

Guidelines for



The FRi Grant is part of **Fundamental Rights Initiative (FRi)**

FRi is a collaboration between Global Focus and Nytt Europa

Co-funded by the EU

THIRD ROUND

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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, 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 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 so far had two rounds, where 33 projects have received funding. In total, around 10.3 million Danish kroner has been distributed.

The third round of the FRI Grant is now launched and applications can be submitted until October 9, 2024. The third round has a budget of approximately 2.7 million Danish kroner. The grant's total amount is 13 million Danish kroner.

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 applying together)
 - [Declaration of honour](#) on financial capacity (if you are applying as an activist group).
 - [Cover letter template for reapplication](#). (Only when reapplying the FRI Grant with the same project.)
- **Other relevant documents** must be uploaded: When uploading the application in the Jotform platform on the website, you must also upload relevant documents from the main organisation and any partners. See more in the guidelines under **‘Who can apply and minimum requirements’**
 - **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 Friday, **August 9, 2024**.

Application deadline is Wednesday, **October 9, at 11.59 PM, 2024**.

Applicants can expect a response by the end of November by email.

To ensure transparency, the response includes an authorisation memo with scoring and a written justification. After each application round, applicants can see an overview of all applications that have received funding on the website.¹

¹ Unless security considerations dictate otherwise.

Contact and guidance

We recommend that you always ask for guidance and review of the application and budget and read the guidelines carefully. A good application can only be written on the basis of a thorough review of the guidelines.

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. (Between 3, 4, 7 October, it is not possible to contact the Grant Advisor.)

For a review of the application and budget: A 45-minute ONLINE meeting is offered to each applicant. Write an email to nk@globaltfokus.dk to book an appointment and send the application, budget and any questions from the applicant to the grant advisor no later than the day before the meeting.

Example of budget: When filling out the budget, you can find guidance in this budget example (dk) that follows the guidelines.

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)**
- **working to influence political processes in relation to the Danish EU Presidency in autumn 2025**
- **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

Grant size and project duration

The FRI Grant is active in the period 2023 - 2025. The available funds in the 3rd round of the FRI Grant are approximately 2.7 million Danish kroner.

The size of the grant

The maximum amount that can be applied in this round is DKK 335.000.

The minimum amount that can be applied in this round is DKK 10.000.

Project duration

The minimum duration of a project is two months.

The maximum duration is 9 months. [The project must be finished by end of September 2025 at the latest.](#)

In the third round of the FRI Grant, it is not possible for grant holders to get an extension for their project. Therefore, applications must be able to demonstrate a high degree of feasibility to achieve the required score. It is therefore recommended to make the application realistic and carefully planned within the time frame. Please note that projects must not last more than 9 months.

Applicants can participate in multiple projects funded by the FRI Grant 2023 - 2025, but they may not receive more than DKK 445.000 during the lifetime of the FRI Grant between 2023 - 2025. Similarly, a project can apply for multiple rounds, but it cannot receive more than DKK 445.000 in the lifetime of the FRI Grant. Applicants can apply for additional funding for the same project in

subsequent rounds as long as neither the project, organisation nor partners have reached the FRI Grant limit of DKK 445.000.

An organisation can only lead one project per round, but can participate as a partner in several other projects. There is no limit to the number of projects an organisation can apply for as a partner, as long as they have not exceeded the DKK 445.000 limit.

Project start

Project start can be expected from 1 January 2025 at the earliest. That means that the project has to be finished by end of September 2025 at the latest.

Reapplication for the FRI Grant

If your project was not awarded a grant previously, you are welcome to reapply with the same project. We recommend improving your application by including the guidance and recommendations provided by the Assessment Committee. Should there be any significant changes that impact your project, it is important to update your application accordingly. Please note that the application template changes with each round, and therefore, you cannot use the same template from a previous round under the FRI Grant.

In your reapplication, it is **essential to include [a cover letter](#) (limited to a maximum of 2 pages, using the mandatory template) that outlines the updates made since the last application.** If the Assessment Committee's feedback specified specific reasons for the initial rejection, please ensure that your cover letter addresses how these concerns have been addressed.

Please be aware that this process is intended solely for projects that have been submitted previously. New projects will be evaluated independently with a fresh assessment.

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:

Both the main organisation and partners of an application must meet the definition.

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 335,000.

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**.

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:

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>

1. The group applies as a partner together with a formalised organisation acting as lead – can apply for up to DKK 335.000 in this round.

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 335.000 in this round

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 itself applies as the main 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:

Applies to all activist groups:

- The group must consist of at least three individuals who are based in Denmark.
- The group must appoint one person from the group who is the representative of the group whose name appears in the contract as co-signatory.
- CV of the representative must be attached.
- The group must document previous interest, involvement or performance of similar activities related to fundamental rights and EU values (e.g. if the group has been active on social media or has organised activities or other activities around 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.

- The group must meet the definition of a civil society organisation as described in the guidelines

Only applies if the activist group applies itself

- The group can apply for a maximum of DKK 50.000.
- The group must nominate a person from the group who is legally responsible for and signs the contract on behalf of the group.
- 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 signatory must be confirmed by signing a solemn declaration (only applies if the activist group applies itself)

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

Can apply for up to DKK 335.000 in this round

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.

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 maximum 9 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

Example of budget: When filling out the budget, you can find guidance in this budget example (dk) that follows the guidelines.

Eligible expenses

Expenses that the FRI Grant can support	Expenses that the FRI Grant cannot support
<p>- Salary:</p> <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 <p>- Purchase or rental of equipment* necessary to complete the project (including rental of equipment and insurance, microphones, computer)</p> <p>- Travel, accommodation, and subsistence calculated based on EU rates or using the organisation's own policies for the area.</p> <p>- Purchase of material, such as paper, banners, sandwiches, beverages (including VAT).</p> <p>- Purchase of work and services, such as translation assistance, dissemination, marketing, rental of premises.</p> <p>- Maximum 7% administration of direct project costs.</p>	<p>- Debts and debt repayments.</p> <p>- Expenses with fundraising (commercial or non-commercial) as their primary purpose.</p> <p>- Costs or contributions indicated under other EU grants.</p> <p>- Expenses incurred before the start of the project.</p> <p>- Costs that do not directly relate to the activities approved in the budget.</p> <p>- Costs or contributions (especially travel and subsistence expenses) for employees or representatives of EU institutions, bodies, or agencies.</p> <p>- Interest expenses.</p> <p>- Losses due to currency exchange rate fluctuations.</p> <p>- Bank fees.</p> <p>- Refundable VAT.</p> <p>- Expenses incurred after the end of the project period.</p>

***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 costs for employees and/or consultant fees** must be calculated on the basis of a unit cost based on the organisation's practice or a rate that corresponds to the actual costs for the person in question or must not be significantly different from salary costs for similar tasks in the organisation.
- **Salary for employees:** should as far as possible be stated as a unit cost based on the organisation's own practice, preferably in hours, days, weeks or months. Remember that salary may include the organisation's costs that are *directly* associated with having an employee, such as state obligations, allowances, and pension, etc. The salary must be transparent and clear to the Assessment Committee regarding the scope of time and tasks, and preferably with notes and explanations in the application where necessary.
- **The documentation of salary** must be done by preparing a timesheet showing the actual hours worked on the project, employment contracts and payslips.
- **Travel costs** must be stated as a unit cost based on EU rates or using the organisation's own travel policy. All activities must generally take place in Denmark. However, travel expenses within EU countries can be covered as long as the related activities fall within the eight eligible activity types. See more under section Where activities can take place. Remember to enter the destination of the travel in the budget template.
- **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.
- **Other funding sources:** FRI does not have a requirement for its own contribution to the proposed budget. If you have applied for or received other sources of funding for the same project, you must do the following:
 - 1) Mention in the application form in section 5 other sources of funding, stating the amount, whether funding has been secured and if so, the date by which you will know if funding has been secured and a plan if funding is not secured. It is important to be transparent about what has been applied for in other funds and how it may affect the implementation of the proposed project.
 - 2) The individual items that have been applied for from other foundations must appear in your budget template.

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 reporting in the FRI Grant

Final financial report

Grants given from the FRI Grant do not necessarily require separate auditing. Audit costs can be included in the budget template, however, max DKK 9.200 incl. VAT.

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 audited account from an auditor appointed by Global Focus.

The cost of this can be included in the budget template. The appointed auditor costs DKK 9.200 including VAT for accounts for grants between DKK 100,000 – 450,000. Please note, that 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. Activist groups must have a separate bank account where the funding from the FRI Grant is transferred.

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.

Narrative reporting and evaluation

When signing the contract: As part of the project, it is a requirement that anyone who has received a grant must complete a form with basic information about their project for publication on the FRI website

During the lifetime of the project: There are **two reports** to be submitted during the lifetime of the project; a mid-term report and a final report that must be submitted no later than one month after the end of the project. The final report includes a financial report.

The two reports consist of an update of the results framework, which is part of the application form as well as a brief description of the noted change, learning from the activities and any changes. The template is sent to the grant holders after signing the contract.

The final report must include:

- A brief description of your qualitative findings.
- Number of publications (If applicable).
- Number of campaigns raising awareness of an issue (If applicable).
- Number of legislation or policies you have influenced (If applicable).
- Specify type of events: 1) Mutual learning and exchange of best practice activities 2) Awareness raising activities, information and dissemination 3) Training activities
- Describe briefly the target group(s) grantees have reached out to and number.
- Collect data on event attendees, including number of participants, disaggregated by gender.

Mandatory monitoring for all projects

Meetings with FRi Team twice during the project lifetime.
Follow-up via newsletter and email correspondence.

The FRi Team will work to keep the time spent on evaluation and reporting to a minimum and ensure that all grant holders can receive guidance and sparring regarding their projects during 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 promotional 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.

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 an 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.

NICE TO KNOW

Procedure & selection

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 six pre-determined award criteria:

- 1. Objectives, specific need and added value (minimum score 6)**
- 2. Feasibility (minimum score 9)**
- 3. Target group (minimum score 6)**
- 4. Capacity of the applicant (minimum score 6)**
- 5. Budget compliance and proportionality (minimum score 6)**
- 6. Consistency with EU values (minimum score 3)**

Each of the award criteria consists of sub-points. The sub-points are scored on a scale of 1-5 (lowest score 1, highest score 5), allowing for a maximum of 60 points. It requires a minimum score of 36 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

- | | |
|---|--|
| 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.

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.

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.

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.

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.**

Award criteria

1. **Objective, Specific Need and Added Value (minimum score 6)**
 - 1.1. The project's objectives are in line with the overall objective of the call.
 - 1.2. The project addresses a specific need and providing added value concerning the call's objectives and priorities.
2. **Feasibility (minimum score 9)**
 - 2.1. There is a logical relationship between the objectives, specific activities of the project and the expected results.
 - 2.2. There is a high degree of feasibility in the implementation of the project's lifetime.
 - 2.3. The project includes an appropriate plan for monitoring and documenting results.
3. **Target group (minimum score 6)**
 - 3.1. The target group(s) will be actively involved in development and implementation of the project.
 - 3.2. The target group(s)'s composition and size are relevant for the project (by age, gender and social, ethnic, sexual orientation, disability or other affiliation, etc.)
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's 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.
6. **Adherence to EU's values: (Minimum score 3)**
- 6.1. The applicant lives up to the definition of civil society outlined in the call and demonstrates commitment to applying and complying with EU's values in their general work and proposed project.

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.

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 involved in any violent activities or encourage violence. Violence is defined as any action, behaviour, 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.

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

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.

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 regarding assessment and judgments made by the Assessment Committee 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.

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.

You can send your complaint to Director of Global Focus, Mette Müller Kristensen at mmk@globaltfokus.dk

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