

The Mobility Fund for CSOs from the European Region (3 Sub-regions: EU, Black Sea and Balkans)

The Mobility Fund for CSOs from the European Region has **as main objective** ensuring the visibility and representation of the EU, Black Sea & Balkans sub-regions at relevant regional and international events and initiatives. This activity supports the mobility of civil society representatives (CSOs) in the EU, Black Sea and Balkan sub-regions, in order to foster knowledge sharing, expertise and exchange of best practices **within the framework of development effectiveness and enabling environment**.

This activity will be implemented during the **16th of January – 31st of March 2018** and it is part of the annual Work Plan of the European Region of the CSO Partnership for Development Effectiveness – CPDE.

Who can apply?

The Mobility Fund is open to representatives coming from civil society organizations from the following **sub-regions of the European Region part of CSO Partnership for Development Effectiveness: the European Union, the Black Sea and the Balkans**.

The **eligible activities**, for which the mobility costs can be covered, are: conferences, seminars, workshops, international fora and high level meetings organized within the framework of development effectiveness and enabling environment.

The beneficiaries will have to ensure the dissemination of conclusions as part of the activity to which they are participating.

The Mobility Fund is awarded on an individual basis and can cover: transport (including local), accommodation and meals costs. In order to give more people the opportunity to benefit from the Mobility Fund, interested persons can submit an unlimited number of applications, but they can be accepted maximum 2 times for different events.

The application process for the Mobility Fund is flexible, **the application process is ongoing. Please have in mind that all the activities must be finished by the end of March, including reimbursements and other financial issues.**

How to apply?

The financing cycle has two stages – the application and the reimbursement (for the selected applicants).

1. The Application:

The application must include the following documents:

- The application form (available here: www.blackseango.org);
- The applicant's CV (in English);
- The event's agenda (in English);
- A description of the event and the involvement of the applicant in this initiative (in English).

The application must be sent by e-mail at fond.romania@gmail.com at least **15 days prior** to the date the event takes place. In maximum 10 days from the confirmation receipt of the application, the applicant will receive by e-mail a positive or negative response concerning the financial support provided. **Incomplete applications will not be taken into consideration.**

The applicants who will be supported financially through the Mobility Fund will sign a contract with FOND. If needed in exceptional cases, the federation can advance part of the approved grant by booking and advancing the payment for the plane ticket or accommodation.

The maximum covered amount is:

- 500 Euro for the round trip transport (plane or train ticket, gas etc.)¹
- 90 Euro/ night for accommodation (maximum 4 nights).
- Local transport and meals should not exceed 60 Euro/per day.

Applications for the Mobility Fund will be received and assessed in an ongoing matter, on a first come, first served basis during the period January – March 2018, within the limits of available funds and by strictly applying the eligibility criteria.

2. Reimbursement (for the selected applicants):

The applicant must send in maximum 7 days after the activity has been finalized:

- The reimbursement form (available here: www.blackseango.org);
- The justifying documents for the expenses made (boarding pass, invoices/receipts, roadmap with no. of kilometers and distances – only for travel by car), in original by post and scanned by e-mail – fond.romania@gmail.com;

¹ In exceptional cases, such as overseas flights, the maximum amount covered may vary in accordance to the overall available budget of this activity.

- The activity report (annex I Reimbursement form).

All the documents will be sent by email at fond.romania@gmail.com and by post at the following address: FOND Romania, Calea 13 Septembrie, no. 85, Bl. 77C, ap. 74, et. 8, postal code 050713, Bucharest, Sector 5, Romania.

The reimbursement of expenses will be made by bank transfer in maximum 15 days from the confirmation receipt of the complete reimbursement request (containing all the above mentioned documents). The reimbursed amount will be transferred in the account mentioned in the reimbursement form, which should be in EUR.

The conversion EUR/USD/other currencies will be made according to BNR rules (National Bank of Romania).

The incomplete reimbursement requests or those which do not respect the deadline, will not be taken into consideration and the applicant will lose the financial support awarded following the submission of the application!

In order to avoid the technical issues, all the applicants will receive a confirmation via e-mail from FOND. In case of not receiving this, it is in the applicant's responsibility to contact the secretariat and ask for confirmation.

The selection process will be supervised by a **Consultative Committee** ensuring the proper implementation of this activity in accordance with the eligibility criteria.

Visibility and Promotion

All selected applicants must ensure the visibility of this action by mentioning the support provided by CPDE and FOND in all materials issued from their participation, website articles, social media posts etc, by using the CPDE logo and the following disclaimer – *This action is financially supported by CSO Partnership for Development Effectiveness – CPDE within the framework of The Mobility Fund for CSOs from the European Region (3 Sub-regions: EU, Black Sea and Balkans), implemented by The Romanian NGDO Platform – FOND.*

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