

The Council on State Support to Non-Governmental Organizations under the Auspices of the  
President of the Republic of Azerbaijan

**Program on Cooperation with Civil Society Organizations in Europe and USA through  
Supporting Civic Initiatives**

CALL FOR CONCEPT PAPERS

The Council on State Support to Non-Governmental Organizations under the Auspices of the President of the Republic of Azerbaijan (“The NGO Council”) is pleased to invite all interested organizations to participate in the call providing funding opportunities for European and USA-based non-profits.

The NGO Council was established by the decree of the President of Azerbaijan in 2007 and has the following goals among others:

- To strengthen civil society institutions through achieving their sustainable development
- To encourage cooperation between the NGO sector and the government
- To involve national NGOs in the process of addressing of social problems.

For five years of its activities, the NGO Council is known not only for providing financial support to NGOs but also for serving as a forum for NGOs to raise concerns over legislation and other matters of social and public importance. The NGO Council serves as an important and helpful mediator between NGOs, the government, and society at large. Since 2008 the NGO Council supported about 2000 NGO projects through allocation of nearly 12 million Euros in grants.

This particular grants program has an aim of establishing a strong cooperation between the NGO Council and European and US based civil society organizations by advancing initiatives in their respective countries in different fields including strengthening peace and global security, combating xenophobia and racism and supporting citizens’ activism.

**GUIDELINES**

The NGO Council will use a two-step application process.

**Step One: Development and submission of Concept Paper**

Following the submission deadline, the concept papers will undergo administrative compliance and technical reviews. Feedback will be provided to successful applicants and they will be invited to develop full proposals.

**Step Two: Development and submission of Full proposal**

Successful applicants will be invited to develop full proposals and a set of guidelines will be sent to each applicant by email. These guidelines will give blank forms to be filled, explain the rules for budgets and reporting, as well as other information needed to complete the proposal.

**Important deadlines for each of the steps are given below.**

## **Eligible Countries**

1. Austria
2. Belgium
3. Czech Republic
4. France
5. Germany
6. Hungary
7. Lithuania
8. Norway
9. Poland
10. Russian Federation
11. Switzerland
12. The Great Britain
13. Turkey
14. Ukraine
15. USA

## **Eligible Organisations**

The following institutions are eligible for NGO Council's grant funding:

(1) Civil Society Organizations and Non-Profit Organizations.

(2) Universities, colleges and think-tank organizations (non-profit)

The organizations should propose projects only in the countries where they are legally registered and accredited.

The organizations should have a permanent legal status and accreditations in the countries listed under "Eligible Countries" category and have an organization's bank account in that particular country.

Any organization may apply only once during this particular call for concept paper.

## **Activities to be funded**

NGO Council will provide funding to support activities (including advocacy campaigns) falling under the below-given topics:

- Protections of fundamental human rights and freedoms
- Combating against xenophobia, racism and islamophobia
- Fostering peace and security and alleviation of negative consequences of regional conflicts (in the aspect of Armenian-Azerbaijan, Nagorno-Karabakh conflict)
- Strengthening of intercultural dialogue as a base for successful partnership among the countries and civil society actors
- Raising awareness of European and USA communities about Khojaly (26.02.1992) genocide as a tool for prevention globally similar tragedies in future

## Size of grants and duration of projects

NGO Council plans to allocate funds for projects with duration of **up to 12 months**. The allocated amount for any single granted project will not exceed **AZN 100 000 (one hundred thousand)**<sup>1</sup>.  
<http://en.cbar.az/>

## Concept Paper/How to apply?

Concept paper must be submitted in English. The template of Concept Paper is given in Annex 1 for further information go to [http://www.e-ght.az/pdf/NGO\\_Application\\_Form\\_For\\_Use.pdf](http://www.e-ght.az/pdf/NGO_Application_Form_For_Use.pdf). Interested organizations should submit a concept paper using the template provided. The concept papers should be submitted electronically to [mgurbanli@cssn.gov.az](mailto:mgurbanli@cssn.gov.az)

The deadline for submission a concept paper is **July 01, 2013 (5p.m UTC +04.00 Baku time)**.

### List of supporting documents required:

1. Copy of the document proving the legal status of the organisation
2. Charter (statutes) of the applicant organisation
3. Taxpayer ID document or TIN (if applicable)
4. Reference letters from other donors (optional)
5. CV's of the key personnel proposed.

In the Concept Paper, the applicants must only provide an estimate of the total eligible costs. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget.

### **Ineligible Activities:**

- Individual sponsorships for participation in conferences/workshops;
- Individual scholarships for studies
- Partisan and political activities
- Religious activities (including missionary outreach work)
- Commercial activities.

### **Timeline**

|  |                                   |
|--|-----------------------------------|
| Call for concept papers                              | 20 <sup>th</sup> , May 2013       |
| Applications deadline                                | 1 <sup>st</sup> , July 2013       |
| Completion of concept papers evaluation              | 15 <sup>th</sup> , July 2013      |
| Selected applicants invited to develop full proposal | 18 <sup>th</sup> , July 2013      |
| Deadline for submission of full proposal             | 19 <sup>th</sup> , August 2013    |
| Grants awarded                                       | 15 <sup>th</sup> , September 2013 |

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<sup>1</sup> The amount equivalent to USD or EUR

### **Rejected concept papers**

Organisations whose concept papers were not approved for submitting a full fledged proposal will not be notified individually. Applicants who have not received a positive response from NGO Council till **July 18, 2013** should consider this silence as decisive.

### **Approved concept papers**

Only concept papers approved during pre-selection will be invited to submit full proposals. An invitation to submit a full proposal does NOT mean that the project is approved for funding. Approved projects are expected to start no earlier than September 15, 2013.

### **Enquiries**

The interested organizations may send their enquiries and questions about this particular call to [mgurbanli@cssn.gov.az](mailto:mgurbanli@cssn.gov.az) or [councilgrants@cssn.gov.az](mailto:councilgrants@cssn.gov.az). Closing date for enquiries is **June 10, 2013**.

Please follow the link below to get further information concerning this call:

<http://e-qht.az/>