



GUIDANCE NOTE

Call for proposals CFJ-EN Child Advisory Boards

Financial Support to CFJ-EN Member Organisations

CFJ-EN

February 2023

Financial support to third
parties – Sub-granting call

Call for Proposals – GUIDANCE NOTE

Financial Support to CFJ-EN Member Organisations

Setting up CFJ-EN Child Advisory Boards



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Table of Contents

| | |
|--|----|
| Table of Contents | 2 |
| I. Introduction..... | 3 |
| 1) Background..... | 3 |
| 2) Objective of the Sub-Granting Call | 3 |
| 3) What is a Child Advisory Board?..... | 3 |
| II. Budget..... | 4 |
| 1) Budget available..... | 4 |
| 2) Duration of the project | 4 |
| 3) Breakdown of eligible budget costs..... | 4 |
| III. Eligibility criteria | 5 |
| 1) Eligible countries | 5 |
| 2) Eligible activities..... | 5 |
| 3) Ineligible activities..... | 6 |
| 4) Exclusion criteria | 6 |
| 5) Ethics | 8 |
| IV. Award procedure..... | 9 |
| 1) Call Timeline..... | 9 |
| 2) Evaluation criteria..... | 10 |
| 3) Score | 12 |
| 4) Review committee..... | 12 |
| V. Sub-granting - contractual aspects | 13 |
| 1) Implementation modalities..... | 13 |
| 2) Data Protection..... | 13 |
| 3) Payments | 14 |
| 4) Reporting requirements | 14 |
| 5) Deliverables | 15 |
| 6) Budget categories and cost eligibilities..... | 15 |
| 7) Audit/visibility..... | 16 |
| VI. General information - Annexes..... | 17 |
| 1) Application documents..... | 17 |
| 2) Legal and administrative references..... | 17 |
| 3) Additional Resources | 17 |
| 4) Contact..... | 17 |

I. Introduction

1) Background

The Child-Friendly Justice European Network (CFJ-EN) was set up in April 2019 by Defence for Children International Belgium (DCI-Belgium) as an informal Network. Its founding Members were the European Sections of Defence for Children International. The CFJ-EN is currently composed of 19 members across 17 European countries. The idea to set up a European Network specialised on child friendly justice came as a direct response to the numerous observations and needs assessments made by various lead organisations active in the field of child friendly justice in Europe. In 2022, thanks to the financial support of the European Commission (EC) through an Operating Grant, the CFJ-EN was officially launched as a fully operational formal Network established through DCI-Belgium.

2) Objective of the Sub-Granting Call

One of the main CFJ-EN objectives is to empower children to have their rights respected in judicial proceedings, to collect in a participatory manner their voices and make them heard, and to build their capacity to become advocates of their rights. These objectives are included in the CFJ-EN's 2023-2025 Strategic Plan under Strategic Priority 1: 'Strengthening Children's Agency'.

This sub-granting call operates within this Strategic Priority 1 with the aim to increase the participation of children in CFJ-EN's member organisations. The 2023 Grant Agreement signed between the CFJ-EN and the EC includes a sub-granting scheme to award three to four eligible CFJ-EN Members with a year-long grant **to set up a Child Advisory Board in the country they are based in**. Each applicant organisation is free to submit their project proposal to set up a child advisory board. More information on the framework of CABs is available below and in the Terms of Reference attached to this call.

3) What is a Child Advisory Board?

A Child Advisory Board (CAB) is a group of children and young people aged 12 up to 24 years old, set up and accompanied by a member organisation of the CFJ-EN. At the national/local level, the CAB shall be involved in activities of special interest for children and young people and for their host organisation. At the European level, CAB members shall participate in activities with a broader geographical and thematic scope.

A- Profile of CAB members

The CABs shall be composed of approx. 5-10 children and young people aged between 12 and 24, who have been in contact with the justice systems as a child (civil, administrative, or criminal) – or who have a strong interest in justice systems. Indicatively, children and young people will participate in the CAB for one year (renewable). In particular, CAB members shall include:

- Children/young people who have been involved in criminal proceedings as a child, including suspected/accused/convicted of crime, victims and/or witnesses
- Children/young people who have been involved in administrative proceedings as a child, including migration and asylum proceedings

- Children/young people who have been involved in civil proceedings as a child, including family matters, institutional care, adoption, and guardianship proceedings
- Family members of children who have been involved in judicial proceedings
- Law and human rights students with an interest in child friendly justice

While it is desirable that groups are heterogeneous at the national level, member organisations remain free to select members of their CAB depending on national issues, priorities, and interests. Each national CAB will define its preferred focus themes and roadmap.

B- Benefits for children of the Child Advisory Boards

Children and young people participating in the Child Advisory Boards will **have the opportunity to:**

1. Gain experience as human rights defenders through human rights education and training, and as trainers for other children and young people in their local context, while contributing to increasing the impact of the CFJ-EN.
2. Connect with children and young people from different backgrounds in Europe, gain mutual knowledge and strengthen cooperation, discuss gaps and challenges of child friendly justice and share ideas and suggestions.
3. Share their aspirations and ideas with high-level national and European policymakers in a two-way discussion that ensures mutual respect.
4. Participate in the development of the CFJ-EN by voicing their concerns and priorities in relation to making justice systems more accessible in European countries.

II. Budget

1) Budget available

The total budget dedicated to this sub-granting scheme is 62,168€.

The overall objective of this call is to select up to four grantees to implement a Child Advisory Board. Each applicant can submit a project up to a total estimated eligible budget ranging **from 15.542 € up to 20,722€.**

Please note that each applicant will receive 80% of the total estimated eligible costs of the project. The **remaining 20% shall be provided as co-financing by the applicant.** The costs must be detailed in the proposed budget and must have supporting documents (invoices, proof of payment, etc.). In-kind contributions are not considered co-funding.

2) Duration of the project

Each selected grantee's project activities should not exceed an initial period of 12 calendar months. The starting date will be the 1st of the month following the announcement of the results. Activities taking place before or after this period will not be considered eligible for funding under this call.

3) Breakdown of eligible budget costs

Only eligible costs can be covered by the grant. Eligible costs are actual costs incurred by the beneficiary during the lifetime of the submitted project proposal. It covers:

- Salary/Allowance for the youth facilitator who will run the child advisory boards.
- Costs associated with organising the meetings with children and young people (refreshments, snacks, stationary, etc.)
- Local transportation for children to attend the child advisory boards meetings and the Child Justice Caravan (bus or train tickets, van rental, etc.)
- Costs associated with producing child-led awareness-raising/advocacy material (brochures, flyers, etc.)
- Costs associated with ensuring psychosocial support/child safeguarding where necessary for children and young people (Child safeguarding contingency fund)
- Interpretation costs for the European-level activities (for the child justice caravan, online webinar)
- Costs associated with general project coordination (monitoring, reporting, etc.)
- Allowance for children and young participants, where and if applicable

III. Eligibility criteria

To be eligible for the sub-grant, applications should be submitted **by Tuesday 2nd May 2023, 17.00 p.m CET**. Applications submitted past this deadline will **not** be considered.

The complete grant application to be submitted must include the following documents:

- Completed application form (including a description of the project, methodology, budget, and experience)
- Child Protection and Safeguarding Policy
- CVs of the staff responsible for managing and implementing the project or job profile if the staff is not recruited yet

All documents must be completed in **English** and clearly labelled and should be sent before the deadline in **one single e-mail** to info@cfjnetwork.eu. Incomplete submissions will not be considered.

Applicants may be asked for further documents at the stage of proposal evaluation or agreement signature.

1) Eligible countries

In order to be eligible for this call, applying organisations should be **based in an EU Member State**, in agreement with Article 3.3 of the EC Grant Agreement with the CFJ-EN.

Please note that only **activities taking place on the territory of an EU Member State** are eligible for funding.

2) Eligible activities

The following suggested activities are eligible for financial support:

- ✚ **Recruitment, mentoring, and supervision** of a group of children to take part in the CFJ-EN members Child Advisory Boards and Child Justice caravan activities
- ✚ **Participation of children and young people in a study visit** (Child Justice Caravan) to meet key representatives of European institutions in Strasbourg or Brussels.
- ✚ **Development of child-led awareness material** on child friendly justice that are adapted to local/national contexts, in local languages.
- ✚ **Consultations/Meetings with children and young people** at least once every 2 months, including using the “train the trainer” YouthLab methodology with children and non-legal professionals involved in the child justice systems.
- ✚ **Interpretation/Translation** for children for whom English is not a mother tongue, in particular during the aforementioned study visit.
- ✚ **Psychosocial support to children and young people**, when and if requested by the child, to mitigate the risk of re-traumatisation of already vulnerable children and young people.
- ✚ **Coordination activities in relation to this sub-granting scheme**

3) Ineligible activities

The following types of activities are ineligible:

- ✚ Actions relating solely or principally to individual sponsorship for participation in workshops, seminars, conferences and congresses
- ✚ Actions relating solely or principally to individual study or training grants
- ✚ Support for political parties
- ✚ Actions aimed at raising funds or promoting the visibility of the applicant or his/her partner(s)
- ✚ Actions consisting mainly of research or studies
- ✚ Actions which consist exclusively or mainly of capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances
- ✚ Discrimination against persons or groups of persons on the grounds of their sex, sexual orientation, religious or non-religious beliefs, or ethnic origin
- ✚ Actions including proselytism
- ✚ Basic funding of the applicant or (if applicable) its partners

4) Exclusion criteria

Applicants which are subject to an **EU exclusion decision** or in one of the following exclusion situations that bar them from receiving EU funding **cannot** participate:

(See Art. 136 and 141 of EU Financial Regulation 2018/1046)

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant’s debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant’s debts)
- guilty of grave professional misconduct* (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

** Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.*

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

According to Article 141 of EU Financial Regulation 2018/1046, applicants will also be refused if it turns out that during the award procedure they misrepresented information required as a condition for participating or failed to supply that information.

Conflicts of Interests: Applicants will also be refused if they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise.

In order to avoid conflicts of interests, and in compliance with internal and EU-mandated procedures, a section of the application form will be dedicated to conflicts of interests checks, that will be considered prior to the evaluation of the proposal.

The section shall include the following questions:

- Is any of the staff involved in the proposal a current staff or board member of DCI Belgium? If so, please explain.
- Is any of the staff involved in the proposal a family member of a current staff or board member of DCI Belgium? If so, please explain.
- Is any of the staff involved in the proposal a family member of a member of the review committee for the sub-granting call? If so, please explain.
- Do you have any private business activity or personal services with DCI Belgium? If so, please explain.

5) Ethics

A- General Considerations

Child friendly justice has its sources in international law, mainly in the Convention on the Rights of the Child (CRC). In addition, there is a multitude of legal norms and instruments (hard law), as well as guidelines, principles, standards and case law (soft law) developed by the United Nations, the Council of Europe and the European Union that relate to child friendly justice.

The work of the CFJ-EN is therefore enshrined in the CRC, including in the international standards and principles applicable to child friendly justice, and in particular in the fundamental principles of dignity, protection from discrimination, rule of law, best interests of the child, and child participation. In Europe, the Guidelines of the Committee of Ministers of the Council of Europe on Child friendly Justice are a very important instrument where these principles are explained.

Applicants are expected to conform to the highest ethical standards, particularly those set in:

- ✚ [The EU Charter of Fundamental Rights](#)
- ✚ The EU acquis on children's rights, in particular [Directive 2016/800](#) on procedural safeguards for children and [Directive 2012/29/EU](#) on Victim's rights
- ✚ [The EU Strategy on the Rights of the Child](#)
- ✚ [The CoE Strategy on the Rights of the Child](#)
- ✚ [The CoE Guidelines on Child Friendly Justice](#)
- ✚ [Article 2 of the Treaty on the European Union](#) and [Article 21 of the EU Charter of Fundamental Rights](#) and
- ✚ Other applicable EU, international and national law (including the [General Data Protection Regulation 2016/679](#)).

B- EU Values

Applicants should commit to conform to standards of gender equality, inclusivity, and non-discrimination, and to being consistent with principles of child and adolescent development.

Projects must in particular seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). Project activities should contribute to the equal empowerment of women/girls and men/boys in all their diversity, ensuring that they achieve their full potential and enjoy the same rights. They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex, disability or age whenever possible.

C- Child Safeguarding and Protection

Applicants commit to apply strict ethical standards not to compromise the privacy, wellbeing and integrity of children in contact with the justice system. Applicants must moreover have a [child protection and safeguarding policy](#) (CPSP) covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). This policy must be available online and

transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training

Youth facilitators running the child advisory boards will undergo child protection and safeguarding training. They will also be trained on communication with children, child safeguarding principles and gender equality.

Particular attention will be given to ensure ethical principles are respected during the selection of children and young people to participate in the child advisory boards. Participant's consent will be carefully sought using a consent form, including where required the consent of their parent/legal representative. While commitment will be asked from participants, any child participating shall be absolutely free to leave the group at any time.

Personal information and media files concerning children will not be accessible to the general public and will be kept in a secure and access-restricted folder. In no circumstances shall children's data be shared to unauthorised persons or the general public without prior and informed consent of the child and, if appropriate their legal guardians and in compliance with the European Union's General Data Protection Regulation.

D- Non-Discrimination and Inclusion

The selection of children and young people will be conducted in an open, transparent, child friendly and **non-discriminatory manner** by each organisation. The CFJ-EN firmly believes that all children have a right to develop themselves to the full extent of their capacity and personality, at their own pace, **including children with a disability and from an ethnic or religious minority, no matter their sex, gender, sexual orientation or cultural background.**

Above all, the facilitators will pay the utmost attention to maintaining an atmosphere of sharing and respect and giving a space for each child to express themselves and listen to their peers from different backgrounds.

The CFJ-EN expects grantees to abide by **equal employment opportunity provisions**. The applying organisation shall not discriminate against any employee or applicant for employment because of race, colour, religion, sex, sexual orientation, gender identity, or national origin. They shall take affirmative action to ensure all staff are treated without regard to their race, colour, religion, sex, sexual orientation, gender identity, or national origin.

IV. Award procedure

1) Call Timeline

| Action | Date and time |
|---|---|
| Opening of the call | Wednesday 1 March 2023 |
| Information session for CFJ-EN member organisations | Monday 13 March 2023 |
| Application deadline | Tuesday 2 May 2023 at 17.00 p.m. CET |
| Review of applications by the Review Committee | May 2023 |

| | |
|--|-----------|
| Call results published on the CFJ-EN website | June 2023 |
| Signature of sub-granting agreement | June 2023 |
| Kick-off meeting with grantees and start of projects | July 2023 |

2) Evaluation criteria

A- Operational Capacity

+ Past Projects

The applying organisation will show its capacity for setting up and implementing CAB activities throughout the duration of the project by indicating past projects involving children and young people in their design, implementation, monitoring and evaluation.

+ Pre-constituted groups of children/young people

Particular attention will be given to former experience of the organisation in involving children and young people in participation groups.

+ Staff

Past experience, training, and communication skills of the staff involved in the project will also be considered. In the event that the organisation proposes to hire external staff for the facilitation of CAB activities, due attention will be given to the job description and recruitment process. Organisations may also propose contacts with special expertise they could mobilise for activities or training.

B- Quality

+ Relevance

Coherence and articulation of the project with the CFJ-EN strategic plan 2023-2025, in particular strategic priority 1 "Strengthening children's agency".

The proposed CAB project is designed in accordance with the CFJ-EN CAB Terms of Reference.

+ Methodology

Extent to which the project has a clear methodology. Due attention will be given to the framework of meetings and to the manner the staff involved will accompany the children and young people.

+ Activities

Activities are consistent, clearly articulated and respond to the objectives of this call.

+ Participatory Dimension

The framework of the project is open enough for participant to define their objectives and preferred expression means, but strong enough to sustain children and young people's expectations.

+ Support to children

Adequate support services (including psychological support, legal advice, counselling, etc.) will be made available to CAB participants.

Inclusion

The project has been designed to be as inclusive as possible, and a non-discriminatory selection process is proposed.

Child Protection and Safeguarding Policy

The communicated child protection and safeguarding policy is in line with international standards and norms, as well as national and local regulations, and include a complaints and feedback mechanism for children and young people involved.

Staff involved in the project have a strong commitment to ethics. Measures and rules are in place to ensure that children and young people's data are protected.

Risks Analysis

The organisation conducted a thorough analysis of the risks associated with the project and proposes adequate measures to mitigate them.

Specific attention is given to the vulnerability of the target group of children and young people, and concrete ways to support them and avoid their re-traumatisation. A mitigation strategy should also incorporate risk mitigation measures that take into account gender, age or disability-specific constraints

EU Values

The organisation respects EU values as expressed in [Art. 2 of the Treaty on the European Union](#) and [Art. 21 of the EU Charter of Fundamental Rights](#) (also see paragraphs III.5) A- and B- above.

The applicant lays out clearly how they abide by it and commits to not breaching them.

C- Budget

Adequacy

The budget proposed is adequate in comparison with the activities proposed, i.e. expected costs are realistic and match usual costs in the country of the action. Applicants shall use unit costs to calculate travel, accommodation and subsistence costs.

Balance

The budget is well-balanced, with careful proportion of coordination versus activities.

D- Sustainability

Impact

Ambition and expected long-term impact of the project, both at the local/national level and at the European level.

Continued accompaniment of children and young people

Expected impact on the target group of children and young people with an experience of the justice system, directly and indirectly. Potential for a multiplier effect, i.e. reflexion on the accompaniment of children and young people after they cease to participate in the project.

3) Score

All Proposals will be assessed based on the above-mentioned criteria. Proposals that pass the individual threshold for the criterion 'Operational Capacity', for the criterion 'Quality', for the criterion 'Budget' and the overall threshold will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

| Award Criterion | Minimum pass score | Maximum score |
|---|---------------------------|----------------------|
| Operational Capacity | 10 pts | 20 pts |
| Past projects | | 5 |
| Other pre-constituted groups of children/young people | | 5 |
| Staff | | 10 |
| Quality | 30 pts | 50 pts |
| Relevance | | 5 |
| Methodology | | 10 |
| Activities | | 5 |
| Participatory dimension | | 5 |
| Support to children | | 5 |
| Inclusion | | 5 |
| Child Protection and Safeguarding Policy | | 5 |
| Risk analysis | | 5 |
| EU Values | | 5 |
| Budget | 10 pts | 20 pts |
| Adequacy | | 10 |
| Balance | | 10 |
| Sustainability | n/a | 10 pts |
| Impact | | 5 |
| Continued accompaniment of children and young people | | 5 |
| Total | 50 pts | 100 pts |

4) Review committee

Once project proposals have been submitted and the call has closed, the Operational Team of the CFJ-EN will be in charge of sending applications to the pre-appointed Review Committee, and to organise one or several meetings for the selection of awarded projects.

In order to ensure impartiality of the decision, a review of the eligible proposals received will be made by a collegial review committee. A procedure has been put in place to avoid any conflict of interests in the composition of the Review Committee. We have therefore

prepared a short questionnaire to conduct COI checks for the experts who will be invited to join the Review Committee.

Potential conflicts of interest during the selection procedure will be avoided as follows:

- a. CFJ-EN Steering Committee members who are interested in applying to the call will not be eligible to integrate the Review Committee
- b. CFJ-EN Members who are interested in applying to the call will not be eligible to integrate the Review Committee
- c. During the evaluation process, discussions in the Steering Committee in relation to the Sub-granting scheme will be done without the participation of CFJ-EN members who might have applied or are considering applying to the call.
- d. The external expert who will be invited to the Review Committee should not have any involvement in one of the current CFJ-EN. This therefore excludes experts who are for example part of the governance structures of CFJ-EN members at national or international levels.
- e. As recipient of the Operating Grant, DCI Belgium is excluded from submitting a proposal to the Call as CFJ-EN Member.

V. Sub-granting - contractual aspects

1) Implementation modalities

If a project is selected, the grantee will sign a sub-granting agreement with DCI Belgium after prior approval by the EU. Should the sub-grantee fail to implement the approved activities and with a view to achieving the objectives laid down therein, a recovery order of the sub-granted amount should be enforced. Note that **the EU does not acknowledge any contractual link between itself and the sub-grantee.**

This sub-grant agreement will set the framework for the grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The sub-grant agreement shall define responsibilities of the sub-grantee regarding personal taxes, social and related benefits for the personnel working under the grant.

The EC has a right of use of any results under this call.

2) Data Protection

A- Data processing by the EC

Any personal data under the Agreement will be processed under the responsibility of the data controller of the EC in accordance with and for the purposes set out in the [Portal Privacy Statement](#). The processing will be subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018. For more information, see Annex 5 of the Grant Agreement between the CFJ-EN and the EU.

B- Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation (EU) 2016/67918). They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation. The beneficiaries must inform the persons whose se data are transferred to the EC and provide them with the Portal Privacy Statement.



3) Payments

Payment of the sub-grant will be made in the form of a pre-instalment of 80% of the total grant amount, payable within a month upon signature of the sub-grant agreement. Final payment of 20% will be made upon approval of the project's final report.

Note Bene: Selected CFJ-EN member organisations are asked to contribute to the CFJ-EN's co-funding budget with an amount of **20% of the proposed budget**. This contribution shall come from non-EU funded projects (grants) and the grantees will be asked to sign a Declaration of Honour, stating the origin of the funds.

4) Reporting requirements

The reporting language is English. Financial and narrative reports shall be submitted to the CFJ-EN Operational Team by the sub-grantee on two occasions:

-  A mid-term narrative report - due 15 January 2023
-  A Final narrative and a financial report – due 15 July 2024

The financial part of the periodic report shall include:

- Individual financial statements
- Explanation of the use of resources

The financial statements must detail the eligible costs and contributions for each budget category. All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget. Amounts that are not declared in the individual financial statements will not be taken into account.

By signing the financial statements, the sub-grant beneficiaries confirm that:

- the information provided is complete, reliable and true

- the costs and contributions declared are eligible (see budget categories and cost eligibility below)
- the costs and contributions can be substantiated by adequate records and supporting documents that will be produced upon request or in the context of checks, reviews, audits and investigations.

5) Deliverables

The following mandatory deliverables will be expected from sub-grant recipients:

| N° | Title | Due date | Details |
|----|--------------------------------------|---------------|--|
| 1 | Report of the Child Justice Caravan | December 2023 | Report, 5-7 pages, English, Electronic format |
| 2 | Mid-term narrative project Report | January 2024 | Report, 10 pages, English |
| 3 | Final narrative and financial Report | July 2024 | Report, 20 pages, English, with annexes with child-led produced material |

6) Budget categories and cost eligibilities

A- Budget categories

Budget categories for this sub-granting call are the same as the budget categories defined in the CFJ-EN Operational Grant the sub-granting call is a part of:

A. Personnel costs

- A.1 Employees
- A.2 Natural persons under direct contract
- A.3 Seconded persons
- A.5 Volunteers

B. Subcontracting costs

C. Purchase costs

- C.1 Travel and subsistence
- C.2 Equipment
- C.3 Other goods, works and services

For more information on budget categories, please refer to Article 6 and Annexes 2, 2a and 4 of the Grant Agreement between the CFJ-EN and the EU.

B- Specific cost eligibility conditions

Personnel costs:

- Employees or equivalent
- Natural persons working under an employment contract
- Volunteers – declared on the basis of unit costs, in accordance with EC Decision (C(2019)2646)

Volunteers work for free, but costs may nonetheless be added to the budget in the form of a prefixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers).

Purchase costs:

- Travel, accommodation and subsistence – declared on the basis of unit costs, in accordance with EC Decision C(2021)35
- Equipment: purchase (rate of actual use for the action) or leasing (not exceeding depreciation)

Contingency: max 4% of the eligible direct costs

In-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost.

For more information on cost eligibility, please refer to Article 6 of the Grant Agreement attached, and its Annexes 2 and 2a. Please note that you are responsible for keeping records on all the work done and the costs declared.

C- VAT

As is the case with EC grant Beneficiaries, VAT is not eligible for sub-grant Beneficiaries. In order to insure that zero VAT is granted, the CFJ-EN shall inform the Ministry of Finance at an early stage of the sub-granting component of its EC grant contract. Once the names of the sub-grant beneficiaries are finalized a list with those names and details should also be forwarded to the Ministry of Finance. If there is any problem in obtaining the zero VAT the EC office should be informed in order to facilitate the procedure.

7) Audit/visibility

A- Audit

During the audit of actions with sub-granting, an external auditor shall verify the expenditures of each sub-grant Beneficiary and ensure that the activities involved are in line with those of the EC grant contract. Furthermore, the auditor should verify the eligibility of the costs incurred by the sub-grant Beneficiary, the respect of the zero-VAT issues and the use of the correct exchange rates as per the provisions under the EC grant contract. The Beneficiary should keep copies of all supporting documents related to sub-grants for the period as specified in the General Conditions of the EC grant contract (5 years following final payment by the commission). As for the sub-grant Beneficiaries original copies should be kept for the same period.

B- Visibility

The sub-grant beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public). Any materials and results from this project should carry the **logo of the CFJ-EN** and a **short note on the Network and its involvement in the project**. Please refer to the CFJ-EN Brand Guidelines (see annex).

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic




form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant **must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate)**. For additional information on EU visibility rules, please see Article 17.2 of the Grant Agreement between the CFJ-EN and the EU, and the EU emblem rules in annex.

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):








“Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

VI. General information - Annexes




1) Application documents

-  Application form (narrative and budget)
-  CVs of the staff which will be working on the project
-  Child Protection and Safeguarding Policy

2) Legal and administrative references

-  Grant Agreement EC-CFJ-EN 2023
-  Annex II: General Conditions applicable to European Community-financed grant contracts for external Actions
-  Annex III: Budget for the Action
-  Annex IV: Contract-award procedures
-  Annex V: Standard request for payment and financial identification form
-  Annex VI: Model narrative and financial report
-  Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EC financed grant contract for external actions

3) Additional Resources

-  Terms of Reference of the CFJ-EN Child Advisory Boards
-  CFJ-EN Brand Guidelines
-  EU emblem rules

4) Contact

For any further information or inquiry in relation to this call, please contact:

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