



# **"IMAGINE"**

## **Active Young Citizens for Sustainable Development in Central European Initiative and Adriatic Ionian Initiative Areas**

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# **2<sup>nd</sup> Call for Ideas and Award Competition**

*The initiative is co-financed with funding made available by the Central European Initiative and the Adriatic Ionian Initiative, and with the contribution of the Italian Ministry for Foreign Affairs and International Cooperation (hereinafter "the Organisers")*

Publication of the Call for Ideas: Friday, 1 October 2021

Elaboration of proposals: 1 October 2021 - 14 February 2022 (4,5 months)

Online submission of proposals: 14 – 28 February 2022 (final deadline: 28 February 2022, 11:59 pm UTC+1)

Tentative awarding of grants and awarding ceremony: Mid May 2022

## PART A: ABOUT THE INITIATIVE

### 1. THE INITIATIVE

This initiative "**IMAGINE**" - **Active Young Citizens for Sustainable Development in CEI and All Areas** is designed to stimulate the engagement of youth in the framework of the [United Nations Agenda 2030](#) for Sustainable Development.

It is promoted by the **Central European Initiative (CEI)** and the **Adriatic and Ionian Initiative (All)**, which are intergovernmental forums for regional cooperation, committed to sustainable development. The CEI Member States are Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, and Ukraine. The All Member States are Albania, Bosnia and Herzegovina, Croatia, Greece, Italy, Montenegro, North Macedonia, Republic of San Marino, Serbia, Slovenia.

### 2. OBJECTIVES

The objective of the initiative is to raise awareness of the CEI and All countries' high school students on the UN Agenda 2030 (UNA2030) and its [17 Sustainable Development Goals \(SDGs\)](#) through a learning process and the participation in a Call for Ideas and Award Competition (hereinafter "Call"). In particular, the initiative aims at:

1. Encouraging the understanding of the principles and structure of UNA2030 and its 17 SDGs;
2. Advocating the role of young and active citizens, as key actors for the achievement of SDGs in CEI and All areas;
3. Stimulating the elaboration of community-based ideas promoting the SDGs through participation in the Call.

The Call is thus designed for stimulating high schools in getting acquainted with the **UNA2030** and reflecting on the **contribution that they could provide to its implementation at local level**.

The Call is aimed at receiving ideas falling into one or more of the three UNA2030 dimensions: social sustainability, economic sustainability and environmental sustainability.

### 3. ELIGIBLE APPLICANTS

Public and private **high schools (secondary education institutions)** based and registered in CEI and All Member States: Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Greece, Hungary, Italy, Moldova, Montenegro, North Macedonia, Poland, Republic of San Marino, Romania, Serbia, Slovakia, Slovenia, and Ukraine. (Students' age: 14-19 years).

### 4. AWARDS

Three best ranked schools will be awarded with €20.000 each, for study visits to the UN Headquarters in New York or to UN Agencies in Europe. Namely, the idea of these awards is to encourage high school students to have a better knowledge and understanding of the most important International Organisations such as the United Nations that in fact launched the Agenda 2030. Therefore, study visits to the UN would add value to this initiative and to the work done by the students for the purpose of this Call.

Alternatively, in agreement with the Organisers, the awards might be used to support the implementation of the awarded ideas or for some other initiatives that are directly linked to the Agenda 2030 (more information available in Terms of Reference).

### 5. CONTACT AND SUPPORT

For any questions, please write in English to [applications@cei.int](mailto:applications@cei.int) no later than seven (7) days before the submission deadline. Relevant questions received and related answers will be published on <https://application.cei.int/>. In the interest of equal treatment for applicants, the CEI does not provide any support and/or assistance for the creation of the project partnership. Any requests for clarifications regarding discarded project proposals are to be addressed to [applications@cei.int](mailto:applications@cei.int)

## PART B: HOW TO APPLY

### 1. APPLICATION PACKAGE

The CEI Application Package is composed of:

- ✚ Online Application Form
- ✚ Annex 1 – Estimated cost for idea implementation (if applicable)
- ✚ Annex 2 – Applicant's signature

The Application package shall be completed in accordance with the instructions provided in this *Call for Ideas* and in the *Application Form Guidelines*. The applicant is requested to complete the documents as carefully and as clearly as possible. Please note that:

- ✚ The assessment of the proposed idea will be based exclusively on the Application Form and Annexes submitted
- ✚ The Application Form and Annexes must be completed in English
- ✚ Incomplete Applications and Annexes will be rejected
- ✚ Under this Call, applicants can submit one proposal only
- ✚ Handwritten Annexes will be rejected.

### 2. SUBMISSION

Proposals must be submitted electronically using the CEI Electronic Submission System accessible at <https://application.cei.int>. Access to the CEI Electronic Submission System is subject to registration as a CEI user at <https://application.cei.int/wp-login.php?action=register>

**Who?** Ideas must be submitted by a representative/contact person of the proposing high school (applicant).

**How?** Once you have your CEI Login username and password you can start the submission process by logging in at <https://application.cei.int/wp-login.php> and accessing the CEI Electronic Submission System.

Filled-in application forms can be saved during the submission procedure while they cannot be modified once they are submitted. After the Call's closure, the submission is prohibited, and proposals are locked.

### 3. TIMETABLE AND DEADLINE

- ✚ Launch of the Call: Friday, 1 October 2021
- ✚ Call open for elaboration of proposals: 1 October 2021 - 14 February 2022 (4,5 months)
- ✚ Online submission of proposals: 14 – 28 February 2022
- ✚ **Deadline for submission of proposals: Monday, 28 February 2022, 11:59 pm UTC+1**
- ✚ Tentative awarding of grants and awarding ceremony: Mid May 2022

Please do not wait until the very end to submit. It is highly recommended that applicants submit proposals as early as possible and at least 48 hours before the deadline. This will avoid being confronted with incompatible local IT configuration settings shortly before the deadline when insufficient time would be left to resolve them. Proposals are safe and secure in our systems and will not be accessed before the deadline of the Call. There is no reason to delay submission for fear of disclosure.

### 4. AFTER PROPOSAL SUBMISSION

After proposal submission, the system will send an email confirmation with the reference number assigned to the proposal to the email address of the registered CEI user.

There is no further contact between the CEI and the applicant on the proposal until after the completion of the evaluation with the exception of the following cases: a) If the CEI needs to contact the applicant to clarify matters such as eligibility or to request additional information, b) In response to an enquiry or complaint made by the applicant.

## 5. EVALUATION

### CRITERIA

Besides **compatibility with SDGs** as the main criteria, elements of **originality, dedication, replicability, innovation, and involvement of the local community** shall be appraised.

Applicants are encouraged to submit ideas implementing the SDGs at local level, possibly involving institutions and stakeholders (e.g. other schools, municipalities, Civil Society Organisations, Non-Governmental Organisations, etc.).

Networking among applicant schools and presentation of joint ideas is strongly encouraged, especially at international level. In fact, ideas envisaging **structured transnational cooperation between schools** shall represent an **additional asset** that will be particularly valued (more information available in Terms of Reference).

### STEPS

Proposed ideas will be evaluated according to the following steps:

-  STEP 1: Administrative check
-  STEP 2: Eligibility check
-  STEP 3: Evaluation

Please note that only proposals passing steps 1 and 2, will go on to step 3.

### ADMINISTRATIVE CHECK

Ideas will be checked according to the following criteria. If a proposal does not meet all criteria, it will be rejected.

Rejection clauses	Yes/No
Have all the mandatory parts of the Application Form (including the mandatory Annex 2) been filled-in and submitted through the CEI Electronic Submission System?	
Have Application Form and Annexes been completed in English?	

### ELIGIBILITY CHECK

Proposals will be assessed according to the criteria outlined below. If a proposal does not meet all criteria, it will be rejected.

Rejection clauses	Yes/No
Are the proposed ideas compliant with the objectives set out in section A.2?	
Does the applicant fulfil the criteria set out in section A.3?	

### EVALUATION

Evaluation of proposals shall be carried out according to the Evaluation Grid below. At the end of the evaluation, these proposals shall be ranked according to a merit point system. To assist in the examination, evaluation, and comparison of the proposals and qualification of the applicants, the CEI may, at its discretion, ask any applicant for clarifications. The request for clarifications from the CEI and related replies shall be in writing.

Scoring guidelines: each question is answered on a scale from 1 to 10, where 10 is the highest possible score, and 1 is the lowest. The maximum overall score is 60/60. An extra up to 5 points will be assigned to proposals envisaging structured transnational cooperation between schools.

The proposals will be examined by an Evaluation Committee set up by the Italian Ministry of Foreign Affairs, CEI and All, and composed of 5 respective officials altogether. The final score will represent the average score of the scores assigned by each evaluator.

## Evaluation Grid

	Evaluation items	Score (1-10)
(1)	How relevant is the proposed idea to the objectives of the Call?	
(2)	How extensive is the involvement/participation (students, stakeholders, citizens) in the idea implementation?	
(3)	Is the proposed idea involving and/or supported by other stakeholders/partners in particular local institutions and/or community?	
(4)	Is the proposed idea clear and feasible?	
(5)	How relevant is the impact of the idea for the SDGs implementation, i.e. to which extent is the proposed idea compatible with SDGs?	
(6)	To which extent does the proposal include elements of originality, dedication, replicability, innovation, and involvement of the local community?	
	Sub-total	/60
(extra)	Does the proposal envisage a sound structured transnational cooperation between schools? (extra 1-5 points)	
	<b>TOTAL</b>	<b>/65</b>

## 6. GUIDELINES FOR APPLICATION FORM COMPLETION

Proposals must be submitted exclusively through the CEI Electronic Submission System accessible at <https://application.cei.int/>. Access is permitted to CEI registered users only. The CEI user registration is available at <https://application.cei.int/wp-login.php?action=register>

The CEI Electronic Submission System is an online wizard that guides applicants through the preparation of proposals. The applicant, in accordance with the instructions provided in these Guidelines and in the Call for Ideas, shall complete the Application Package in English. In most parts of the online Application Form, a maximum number of characters (spaces included) is foreseen. The mandatory fields in the application are marked with an asterisk (\*). To allow an early preparation of the proposal please note that the Application Package is composed of:

-  Online Application Form
-  Annex 1 - Estimated cost for idea implementation (if applicable)
-  Annex 2 – Applicant's signature

See instructions below.

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### SUMMARY OF THE IDEA

**Title and one-paragraph Executive Summary.** Enter the title of the proposed idea (*max 200 characters*).

Enter also an executive summary that summarises the idea in not more than 1-2 sentences. (*max 500 characters*)

**Origin and background.** Describe the general framework and environment in which the idea has been elaborated and could be carried out and how they relate to the proposed intervention. Indicate if the proposal responds to needs already identified in the applicant's experience and environment or in the local community to which it belongs. The applicant can indicate whether the idea contributes to any wider strategic framework and whether it is in line with the national/regional strategies underway in the country (*max 1500 characters*).

**Summary and objectives.** Provide a brief description of the main elements of the idea, such as proposed activities, participants and expected results. (*max 1500 characters*)

**Participation.** Please indicate who is involved in the project idea planning and possible activities: e.g. number of students, number of professors/tutors, class grades involved etc. as appropriate. (*max 1500 characters*)

**Activities, workplan and timeframe.** Describe the activities that could be carried out to produce the desired results and achieve the expected objectives. Each result can require several actions. Shall this be the case, each action shall be outlined. If any follow-up activities are planned after the conclusion of the activity, they should also be described in this section. (*max 2500 characters*)

**Results and impact.** List and describe expected results and outputs of the project. Unless already explained in the previous section, describe which activities will lead to these results. Short and long-term results should be listed separately as appropriate. Describe whether the benefits of the project are likely to continue after its completion. (max 1500 characters)

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#### UNA2030 DIMENSIONS

Indicate at least one among the three UNA2030 dimensions (Social sustainability; Economic sustainability; Environmental sustainability) in which your idea is mainly falling into.

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#### COMPATIBILITY WITH THE OBJECTIVES OF THE CALL/UNA2030

Please describe how the proposed idea is suitable for contributing to the objectives of the Call for Ideas and the attainment of the UNA2030 and its SDGs. (max 2500 characters)

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#### APPLICANT

**Name of the high school and URL, if available.** Provide the full name and acronym (if applicable) of the applicant high school (secondary education institution) both in the local language and in English. Provide URL of your school's web page (e.g. official school's Home page, Facebook page, or any other available web page that includes some information on your school, even if it is just in local language).

**Country.** Select the country in which the applicant is based.

**Legal status.** Indicate the applicant's legal status according to national law (public/private as appropriate).

**Brief description of the applicant.** Provide a concise description of the applicant (i.e. brief background, main activities, etc.) and illustrate the cooperation experience with other schools or local institutions/stakeholders. (max 1000 characters)

**Contact details.** Identify the teacher/school staff member in the applicant high school who will act as focal point for any issue related to the proposed idea and provide related contact details: name, surname, position, section/department, full postal address, city, country, phone, e-mail (institutional plus any additional), website.

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#### COMMUNICATION, PROMOTION AND DISSEMINATION

Describe if and how you intend to promote the idea (max 1500 characters).

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#### OTHER INFORMATION (IF APPLICABLE)

Provide any information you deem important for better understanding the proposed idea. (max 5000 characters).

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#### ANNEX 1 – ESTIMATED COST FOR IDEA IMPLEMENTATION (IF APPLICABLE)

The template is provided in Excel format. Please provide information, as applicable and as appropriate, concerning the resources needed for implementing the proposed idea. Download the file, fill it in, and convert it into a PDF file before uploading. If the idea does not involve any financial implications you do not need to upload anything in this section.

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#### ANNEX 2 – APPLICANT'S SIGNATURE

Annex 2 must be **signed by the Legal Representative** of the high school. The template is provided in Word format. Download the file, include the applicant's letterhead (if possible), fill-in, print, sign, and scan into a PDF file before uploading.