



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

2023

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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. The war in Ukraine, growing inequality, discrimination against minorities, digital surveillance, misinformation, hate campaigns threatening rights advocates, and increased pressure on civic space both online and offline are just some of the developments and trends 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 of and enhance public engagement in rights and EU's core values (respect for human dignity, freedom, democracy, equality, the rule of law, and human rights).

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

As part of the Fundamental Rights Initiative (FRI), we have now established the FRI Grant, which supports projects and activities that protect and promote fundamental rights and EU's values in Denmark. The grant is open for application to civil society actors based throughout Denmark, representing established civil society organisations, grassroots movements, and activists working on or interested in working on fundamental rights in Denmark.

The FRI Grant can be applied for now and until October 15, 2023. The first round of the grant is on 5 million DKK. The total grant amount is approximately 13 million DKK, and there will be several other 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](#)

Objective and priority

The objective of the FRI Grant is to fund projects that ensure protection and promotion of the of fundamental rights and EU's values in Denmark.

The grant has a priority to support projects that:

- address issues related to fundamental rights that are under pressure in Denmark.
- are implemented between several civil society organisations and/or informal groups (such as grassroots movements and activists).
- actively engage and/or are implemented by informal groups (such as grassroots movements and activists).
- work with various EU-policies to protect fundamental rights and/or projects that increase participation in the 2024 European Parliament election.

A project does not have to fulfill all priorities in order to apply.

All projects should adhere to EU's values.

What are EU's core values?

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 vote in elections to 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.

Which rights are under pressure?

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

Relevant EU policies

Such as but not limited to: [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](#), and [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](#)

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 on the basis of 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's 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 the 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.

These structures operate from the local to the national, regional and international levels and they comprise urban and rural as well as formal and informal organisations.

Applicants that receive funding from FRi must be accountable and transparent and share commitment to social progress and the core values underlying the EU.¹

Applicants must submit relevant documents, such as statutes, deed of foundation, annual reports, and annual audited financial reports that document their fulfillment of the above definition. Documents should be sent both for the lead organisation and potential partners. Activist groups must document previous interest, engagement, or implementation of similar activities related to fundamental rights and EU's values (for example, if the group has been

¹ Nyttige 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>

vocal about a subject on social media or has arranged activities about a subject). The representative from the group has to send their CV.

The Grant Advisor will conduct research and provide a preliminary assessment note to the Assessment Committee. The Assessment Committee will reject an applicant if the organisation is not eligible according to the above definition.

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

1. Member-based organisations such as associations

Can apply for up to DKK 445.000.

Minimum requirements when applying as member-based organisations:

- The organisation needs to be private, and it must have legal domicile as well as activities in Denmark.
- The organisation must have a set of statutes and submit accounts subject to auditing.
- If an organisation has existed for less than one year, it must have planned an audit of its accounts if this has yet to take place.
- Must adhere to the definition of a civil society actor as described in the guidelines.
- Member-based organisations can apply as lead organisation or partner.

2. Informal groups (grassroot 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 marginalised 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 lead-organisation – 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 lead-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 has a threshold of DKK 445.000 (approximately EUR 60.000). 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 section about Grant amount and project duration in this document.

Minimum requirements when applying together with a formal lead-organisation:

- The informal group should consist of at least five individuals based in Denmark.
- The informal group must send three references that verify information about the group in the application.
- Must adhere to the definition of a civil society actor as described in the guidelines.

3. The group applies on its own as lead-organisation – can apply for up to 50.000 kr.

Grassroot 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 as lead-organisation:

- The group should consist of at least five individuals based in Denmark.
- The group must nominate one from the group who is legally bound by the contract on behalf of the group.
- The names of all other members of the group is mentioned in the contract.
- The max amount to apply for is DKK 50.000.
- The groups must send three references that verify the information about the group in the application.
- The financial capacity of the group's representative must be confirmed.
- The CV of the group's representative has to be attached to the application.
- 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's values (for example, if the group has been vocal about a subject on social media or has arranged activities about a subject).

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.

During the administrative screening, a CV and background check will be conducted on the members of the group.

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

Can apply for up to DKK 445.000.

Minimum requirements when applying as lead organisation or partner:

- The organisation needs to be private, and it must have legal domicile as well as activities in Denmark.

- The organisation must meet the definition of a civil society actor as described in the guidelines and thus work towards the common good.
- The organisation must be not-for-profit, assessed individually based on their statutes and activities.
- The organisation must send a set of statutes and submit accounts subject to auditing.
- If an organisation has existed for less than one year, it must have planned an audit of its accounts if this has yet to take place.

During the administrative screening of the application these criteria will be reviewed. Applications falling outside these prerequisites will be rejected administratively.

Grant amount and project duration

The FRI Grant is active in the time period of 2023 – 2025. The available funds in the 1st call of the FRI Grant is a total of DKK 5 million.

Organisations can participate in multiple projects funded by the FRI Grant 2023 – 2025, but they cannot receive more than DKK 445.000 in total. Similarly, a project can have one or multiple partners but cannot receive more than DKK 445.000 in total. 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.

The minimum duration for a project is 2 months and maximum duration is not more than one year.

What can be funded?

Project component:

On a general level, projects should fit 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 regarding fundamental rights and EU's values.

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

Eligible activity types:

Activities in the applied project should fit 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.

All activities must take place in Denmark as a starting point. However, travel expenses abroad can be covered as long as the associated activities fall within the eight eligible activity types:

1. Awareness raising and outreach about fundamental rights and EU's 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 centers 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's 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's 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's 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 align 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 on 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's 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 counseling and support centers 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, minorities, people with disabilities, and others at risk of being exposed or targeted to raise awareness about their rights and promote self-advocacy.*

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 Salary for employees in the organisation directly related to the project, such as coordination and implementation of the activities. Salary for consultancy work directly linked to the project's activities. - 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. - Purchase or rental of equipment necessary for implementing the project (including equipment rental and insurance, microphones, computers). - 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.

When designing the budget:

General principles:

- The rules of Danish accounting practices must be adhered to in administration of the funds.
- The expenses must be actual costs incurred by the grantee themselves.
- The expenses must be incurred within the grant period.
- The expenses must be eligible according to the guidelines.
- The expenses must be necessary for carrying out the activity.
- The expenses must not be covered or reimbursed by other sources (no double funding).

Specific requirements:

Expenses have to be defined to the extent possible in units, price per unit and number of units. Lump sums and flat rate costs are eligible under following conditions:

- **Salary** must be declared as actual costs using the calculation template provided in the budget template. The EU has specific rules regarding the calculation of daily rates and hourly rates so it's essential to follow a specific method for calculating salary expenses. Please refer to the budget template under "Calculation of HR expenses" for guidance. When calculating the salary, it should be based on a rate that reflects the actual costs for the contract. It should not significantly differ from the rates for personnel performing similar tasks under an employment agreement with the organisation.
- **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 as long as 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 the recipient's usual accounting practices. Only the portion of the costs corresponding to the actual utilisation 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.
- **A workshop/event** can be declared as lump sum. This means a workshop can be declared as one cost at ex. DKK 10.000 but can also be broken down to the different actual costs ex. rent, flipcharts, coffee etc.
Lump sums cannot include salary. The applicant must include a note explaining how they have reached the amount.
- **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.
- **Contingency:** 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. 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 received, mention the funding sources here, along with the amounts and expected commitment date.

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 and cost'. 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 level.

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, but the lead-organisation must include the grant as a separate note in their own audited annual accounts. For applications below 50,000 DKK, this only applies if the grantee is an organisation that produces annual accounts.

The lead-organisation is responsible for providing a secure and credible final account and adhering to reporting deadlines, including financial submission. The project's bookkeeping and accounting must follow Danish law in this area.

The lead-organisation should retain the accounting material for 5 years after the project's completion. As part of the final reporting, a sample of actual costs will be reviewed. After that the lead-organisation must be prepared to provide the supporting documents if requested by Global Focus or Global Focus' auditors.

For grants below 50,000 DKK, 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.

If there are salary costs, they must be reconciled with approved time registration, pay slips, and contracts.

Narrative reporting and evaluation:

As part of the project, it will be a requirement for anyone who has received a grant to produce a simple and short narrative report at the end of the project as well as to participate in evaluations as part of Global Focus' ongoing monitoring and evaluation of all the FRI projects. Global Focus will strive towards keeping time spent on reporting and evaluation to a minimum, and will provide the format for evaluations and a template for the final report.

The award criteria

1. Objective and relevance
 - 1.1. The objective of the project falls within the objective of the grant.
 - 1.2. The project demonstrates a specific need and/or thematic relevance and importance vis-à-vis the priorities given in the grant.
2. Target group
 - 2.1. The target group will be actively involved in the project in development as well as implementation of the project.
 - 2.2. The composition and size of the target group(s) (by age, gender and social, ethnic, sexual orientation, disability or other affiliation, etc.) is relevant in relation to the project.
3. Feasibility
 - 3.1. There is a logical relationship between the objectives, expected results and specific activities of the project.
 - 3.2. The project strategy is consistent with the planned activities, the implementation plan, the target group and the expected results.
 - 3.3. The messages conveyed through activities are nuanced, inclusive and constructive, fostering an understanding of the fundamental rights and EU's values.
 - 3.4. There is an appropriate plan for monitoring and documenting results.
4. Capacity of applicant
 - 4.1. The applicant organisation(s) demonstrates experience, and capacity relevant to implementing the project as well as commitment to issues related to fundamental rights and EU's values.
 - 4.2. The applicant organisation has the capacity required to undertake coordination and financial responsibility for the project.
5. Budget and cost efficiency
 - 5.1. The budget is aligned with the project's activities.
 - 5.2. The total budget is proportional with the expected results, the scope of the activities and the size of the target groups.

Evaluation procedure & selection

After the application deadline, the Grant Advisor checks the administrative eligibility of applicants and rejects ineligible ones. The Advisor may ask for additional 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 Advisor drafts a written note of each application based on award criteria to assist the Assessment Committee in making final decisions.

The notes must be factual, descriptive, concise, and non-conclusive. Assessment, as well as the final scoring of the applications, is carried out solely by the Assessment Committee.

The independent Assessment Committee of FRI consists of six representatives from the civil society in Denmark. The members were 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 approved the selected members. The Assessment Committee has the sole authority to distribute the grants of the FRI Grant.

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 present their assigned applications. The Assessment Committee collectively assesses the application based on the five pre-determined award criteria:

1. Objective and relevance (minimum score 6)
2. Target group (minimum score 6)
3. Feasibility (minimum score 12)
4. Capacity of applicant (minimum score 6)
5. Budget and cost level (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 60 points.

Score scale:

0	Criterion not met. Application does not meet the criteria.
1	Criterion barely met. Application has many 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.

It requires a minimum score of 36 or above to be considered eligible. However, applications with a score below the minimum score in some of the grant criteria will not be considered eligible for funding.

While all criteria hold equal weight, the feasibility of the project carry more weight due to additional sub-points addressed in the application process. 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 another application. 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 successful applicants of FRI uphold EU's 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 format. The award criteria 1.1, 3.3 and 4.1 specifically address this issue.
- Successful applicants are required to sign a Declaration of Honor, committing to uphold EU's values and acknowledging that any violation may lead to funding cancellation.

Screening and exclusion:

During the administrative screening, the Grant Advisor conducts the due diligence standards set in the EU call and may include notes in the initial assessment.²

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 or organisations or partners engage in activities aimed at undermining the rights and freedoms outlined in the EU Charter of Fundamental Rights or contradicting EU's values.
- Organisation or partner do not live up to the definition of a civil society actor (see 'Who can apply funding?').
- Projects are affiliated with individuals or entities listed in list of internal or external terrorists by the EU.

Application process

Submission of application for the FRI Grant is done through the webpage online. You can find all relevant documents and submit the application online. Before starting the online application process, applicants should download and fill out 1) the application form, 2) the budget template, and 3) the letter of intent (if there are multiple partners).

Applicants can use English or Danish as languages.

The grant program is open from Monday, August 14th. The deadline is Sunday, October 15th, at 23:59.

² https://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

Applicants can expect to receive a response within seven weeks after the deadline per email. To ensure full transparency, the response will include a grant note with the given point scores and a written statement. This feedback can potentially be used in subsequent rounds. After each application round, applicants can find an overview of all approved applications on the website.³

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.

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.

³ Unless security considerations suggest otherwise.

- **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 organizations' 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. 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.

Communication and data processing

EU-visibility

Successful applicants receiving EU funds through the FRI Grant must acknowledge their EU support and display the European flag (emblem) and funding statement (translated into local languages where necessary) during their project and communication activities.

GDPR (General Data Protection Regulation)

Successful applicants have to treat any personal data in compliance with the applicable EU, international and national law on data protection (in particular, REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016

Contact and guidance

Contact Grant Advisor Naghmeh Mahmoudi Kashani in case of any questions on e-mail Nk@globaltfokus.dk or by phone on +45 42 63 29 87 on weekdays between 11 am – 2 pm.

The phone number is in function from August 21st, 2023.

It is possible to book a session on the phone or in person with the Grant Advisor to get advice on the application. A one-hour personal meeting is offered for each organisation and each project, as well as shorter phone-based questions. The meeting takes place at Global Focus. Write an email to nk@globaltfokus.dk to book a session.