

**Aktyvių
piliečių fondas**

Open Lithuania foundation,
OSFL projects and Geri norai LT on behalf of
a consortium of the Active Citizens Fund
announces an open call for projects focused on

INCREASED SUPPORT FOR HUMAN RIGHTS

Outcome 3

Call 1

EEA Grants 2014 - 2021

CONCEPT NOTES. Deadline for submission: 28th February 2020, 23:59 Lithuanian time

FULL PROJECT PROPOSALS. Indicative deadline for submission: 22nd June 2020, 23:59 Lithuanian time

Applicants can contact Fund Operator by tel. +370 5 2685511 or e-mail info@apf.lt

Outcome 3



ACTIVE CITIZENS FUND

The general objectives of the Active Citizens Fund (hereinafter ACF) is to strengthen civil society and active citizenship and empower vulnerable groups.

The ACF program in Lithuania aims to achieve the following outcomes:

- **Outcome 1.** Increased citizen participation in civic activities
- **Outcome 2.** Strengthened civil society watchdog and advocacy role
- **Outcome 3.** Increased support for human rights
- **Outcome 4.** Vulnerable groups empowered
- **Outcome 5.** Enhanced capacity and sustainability of civil society

The ACF program also aims at **strengthening of bilateral cooperation** between civil society organizations from Lithuania and entities from the Donor states as well as **promoting regional exchange and networking**, with a view of sharing knowledge and best practice across civil society.

The ACF in Lithuania is part of the financial contribution of **Iceland, Liechtenstein and Norway** to reduce economic and social disparities and strengthen bilateral relations with 15 EU member states.

1. FOCUS OF THE OUTCOME 3 – INCREASED SUPPORT FOR HUMAN RIGHTS

This outcome aims at increasing public support for human rights and equal treatment, sustaining positive developments in the human rights area, and improving adherence to international human rights standards.

The projects supported through this outcome should be focused on human rights and equal treatment through combating discrimination based on race or ethnicity, gender, disability, age, sexual orientation or identity; addressing the implementation gap between the legislation and practice through strategic litigation and by monitoring and reporting violations of human rights, with more research-based and expert arguments. The program will also support essential and vital human rights defending actions, including, but not limited to, advocacy/awareness-raising campaigns supporting freedom of expression, promoting refugees, migrants, Roma, LGBTI+ rights, anti-discrimination activities, work with gender-based violence victims; strategic litigation initiatives, research and analysis, etc.

A list of activities supported under the **outcome 3 “Increased support for human rights”** (list is indicative and non-exhaustive):

- › Advocacy campaigns related to the promotion of human rights and equal treatment;
- › Watchdog initiatives for the defense of human rights;
- › Awareness-raising campaigns to promote respect and understanding of human rights;
- › Recording of human rights violations;
- › Educational activities on human rights and equal treatment issues;
- › Strategic litigation;
- › Partnerships between NGOs and media to raise awareness or tackle specific concerns around human rights and human rights violations;
- › Development of digital tools and resources;

- › Support to victims of human rights violations, especially of gender-based violence, aiming at empowering them and informing them about their rights,
- › Countering hate speech, including support to networks working with hate crime victims,
- › Activities, promoting LGBTI rights, anti-discrimination activities.

The ACF program is based on the principles of results-based management, therefore each project submitted for this call must contribute to the Outcome 3 and at least one Outcome's 3 indicator, correspond to at least one pre-defined output and measure the achievement with the at least one indicator of the chosen output:

Outcome 3	Indicators
Increased support for human rights	<i>Number of national policies and laws influenced by CSOs</i>
	<i>Share of target group disapproving of public statements that express negative views or hatred against vulnerable groups</i>
	<i>Share of target group expressing favourable views to gender equality</i>

Outputs	Indicators
Implementation of international human rights standards promoted	<i>Number of advocacy campaigns promoting human rights carried out</i>
	<i>Number of strategic litigation cases supported</i>
	<i>Number of CSOs supported to monitor the implementation of international human rights standards</i>
Awareness-raising on human rights and equal treatment promoted	<i>Number of awareness raising campaigns on human rights carried out</i>
	<i>Number of people educated on human rights and equal treatment</i>
CSOs actively address gender equality and GBV	<i>Number of CSOs working on gender equality</i>
	<i>Number of CSOs working on gender-based violence</i>

Projects contributing to the Outcome 3, must also include predefined outcome indicator(s), output(s) and their pre-defined indicator(s) from outcome 5 „Enhanced capacity and sustainability of civil society“. For further information regarding Outcome 5 results framework, please consult the **Guidelines for Applicants.**

Capacity building

Projects under the Outcome 3 must allocate minimum 10% and a maximum of 15% of the project budget to capacity building activities aimed at increasing the capacity and organizational sustainability of the project promoter organization(s) based on individual assessments of organisational capacity. The activities can include capacity building needs analysis, inquiry-based learning activities, developing of transparent and accountable governance procedures, effective management procedures, communication, diversifying funding sources, engaging constituencies, etc.

CALL PRIORITIES

Implementing the ACF program's objectives and responding to the country-specific and thematic concerns, the following priorities for this call are established in Lithuania:

Thematic priorities

- **Better outreach to under-served geographic areas.** Applicants are encouraged to ensure outreach to geographic areas outside Vilnius city.
- **Better outreach to under-served target groups.** Applicants are encouraged to address the needs of target groups that are under-served, in particular, victims of gender-based violence.
- **Better inter-cultural integration with in particular emphasis on national minorities.** Applicants are encouraged to promote inter-cultural integration developing partnerships that involve national minorities' NGOs (in role of applicant or project partner).
- **Better youth inclusion.** Applicants are encouraged to promote youth inclusion and youth participation through involving young people as a target group in their projects and youth organizations as partners in case if projects are targeted at youth.

Regional priorities

- Partnerships including **NGOs registered and operating in areas other than Vilnius city** shall be encouraged.
- **NGOs from geographic areas, other than Vilnius city**, shall be encouraged to submit their project proposals.

Bilateral partnership priority

Aiming to enhance the relations between Lithuanian NGOs and entities in the Donor states (Iceland, Liechtenstein and Norway), **the partnerships of high quality and mutual benefit between diverse Lithuanian NGOs and entities in the Donor states are encouraged.** Further information about possibilities for bilateral cooperation and partners' database can be found on the ACF in Lithuania website in the Bilateral Cooperation section: <https://apf.lt/en/dvisalis-bendradarbiavimas/>.

2. ELIGIBLE APPLICANTS AND PARTNERS

Eligible applicants are NGOs established as the legal entities in Lithuania for at least one year. The eligible applicants must also fulfill the requirements set in the Law on Development of NGO.¹

All eligible applicants, partners and project proposals shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law, and the respect for human rights, including the rights of persons belonging to minorities.²

Political parties, religious institutions, social partners³ or profit-distributing cooperatives are not considered as NGOs and therefore are not eligible applicants.

¹ <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/d415a500124111e48595a3375cdcc8a3?jfwid=zaydj67xa>

² Article 1.2 of Protocol 38c on the EEA and Norwegian Financial Mechanisms (2014-2021)

³ Social partners are defined as trade unions and employers' organizations, as defined by the EU.

Faith-based organizations are eligible only if they meet the principles identified above and if the funded activities do not directly or indirectly promote religious doctrine, mission or proselytism related to the beliefs of a particular faith.

Eligible partner(s) must meet one of the following requirements:

- be a public or private entity, commercial or non-commercial, as well as NGO established as a legal person in Iceland, Liechtenstein or Norway, or in a Beneficiary State, or in a country outside the EEA that has a common border with Lithuania;
- be an international organization or body or agency thereof;
- be an informal, ad hoc or self-help organization that is not registered legal entity in Lithuania. Such organizations must however meet the requirements that they are not for personal profit, act for public good, are voluntary and non-discriminatory in nature, independent of local, regional and national government and other public authorities, and are independent of political parties, religious institutions and commercial organisations. An informal group shall be represented by one single person, who signs the project Partnership Agreement on behalf of the group. An informal group cannot not be a direct recipient of the project grant.

Partnerships are encouraged, but not obligatory. All Partners must share a common goal and actively contribute towards achieving the aim(s) of the project. Partnerships must be based on the qualitative, meaningful and timely contribution of all partners involved in the project (recommended partners' share in the project - 20% - 50 % of the project's activities and budget).

Each applicant can submit only one project proposal for the calls across outcomes 1-5. Same organization can participate in maximum two projects in a partner role (calls across outcomes 1-5).

All eligible applicants, partners and project proposals shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law, and the respect for human rights, including the rights of persons belonging to minorities.⁴

For further information regarding Eligible Applicants and Partners, please consult the **Guidelines for Applicants**.

3. FINANCIAL PROVISIONS

Indicative budget of the call

The indicative budget for the **Outcome 3 „Increased support for human rights“** large, medium and small projects within this call amounts to **€1,135,000**.

Outcome	Indicative budget for small projects in €	Indicative budget for medium projects in €	Indicative budget for large projects in €
Increased support for human rights	50,000	275,000	810,000

⁴ Article 1.2 of Protocol 38c on the EEA and Norwegian Financial Mechanisms (2014-2021)

Grant size and projects' length

According to the grant size and project duration, there are three types of the projects.

Type of project	Min duration	Max duration	Min grant size	Max grant size
Small projects	6 months	18 months	€5,000	€15,000
Medium projects	6 months	18 months	€15,001	€80,000
Large projects	24 months	36 months	€80,001	€150,000

Project grant rate

The ACF program can provide funding of up to 90% of the eligible costs of the project budget. The co-financing shall be provided in the form of cash or in-kind contribution in the form of voluntary work. The in-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing required for the project (5 % of the total project budget). The calculation of the in-kind contribution in the form of voluntary work is explained in the **Guidelines for Applicants**.

Indirect costs

Project promoters and project partners may apply a flat rate up to 15 % of direct eligible staff costs of the project to cover necessary costs related to the realization of the project which are not directly linked to any activity of the project.

Eligible expenditure

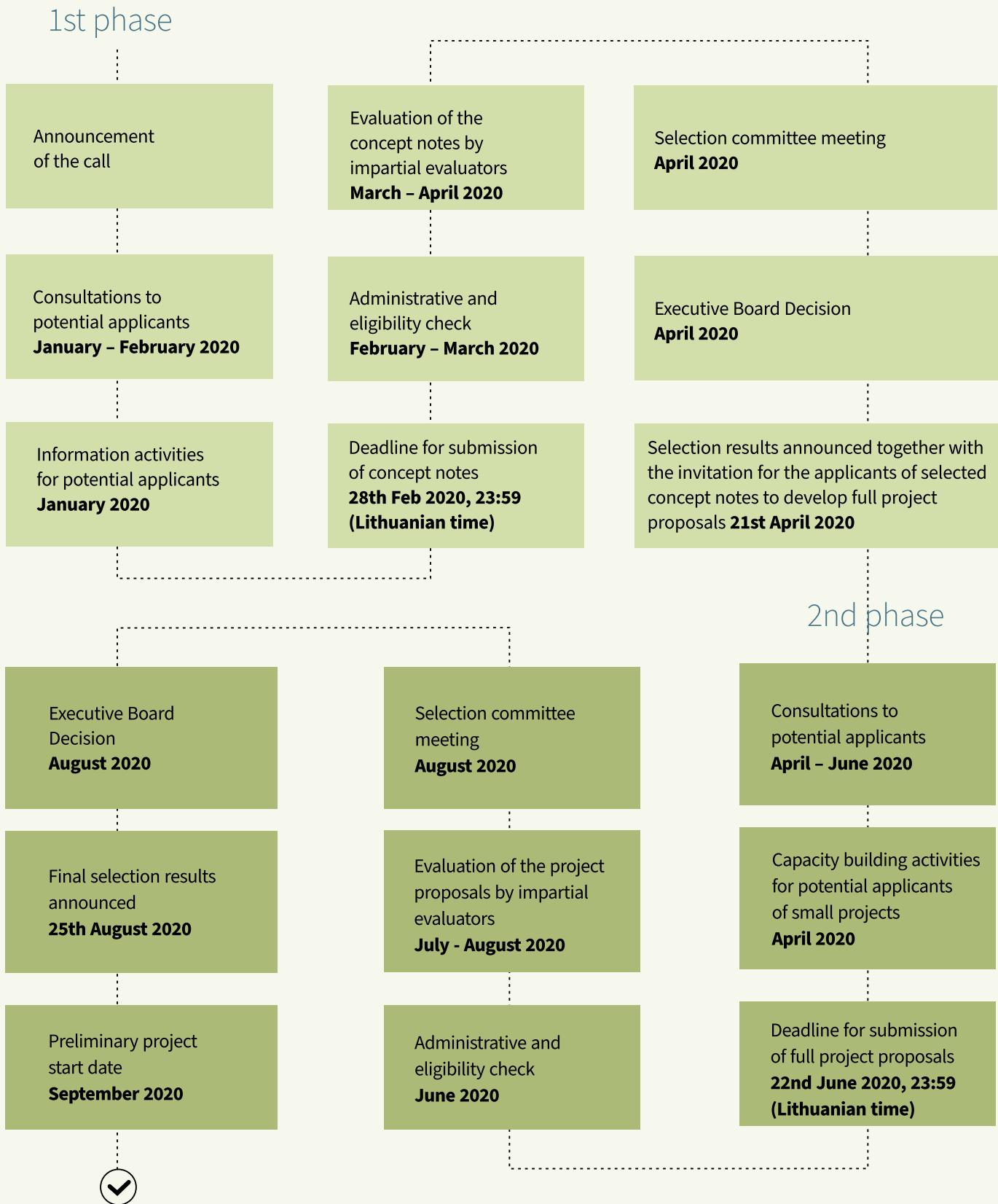
All the budget items must be linked to project activities and comply with eligibility criteria, they have to be necessary and paid within the project period specified in the project contract. All expenditures have to be controllable and proportionate. The eligible expenditures include staff costs, travel costs, costs of services or equipment necessary for project implementation. Detailed list of eligible expenditures and conditions for their eligibility, as well as non-eligible costs are specified in the **Guidelines for Applicants**.

Payments to the projects

The submission of narrative and financial reports is a mandatory condition for the execution of the payments. The number of project reports due by the project promoters depends on the project grant size and duration. Reports have to be approved by the Fund Operator before payments are made. Payments of the project grant shall take the form of advance payments, interim payments and a final payment.

For further information regarding Financial provisions, please consult the **Guidelines for Applicants**.

4. SUBMISSION OF APPLICATION AND SELECTION PROCESS



4.1. CONCEPT NOTE (1ST PHASE)

Complete application of the concept note consists of:

!	A scan of completed concept note form (pdf), followed by the word version (doc or docx);	A scan of signed and stamped (where applicable) Applicant declaration (pdf);	A scan of signed and stamped (where applicable) Partner declaration (pdf).	!
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The Fund Operator reserves the right to request additional information or documents during the whole assessment and evaluation process, if necessary.

The application shall be submitted only in the electronic form to the e-mail address projektai@apf.lt no later than **28th February 2020, 23:59 Lithuanian time**.

Date and time of the arrival of the e-mail with a completed application and all necessary attachments will be considered based on the records of the Fund Operator's server, regardless of the date and time of when it was sent and regardless of the date and time of sending recorded by the sending server. Fund Operator assumes no responsibility for any delays in the delivery of application email, therefore, applicants are recommended to not delay the submission of their applications until the last day. Applications submitted in any other form or way (for example, via fax, regular mail, etc.) or to any other e-mail, shall be rejected.

Concept note's administrative and eligibility check

After the concept note is received, Fund Operator will carry out an initial administrative check of its eligibility based on the information submitted in the application form and Applicant's declaration on the compliance with the administrative and eligibility criteria.

ADMINISTRATIVE AND ELIGIBILITY CRITERIA	YES/NO
<p>The following criteria are elimination criteria, meaning an automatic elimination of the application from further evaluation if it does not comply with even one of these criteria:</p>	
<p><i>Application is submitted as instructed (filled in in Lithuanian language, submitted at the designated email, submitted signed and scanned copy).</i></p>	
<p><i>Application is submitted within the deadline.</i></p>	
<p><i>Organization is not in situation of not paid amounts due, following a final court decision in connection with the NGO Programme 2009-2014 in Lithuania.</i></p>	
<p><i>Project duration is between 6 and 18 months for small and medium projects and between 24 and 36 months for large projects.</i></p>	
<p><i>Grant amount corresponds to determined frames of €5,000 and €15,000 for small projects, €15,001 and €80,000 for medium projects, €80,001 and €150,000 for large projects.</i></p>	
<p><i>This concept note is the first application (according to the date and time of delivery) submitted by the same Applicant.</i></p>	
<p><i>This concept note is one of the first two delivered applications (according to the date and time of delivery) where same organization is in the role of partner.</i></p>	

If needed, the applicant will be asked to provide missing information for the following criteria:

All required annexes and documents are submitted with the application form in the formats indicated by the Fund Operator.

Application is signed by the head of NGO or other authorised person (in this case, letter of authorisation is enclosed).

Applicant declaration, signed and stamped (where applicable), is submitted.

Partner declaration (for each partner), signed and stamped (where applicable), is submitted.

In case the application is lacking certain documents or information that can be supplemented according to the above criteria, applicants shall be asked to provide respective missing parts within three (3) working days. If the application does not meet one of the criteria, it will be rejected as ineligible.

After the administrative and eligibility checks are completed, ineligible applicants will be notified of the rejection of their concept notes from further evaluation. Applicants of ineligible project proposals will have five working days available for appeal against the eligibility decision. Appeals will be considered by the Appeals Committee. The decision of the Committee is final. Appeals can be submitted at info@apf.lt.

Evaluation of the concept note

Two impartial evaluators will evaluate concept notes passing the administrative and eligibility check. After the evaluation of all concept notes is concluded, ranking lists of applications for each type of the project (small, medium, large) will be prepared by the Fund Operator, based on received scoring. Proposed ranking lists will be examined by the Selection Committee. The Selection Committee will make recommendations to the Fund Operator which concept notes shall enter the second phase of the application process. In justified cases, based on transparent criteria, the Selection Committee may modify the ranking of the project applications. The Fund Operator shall, based on the recommendation of the Selection Committee, make a final decision which concept notes shall be further developed.

Project concept evaluation criteria (max. total points - 100)

Criteria	Description of criteria	Score
Justification of problem and its relevance for the target group* *eliminating criterion: If 0, the project is automatically rejected	<i>To what extent are the target groups and their needs defined? To what extent is the problem addressed relevant to the target group?</i>	20
Relevance of Project objectives and proposed solution for the problem addressed* *eliminating criterion: If 0, the project is automatically rejected	<i>To what extent are defined Project objectives considered when addressing the problem and needs of the target group? Is the proposed solution the most efficient / relevant in terms of achieving the expected changes?</i>	20
Relevance of the Project concept for the overall objectives and expected outcomes of the ACF program* *eliminating criterion: If 0, the project is automatically rejected	<i>To what extent does the Project contribute to overall objectives and expected outcomes of the ACF program?</i>	15
Adequacy and feasibility of proposed activities in terms of expected outcomes	<i>To what extent are the Project activities adequate and feasible and to what extent does the attainment of the Project objectives and expected outcomes depend on them?</i>	15
Capacities of the Applicant and Partners required to solve the problem addressed	<i>To what extent is the Project applicant's (and Partner's) team capable of delivering optimal solutions to problems?</i>	10
Thematic priorities	<i>Does the Project include at least one of the following priority aspects?</i> <ul style="list-style-type: none"> • Outreach to under-served areas • Outreach to under-served target groups, in particular, victims of GBV. • Promote inter-cultural integration with special emphasis on national minorities • Promote youth inclusion and youth participation 	Yes – 3, No - 0
Bilateral partnership priority	<i>Does the Project include a partnership with Donor states?</i>	Yes – 4, No - 0
Regional priorities	<i>Does the Project include partnerships with organizations registered and operating in Lithuanian regions other than Vilnius city or is the Applicant a non-governmental organization registered and operating in a region other than Vilnius city?</i>	Yes – 3, No - 0
Financial efficiency	<i>To what extent is the proposed Project concept cost-efficient (value for money)? To what extent is the value of the Project in line with the Project objectives set (is it possible to achieve the Project objectives within the estimated budget?)</i>	5
Capacity building of the organization(s)	<i>To what extent are the aims of the organization in the field of organizational development and capacity building clearly defined and justified?</i>	5

100

Notification on selection results

Applicants will be notified on the selection via e-mail indicated in the application form in April 2020, not later than five (5) working days after the final decision is made by the Fund Operator. The results of the selection shall also be announced at the Program's website.

4.2. FULL PROJECT PROPOSAL (2nd PHASE)

Deadline and submission process for the second phase

Applicants invited to submit full project proposals in the 2nd phase shall complete the full project proposal form based on the concept note submitted in the 1st phase.

Full project proposal consists of:

A scan of completed application form for the full project proposal (pdf), followed by the word version of the full project proposal (doc or docx);	Complete form for project budget (xls orxlsx);	A scan of signed and stamped (where applicable) Applicant declaration (pdf);	A scan of signed and stamped (where applicable) Partner declaration (pdf).
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The Fund Operator reserves the right to request additional information or documents during the whole assessment and evaluation process, if necessary.

Application shall be submitted only in electronical form at the following e-mail address projektai@apf.lt. The deadline for submission of full project applications shall be set **at least two months from the announcement of the shortlisted concept notes**.

Date and time of the arrival of the e-mail with a completed application and all necessary attachments will be considered based on the records of the Fund Operator's server, regardless of the date and time of when it was sent and regardless of the date and time of sending recorded by the sending server. Fund Operator assumes no responsibility for any delays in the delivery of application email, therefore, applicants are recommended to not delay the submission of their applications until the last day. Applications submitted in any other form or way (for example, via fax, regular mail, etc.) or to any other e-mail, shall be rejected.

Full project proposal assessment procedure and criteria

ADMINISTRATIVE AND ELIGIBILITY CRITERIA	YES/NO
The following criteria are elimination criteria, meaning an automatic elimination of the application from further evaluation if it does not comply with one of these criteria:	
<i>Submitted project proposal was selected at the first phase of the application process for further development.</i>	
<i>The outcome indicated in the Application is the same as in the concept note.</i>	
<i>Application is submitted as instructed (filled in in Lithuanian language, submitted at the designated email, submitted signed and scanned copy).</i>	
<i>Application is submitted within the deadline.</i>	
<i>Project duration is between 6 and 18 months for small and medium projects and between 24 and 36 months for large projects.</i>	

Grant amount corresponds to determined frames of €5,000 and €15,000 for small projects, €15,001 and €80,000 for medium projects, €80,001 and €150,000 for large projects.

This concept note is one of the first two delivered applications (according to the date and time of delivery) where the same organization is in the role of partner.

Applicant complies with the Applicant eligibility criteria as specified in the Guidelines for Applicants.

Applicant is a legal entity that has been registered in Lithuania for at least one year.

Partner(s) complies with the Applicant eligibility criteria as specified in the Guidelines for Applicants.

If needed, the applicant will be asked to provide missing information for the following criteria:

All required annexes and documents are submitted with the application form in the formats indicated by the Fund Operator.

Application is signed by the head of NGO or other authorised person (in this case, letter of authorisation is enclosed).

Applicant declaration, signed and stamped (where applicable), is submitted.

Partner declaration (for each partner), signed and stamped (where applicable), is submitted.

In case the application is lacking certain documents or information that can be supplemented according to the above criteria, applicants shall be asked to provide respective missing parts within three (3) working days. If the application does not meet one of the criteria, it will be rejected as ineligible.

After the administrative eligibility assessment process is completed, ineligible applicants will be notified of the rejection of their project proposals from further evaluation. Applicants of ineligible project proposals will have five (5) working days available to appeal against the eligibility decision. Appeals will be considered by the Appeals Committee. The decision of the Committee is final. The appeal can be submitted at info@apf.lt.

Evaluation of full project proposal

All eligible and administratively compliant project proposals will be evaluated by two impartial evaluators in accordance with the criteria set below.

After the evaluation of all project proposals is concluded, ranking lists of applications for each type of the project (small, medium, large) will be prepared by the Fund Operator, based on received scoring. Proposed ranking lists will be examined by the Selection Committee. The Selection Committee shall make recommendations to the Fund Operator on project proposals to be funded. In justified cases, based on transparent criteria, the Selection Committee may modify the ranking of the project applications. The final decision is made by the Fund Operator.

Full project proposal evaluation criteria (max. points: 100)

Criteria	Description of criteria	Score
1. Relevance and importance of the project	Eliminating criterion: If less than 10, the project is automatically rejected	25
1.1	Coherence of the project with the objectives, outcomes and outputs of the ACF program <i>To what extent does the project contribute to objectives and expected outcomes of the ACF program? To what extent does the project contribute to the outputs of the ACF program?</i>	10
1.2	Relevance of the project to the addressed problem <i>To what extent are the target groups and their needs/problem defined? To what extent does the project contribute to the solution of defined problem/ addressing the target group's need?</i>	10
1.3	Long-term impact of the project for the target group, project promoter and wider community/society <i>To what extent does the project bring more sustainable solutions for the target group, project promoter and wider community/society?</i>	5
2. Quality of the project implementation	Eliminating criterion: If less than 10, the project is automatically rejected	25
2.1	Coherence between objectives, activities, results of the project (solid internal logic) <i>To what extent are the objectives, activities and expected outcomes logically interconnected?</i>	10
2.2	Feasibility of proposed activities <i>To what extent are activities planned logical and feasible and lead to realisation of project outputs? Is project feasible within planned timeframe?</i>	5
2.3	Adequacy of project results <i>To what extent are planned target values of indicators adequate and realistic?</i>	5
2.4	Quality of communication measures <i>To what extent are measures planned for communication adequate?</i>	5
3. Value for money		10
3.1	Adequacy of budget with proposed activities <i>To what extent are proposed costs compliant with action plan? Are costs presented sufficiently enough for realization of respective activities and outputs?</i>	5
3.2	Reasonable and justifiable budget <i>To what extent does cost justification make evident what the cost entails and at what price? To what extent are cost estimations based on realistic assumptions? To what extent are indicated costs needed for project implementation?</i>	5
4. Capacity building and sustainability		15
4.1	Sustainability of project outcomes and usability of project outputs after conclusion of the project <i>To what extent is made evident which activities and in what way are going to be continued after the project conclusion? Is it already planned how the outputs and outcomes of the project will continue after the conclusion of the project?</i>	5
4.2	Coherence of capacity needs with capacity building activities planned <i>To what extent are the needs of applicant organization in the field of capacity building defined? To what extent will the project contribute to capacity building needs of organization? Are the resources planned for capacity building in line with the requirements of the ACF program implementation?</i>	10
5. Capacity of the project promoters		15
5.1	Experience of the project team (applicants and partners) in relation to the project <i>To what extent are experiences of the project team (key personnel) relevant for the proposed project?</i>	5
5.2	Organizational and financial capacities of applicant and partner organizations for project implementation <i>To what extent does applicant (and partner) demonstrate financial and organizational capacities for implementation of the project? To what extent is applicant (and partner) adequately technically equipped/skilled for implementation of the project?</i>	5
5.3	Risk management <i>To what extent are project implementation risks identified and adequate? To what extent are measures for identified risk mitigation or elimination adequate?</i>	5
6. Quality of the partnership	<i>To what extent are responsibilities and tasks in the project shared between the applicant and partners? To what extent are the share of tasks and responsibilities between the applicant and partners reflected in the project budget?</i>	5
7. Thematic and regional priorities	<i>If project is in line with at least one of priority aspects in 7.1 OR 7.2 – 3 If project is in line with priority aspects in 7.1 AND 7.2 – 5 If project doesn't reflect any of priority aspects - 0</i>	5
7.1	Thematic priorities <i>Does the project is targeted to young people or involve partnership with youth NGO(s) in case if project is targeted at youth? or Does the project involve target groups from the regions other than Vilnius city? or Does the project involve partnership with ethnic minorities' NGO(s)? or Does the project aim to address needs/empower victims of gender-based violence?</i>	0-3-5
7.2	Regional priority <i>Does the Applicant is an NGO that is registered and operating in the areas other than Vilnius city?</i>	

Notification on selection results

Applicants will be notified on the selection of their project proposals via e-mail indicated in application form not later than five (5) working days after the final decision is made by the Fund Operator. The results of the selection shall also be announced at the Program's website.

5. SUPPORT FOR THE APPLICANTS

Applicants will be offered a wide range of support activities and services at their disposal:

- › **5 information workshops** for potential applicants will be organized in January 2020 in 5 cities of Lithuania (Vilnius, Kaunas, Klaipėda, Panevėžys, and Šiauliai).
- › **5 practical workshops** for the applicants from small local organizations will be organised in January 2020 in 5 cities of Lithuania (Vilnius, Kaunas, Klaipėda, Panevėžys, and Šiauliai).
- › **5 working seminars** for applicants of selected concept notes for small projects will be organized in April 2020.
- › **Counseling via phone or e-mail** will be provided during the office hours (9:00 – 17:00 Monday – Friday).
- › **Answers to the applicants** questions will be published weekly on the **ACF in Lithuania website <https://apf.lt> (F.A.Q. section).**

Information about the support events planned, registration details shall be announced on the **ACF in Lithuania website <https://apf.lt> and FB public group „NVO džionglės“.**



With brief questions, applicants can contact Fund Operator by tel. +370 5 2685511 or e-mail info@apf.lt