



REGIONAL
ANTI-CORRUPTION
INITIATIVE

In cooperation with



UNODC

United Nations Office on Drugs and Crime

With funding from



Austrian
Development
Cooperation

Southeast Europe - Together Against Corruption (SEE-TAC)

Call for Proposals for Anti-corruption Public Awareness Initiatives

GRANT MANUAL

August, 2021

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1. INTRODUCTION OF ACTIVITY

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and three observers: Poland, Georgia and Slovenia.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to help curb corruption in the SEE.

The Regional Programme *Southeast Europe - Together against Corruption* ([SEE-TAC](#)) builds upon the Regional Programme on Strengthening the Capacity of Anti-corruption Authorities and Civil Society to Combat Corruption and Contribute to the UNCAC Review Process with special attention given to follow-on activities to sustain the momentum gained in the previous phase. From December 2015 to August 2020, RAI and United Nations Office on Drugs and Crime (UNODC) jointly implemented this programme, funded by the Austrian Development Cooperation (ADC). It delivered a broad range of activities aimed at strengthening anti-corruption capacities in Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia.

SEE-TAC implementation period is from November 1, 2020 until October 31, 2023.

The overall goal of the SEE-TAC project is to contribute to strengthened resilience of the SEE societies to corruption, by strengthening the capacity of governments, CSOs, the private sector (PS) and the media to prevent and fight corruption. Moreover, one of the focus areas of the SEE-TAC is supporting national anti-corruption institutions and CSOs to strengthen their capacities in relation to anti-corruption measures and, for CSOs, specifically in relation to [UNCAC](#).

To achieve the project goal, the Programme is designed to deliver six results:

- 1) The targeted jurisdictions will have strengthened their corruption risk assessment and
- 2) Corruption proofing of legislation mechanisms;
- 3) The regional framework for cooperation on data exchange in asset disclosure will be fully operational;
- 4) The general public in the region is better informed about prevention of corruption and the work of relevant entities;
- 5) CSOs and other relevant stakeholders will have increased their capacities, knowledge and engagement on United Nations Convention against Corruption (UNCAC) implementation and

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration on Independence.

- 6) CSOs, Small and Medium Enterprises and Chambers of Commerce have enhanced their knowledge and cooperation in the areas of collective action and compliance.

Direct beneficiaries of the SEE-TAC programme are the representatives of national ministries and anti-corruption agencies in the above-mentioned target jurisdictions. The civil society, private sector and partner umbrella organizations, such as the Southeast Europe Leadership for Development and Integrity (SELDI) network and the UNCAC Coalition participate in this holistic approach.

The results will be, among other activities, achieved through the support to local CSO actions with the purpose of mobilisation and engagement of public around anti-corruption, especially related to the UNCAC. Additionally, development and implementation of these actions will require establishment of partnerships between the government institutions, civil society and the private sector.

Forms used in the grant process are included in the Annexes to this manual.

1.1. Objectives and expected results of the Call for Proposals

This call for proposals (hereinafter: the call) will support projects of CSOs from the region aimed to undertake public advocacy and awareness-raising activities in one or more of the following priority areas:

- Raise awareness about the implementation of UNCAC¹;
- Promote and demystify corruption-prevention mechanisms;
- Educate public about the whistleblower protection;
- Raise awareness on impact of corruption on gender equality;
- Corruption and its environmental impact.

Project proposals with transformative effect, demonstrating a high level of innovation and sustainability will be given a priority.

Projects supported through this call for proposals should include at least seven CSOs from the region and reach the following indicators:

- A minimum of 7 public awareness raising initiatives implemented;
- 3 out of 7 initiatives are women-led
- At least 20 media reports resulting from the public awareness initiatives, or a minimum of 3 media stories generated by each public awareness initiative;
- Overall 7000 citizen engagements with initiatives across the region, or at least 1000 citizen engagements per initiative;

¹ The Convention covers five main areas: preventive measures, criminalization and law enforcement, international cooperation, asset recovery, and technical assistance and information exchange.

- A minimum of 7 anti-corruption partnerships between public institutions, CSOs and private sector established.

The objective of implementation of awareness raising initiatives is to enhance the understanding and support the general public and relevant entities about prevention of corruption. With this objective, the expected long-term effects of the awareness-raising initiatives include better public support for the national anti-corruption authorities in exercising their competences, higher citizen awareness for anti-corruption topics and maintaining strong cross-sectoral partnerships focused on anti-corruption issues among the organisations from civil, public and the private sector.

2. ELIGIBILITY TO APPLY

2.1. Applicants and Direct Beneficiaries

Through this grant scheme, at least 7 CSOs will be awarded grants for implementation of anti-corruption awareness raising actions, at least one per each jurisdiction from the targeted region - Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia.

The activity shall be planned and implemented in collaboration with one or more public institutions in the jurisdiction and representative(s) of private sector, forming CSO-public-private partnership. The activity will target the general public as the primary target audience, and the media, as well as entities from civil, private, and public sectors, where applicable. The applying CSOs are expected to establish partnerships with one or more public authorities and one or more private sector entities, for the purpose of implementation of the proposed initiative. The partners should be joined around the selected anti-corruption topic (see section 1.1 above for eligible topics), which is in the core of the awareness raising-initiative. While the CSOs are the main applicants, they require partners from the public and the private sectors, who will jointly implement the proposed initiative. For instance, in the context of UNCAC implementation, a CSO can work with- the public and private sector to raise awareness on the provisions stipulated in the Convention and the obligations that its signatory parties have to uphold.

When applying for funding, the lead applicant CSO is required to submit the Letter(s) of commitment to form a CSO-public-private partnership for the purpose of project implementation signed by the relevant CSO, public institution, and private sector entity (Annex 5). The letter should outline the scope of the partnership and the commitment of all actors to implement the project, while Annex 1 - Project proposal form, section 3.3 Public institutions and the private sector entities and their role in the project, should describe the roles of the cross-sectoral partners in implementation of the initiative.

Applicants may also form a co-partnership/consortium with other CSOs registered in the jurisdiction in order to successfully implement the actions. If the project proposal includes

several partners, the lead applicant is responsible for the implementation of all approved project activities, including the financial obligations of all partners. In such cases, Applicants need to submit Annex 4: Letter(s) of commitment signed between the lead applicant and civil society partner(s) to establish partnership for the project implementation. There are no restrictions in terms of the number of partners, but it is necessary that each one has a clearly defined need and a described way of contributing to the implementation of the project.

Grant awards shall be signed with the lead applicant only who shall be accountable for all contractual arrangements.

Formal eligibility criteria:

- The applicant (and partner(s)) shall be registered as a non-profit legal entity under valid Law in target jurisdiction;
- The applicant (and partner(s)) shall not be in bankrupt, dissolving or have any unfulfilled obligations relating to the payment of social security contributions or the payment of taxes;
- The lead applicant shall have minimum five years of experience (from the date of call for proposals closure) in good governance, anti-corruption efforts, advocacy, working with the public and private sector, and their potential to make useful contributions to boosting the culture of transparency and combating corruption in the SEE societies;
- The applicant (and partner(s)) shall have at least one employee;
- The applicant (and partner(s)) shall have the necessary skills to conduct proposed activities.

One organization/applicant may submit more than one different application if the project theme/area is different for each application. Each application shall be submitted individually.

The planned duration of an action shall not be shorter than eight (8) months, and shall not exceed twelve (12) months from the date of award contract signature. Implementation of projects shall start as soon as possible, but not later than March 1, 2022.

Direct beneficiaries and target audiences

Direct beneficiaries addressed by the initiatives are:

- the general public in the above listed jurisdictions (with possible focus on individual target groups – e.g. youth);
- the media;
- the public sector;
- the private sector and
- the civil sector.

The geographical focus of the proposed initiatives shall be limited to the jurisdiction in which the Applicant and its partners are registered at. This implies that target groups and

beneficiaries of the proposed initiative live in the geographical area corresponding to the jurisdiction in which the Applicant and their partners operate.

3. FUNDING CRITERIA

3.1. Amount of available financial resources

The total available financial resources (in the form of grants) under this call amount to 66.500,00 EUR. The maximum amount of financial support per applicant is 9,500 EUR, and the minimum 7,000 EUR. The applicant and/or partner(s) is expected to co-finance at least 20% of the requested amount of financial support and 20% of total actual costs of action.

The applicant must provide a total project budget and a financing plan which fully accounts for all financial means as well as the share of financial means contributed by applicant's own funds or other donors.

The applicant has to contribute at least with 20 percent of funds to the total project budget. To be counted, a cost-share contribution must meet following criteria:

- Is necessary and reasonable for proper and efficient accomplishment of project objectives, (e.g. salaries, travel, project material, project related services);
- Must be verifiable in applicants' records.

Cost sharing applies throughout the life of an agreement, and RAI will monitor the recipient's financial reports to ensure that the recipient is making progress toward meeting the required cost share. RAI has the authority to request refund for the difference between the expended amount and what the applicant agreed to provide as a cost share.

Applicants are expected to contribute to the project in financial terms, in-kind contributions are not allowed.

One proposal may involve several users/CSOs/grant beneficiaries, but the grant is directly awarded to the lead applicant who disburses the funds in line with the proposal.

RAI reserves the right not to allocate all available funds under this call, in case the quality of project proposals is not satisfactory.

4. RULES OF THIS CALL FOR PROPOSALS

Rules of this call for proposals define the general requirements that the project proposals shall meet in order to be considered for co-financing, and the evaluation criteria for evaluating the quality of the submitted project proposals.

4.1. Criteria and evaluation

All project proposals will be evaluated in two phases, based on the general and qualitative criteria listed in detail and described in section 6 of this manual. Only those project proposals that meet the general criteria will be evaluated on the basis of qualitative criteria (relevance and quality of the proposed activities). Project proposals that do not meet any of the general criteria will not be taken into further consideration.

4.2. Eligible activities

Types of activities whose implementation, with the involvement and support of public institutions and the private sector entities, may be supported by the SEE-TAC project (provided all other requirements are met) include but are not limited to the following:

- Public awareness campaigns (online, in-person, hybrid, performance);
- Advocacy campaigns;
- Trainings, Camps, Workshops;
- Capacity building activities;
- Youth-focused campaigns (featuring generation-appropriate channels and methods, such as social media challenges);
- Education and/or advocacy material production and dissemination (e.g. video and digital materials). Note: Production and dissemination of print materials is discouraged and will be accepted only if essential for execution of other activities.

In order to be eligible for a grant, the project proposal shall:

- Have clearly defined goals and clear project idea;
- Be based on an analysis of problems, needs and potentials;
- Be implemented in the applicant's jurisdiction and clearly defined impact on target beneficiaries;
- Be in relevance with priority sectors;
- Have a clearly defined budget, fully corresponding to the project proposal;
- Advocate innovative approaches to awareness raising activities;
- Provide a satisfactory type and degree of outreach capacity.

4.3. Eligible and Non-Eligible Costs

Eligible costs (including applicant co-financing) are actual costs incurred by the applicant which meet all the following criteria:

- They are indicated in the estimated overall project budget;
- They are necessary for the implementation of the project;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the applicant and determined according to the accounting standards;

- They comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- They occurred and were paid in the period after the grant award signature and before the submission of final report.

Costs are to be listed in detail in the project budget by the applicant and may include, but are not limited to the following types of expenditure:

- Expenses for public awareness raising directly connected with the project (social media ads, designer, events, visibility material, etc);
- Other project activity costs;
- Material costs (project material, office supplies);
- Training/meetings expenses (catering, accommodation);
- Travel expenses- travel costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the applicant according to its rules and regulations;

The following types of costs are not eligible for funding:

- Salary costs of the personnel (salary costs to employee(s) (partial or full if applicable) directly implementing the project activities will be considered as eligible costs for applicant's co-financing);
- Remuneration of any kind to employees / trainees, except travel expenses as indicated above;
- International travel;
- Rent of office premises;
- Purchase and rental of land and existing buildings;
- Utilities (water, electricity, heating, internet, telephone etc.)
- Production, design or printing of publications;
- Alcohol, narcotics, or other goods/services associated with unhealthy way of life;
- Any services/goods that advocate any form of violence or discrimination;
- Procurement of any equipment or leasing equipment;
- Purchase of vehicles;
- Construction works;
- Scholarships or studies and associated travel costs;
- Participation in workshops, seminars, conferences, congresses or other events organized by external parties;
- Donations (cash or material);
- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Fundraising;
- Currency exchange losses or fees;
- Transaction/banking fees;
- Credit or loan schemes, debts and reserves for losses or debts, including leasing;
- Loans to third parties;

- Costs of guarantees, warranties and similar expenses;
- Expenses already covered or funded under another project;
- Any costs incurred before the grant award signature date and after project closure date will not be reimbursed

A project budget that includes ineligible costs will not be considered valid. The budget should be prepared in accordance with the requirements given in Annex 2. All items in the project budget shall be presented in EUR currency.

All plans and obligations stated by the applicant in the application, which will be evaluated during the evaluation, are subject to detailed monitoring and control. The funds disbursed to the selected applicants shall be conditioned by the realization of the indicated plans and obligations. Incomplete implementation and deviations from the plan presented through the application may result in partial or complete withdrawal of funds by RAI.

5. VISIBILITY

Visibility of Austrian Development Cooperation, Regional Anti-corruption Initiative and the United Nations Office on Drugs and Crime shall be ensured and envisaged by all project activities and materials to be produced under the auspices of the project.

In particular, the materials and deliverables produced as a part of the awarded initiatives need to comply with the Guidelines for Visibility of Austrian Development Cooperation ([LINK](#)) and include RAI and UNODC logos.

6. SUBMISSION OF PROJECT PROPOSALS

6.1. Formal Criteria and Content of the Project Proposal

The project proposal consists of a total of ten (10) Annexes, as follows:

- Annex 1 - Project proposal form including implementation timeframe (template provided) - electronically filled in; manually filled in applications will not be considered;
- Annex 2 - Project Budget with justification (template provided) – shall be submitted in PDF and excel format;
- Annex 3: Letter of intent with the indicated amount of co-financing, signed by the authorized CSO representative (template provided);
- Annex 4: Letter(s) of commitment signed between the lead applicant and civil society partner(s) to establish partnership for the project implementation (if relevant);
- Annex 5: Letter(s) of commitment to form a CSO-public-private partnership for the purpose of project implementation signed relevant CSO/public institution/private sector representatives;
- Annex 6: Copy of the registration of the applicant and other partners (if relevant);
- Annex 7: Excerpt from the register of CSOs – for the applicant and other partners (if relevant) indicating that the CSO is currently active, issued by the relevant authority;

- Annex 8: Copy of the financial statements (income statement and balance sheet) for 2020 certified by a certified accountant for the applicant and all other partners (if relevant);
- Annex 9: Certificate from the Tax Administration Office (or relevant authority) on paid taxes and contributions with a certified list of employees (not older than two months from the date of application to this call) for the applicant and partners (if relevant);
- Annex 10: Tax certificate on settled obligations - direct and indirect taxes (not older than two months from the date of application for this call);

Project proposals shall be prepared in English language. Only Annexes issued by relevant public authorities in the respective jurisdiction will be accepted in other language. Incomplete applications will not be considered.

6.2. Time Frame for Submission of Project Proposals

This call for proposals will remain open until the available funds are used up or until the relevant projects have been identified in line with set indicators and other requirements. Submitted project proposals will be evaluated at least once at the end of each one-month calendar period. The first period ends on September 30, 2021. The next one-month cycle will cover the period from October 1-31, 2021. The **final** one-month cycle will cover the period November 1-30, 2021. All submitted project proposals will be evaluated by the Evaluation Committee in accordance with this schedule. Applicants will be notified of the final outcome and results of the evaluation process not later than 15 days from the date of the decision by the Evaluation Committee.

Information on remaining eligible jurisdictions and focus areas shall be updated after every evaluation round.

For more information on time frames, please see section 8 of this manual.

6.3. Submission of Project Proposals

The complete project proposal shall be submitted in electronic copy (zip folder) via email to vacancy@rai-see.org. Only applicants who get selected for grant shall be required to send all documents in original prior to grant contract signature.

The email subject line should be as follows: *Call for Proposals: The Best Anti-Corruption Public Awareness Initiatives.*

Project proposals submitted by other means (e.g. by fax, via post, in person) will not be considered.

Acknowledgement receipt shall be sent for all received applications.

Incomplete applications and applications submitted after the deadline for submission will be rejected.

6.4. Additional Information

All additional questions regarding this call for proposals can be submitted via e-mail to the following e-mail address: vacancy@rai-see.org. All questions shall be submitted in English. Questions may be sent not later than 5 days before the deadline for submission of applications. Replies will be given not later than 3 days before the deadline for submission of applications. To ensure equal treatment of applicants, RAI Secretariat cannot give a prior opinion on the eligibility or an action. All questions and answers that may be relevant to other applicants as well will be published on the RAI Secretariat website. Information on senders will not be disclosed.

7. EVALUATION OF RECEIVED PROJECT PROPOSALS

Applications and submitted project proposals will be analysed and evaluated by the Evaluation Committee, composed of RAI Secretariat and UNODC representatives. All submitted proposals will be evaluated in two phases, in accordance with the criteria prescribed below.

Phase 1: Opening of received project proposals and verification of fulfilment of general criteria

As part of the phase one, upon receipt and opening of all received applications, the following criteria shall be evaluated:

GENERAL CRITERIA		
	YES	NO
The applicant (and partner(s)) registered in target jurisdiction		
Properly filled in project proposal form		
Completed project budget in the required format, inclusive of the minimum amount of co-financing		
A letter of intent with the stated amount of co-financing		
Letter(s) of commitment to form a CSO-public-private partnership		
Copy of the registration of the applicant and other partners (if relevant)		
Excerpt from the register of CSOs – for the applicant and other partners (if relevant)		

Copy of the financial statements (income statement and balance sheet) for 2020 certified by a certified accountant for the applicant and all other partners (if relevant)		
Certificate from the Tax Administration Office (or relevant authority) on paid taxes and contributions with a certified list of employees (not older than two months from the date of application to this call) for the applicant and partners (if relevant)		
Tax certificate on settled obligations - direct and indirect taxes (not older than two months from the date of application for this call)		
The applicant (and partner(s)) registered as a non-profit legal entity under valid Law in target jurisdiction		
The lead applicant has a minimum five years of experience (from the date of call for proposals closure) in the relevant field		
The applicant (and partner(s)) have at least one employee		
The duration of the project is in accordance with the prescribed duration from 8 to 12 months from the date of signing the grant agreement		
The minimum value of requested funding is not less than 7,000€		
The maximum value of requested funding is not more than 9,500€		
Co-financing by the applicant and/or beneficiary is minimum 20% of the requested financial contribution		

In case any of the above points have not been fulfilled, the application shall be rejected and shall not be evaluated further.

Applications reviewed in initial phase will be ranked as follows:

- Accepted – meaning that application meets the general criteria listed above;
- Rejected - application does not meet the general criteria listed above. These applicants will be informed in writing via email.

Phase 1 evaluation shall be conducted by an Evaluation Committee composed of RAI Secretariat representatives.

Phase 2: Evaluation of project proposals

The evaluation of project proposals that have been accepted in phase one includes an assessment of the relevance and quality of the project, project implementation methodology,

sustainability and quality of the project document, all in accordance with the scale of qualitative criteria presented below:

No	Evaluation criteria	Score
1	ORGANIZATION	
1.1	Experience in anti-corruption activities and working on the implementation of the UNCAC and its review mechanism, experience in whistleblowing activities	15
1.2	Experience working with media and/or on public awareness campaigns	10
1.3	Experience on working with the public institutions in the field of anti-corruption	5
1.4	Experience on working with the private sector in the field of anti-corruption	5
1.5	Internal capacity – applicant and partner(s) have the necessary internal resources and skills to implement the project	5
	SUB-TOTAL	40
2	PROJECT	
2.1	Clarity of project idea	5
2.2	The relevance of the proposal to the objectives and priorities in this call for proposals	20
2.3	Project idea advocate innovative approaches to awareness raising activities	5
2.4	Project idea provides a satisfactory type and degree of outreach capacity	5
2.5	Realistic and obtainable objectives	5
2.6	Defined likely project impact on beneficiaries	5
2.7	Visibility – ADC/RAI/UNODC visibility clearly defined by the project proposal	5
	SUB-TOTAL	50
3	BUDGET	
3.1	Clear, justified, offers value for money, and consistent with project activities, with indication of cost share	5
3.2	Narrative part of the budget clearly justifies the need for indicated costs	5
	SUB-TOTAL	10
	OVERALL TOTAL	100

When the evaluation of all applications is completed in accordance with the above criteria, the evaluation committee members will individually submit their evaluation sheets, based on which an average score shall be computed. After project proposals evaluation session, a list of projects per jurisdiction is defined in accordance with the number of points achieved. Only project proposals that, after evaluation and scoring, have 60 or more points out of a possible 100, are further considered for funding.

8. RELEVANT TIME FRAME

This call for proposals remains open until the funds are disbursed. Applicants shall be notified in writing of the results of the call after each periodic evaluation. The envisaged indicative time frame for the finalization of the selection process is as follows:

ACTIVITY	DATE
Call for proposals publishing	17.08.2021
Deadline for additional questions and clarifications	5 days prior to final deadline for submission of applications
Deadline for submission of applications	Ongoing with periodic evaluations. Cut-off dates: – 30.09.2021 (23:59 CEST) – 31.10.2021 (23:59 CEST) – 30.11.2021 (23:59 CET) – final.
Periodic evaluation of received projects	Once after each cut-off date
Notification of the final results of the call	Within 15 days after each periodic evaluation
Grant agreement signing	Within 30 days after written notification of selection

9. AWARDING GRANTS

After creating a ranking list with the total scores, all applicants will be informed in writing via email on committee's decision concerning their application.

After the decision on the allocation of funds, the selected applicants will sign a grant agreement, in accordance with RAI rules, inclusive of cost-sharing agreement which will define the co-financing of the project and the manner of realization of the co-financing amount.

10. DISBURSEMENT OF FUNDS

Upon signature of the Grant Agreement, RAI Secretariat shall disburse funds as follows:

1. 50% of the requested funding upon signature of the Grant Agreement;
2. 40% of the requested funding upon approval of the interim narrative and financial report and in case of an actual need;
3. Remaining final payment up to 10% of the requested funding upon approval of final narrative and financial report and based on actual fund utilization.

The initial payment shall be made within 5 working days from the signature of Grant Agreement. RAI Secretariat shall make payments in the EUR currency, except to CSO(s) from Bosnia and Herzegovina who shall receive funding in BAM.

11. REPORTING AND MONITORING

11.1. Reporting

The Recipient shall report to RAI on the progress of project implementation and execution of the Grant Agreement and will be required to submit interim and final narrative and financial reports.

The applicant shall submit the interim narrative and financial report not later than one month after the end of the reporting period; and final narrative and financial report no later than two months after the implementation period.

If the applicant fails to provide any report or fails to provide any additional information requested by the RAI within the set deadline without an acceptable and written explanation of the reasons, RAI Secretariat may terminate Contract and the disbursed funds shall be returned in full.

Templates for narrative and a financial report shall form an integral part of Grant Agreement.

11.2. Project Monitoring

The applicants will be, in case of need, required to do a Monitoring and Evaluation (M&E) Plan within 30 days of the launch of the grant project activities in order to plan and manage the collection of project performance data. RAI will provide guidance and assistance to the applicant to ensure that the plan is consistent with the overall Program Performance Monitoring and Evaluation Plan (PMEP) for SEE-TAC.

RAI will also conduct regular bi-monthly and ad-hoc meetings with grantees and might make periodic site visits to the applicant's offices and project sites and participate in applicants' events, etc. to assess performance.

12. GRANT CLOSEOUT

Grant closeout consists of the timely submission of all required programmatic and financial reports by the applicant and adjustments for remaining amounts due. The RAI Secretariat will review these reports to ensure compliance with all the grant terms and conditions as well as make sure that applicant utilized all the funds appropriately. RAI Secretariat has to confirm in writing that the recipient has completed all of the required grant and project-related activities and all the applicable administrative tasks.

Until RAI Secretariat confirms this, the applicant is still responsible for fulfilling all the terms of the grant. The closeout process can take up to 60 days if there are financial concerns or questions to reconcile.

13. ANNEXES

1. [Project proposal application form including timetable;](#)
2. [Project Budget with justification template;](#)
3. [Letter of intent with the indicated amount of co-financing template.](#)