**MICRO-GRANTS SERVICE PROJECTS PROGRAM**

**Context**

This program of micro-grants is announced by the Ecological Movement of Moldova in the framework of the "EMPOWERING ECO-EDUCATION. Skills and experiences for nature interpretation” Project, funded by the US Forest Service. The program will finance projects that will contribute to the promotion and capitalization of natural resources in the localities from the Orhei Vechi Reserve area and its surroundings.

**Conditions**

**Who can submit a project proposal?**

Project proposals can be submitted by: schools, public associations, youth clubs – further referred as **applicants** - from the localities Trebujeni, Maşcăuţi, Ivancea, Furceni, Marcăuţi, Holercani, Piatra, Susleni, Orhei who were involved in the project "EMPOWERING ECO-EDUCATION. Skills and experiences for nature interpretation” Project. Owning an active bank account of the applicant is mandatory. Each applicant is entitled to submit a single project proposal.

**Where will the project activities take place?**

Projects must include activities that will take place in at least one of the following locations: Trebujeni, Mascauti, Ivancea, Furceni, Marcauti, Holercani, Piatra, Susleni, Orhei – further referred as **pilot area of the Programme**. It is encouraged to carry out project activities in several localities or in the area of Orheiul Vechi Natural Cultural Reserve as a whole. Projects may target activities within educational establishments or other public institutions or areas of interest to the local community, including parks, recreation areas or major tourist attractions.

**What is the target group of the projects?**

Projects must include the active involvement of pupils / young people in the process of carrying out project activities.

**What projects are eligible?**

Within this Micro-grants Programme are eligible projects that will contribute to the involvement of young people in actions to promote, capitalize, protect and preserve the cultural and natural resources of the localities from the pilot area of the Programme.

**What activities are eligible?**

**-** Fairs and / or exhibitions on the promotion, valorisation, protection and preservation of cultural and natural resources in the localities of the project pilot area;

- Cognitive excursions on the promotion, valorisation, protection and preservation of cultural and natural resources in the pilot areas of the project;

- Scientific conferences on the promotion, valorisation, protection of cultural and natural resources in the localities of the pilot area of the project;

- Sanitation activities in areas of public interest such as parks, river banks;

- Greening&habitat restauration (eg planting, park designing);

- Development of informative-educational materials for the purpose of promoting and capitalizing cultural and natural resources of the Orhei Vechi Reserve;

- Other activities relevant to the project.

**Available budget**

The total amount of the grant program is MDL 90,000.00. A total of 10 applicants from the localities of the pilot area of the Programme are invited to participate in the grant contest. The amount of the grants will be distributed, within the limits of available funds, according to the number of approved projects, according to the accumulated score, in descending order. The donor reserves the right to come up with recommendations to modify (increase / decrease) the project budget.

The amount requested must be in line with the activities proposed for project implementation, the project implementation period and fall into one of the following funding levels:

Level 1 \*: projects with value ≤ 7000.00 MDL

Level 2: Projects with a value of MDL 7,000.00 - MDL 12,000.00

Level 3 \*\*: projects with value ≤ 18 000.00 MDL

\*We anticipate offering a greater number of grants with value ≤ 7000.00 MDL

\*\* Grants for projects worth ≤ 18,000.00 MDL will be awarded for those project proposals that will involve partnerships between 2 or more localities, will have co-financing and whose activities will have a greater impact on the local community.

**What costs are eligible?**

- Food costs;

- Transport costs;

- design and printing costs;

- Saplings and shrubs;

- Technical project for landscaping works;

- Utensils and consumables;

- Small items;

- Allow 10% project management costs (bank commission, invoice purchase, accounting services);

- Other costs.

During the implementation of the project, it is allowed to modify the budget included in the project without the approval of the donor if it does not exceed 10% per budget line.

**What costs are not eligible?**

- Technical equipment unrelated to the purpose and activities of the project;

- Costs associated with study visits outside the pilot area;

- Salaries for project implementation team, except for payment for accounting services.

**Project duration**

The projects will run from September 1 to November 15, 2019.

Any funding Contest is only after the date on which the grant agreement is concluded between the contracting party (Ecological Movement of Moldova) and the beneficiary of the grant (school, public organization, youth club).

**Criteria for the evaluation of project proposals**

Project proposals will be evaluated by an evaluation committee, each project proposal being assigned a certain number of points. The results will be announced on August 1, 2019.

Total points - 100p.

The following criteria will be assessed:

|  |  |  |
| --- | --- | --- |
| **Nr.** | **Criteria** | **Number of points** |
|  | **Relevance of the project in relation to the purpose of the Micro Grants Program** | **30 points** |
|  | **The degree of active involvement of young people in project activities** | **20 points** |
|  | **Relevance of activities in relation to the purpose of the proposed project (how much the proposed activities contribute to the achievement of the established goal)** | **20 points** |
|  | **The scale and impact of the project on the local community** | **10 points** |
|  | **The existence of partnerships between the eligible localities within the Grant Program** | **10 points** |
|  | **Existence of co-financing** | **10 points** |

\* Projects that will accumulate less than 50 points will not be funded.

**Applicant's file**

The Applicant will complete the Application Form (Appendix 1) by which he will express his interest in participating in this contest.

**Reporting**

At the end of the project implementation, all grant beneficiaries will need to submit a narrative report and a financial report on the project implementation.

*Narrative reporting (Appendinx 2)* will include: general project data, description of the carried out activities, project visibility, activities impact description, learned lessons, recommendations. Photographs, copies of participants lists, copies of visibility materials will be included in the Appendixes to the report.

*Financial reporting* *(Appendinx 3)* will include: deciphering of expenditure (printed and signed) and copies of financial documents presented according to budget lines (tax invoices, payment orders, payment arrangements, if applicable).

**Project proposals submission**

The deadline for submission of project proposals is July 19, 2019, 14:00 pm.

Project proposals will be submitted in Romanian, no later than the above mentioned deadline, by email to [scobioalae@gmail.com](mailto:scobioalae@gmail.com).

Project proposals that do not contain all the requested information, contain incomplete information, or will be submitted after the deadline, will not be considered.

Additional details can be requested from the project team via e-mail (scobioalae@gmail.com) or by phone: 0696 500 51, contact person - Elena Scobioală.

**Appendix no.1**

**APPLICATION FORM**

To submit your project proposal, please send this completed form to scobioalae@gmail.com by July 19, 2019. The approved projects will be funded starting September 2019.

**SECTION A. INFORMATION ABOUT THE APPLICANT**

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Represented institution / organization / initiative group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B. PROJECT INFORMATION**

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Implementation period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project summary (describe in less than 150 words the essence of the project, indicating the overall purpose of the project, the target group, the activities and the expected outcome): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total cost of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested ammount from the EMM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-financing value, if applicable: \_\_\_\_\_\_\_\_

**SECTION C. PROJECT DESCRIPTION**

**Project goal:** *Describe below what is the purpose of the proposed project. The goal of the project is the end result of the project, the change that is expected as a result of the project implementation, in the community, or at local school level, among young people. When thinking about the purpose of the project, you have to ask yourself first of all why you want to implement this project and what contribution it will have to improving a situation or solving a problem.*

**Specific objective nr.X:** *Fill in the range of objectives according to the specifics of the submitted project. Projects may have 1-2 or more specific objectives. Achieving the specific objectives must lead to the achievement of the project goal. Specific objectives are intermediate changes that are more specific than the overall purpose of the project, are realistic, will be achieved in a certain period of time, the results of which can be quantified (number, percentage, surface) and felt in a well-defined space*

**Project activities:** Describe below the proposed activities for the project, according to the following algorithm: **what** activity **where** will it be undertaken, **who** **will be responsible** for the activity, **who will be involved** (eg the number of pupils, and what age they will have, the number of teachers), the **period of realization** (the number of days required and the calendar of activity). Each activity must contribute to the fulfillment of the specific objectives and, as a whole, to the achievement of the project goal.

**SECTION D. PROJECT EVALUATION**

*Please write below which will be the quantitative indicators you will use to measure the achievement of project objectives:*

**Quantitative indicators:** *for example no. trainings, no. green spaces restored, no. children involved, no. of sanitations, no. of participants in activities, no. of excursions.*

**Measurement instruments:** *for example, lists of participants, minutes*

**Impact of the project:** *Please describe the impact of this project on young people, the locality and on the Orhei Vechi Reserve.*

**Section E. PROJECT VISIBILITY**

*Please indicate which tools you will use to ensure the visibility of the project activities (for example, the Facebook page of the Tinerii din Rezervația Orheiul Vechi, the local newspaper (school or local newspaper), local radio, TV, other media sources).*

**SECTION F. PROJECT BUDGET**

**Use the table below to show the costs of each activity planned in the project.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of expense** | **Quantity** | **Cost /unit MDL** | **Total cost**  **MDL** | **Cost requested from the donor**  **MDL** | **Cost coverd from co-funding, if any**  **MDL** |
| ***Example 1***  ***Activity no.1:*** *Development of informative-educational materials for the purpose of promoting and capitalizing cultural and natural resources of the Orhei Vechi Reserve;* | | | | | |
| *Printing 200 copies of the leaflets at the cost of MDL 5 per copy* | *200* | *5* | *1000* | *1000* | *0* |
| *Example 2*  *Activity no.2: Sanitation of river Raut near XXX* | | | | | |
| Consumables for sanitations (gloves, garbage bags, disinfectant, etc.) at 2500 MDL per sanitation | 1 | 2500 | 2500 | 2000 | 500 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Appendix no.2**

**NARATIVE REPORTING FORM**

**Project title:**

**Name of the represented institution/organization/initiative group:**

**Name of the contact person:**

**Contact phone:**

**Email:**

**SECTION A. ACCOMPLISHED ACTIVITIES**

*Please indicate all the activities carried out within the project, according to the format below.*

**Name of activity:**

**Date:**

**Activities description:** *Include details of what activity was undertaken, who was responsible for the activity, who was involved (eg number of students, and age, number of teachers), what results were achieved.*

**Appendixes:** *We request the submission of supporting documents related to the implementation of the project (photos, lists of participants, works of children, etc.). Please indicate here the annex number. Example: Annex no. 1 Photographs during the sanitation action, or Annex No. 2 Copy of the leaflet regarding the potential of the Orhei Vechi Reserve, etc.).*

**SECTION B. PROJECT EVALUATION**

*Please indicate the value of the quantitative indicators used to measure the achievement of the project objectives:*

**Quantitative indicators:** *for example no. trainings, no. green spaces restored, no. children involved, no. of sanitations, no. of participants in activities, no. of excursions.*

**Impact of the project:** *Please describe the impact of this project on young people, the locality and on the Orhei Vechi Reserve.*

**SECTION C. PROJECT VISIBILITY**

*Please indicate which tools you have used to ensure the visibility of the project activities (for example, the Facebook page of the Tinerii din Rezervația Orheiul Vechi, the local newspaper (school or local newspaper), local radio, TV, other media sources). Please provide links to the online articles or copies of the print press materials.*

**SECTION D. LEARNED LESSONS**

Please give a brief description of what worked well, what challenges have you faced, what was your experience working with partners or community members, what would you do differently next time?

**Appendix no.3**

**FINANCIAL REPORTING FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of expense** | **Quantity** | **Cost per unit MDL** | **Total cost**  **MDL** | **Cost requested from the donor**  **MDL** | **Expenditure from the grant** | **Balance** | **Cost covered from other sources**  **MDL** |
| ***Example 1***  ***Activity no.1:*** *Development of informative-educational materials for the purpose of promoting and capitalizing cultural and natural resources of the Orhei Vechi Reserve;* | | | | | | | |
| *Printing of 200 copies of the leaflets at the cost of MDL 5 per copy* | **200** | **5** | **1000** | **1000** | **1000** | **0** | **0** |
| *Example 2*  *Activity no.2: Sanitation of river Raut near XXX* | | | | | | | |
| Consumables for sanitations (gloves, garbage bags, disinfectant, etc.) at 2500 MDL per sanitation | **1** | **2500** | **2500** | **2000** | **2000** | **0** | **500** |
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