundamental rights.*
- c. Example: Hosting public panel discussions with experts, stakeholders, and policymakers to foster dialogue and exchange ideas on fundamental rights issues in Denmark.*

3. Establishment of coalitions and partnerships among civil society actors and potential stakeholders from other sectors.

- a. Example: Forming alliances with civil society organisations, activists, and grassroots movements to collectively advocate for the protection of fundamental rights and EU values.*
- b. Example: Building partnerships with other stakeholders such as trade unions to integrate the promotion of fundamental rights or corporate social responsibility practices.*

4. Provision of free advice, watchdog, and monitoring activities on EU policies, rights, and fundamental values in Denmark.

- a. Example: Offering a free legal hotline for individuals seeking advice on their fundamental rights.*
- b. Example: Writing policy papers, analyses and publishing reports on the implementation of EU policies and their impact on fundamental rights in Denmark.*
- c. Example: Monitoring and documenting instances of human rights violations or breaches of EU values in Denmark and promoting appropriate action to address them.*
- d. Example: Procuring and producing input to monitoring mechanisms such as the Annual Rule of Law Report and other (open) consultations.*

5. Promotion of national implementation of adopted EU laws and regulations.

- a. Example: Collaborating with government institutions and policymakers to ensure effective implementation of EU laws and regulations related to fundamental rights and EU's values.*
- b. Example: Developing information material or media campaign to raise public awareness about the national implementation of EU laws and regulations and their impact on safeguarding fundamental rights.*

6. Advocacy to influence policy and decision-making processes related to the realisation of fundamental rights and EU's values in a European context.

- a. Example: Engaging in advocacy work to push for adoption of legislation that aligns with fundamental rights and EU's values.*
- b. Example: Participating in consultations and public hearings to provide expert input and recommendations on policy proposals and initiatives.*
- c. Example: Collaborating with decision-makers and other relevant stakeholders to promote a rights-based approach in the formulation of EU policies and decisions.*

7. Research activities and development of tools to inform policymaking on rights and values at national and EU level.

- a. Example: Conducting studies and analyses on the impact of EU policies and legislation on fundamental rights in Denmark and provide recommendations to policymakers.*
- b. Example: Creating online databases that gather relevant research findings and resources to facilitate policymaking and/or advocacy in specific areas related to fundamental rights and EU's values.*

8. Provision of support services to various target groups related to fundamental rights and EU values such as youth, women, LGBT+ people, ethnic minorities, people with disabilities, and others at risk of being exposed, targeted or discriminated against.

- a. Example: Establishing counselling and support centres that cater specifically to the needs of marginalised groups, providing guidance on their rights and access to available resources.*
- b. Example: Collaborating with local community organisations to organise workshops for and by youth, women, LGBT+ people, ethnic minorities, people with disabilities, and others at risk of being exposed or targeted to raise awareness about their rights and promote self-advocacy.*

Support for capacity development

FRI can support the capacity development of a civil society organisation. However, the proposed project must still be limited in scope and be able to be completed within 12 months, as well as have measurable and clear results. The applicant must argue for added value for the organisation and societal relevance. It should be stated clearly in the application that the project's aim is capacity development.

Where can the activities within the FRI Grant take place?

All activities must take place in Denmark as a starting point. However, travel expenses outside Denmark can be eligible as long as the associated activities fall within the eight eligible activity types and these activities take place in a Member State of the European Union. An example could be exchange meetings outside Denmark that benefit the work on fundamental rights in Denmark. Assessment of eligibility for travel outside Denmark is done by the Assessment Committee.

In terms of the Danish Commonwealth, activities carried out in Greenland and/or by organisations based in Greenland are eligible. Activities carried out in the Faroe Islands and/or by organisations

based in the Faroe Islands are NOT eligible, as the Faroe Islands are not part of the Overseas Countries and Territories of the European Union.

Financial guidelines

Eligible expenses

Expenses that the FRI Grant can support	Expenses that the FRI Grant cannot support
<ul style="list-style-type: none"> - Salary: <ul style="list-style-type: none"> • Salary for employees* in the organisation directly related to the project, such as coordination and implementation of the activities. • Contancy fee for consultancy work directly linked to the project's activities - Purchase or rental of equipment* necessary to complete the project (including rental of equipment and insurance, microphones, computer) - Travel, accommodation, and subsistence calculated based on EU rates or using the organisation's own policies for the area. - Purchase of material, such as paper, banners, sandwiches, beverages (including VAT). - Purchase of work and services, such as translation assistance, dissemination, marketing, rental of premises. - Maximum 7% administration of direct project costs. 	<ul style="list-style-type: none"> - Debts and debt repayments. - Expenses with fundraising (commercial or non-commercial) as their primary purpose. - Costs or contributions indicated under other EU grants. - Expenses incurred before the start of the project. - Costs that do not directly relate to the activities approved in the budget. - Costs or contributions (especially travel and subsistence expenses) for employees or representatives of EU institutions, bodies, or agencies. - Interest expenses. - Losses due to currency exchange rate fluctuations. - Bank fees. - Refundable VAT. - Expenses incurred after the end of the project period.

*It is important to read how salary or purchase/rental of equipment should be specified in the budget below.

When designing the budget, these general principles apply:

- Expenses should be defined to the extent possible as units, price per unit, and number of units. The units are defined in the budget and can be pieces, rolls, hours, days, etc.
- Expenses must be actual costs incurred by the grantee.
- Expenses must be incurred within the grant period.
- Expenses must be eligible according to the guidelines.
- Expenses must be necessary to carry out the activity.
- Expenses must not be covered or reimbursed by other sources (no double funding).
- Rules for Danish accounting practices must be adhered to in the administration of the funds.
- If there are multiple partners in the project, it must be clear how the budget is divided in the budget template and that it reflects the distribution of work in the application.

Specific requirements

- **Salary expenses for employees and/or honorarium for consultants** must be calculated based on a rate that corresponds to the actual costs for the person in question and must not be significantly different from salary expenses that perform similar tasks in the organisation.
- **Salary for employees:** The EU has specific rules for calculating daily rates and hourly rates, for example, the total number of days specified in the budget template for a person during a year cannot be higher than 215 days. Therefore, it is important to use a specific method to calculate salary expenses. Salaries for employees must be specified as actual expenses using the calculation model found in the budget template. Please refer to the budget template under “Calculation of HR expenses” for guidance. **Please ask the Grant Advisor if you have any questions about how to use the template.**
- **Travel costs** must be declared as unit costs based on EU rates or using the organisation's own policies for travelling. All activities must take place in Denmark as a starting point. However, travel expenses abroad can be covered if the associated activities fall within the eight eligible activity types.
- **Equipment costs** should be reported as depreciation expenses only. This calculation is based on the actual incurred costs and follows international accounting standards and/or the **recipient's usual accounting practices**. Only the portion of the costs corresponding to the actual utilization percentage for the activity during the project's duration should be considered. If renting or leasing equipment, these costs are eligible as long as they do not exceed the depreciation expenses for comparable equipment and do not include any financing charges. **Please ask the Grant Advisor if you have budget items related to the purchase of equipment.**
- **A workshop/event** can be reported as lump sum. This means a workshop can be declared as a single cost, for example, DKK 10.000. Lump sums cannot include salary. **The applicant must include a note in the budget template** explaining how the amount was reached by dividing the expense into actual expenses such as rent, food, materials, etc.

- **Flat rate costs** can be included in the budget. These may include subscription fees for services that charge a fixed fee, regardless of usage. However, these costs must be directly related to the project and meet the general eligibility conditions. Additionally, the expenses should only be incurred within the grant period. Applicants must provide a note in the budget template explaining how they arrived at the specific amount.
- **Budget margin:** It is not a requirement to design a contingency budget line, but it is often a good idea. The budget margin may be a maximum of 5% of the total project. A budget margin is a reserved amount of money set aside for unforeseen expenses or uncertainties.
- **Administration:** It is not a requirement to have a specific administration budget line, but it is often a good idea. Administration expenses may be a maximum of 7% of the total project expenses excluding the administration fee. It does not need to be specified upon submission of the final report.
- **FRI does not require own contribution to the budget proposed.** However, if other financial contributions are included in the project, please mention them in the budget template, along with the amounts and expected commitment dates. It is important to note whether financing is secured. Remember to write in the application how you plan the project with and without the grants.

Payment

Applicants who obtain a grant will be paid in two instalments: 80% of the grant upon signing the contract and 20% towards the end of the project upon request.

Assessment of the budget

During the administration screening, the Grant Advisor will examine the proposed budget and include suggestions for modification or removal of items in case they do not meet the eligibility criteria. The Assessment Committee make the final decision regarding budget.

Please note that one of the award criteria is 'Budget Alignment and Proportionality'. The Assessment Committee will therefore look into if the budget is aligned with the project's activities and is proportional to the expected results, size of the target groups, and cost levels.

It is possible for the Assessment Committee to grant the project without granting the full amount in the proposed budget if certain budget items do not meet the requirements. See more in the section of "Evaluation procedure & selection".

Final financial report

Grants under the FRI Grant do not require separate auditing.

For organisations that are subject to audit, it is required to include the grant as a separate note in their own audited annual accounts. For applications below DKK 50,000, this only applies if the grantee is an organisation that produces annual accounts.

For organisations that are not subject to audit such as voluntary associations, there is a requirement in the FRI Grant to submit a revised account of an auditor appointed by Global Focus.

The cost of this can be included in the budget template as cross-cutting expense. The appointed auditor costs DKK 9,200 including VAT for accounts for grants between DKK 100,000 – 450,000. Voluntary associations must have a separate bank account whereto the grant from FRI can be transferred.

For activist groups and grants below DKK 50,000, all supporting documents must be shared with Global Focus along with the final financial report. Global Focus will then conduct an internal review of the expenses.

It is the responsibility of the lead-organisation for all projects to provide a credible final account and to comply with reporting deadlines, including financial submissions. Accounting and bookkeeping must be carried out in accordance with the Danish Bookkeeping Act (Bogføringsloven) and the Danish Financial Statements Act (Årsregnskabsloven).

It is the responsibility of the lead-organisation to retain the accounting material for five years after the completion of the project. As part of the lead-organisation's final reporting, a sample of the expenses incurred will be reviewed. Thereafter, the lead-organisation must be prepared to provide supporting documents at all times if requested by Global Focus or Global Focus' auditors.

For grants below DKK 50,000, all supporting documents need to be shared with Global Focus along with the final financial report. Global Focus will then conduct an internal review of the spending.

Narrative reporting and evaluation

For reporting any successful applicant should fill out **two reports** during the project; an interim report and a final report, which must be submitted no later than one month after the project's completion. The final report includes a financial report. The two reports include an update of the result framework (for example, how many in the target group have been reached) which is to be found in the application template. At the end of the project, the FRI Grant must provide additional data on the number of publications, the number of awareness-raising campaigns, and the number of national policies or laws influenced by the project in its report to the EU.

Mandatory monitoring for projects exceeding 186,000 DKK.

Project visits by the FRI Team twice during the project's lifespan.

Follow-up through a brief survey every other month.

Update of the results framework halfway through the project's lifespan.

Final update of the results framework and financial reporting in connection with the project's conclusion.

Mandatory monitoring for projects under 186,000 DKK.

Project visits by the FRI Team once during the project's lifespan.

Follow-up through a brief survey every other month.

Update of the results framework halfway through the project's lifespan.

Final update of the results framework and financial reporting in connection with the project's conclusion.

The FRI team is committed to minimizing the time spent on reporting and evaluation and to ensuring that all grant holders have the opportunity to receive guidance regarding their projects in the implementation phase.

Communication and data processing

Communication

As part of the project, it is a requirement for anyone who has received a grant to fill out basic information about their project for publishing in the FRi website. It is furthermore voluntary to participate in promotion videos.

EU visibility

Applicants receiving EU funds through the FRi Grant must acknowledge their EU support and display the European flag (emblem) and possibly a funding statement in Danish throughout their project and communication activities.

GDPR (General Data Protection Regulation)

Applicants must process personal data in accordance with applicable EU, international, and Danish data protection laws, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

Learn more about compliance on the website “When you have received a grant in the FRi Grant”.

NICE TO KNOW

The award criteria

1. Adherence to the EU values (minimum score 3)

- 1.1. The applicant meets the definition of civil society outlined in the call and demonstrates a commitment to applying and complying with the EU values in their general work and proposed project.

2. Objective, Relevance and Added Value (minimum score 6)

- 2.1. The project's objectives are in line with the overall objective of the call.
- 2.2. The project exhibits thematic relevance and importance, addressing a specific need, and providing added value concerning the call's objectives and priorities.

3. Feasibility & Target group (minimum score 9)

- 3.1. There is a logical relationship between the objectives, expected results, and specific activities of the project, and the project strategy is consistent with the results framework.
- 3.2. The project includes an appropriate plan for monitoring and documenting results.
- 3.3. The target group will be actively involved in the development and implementation of the project. The composition and size of the target group(s) (by age, gender and social, ethnic, sexual orientation, disability, or other affiliation, etc.) are relevant to the project.

4. Capacity of the applicant (minimum score 6)

- 4.1. The applicant organisation(s) demonstrate(s) relevant experience in implementing projects, and the lead organisation demonstrates the financial capacity required to assume responsibility for the project.
- 4.2. The messages conveyed through activities are nuanced, inclusive and constructive, fostering an understanding of the fundamental rights and EU values.

5. Budget Alignment and Proportionality (minimum score 6)

- 5.1. The total budget amount is aligned with the projects' activities, size of the target groups, expected results, and the overall objective of the project.
- 5.2. The budget items are cost-efficient and proportional to the overall objective, expected results, the scope of the activities and the size of the target groups.

Evaluation procedure & selection

Administrative review

After the application deadline, the Grant Advisor reviews the administrative eligibility of applicants. Applications that do not meet the administrative requirements are rejected.

The Assessment Committee must be able to make decisions based on informed grounds. Therefore, the manager of the Grant, in this case Global Focus, is responsible for obtaining information necessary to make the decision.

The Grant Advisor may ask for supplementary information in connection with the administrative processing of the application, but it is not possible for the applicant to submit changes to the application or budget on their own initiative after the application deadline.

The Grant Advisor or an independent Grant Consultant makes remarks in the grant note for each application based on the award criteria to assist the Assessment Committee in making final decisions. The remarks must be factual, descriptive, concise, and non-conclusive. Assessment as well as the final scoring of applications is solely conducted by the Assessments Committee.

During the administrative review, applicants will be subjected to background checks. The Grant Advisor performs background checks and attaches a note to the Grant Committee. The Grant Committee rejects applicants if their organisation does not meet the FRI Grant's definition of a civil society actor and align with EU values. **If there is uncertainty about whether you meet the definition, please refer to the section "Who is a civil society actor according to FRI" for more information.**

The Assessment Committee

The independent Assessment Committee of FRI consists of six representatives from the Danish civil society. The members have been selected through a widely disseminated open call based on motivation letters and CVs with an assessment against the criteria stated in the open call. The Board Members of Global Focus has approved the selected members. The Assessment Committee solely has the authority to distribute the grants of the FRI Grant. Read more about the Assessment Committee on the FRI Website.

Grant Process

Each administrative eligible application is assigned to two members of the Assessment Committee for joint assessment. After that, there will be a final Assessment Committee meeting, where each pair presents their assigned applications. The Assessment Committee collectively assesses the application based on the five pre-determined award criteria:

- 1. Adherence to the EU values (minimum score 3)**
- 2. Objective, Relevance, and Added Value (minimum score 6)**
- 3. Feasibility & Target group (minimum score 9)**
- 4. Capacity of applicant (minimum score 6)**
- 5. Budget alignment and Proportionality (minimum score 6)**

Each of the award criteria consists of sub-points. The sub-points are scored on a scale of 0-5 (lowest score 0, highest score 5), allowing for a maximum of 50 points. It requires a minimum score of 30 to

be eligible for support. However, applications with a score below the minimum score in some of the award criteria will not be eligible for support.

Score scale

0	Criterion not met.
1	Criterion insufficiently met. Application has various significant shortcomings.
2	Criterion met to some extent. Application has significant shortcomings.
3	Criterion complied with. Applicant fulfills the criterion with few shortcomings.
4	Criterion met well. No significant shortcomings.
5	Criterion met excellently.

The minimum score varies for each criterion due to the associated number of sub-points. All sub-points have equal weight. In cases where eligible projects exceed available funds, grants are allocated based on the cumulative score of the award criteria.

It is possible for the Assessment Committee to grant the project without granting the full amount in the proposed budget if certain budget items do not meet the requirements.

In order to adhere to the principle of proportionality and equal treatment, the applications are evaluated individually to ensure fairness. The applications will not be evaluated in comparison to other applications. Projects with larger budgets are expected to demonstrate higher capacity and alignment with the project's objectives.

Compliance with EU's values

It is important that the FRI grantees uphold EU values as their core focus.

In the application system

- Applicants must demonstrate their unwavering commitment to the core EU values by outlining their vision, strategy, and showcasing previous work aligned with these values in the application template. The award criteria 1.1, 2.1, 4.2 specifically address this issue.
- Successful applicants are required to sign the contract that includes clauses that commit the grantee to uphold EU values and acknowledge that any violation may lead to a cancellation of the funding.³

Screening and exclusion

³https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cerv/wp-call/2022/call-fiche_cerv-2022-citizens-values_en.pdf, page 9 & 10

During the administrative screening, the Grant Advisor conducts the due diligence standards set in the EU guidelines and may include notes in the initial assessment supporting the Assessment Committee.

The Assessment Committee evaluates whether applicants have adhered to the EU values. Applications are rejected if:

- Project content fails to fully align with EU values, violating one right to promote another or infringing on the rights of other communities.
- Projects, lead-organisations, or partners engage in activities aimed at undermining the rights and freedoms outlined in the EU Charter of Fundamental Rights or contradicting EU values.
- Lead-organisations or partners do not live up to the definition of a civil society actor (see **“Who can apply for funding?”**).
- Projects are affiliated with individuals or entities listed as internal or external terrorists by the EU.

Who is a civil society actor according to FRi

FRi accepts applications from civil society actors; organisations, groups, and activists rooted in the Danish civil society, who meet the definition given in the section **'Who can apply for funding?'**.

The Assessment Committee assesses whether the definition is met by looking at the following points:

Applicants' organisation and structure must meet the definition in the guidelines:

- Applicants must have non-profit structures, i.e. actors must not be profit-seeking. However, an organisation may generate profits if such profits benefits and aligns with the main goal, purpose, and activities of the organisation. The purpose of the organisation must be related to the common good.
- Applicants must be impartial, i.e. they must not have direct affiliation with political parties.
- Applicants must be non-governmental and must not have direct affiliation with the state or direct representation of the state's interests.
- Applicants must be transparent and accountable in their governance structure.

Applicants must adhere to EU values in their work (questions about EU values are also in the grant criteria):

- Applicants must be engaged in social progress and the values that the EU is built on.
- Applicants must be a civil society actor through which people can organize to pursue common goals and ideals.

- Applicants must not be violent. Violence is defined as any action, behavior, or policy that deliberately causes physical, psychological, or emotional harm or suffering to another person or group. This includes, but is not limited to, the use of physical force, psychological abuse, threats, intimidation, discrimination, or hate speech.

Administrative conduct

In the administration of the FRI Grant we strive to apply the highest standards of administrative conduct, including avoiding conflicts of interest, taking decisions on an informed basis, writing in an understandable manner, complying with deadlines, and stating the reasons for rejecting or accepting applications.

The basic principles underlying the management and allocation of the funds in the FRI Grant are as follows:

- **Transparency and openness in administration conduct:** All award criteria and processes are visible and accessible to all applicants. All applicants receive specific and reasoned approvals or rejections. All approved applications are made publicly available on Global Focus' website, unless security considerations suggest otherwise.
- **Proper administration:** Ensuring impartiality, decisions are based on an informed basis, understandable communication, compliance with deadlines, and reasoned decisions.
- **Arm's length principle:** The decision of the Assessment Committee is independent of Global Focus' initial note, which only functions as guidance for the Assessment Committee. If the Assessment Committee disagrees with Global Focus' assessment of a project, the Assessment Committee's assessment takes precedence.
- **Best possible coherence between the Grant Committee's assessment and Global Focus' advice.** The Assessment Committee and the Grant Advisor will meet and evaluate each round. A start up meeting will take place prior to each round where the award criteria will be discussed thoroughly.
- **Discretion is not subject to rule:** The granting system makes a holistic assessment of applications in relation to the objectives of the grant program.
- **Alignment of requirements:** Each application is assessed individually, and the granting decision is based on a comprehensive assessment. The larger the budget, the greater the demands on the involved organisations' capacity and the project's goals.

Conflict of interest

Global Focus will take all measures to prevent any situation where conflict of interest may arise. The following definition is applied: Conflict of interest is where the impartial and strived objective implementation is compromised for reasons involving family, political or national affinity, economic interest, or any other direct or indirect interest.

An Assessment Committee member is disqualified to process an application if:

- Employed/volunteered in or member of the applicant organisation.
- Having close family or friendship relations with a) persons in the management of the applicant organisation, b) persons who have been involved in the formulation of the application, or c) persons who are going to be actively involved in implementing the project.
- Having participated in the formulation of the application, including providing paid or unpaid advice to the applicant organisation.

The Assessment Committee holds exclusive authority to award projects within the scope of the FRI Grant. The role of the Grant Advisor is limited to providing notes that assist the Committee in their evaluation process. It is the members of the Assessment Committee alone that score the applications. The definition of conflict of interest applies to all FRI staff, including the Grant Advisor.

Declaration of conflict of interest

The Assessment Committee members have signed a contract with Global Focus where they commit to the above definition of conflict of interest. The responsibility of declaration lies with the members. Global Focus ensures conflict of interest in three ways:

- 1) Written statements of conflict of interest in the Assessment Committee through e-mail when the names of all eligible applicants are gathered.
- 2) Verbal disclosure at each Committee meeting.
- 3) Ad hoc disclosure if conflict of interest becomes apparent during any meeting.

If any conflict of interest issues arise during the selection process, Global Focus will take the appropriate measures and notify the EU as granting authority.