

Approved by the 03 September 2024 Order N 35-L
of the President of the “Armenian
Lawyers’ Association” NGO

**GRANTS POLICY OF THE
ARMENIAN LAWYERS’ ASSOCIATION NGO**

(New Edition)

**YEREVAN
2024**

GRANTS POLICY

CONTENT

1.	Chapter 1. Awarding of Grants	3
2.	Chapter 2. Eligibility Criteria	3
3.	Chapter 3. Selection Process	4
4.	Chapter 4. Composition of Grant Committee	4
5.	Chapter 5. Grants' Budget	5
6.	Chapter 6. Payment of the Grant	6
7.	Chapter 7. Restrictions for the Use of Grant	6
8.	Chapter 8. Extension, Suspension and Termination of Grant	6
9.	Chapter 9. Monitoring and Evaluation of the Grant Project	7
10.	Chapter 10. Reports	7
11.	Annex 1. Rules of Procedure for the Submission of Financial Reports	9
12.	Annex 2. Rules of Procedure for awarding Grants in the Framework of the EU-Funded "Budgets for Citizens" Project	10
13.	Annex 3. Statement of Absence of a Conflict of Interest	13

CHAPTER 1. AWARDING OF GRANTS

- 1.1 The awarding of grants by the “Armenian Lawyers` Association” NGO (hereinafter referred to as “Organization”) is aimed at supporting separate programs and initiatives contributing to the Mission of the Organization.
- 1.2 If the Organization provides sub-grants in the framework of the grant provided by a Donor Organization (hereinafter referred to as “Donor”), the provisions of this Policy contradicting the conditions set by the Donor, do not apply. If it is envisaged in the framework of the grant provided by the Donor to provide sub-grants to the organizations previously determined by the Donor, then the Organization carries out the awarding of the amount specified by the Sub-grant project budgets in accordance with the sub-grant contracts preliminarily signed with these organizations. In this case the Organization implements the monitoring, evaluation and receipt of the reports of these sub-grants in accordance with the procedures of the present Policy. The Organization conducts monitoring and evaluation of the narrative report of the sub-grant project. The financial monitoring and evaluation of the sub-grant project is conducted by the audit and/or accounting firm (hereinafter referred to as a “Specialized Company”) determined by the Organization.
- 1.3 The sub-grants provided by the Organization in the framework of the EU-funded “Budgets for Citizens” Project are regulated under the Rules of Procedure specified in the Annex 2 of this Policy.
- 1.4 The terms “grant”, “donor”, “grantee” in this Policy should also be respectively understood as “sub-grant”, “sub-grant donor” and “sub-grantee”.
- 1.5 The terms "policy", "procedure" and "regulations" used in this procedures mean the grant policy of the "Armenian Lawyers' Association" non government and the regulations provided therein.

CHAPTER 2. ELIGIBILITY CRITERIA

2.1 The civil society organizations (hereinafter referred to as CSOs) and Mass Media, which comply with the following conditions, may participate in the grant competition:

- In the case of CSOs: have been registered as non-commercial and non-governmental/local(communitiy) organization at the State Register Agency of Legal Entities of the Ministry of Justice of the Republic of Armenia as specified by the RA Law (hereinafter referred to as “State Registration”).

***Note 1.** Separate units of CSOs cannot apply individually to the grant program.*

- In the case of Mass Media: have been registered as state registration as a non-commercial or non-profit organization, or they do not have state registration, but are established and operated by a state-registered non-commercial or non-governmental/local (community) organization.

CSOs and Mass Media created by state, local (community) or commercial organizations (bodies) cannot claim to receive grant funding.

- 2.1.1 CSOs and Mass Media can apply for the grant programs provided for budget monitoring and analysis in targeted direction within the framework of the "Budgets for Citizens" Project under the following conditions:

- a. have completed the training program¹ aimed at developing the skills of CSOs and Mass Media within the framework of the "Budgets for Citizens" Project, in accordance with all the conditions specified in the announcement, and received the certificate of completion of the training program by the "Budgets for Citizens" Project,
- b. The winning applicant organizations (CSOs and Mass Media) will be required to participate in mandatory one-day training with the "Budgets for Citizens" Project representatives to receive expert counseling on the implementation process of the grants, including financial advice. In case of applying by a consortium, each CSO/Mass Media member of the consortium shall participate in the mandatory training.
- c. Bare direct responsibility for preparation and complete implementation of the project.
- d. In case of implementing a grant program, CSOs and Mass Media can apply through a consortium composed of CSOs and/or Mass Media. In the case of a grant project application submitted jointly, the relations of the cooperating parties, the division of responsibilities and powers between them must be defined. Letters of Commitment from all cooperating parties must be attached. All members of the Consortium must have completed the training program provided for in clause 2.1.1 sub-clause "a".
- e. In the case of a grant project submitted by the Mass Media, the lead applicant, or at least one of the consortium members of the project must be a media. In terms of this policy, the requirements related to Mass Media are presented in clause 2.1.

2.1.2 CSOs or Mass Media can apply for the grant programs provided to carry out advocacy campaign within the framework of the "Budgets for Citizens" Project under the following conditions:

- a. have completed the training program² aimed at developing the skills of CSOs and Mass Media within the framework of the "Budgets for Citizens" Project, in accordance with all the conditions specified in the announcement, and received the certificate of completion of the training program by the "Budgets for Citizens" Project.
- b. The winning applicant organizations (CSOs and Mass Media) will be required to participate in mandatory one-day training with the "Budgets for Citizens" Project representatives to receive expert counseling on the implementation process of the grants, including financial advice. In case of applying by a consortium, each CSO/Mass Media member of the consortium shall participate in the mandatory training.
- c. Bare direct responsibility for preparation and complete implementation of the project.
- d. One of the grants may contribute to the 2022-2024 “Open Government Partnership-Armenia” Initiative - the 4th participative mechanisms in the budget process provided for by the National Action Plan and contribution to the implementation of dialogue and public awareness within the framework of the commitment.
- e. In case of implementing a grant program, CSOs and Mass Media can apply through a consortium composed of CSOs and/or Mass Media, which will be considered an advantage. In the case of a grant project application submitted jointly, the relations of the cooperating parties, the division of responsibilities and powers between them must be defined. Letters of Commitment from all cooperating parties must be attached. All members of the Consortium must have completed the training program provided for in clause 2.1.2 sub-clause "a".

¹ <https://budgets.am/1596.html>

² <https://budgets.am/1596.html>

- f. In the case of a grant project submitted by the Mass Media, the lead applicant, or at least one of the consortium members of the project must be a media.

2.1.3 CSOs or Mass Media can apply for the grant programs provided to involve young specialists in the budget sector on an employment basis in CSOs/Mass Media within the framework of the "Budgets for Citizens" Project under the following conditions:

- a. have completed the training program³ aimed at developing the skills of CSOs and Mass Media within the framework of the "Budgets for Citizens" Project, in accordance with all the conditions specified in the announcement, and received the certificate of completion of the training program by the "Budgets for Citizens" Project.
- b. young professionals who have completed the educational program⁴ aimed at providing budgetary knowledge to young professionals within the framework of the "Budgets for Citizens" Project in accordance with all the conditions specified in the announcement, and received the certificate of completion of the training program by the "Budgets for Citizens" Project, are involved on employment basis in the projects launched by CSOs/MDFs for the implementation of budget analysis and monitoring, including the development of simplified budgets, as well as for the implementation of advocacy campaigns.
- c. have applied to the competition for sub-grant applications announced for monitoring and analysis of the budget in targeted directions within the framework of the "Budgets for Citizens" Project, including developing simplified budgets.
- d. agree to apply for grant programs aimed at carrying out advocacy campaigns in the target directions announced within the framework of the "Budgets for Citizens" Project. In case of the absence of the agreement, in each case the Project (Grant Commission) discusses separately with the applicant, and in the case of applying with a consortium, with the members of the Consortium, the period and budget of this grant,
- e. The winning applicant organizations (CSOs and Mass Media) will be required to participate in mandatory one-day training with the "Budgets for Citizens" Project representatives to receive expert counseling on the implementation process of the grants, including financial advice. In case of applying by a consortium, each CSO/Mass Media member of the consortium shall participate in the mandatory training.
- f. Bare direct responsibility for preparation and complete implementation of the project.
- g. in the case of an application for a sub-grant project submitted through a consortium, it must be specified that the employment contract with the young specialist shall be signed by the lead organization applying for the sub-grant for the budget monitoring and analysis and developing simplified budgets.
- h. In the case of a grant project submitted by the Mass Media, the lead applicant, or at least one of the consortium members of the project must be a media.

CHAPTER 3. SELECTION PROCESS

³ <https://budgets.am/1596.html>

⁴ <https://budgets.am/1603.html>

- 3.2 All applications submitted to the grant competition (hereinafter, applications) are subject to the evaluation, which includes the verification of compliance with the terms of the announcement of grant competition and the attached documents. The applications shall be evaluated in accordance with the procedure set out in Annex 1, Section "Evaluation and selection criteria".

CHAPTER 4. COMPOSITION OF GRANT COMMITTEE

- 4.1 The evaluation and selection of grant programs are made by the Grant Committee established by the order of the President of the Organization. The number and composition of the personnel of the members of the Grant Committee shall be determined by the President of the Organization.
- 4.2 Separate grant committees may be created within the framework of various programs implemented by the Organization.
- 4.3 The Grant Committee may include representatives of the Organization, projects implemented by the Organization, partner non-governmental and international organizations, as well as independent sectoral experts and observers.
- 4.4 The authorized person determined by the organization conducts the control, monitoring and evaluation of the narrative report of the sub-grant project. The financial monitoring and evaluation of the sub-grant project is conducted by the Specialized Company determined by the Organization.
- 4.5 The Organization may, if necessary, involve experts and (or) observers at the sittings of the Committee with the right of consultative vote.

Thus:

1. Experts are persons working in the applicant organizations and in the field of projects proposed by them or practitioners in the field. Their main function is to provide information and clarifications to the members of the Committee on various problems and issues in order to make the decision-making process more objective and impartial. Experts study the applications which are related to their field of expertise.
 2. Observers are individuals outside of the Organization who take part in the selection process, ensuring objectivity and impartiality. They have the right to opinion and expression during the discussion. Representatives of international and non-governmental organizations, grant project managers and coordinators may be invited as observers for "exchange of experience" and to express opinion on the selection process. They are not required to study the applications.
- 4.6 Any person who is a member of the Grant Commission, an expert and an observer, is obliged to declare the possible and existing conflicts of interest and not be guided by private interests.

The term "conflict of interest" is defined as a situation where a member of a grant committee, an expert and an observer has economic interests related to him, his affiliated person or a third party, political or national, family or emotional relationships, or any other connection or joint interest (hereinafter referred to as "private interest"), which affects or may allegedly affect or reasonably affect the proper, objective and impartial assessment of the applications submitted for the grant competition.

"To be guided by private interest" means performing such actions, displaying inaction, or making a decision" (including participation in decision making, or leading to decision-making, such as providing information and explanations or expressing opinions and views on issues and problems under discussion within the collegial body), which, although is legally valid, but may lead or

promote or reasonably contribute or promote affecting on the selection process of the candidates participating in the grant competition.

- 4.7 If such situations are disclosed, the person in conflict of interest does not have the right to be involved in the evaluation process. If the mentioned circumstances arise after evaluation process of the applications it will result in termination of grant funding in the manner provided in Chapter 8 of this Policy. Committee member, expert and observer before the start of the evaluation process shall sign a certificate of absence of a conflict of interest. The certificate of absence of a conflict of interest is attached to this Policy as Annex 3. All grant decisions are approved by the Grant Committee of the Organization.

CHAPTER 5. BUDGET

- 5.1 The declared grant budget depends on the available amount allocated for grant purposes of the Organization.
- 5.2 The grantee may make changes in the expenditures of the budget after informing the Organization in advance in a written form. Their sum of changes should not exceed ten percent (10%) of the total budget. The sum of the changes made to the budget expenditure items by the Grantee should not exceed ten percent (10%) of the total budget, of which the Responsible Person of the Armenian Lawyers' Association (ALA) shall be notified in advance. The changes of the sum exceeding 10% of the total budget or the objectives of the grant shall be made in the form of bilaterally approved written amendments to the Grant Agreement.
- 5.3 The budget must present in detail the entire volume of financial support required for the grant project.
- 5.4 The budget must include project expenditures, salaries, equipment prices, administrative expenses, stationery, transportation, daily allowances, bank payments and other potential expenses that may arise during project implementation
- 5.5 The grantee must also provide a detailed budget description.
- 5.6 Considering the limited budget allocated to each grant project, equipment and capital expenditure financing requirements are not encouraged.
- 5.7 The regulations mentioned in this paragraph can be changed based on the specifics of grant competition announced by the Organization at the moment.

CHAPTER 6. PAYMENT OF THE GRANT

- 6.1 The Organization makes the grant payments in the terms and procedures specified in the grant contract signed between the parties.
- 6.2 The Organization, at its discretion may make direct payments to the vendor of products or services who will be selected by the grantee or on its behalf.

CHAPTER 7. RESTRICTIONS FOR THE USE OF GRANT

- 7.1 The grant funds or the equipment and services acquired by those funds shall not be transferred in the form of a grant or technical assistance to another organization or an individual without written permission issued by the Organization.

- 7.2 Grant funds shall not be used for payments to business partners or personal needs of family members.
- 7.3 Grant project expenses may not be carried out beyond the specified dates of grant implementation. In this case, the regulations provided for in Clause 7.6 of these procedures shall be applied.
- 7.4 Grant project costs beyond the specified dates for grant implementation shall not be paid from grant funds.
- 7.5 Actions carried out in violation of the Grant Agreement cannot be paid for at the expense of the project budget. The Organization shall not accept expenses incurred with violation.
- 7.6 Upon completion of the project, existing savings shall be transferred to the Organization.
- 7.7 The financial resources of the project cannot be channeled for financing humanitarian or charitable activities.

CHAPTER 8. EXTENSION, SUSPENSION AND TERMINATION OF GRANT

- 8.1 On the basis of the Grantee's reasoned written application, at its discretion, the Organization has the right to extend the grant period by one month, without having to provide additional finances. Where necessary, the Grantee has the right to invest funds for the full implementation of the Project from other sources not prohibited by the law, by notifying the Organization about it in advance and obtaining its written consent.
- 8.2 The Organization shall have the right to suspend or terminate the Grant project in whole or in part before the expiration of the period specified in the Grant Agreement, if it is discovered that the Grantee has breached or has failed to comply with the terms and conditions of the Grant Agreement and/or this Policy.
- 8.3 In case of detection of violations mentioned in paragraph 8.2 of this Policy, the decision to suspend or terminate the grant may be made in the following cases:
1. The Grantee failed to provide the Organization with narrative (descriptive) reports and other necessary documents and information in accordance with the procedure and deadlines defined in the Grant Agreement.
 2. The Grantee failed to submit the relevant financial statements and other necessary documents and information to the Organization and/or the Accounting (Financial) Company authorized by the Organization in the manner and within the terms stipulated by the Grant Agreement.
 3. Shortcomings in the performance of financial records.
 4. The Grantee used the grant funds for the expenses not foreseen in the project budget and not approved by the Organization.
 5. The Grantee provided incorrect and incomplete information to the Organization or to the authorized Specialized Professional Company, as well as false documents on the grantee organization, its partner applicants, or any fact related to the grant.
 6. Other violations of this Policy have been detected.
 7. Performed other activities that are beyond the scope of the activities approved by the Organization.
- 8.4 The implementation of the grant is renewed in case of elimination of violations and shortcomings that served as basis for taking a decision on suspension.

8.5 The decisions provided in this Chapter are made by the President of the Organization:

CHAPTER 9. MONITORING AND EVALUATION OF THE GRANT PROJECT

- 9.1 The authorized person and (or) Specialized Company conducting the project monitoring and evaluation shall verify the progress and results of the project.
- 9.2 Monitoring of ongoing activities and expenditures shall be carried out in line with the project proposal and its annexes approved and attached to the Grant Agreement.
- 9.3 The representatives of the Organization are entitled to visit the grantee organization at any time to check the process and results of the project, as well as to request and receive any written and verbal information, including documents, aimed at the implementation of the Project.
- 9.4 If possible, the Organization shall inform the grantee of its visit in advance, but the prior notice is not a mandatory requirement.
- 9.5 The implementation of the monitoring and evaluation ensures the description of the initial situation, changes resulting from the project implementation, compliance of the project activities with and their proportionality to the expenditures within the project budget, accompanied by relevant supporting documents, materials ensuring visibility and communication, photos, etc.
- 9.6 For the purpose of monitoring and evaluation, the Donor Organization may request the grantee organizations (which received grants) to hold quarterly meetings (working meetings) with the participation of representative of the Donor Organization.

CHAPTER 10. REPORTS

10.1 The Grantee shall present a report on the project implementation, consisting of two parts (narrative (descriptive) and financial).

10.2 Narrative (Descriptive) Report:

1. The narrative report reflects the description of activities (work) carried out in the scope of the project and an impact analysis. Interim narrative reports should be submitted after each monitoring and evaluation conducted by the Organization.
2. The narrative report shall be submitted in two formats: interim and final. The deadline for submitting the interim narrative reports is regulated by the grant agreements (contracts).
3. The interim report shall be presented prior to the next tranche in case the amount is transferred in tranches.
4. The final narrative report shall be submitted within the period of 15 - 30 days after the completion of the project depending on the duration of the project implemented by the Organization, unless otherwise stipulated by the grant agreement (contract).
5. The Grantee must accompany the report with the necessary documents, materials, including printing, photos, videos, etc., which support the Project implementation. Upon the request of the Organization, the original versions of the necessary materials and documents shall be submitted.
6. Narrative reports may be published on the website of the Organization, as well as on the websites of the consortium member organizations and the project websites. Where

necessary, having the aim to ensure visibility of the project, they may also be distributed among the Mass Media.

10.3 Financial Report:

1. The financial report is submitted to the Accounting (Financial) Company authorized by the Organization and should reflect a detailed report on costs accompanied with documentation justifying every expense, i.e., invoices, receipts, service or employment contracts, banking forms, etc. (see Annex 1).
2. The financial report shall be submitted in two formats: interim and final. The deadline for submitting the interim financial reports is regulated by the grant agreements (contracts).
3. The grantee must submit interim financial reports prior to the next tranche, in case the amount is transferred in tranches.
4. The final financial reports shall be submitted within the period of 15 - 30 days after the completion of the project depending on the duration of the project implemented by the Organization, unless otherwise stipulated by the grant agreement (contract).
5. The procedure for submission of financial reports should be submitted in accordance with the procedure set out in Annex 1 to this Policy.

RULES OF PROCEDURE FOR THE SUBMISSION OF FINANCIAL REPORTS

1. SUBMISSION

- 1.1 The financial (interim and final) report is submitted together with the narrative report of the project.
- 1.2 The report shall be submitted by the Project Manager and (or) the responsible accountant in the same timeframes as the interim and final narrative reports.
- 1.3 The report shall be sealed with the seal of the Organization and signed by the Project Manager and the accountant, approved by the Head of the Executive Body of the Organization.
- 1.4 The report shall be drawn up in the form of a spreadsheet, according to expenditure items, by combining actual costs with budget expenditures and indicating the amount and percentage of deviations.
- 1.5 The report shall be accompanied with the copies of all the accounting documents and calculations, which include:
 - Salary payroll documents,
 - Performance Acts,
 - Payment records,
 - Invoices (if available), as well as payment accounts,
 - Acts of receipt and delivery,
 - Business trips orders and certificates,
 - Orders on normative costs of fuel (petrol),
 - Cash book,
 - Payment orders,
 - Bank statements,
 - Warehouse entry and exit invoices,
 - Waybills,
 - Other expenditure documents.
- 1.6 All documents shall be submitted with the requisites required by the RA law.
- 1.7 If necessary, the Organization or an accounting (financial) organization authorized by the Organization may request original documents.

2. ASSESSMENT AND ACCEPTANCE OF FINANCIAL REPORTS

- 2.1 The financial report is evaluated by a professional “Specialized Company” authorized by the Organization within seven business days of its submission, and then it compiles an opinion conclusion. The “Specialized Company” shall submit the opinion on the results of the evaluation

to the authorized person of the Organization. After the approval of the opinion by the authorized person of the Organization, the project manager and/or the accountant are informed about it.

- 2.2 The financial report shall be deemed accepted if it is signed by the President of the Organization and certified by the seal of the Organization.
- 2.3 In case of shortcomings, the authorized person of the Organization shall draw up a summary of shortcomings and provide it to the grantee.
- 2.4 After making the corrections listed in the Summary of Shortcomings, the financial report shall be re-submitted in accordance with the procedure set out in paragraph 2.1 of this procedure:

RULES OF PROCEDURE

FOR AWARDING SUB-GRANTS IN THE FRAMEWORK OF THE EU-FUNDED “BUDGETS FOR CITIZENZ” PROJECT

1. SUBMISSION

3 (three) types of sub-grants shall be allocated in the scope of the “Budgets for Citizens” Project (hereafter referred to as “B4C”) funded by the European Union.

First: Grant programs for budget monitoring and analysis. CSOs and Mass Media can apply for the grant. The target sectors are: (1) justice, (2) education, (3) social security, (4) agriculture. The directions of the target sector are presented within the framework of the competition announcement. Up to 12 grants will be awarded in two phases. In each phase, up to 6 grants will be provided in the target sectors: of which 4 will be for budget monitoring and analysis, and 2 for developing simplified budgets. The budget for each grant will be indicated in the grant competition announcement. The duration of each grant is 6 months. Further details on applying for the first grant are presented in Clause 2.1.1 of Chapter 2 of this Policy. Other procedural details will be regulated by announcements on grant competitions.

Second: Grant programs aimed at carrying out advocacy campaigns in the target directions. CSOs and Mass Media can apply for the grant. The target sectors are: (1) justice, (2) education, (3) social security, (4) agriculture. The directions of the target sector are presented within the framework of the competition announcement. It is mandatory for the applicants to use the monitoring results of the first type of grant programs and/or other similar programs, and based on the latter, implement a project on the issues identified for carrying out advocacy. A total of 20 initiatives will be financed during 2 phases, of which at least 5 will be awarded to mass media with the status of a non-governmental non-profit organization and/or consortia of CSOs and Mass Media to advocate and support public policies and/or their adoption/amendment, as well as to effectively engage in advocacy campaigns and public dialogues to support them. 10 grants will be awarded during each phase. The budget for each grant will be indicated in the grant competition announcement. The duration of each grant is 6 months. Further details on applying for the second grant are presented in Clause 2.1.2 of Chapter 2 of this Policy. Other procedural details will be regulated by announcements on grant competitions.

Third: Grant programs aimed at involving young specialists of the budget sector in CSO/Mass Media on employment basis. In this regard, based on the results of the training program aimed at transferring budgetary knowledge to young professionals within the framework of the "Budgets for Citizens" Project, the Organization compiles a list of 12 young professionals and decides at its discretion the young professional who will be employed in the selected CSO. Up to 12 grants will be awarded in two phases. In each phase, up to 6 grants will be provided in the target sectors, each lasting up to 12 months: The grant is a monthly salary provided to the young specialist, and it is assumed that, using the received grant, the CSO/Mass Media will engage the young specialist on a working basis to conduct budget analysis and monitoring, including the development of simplified budgets, and/or aimed at conducting advocacy in the budget process. As a result of this type of grant, 12 young specialists will be employed and a one-year employment contract will be sign with them. The budget for each grant will be indicated in the grant competition announcement. Further details on applying for the second grant are presented in Clause 2.1.3 of Chapter 2 of this Policy. Other procedural details will be regulated by announcements on grant competitions.

Note. The first and second phases of the **first type** of grants for budget monitoring and analysis programs are announced at the same time with the first and second phases of the **third type** of grant programs provided to CSOs/Mass Media aimed at involving the young specialists of the budget sector in the CSO/Mass Media on a employment basis. Therefore, in the case of submitting an application in the first phase of the first type of grant programs, the given CSO and/or Mass Media or a consortium can apply for the third type of grant as well. Those details are regulated by Chapter 2 of this Policy.

Young professionals will work within the framework of the winning project to contribute to the implementation of the program activities and the achievement of the objective. If case where the application was submitted by a consortium, the employment contract with the young specialist shall be signed by the lead applicant.

The Project can provide up to three grants to the same subject, in the amount of the budget provided for by the "Budgets for Citizens" Program.

2. EVALUATION AND SELECTION CRITERIA OF APPLICATIONS

2.1. Grants provided in the scope of the Project will be assessed by the GRANTS COMMITTEE, taking into account the following criteria:

1. Administrative Assessment and Verification of Applicants' Compliance

Administrative Criteria	Yes	No	Comments
1. The application has been submitted within the deadlines.			
2. The form of the grant application and the annexes attached to the competition announcement (hereinafter referred to as the grant application form) has been used.			
3. Grant application form has been completed properly.			
4. The application package includes all the documents provided by the grant competition call.			
5. The requested project budget is in line with the project proposal and does not exceed 90% of the total budget.			
6. Duration of the project does not exceed the term mentioned in the call for proposals.			
7. The application was submitted by an authorized entity. ⁵			

Note: Sub-grant applications may not be reviewed if they do not meet the above administrative criteria.

⁵ Refers to the founders of CSOs and Mass Media. The application does not pass the administrative check and is considered non-eligible, in case where the CSO and/or Mass Media, or at least one of the members of the consortium, was founded (created) by state, local (community) or commercial organizations (bodies),

2. Evaluation of the Project Proposal

The project proposal for each type of grant will be evaluated in accordance with the evaluation criteria below:

1. *Grant programs for budget monitoring and analysis*

Evaluation criteria	Maximum points
1. Vision of the applicant(s) for implementation of budget monitoring, analysis and advocacy. Monitoring is based on the specific needs of stakeholder groups and determines how the results can be used to influence the budget process and for whom the results are intended.	20
2. Necessary experience and/or interest in the areas of state budgets, budget analysis, monitoring, ensuring participation and advocacy. Existence of similar experience in the sectors of justice, education, social security and agriculture. The project proposal has been submitted jointly by a consortium, and the relations of the cooperating parties, the division of responsibilities and powers between them are defined.	15
3. Compliance of the application with the main Overall Objective and Specific Objectives of the "Budgets for Citizens" program.	20
4. Clarity, consistency, coherence/rationality and effectiveness of the proposed actions.	15
5. The level (degree) of involvement of direct beneficiaries during the project implementation and the sustainability of the project.	15
6. Budget and Cost Effectiveness of the Project: Do the expenses and actions, as well as the costs and expected results, match each other?	15
Total Score	100

2. *Grant programs aimed at carrying out advocacy campaigns in the target directions*

Evaluation criteria	Maximum points
1. Necessary experience and/or interest in the areas of advocacy and public policy development. The project proposal has been submitted jointly by a consortium, or the corresponding subjects' structure, ⁶ and the relations of the cooperating parties, the division of responsibilities and powers between them are defined.	20
2. Compliance of the application with the main Overall Objective and Specific Objectives of the "Budgets for Citizens" program.	15
3. Compliance of the proposed advocacy campaign with the results of monitoring implemented in the framework of the "Budgets for Citizens" Project and/or other similar projects.	20
4. Clarity, consistency, coherence/rationality and effectiveness of the	15

⁶ As appropriate, refers to the Mass Media or their involvement in the consortium.

proposed actions.	
5. The level (degree) of involvement of direct beneficiaries during the project implementation and the sustainability of the project.	15
6. Budget and Cost Effectiveness of the Project: Do the expenses and actions, as well as the costs and expected results, match each other?	15
Total Score	100

3. Grant programs aimed at involving young specialists of the budget sector in CSO/Mass Media on employment basis.

Evaluation criteria	Maximum points
1. Necessary experience and/or interest in the areas of state budgets, budget analysis, monitoring, ensuring participation and advocacy. Existence of similar experience in the sectors of justice, education, social security and agriculture.	30
2. Compliance of the proposed topic (sector) of budget monitoring with the vision of the organization and the expected results of the work performed by the young specialist, which the applicant(s) intends to implement with the involvement of the young professional.	30
3. Clarity, consistency, coherence/rationality and effectiveness of the proposed actions (CSOs present a list of actions to be performed by young professionals).	20
4. Budget and Cost Effectiveness of the Project: Do the expenses and actions, as well as the costs and expected results, match each other?	20
Total Score	100

2.2. During the work of the Grant Committee, representative(s) of the European Union Delegation to Armenia will be involved as (an) observer(s)

2.3. In the event when applicants (applicant organizations) try to obtain information about the application evaluation process, that will create an obvious advantage over other applicants and will try to influence the decision-making process in any way, the applicant will be deprived of the right to participate in the competition

3. APPLICANTS

Information on eligibility criteria and conditions to apply for the grants competition is provided in Chapter 2 of this Grants Policy.

4. PROCEDURES

The following procedures will govern the whole cycle of grant allocation and project implementation:

1. Announcement of the call for proposals published.
2. Evaluation of submitted applications and approval of the shortlist of winners.
3. Signing sub-grant agreements with successful applicants.
4. Organization of training aimed at providing experts support for implementation of grant programs, including providing financial consultancy. In case of sub-grant project for the development, advocacy and monitoring public policies for the CSO Coalitions (Networks), the creation and/or strengthening of CSOs coalitions (networks): participation in certification training by the American University of Armenia prior to the launch of the project.
5. Announcement of successful grant projects on the Project website and signing sub-grant agreements with successful CSOs and/or Mass Media.
6. Monitoring and evaluation of Grant projects.
7. Publication, discussion and approval and publication of the Grant Program results.
8. Evaluation of the completed stage of grants and lessons learned.

5. GRANT COMMITTEE

The number of members and the composition of the Grant Committee has been approved by the procedure set in provision 4.1 of the Grants Policy of the “Armenian Lawyers’ Association” NGO.

STATEMENT OF ABSENCE OF A CONFLICT OF INTEREST

I, _____ (position, name, surname) hereby certify that I have been fully acquainted with the Grants Policy of the “Armenian Lawyers’ Association” NGO and that I have no conflict of interests at the moment of signing this certificate. Under the concept of “conflict of interests”, I understand the situation, where I have no economic interests related to myself, my affiliated person or a third party, political or national, family or emotional relationships, or any other connection or joint interest, which affects or may allegedly or reasonably affect the proper, objective and impartial assessment of the applications submitted for the grant competition.

I hereby undertake the obligation not to be guided by private interests, perform any act, display inaction, or make a decision (including participation in decision making, or leading to decision-making, such as providing information and explanations or expressing opinions and views on issues and problems under discussion within the collegial body), which, in spite of being legally valid, leads to or promotes or can reasonably lead or affect the selection process of the candidates participating in the grants competition.

I hereby undertake the obligation to immediately inform the Armenian Lawyers’ Association about any situation which is a conflict of interest or may cause a potential conflict of interests.

I acknowledge that the Armenian Lawyers’ Association is entitled to verify the accuracy of this information. I am aware of the consequences that may arise from providing false statements.

Name, second name: _____

Position: _____

Signature: _____

Date: _____