MANAGING SUB-CRANTING





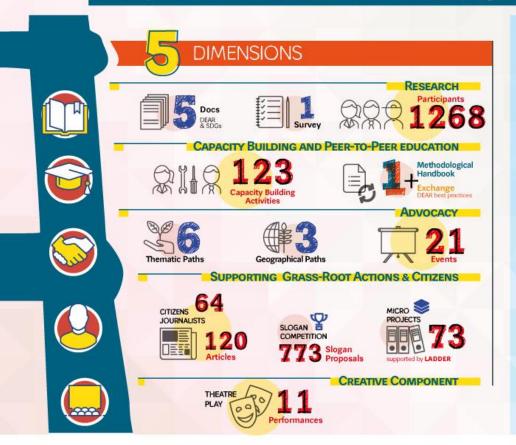
LADDER IN FIGURES



MAJOR CHALLENGE

Promote Development Education & Awareness Raising (DEAR) throughout the cooperation between Local Authorities and Civil Society Organisations







The LADDER Project in a glance













The sub-granting of the LADDER Project

WHY?

To promote DEAR and the promotion of SDGs at the grass-roots level through CSOs-LAs cooperation

WHERE?

EU Member States

WHEN?

2 calls: 2016 & 2017

HOW?

10 focal countries in which 2 calls were launched and at least 5 projects were supported In the other 18 countries 1 call was launched and 1 or 2 projects were supported

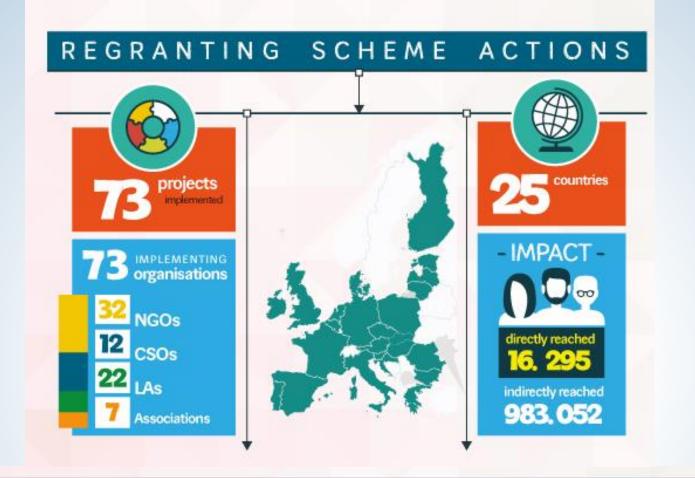
HOW MUCH?

Minimum: 2.000 € - Maximum: 6.000 €

WHO?

CSOs, LAs, ALAs, network of CSOs























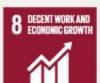
























Before the action

- Prepare an **internal toolkit** for the consortium in order to provide all the guidelines of the initiative;
- Do a mapping exercise;
- Prepare and disseminate an <u>external call</u> which provides all the information regarding the initiative proposed;
- Start to consider to create a **dedicated space in the website** of the project in order to showcase the results and outputs of the initiatives.







The selection phase

- Establish a Selection Committee;
- Set the criteria for the analysis of the projects;
- Create some specific evaluation sheet in order to rate the different applications received;
- Share the applications received and the specific evaluation sheets with the jury;
- Set a deadline and communicate it with the jury;
- Collect all the evaluation sheets of the different evaluators and merge all the results;
- Share the final results with the SC & approve the results unanimously;
- Share the final results with the beneficiaries by email;
- Share the results in your website and media.



LADDER - re-granting (WP7) rating: 1 to 5	Country:		Italy	
NAME of the Project: XYZ	Sofia	Elizabeth	Mateja	Nino
Eligibility criteria				
· The entity meets all eligibility criteria of the call (type of		Yes		
applicant, eligible actions, in the EU, etc): YES/NO		162		
1. Work programme quality				
· Clear objectives, addressing a relevant issue & appropriate	2	5	5	4
methodology for reaching the objectives	Ů	°	,	T
The work programme sets & distributes tasks & activities		_	_	١.
among the partners in such a way that the results can be achieved on	3	5	5	4
time and with the foreseen budget. 2. Innovative dimension				
The project bring innovatives solutions to the problems of the target				
groups identified.	2	4	3	3
3. Cooperation & synergy between CSOs and LAs in the				
implementation of the project				
Level of involvement of partners, Representativeness and multi	2	4	1	3
disciplinarity of actors	2	7	'	,
4. Relevance of the action with regards to DEAR & the call for				
proposal				
The project has a dimension on awareness raising for global	4	5	5	3
development & meet one of the objectives of the call Capacity to raise awareness on global development of Local				
Authorities & CSOs at local and/or national level	3	5	3	3
Capacity to raise citizens' awareness on global involvement	3	3	5	3
5. Credibility of the project and capacity of the partner to		-		
implement the project Creubing or the calendar or the project α adequacy between				
		-	,	
human resources, technologies & needs of the project (cost	3	5	4	3
6. Potential Impact				
· The target groups are clearly identified and results of the project	2	5	4	4
meet their needs in an appropriate way.	,	٥	*	T
The foreseen impact of the project on the target groups is			_	l
significant. There are clear & concrete indicators both regarding the	3	4	5	4
impact in short & long term on the target groups.				
7. Valorisation et sustainability of the project				
The proposal foresees a plan for the use & dissemination of results with appropriate & adequate resources.	2	4	4	3
resours with appropriate of adequate resources.				
sub-total	31	49	44	37
Sub-total	31	43	44	31



The criteria selected by the LADDER consortium



The Partnership Agreement with the beneficiaries



More details you provide, less problems you have!

- Template of request for instalment;
 - Template of Narrative report;
 - Template of Financial report;
- Template for declaring the co-funding of the project;
 - Template of the timesheet;
 - Template of invoice translations;
 - Reporting guidelines;
- Template of the agenda to use during the event implemented (i.e.: the logos needed for the visibility requirement of the project were inserted);
 - Template of signature list;
 - Logos required to be inserted for the visibility of the project;
 - Template for the dissemination of the activities;
 - Initial Call for Proposals launched by LADDER.





Monitoring, Reporting & Dissemination



MONITORING

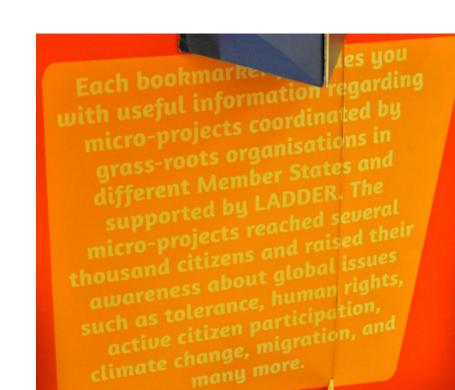
- Be ready to support, provide needed infos and guidelines to all the questions of your beneficiaries;
- Try to attend the activities they organise;
- Check that the visibility requirements are respected;
- Check that the activities are being implemented as foreseen in the project proposal.

REPORTING

- Collect narrative & financial report on time and check all the infos required are there;
- Ask the beneficiaries to fill in an evaluation sheet in Order to measure the impact of your action.

DISSEMINATION

- Within the LADDER Project we have created:
- News about SG LADDER
- Bookmarkers & Postcards
- A video
- An handbook



Reccommendations from the LADDER Experience



- 1. The selection process is long: do not start too late the sub-granting process!
- 2. If you have the possibility, make the beneficiaries meet and participate to some actions of the project
- 3. Provide as many details & guidelines as possible from the beginning of the process to both: partners in charge & beneficiaries
 - 4. Try to monitor the actions and ensure to have all the right inputs for the report (ex: signature lists, visibility requirement, etc.)
- 5. The language barrier can be an issue pay attention to this and consider some extra time to deal with this problem!



GOOD LUCK & THANKS FOR YOUR ATTENTION!

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