

## Annex 3.1. Cooperation

### Specific rules governing the granting of subsidies for Development Cooperation and Education programmes.

General rules for subsidies must be taken into account. They include important factors which must be taken into account before petitioning.

The goal of the Master Plan for Development Cooperation and Education for sustainable human development of the Donostia's City Council 2012-2015 is to contribute to the social transformation for a fairer World and to the eradication of structural poverty and inequality, by supporting coherent and quality endogenous development processes in the South and by promoting social transformation initiatives based on all human rights, equality of men and women, environmental sustainability, non-violence and internationalist solidarity in our town. When establishing the principles by which Donostia's cooperation should be defined, we must talk about concepts such as sustainable and endogenous human development, solidarity between peoples, gender equality, joint responsibility and coherence, structural appropriation and character, synergies and coordination, participation, quality, efficacy and transparency.

Among the tools considered by the Plan to set the cooperation and education actions to be taken, there is the public call for subsidies through open invitation and the engagement to continue with the temporary stability (application requirements to be published within the first quarter of every year), the budget distribution -70% consecrated to cooperation and 30% to social transformation initiatives in the North- and 100% funding of the amount requested, as well as to reduce delays and to minimize the administrative procedures in order to make the organizations' work easier.

This yearly call for subsidies aims to support development actions by means of long-term stable processes, as a result of a deep knowledge of reality and of solid relationships with the local partner.

### Budget

With this objective, the City reserves **747,694** Euros for subsidising the projects described above.

#### Annex 3.1.1. Subsidies for development cooperation projects

##### 1. Purpose

1.1. The purpose of this call is funding of subsidies, in free competition, for the execution of development cooperation projects promoting cross-sectorial gender equality, social and ecological sustainability, human rights and active non-violence.

These subsidies do not cover initiatives for development awareness and education, which are given specific treatment in this call for subsidies.

## **2. Announcement priorities**

As indicated in the Master Plan, those processes and projects with the goals of promotion and respect of human Rights, participation, strengthening of the communities, gender equality, food sovereignty and conscientious responsible consumption will be given priority

## **3. Requirements**

### **3.1. Petitioning organizations**

3.1.1 Organizations with the following characteristics can apply for the subsidies subject to this announcement:

- a) Be a non-profit organization.
- b) Its objectives shall include the development and/or the encouragement of solidarity between peoples, as well the performance of activities with the same purpose of that described in this announcement.
- c) To have a presence and activity in the city, what must be proven by the execution of two public initiatives for awareness raising and development education in Donostia during the last two years.
- d) To be registered with up-to-date information in the Municipal Registry of Associations.

3.1.2. Consortia of organizations (groupings without legal character) may also request subsidies. They will have to name one organization to represent the group in order to meet the obligations, which on being granted a subsidy, the consortium will have to meet.

All the member organizations of each consortium must be non-profit organizations and be registered in one of the official association registries in the Basque Country (Euskal Herria).

Likewise, none of the member organizations of the consortia may be those excluded from being granted subsidies as specified by the General Subsidies Act (13.2, 38/2003).

3.1.3. The following organizations are specifically excluded from this

announcement:

- a) Government cooperation agencies.
- b) Organizations which are not properly registered. This requirement may be waived, in exceptional circumstances, in line with article 3 of the general norms.
- c) Companies or other profit-making organizations.
- d) Organizations which do not meet the requisites specified in the general rules.

### 3.2. Projects

Development initiatives arose as an answer to the direct request of the Development NGOs and popular social movements from the South will be promoted. These initiatives must accompany long-term processes of social transformation and fight against poverty in the frame of the Sustainable Endogenous Human Development and share the transversal lines this Plan has given priority to.

The projects for which subsidies are requested must meet the following requirements:

- a). They will be integrated into the Sustainable Endogenous Human Development paradigm.
- b) They must be gender sensitive in all their stages, since no Project is neutral in terms of gender and a Project without gender perspective damages the women's position. Additionally, Projects must show sex-disaggregated data of the target people, look after the use of gender-neutral language and balanced and no stereotyped images of men and women.
- c) They will not consider the target population as beneficiary, but as holder of the rights and they will promote the strengthening of the human capacities in order to be more demanding.
- d) Projects will be integrated in long-term quality processes and they will inform, justify and coherently explain the needs, objectives, results, activities and resources for the execution of the project and its viability according to the form provided.
- e) As part of a process, they must clearly detail their future ecological and social sustainability.
- f) The petitioning organization must justify its knowledge and sufficient capacity with regard to the project's activity, object of subsidy, as well as its engagement with the Sustainable Endogenous Human Development when carrying out its

internal and external activities

g) The local organization must have its own legal entity and provide sufficient information about the participation of the population and the community involved in the activities, and it will be engaged with the Sustainable Endogenous Human Development when carrying out its internal and external activities.

#### 4. Applications

The organizations taking part in this call for subsidies must submit the following documentation:

a) **General form (model 11200n)**

b) Original documentation about the **project (model 11205n)**, activity or programme for which the subsidy is requested, , together with the **income and expenses budget**, signed by the person in charge of the organization's Secretariat and Presidency, including their names and surnames and their ID card number. Project data will be detailed, **preferably on model 11205n**, which includes the minimum data detailed by the project and by the budget

The budget will be presented with all figures in Euros, specifying local and own resources, subsidies granted and/or requested, exchange rate values, etc. The number of units and price per unit must be detailed for each item. A quote from the supplier must be presented for any purchase of goods or equipment for more than 2,000 Euros.

c) Declaration of being up-to-date on tax payments (National and Local Tax Authorities) and on Social Security payments in case the authorization for an ex-officio verification is not granted

Those organizations paying their taxes out of the historical territory of Gipuzkoa, must always submit the certificates from the corresponding local tax authorities.

d) **Documentation about the local organization**, with information about its experience in community or development programmes.

e) **A document specifying the rights and obligations of the petitioning organization and the local organization**, with specific detail that all goods and buildings will belong to the population and their representatives.

f) **Documentation proving the execution of two public activities for awareness raising and development education in Donostia-San Sebastián during the last two years.**

g) If the subsidy is requested on behalf of a consortium, the **agreement and functions** of each of the organizations involved must be explained in a document, specifying the reasons for the creation of the consortium, the commitment to execution taken on by each member of the consortium, the amounts of the subsidy to correspond to each one of them and the consortium's commitment not to separate during the period of prescription (four years) as referred to in articles 39 and 65 of the General Subsidies Act.

h) All the documentation considered to be taken into account

i) Each and every document referred to in the general rules.

## 5. Evaluation criteria

For the correct evaluation of projects, data proving what is stated and explained must be presented.

Organizations that consider that some items should not be evaluated must justify this.

The maximum score is 209 points.

Only projects with a minimum of 100 points may be subsidised. At the same time, they may only receive a maximum of one third of these points for every section (Organizations/ Fields\_of special interest/ Project technical quality).

The amount available will be distributed in line with the overall points achieved, starting with the organization which has achieved the highest number of points and continuing until the full amount has been used.

Should the last financed project do not reach 75% of the requested amount, that amount will be allocated deducting a 7% maximum of the requested amount from the previous projects.

### 1.- ORGANIZATIONS (44 points)

#### 1.1.PETITIONING ORGANIZATION (24 points)

- |  |    |
|--|----|
| <input type="checkbox"/> The petitioning organization has experience and technical capacity to manage the project.   | 4. |
|  | -  |
| <input type="checkbox"/> The petitioning organization has real presence in Donostia-San Sebastián as justified by the number of members, offices open to the public, technical personnel, activities in the city and participation in networks of recognised activity in the city (Municipal Cooperation Board, Development NGO Coordinator, Zero Poverty Platform, etc) and it will manage the Project from Donostia. | 6. |
|  | -  |
| <input type="checkbox"/> The Project is a continuation of the actions financed by the Donostia's City Council.   | 3  |

- The petitioning organization must include gender equality in its internal and external work and in its structure. 3. -
- The petitioning organization considers active non-violence as a strategic value which is included in the working objectives and methods. 2
- The petitioning organization takes into account sustainable ecological and environmental values for its work. 2
- The petitioning organization is a client and/or a partner of the ethical banking. 2
- The petitioning organization is a consortium of various local Development NGOs. 3. -

### 1.2. LOCAL ORGANIZATION (18)

- The local organization has activity experience and knowledge of the area and the population where the project is going to be carried out. 4. -
- The local organization must include gender equality in its internal and external work and in its structure. 4. -
- The local organization considers active non-violence as a strategic value which is included in the working objectives and methods 2
- The local organization takes into account sustainable ecological and environmental values for its work. 2
- Collaboration precedents between the petitioning organization and the local organization. 2. -
- The Project considers coordinated work, work in consortium or cooperation between different organizations. 4. -

## **2. FIELDS OF SPECIAL INTEREST (84 POINTS)**

### 2.1. PARTICIPATION AND COMMUNITY STRENGTHENING (31 POINTS)

- The target population is involved in the Project identification, execution and management. 5. -
- The project contributes to the generation of processes and areas of real participation for the target men and women. 5. -
- The project promotes the reinforcement of the associative fabric and the networks generation. 4. -
- The project encourages work through existing local groups, such as cooperatives, community-based organizations, development committees, etc. 4. -
- The project is guaranteed by a local democratic representative public institution. 2. -
- The project promotes or strengthens relationships of mutual knowledge and exchanges of experience, people and resources between groups from the South and from Donostia-San Sebastián. 5. -
- The project includes training activities aimed to the strengthening of capabilities and of community and organizational dimensions. 4. -

The project promotes the exchange of knowledge and experience between those taking part in the project, thus favouring the Development education. 2. -

2.2 GENDER EQUALITY (16)

Women take a leading role in political, social and economic development. 6. -

The project promotes women's participation in decision-making places in community and public spaces. 5. -

The project includes training activity to achieve the women empowerment. 2. -

The Project includes the carrying out of training activities to achieve the deconstruction of the hegemonic masculinization and the promotion of new models of men's egalitarian masculinity 3

2.3 HUMAN RIGHTS (19)

The project promotes the defence and strengthening of human rights. 5. -

The Project promotes the defence and respect of the women's specific Rights: a life free of violence, sexual and reproductive Rights and Rights related to pregnancy. 3

The Project supports the peoples without state and their fight for recovering their territories, and promotes the acknowledgment and respect of the local cultural identities, focusing particularly on minority languages. 4. -

The Project supports specially vulnerable and/or disfavoured groups: children, populations from depressed rural and/or urban areas, from conflict areas, refugee, displaced or returned population, population discriminated against on the grounds of ethnicity, indigenism or social and economic group. 4

The Project promotes the denunciation-training of environmental impacts. 3

2.4 ACTIVE NON-VIOLENCE (8 points)

The project takes into account protest activities and activities claiming rights, from the local to the international level, using active non-violence. 3. -

The project contributes to the conflict resolution through active non-violence. 5. -

2.5 FOOD SOVEREIGNTY (5 points)

The project helps constructing food sovereignty. 5. -

2.6 CONSCIENTIOUS AND RESPONSIBLE CONSUMPTION (5 points)

The Project promotes conscientious and responsible consumption. 5

**3. Project's technical quality: 83 points**

3.1. PROJECT (63 points)

The project offers appropriate information about the context and the reality which its addresses and justifies the need for it and its appropriateness. 5. -

- Information is offered about the way in which the project has been identified and drawn up. 4.  
-
- Previous assessment has been carried out on the project. 3.  
-
- Groups of men and women with specific characteristics in the target population are defined. 4.  
-
- The Project considers the characteristics and conditions of the target men and women when defining the methods to be followed by the project, always respecting the rhythms and dynamics of analyse, reflection and decision making of the people involved. 4
- The objectives, indicators and results expected from the project are defined. 4.  
-
- The results expected include equal participation for men and women in terms of the project's benefits. 4.  
-
- The results include possible negative side effects for men and women. 3.  
-
- Specific, objective and verifiable indicators allow for more than a simple description and measurement of the results, enabling analysis and interpretation of what happened throughout the Project 2
- There is coherence between the activity's justification, the objectives planned, the activities proposed and the results expected. 4.  
-
- The project forms part of the petitioning organization's and the local organization's wider strategy for development beyond the execution of the project. 5.  
-
- The project contains sufficient information about technical questions (technical viability). 4.  
-
- The project guarantees financial viability for the whole project and not only for the part for which the subsidy has been requested. 4.  
-
- The project advances positive ecological impact. 3.  
-
- The Project promotes the responsible and efficient use of resources and energy 3
- The project guarantees future sustainability once external aid has finished. 5.  
-

### 3.2. BUDGET (13 points)

- The budget specifies and is appropriate to the activities presented. 6.  
-
- There is an appropriate relationship between the activities, resources, costs and number of target people. 4.  
-
- The planned resources are easily accessed by the men and women in the target group. 3.  
-

### 3.3. SYSTEMATIZATION AND ASSESSMENT (7 points)



- The Project describes the way in which it will be followed up by the petitioning organization and by the local organization. 4
- A Project assessment or systematization is foreseen. 3

In addition to the criteria specified, the Cooperation Section will be able to compare the organization's track record, consult Euskal Fundoa, the Development NGO Coordinator and other organizations and, if necessary, hold interviews with the petitioning organization.

## 6. Instructions and proposal

Procedural instructions will be given by the Cooperation technician.

The Evaluation Commission, referred to in article 9 of the General rules, is made up of:

- The Head of Education and Social Development Services.
- The Head of Cooperation, Equality, Human Rights and Cultural Diversity, or whoever he/she may designate.

The Evaluation Commission will give Donostia Municipal Cooperation Committee its provisional proposal with regard to the granting of subsidies before giving its final approval.

## 7. Decision

7.1. The organism with power to decide on the process is Donostia-San Sebastián Local Government Committee.

7.2. The maximum period for taking the decision, publishing and/or giving notification about the decisions taken is six months. If this period expires without any specific notification having been given, those petitioning should understand that their request for subsidy has not been granted.

## 8. Subsidy amount

8.1. The amount granted will not be more than 80% of the total project amount. The local organization's contributions, if there are such, must be explained in detail.

8.2. The amount granted will be 100% of that requested. In no case may this amount be more than 80% of the total project amount, nor may it exceed the quantitative limits specified in points 8.4, 8.5 and 8.6.

8.3. Any income created by the project must be used on the project itself.

8.4. The maximum amount to be requested is 130,000€ per organization, whether by consortia or individually.

8.5. Projects presented individually can receive subsidies of a maximum of 60.000 Euros.

8.6. Projects presented by consortia can receive subsidies of a maximum of 70,000 Euros.

8.7. Organizations created after January 1st, 2012 and which cannot prove that they have administrated similar cooperation totals to that requested can receive a maximum subsidy of 15,000 Euros.

## 9. Subsidizable expenses

The types of expenses that can be budgeted for subsidies are the following:

a) Purchase of equipment and material, supplies and productive assets; local personnel and working expenses; training and preparation. Subsidies can only be used for acquiring land and buildings in exceptional cases and, in all cases, this is subject to trustworthy evidence that they will become property of the community. Transport costs from foreign countries must be shown to be indispensable and justified, as must their purchase outside the country in which the project is carried out.

b) Technical reports about partial aspects of a project whose overall viability is already guaranteed may not be more than 3%. If any report informs that the execution of part of a project may be unfeasible, the organization will have to inform the Cooperation Service about this. All expenses must be explained and justified; expenses from analysis must be from the year before the presentation of the project.

c) The subsidy may cover expenses connected with awareness in our city when people are going to be taken to the communities where the project is going to be executed. This expense, explained and detailed in the project budget, may not be more than 3%. In this respect, the Cooperation Section, knowing of the petitioning organization's intention, will study the organization's proposal with the Municipal Committee to decide on further complements.

d) Indirect costs: Up to a maximum of 8% of the subsidy can be used for expenses connected with project administration.

## 10. Subsidy payment

Once the appropriate body has approved the subsidy, 70% of the total will be paid to the organizations.

The second payment, of the rest of the subsidy, will be made once the use of 50% of the first payment of the subsidy granted has been justified.

Given the subsidies' objectives and the non-profit making characteristics of the beneficiaries, no guarantee will be required for any advance payments made.

For each payment the City Hall must receive the certificates of being up-to-date on tax payments (National and Local Tax Authorities) and on Social Security payments, unless the authorization for an ex-officio verification is granted.

Those organizations paying their taxes out of the historical territory of Gipuzkoa, must always submit the certificates from the corresponding local tax authorities.

## 11. Justification and execution

11.1. The partial justification of the subsidy will be carried out according to the terms laid out in article 16 of the general norms and by presenting the descriptive and economic **intermediate report**, which will include the economic balance, signed by the organization and with the corresponding technical evaluation. This report must be presented no later than one year after the initial payment. Preferably form 11208n

11.2. Once the project has finished it will be necessary to justify the total amount of the subsidy granted by presenting the **final descriptive and economic report** according to the terms specified in article 16 of the general rules, including the total economic balance for the project, signed by the organization. The final report will be presented no later than 24 months after the initial payment. Preferably form 11208n

Together with the final report , the following documentation must be attached:

1.- Form 11207n

2.- A copy of the reports, programmes, publications, informative posters and any other graphical or written documentation prepared as a consequence of the economic help received.

3.- In case the granted amount is above 60.000€, a copy of the invoices paid ordered in terms of the items defined in the request budget.

Those organizations paying their taxes out of the historical territory of

Gipuzkoa, must always submit the certificates from the corresponding local tax authorities.

4.- Declaration of being up-to-date on tax payments (National and Local Tax Authorities) and on Social Security payments in case the authorization for an ex-officio verification is not granted.

11.3. If form 11208n is not used for justification, it will be necessary to submit documentation including all the data from the above mentioned form. Additionally, a copy of the invoices paid or a list of them, ordered in terms of the items defined in the request budget and specifying the following data: invoice number, invoice date, sum total and VAT and tax ID number of the invoice issuer signed by the persons in charge of the organization's Secretariat and Presidency, together with their names and surnames and ID card numbers.

11.4. International United Nations organisms are exempt from presenting justifying invoices for using funds, it being understood that the specific accounting controls of the various United Nations agencies are justification in themselves.

11.5. Donostia-San Sebastián Cooperation Section is entitled to carry out a more detailed **evaluation** about the project's execution. If carried out, this evaluation will be done by the Section itself or by the **competent people it designates to do so**, and the subsidized organization commits itself to giving access to the place where the activity was carried out and to the financial documentation.

11.6. As stated in article 17 of the general norms, non-compliance with these obligations will lead to the reappraisal of the subsidy as specified in procedures.

11.7. The subsidized organization must obtain the Cooperation Section's specific consent to carry out any substantial modifications in the execution of the activity. The following will be considered to be substantial modifications: changes in the objectives, the population involved or variations in the budget of 10% or of more than 500 Euros in any single item.

## 12. Budget

The amount the City Hall assigns for subsidizing the projects described in the Annex is 523,385.80 Euros.

If it is foreseen that any money will be left over from the subsidies specified in this Annex, this would be used to increase the subsidies foreseen in Annex 3.1.2.