

DIASPORA 4 DEVELOPMENT GRANTS

Call for applications guidelines

November 2024



Funded by the European Union



Implemented by



DIASPORA 4 DEVELOPMENT GRANTS

Through Diaspora 4 Development (D4D) Grants EUDiF seeks to advance sustainable development by financially supporting diaspora-led sustainable development initiatives in the country of origin in the areas of:



Climate



Economy



Education



Health

WHO CAN APPLY >>> Page 5



Diaspora organisations

- Legally registered
- In an EU member state, Switzerland or Norway
- Not-for-profit
- Represents diaspora from a country listed in the NDICI regulation
- Partnering with an associate organisation based in the country of origin

HOW TO APPLY >>> Page 8

- 1 Read the guidelines and annexes
- 2 Develop a project idea with an implementation window of 18 months, ending by 31 Dec 2026
- 3 Find a local associate to implement with
- 4 Prepare and submit the full application package via EUDiF website by 15 Jan 25 (23:59 CET)

THE AMOUNT

Any amount from 25,000 EUR to 60,000 EUR

Applications that pass administrative and eligibility checks will be evaluated on a technical level

TECHNICAL EVALUATION CRITERIA >>> Page 9



RELEVANCE



DESIGN



IMPLEMENTATION APPROACH



SUSTAINABILITY



BUDGET & COST EFFECTIVENESS



OPERATIONAL & FINANCIAL CAPACITY

KEY DATES



D4D Grants is run by the EU Global Diaspora Facility (EUDiF), a project financed by the European Union (EU) Directorate General for International Partnerships (DG INTPA), and implemented by the International Centre for Migration Policy Development (ICMPD). ICMPD, as the Contracting Authority, is responsible for the administrative and financial supervision of D4D Grants. ICMPD has a responsibility towards the EU for the correct use of grant funds, and is responsible for managing the call for applications, contracting and payment procedures.

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ACRONYMS

CET: Central European Time

CV: Curriculum Vitae

D4D: Diaspora 4 Development

DG INTPA: Directorate General for International Partnerships of the European Commission

DG NEAR: Directorate General for Neighbourhood and Enlargement Negotiations

DO: Diaspora Organisation

EC: European Commission

EU: European Union

EUDiF: EU Global Diaspora Facility

EU27: European Union Member States (27)

ICMPD: International Centre for Migration Policy Development

NDICI: Neighbourhood, Development and International Cooperation Instrument

PDF: Portable Document Format

VAT: Value Added Tax

CALL FOR APPLICATIONS GUIDELINES

OVERVIEW

The EU Global Diaspora Facility ([EUDiF](#)) is the first ever EU-funded project to take a global approach to diaspora engagement for development. Now in its second phase, EUDiF seeks to enhance collaboration and engagement between the EU, partner countries and diaspora organisations (DOs) **in the EU27, Norway and Switzerland.**

Objective of D4D Grants

EUDiF's Diaspora 4 development (D4D) Grants aim to promote sustainable development by supporting diaspora-led initiatives **in the country of origin** in the areas of climate, economy, education and health.

It provides **financial support** for DOs to undertake **small-scale projects** that generate tangible improvements in the well-being of a target community.

The country of origin must be a country listed in the Neighbourhood, Development and International Cooperation Instrument (NDICI) regulation¹.

In numbers

The overall amount made available under this call for applications is €580,000. The International Centre for Migration Policy Development (ICMPD), as the Contracting Authority, reserves the right not to award all available funds. Additionally, no financial support will be provided to applicants in the preparation of a submission of an application.

Applicants can request an amount from €25,000 to €60,000 depending on the scope of the project and the capacity of the organisation to manage the grant. Applicants should request funding that matches the scale of the proposed activities, rather than automatically requesting the maximum available amount.

Co-financing

Co-financing is not a mandatory requirement. EUDiF may finance up to 100% of the total eligible cost of the project. However, the absence of co-financing should be duly justified in the [Grant application form \(Annex A\)](#).

In the event of co-financing, the balance (i.e. the difference between the total costs of the project and the amount requested from the ICMPD) should be financed from sources other than the European Union or ICMPD. Non-cash contributions² may also be accepted as co-financing.

¹ A current list of countries under [NDICI](#) regulation includes [DG INTPA partner countries](#) and [DG NEAR partner countries](#). Countries benefiting from the Instrument for [Pre-accession Assistance](#) are not eligible under D4D Grants (including Georgia, Moldova and Ukraine).

² Non-cash contributions can include goods, services, or other resources that have a monetary value, that are eligible cost under this call. Examples include, but are not limited to, staff time and meeting venues. Non-cash contributions should be charged on the project, meet all eligibility criteria and thus substantiated by supporting documentation. If these costs are recognised as eligible, they may be counted as a non-cash contribution.

APPLICANT: *Who can apply?*

The lead **applicant** is a legally registered entity in an EU member state, Switzerland, or Norway and operating for over 18 months at the moment of the general deadline for application submission. Entities may include, but are not limited to, DOs, civil society organisations, community-based organisations, associations and social enterprises. The entity should be not-for-profit and should represent diasporas from countries listed in the NDICI regulation³.

Exclusion criteria

ICMPD excludes from participation applicants which were found in situations of:

- Bankruptcy, insolvency or winding-up procedures.
- Breach of obligations relating to the payment of taxes or social security contributions.
- Grave professional misconduct, including misrepresentation.
- Fraud.
- Corruption.
- Conduct related to a criminal organisation.
- Money laundering or terrorist financing.
- Terrorist offences or offences linked to terrorist activities.
- Child labour and other trafficking in human beings.

Associate organisation

The lead applicant must collaborate with **one** associate organisation during the implementation. Partnering with an associate organisation based in the country of origin (e.g., civil society organisation, public entity, private sector) will reinforce the sustainability and impact of the project. The lead applicant must provide proof of partnership through a signed Letter of support from the associate organisation, confirming their commitment to the project if funded. An associate organisation does not have to meet the eligibility criteria referred to above as it will not be considered as a co-applicant. It will thus not become a party to any Grant Contract concluded with ICMPD, and therefore, it is not eligible to manage any of the received funding itself. An associate organisation can only apply once for this call for applications.

Other aspects to keep in mind

- Lead applicants and associate organisations may only submit one application; multiple submissions will result in disqualification.
- The lead applicant is directly responsible for the preparation and management of the project.
- The lead applicant must have, and be able to demonstrate, the financial and operational capacity needed to undertake the project, as well as the necessary professional competencies and qualifications.

³ A current list of countries includes [DG INTPA partner countries](#) and [DG NEAR partner countries](#). Countries benefiting from the Instrument for [Pre-accession Assistance](#) are not eligible under D4D Grants (including Georgia, Moldova and Ukraine).

Checklist 1



Eligibility of applicant

- Legally registered for over 18 months at the moment of the deadline
- Based in an EU member state, Switzerland or Norway
- Not-for-profit
- Represent diasporas from countries listed in the NDICI regulation
- Partnering with an associate organisation based in the country of origin
- Submitted only one application



In this respect, applicants are obliged to declare that you are not in one of the exclusion situations by signing the Declaration on Honour (Annex E), which includes the aforementioned information along with other required declarations.

PROJECT PROPOSAL: What is the funding for?

A project proposal is composed of a set of activities designed to achieve planned goals. In the application, the lead applicant lays out the project proposal using the [Grant application form](#) provided (Annex A).

Grants will be awarded only to project proposals that focus their planned activities and results on directly benefiting the populations in the country of origin of the organisation applying.

The project proposal must meet the following eligibility criteria:

▪ Duration

- The planned duration is between 6 months to 18 months.
- The implementation of activities ends before 31 December 2026.

▪ Location and format

Activities target the country of origin exclusively, or both the countries of origin and destination of the applicant. Activities may be implemented:

- Onsite: activities are conducted physically in the location of either the origin or destination country.
- Remotely: Activities are conducted through non-physical means, which can involve digital platforms or offline work that does not require physical presence. Activities done remotely can target countries of origin or destination. This approach enables organisations to provide support and maintain operations without the need for onsite engagement.

Activities targeting the country of destination can be included but with a limited scope. The primary focus of the project proposal should be in the country of origin.

▪ Areas of intervention

The project proposed promotes sustainable development in the country of origin in one or more of the following areas:

- *Climate*: Projects that address climate change by promoting environmentally friendly practices, such as sustainable agriculture, renewable energy, and conservation efforts.
- *Economy*: Initiatives that focus on boosting local economies by creating job opportunities, supporting entrepreneurship, investment, and fostering sustainable business practices.
- *Education*: Projects that aim to improve educational outcomes, enhance skills development, and provide technical and vocational education and training to enhance expertise.
- *Health*: Efforts that are directed towards improving healthcare access, quality, and outcomes, addressing public health issues, and promoting wellness and preventative care.

Checklist 2



Eligibility of project proposal

- Lasts between 6-18 months
- Ends by 31/12/2026
- Runs in the country of heritage exclusively, or in heritage and destination countries
- Areas of intervention cover climate, economy, education or health
- Requested amount is from 25,000 to 60,000 EUR
- If applicable, absence of co-financing is justified

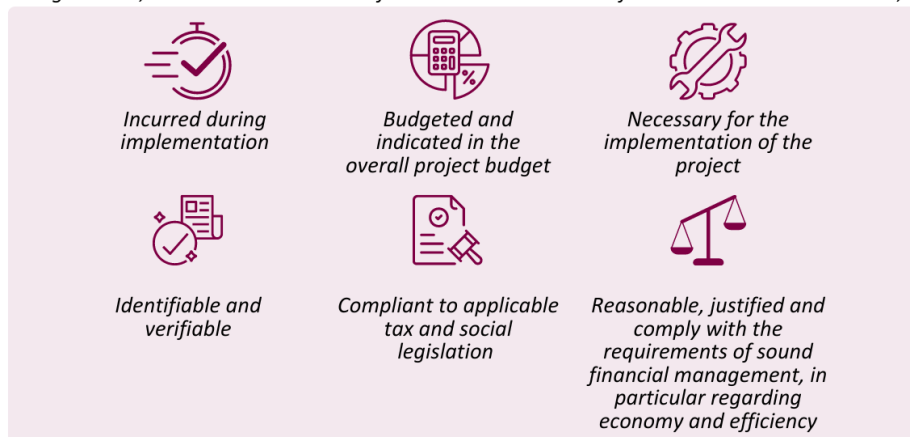
BUDGET: What goes in the budget?

In the application, the lead applicant submits a [Budget](#) based on a template provided (Annex B). This budget is an estimation of how the grant will be spent to achieve project objectives and sets out the overall scope and ceiling for eligible costs. Only eligible costs can be covered by the grant.

Eligible costs may include

- **Staff costs:** Actual gross salaries, including social security and other related costs may be eligible when they relate to staff time spent on project implementation activities. The costs should be in line with the standard remuneration policies of the lead applicant and should not exceed usual rates.
- **Travel costs:** Costs for staff and other persons undertaking duty travel directly related to the project. Costs must be incurred in line with the lead applicant's travel policy and practices. Costs may be reported on the basis of actual costs incurred or as flat rates. However, accommodation and subsistence costs may not exceed the [rates published by the European Commission](#) (EC) at the time of travel.
- **Project office costs:** Costs for the use of an office directly related to the project, or a portion of these costs, can be eligible if details (e.g. distribution key⁴) are provided in the project description and budget.
- **Office utilities, equipment, and consumables/supplies:** Purchase costs for utilities, equipment and consumables/supplies needed for the project. Ownership of equipment shall be transferred to the final beneficiaries/target groups, at the latest at the end of the project. Alternatively, depreciation or rental costs for equipment specifically dedicated to the purposes of the project may be included.
- **Other direct costs and services:** Other costs deriving directly from the needs of the project (e.g. consultancy fees, dissemination costs, translation costs, venue rental, etc.).
- **Taxes and charges:** Duties, taxes and charges, including VAT, paid and not recoverable by the grantee.
- **Contingency reserve:** A reserve for contingencies up to 5% of direct eligible costs can be included in the budget. During implementation, it requires prior written authorisation from ICMPD to use the contingency reserve.
- **Indirect costs:** Indirect costs are funded at a flat rate, not exceeding 7% of the total eligible direct costs. The percentage may need justification before the Grant Contract is signed, but no supporting documents are required once the flat rate is set in the contract's Special Conditions.

An eligible cost, as written in Article 14 of the General Conditions of the Standard Grant Contract, is:



⁴ "Distribution key" refers to a method or formula used to allocate shared costs among different funding sources.



Expenditure verification will be performed by ICMPD and/or external auditors directly contracted by ICMPD. Applicants should thus not include any costs related to expenditure verification in their budget. Grant beneficiaries will be required to submit 100% of supporting documents for all expenditures.

Ineligible costs

- Debts and debt service charges (interest).
- Provisions for losses or potential future liabilities.
- Costs declared by the grantee and financed by another project or work programme.
- Currency exchange losses.
- Credits to third parties.
- In-kind contributions.
- Staff bonuses outside of standard remuneration practices.
- Negative interest charged by banks or other financial institutions.
- Financial support to third parties.
- Costs for expenditure verification, project evaluation, or audit.
- Costs linked to the preparation of the project application.

APPLICATION PROCESS: *How to apply?*

The application package must be submitted on the [EUDiF website](#) before 15 January 2025 23:59 Central European Time (CET).

The application package

The application package consists of the below list of documents which must be filled, signed and submitted. Applications must be complete and include all requested information. Incomplete submissions may be disqualified. Any errors or significant discrepancies will result in the rejection of the application.

Name of the document	Required submission format	Required submission language
1. Grant application form (Annex A)	Word document and signed and scanned PDF	English or French
2. Budget (Annex B)	Excel file and signed and scanned PDF	English or French
3. Legal entity identification form (Annex C)	Signed and scanned PDF. Stamping is not required.	English
4. Operational and financial capacity form (Annex D)	Signed and scanned PDF	English
5. Declaration on honour (Annex E)	Signed and scanned PDF	English
6. Financial identification form (Annex F)	Signed and scanned PDF. Stamping may be required (see Annex F for further details).	English
7. Letter of support	Signed by the associate organisation and scanned PDF	English or French
8. Curriculum Vitae (CVs) of project team members in applicant organisation	PDF	English or French

EVALUATION AND SELECTION PROCESS

The applications will be examined and evaluated by the Evaluation Committee according to the criteria set out in the guidelines. The Evaluation Committee is appointed by ICMPD and may request to receive advice from the EU and other stakeholders where necessary. The process follows the below steps:

1) Administrative and eligibility check

The following will be assessed. All criteria must be met to pass the check; if one of the criteria is not met, the application will be rejected.

- The application was submitted via the [EUDiF website](#).
- The application was submitted before the deadline.
- All requested information is submitted, in the proper format and language (see [APPLICATION PROCESS: How to apply?](#))
- The application satisfies applicant eligibility criteria (see [APPLICANT: Who can apply?](#))
- The application satisfies project proposal eligibility criteria (see [PROJECT PROPOSAL: What is the funding for?](#))

Administrative and eligibility check

Application package:

- Submitted via the EUDiF website
- Submitted before the deadline
- Contains complete and correct requested information, in the proper format and language
- Satisfies Applicant eligibility criteria
- Satisfies Project proposal eligibility criteria

Only applications that meet all criteria will pass the administrative and eligibility check and will be evaluated further.

2) Technical evaluation

After the above-mentioned check has been performed, eligible applications will be examined and evaluated on a technical level by evaluators appointed by the ICMPD.

The applications will be evaluated based on (1) relevance, (2) design of the project, (3) implementation approach, (4) sustainability, (5) budget and cost effectiveness and (6) financial and operational capacity.

Each application is scored out of 100 according to the following matrix. Each subsection must be scored either between 1 and 5 or 1 and 10, depending on the subsection, as follows:

- For 1 to 5: 1 = Very Poor; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Very Good.
- For 1 to 10: 1 = Very Poor; 2-3 = Poor; 4-5 = Adequate; 6-7 = Good; 8-10 = Very Good.

If the total score for 1 (Relevance) is less than 9 points, the application will be rejected.

Section	Maximum score
1. Relevance	20
1.1. How relevant is the application to the objective of the Call for applications and to the specific requirements stated in the guidelines?	10
1.2. How relevant is the application to the needs and constraints of the target geographic location(s) and/or relevant domains , including complementarity with other development initiatives and avoidance of duplication?	5
1.3. How clearly defined, and strategically chosen, are those involved (final beneficiaries/target groups)? Have their needs and constraints been clearly defined, and does the application address them appropriately?	5
2. Design of the project	15

2.1. How coherent is the project design? Does the application clearly outline the expected results and provide a logical rationale for achieving them? Are the proposed activities practical, appropriate, and aligned with the anticipated outputs and overall objectives?	5
2.2. Does the application mainstream cross-cutting elements? E.g., thought-out gender approach, promotion of human rights, solutions for vulnerable target groups such as people with disabilities, promotion of youth, innovation, best practices, new approaches, action at the local level, collaboration with the private sector, solutions for the environment, etc.	5
2.3. What unique benefits does the diaspora bring to the project? E.g., How clearly and strategically is the diaspora involved in the design, planning, decision-making, and execution phases of the project? To what degree does their participation bring measurable benefits to the overall objectives of the project?	5
3. Implementation approach	15
3.1. To what extent is the work plan for implementing the project clear and feasible?	5
3.2. How clear and identifiable are the roles of all parties involved? How satisfactory is the collaboration and coordination framework with relevant stakeholders and partners?	5
3.3. How well does the application include credible baseline information and targets? If not included, is a baseline assessment foreseen?	5
4. Sustainability of the project	20
4.1. How likely is the project to have a tangible positive impact on its target groups?	10
4.2. How likely is the project to have multiplier effects, including scope for replication, extension, dissemination, capitalisation on experience and knowledge sharing?	5
4.3. To what extent are the expected results sustainable in terms of finances, institutional uptake/capacity, policy and environment.	5
5. Budget and cost effectiveness of the project	10
5.1. To what extent are the activities appropriately reflected in the budget?	5
5.2. To what degree is the ratio between the estimated costs and expected results satisfactory?	5
6. Operational and financial capacity	20
6.1. To what degree do those involved possess the right management capacity, professional competencies and qualifications to successfully complete the proposed project?	10
6.2. To what extent does the applicant have stable and sufficient sources of funding to maintain activity throughout the proposed project and, where appropriate, to provide the declared co-funding?	10

Ranking

After the technical evaluation, the applications will be ranked by score.

- Only the applications with a score of at least 60 will be eligible for funding and ranked.
- The highest scoring applications will be provisionally selected until the available budget threshold for this Call for applications is reached.
- In addition, a reserve list will be drawn up following the same criteria. This list might be used if a provisionally selected applicant is subsequently excluded from the award process or if more funds become available during the validity period of the reserve list.

Notification of the decision

ICMPD will officially notify the applicant of the decision of the Evaluation Committee via email. The notification will state whether the application has been selected, put on the reserve list, or not selected for award. Additionally, it may include recommendations from the Evaluation Committee. Successful applicants will be asked to refine their project proposals based on these recommendations.

EXCHANGES WITH PROSPECTIVE APPLICANTS

Clarifications and correspondence

The Call for applications guidelines contain all necessary information for an applicant to prepare and submit their application. If ICMPD, on its own initiative or in response to a request from a prospective applicant, provides additional information, it will be published on the [EUDiF website](#). ICMPD ensures equal treatment of all applicants.

Prospective applicants may submit questions via the [EUDiF website](#) before 6 December 2024. ICMPD has no obligation to respond to questions beyond this date. ICMPD will provide clarifications by 13 December 2024 at the latest.

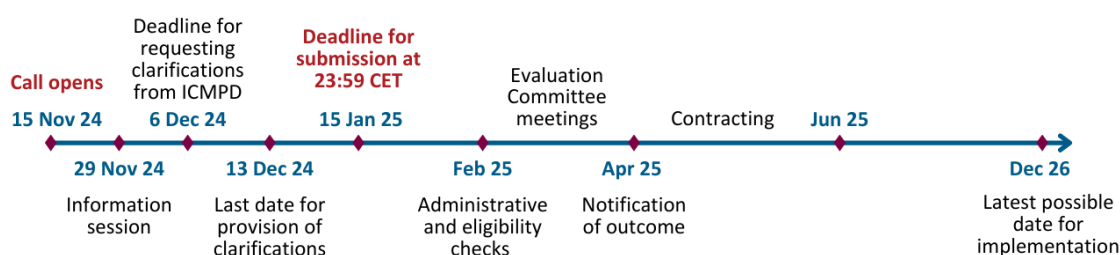
Information Session

EUDiF organises an information session for prospective applicants on 29 November 2024 where an overview of the Call for applications guidelines will be given in English with simultaneous interpretation to French. Prospective applicants can register via this [link](#).

Submitting a complaint

Applicants who believe they have been affected by an error or irregularity during the award process may submit an official complaint [here](#), once the outcome is officially announced in April 2025. They must follow the [complaint procedure](#), and have until the end of May 2025 to submit the complaint.

INDICATIVE TIMELINE



This indicative timetable refers to provisional dates and may be updated by ICMPD during the procedure. ICMPD reserves the right to postpone the closure date of the Call for applications. All communications related to this matter will be published on the [EUDiF website](#).

DATA PROTECTION

The submission of an application under this Call involves the collection, use and processing of personal data. This data will be processed solely for the purpose of evaluating your application, subsequent management of your grant and, if applicable and needed, programme monitoring, evaluation, and communication. ICMPD's full Data Protection can be consulted [here](#).

COMMUNICATION AND VISIBILITY

The grantee shall take all necessary steps to publicise the fact that ICMPD and the European Union have financed or co-financed the project. All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the EC [Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](#).

GRANT CONTRACT PACKAGE

Applicants can view the documents linked to ICMPD's Standard Grant Contract for information by following the links below (These documents do not need to be submitted).

- [Grant Contract Special Conditions.](#)
- [Annex II: General Conditions.](#)
- [Annex III: Budget for the Project.](#)
- [Annex IV: Procurement by Grant Beneficiaries.](#)
- [Annex V: Payment Request for Grant Contract and Financial Identification Form.](#)
- [Annex VI: Model Narrative and Financial Report.](#)
- [Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract.](#)
- [Annex VII.I: Table of Transactions and Errors.](#)
- [Annex VIII: Pre-financing Guarantee Form.](#)
- [Annex IX: Transfer of Ownership of Assets.](#)
- [Annex X: Provisional Financial Report and Forecast.](#)