



**“Sincerely, Food”**

**CALL FOR APPLICATIONS  
2019/2020**

**Terms of reference**



Co-funded by the  
European Union

## **BACKGROUND**

Food waste has been gaining significant attention recently and made it to political, scientific and civic agendas as well as into worldwide headlines. In EU, households generate the largest amount (53%) of food waste in food chain. Food waste causes environmental, social and economic problems, and not just in the countries where it is generated, but also worldwide. This is why a global approach to food waste is crucial to make our societies aware of the urgency and scale of the matter.

“Sincerely, food”, a 3-year project benefiting from The EuropeAid (bearing the title ‘Global learning approach on food waste in non-formal education’, No. CSO-LA/2017/388-342, in the Application) focuses on the interdependencies between lower-income (or “developing”) countries and the EU, and aims to provide relevant information to the specific target groups with a view to improving their knowledge and understanding of how food waste, generated in one country, causes social, economic, and environmental impacts in other countries and the world.

The project aims to contribute to the implementation of the UN sustainable development goals (SDGs), directly and indirectly addressing SDG 2 (zero hunger), SDG 12 (sustainable production and consumption), and SDG 13 (climate change), as well as EU policies in the field of waste reduction, waste management and development cooperation.

The project “Sincerely, food” is being implemented in 6 countries:

Bulgaria

Croatia

Estonia

Latvia

Lithuania

Romania

Civil society organizations play an indispensable role in raising awareness and affecting behaviour changes of consumers in the area of prevention of food waste and combating both social and environmental burdens, locally as well as globally.

## **OBJECTIVES**

Sub-granting under the present project is aimed at raising awareness of food waste in homes and ways to prevent it by engaging consumers and mobilizing them to take practical steps in order to contribute to tackling not just local, but also global social, environmental and economic problems associated with food waste. The sub-grantee action should also contribute to UN sustainable goals and address SDG 2, SDG 13, and SDG 12.

## **TARGET GROUPS**

The main target group the sub-grantees will have to address is households in bigger cities/towns, where most of food waste is generated.

## **ELIGIBILITY CRITERIA**

### **A. Eligible applicants**

In order to be eligible for a sub-grant, applicants must:

- Be a civil society<sup>1</sup> organization or an association of civil society organizations;
- Be registered as a legal person with a track record of being active in the area of its expertise;
- Be directly responsible for the preparation and management of the action, not acting as an intermediary;
- Be established in the Republic of Cyprus.

A sub-grantee may only have non-profit CSOs as their partners.

*Note: The applicant may not submit more than one application under this Call for Applications.*

### **B. Eligible sub-granted activities**

With reference to the current Call for Applications' aim to support awareness-raising activities concerning the prevention of food waste in homes, the following types of activities will be considered eligible:

- Public events
- Panel discussions
- Educational activities (in schools, universities, etc.)
- Stunts
- Street actions
- Workshops
- Creative and cultural activities
- Youth activities related to preventing food waste

*Note: this list of activities is not meant to be exhaustive.*

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<sup>1</sup> CSOs are non-State, non-profit making actors operating on an independent and accountable basis, including: non-governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, diaspora organisations, migrants' organisations, local traders' associations and citizens' groups, cooperatives, employers' associations and trade unions (social partners), organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, environmental, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non-governmental associations and independent foundations, etc.

### **C. Eligibility of costs**

Only 'eligible costs' can be covered by a sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget presented is considered both a cost estimate and an overall ceiling for 'eligible costs'.

**The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.**

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants. The amounts or rates of unit costs ensure that the costs correspond fairly to the actual costs incurred by the sub-grantee, are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible costs are actual costs incurred by the sub-grantee which meets the following criteria:

- they are incurred during the implementation of the action;
- costs incurred should be paid before the project closing date;
- they are necessary for the implementation of the project action;
- they comply with the requirements of applicable legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the sub-grantees.

### **Contributions in kind**

Contributions in kind mean the provision of goods or services to a sub-grantee free of charge by a third party. As contributions in kind do not involve any expenditure for a sub-grantee, they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

### **Ineligible costs**

The following costs are not eligible:

- debts and debt service charges;
- provisions for losses or potential future liabilities;
- credit to third parties;

- taxes, including VAT, unless the sub-grantee can demonstrate they cannot reclaim them;
- costs declared by the sub-grantee and financed by another action or work programme receiving a European Union grant;
- currency exchange losses;
- office rent, unless the applicant can demonstrate that additional and specific office rental is necessary for the purpose of the action implementation;
- fines, financial penalties and expenses of litigation;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses;
- contribution in kind;
- depreciation costs;
- interest owed.

## **DURATION**

Sub-granted activities implementation period starts from the day of signature of contracts and must be completed, by the latest, **April 30, 2020**.

The initial planned duration of an action may not be lower than 6 months nor exceed 8 months.

## **SIZE OF SUB-GRANTS**

Any sub-grant requested under this call for applications shall not exceed the maximum amount of 25000 euros. Sub-grants are subject to the 80% pre-financing payment of the agreed budget at the start of the project. The balance is paid after the submission of the reports based on the actual cost incurred.

Sub-grant will finance 90% of the total budget. The remaining 10% (or more) needs to be co-financed by sub-grantee own funds or by other funds. The sub-grant could not be co-financed by EU budget.

## **REPORTING**

The sub-grantees will provide the necessary reports (narrative and financial reports accompanied by the justificatory supporting documents), using the templates provided, including photos/pictures and outreach activities (online links, publications etc.). The sub-grantees should also provide evidence attesting to the reach of activities in terms of audience numbers etc., presenting signed lists of participants, certificates of number of attendees (e.g. of public events) signed by third parties, etc. Reports of implementation must be submitted within one month after the end of the selected projects.

## COMMUNICATION & VISIBILITY

Selected projects must fully comply with the visibility and communication requirements, as devised for the “Sincerely, food” project and with reference to Communication and Visibility Requirements for EU External Actions <sup>2</sup>, including the logo of the project; the EU flag icon along with the quoted reference: “Co-financed by the European Union” and the mandatory disclaimer), in all publications, references, documents, news and any other communication and visibility action.

The sub-grantees will have to use the educational materials produced by the project ([www.sincerelyfood.eu](http://www.sincerelyfood.eu)).

The following key messages have to be observed in devising activities and communicating them:

1. It takes a lot of time, human work and resources to produce food.
2. More than a half of food waste EU-wide is generated in homes.
3. Consumers have a big role to play in tackling food waste.
4. Tropical forests are being cleared to produce wasted food.
5. Food waste contributes to the global warming which causes extinction of animals and plants.
6. It's easy to avoid food waste by planning your food needs.
7. Food will stay fresh much longer if we store it correctly.
8. Most food leftovers can be re-used for new meals.
9. Reducing food waste means saving money, resources, and our Planet.

## SUBMISSION OF APPLICATIONS

Before submitting your project proposal please make sure it includes:

1. Application form (Annex 1): *in 2 files: a scanned copy of the signed form in a digital format; and the form as a Word file;*
2. Budget (Annex 2): *in 2 files: a scanned copy of the signed budget in a digital format; and the budget as an Excel file;*
3. List of projects performed during the last 2 years (Annex 3);
4. Copy of Certificate of the registration of a non-governmental organization.

## FURTHER INFORMATION ON SUB-GRANTS

Questions may be sent by e-mail, no later than 5 days before the deadline for the submission of applications, to the following address, indicating clearly the title of the Call for Applications: [info@vartotojai.lt](mailto:info@vartotojai.lt)

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<sup>2</sup> [https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018\\_en.pdf](https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf)

## SELECTION CRITERIA

Criteria	Score
Relevance of the proposal to the Project objectives	30
Cost effectiveness	20
Engagement of target groups	15
Innovative character of activities proposed	10

## DEADLINE FOR SUBMISSION

The deadline to submit applications is the July 1, 2019, midnight CET. Applications must be submitted by e-mail to [info@vartotojai.lt](mailto:info@vartotojai.lt)

## INDICATIVE TIMETABLE

Deadline for submission of applications	July 1, 2019, midnight CET
Evaluation and selection process	July, 2019
Communication on the selection	August, 2019
Implementation period	September 2019 – April 2020
Reporting	Submission within one month after the end of the selected projects