

## CALL FOR THE MALLORCAN SOLIDARITY AND COOPERATION FUND FOR THE FINANCING OF HUMANITARIAN ACTION PROJECTS 2024

### 1. Object and purpose

The Fons Mallorquí de Cooperació i Solidaritat (hereafter the Fons Mallorquí) launches a permanent call for the presentation of humanitarian action projects, charged to the **"Humanitarian Action Fund" budget item** for each year. This document regulates the conditions for accessing to funding, the resolution of the call, the execution and justification of the approved projects. These bases are based on the article 17 of the revised text of the Subsidies Law (Legislative Decree 2/2005, of December 28).

In accordance with what is established in the organization's statutes (Article 39, section 4, point d), the Fons Mallorquí allocates an amount which does not exceed the 10% of ordinary income to the financing of humanitarian action projects, proposed by organizations not governments, municipalities and other entities.

The Fons Mallorquí understands as humanitarian action the intervention of an urgent nature that takes place after natural, technological or human-caused disasters.

In this sense, humanitarian action includes actions aimed at protecting and saving lives, preventing and alleviating human suffering, meeting basic needs and protecting the dignity of people affected by international emergencies such as natural disasters, armed conflicts, situations of violence or humanitarian crises of long term duration. This aid includes urgent rescue activities, supply of goods, services and essential means for people's survival (shelter, health care, food, means of communication...), as well as attention to humanitarian psychosocial needs. All interventions with refugee and displaced populations are also included.

As far as possible, humanitarian action must contribute to protecting victims and their fundamental rights, promoting human rights, strengthening local capacities and reducing the vulnerability of communities.

### 2. Project requirements

The projects submitted to the call must meet the following requirements:

- a) Promote human rights and peace building, mainly in the context of armed conflicts, violence and crises.
- b) Promote the gender approach based on the recognition of the different needs, roles and capacities of the affected population and promoting gender equality at all times.



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- c) Encourage the strengthening of the capacities of the local population to deal with crisis situations and work to reduce the causal factors of the vulnerability of their communities.
- d) Encourage the direct and continuous participation of beneficiaries in all phases: conception, implementation, management and evaluation, so that they become agents of change in their own environment.
- e) Prioritize the most vulnerable population, in particular the doubly oppressed such as women, indigenous peoples, children, etc.
- f) Ensure that all actions are environmentally sustainable, minimizing impacts on the environment and protecting natural resources to ensure the ability of future generations to meet their own needs.
- g) Participate in coordination spaces with other agents of the territory such as local administrations, local development commissions and/or other collectives to avoid duplication and promote synergies.

## 3. Geographic priorities

The geographical priorities of the call are:

- Sub-Saharan Africa.
- Central America and South America.
- Area south and east of the Mediterranean and central Asia.

These priorities do not rule out the presentation of projects in other geographical areas,

## 4. Roles of the entities

The project may have three different figures:

- Leading entity or lead applicant: the entity presenting the project, interlocutor and final responsible figure for the successful fulfilment of the project to the Fons Mallorquí during implementation and up to 5 years after closure.
- Partner entity: partner organization, which is responsible for the implementation of the activities on the ground.
- Grouped entity: an entity that participates/develops a specific activity in the project, a component of the project that the other organizations do not dominate, providing added value to the project.

## 5. Requirements of the applicant entities

Associations, NGOs and entities that meet the following requirements are allowed to submit applications to this call:

- a) Being legally constituted.
- b) Being registered in the register of legal entities of the Autonomous Community of the Balearic Islands, or of the corresponding autonomous community or country, as well as the relevant tax register.
- c) Being non-profit entities.

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- d) Having the possibility of working in emergency projects and humanitarian aid as one of the entity's objectives spelled out in the statutes, or recognized by the corresponding highest governing body.
- e) Entities or persons in which any of the circumstances provided for in article 10 of the Consolidated Text of the Subsidies Law, approved by Legislative Decree 2/2005 of 28 December, cannot be beneficiaries.
- f) Having correctly justified the projects approved in previous years, if applicable. Those cases in which there have been delays in execution or justification that are not attributable to the financed entity will be excepted.
- g) Not having been subject by the Executive Commission of the Fons Mallorquí to any limitation on the presentation of projects, due to any of the circumstances set out in the fourteenth point of these rules.

Groups of ONGDs or entities can also submit projects, as long as they individually meet the above mentioned requirements.

In the event that it is a group of legal persons, public or private, the following conditions must be set and certified:

The partner entities must participate in the definition and execution of the project jointly. The consortium, however, must designate the entity that will act as unique representative in front of the Fons Mallorquí. The financial resources may be managed by any of the partners that form the consortium as long as this fact is mentioned in the consortium agreement (ANNEX: CONSORTIUM AGREEMENT)

- 1. The execution commitments undertaken by each of the partner entities, as well as the amount of the grant to be applied for each, must be expressly stated in the consortium agreement.
- 2. The partner designated as representative of the consortium will be fully responsible for the project in front of the Fons Mallorquí regarding to the fulfillment of the obligations established in these bases.
- 3. If the project submitted receives extra funding from a public administrations or it is planned to apply for or pending resolution, the grouping of entities must always be the same, in all calls, and have the same structure and same main organization that acts as a representative.
- 4. Under no circumstances may entities that have received other subsidies for the execution of the same project and do not expressly state this in the application be part of the grouping.

**The requirements for local and grouped partner entities are:**

- 1. Be legally constituted.
- 2. Be registered in the register of legal entities in their territory.
- 3. Be aware of tax obligations and social security.



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## 6. Registration of the entity and submission of applications and documentation

- a) How to submit: the application form and documents must be submitted electronically through the page: [seuelectronica.fonsmallorqui.org](https://seuelectronica.fonsmallorqui.org).
- b) Entity registration: the first step in the process is to register the applicant entity and partner entity on the platform, providing the required information and documentation in the administrative profile. Validation of this registration may take up to 3 working days. Without the validation, the formulation and presentation of the project cannot begin. We recommend doing this at the beginning of the submission period.
- c) Submission period: from January 1 to December 31, 2024.

All documents submitted must be written in Catalan, Spanish, English or French, including annexes and supplementary information. If submitted in any other language, the corresponding translation must be added.

## 7. Formulation of the project

Each organization can present only **one** project.

The project must be drafted so that the total duration of the activities, including the delivery of the final report, does not exceed 12 months.

Extensions of execution may be approved for justified reasons after partial or full payment. The maximum cumulative term of extensions that can be granted to a project is three months (90 days).

The Fons Mallorquí may authorized extensions under the request of the financed entity, as long as they are justified and have been requested within the duration of the project.

Extensions of execution and/or justification of more than three months can only be approved in cases of force majeure. Force majeure is defined as exceptional situations not attributable to the beneficiary entity of the grant (for example, natural disasters, health crises, radical alteration of the political and institutional order, subsequent armed conflicts, etc.), duly accredited and as long as the causal relationship between the exceptional situation and the impossibility of carrying out the scheduled activities within the period approved by the Fons Mallorquí is demonstrated.

Uncommunicated cases of force majeure or extensions that the Fons Mallorquí has expressly refused may lead to the beginning of the revocation of the grant.

The Fons Mallorquí does not finance in any case, projects that have been partially or fully executed before the date of the letter of acceptance of the amount approved by the applicant entity.

Even if the project presented is part of a wider program, the execution planning must be within one year only. Likewise, if there are different donors, the project must be formulated exclusively with the objectives, results, activities and budget corresponding to the funding requested from the Fons Mallorquí.



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For each thematic axis, the Fons Mallorquí has established **indicators** that must be measured independently of the project indicators identified by the entity submitting the application.

For more detailed information on the contents of the formulation, you can consult the call support guide.

## 8. Eligible costs

The amount of the aid is set taking into account the project budget, the documentation presented by the applicant entity and the budgetary availability of the Fons Mallorquí.

The Fons Mallorquí can finance until 100% of the requested aid, although the local contribution is positively assessed and co-finance from the applicant is accepted. The contribution amount is applied as a tie-breaker if two or more projects receive the same score and the availability of resources is not enough to fund them all.

The grants approved by the Fons Mallorquí are compatible with other contributions or subsidies that have the same purpose, bearing in mind that they can never exceed the cost of the financed activity. You must be informed of the aid that complements the contribution of the Fons Mallorquí.

The Executive Committee can completely or partially interrupt the financing of a project, if requested by the financed entity, by means of a written statement of the reasons why it wishes to renounce the contribution, signed by the members of the corresponding board of directors.

Direct costs: these are expenses linked to the execution of the intervention and addressed to finance the achievement of the set objectives.

The direct costs that are eligible are:

- a) Construction and/or rehabilitation of buildings or infrastructures. It includes: labour, materials, debris removal, transport, licences, fees, compulsory insurance, compulsory technical reports and construction management. The property regime and ownership must be specified and proven.
- b) Equipment, materials and supplies: the acquisition of immobilized materials, other than land or buildings, which have to do with the financed activity (machinery, furniture, vehicles, computer equipment, etc.) is considered as equipment. Delivery, transport, installation and commissioning costs may be included.
- c) Local staff: it is the staff of the local entity, of the public administration or of the community organization, subject to the labor legislation of the country where the intervention is carried out and where the services are provided.
- d) Local technical and professional services essential for carrying out diagnostics, training workshops, seminars, publications or other needs set out in the project document.
- e) Travel, accommodation and per diems of local staff, provided they are indispensable for the execution of the project. Fuel and vehicle maintenance costs may be included.
- f) Financial, legal, notarial or registry expenses essential for the execution of the project and which do not derive from bad practices or legal breaches by the applicant entity or the local entity. They include: the expenses resulting from the bank transfers of the funds sent to the country of execution of the project;



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expenses derived from currency exchange, notarial expenses directly related to the project, etc.

- g) Expenses for the creation of a revolving fund. A revolving fund is a fund that can be economic or equipment intended to be used and reimbursed periodically.
- h) Awareness raising activities to communicate the project and its challenges on the island of Mallorca (min. 1%).

In no case can direct costs be used for:

- a) Acquisition of land or real estate.
- b) Expatriate staff expenses.
- c) Debt interest and commissions for opening, maintaining or closing bank accounts or acquiring check books.
- d) Acquisition of equipment for the applicant entity or the local entity, except if the latter coincides with the beneficiary group itself or is a public administration.
- e) Actions already carried out or started before the date of delivery of the letter of acceptance of the contribution by the requesting entity.

Indirect costs: projects can include an amount for management expenses, which cannot exceed **10% of the direct expenses** presented in the project budget. Management or indirect expenses are considered those related to the maintenance and operation of the entity that presents and/or the entity that executes the project, such as rent of headquarters or offices; water, electricity, telephone and Internet services; office equipment or maintenance, surveillance, cleaning and gardening. Likewise, the costs derived from the identification, formulation and evaluation of the project can be added.

The following costs are not eligible:

- a) Interest, surcharges, and administrative and criminal penalties.
- b) Expenses of legal proceedings of the entity or of the beneficiaries.
- c) Severance pay.
- d) Printing or production of merchandising material (bags, rucksacks, folders, cups, mugs, wallets, key chains, shirts, caps, scarves, etc.) even if it is related to the project or the entities involved.
- e) Protocol actions (gifts, receptions, lunches/suppers, shows, etc.).
- f) Generic promotion expenses of the applicant entity or of the local entity, recruitment of members or volunteers, or sponsorship actions.

## 9. Ownership and destination of the subsidized goods

In the case of the acquisition, construction, rehabilitation, equipment and improvement of inventoried goods, the following criteria must be followed:

- a) Housing and corresponding equipment: must be transferred to the direct beneficiaries.
- b) Community and public service infrastructures (educational, health, social): they must be transferred to public administrations (local, regional or state).
- c) Infrastructures or private equipment of a collective or cooperative nature: they must be transferred to the beneficiary group.



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In no way can they be transferred to the local entity (except if it is the beneficiary group itself or a public administration) or to entities or companies linked to it.

In any case, the legal accreditation and the document of transfer of ownership of this affiliation must be presented, in which it must be recorded that the recipient accepts the transfer and future maintenance.

The term during which the financed entity must allocate the assets to the specific purpose for which the contribution was allocated is at least five years, counting from the date of closure of the project by the Executive Committee of Majorcan fund.

The obligation referred above is not considered breached when the Fons Mallorquí authorizes the change of destination: the financed entity must assume the obligation of the new destination of the goods for the remaining period.

**In case of non-fulfilment of the commitments acquired in relation to the ownership, use and maintenance of the goods, the recipients must return the contribution.**

## 10. Assessment and resolution

The minimum score a project must obtain to be taken into account is 60 points. The fact that a project achieves this score does not imply its funding, which is subject to the budgetary availability of Fons Mallorquí.

The local co-funding constitutes the tie breaker if the Fons Mallorquí does not have enough resources to grant projects that have obtained an identical score.

The body that evaluates and approves or denies the emergency and humanitarian aid projects is the Executive Commission, based on the report drawn up by the technical commission. This commission is made up of the manager of Fons Mallorquí and the technical team of the project department. If the Executive Committee considers appropriate, a maximum of three technicians belonging to some of the public administrations that formed the Fons Mallorquí could be part of this technical committee.

In accordance with *article 16.3 of the revised text of the Law on Subsidies*, contained in *Legislative Decree 2/2005, of December 28*, the Executive Commission must notify the requesting entities of the planned funding of approval of their project, if this does not correspond to the full grant requested, and must grant them 10 calendar days to adapt the formulation to the approved amount. Applicant entities can exercise the right of withdrawal by sending the Fons Mallorquí a letter according to the corresponding model (ANNEX 8).

The resolution of the call by the Executive Committee must be notified by the Fons Mallorquí to the applicant entity, in the name and address of the person included in the project file. The entity has 15 calendar days to make the allegations it considers relevant.

The entity to which the financing has been approved must deliver to the Fons Mallorquí a letter of acceptance of the agreed contribution within 10 days at the latest from the receipt of the corresponding notification (ANNEX 6).

The formulation documents of the projects that have not been approved are available to the applicant entities at the offices of the Fons Mallorquí so that they can be withdrawn within a maximum period of three months from the resolution of the concession. After this period, they are stored in a definitive file or destroyed.

## 11. Payment

The payment of the approved amount for the project is made in a single period, unless the approved amount exceeds 50,000 euros. In this case, the payment must be made in two installments, each corresponding to 50% of the total amount approved for the project. Once at least 80% of the first part has been properly justified, the remaining 50% of the contribution can be paid. The Executive Committee can agree on this mode of payment also for projects presented by entities that opt for financing from the Fons Mallorca for the first time, regardless of the amount approved.

The Fons Mallorca can grant extensions at the request of the financed entity, as long as they are justified and have been requested within the duration of the project. The maximum cumulative term of extensions that can be granted to a project is three months (90 days). In exceptional situations, the Executive Committee can agree to extend this deadline.

Within a maximum period of one month from the date of payment, the requesting entity must have transferred the money to the local entity and notified the Fons Mallorca.

The bank accounts into which the money is deposited must be in the name of the applicant entity or the local entity executing the project. In exceptional cases, the Executive Commission of the Fons Mallorca can authorize modifications on this point.

## 12. Justification of the project

If the funded entity starts the project before receiving the first payment, it must notify the Fons Mallorca in writing.

The funded entity must submit the following documentation on the [seuelectronica.fonsmallorqui.org](http://seuelectronica.fonsmallorqui.org) website to justify its execution:

The funded entity must provide the following documentation to justify its execution:

- a) Only when the payment is made in two installments: a partial report that includes the follow-up technical report, the financial justification of the first 50% transferred by the Fons Mallorca (at least 80% of the amount) and photographs of the activities carried out. This report must be delivered before six months from the date of delivery of the first payment.
- b) A final report that includes: the technical and financial report of the total project and photographs of the activities carried out. If the payment has been made in two installments, the financial justification must correspond to the second 50% - and the part of the first payment not justified in the partial report, if applicable. This report must be submitted within one year from the start date of the project or, if applicable, six months from the date of delivery of the second payment.

3. Contents of the report and justification:

a) Technical report:

- a.1. If the beneficiaries participate in training activities or meetings in which their food, transport or accommodation is financed, the lists must be attached with





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the name, identification number, community or municipality where they belong and signature.

- a.2. If the project includes the acquisition, construction or rehabilitation of infrastructures or provision of equipment or materials, a certificate of delivery and receipt of the materials or works carried out by the beneficiaries or public administrations must be provided.

b) Economic justification, in digital format:

- b.1. Bank receipt of the transfers made by the lead applicant entity to the local entity. If the lead applicant entity has delivered the money in hand to the local entity, a receipt signed and stamped by the head of the local entity must be submitted. In any case, a bank document certifying the exchange rate applied must be attached.
- b.2. Bank receipt of the receipt of the money by the local entity, showing the amount of euros, dollars or local currency received in each of the transfers sent, and the exchange rates applied by the banking entity.
- b.3. List of invoices resulting from the execution of the project, numbered and ordered according to the budget item to which they belong. The list must contain: order number, date, no. of the invoice, concept (in Catalan or Spanish), name of the supplier, expenditure in local currency and equivalent in euros, as well as the sum by items.
- b.4. Digital copy of the invoices, numbered and ordered according to the numbering of the list. The originals of the invoices must be stamped with the name of the Fons Mallorquí, the name of the requesting entity and the project number granted by the funder, according to the example below.

<p><b>FONS MALLORQUÍ</b> <b>NAME OF THE ENTITY</b> <b>Project: 20249..</b></p>
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b.4.1) Data that the supporting documents must include:

**Commercial invoices:** invoice number; date; company name, shop, trade, etc.; Address; phone and/or email; number of fiscal identification; customer name; concept of the expense (airline ticket invoices must be accompanied by the corresponding boarding pass); applicable taxes; and signature or seal.

**Invoices for self-employed or private services:** invoice number; date; full name of the supplier; Address; phone and/or email; IDENTITY CARD; customer name; concept of expenditure; and signature

**Payrolls of local staff:** full name of the worker; date; position held or function performed; IDENTITY CARD; concept of expenditure; signature of the entity and stamp; breakdown of Social Security and Personal Income Tax according to country legislation; and signature of the worker.

**Local staff allowances:** full name of the worker; date; position held or function performed; IDENTITY CARD; concept (date of the activity; place;

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time of departure and arrival; objective; amount of meals - snack, lunch, dinner -, transport and overnight accommodation broken down, as appropriate, and the total amount; and result of each activity); signature of the entity and stamp; and signature of the worker.

b.4.2) Invoices issued by the entity that executes the project or by entities linked to it are not accepted in any way.

b.4.3) Management expenses must be justified by means of a certificate from the entity detailing the list of imputed expenses, signed by the person in charge and with the corresponding stamp.

b.4.4) The Fons Mallorquí does not accept financial evidence prior to the date of delivery of the letter of acceptance of the contribution by the requesting entity.

b.5. Comparative table between the budget presented and the executed one, with the balance pending execution when it is a partial report, and the resulting balance sheet.

b.6. If the project has received contributions from other funders, they must be indicated and what part of the total project budget they have covered must be stated.

## c) Graphic report

c.1. The photographs or audiovisual materials must correspond to the activities of the project approved by the Fons Mallorquí and must show the execution of these activities. They must not include unfunded actions. If the photographs contain images of people, a document must be attached, according to a standardized model of consent for the transfer of personal data, with the identification and signature of these people, in compliance with current law. The same requirement applies to audiovisual formats of any kind.

c.2. Photographs must be digital in good quality .jpg file. The photos must not have printed texts, logos or other references. They must be presented numbered and accompanied by a document identifying the activity and the place to which they correspond

4. Projects that receive funding from the Fons Mallorquí must include, in the project results, the logo of the Fons Mallorquí and/or other partner institutions.

5. Once the Fons Mallorquí technical team has verified that all the documents presented by the financed entity as a final report is correct and the Executive Committee has given its approval, the project is closed and the Fons Mallorquí has to notify it to the funded entity by letter.

## **13. Monitoring and fulfillment of objectives**

1. The Fons Mallorquí reserves the right to carry out monitoring and evaluation on the ground at any stage of project execution.



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2. The Fons Mallorquí reserves the right to carry out an audit of the project in order to guarantee the good use of the resources contributed, in accordance with current legislation.

## 14. Obligations of the granted applicants

- a) The funded entity must deliver to the Fons Mallorquí a letter of acceptance of the contribution within 10 days of receiving the approval notification.
- b) The funded entity must notify the beginning of the project, if it starts before receiving any payment from the Fons Mallorquí.
- c) The lead entity must transfer the money received to the local partner entity within one month, at the most, from the date of receipt and notify the Fons Mallorquí.
- d) The lead entity must be responsible for the correct use of the funding granted, which may in no case be diverted to an unintended purpose.
- e) The financed entity must be responsible for the execution and justification of the financed project and for guaranteeing the work of monitoring and control, as well as for presenting the reports and justifications within the terms established in the rules.
- f) The financed entity must notify any impediment that delays the execution of the project and request, in writing and in a reasoned manner, the relevant extension to the Fons Mallorquí.
- g) The funded entity must communicate any proposed reorientation of the project and/or budget, and request prior authorization from the Fons Mallorquí. The proposed modifications cannot in any case alter the nature and objectives of the contribution in an essential way.
- h) The financed entity must guarantee that all the real estate built or rehabilitated, as well as the movable property acquired with financing from the Fons Mallorquí, remain linked to the project for at least five years, counting from the closing date of the project for the Executive Committee.
- i) The financed entity must sign an agreement with the Fons Mallorquí which regulates compliance with the bases and obligations of each of the parties in relation to the approved project.
- j) The funded entity must sign a personal data transfer agreement in compliance with current legislation.

## 15. revocation

1. The revocation of the financial contribution applies when, after the resolution of the concession valid and adjusted to law, the financed entity fails to comply fully or partially with the obligations or commitments contracted to which the effectiveness of the act of concession is conditioned of the contribution
2. As a result of the revocation of the financial contribution, the act of concession is void, in whole or in part, and the amounts improperly received are due to be repaid.



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## 16. Reintegration

1. It depends on the Executive Committee to agree and claim the full or partial reinstatement of the amounts received and to demand interest on arrears from the moment of payment of the financial contribution until the date of the Executive Committee's agreement by which reinstatement is stipulated, when the financed entity incurs any of the following circumstances:
  - a. Failure to present the corresponding reports and justifications, indicated in section ten of these rules, or failure to deliver them within the established deadline.
  - b. Not starting the project during the three months following receipt of the full payment or the first payment - if applicable - and not having notified the Mallorcan Fund of the cause of the delay.
  - c. Non-fulfilment of the established conditions, substantially altering the purposes for which the financing was granted.
  - d. Not applying, in whole or in part, the amounts received to the purposes for which the financing was granted.
  - e. Setting resistance, excuses, obstruction or denial of control actions by the Fons Mallorquí, in such a way as to make it impossible to verify the use of the contribution received.
  - f. Not providing to the beneficiaries of the project the contributions received from the Fons Mallorquí, in accordance with the criteria provided for in the bases and stipulated in the agreement.
  - g. Having falsified data or documents to obtain the financing or having hidden those that would have prevented or limited the grant.
  - h. Falsify data or documents for the justification of the funded project.
  - i. Not compliance with the commitments made in relation to the ownership, use and maintenance of assets built, rehabilitated or acquired with funding from the Fons Mallorquí.
2. The Executive Committee must determine the partial reinstatement of the contribution, according to the level of fulfillment of the activity that grounds the granting of the contribution, in any case by the principle of proportionality, provided that the purpose of the grants, given its nature, is susceptible to partial satisfaction.
3. The reinstatement procedure must be initiated ex officio by agreement of the Executive Commission, which is the competent body, and must be governed by the general provisions on administrative procedures contained in the basic state legislation.

The Executive Committee may agree, by means of a reasoned resolution and as a precautionary measure, to withhold the payment of the amounts pending payment to the financed entity with the limit of the amount stated in the resolution opening the file and the late interest that has accrued. This precautionary measure must be maintained as long as the causes that justify it persist or until the reinstatement procedure ends, for any reason, without prejudice to the fact that, previously and at

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the request of the interested party, it can be lifted with the constitution of any guarantee accepted in law that is considered sufficient.

## 17. Sanctioning regime

If the entity does not meet the requirements established in these bases, the system of infringements and sanctions established in the Revised Text of the Law on Subsidies must be applied.

## 18. Base acceptance

1. Submitting projects to the call for the Fons Mallorquí implies acceptance of these rules by the applicant entity.
2. These bases can be modified annually, as long as the Executive Committee considers it appropriate.



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## RESPONSIBLE DECLARATION OF PROVIDERS OF EXPENDITURE PROVIDED

Name and Lineages:	
Charge:	DNI / NIE / Passport:
On behalf of the entity:	NIF:

Declare that:

1. The electronic copies of the supporting documents for the expenditure of the project ....., duly executed by means of an electronic signature by the person responsible for the entity, faithfully correspond to the original documents.
2. That the original documents are deposited in ..... and that the entity undertakes to present these documents or their authentic copies, in case they are required by the Fons Mallorquí de Cooperació i Solidaritat.

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### 1. Leading entity (9 points)

1.1 Consortium with one or more entities	The project will be carried out by a group of entities (leader plus group)	3	3
	The project is not presented in grouping	0	
1.2 Experience in relation to the project presented by the applicant entity/s (leader and group/s) in the strategic axis, geographical area of the country/countries and with the target groups. In case of grouping, the joint experience will be assessed, not individually	The entity accredits experience in the strategic axis, geographical area of the country/countries and with the target groups (more than 5 years in at least one of the categories).	2	2
	The entity accredits experience in the strategic axis, geographical area of the country/countries and with the target groups (between 3 and 5 years in at least one of the categories)	1	
	The entity accredits experience of less than 3 years (in at least one of the three categories) or does not accredit previous experience. In the case of grouping, the entities jointly certify an experience of less than 3 years (in at least one of the three categories)	0	
1.3 Experience in relation to the project presented by the applicant (leader and group) in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed. In case of grouping, the joint experience will be assessed, not individually.	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed (More than 5 years and different types of support for municipal strengthening)	2	2
	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed (Between 3 and 5 years and different types of support for municipal strengthening)	1	
	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed (Less than 3 years and different types of support for municipal strengthening)	0	
1.4 Strategy and institutional commitment of the applicant entity towards gender equality and human	The applicant entity has a gender and human rights strategy/policy and has an organizational structure committed	2	2



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rights. In the event that the project has several local partner entities, all entities must individually fulfill this condition.	to gender equity (specific documents are mentioned and its organizational structure has staff specialized in gender and/or unit of gender)		
	The applicant entity has a gender and human rights strategy/policy or has gender equity among its objectives	1	
	None of the above conditions are met	0	
<b>2. Partner entity (7 points)</b>			
2.1 Experience in relation to the project presented in the strategic axis, geographical area of the country/countries and with the target groups	The entity accredits experience in the strategic axis, geographical area of the country/countries and with the target groups (more than 5 years in at least one of the categories).	2	
	The entity accredits experience in the strategic axis, geographical area of the country/countries and with the target groups (between 3 and 5 years in at least one of the categories)	1	2
	The entity accredits experience of less than 3 years (in at least one of the three categories) or does not accredit previous experience. In the case of grouping, the entities jointly certify an experience of less than 3 years (in at least one of the three categories)	0	
2.2 Strategy and institutional commitment of the local partner entity towards gender equality and human rights. In the event that the project has several local partner entities, all entities must individually fulfill this condition.	The partner entity has a gender and human rights strategy/policy and has an organizational structure committed to gender equity (specific documents are mentioned and its organizational structure has staff specialized in gender and/or a gender unit )	2	2
	The partner entity has a gender and human rights strategy/policy or has gender equity among its objectives	1	
	None of the above conditions are met	0	
2.3 Experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed.	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed (More than 5 years and different types of support for municipal strengthening)	2	
	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the geographical area where the project is proposed (Between 3 and 5 years and different types of support for municipal strengthening)	1	2
	The entity accredits experience in institutional strengthening work with local administrations and municipal services in the country where the project is proposed, in the geographical area	0	





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	where the project is proposed (Less than 3 years and different types of support to the municipal strengthening)		
2.4 Local roots and capacity to influence the immediate environment of the local partner entity (capacity to directly influence the local population)	The local partner organization promotes relevant awareness-raising, advocacy and/or reflection activities in its immediate environment with the active participation of the local population	1	1
	The previous condition is not met	0	
<b>3. Project (77 points)</b>			
3.1 Geographic priority	The project is carried out in one of the following areas: Sub-Saharan Africa. Central America and South America. Area south and east of the Mediterranean and central Asia.	3	3
	The previous condition is not met	0	
3.2 Resilience	The project reduces the community's vulnerability and boosts its ability to deal with future crises	4	4
	The project reduces the vulnerability of communities	2	
	None of the above conditions are met	0	
3.3 Degree of involvement and coordination of the relevant local authorities in relation to the project	Local authorities are credited with being actively involved and contributing resources to the project	3	3
	The project foresees coordination activities with local authorities	2	
	None of the above conditions are met	0	
3.4 Good governance	The project plans to promote areas of coordination with other agents and local authorities present in the territory	6	6
	The project includes activities to strengthen municipal capacities or to equip municipal facilities	3	
	None of the above conditions are met		
3.5 Analysis of the social, political and/or economic context where the action will take place	An analysis of the context is made based on official data and information sources, prospecting studies and/or diagnostics	3	3
	The previous condition is not met	0	
3.6 Analysis and foundation of the problem	A clear and comprehensive analysis is made of the reasons and needs that justify the project	3	3
	The previous condition is not met	0	
3.7 Analysis of transversal approaches	A clear analysis is made of the approach to gender, human rights, the approach to environmental sustainability and the approach to local governance	4	4
	A clear analysis is made of at least one of the three approaches: the gender and human rights approach, the environmental sustainability approach and the local governance approach	2	
	None of the above conditions are met	0	

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3.8 Clarity of analysis	The analysis of context, problem and cross-cutting elements is done on the basis of a reliable and rigorous diagnosis/baseline document, which is attached to the project documentation	3	3
	The analysis of context, problem and transversal elements is based on a superficial and less rigorous diagnostic document, which is attached	1	
	The analysis of context, problem and transversal elements is not rigorous and no diagnostic/baseline document is presented	0	
3.9 Innovative elements	The project brings innovative elements and/or incorporates learning and good practices	4	4
	The project does NOT provide innovative elements	0	
3.10 Adaptation of the objectives to the identified structural causes	The objectives of the project are consistent with the analysis of the context (3.2,3.3,3.4) and have an impact on the structural causes of gender inequalities, violations of the human rights of the recipients and the protection of the environment and natural resources	4	4
	The objectives of the project are consistent with the analysis of the context (criteria 15, 16 and 17), but they only affect the effects of gender inequalities and the violation of human rights without addressing their structural causes	2	
	The objectives are not consistent with the analysis of the context (3.2,3.3,3.4)	0	
3.11 Identification of recipients	The groups that are the protagonists of the project are identified and the data is disaggregated by sex and various relevant discrimination variables	2	2
	The collective protagonists of the project are identified, with data disaggregated by sex taking into account a relevant discrimination variable (age, ethnicity...)	1	
	The identification is generic	0	
3.12 Identification of the obstacles that hinder the participation of women and measures to include them	Obstacles to women's participation have been identified and steps are being taken to include them	2	2
	The barriers that hinder women's participation have been identified but no measures are taken to include them	1	
	They have not been identified	0	
3.13 The expected results improve the situation of the recipients and strengthen their rights	The expected results improve the situation of the recipients and strengthen their rights	4	4
	The expected results improve the situation of the recipients, but no work is done on rights	2	



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	The expected results do not generate an improvement in the starting situation and do not strengthen the rights of the recipients	0	
3.14 Clear context and project indicators are identified and aligned with the key indicators	The indicators are solid, clear and aligned with the key indicators	4	4
	The indicators are solid, clear but not aligned with the key indicators	2	
	The indicators are not clear	0	
3.15 Clarity and operability of the planning matrix	Objectives, results, activities, indicators and verification funds and risks are clear and operational	6	6
	Objectives, results, activities, indicators and verification and risk funds are unclear and/or not operational	3	
	Objectives, results, activities, indicators and verification and risk funds are neither clear nor operational	0	
3.16 Coherence, clarity and detail of the budget (sub-items and co-financing)	The budget is consistent (neither overestimated nor underestimated), includes sub-items, correctly indicates the accounting concepts, presents pro-forma invoices, as well as the rest of the co-financing	4	4
	The budget is consistent (neither overestimated nor underestimated), includes sub-items, but has errors	2	
	The budget meets the requirements of the bases but is overestimated/underestimated, it is not sufficiently detailed and clear	0	
3.17 Detail and clarity of the project monitoring methodology	The project monitoring methodology is described in detail, responsibilities mechanisms are identified in the monitoring and in the application of corrective mechanisms during the execution of the project	4	4
	The monitoring methodology is described but no responsible persons and/or corrective measures are identified	2	
	The tracking description is generic	0	
3.18 Analysis of the evaluation components (efficiency, effectiveness, impact, relevance and sustainability)	An analysis of all the components of the evaluation is carried out and a systematization of the lessons learned is foreseen	2	2
	An analysis of all the components of the assessment is carried out, but no systematization of the lessons learned is foreseen	1	
	The analysis is not clear enough and actions are not being taken with the lessons learned	0	
3.19 Effective participation of the recipients in the different phases of the project	It describes the active participation of the recipients in all phases of the project (Identification, Formulation, implementation, evaluation)	4	4

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	It describes the active participation of the recipients in some of the phases of the project (Identification, formulation, implementation, evaluation)	2	
	The participation of the recipients is mentioned in a generic way	0	
3.20 Effective participation of the recipients in the different phases of the project	Specific actions are foreseen, as well as sufficient resources (material, human, financial, etc.) and political commitment that allow the continuity of the results and the processes generated beyond the end of the project	4	4
	Specific actions are foreseen and resources and commitments are foreseen that allow the continuity of the results and the processes generated beyond the end of the project, but they are not described sufficiently	2	
	Neither specific actions nor resources (material, human, financial, etc.) are foreseen to allow the continuity of the results and the processes generated beyond the end of the project	0	
3.21 The project is aligned with the 2030 Agenda and develops initiatives in the three dimensions of sustainable development: economic, social and environmental	The project is part of the 2030 agenda and impacts the three dimensions of sustainable development	4	4
	The project is part of the 2030 agenda, but does not detail the impacts on each dimension of sustainable development	2	
	The project is not aligned with the 2030 Agenda and/or does not take into account the impacts on the three dimensions of sustainable development	0	
<b>4. Communication, awareness and advocacy (7 points)</b>			
4.1 Clarity of the project's communication strategy	The project's communication plan is clear and detailed with clear and defined dissemination and communication objectives and indicators	2	2
	The communication plan is generic	0	
4.2 Communication activities	Communication and dissemination activities are defined in the different phases of the project	2	2
	Communication activities are only defined in one phase of the project		
	None of the above conditions are met		
4.3 Education actions for social transformation in relation to the project	A project of awareness, advocacy, training and research is proposed with the aim of generating critical thinking about the problem that the project addresses, where the local - global dimension of the problem is analyzed	3	3
	There are no educational activities for social transformation in relation to the project	0	