



# Regulation on the Call for Project Proposals by the Belarus Beehive 2.0 Program:

*Supporting Civil Society as a Key Driver of Democratic Change in Belarus*

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## INTRODUCTION

### 1.1. CONTEXT

The call for project proposals is announced as part of the "Belarus Beehive 2.0: Supporting Civil Society as a Key Driver of Democratic Change in Belarus" program.

The overarching goal of the program is to **reorganize and strengthen Belarusian civil society in the context of turbulence and political changes.**

Project proposals for the call are submitted through a web application.

### 1.2. OBJECTIVES OF THE CALL FOR PROJECT PROPOSALS

The primary objective of this call for project proposals is **to develop a sustainable civil society as an agent of democratic change in Belarus.**

*The call for project proposals is divided into three lots:*

#### LOT 1. SUPPORT FOR CSO PROJECTS

**Objective of Lot 1:** To support Belarusian CSOs and civic initiatives in providing services to their target groups or in designing and implementing innovative projects to address contemporary challenges.

*Expected outputs for CSO projects based in Belarus:*

- sustainability of civil society;
- preservation of existing initiatives and emergence of new informal groups;
- development of capacities to address and solve pressing social issues and resolve them;
- ability to plan and implement changes and innovative solutions;
- preservation and development of social/civic connections among people in the country;
- capability to deliver services to target audiences.

*Expected outputs for CSO projects based outside Belarus:*

- strengthening the capacity of CSOs whose activities are aimed at achieving democratic changes in Belarus;
- addressing challenges and issues faced by the target groups of CSOs;
- development of innovative solutions to assist target groups in Belarus and improve the quality of services demanded by a large number of Belarusians both inside and outside the country;
- providing support to civil society within Belarus;
- changing stakeholder attitudes towards specific issues through advocacy, development, and proposal of strategies and policies;
- raising awareness among target groups on social and political issues, fostering more democratic and constructive behaviors and attitudes.

*Additional priority of Lot 1:*

The development of educational materials and online content for civic education. This includes the creation of interactive courses, textbooks, video content, podcasts, and other learning formats tailored to the needs of various target audiences, with a special emphasis on the use of the Belarusian language.

**Belarus Beehive 2.0 does not support:**

1. Academic projects (except for the creation of materials for civic education);
2. Mobility projects;
3. Projects aimed at creating or promoting media products;
4. Projects aimed at creating cultural or artistic works;
5. Projects without a clear social or public impact.

*The priorities of Lot 1 may be adjusted by the organizers in subsequent calls based on research findings, annual needs assessments, analyses of previous calls, and consultation results with stakeholders.*



## **LOT 2: SUPPORT FOR ORGANIZATIONAL DEVELOPMENT AND INSTITUTIONAL SUPPORT FOR CSOs**

**Objective of Lot 2:** to enable Belarusian CSOs to become sustainable and strong agents of change in/for Belarus and/or reliable partners for other stakeholders and donors, supporting and strengthening those capable of driving democratic change in Belarus.

### *Expected outputs **for CSOs in Belarus:***

- enhanced sustainability and viability of civil society groups, with preserved and developed connections to CSOs abroad;
- increased capacity to address pressing social issues, plan, and implement changes and innovative solutions.

### *Expected outputs for CSOs **outside Belarus:***

- strengthened sustainability of CSOs focused on democratic changes in Belarus, expanded public support, and developed connections with target groups and civil society groups in Belarus;
- improved abilities to solve pressing societal issues in Belarus, plan, and implement changes and innovative solutions, especially in a cross-border format;
- expanded capacity for creating networks, sectoral and cross-sectoral cooperation, coalition-building, diversifying funding sources, and increasing membership;
- improved internal procedures, enhanced staff qualifications, increased organizational visibility, and expanded volunteer and service-user bases.

***Proposals that do not aim to achieve these outputs will not be supported under this call.***

To submit a project proposal for this lot, the organization must undergo a Capacity Assessment (Diagnosis) conducted by an independent expert. This assessment can be arranged independently by your organization or requested from the Belarus Beehive program (see [Section 9](#) of this Regulation).

## **LOT 3: SUPPORT FOR CSO COALITIONS, SECTORAL POLICY INSTITUTIONS, AND NETWORKS**

**Objective of Lot 3:** to strengthen existing CSO coalitions, networks, and sectoral policy institutions, particularly Belarusian implementers of international aid, as well as to assist active CSO coalitions, networks, and sectoral institutions in implementing their development plans and advocacy for public interests.

*Expected outputs:*

- visible cooperation and joint actions for Belarus, ensuring sustainability and recognition from stakeholders and target groups, and changing stakeholders' attitudes toward specific issues through advocacy and the development of sectoral policies and strategies;
- strengthened public support for existing CSO coalitions, networks, and sectoral policy institutions, recognizing their role among stakeholders, target groups, and coalition members;
- supported and developed connections between active CSO coalitions, networks, and sectoral policy institutions and civil society groups in Belarus;
- capacity to plan and enact societal changes, set trends in their thematic sector, and demonstrate models and best practices for adopting democratic organizational culture;
- sufficient capacity to provide operational support to other civil society participants, with well-developed internal procedures.

To be eligible to submit a project proposal for this lot, a CSO coalition, network, or sectoral policy institution must first undergo a Capacity Assessment (Diagnosis) conducted by an independent expert. This assessment can be independently arranged by your organization or requested from the Belarus Beehive program (see [Section 9](#) of this Regulation).

## 1.3. SECURITY

To ensure safe use of the Beesystem web application and maintain confidentiality of information, it is important to follow these rules:

- 1. Provision and use of a special email address.**  
Upon requesting access through the form, each applicant will be provided with an individual email address on a secure Gmail service. Use only this account to work with the web application and communicate with program representatives.
- 2. Access via computers only.**  
Registration and work with project proposals must be conducted **exclusively** on computer devices.
- 3. Incognito mode in the browser.**  
Open the Beesystem web application only in your browser's incognito mode. This helps minimize the storage of cached data and automatic credential recording.
- 4. Mandatory VPN use.**  
If you are located in Belarus or part of your team works inside the country, connecting via a VPN is a **mandatory condition**.
- 5. Data preservation.**  
Ensure that passwords or other credentials are not stored on publicly accessible devices.

### **1.3.1. GRANT SIZE**

The budget for project proposals under this call must fall within the following minimum and maximum amounts:

#### **Lot 1**

Maximum grant amount: €60,000.

Minimum grant amount: €5,000.

Average recommended grant amount: €40,000.

Maximum amount for **Priority 4 within Lot 1**: up to €10,000 for an individual course or material and up to €40,000 for an educational program.

#### **Lot 2**

Maximum grant amount: €40,000.

Minimum grant amount: €5,000.

Average recommended grant amount: €30,000.

#### **Lot 3**

Maximum grant amount: €60,000.

Minimum grant amount: €5,000.

Average expected grant amount: €55,000.

*The grant size in all lots covers 100% of the project costs.*



## 1.4. DEADLINES FOR CALLS AND SUBMISSIONS

Lot 1	Lot 2	Lot 3
February 28, 2025 May 1, 2025	February 28, 2025 May 1, 2025	February 28, 2025 May 1, 2025

*This tentative schedule may be updated by the Belarus Beehive program. Updates will be published on the project website: [www.belarusbeehive.eu](http://www.belarusbeehive.eu).*

For all lots, project proposals must be submitted by 11:59 PM (Minsk time, Belarus UTC/GMT +3:00) according to the rules outlined in this Regulation.

## 1.5. TIMELINE FOR THE CURRENT OPEN CALL

0. Announcement of the Call for Proposals: January 7, 2025
1. Deadline for clarification requests to the Belarus Beehive team: *February 20, 2025*
2. Deadline for the Belarus Beehive team to provide clarifications and answers: *February 24, 2025*
3. Deadline for submission of proposals for Lots 1, 2, and 3: *February 28, 2025 (time: 11:59 PM Minsk time, UTC/GMT +3:00)*
4. Notification to applicants on the results of the administrative check: Within 2 weeks of proposal submission.
5. Notification of project proposal review results: Within 45 days of proposal submission.
6. Preparation and signing of contracts: *May – June 2025*

*The timeline for reviewing proposals and preparing contracts may be extended depending on the number of submissions and other factors. In such cases, all applicants will be personally informed via email.*

## 2. ELIGIBILITY CRITERIA FOR THE CALL FOR PROPOSALS

These principles define the rules for submission, selection, and implementation of projects funded under this call for proposals.

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria related to:

1. Applicants, i.e., the legal or natural persons submitting the application form.
2. Types of activities eligible for grant funding.
3. Forms of funding and types of expenses that may be considered in determining the grant amount.

#### 2.1.1. APPLICANT ELIGIBILITY CRITERIA

To qualify for grant support, applicants must meet the following criteria:

##### **For Lot 1:**

a) **Be a civil society organization operating within Belarus**, regardless of official registration or legal organizational form.

*If unregistered, proposals must be submitted by responsible individuals representing an established initiative group.*

*Or:*

b) **Be a Belarusian civil society organization registered by Belarusians outside Belarus** in one of the EU countries, Eastern Partnership countries (e.g., Georgia), or the European Economic Area, with consistent work targeting groups within Belarus.

The Belarus Beehive program also **accepts project proposals submitted on behalf of partnerships** between Belarusian organizations registered abroad and unregistered groups within Belarus.

## **For Lot 2:**

a) **Be a civil society organization in Belarus**, an informal group without legal entity status, represented by individuals in Belarus or abroad who act on behalf of a civil society organization/initiative in Belarus.

*Or:*

b) **Be a Belarusian civil society organization registered by Belarusians outside Belarus** in one of the EU countries, Eastern Partnership countries (e.g., Georgia), or the European Economic Area, which works consistently with target groups inside Belarus.

## **For Lot 3:**

**Be an active coalition of civil society, sectoral policy institution, or network systematically engaged in sectoral policies.** The coalition must have objectives in this area, advocate for and organize other civil society actors in Belarus, and coordinate with stakeholders and donors to develop joint roadmaps or action plans.

Specifically, applicants who have initiated or plan to launch a financial assistance component for third parties in a specific thematic area, as well as those beginning to implement *Output-Based Contracts* for their beneficiaries in Belarus, are sought.

**Applicants may act independently or with partners.**

In case of a grant contract, the main applicant will become the grantee and principal coordinator of the grant. The main applicant acts on behalf of their organization and any co-applicants (partners), if applicable, and fully coordinates the project implementation.

Co-applicants (partners) are involved in the project design and implementation, and their expenses are treated equally with those of the main applicant.

Co-applicants must meet the same requirements as the main applicant and sign a Co-Applicant Mandate (Appendix B).

If a grant contract is signed, co-applicants become project beneficiaries alongside the main applicant.

*Applicants, co-applicants, and, in the case of legal entities, individuals with representative, decision-making, or control rights within the legal entity, must not be in any of the following exclusionary situations:*

- a) The applicant or co-applicant is bankrupt, undergoing insolvency proceedings, or in liquidation.
- b) A final court or administrative decision has established that the applicant or co-applicant has failed to meet obligations regarding tax payments or social security contributions under applicable laws.
- c) A final court or administrative decision has determined that the applicant or their representative is guilty of severe professional misconduct due to violations of laws, regulations, or ethical norms.
- d) A binding court judgment has established that the applicant, co-applicants, or individuals with representative rights in legal entities are guilty of any of the following: fraud; corruption; criminal behavior related to organized crime, child labor, or other forms of human trafficking; money laundering; crimes related to terrorist activities as defined in *Articles 1 and 3 of the Council Framework Decision of 13 June 2002 on combating terrorism*; or incitement, aiding, or attempting to commit such crimes as stated in Article 4 of the Framework Decision.
- e) The applicant or co-applicant has demonstrated significant deficiencies in fulfilling key obligations under a contract financed by the European Union, as identified through audits or investigations by an authorized officer, OLAF, or the European Court of Auditors.
- e) is included in the sanctions list.

*In the Declaration by the Applicant, which is part of the grant application form (Annex A), the applicant must confirm that they are not in any of these situations.*

## 2.1.2. ELIGIBILITY CRITERIA FOR TYPES OF ACTIVITIES (PRIORITIES AND TYPES OF ACTIVITIES FOR LOT 1 AND TYPES OF ACTIVITIES FOR LOTS 2 AND 3)

The project consists of a series of coordinated actions aimed at achieving planned results and objectives.

Sectors or themes relevant to the projects:

### **Thematic priorities for Lot 1:**

**Priority 1.** Support for civic engagement and preservation of democratic communities in Belarus.

**Priority 2.** Promotion of new public discourses and cultural narratives in Belarusian society.

**Priority 3.** Support for projects offering social and technological innovations or scaling best practices to foster modern awareness, self-organization, and solidarity in Belarusian society.

**Priority 4. Development of educational materials for civic education, including online learning on the Belarus Beehive platform.**

The set of priorities may be adjusted or expanded in subsequent competition stages based on annual consultations conducted to assess Belarus's external aid needs in collaboration with donors.

Projects under **Priority 4 of Lot 1** may be submitted by organizations and initiatives working in the fields of informal and online education.

Projects under **Lots 2 and 3** (organizational development) can be submitted by organizations from any thematic sector. However, **priority for institutional and organizational development support** will be given to organizations that act as "hubs" for Belarusian society and provide highly demanded services, particularly for civil society within Belarus.

### **Location**

*Activities must take place in Belarus or European countries (EU, Eastern Partnership, EEA), where civil society organizations established by Belarusian emigrants are based.*

## **Types of activities eligible for funding**

### **Priorities for Lot 1:**

Projects are supported that enable communities, civil society organizations, and initiatives to provide services to their target groups in Belarus, enhance the impact of their actions, or implement innovative ideas.

### **Priority 1. Support for civic engagement and preservation of democratic communities in Belarus.** *Possible activities include:*

- supporting democracy, protecting human rights, and safeguarding civil liberties;
- preventing manifestations of aggression at local, national, and regional levels, as well as measures to counter the normalization of totalitarian and imperialistic practices in society;
- educational, cultural, and research activities, as well as projects on gender and environmental issues at local and national levels;
- enhancing the economic stability of citizens at the local level and improving their financial literacy;
- providing consultations, training, and mentorship following the "peer-to-peer" approach, and supporting victims (e.g., those affected by violence, discrimination, war, etc.);
- offering urgent psychological assistance in crisis situations;
- developing IT products, writing, editing, and publishing books, and creating other content for further dissemination;
- transferring and scaling best practices;
- organizing sports and recreational events for communities;
- conducting trips necessary for activities, participating in events and working meetings abroad, as well as covering applicants' financial and administrative expenses.

**Priority 2. Promotion of new public discourses and cultural narratives in Belarusian society.** *Possible activities include:*

- informational, cultural, educational, or combined activities that help the population move away from the influence of the "Russian world" agenda, "post-Soviet space," victimization, etc.;
- development and dissemination of innovative technological tools that make CSOs more effective and secure;
- activities aimed at bridging the gap between Belarusian society inside and outside the country;
- problem-solving events, such as brainstorming sessions and cross-sectoral activities;
- informational or advocacy campaigns;
- transferring and scaling best practices in these areas.

**Priority 3. Support for projects offering social and technological innovations or scaling best practices to foster modern awareness, self-organization, and solidarity in Belarusian society.** *Possible activities include:*

- activities aimed at raising awareness, education, environmental protection, culture, socially responsible entrepreneurship, human rights, the green economy, combating violence, addressing social and labor issues, and other fields. These activities disseminate innovative approaches, share good practices, and provide services in these areas at the local level in Belarus and in a cross-border format;
- support for the development of sectoral and cross-sectoral action plans, strategies, and programs for collective CSO actions;
- support for the vitality of local, professional, and other communities in Belarus.

#### **Priority 4. Development of educational materials and content for civic education, including online learning on the Belarus Beehive platform**

Educational materials can target various social, professional, and age groups within Belarusian society. They may cover a broad range of topics that contribute to achieving the priorities of the Belarus Beehive program, namely:

- preservation and development of democratic communities in Belarus;
- promotion of new public discourses and cultural narratives in Belarusian society;
- support for and dissemination of social and technological innovations and best practices;
- development of modern awareness in Belarusian society, including its capacity for self-organization and solidarity actions.

Educational materials related to the functioning and organizational development of non-governmental nonprofit organizations (NGOs) may also be supported, provided they address relevant and underrepresented topics in the educational space (e.g., fundraising from private or corporate sponsors, advocacy in specific thematic sectors, legal and financial frameworks for NGO operations in the host country, etc.).

*Possible activities include:*

- production and development of educational and outreach materials in various formats, such as online courses, interactive long-reads, textual courses, guides, manuals, series of animated videos or podcasts, chatbots, and others;
- production and development of new educational programs, including courses and other formats covering a range of subjects.

*Projects may include measures to promote these materials, courses, and programs.*

**We particularly encourage the development of educational materials in the Belarusian language.**

**Educational materials must adhere to the following basic principles:**

- respect for intellectual property rights and freedom of expression;
- use of respectful language and avoidance of hate speech;



- texts must be readable and comply with spelling and punctuation rules;
- exclusion of commercial advertising;
- respect for gender equality and minority rights;
- compliance with GDPR.

An obligatory condition is that authors must place the developed courses and other educational materials on the [learn4belarus](#) platform. However, authors retain the right to publish these materials on other platforms as well.

*Applicants can seek consultation from Belarus Beehive program mentors.*

## **Activities eligible for funding under Lot 2**

### **Support for organizational development and institutional support for CSOs.**

*Possible activities include:*

- strengthening organizations and implementing organizational changes (developing and reinforcing procedures and internal policies, enhancing public relations, building partnerships, improving security, and other changes identified in the CSO's organizational assessment and development plan);
- developing communication tools (including corporate websites and social media accounts);
- measures to improve the skills and effectiveness of employees, volunteers, and members; recruiting new members or volunteers;
- organizing organizational meetings, strategic sessions, and mentoring activities;
- internships and training to enhance the organization's operations, operational capacity, conflict prevention, and resolution;
- basic support: acquiring equipment, renting premises, supporting the core staff of specific divisions (departments), conducting general organizational audits.

## **Activities eligible for funding under Lot 3**

### **Support for CSO coalitions, sectoral policy institutions, and networks.**

*Possible activities include:*

- strengthening organizational changes (developing and reinforcing procedures, internal policies, public relations, building partnerships, improving security, and other changes identified in the organizational assessment and development plan);
- researching target groups and their needs;
- developing communication tools (including corporate websites and social media accounts);
- identifying and advocating for thematic or sectoral needs, promoting messages and standards;
- measures to enhance the skills and effectiveness of staff and coalition board members; activities to attract new members and supporters;
- supporting staff and board meetings in the case of cross-border work formats, strategic planning sessions;
- internships, on-the-job training, and education to improve the organization's operations, operational capacity, conflict prevention, and resolution;
- basic support: acquiring equipment, renting premises, supporting the core staff of specific departments as needed.

## **Project Duration**

### **Lot 1:**

- Minimum duration: 2 months.
  - Maximum duration: 12 months.
- Longer project durations may be considered if well-justified.*

### **Lots 2 and 3:**

Minimum duration: 3 months.  
Maximum duration: 12 months.

*Projects start from the date specified in the contract. Funding for activities implemented before the official project start date is not permitted.*

## **2.1.3. ELIGIBILITY CRITERIA FOR EXPENSES**

*Grant support is provided in the form of cost reimbursement. The grant can only cover eligible expenses.*

### **Eligible direct costs**

*Project costs must correspond to the planned activities described in the project proposal. Applicants agree that cost verification mentioned in the grant contract will be conducted by an auditor hired by the Belarus Beehive 2.0 program.*

### **Eligible indirect costs**

*Indirect costs incurred by the organization in connection with project implementation are also eligible. These may be financed at a fixed rate, but the total amount cannot exceed 7% of the calculated total eligible direct costs. Indirect costs are eligible provided they do not include expenses allocated to other budget categories. Applicants may be asked to justify the requested percentage before signing the grant contract. Once the fixed rate is established, no supporting documents will be required for reporting.*

## **In-kind contributions**

*In-kind contributions* refer to the free provision of goods or services to the grantee by a third party. Since in-kind contributions involve no expenses for the grantees, they are not eligible costs and cannot be included in the budget.

## **Ineligible costs**

The following expenses cannot be supported:

- debts and debt servicing (interest payments);
- provisions for losses or potential future liabilities;
- declared costs financed by other EU programs or donors;
- purchase of land or buildings;
- currency exchange losses;
- duties, taxes, and fees, including VAT, unless they are non-recoverable under national tax legislation, and social taxes on salaries;
- loans to third parties;
- fines, penalties, and legal expenses related to organizational activities;
- In-kind contributions.

## **2.2. NUMBER OF APPLICATIONS AND GRANTS PER APPLICANT:**

- Applicants may submit more than one application under this call for proposals.
- An applicant may receive more than one grant under this call for proposals only if the grants fall under different lots.
- Applicants may simultaneously act as co-applicants in another application.
- A co-applicant may not participate in more than two applications under this call for proposals.
- A co-applicant may receive more than two sub-grants only if the sub-grants fall under different lots.
- After successfully completing a project and reporting, an applicant may submit applications in subsequent calls within the same or other lots.

In accordance with the European Commission's regulatory documents, **there is a cap on grant amounts for a single organization or initiative, which cannot exceed €60,000 across all lots and submission periods.**

Negotiations with donors are underway to remove this cap to achieve the goals of the Belarus Beehive 2.0 program. Applicants will be informed of any changes through available communication channels. This cap does not apply to organizations providing fiscal sponsorship to initiatives without registered status or bank accounts.

### **3. PROJECT VISIBILITY**

During project implementation, all public mentions of the supported project and its products must include acknowledgment of support from Belarus Beehive, unless it adversely impacts the applicant's activities. For projects implemented primarily within Belarus by local executors, visibility requirements do not apply.

### **4. ETHICAL PROVISIONS AND CODE OF CONDUCT**

#### **a) Absence of conflict of interest**

Applicants must not have any conflicts of interest or equivalent relationships with other applicants or parties involved in the project. Any attempt by an applicant to obtain confidential information, engage in illegal agreements with competitors, or influence the Selection Committee or project beneficiaries during the review, clarification, evaluation, and comparison of applications will result in rejection of the application and may lead to administrative liability and penalties.

#### **b) Respect for human rights, environmental laws, and core labor standards**

Applicants and staff must respect human rights. Specifically, applicants entering into contracts must comply with environmental legislation, including multilateral environmental agreements, and adhere to core labor standards as defined in relevant International Labor Organization conventions (e.g., conventions on freedom of association, elimination of forced labor, and elimination of child labor).

### **Zero tolerance for sexual exploitation and abuse:**

The Belarus Beehive program enforces a "zero tolerance" policy for any unlawful actions that compromise the professional reputation of applicants. Physical violence, threats of violence, sexual violence or exploitation, harassment, verbal abuse, or other forms of intimidation are strictly prohibited.

### **c) Anti-corruption and anti-bribery**

Applicants must comply with all applicable laws, regulations, and codes concerning anti-bribery and anti-corruption. "Corrupt practices" refer to offering bribes, gifts, rewards, or commissions to any person as an incentive or reward for performing or abstaining from any action related to the grant contract.

The Belarus Beehive program reserves the right to suspend or cancel project funding if corrupt practices are identified at any stage of project implementation.

### **d) Breach of contract, procedures, or fraud**

If there is evidence of fraud, procedural violations during grant issuance, or breaches of the grant contract or Ethical Code provisions, the Belarus Beehive program may withhold contract signing or even terminate the grant contract.

### **e) Whistleblowing policy**

Suspicions of fraud or corruption can be reported to: [pascal.willaumez@eap-csf.eu](mailto:pascal.willaumez@eap-csf.eu)

## **5. APPLICATION SUBMISSION PROCESS AND PROCEDURES**

### **5.1. PROJECT PROPOSALS**

Project proposals must be submitted via the Beesystem web application (see [Section 5.2](#)) along with all completed attachments (Appendices A, B, C). Proposals must strictly adhere to the required format, with paragraphs and pages filled out in the proper order. Applicants may submit proposals in Belarusian, Russian, or English.

To ensure secure use of the Beesystem web application and maintain confidentiality, the following recommendations must be followed (see [Section 1.3](#)):

- use only individual email accounts created specifically for working with the Beesystem web application;

- access the system exclusively from computers, avoiding the use of mobile devices;
- enable incognito mode in your browser when logging in and working in the system;
- use a VPN to ensure the confidentiality and security of your data.

Please complete the project proposal form carefully and as accurately as possible to allow for proper evaluation. Any errors or inconsistencies, as outlined in [Section 5.3.1](#) (*Step 1: Administrative Check*), may result in rejection from further consideration.

**Note:** Only the project proposal form with an integrated budget (*including the Declaration by the Applicant and Mandates of co-applicants, if applicable*) and the attachment required for Lots 2 and 3 (*Organizational Capacity Assessment*) will be forwarded for evaluation. It is therefore crucial that these documents contain all relevant information.

No other attachments need to be submitted.

## 5.2. WHERE AND HOW TO SUBMIT PROJECT PROPOSALS

5.2.1. Project proposals for the Belarus Beehive competition must be submitted through the specialized Beesystem web application.

5.2.2. To access the Beesystem web application, applicants must complete the form at: <https://forms.gle/ioyRXLX5EXbRVgN36>.

Within 24 hours, you will receive an email with instructions. *An individual Gmail account (Google account) will be created for you, through which you will find a link to the web application. If you already have an account and access to the application, you can continue working without requesting new access.*

All further communication about your project proposal will be conducted through this email address. Please treat it with care.

**If you are submitting a proposal from Belarus, use a VPN. Note that VPN use is only part of the security rules; we strongly recommend reviewing the full list of recommendations in Section 1.3 to ensure maximum data and activity security.**

5.2.3. Before filling out the project proposal, carefully review the competition conditions. In addition to the completed project proposal, it is essential to complete and sign all mandatory appendices. All necessary forms and detailed instructions for filling out the proposal, preparing the budget, and using the system can be found in the web application in the "Document Templates" section. Grids for completing project proposals will also be integrated into the web application, making it convenient for applicants to format all required data according to the guidelines.

5.2.4. Once you complete the project proposal form and attach all required appendices, you will have the option to save it on your computer. After clicking the "SUBMIT" button, no further changes to the proposal will be accepted. If the "Submit" button does not appear or is inactive, it means some mandatory fields have not been completed. Once the button is clicked, your proposal will be officially registered, and you will receive a confirmation email.

5.2.5. After submission, your application will be carefully reviewed in accordance with the deadlines specified in Section 5.3 and detailed in the competition conditions. You will be notified of the review results at your designated email address. We strongly recommend checking your email at least twice a week for potential follow-up questions from the competition organizers.

5.2.6. If you have additional questions about the application process or competition conditions, you can contact us by filling out a Google form for applicants' questions at: <https://forms.gle/LkTNTtjEe7trUdDR6>.

We will respond to your inquiries within two working days to provide all necessary support for successful participation in the competition.

### **5.3. SELECTION OF PROJECT PROPOSALS**

Applications will be reviewed by the Belarus Beehive project's Selection Committee with the assistance of external evaluators.

If the review reveals that the proposed action does not align with the competition's priorities or eligibility criteria outlined in [Section 2.1](#), the application will be rejected on that basis alone.

*The selection process consists of the following steps:*

1. Administrative check;
2. Evaluation of the project proposal;



3. Meeting of the Selection Committee;
4. Notification of the Selection Committee's decision;
5. Verification of applicants' eligibility for contracting.

*Below are the details of each step.*

### **5.3.1. STEP 1: ADMINISTRATIVE CHECK**

During the administrative check, the following will be assessed:

- whether the project proposal was submitted by the deadline;
- whether the proposal meets all eligibility criteria outlined in [Section 2.1](#) of this Regulation;
- whether the proposal includes the full set of required documents and all fields of the proposal form and budget are filled in with the required information;
- whether the required marks are made in the Declaration.

If any requested information is missing, false, or incomplete, the application may be rejected on this basis alone.

#### **5.3.1.1. Appeal procedure after administrative check**

**If an applicant believes that their application was unjustly rejected during the administrative check, they may appeal the decision within three days.**

To do so, the applicant must contact the grant managers via email at [bh2.0.communication@belarusbeehive.eu](mailto:bh2.0.communication@belarusbeehive.eu) and request a detailed explanation of the reason for the rejection during the administrative check or refusal to proceed with the application. If, after the grant managers' explanation, the applicant still disagrees with the reason for the rejection, they may submit a formal complaint via email at [complaints@belarusbeehive.eu](mailto:complaints@belarusbeehive.eu).

The complaint will be reviewed within **five working days** by a committee composed of representatives from the Belarus Beehive project management. Based on the review, the committee will prepare a **Protocol**. The decision will be communicated to the applicant within **one working day** after the committee meeting. If the complaint is upheld, the

project will proceed for further consideration under general conditions.

If the committee's decision is negative, the project will be rejected. **The committee's decision is final and not subject to further appeal.**

### **5.3.2. STEP 2: EVALUATION OF PROJECT PROPOSALS**

Project proposals that pass the administrative check will be evaluated based on their quality, including the proposed budget, and the operational capacities of the applicants.

Each project proposal will be independently evaluated by at least two external experts. Experts will be selected based on their expertise in the relevant lot's subject matter through a competitive process, with security considerations taken into account.

Experts will provide their opinions, complete the evaluation table (scoring grid), assign scores, and leave comments, including comments on the budget and a final recommendation to the Selection Committee on whether to support or reject the project.

**You can access the evaluation grids for all lots via [a provided link](#).**

*Your project proposal can score a maximum of 100 points.*

If the average score based on the evaluations of two or more experts is less than 65 points, the project proposal will be rejected. In cases where the scores of two experts differ by more than 33 points, the proposal will be sent to at least one additional expert for further evaluation.

After the evaluation, a ranking table will be compiled listing the project proposals by score. Proposals with the highest scores will be reviewed by the Selection Committee in order, from highest to lowest, until the budget allocated for the respective stage of the call for proposals and the specific lot is exhausted.

Using the same criteria, a **reserve list** will be formed from proposals that scored highly but did not fit within the budget for this stage of the call. This reserve list will be used if additional funds become available to the Belarus Beehive program before the next stage of the call for proposals.

**The evaluation of project proposals must be completed within one month.**

### 5.3.3. STEP 3: SELECTION COMMITTEE MEETING

No later than 45 days after the submission deadline for project proposals, the Selection Committee will convene online or in a hybrid format to discuss evaluated projects and make a final decision.

The Selection Committee will include a minimum of 5 members, selected from:

1. Representatives appointed by each Belarus Beehive partner organization, without direct or indirect conflicts of interest;
2. Trusted and respected Belarusian or international representatives from CSOs, networks, or democratic organizations, also without direct or indirect conflicts of interest.

Additionally, external experts hired for project proposal evaluation may participate in Selection Committee meetings as consultants without voting rights.

Donor representatives will be invited to attend Selection Committee meetings as observers.

Decision-making process:

- each member has one vote.
- the Selection Committee is chaired by the Belarus Beehive program leader, who does not have voting rights.

Decisions will be based on the preliminary quality assessments by external independent experts, the program's goals, and the need to prioritize under the current circumstances.

The Selection Committee reserves the right to conditionally approve a project proposal with recommendations for revising the proposal and/or budget in line with specific comments made by experts or the committee itself. This applies only if such revisions do not call into question the grant award itself.

In such cases, grant managers will work with applicants to revise the proposals in accordance with the committee's recommendations.

The Selection Committee prepares a preliminary internal **Protocol**, listing approved, rejected, or reserve-listed projects with all relevant recommendations. After verifying the eligibility of applicants and refining budgets, the committee approves the **Final Protocol**.

*Special considerations:*

If a proposal is deemed potentially strong but requires improvement and does not score enough points in the current competition, the applicant will be offered assistance from a consultant/mentor or grant manager to revise the application in accordance with competition requirements and committee recommendations. In such cases, the application may:

- be resubmitted during future competitions.
- be presented (in a shortened format) to other donors (only with the applicant's written consent).

After verifying supporting documents and refining the budget, the Selection Committee approves the **Final Protocol**.

#### **5.3.4. STEP 4: NOTIFICATION OF THE DECISION**

Applicants will be informed in writing by Belarus Beehive program staff about the decision on their project proposal. In the case of rejection, applicants will be notified of the reasons for the decision.

Applicants may request more detailed information about the decision from the Belarus Beehive program.

#### **5.3.5. STEP 5: VERIFICATION OF APPLICANTS' ELIGIBILITY FOR CONTRACTING**

Eligibility verification will be conducted based on supporting documents requested from the project applicant. This verification will only apply to project proposals preliminarily selected by the Selection Committee.

Eligibility will be assessed in accordance with the criteria outlined in [Section 2.1.1](#).

Verification process: The primary applicant's declaration will be cross-checked against the supporting documents submitted by the applicant(s). Any missing supporting document or any discrepancy between the applicant's declaration and the submitted documents may result in rejection of the project proposal based on this alone.

If a project proposal is rejected at this stage, it will be replaced by the next proposal on the reserve list that fits within the budget allocated for the respective lot and competition stage.

## 6. PREPARATION FOR CONTRACT SIGNING

Grant managers of the program will inform applicants whose proposals have been preliminarily approved about the necessary revisions and adjustments based on expert comments and Selection Committee recommendations, as well as deadlines for submitting such revisions.

If the required revisions, clarifications, and justifications are not submitted on time, the project proposal may be rejected and replaced by the next proposal from the reserve list.

Required documents for contract preparation:

1. A scanned copy of the organization's registration certificate (*for legal entities*) or a scanned copy of the charter or memorandum of association for initiatives (*for individuals from an initiative*).
2. Contact details of the organization (*address, phone number, email*).
3. Bank account details for receiving funds in euros (*account holder name, bank name, bank address, IBAN, SWIFT*).
4. Protocol of the governing body's meeting appointing:
  - a. The project manager;
  - b. The authorized representative for signing the contract with the responsible Belarus Beehive partner.
5. Contact information (*address, phone, email*) of the project manager and the organization's representative.
6. A self-assessment by the applicant, co-applicants, and affiliated organizations regarding internal policies and procedures against sexual exploitation, abuse, and harassment (SEA-H).
7. A checklist of the organization's/initiative's internal controls.

Failure to provide the above documents by the deadline specified in the request sent by Belarus Beehive staff may result in the rejection of the project proposal.

Rejected proposals will be replaced by the next best proposal on the reserve list that fits within the available budget for this competition.

After submitting all required revisions and necessary documents, the grantee will be offered a grant contract. The contract will include the project proposal, budget, and access to an automated reporting system. It will specify reporting deadlines, payment schedules, and the number of disbursements. The number and size of disbursements will depend on the project's duration and the funding amount.

Belarusian civil society organizations (initiatives) operating in Belarus may implement projects under Output-Based Contracts if their budget *does not exceed €10,000*. The feasibility of implementing a project under such a contract will be determined on a case-by-case basis.

After signing the contract, individual introductory meetings will be held with each grantee to explain requirements for implementation and reporting, agree on communication channels, etc.

## **7. LIST OF ANNEXES (AVAILABLE IN THE BEESYSTEM WEB APPLICATION)**

Documents to complete:

- **Appendix A: Declaration by the Applicant**
- **Appendix B: Co-Applicant Mandate (if applicable)**
- **Appendix C: (only for Lots 2 and 3) Organizational Capacity Assessment**

## **8. ORGANIZATIONAL CAPACITY ASSESSMENT**

### **Attention!**

For **Lots 2 and 3**, applicants must attach an **Organizational Capacity Assessment** document prepared by an external consultant within the last **12 months** prior to the deadline for submitting project proposals. This document must indicate the authorship of the expert who conducted the assessment. The assessment should reflect the following organizational characteristics:

- strategic management;
- effectiveness and social impact;
- project and program activities;
- structure and infrastructure, management system;
- positioning, networking, and cross-sectoral collaboration.

For an **Organizational Capacity Assessment** conducted by an organization with an independent consultant on their own initiative to be accepted by the Belarus Beehive program, it must:

1. be relevant to the organization and not older than **12 months** at the time of participation in the competition;
2. clearly indicate the authorship of the assessment and include the consultant's contact details for verification.

Applicants can request a consultant from the Belarus Beehive program to assist in conducting the organizational assessment and creating the required document. To make such a request, send an email to [consulting.beehive@proton.me](mailto:consulting.beehive@proton.me) with the following information:

- the name of the organization, a brief description, and contact details;
- if available, links to the organization's website and social media profiles;
- the age of the organization and the approximate number of staff/members;
- a brief summary of the activities, actions, and measures the organization carries out regarding Belarus or Belarusians in Belarus.

Consultants are provided by the Belarus Beehive program only to organizations meeting the **eligibility criteria** (see [Section 2.1](#) for Lots 2 and 3) on a first-come, first-served basis and until the allocated resources are exhausted. To ensure sufficient time for the assessment, organizations must submit their requests no later than one month before the project proposal submission deadline.

**Organizations may be denied the Organizational Capacity Assessment service for the following reasons:**

- the organization/initiative has been active for less than a year;
- the activities of the organization/initiative do not align with the competition's objectives;
- the organization/initiative has not carried out activities in the last six months;

- the organization/initiative focuses solely on producing media content or organizing leisure activities for children and adults through cultural or sports events;
- the activities of the organization/initiative are exclusively aimed at supporting the diaspora;
- the organization/initiative is a department or part of another organization;
- the organization/initiative consists of no more than 1–3 people or a group of individuals who are family members or relatives.

## **9. MENTORSHIP CONSULTATIONS DURING PROJECT PROPOSAL PREPARATION**

**Organizations intending to apply or applying for grants within the Belarus Beehive project can request consultations with project mentors.**

**Individual consultations** are available only to those CSOs whose inquiries cannot be resolved during general information sessions. Information about info sessions and their schedule is available on the website **learn4belarus.online** and will be updated regularly.

Each civil society organization can receive up to **3 hours of mentorship consultations**. In certain justified cases, additional consultations may be provided. Decisions regarding additional consultations are made by the Belarus Beehive program on a case-by-case basis.

**Consultation requests may relate to the following areas:**

- **Consultations on project proposal development** (does not include direct assistance in writing the proposal itself):
  - development of project logic;
  - working with changes and outcomes (outcomes & outputs);
  - basic knowledge of the theory of change.
- **Consultations on specific aspects of organizational development and project implementation, such as:**
  - project management, project cycles, etc.;
  - fundraising;
  - advocacy;



- PR and communication;
- accounting and financial management.

**Consultations are provided on a first-come, first-served basis.**

To request mentorship consultations, organizations must fill out the form at the following link: <https://forms.gle/3ssDa4dLHf7s3h1i6>

Detailed information about mentorship consultations is available at the same [link](#).

Working with mentors does not guarantee success in the project proposal competition.

