

# RESISTIRÉ Project

RESponding to outbreakS through  
co-creaTive inclusive equality stRatEgies

PILOT PROJECT

## **RESILIENT TOGETHER WE WILL SURVIVE SECONDARY TRAUMA**

**A digital platform to cultivate the wellbeing of people  
working with survivors of gender-based violence**

Call for proposals

## Guidelines for Applicants



**Acknowledgement and Disclaimer**

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## ABOUT RESISTIRÉ: Objectives and Conceptual Framework

RESISTIRÉ (Responding to outbreaks through co-creative inclusive equality strategies and collaboration) is a two-year project funded by EU Horizon 2020, designed to advance the understanding of gender and other inequalities caused by policy responses to the COVID-19 pandemic.

The objectives of RESISTIRÉ are:

- 1) To understand through qualitative and quantitative research the impact of policy responses to COVID-19 on behavioural, social and economic inequalities in the EU27, Serbia, Turkey and the UK
- 2) To develop and promote policy solutions that can be adopted by policy makers
- 3) To co-create innovative solutions that can be implemented by stakeholders and actors in different sectors to reduce inequalities.

These **Guidelines for Applicants** were conceived in the context of objective no 3.

The conceptual framework of RESISTIRÉ is informed by an **intersectionality** and **gender+** approach.

The term intersectionality describes how different inequality grounds, such as ethnicity, social class, age, gender, sexual orientation and other individual characteristics, intersect with each other and overlap<sup>1</sup>. The result of this interaction is the generation of new and different forms of inequalities<sup>2</sup>. Gender is probably the most universal inequality ground (women make up 51% of world's population)<sup>3</sup>. The gender+ approach focuses on how this specific inequality ground intersects with other inequalities<sup>4</sup>, recognising that women are not a homogeneous group and that "other axes of inequality always intersect gender"<sup>5</sup>.

After collecting and analysing policy responses and related data from a gender+ perspective (objective 1), the project worked to translate them into operational insights and co-created solutions, to mitigate the negative and unequal impacts of COVID-19 (objective 2).

This was accomplished through a co-creation phase consisting of an action-oriented analysis carried out by researchers and civil society stakeholders working together in **Open studios**. Open Studios are a technique developed to design policies and innovative solutions in a participatory way that brings together different expertise and participants' experience<sup>6</sup>. During Open Studios, participants analyse the current situation and

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<sup>1</sup> CRENSHAW, Kimberly (1989) Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics. University of Chicago Legal Forum 140: 139–67.

<sup>2</sup> VERLOO, M. (2013) Intersectional and cross-movement politics and policies Signs 38(4), 893–915.

<sup>3</sup> BUSTELO, María (2015) Evaluation from a gender+ perspective as a key element for (re)gendering the policymaking process. Journal of Women, Politics and Policy. Special issue in Policy Making.

<sup>4</sup> Ibidem.

<sup>5</sup> This inequality ground probably the most universal one (women make up 51% of world's population).

LOMBARDO, E., MEIER, P., & VERLOO, M. (2017) Policymaking from a gender+ equality perspective. Journal of Women, Politics & Policy, 38(1), 1–19.

<sup>6</sup> BOYER B., COOK J., STEINBERG M. (2011) In Studio: Recipes for Systemic Change, Helsinki Design Lab.

depict possible improved scenarios, thereby co-creating 'better stories'. The 'better stories' identify how a given (negative) social situation can be improved. They serve to inspire and form the basis for the development of more concrete actions, such as pilot projects.

## RESISTIRÉ OPEN CALLS FOR PILOT PROJECTS

The innovative solutions identified in Open studios have been transformed into a series of **pilot project concepts**, valued as potentially effective in reducing gender+ inequalities in specific domains. In addition, these projects are thought to strengthen small-scale resilience in response to current and future pandemics.

RESISTIRÉ intends to apply and develop these pilot projects by involving civil society organizations, through the launch of a series of calls for proposals (objective 3). Organisations selected under these calls will be asked to use the allocated funding to contribute their expertise and demonstrate the effectiveness of the developed innovative solutions.

In this regard, these Guidelines for Applicants detail information on the pilot project entitled **RESILIENT TOGETHER: WE WILL SURVIVE SECONDARY TRAUMA**. The Guidelines also provide directions on how to structure and submit an application, information on eligibility and evaluation criteria.

## TECHNICAL SPECIFICATIONS

### Description of the pilot project

#### Background

During the COVID-19 pandemic, all forms of GBV increased, including digitally-enabled violence. Lockdowns, increased isolation, movement restrictions and similar limiting measures have contributed to the intensification of the phenomenon, both in real life and online.

The sector responsible for combating and responding to gender-based violence, while being extraordinarily supportive, has also been shaken by the crisis, showing some of its structural fragilities.

RESISTIRÉ's research showed that most of the National Recovery and Resilience Plans (NRRPs) of European countries do not mention GBV among the areas to be funded through recovery strategies. Nor do they mention digital violence and how to tackle this growing phenomenon. Furthermore, support mechanisms for people working with victims/survivors of gender-based violence, including digital violence, are not addressed in the plans.

However, practitioners in this field are highly exposed to the risk of suffering secondary trauma, burn-out, compassion fatigue, exhaustion or depression. Often these people, due to their overwork, ignore their need for self-care and/or even fail to recognise it.

While numerous studies and literature have been devoted to documenting the occurrence and importance of secondary trauma, less research and programmes have been devoted to its prevention, as well as strategies and actions to counter it.

The creation of safe spaces for exchange on secondary trauma, as well as the development of peer support programmes were called for during the Open Studio and served as the basis for the innovative action under this call.

This pilot project aims to bridge the gap by creating a Community of Practice (CoP) for people working with GBV victims and survivors. The CoP is intended to create a co-learning model, as well as being a peer-support and solidarity group, empowering people who are at risk of experiencing secondary trauma and burn-out, while also contributing to the creation of a more resilient and supportive ecosystem of dealing with GBV.

### Objective(s) of the pilot project

*"There is always a better story than the better story."*  
(Dina Georgis, 2013)

The overall objective of this pilot action is to cultivate the **wellbeing of people responding to victims-survivors of GBV**, including digital GBV, to address their risk of secondary trauma and to foster a working environment and/or organizational mechanism to ensure that they receive the support they need. This will be achieved through the creation of a Community of Practice (CoP).

The Cop's goal is to empower social workers, NGO workers and volunteers responding to and supporting victims-survivors of GBV (in short 'respondents') who have experienced or are at risk of experiencing secondary trauma<sup>7</sup> and burn-out<sup>8</sup>, as well as to increase their resilience and the impact of their work.

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<sup>7</sup> In the context of this call, secondary trauma refers to the stress experienced by those who respond to GBV victims professionally or on a voluntary basis. A general understanding of secondary trauma defines it as the "natural and consequential behaviours and emotions resulting from knowing about a traumatizing event experienced by a significant other (or client) and the stress resulting from helping or wanting to help a traumatized or suffering person". See: Figley, C.R. (1995). *Compassion fatigue: Coping with secondary traumatic stress disorder in those who treat the traumatized*. Routledge.

<sup>8</sup> Burnout is more usually related to the demands of work and its contextual components, such as long hours, insufficient support or control, and heavy workload, which is particularly difficult to acknowledge and address where the work includes an element of compassion fatigue (Williamson et al. (2020). 'Secondary trauma: Emotional safety in sensitive research'. *Journal of Academic Ethics*, 18(1), 55-70.).

The creation of a Community of Practice (CoP) should lead to realizing the following specific objectives:

- **To increase awareness and understanding of secondary trauma**, so that respondents to GBV are able to recognise when they themselves require assistance and support
- **To create a set of interactive tools** that help identify, address, and prevent individual and organizational risks of secondary trauma and burn-out
- **To build a solidarity and co-learning network** so that respondents to GBV can benefit from diverse, multi-agency, multi-site experiences and better stories of capacity-building, well-being, self-care and community care towards a more resilient and supportive ecosystem of dealing with GBV.

### Expected tasks

The specific tasks that the applicant is expected to perform are as follows.

**1. As part of the submission**, the applicant should have identified a number of national/regional NGOs, public agencies, individual actors and other operators/organizations working with victims/survivors of GBV that are interested in participating in the pilot.

- Potential partners should include women and LGBTQI+ organizations as well as other experts that work with GBV victims/survivors.
- As there has been a clear increase in online violence, organizations that specialize in digital GBV should also be included.
- Cooperation with organizations working in the field outside of the pilot country is encouraged, where possible.

**2. Create a Community of Practice (CoP)** upon project launch by formalizing the network of partner organizations/individuals. This step should include identifying an organizational structure and assigning roles within the CoP, as for example in the following preliminary outline.

- The Pilot Lead: the applicant responsible for managing the CoP and overseeing the project in general.
- The Core Team: the applicant plus selected representatives from participating organizations<sup>9</sup>.
- The Community of Practice: all actors/stakeholders within the network of participating organizations.

**3. [Core Team] Define a strategy and a set of activities and processes** for the CoP functioning. Some examples of strategic steps can include (but are not limited to):

- **Creating a safe and collaborative digital space** for the members to learn from one another and share their knowledge and experiences
- **Identifying a communication strategy** within the network to facilitate horizontal and vertical flow

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<sup>9</sup> Project resources might be used to engage representatives from participating organisations as part of the Core Team.

of information within and between partners. Stakeholders should have a way to share reflections, ask questions and expose difficulties that could be addressed in the project

- **Implementing loose monitoring systems** and initial responses to continue learning and quickly 'prototype' solutions.

**4. [Core Team] Search for insights** within and beyond the CoP through desk research, interviews, workshops etc. Some examples of actions to collect initial insight can include (but are not limited to):

- **Carrying out a needs assessment** to identify challenges and risk areas faced by individual actors within organizations. Needs assessment: Mapping of strengths, weaknesses and threats among partners within and beyond the CoP
- **Mapping inspirational practices** and better stories (both within organisations as well as beyond the network's territorial coverage)
- **Contacting external experts**, including but not limited to mental health experts specialized in the field of GBV.

Although the Community of Practice (CoP) may be formed at the regional or national level, the Core Team is encouraged to reach out to organizations outside of the implementing country in order to exchange ideas, learn better stories and feed the knowledge of the group through cross-border experiences of responding to GBV in general and secondary trauma in particular.

**5. [CoP] Co-Design of creative tools, modules and programs** based on accumulated insights from Task 4.

- **Implementing the co-design activities:** co-creation efforts should include stakeholders at various levels across the network (including mental health specialists).
- **Co-creating tools, modules and programmes:** they might include (but are not limited to): capacity-building tools, wellbeing and psychological support, areas for peer-to-peer learning and sharing, and the use of creative tools and embodied practices (such as laughing therapy sessions, humour, dance, yoga, qigong, tai chi, creative writing, somatic awareness and other body-based practices).

Key objectives of these tools and programmes may include: increasing awareness to recognize and prevent secondary trauma and burn-out, facilitating solidarity, encouraging story-telling as healing/inspirational practice, and encouraging engagement at all levels, including workers AND their managers, etc.

**6. [Core Team] Assemble tools, modules and programs in a limited-access online platform** (could be in the CoP's shared language or multilingual). This platform is intended to disseminate co-design tools in an approachable and interactive way and allow members to interact with and learn from one another, for instance by:

- Including a number of tools, modules and programs based on the outcomes and ideas generated by the CoP
- Providing a space to share reflections, ask questions and expose difficulties that could be addressed through the project

- Collecting better stories of addressing burn-out and secondary trauma
- Paying particular attention to tools that support those who respond to victims/survivors of digital violence, as well as other forms of violence that have intensified with the pandemic
- Including international modules where possible – the ultimate goal will be to open the platform to a broader / international audience to share the collected know-how with people outside of the CoP who have experienced secondary trauma as a result of working with GBV.

The platform will disseminate co-designed tools/modules and programmes to be implemented online but can also include activities to be undertaken in person.

Testing phase: The Core Team will follow up the release of the platform with a validation phase, where concepts are presented and ‘tested’ with members of the CoP. Consulting external experts, such as mental health experts, is also highly encouraged in the testing phase.

## 7. [Project Lead] Communicate lessons learned in a report for sustainability and replicability.

- Communicate lessons learned throughout development and implementation: What did you learn? Do you see any gaps in the initiative? Where should be improved in the process/result?
- Identify opportunities for long-term impact: How can this project be sustained/expanded/replicated elsewhere? What are the challenges/obstacles to long-term success?

## Key considerations

Cross-cutting elements that should be applied throughout the pilot include the following.

- **DIGITAL violence as a particular focus:** While the platform does not exclusively address the needs of respondents to digital GBV (as respondents often deal with other forms of GBV as well), it should develop support networks, tools and mechanisms that address the challenges and needs unique to this intensifying form of GBV.
- **Participatory approach:** Using an open-ended co-creation process involving stakeholders at various levels in order to:
  - Give voice to the various respondents to victims-survivors of GBV (as central actors AND key targets in this initiative)
  - Enable a sense of “shared ownership” in the initiative and its outcomes.
- **Collaboration with experts:** Emphasizing the role of experts (particularly mental health specialists) in this platform; allocating a budget to allow them to participate in both co-creation and implementation efforts.
- **The importance of language in such an initiative:** Using affirmative language to communicate the ideal of ‘thriving’ rather than mere survival; emphasis on the importance of prevention, healing and well-being in the face of secondary trauma and burn-out.
- **Gender+ Perspective:** Making sure that the network is diverse and inclusive of organizations and individuals that work with GBV among vulnerable communities, including the LGBTQI+.



communities of colour, ethnic and religious minorities, migrants/refugees, people facing poverty, and people with “disabilities.”

### Required outcomes

- A Community of Practice (CoP) created with the participation of people who are working with victims/survivors of GBV from a gender+ perspective.
- A digital platform created and used by members of the Community of Practice (CoP), with the goal of eventually making it publicly available.
- A concise project report describing the modules, tools and support mechanisms that populate the digital platform. The report will also include an informative section on need assessment, mapping, co-creation and final test.

### Territorial scope

It is expected that the successful applicant will develop the project in one of the countries involved in the RESISTIRÉ project (EU27+ Turkey, Serbia, Iceland and the United Kingdom) except Spain, Austria and Turkey, since applicants from these already received funding to implement the first cycle pilot projects. However, cooperation with organizations working in the same fields in RESISTIRÉ project countries is highly recommended.

### Timeframe of the project

The pilot project should start in October 2022 and the foreseen end is May 2023. An example of a general work schedule for the implementation of the project could be organised as follows:

#### Prep for submission

- Task 1 - Preliminary mapping of potential members and organizations who may be interested in joining the Community of Practice (CoP)

#### Month 1

- Task 2 - Further development of network/potential members and organizations to be invited to the Community of Practice (CoP)
- Task 3 - Preliminary planning of the project

#### Months 2 and 3

- Task 2 - Creating a Community of Practice (CoP) by formalizing partnerships and structuring the working conditions of the group with the members
- Task 3 - Establish a communication strategy to connect individuals across the Community of Practice (CoP)

#### Months 4 and 5

- Task 4 - Conduct a needs assessment among partners within and beyond the CoP and map inspirational practices



- Task 4 - Identify an external pool of stakeholders and experts to be consulted in research activities
- Task 4 - Setting up interviews and workshops with international/transnational stakeholders and experts
- Task 5 - Co-creating the content of the digital platform and identifying the most viable, accessible and supportive type of platform (using co-design).

#### **Months 6 and 7**

- Task 6 – Developing a co-designed digital platform

#### **Months 7**

- Task 6 - Finalisation of the content for the digital platform

#### **Months 8**

- Task 6 - Testing for making the digital platform (or part of it) ready to share publicly
- Task 7 - Final Reporting - Determining the roadmap for the future of the Community of Practice (CoP).

Applicant organisations will be asked to provide a detailed work schedule of activities.

#### **Risks and how to mitigate them**

The selected organisation can identify and point to others during the course of the project, and provide relevant mitigation strategies where capable.

One important consideration would be to adopt a “trauma-sensitive” approach to all stages of the project and pay particular attention to devising “trauma-sensitive” material and processes. The risk of triggering trauma should be taken seriously and measures (e.g., referral to or support from mental health professionals) should be considered.

## **WHO CAN APPLY AND WHAT EXPERTISE IS REQUIRED**

Eligible applicants are non-governmental organizations, associations, foundations, research centres, and initiatives whose work focus on responding to GBV.

Applicants must have prior experience in designing and delivering wellbeing activities for those working on GBV, as well as in developing peer-learning models such as communities of practice and solidarity networks. In addition to their experience in well-being practices, having existing connections to or collaborations with organizations and initiatives that work with victims-survivors of digital GBV is critical given the pilot action's time constraints.

The pilot project is expected to be primarily coordinated by the main applicant, who will engage with relevant, key stakeholders in the development of the Community of Practice (CoP). The members of the

group will co-create the digital platform, with the main organization taking the lead in the co-creation process as well as in logistical and organizational tasks.

Transnational organisations are welcome to apply, as long as their proposal is grounded in at least one national context.

Under this call, applicants are required to have documented and proven experience in the following areas:

- Excellent knowledge of wellbeing issues, embodiment practices, community building and trauma work (please see the Application Form for details)
- Experience in co-creation processes, as well as the design and use of participatory tools in building communities of practice
- Established network and collaboration with local associations and grassroots organisations working with victims/survivors of GBV
- Project development in all its components (budgeting, planning, implementation, reporting)
- Good command of the English language to ensure effective communication and cooperation with members of the RESISTIRÉ consortium.

The following factors would give the applicant an additional advantage:

- Experience in European projects
- Membership in European or international networks that might reproduce the pilot in the future.

## HOW TO APPLY

To apply for this call, organisations are invited to use the **Application Form for Technical Proposals** available on the RESISTIRÉ website.

Applications should be submitted no later than **Friday 29 July 2022, 5 p.m. CET**

**Applications must be submitted in English.**

## EVALUATION PROCESS

Financial support will be awarded to successful applicants following an open and transparent selection process based on the assessment by a panel of researchers and experts from the RESISTIRÉ consortium.

The basic guarantees of transparency are in the application of the following:

- Selection criteria publicly disclosed as part of this call (see below)

- A two-stage selection process through equitable, written assessment of applications against the relevant selection criteria, complemented by an online Q&A session with shortlisted organisations.

The main evaluation criteria will be related to:

- a) Alignment with the RESISTIRÉ objectives and conceptual framework
- b) Alignment with the pilot project objectives
- c) Conformity with the expected outcomes
- d) Description of the pilot project innovation
- e) Scalability and replicability
- f) Justification of the proposed budget
- g) Previous experience of the applicant.

For each evaluation criterion, a score from 1 to 5 will be given, except for a) and g), where the score will range from 1 to 10. Following these criteria, the maximum score that can be awarded to proposals will be 45. Proposals scoring below 20 will not be considered eligible for funding.

The three organisations obtaining the highest score will be entered in a shortlist and admitted to the next selection phase. The communication to the shortlisted organisations will be given by email. In case one or more applicants withdraw, those with the higher scores immediately following them will enter the shortlist.

Ultimately, the final selection of one or possibly two successful applicants for the pilot project will be based on written documents, and also complemented by an online Questions & Answer (Q&A) session between the candidates and the RESISTIRÉ jury panel.

## EXTERNAL MONITORING PROCESS

Throughout the project implementation, the candidate will be asked to participate in periodic meetings for the monitoring and evaluation process (to be communicated afterwards).

## BUDGET AVAILABLE AND FINANCIAL CONDITIONS

### Budget available

The total maximum available grant for the project will be 35,000 euros.

## Financial Conditions

Funding is provided exclusively to meet the costs incurred by the specific project and may not be used to meet costs on another separate project or activity. Any commitment incurred before the grant starting date or any commitment in excess of the amount awarded, is the responsibility of the applicant.

**The maximum grant amount set out in the agreed final budget can NOT be exceeded.** The maximum grant amount of the application is calculated on the estimated and justified eligible costs submitted by the applicants to implement the pilot project. Only justified eligible costs may be used to determine the maximum grant amount.

Payment will be limited to the actual costs within the maximum grant amount set out in the agreed final budget. All costs associated with the project must be itemised and fully justified in the appropriate section F. of the Application Form. ESF, on behalf of the RESISTIRÉ project, reserves the right to examine, in detail, all items of expenditure charged to an award.

The main categories of costs which can be funded by this grant are indicated in Annex 1.

All costs should be included in EUROS (€).

## Payment Conditions

The contract will be a lump sum one. The Grant Agreement will be signed with one organisation only, who will exclusively receive payments, according to the following schedule:

- 33% upon signing of the Grant Agreement
- 34% upon completion of Task 4
- 33% upon approval of the final report.

## TIMEFRAME OF THE CALL

The timing of the present call for proposals is summarised in the following timetable.

Launch of the call	Thursday 16 June 2022
Deadline for applications	Friday 29 July 2022
Selection of a shortlist of applicants	1 - 19 August 2022
Communication to the shortlisted applicants	Monday 22 August 2022
Online Question and Answer sessions	26 August – 31 August 2022
Notification to awarded applicants	Friday 2 September 2022
Signature of the Grant Agreement	September 2022
Start date of the Pilot Projects	Monday 3 October 2022

## SUPPORT FOR APPLICANTS

The RESISTIRÉ consortium maintains a frequently asked questions (FAQs) section available on the project website: <https://resistire-project.eu/pilots-faq/>. It will be updated as new questions arise, through the duration of the call. The answers that applicants cannot find in the FAQs section can be submitted by contacting [aglietti@knowledge-innovation-org](mailto:aglietti@knowledge-innovation-org), [marina.cacace@knowledge-innovation.org](mailto:marina.cacace@knowledge-innovation.org).

## AWARDING ORGANISATION

### Administrative duties

The administrative tasks for the selected applicant, including activity reporting and related documents will be provided during the negotiation and contracting phase.

The selected applicant will be requested to sign a Grant Agreement, after providing appropriate documentation to prove the following:

- Legal existence: Deed or Articles of Association (corporate statutes)
- Legal representative: Copy of Power of attorney document (if applicable), National Identity Card
- Tax Agency Documentation to evidence the fulfilment of tax obligations
- Certificate of up-to-date Social Security payments to evidence the fulfilment of obligations
- Financial statements: P&L, Balance sheets (from the previous year). In the case that it is the first year of activity, it will not be asked any further information
- Bank Account information: IBAN & SWIFT code (if applicable).

### Obligations of beneficiaries

Successful applicants formally accept the following conditions in case of being awarded as the beneficiary of the present call:

- Beneficiaries accept their responsibility for the accuracy and veracity of data and documents submitted for proving the fulfilment of the eligibility criteria when submitting their applications
- Beneficiaries will provide documentary evidence proving the provision of services
- Beneficiaries are obliged to store the documents for external audit purposes until January 2026 either on paper or electronic version
- Beneficiaries will make references to public funding from the EU, including suitable logos, and EU flag
- Beneficiaries will include references to the RESISTIRÉ project and specifically show that funding is 100% under European Union's Horizon 2020 Research and Innovation Programme - Grant Agreement No. 101015990
- Beneficiaries will cooperate with and participate in monitoring and evaluation activities on the implemented pilot action that will be carried out by the RESISTIRÉ project team.

If negotiation with the first applicant of the list eventually fails, negotiation will be initiated with the subsequent applicant(s).

After the contract has been signed, a kick-off meeting with the beneficiary organisation will be scheduled to define the detailed planning and work plan of the pilot project implementation, as well as obligations connected to monitoring and evaluation from the RESISTIRÉ project.

## ANNEX 1

### FUNDED COST CATEGORIES

#### 1) Directly Incurred Costs

‘Eligible costs’ are costs that meet the following criteria.

(i) for actual costs:

1. they must be actually incurred by the applicant or their partner organisations
2. they must be incurred during the pilot project period
3. they must be incurred in connection with the selected project and necessary for its implementation
4. they must be identifiable and verifiable, in particular, recorded in the applicants' accounts in accordance with the accounting standards applicable in the country where the project is implemented and with the applicant's usual cost accounting practices
5. they must comply with the applicable national law on taxes, labour and social security
6. they must be reasonable, justified, and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

(ii) for unit costs:

1. they must be calculated in consistency with the applicants' usual practice, by dividing the full annual cost by the total number of productive units and
2. the number of actual units must comply with the following conditions
  - a. the units must be actually used or produced during the project period
  - b. the units must be necessary for implementing the action or produced by it
  - c. the number of units must be identifiable and verifiable, in particular supported by records and documentation.

#### Direct Personnel costs

Payroll costs for staff, full or part-time, who will work on the project during the life of the project e.g. employees in local organisations, and/or individuals, and/or other actors in charge of the programme implementation.

In particular, this includes:

- costs for employees (or equivalent)
- costs for individuals working under a direct contract
- costs for beneficiaries that are individuals without salary.

Personnel costs are eligible if they are related to personnel working for the beneficiary under an employment contract or equivalent appointing act, and assigned to the action. Their cost is limited to the share of their time spent on the project.

Exceptional payroll items such as bonuses, gift vouchers etc. are not eligible.



### **Travel and subsistence**

Funds for travel and subsistence are not eligible.

### **Consumables**

The inclusion of consumables is permissible if proportionate to the workplan and is justified as providing a clear benefit to the project (e.g., public awareness campaigns)

## **2) Indirect Costs**

Indirect costs are not allowable costs.

Indirect costs are described as non-specific costs, such as overheads.

## **3) Other costs**

Direct costs of subcontracting (including related duties, taxes and charges such as non-deductible value-added tax (VAT) paid by the beneficiary) are deemed to be eligible.