

ACTION 24

Active Citizens for Responsive Legislatures



**African Climate
Reality Project**

South Durban
Community
Environmental
Alliance



Embassy of Finland
Pretoria

www.climatereality.co.za/action-24

#Action24

CALL FOR PROPOSALS:

SMALL GRANT FACILITY TO FOSTER BROADER PUBLIC PARTICIPATION ON ENVIRONMENTAL ISSUES

GUIDELINES

Action 24 is launching a call for proposals to support initiatives of South African civil society organisations to foster public engagement on environmental issues with the Legislature.

OVERALL CONTEXT OF THE SMALL GRANT FACILITY

ACTION 24

“Action 24 - Promoting Broader and Effective Participation of South African Civil Society in Environmental Governance” is a 30-month initiative aimed at strengthening environmental governance and civic participation in South Africa, in order to advance decarbonised, sustainable and inclusive development.

Action 24 promotes bottom-up, participatory decision-making processes to improve delivery on the country’s development objectives while protecting the environment. Through this initiative, grassroots organisations and citizens are encouraged to seek effective representation from the Legislature at national and provincial levels, by engaging with these institutions in the context of their legislative and oversight mandates. The ambition is contribute to the realisation of our right to a healthy and safe environment and resilience against negative climate change effects.

Action 24 is a joint project of Food and Trees for Africa (FTFA), the South African Institute of International Affairs (SAIIA) and the South Durban Community Environmental Alliance (SDCEA). It was launched in January 2018, with co-funding from the European Union.

THE SMALL GRANT FACILITY

Through the small grant facility, we are looking to support local initiatives that aim to engage with the South African Legislature, i.e. the Provincial Parliaments and/or the Parliament of South Africa, to address specific environmental or climate change related issues.

The ambition is to broaden public participation in environmental governance, by supporting local civil society organisations in Gauteng, KwaZulu-Natal, Limpopo and the Western Cape in their efforts to get involved in law-making and oversight on environmental issues that affect them and the communities they work in.

The small grants will enable these organisations to carry out activities such as fact-finding, dialogues with the law-makers, involvement in public participation processes, drafting of briefs/ submissions/ petitions, etc. This is expected to contribute to intensifying the voice of grassroots organisations in the legislative and oversight processes while ensuring that women and youth play a more active role in governance.

The support provided through the small grants facility comprises of:

- financial support: small grants to enable selected organisations to carry out public participation activities with the legislatures.
- technical support: provision of help to obtain and analyse relevant information, and navigate the public engagement mechanisms; help conceptualise engagement strategies and plan interventions; help with research and document drafting.

SELECTION CRITERIA

- **Sectors/ fields of action:** activities aimed to facilitate engagement of the public with the South African Legislative sector on issues of environmental protection, climate change and environmental justice.

Examples of eligible activities:

- Direct engagement with oversight, accountability and public participation processes in one the four provinces, and possibly at national level
- Advocacy/ awareness-raising/ campaigns
- Debates/ discussions/ dialogues to enhance oversight and public participation
- Participation in public hearings
- Preparation of public petitions
- Participation in outreach visits
- Budget monitoring (including gender-sensitive budget analysis)
- Use of Information and Communications Technology (ICTs) to improve public involvement in oversight and public participation processes of legislatures
- Use of media (social and conventional) to inform citizens of activities, policies and processes in legislatures
- Coverage and reporting on activities in legislatures

The following activities are ineligible:

- For-profit and commercial activities
- Activities concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses
- Individual scholarships for studies or training courses
- Actions concerned only with procurement of equipment
- Actions that focus exclusively on research
- Actions that focus exclusively on producing information or educational materials. The production of materials may however be a minor part of the project
- Actions supporting political or electoral parties, violence, any form of discrimination and human rights abuse, and proselytism
- Overseas travel

- **Project period:**
 - The projects should be between 6 and 12 months long.
 - Projects, consisting of a single event or activity (e.g. one workshop), will not be considered.
 - Funding may be requested for an ongoing project.
 - The funding will only cover activities carried out during the period starting from March 2019 and ending in March 2020.
- **Geographic areas:**
 - One or several of the following provinces: Gauteng, KwaZulu-Natal, Limpopo and the Western Cape;
 - The project activities may extend to the national Parliament, if and when relevant.

- **Deliverables for each grantee:**
 - 1 research report
 - 1 Strategic engagement/ advocacy plan
 - Records of engagement with/ coverage of the Legislature(s)
 - Communication and visibility of the European Union co-funding
 - 1 interim narrative and financial report
 - 1 final narrative and financial report

- **Project budget:**
 - The maximum grant per organisation is ZAR 100,000 (one hundred thousand South African Rands);
 - The grant will not exceed 90% of the total estimated budget of each project;
 - Estimations of the monetary value of contributions in kind are accepted (maximum 20% of total costs of the estimated budget of each project);
 - The size of each grant will be discretionary, and will be determined based on:
 - o the size of the financial support requested by each applicant
 - o the financial capacity of each applicant
 - o the total amount of financial support requested by all selected applicants against the total funding available under the small grant facility
 - Operating costs (such as salaries and office costs) will be capped at 10% of the total estimated budget of each project.

ELIGIBILITY CRITERIA

- **Applicants:**
 - Entities duly registered in South Africa. This includes: Non-Profit Companies (NPC)/ Non-Profit Organisations (NPO); community-based organisations; education institutions; students statutory bodies; community media.
Projects submitted by individual applicants will not be considered.
 - They must be directly responsible for the project, i.e. the preparation, implementation and management of the activities. Applicants may not be simple intermediaries.

Preference will be given to:

- organisations that focus on environmental issues;
- organisations led by, or targeting the youth and/or women;
and/or
- organisations that took part in the Action 24 capacity building workshops and/or other activities, to build on the results of these activities.

- **Applications:**
 - They must be submitted in full as per the application forms, including:
 - o a project description
 - o a detailed estimated budget
 - o a copy of the registration certificate of the organisation + foundation documents
Applications that fail to meet these requirements may not be considered.
 - The deadline for submission of proposals is 31 December 2018.
Applications submitted after this date may not be considered.

SELECTION

- **Projects supported**

The small grant facility will support a minimum of four projects (one per province) and a maximum of sixteen (four per province).

The projects' selection will be based on the following criteria:

- the selection and eligibility criteria listed above
- relevance of the project to the call for proposals, i.e. improving environmental governance through broader and more effective public participation in legislative processes and oversight, and to the needs of the target groups and beneficiaries
- quality of the project's design – coherence, feasibility and effectiveness
- sustainability of the project
- cost-effectiveness of the project
- proper monitoring and evaluation plan
- applicant's experience with issues pertaining to sustainability, climate-resilience and environmental justice.

- **Grants payment**

- The grants will be paid by bank transfer only. No funds will be paid in cash.
- The grants will be disbursed in several instalments. The disbursement schedule for each project will be determined based on the project cash flow and the grantee's financial capacity.
- The final instalment of 10% of the total grant will be paid at the end of the project, after receipt and approval of the final project report, including narrative and financial reports.
- The terms of payment will be specified further in the partnership agreement signed with each grantee.

HOW TO APPLY

- **Schedule**

- The deadline for submission of proposals is 31 December 2018. Incomplete or late applications will not be considered.
- Successful applicants will be announced end of January/ beginning of February 2019.
- Funding agreements will be drawn up with successful applicants in February 2019. The agreements will spell out the conditions and requirements of the grants and project implementation.
- Payment of the first instalments will commence from March 2019.

- **List of documents required in the application**

For your application to be considered, please submit the following documents using the forms provided:

- Project Description form: [click here to download the form](#)
The description should not exceed 15 pages
- Estimated Budget form: [click here to download the form](#)
- Copy of the foundation document of the organisation (e.g. certificate of incorporation, articles of association, constitution, etc).
- Copy of the registration certificate (or equivalent) of the organisation applying for the grant

Unfortunately, the assessment team is only able to consider applications submitted in English.

- **Submission**

- All application documents should be sent by e-mail to: noelle.garcin.za@climatereality.com.
- The subject line of the e-mail should read: 'Action 24 SGF - *name of the organisation applying*'.

For more information about Action 24 and assistance for the application, please contact:

Noelle Garcin – Action 24 Project Manager

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