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FOOD WAVE - *Empowering Urban Youth for Climate Action* Sub-granting Scheme Call for proposals

1. Introduction and background

Eating habits and food systems at local and global level have a significant impact on climate change. While worldwide food production is responsible for a third of global greenhouse gas (GHC) emissions, it is at the same time affected by climate change. In addition, more than a third of the global food production per year (40% at European level) goes wasted, producing significant impact on climate, as well as on the environment. Therefore, changing the food system (production, distribution, and consumption patterns) is a key aspect to face the climate change issues because of its cross-cutting and capillary nature, both in the economic system and in daily life.

“Food Wave - Empowering Urban Youth for Climate Action” is a project co-funded by the European Commission under the Development Education and Awareness Raising Programme (Reference number: EuropeAid/160048/DH/ACT/Multi). It aims at creating awareness on **sustainable ways to consume and produce food for climate change mitigation and activate young people in their cities**, in order to enable them to influence institutional decisions, so they can lead us to a sustainable global food system by 2030. The project is led by the [City of Milan](#), and co-implemented by [ActionAid Italy](#), [Fondazione ACRA](#), [Mani Tese](#) and 25 project partners in 16 countries¹, including the [European Association for Local Democracy \(ALDA\)](#)².

In order to contribute to this wider goal, the project aims at committing young people in 16 states (15 EU Member States and Brazil) to change their food consumption behaviour and to actively promote the shift towards ecological and inclusive urban food systems, contributing to the EU's efforts to mitigate and adapt to climate change. The project addresses the food-climate nexus in an integrated manner, with reference to the issues of social inclusion and integration of vulnerable and disadvantaged groups. These values are in fact the pillars of the project which has among its objectives the reinforcement of a Global citizenship spirit.

1.1 The DEAR Programme

The project is part of the Programme of the European Commission [DEAR – Development Education and Awareness Raising](#), which aims to support and involve European public opinion on social, economic, and environmental issues at a global level. The DEAR Programme supports projects that engage the European Union public in worldwide issues of social, economic, and environmental development. DEAR works with civil society organizations and local authorities to promote universal values of freedom, democracy, and the rule of law.

¹ **Cities and municipal agencies:** Almere, Metropolitan Agency Brasov, Bruges, Lisbon CLLD Network, The London Waste and Recycling Board, Malmö, RRA Podravje Maribor, Madrid, Groundwork Greater Manchester, Molenbeek-Saint-Jean, Murcia, Nea Smyrni, Pest, Turin, Sao Paolo, Sofia, Warsaw, Zagreb.

Civil society organizations: European Association for Local Democracy – ALDA, ActionAid Hellas, Alianza por la Solidaridad, Biennale des jeunes créateurs de l'Europe et de la Méditerranée – BJCEM, Erasmus Student Network Italy – ESN Italy, Eating City – RISTECO

² **ALDA – European Association for Local Democracy**, is a French-registered association dedicated to the promotion of good governance and citizens participation at the local level. ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society in Europe and its Neighborhood, mainly acting through participatory methods and decentralized cooperation. ALDA is a membership-based organization gathering today more than 350 members, including local authorities, associations of local authorities, and civil society organizations, coming from more than 45 countries in the enlarged Europe.



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2. The call for proposals

The **FOOD WAVE Project** aims at reaching a pan-European impact, involving smaller youth organizations and local authorities interested in supporting the Action but lacking the necessary means to do so. Within this framework, the Project, under the coordination of **ALDA**, with the collaboration of the project partners and in synergy with the [Milan Urban Food Policy Pact \(MUFPP\)](#), established a sub-granting scheme that will contribute to the Food Wave Project overall objective, **supporting grass-root initiatives in the field of climate-friendly food consumption behaviours**. The sub-grants shall focus on actions that can produce specific results that will stand as examples and inspiration on how to generate constructive and result-oriented activities.

3. Size of the grants

The contribution from the sub-granting scheme will cover **75% of the total eligible costs of the total budget for the activity. The Beneficiary must provide 25% of co-financing.**

The call can fund different types of activities, **each applicant will benefit from a financing of 75% of the total of the action up to a maximum of 11.250,00 € Eur.** The budget presented by any submitted proposal **must be of max 15.000 EUR (financing of the action up to a maximum of 11.250,00 € Eur) and min 9.600 EUR (financing up to a maximum of 7.200,00 € Eur).** **The remaining 25% of the action will be provided by each applicant as co-funding.** The financing and co-financing % always remain the same.

4. Eligible entities

This call for proposals will support **at least 5 project proposals** to carry out actions addressing the nexus between food and climate change.

4.1 Networks

A project must be carried out by a **partnership of minimum 2 Local Authorities, Youth Civil Society Organisations or Associations** that will work together to build a **joint proposal**. The small network of organizations will choose a project “leader” that is the one that will send the application. The chosen **lead partner** will submit the proposal and will attach a **Memorandum of Understanding (MoU)** among partners as a proof of the establishment of the partnership.

If the applicant is already an established and formal network of LAs and Youth CSOs, they can directly send the application specifying the LAs and CSOs of the network that will be involved in the proposal.

The Partnership Agreement with ALDA will be signed by the lead applicant with the MoU as one of the Annexes.

4.2 Eligibility Criteria



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In order to be eligible for a sub-grant under this Call for Proposals, the applicant must follow the requisites below:

- The applicant must be a legal person and non-profit making.
- The applicant must be either a LAs³, CSOs or youth groups and must present a partnership.
- The applicant must be legally established and acting in one of the **15 EU Member States** involved in the Food Wave Project⁴.
- **The applicant must not be the beneficiary of any other ongoing Project funded under the DEAR program, call for proposal EuropeAid / 160048 / DH / ACT / Multi.**
- Neither Partners of the consortium of Food Wave nor their founding members are eligible.
- The applicant must be directly responsible for the preparation and management of the action, not acting as an intermediary.
- Even though long-lasting collaboration with local youth organizations and associations is encouraged, it is mandatory that the aforementioned organizations are not already suppliers, in any capacity, of the Food Wave Project.

5. Thematic focus

The sub-granted activities must be in line with the objectives and the priorities of the [Food Wave Project](#), the [DEAR Programme](#) and the [Milan Urban Food Policy Pact](#). The sub-granted activities should clearly and directly address the **existing linkage between climate change and sustainable urban food systems** with relation to food sovereignty and climate justice, stressing the fundamental role that **youth** can play in shifting towards more resilient and sustainable food systems and adopting innovative strategies to adapt to climate change.

Specifically, the thematic focus of the sub-grant activities must address at least one of the following thematic axes:

1. **SUSTAINABLE DIETS TO REDUCE THE IMPACT ON THE PLANET AND PROTECT HUMAN RIGHTS.**
2. **LOCAL ALTERNATIVE FOOD SYSTEMS, LOCAL PRODUCERS AND TERRITORIAL MARKETS.**
3. **FIGHT AGAINST FOOD WASTE.**
4. **SUSTAINABLE FOOD EDUCATION AND KNOWLEDGE SHARING/DISSEMINATION.**
5. **FIGHT AGAINST CLIMATE CHANGE AND EQUAL ACCESS TO HEALTHY, SUSTAINABLE AND FAIR FOOD.**

The sub-grant activities should show a clear connection with the [Sustainable Development Goals \(SDGs\)](#) linked to the Food Wave project:

1. **SDG 2:** End hunger, achieve food security and improved nutrition and promote sustainable agriculture.
2. **SDG 8:** Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

³ The Term **Local Authority** refers to “public institutions with legal personality, a component of the State structure, below the level of central government and accountable to citizens.” - Communication From The Commission To The European Parliament, The Council, The European Economic And Social Committee And The Committee Of The Regions - “*Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes*”.

⁴ Belgium, Bulgaria, Croatia, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK.



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3. **SDG 11:** Make cities and human settlements inclusive, safe, resilient, and sustainable.
4. **SDG 12:** Ensure sustainable consumption and production patterns.
5. **SDG 13:** Take urgent action to combat climate change and its impacts.
6. **SDG 17:** Strengthen the means of implementation and revitalize the global partnership for sustainable development.

The sub-grant activities should also show a clear connection with the **Milan Urban Food Policy Pact** framework for actions⁵ linked to the Food Wave project:

- Governance.
- Sustainable diets and nutrition.
- Social and economic equity.
- Food production.
- Food supply and distribution.
- Food waste.

6. Eligible activities

Different types of activities- with a **mandatory focus on young people aged 15-35** - may be eligible for sub-grants (this is a non-exhaustive list):

- **Communication activities:** elaboration of content videos, animations, infographics, and visual tools, virtual reality software (etc.).
- **Promotion and dissemination activities:** Development of the project values and campaign contents by blogger/vlogger, activities aimed at informing and promoting digital social activism (etc.).
- **Awareness raising activities:** Organization of street actions (e.g., flash mobs), community gardens, artistic installations, shows or workshops prioritizing informal learning settings (etc.).
- **Training and learning-by-doing activities:** working camps, voluntary activities, training courses, workshops, public events, thematic visits, webinars, and digital workshops (etc.).
- **Art projects and initiatives:** organization of local exhibitions, art contests, artistic installations, street art initiatives, performances (etc.).
- **Initiatives against food waste:** educational activities aimed at combating food waste, initiatives in schools, promotion of good practices, waste recovery initiatives with solidarity purposes (etc.).

With the aim of ensuring maximum visibility to the proposed activities and the Food Wave Project, the creation of the synergies below are strongly encouraged:

- Synergies with international events, in particular with **World Food Day (16th of October)**
- Synergies **international communication initiatives**
- **Synergies with international networks**
- Synergies with **Food Wave Project Partners.**

Implementing the proposed activity within an initiative, that is already established on the territory, is encouraged as well.

The following types of actions are **ineligible**:

⁵ The full text of the MUFPP is here available: <https://www.milanurbanfoodpolicypact.org/the-milan-pact/>



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- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- Actions concerned only or mainly with individual scholarships for studies or training courses.
- Actions supporting political parties.
- Actions intended to raise funds or promote the visibility of the applicant or its partner(s).
- Actions consisting mainly of research or of study.
- Actions which consist exclusively or primarily in capital expenditure, e.g., land, buildings, equipment and vehicles, except in special circumstances.
- Actions which discriminate - either directly or indirectly, against individuals or groups of people based on any ground such as sexual orientation, genetic information, gender identity, gender expression, disability, race, colour, religion, political beliefs, national origin, age, language, membership of a national minority and ethnic or social origin.
- Actions including proselytism.
- Core funding of the applicant or (where relevant) its partners.

7. Eligible costs

Eligible costs are **actual costs** incurred by the beneficiary which meet all the following criteria:

- They are incurred during the lifetime of the submitted proposal.
- They are indicated in the estimated overall budget of the submitted proposal.
- They are necessary for the implementation of the project which is the subject of the grant.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary.
- They comply with the requirements of applicable tax and social legislation.
- They are real costs, reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.
- **They are not covered through EU grants** in the form of contribution to unit costs, lump sums, or flat-rate financing.

Please note that the Value Added Tax (VAT) will be considered as an eligible cost only if it is **not recoverable** under the applicable national VAT legislation.

8. Duration

The beneficiaries of the sub-grants will sign a partnership agreement with ALDA. **The implementation phase will be included between the 1st of July 2023 and the 30th of October 2023.** The implementation of the granted activities will start after the signature of the partnership agreement and the correct reception of the needed documents. **The reports of implementation must be submitted by the 5th of November 2023.**

9. Location

Activities must take place in one of the following EU Member States: **Belgium, Bulgaria, Croatia, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK.**



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10. Target

The sub-granted activities must directly involve and be addressed to **young people between 15 and 35 years old**. Each action should have 2 types of target:

- **Direct beneficiaries:** individuals who are involved and/or reached directly by the action including both who played an active role and who was exposed in person to the action (e.g.: consumers who see an installation, students who see a street painting, workshop attendees etc.). The direct beneficiaries have to be directly involved in the project activities and their involvement has to be possible to count and demonstrate.
- **Indirect beneficiaries:** individuals who do not have a direct connection with the project activities, but they could potentially benefit from them through knowledge transfer from the direct beneficiaries (friends, family members, colleagues) or through articles, social media posts, videos, pictures etc.

11. Coverage of costs - co-financing.

The sub granting scheme will cover **75% of the total project budget**. **The Beneficiary must provide 25% of co-financing**.

The balance, referred to as co-funding, consists of the **difference between the total cost of the Action and the amount requested** and it must **be financed from the Beneficiary's own sources**, that are **other than the European Union Budget or the European Development Fund**. **Any other fund of EU origin will not be considered as co-funding**. Contributions in kind are not eligible and will not be treated as co-funding.

All expenses (funding and co-funding) **must be reported within the implementation period and together with justificatory documents** (invoices, proofs of payments etc). **The contract agreement and reporting to ALDA will only concern all expenses (funding and co-funding) till the threshold amount of 15.000.**

12. Payment

The payment will be realized in two instalments:

1. The first instalment of **75% of the grant contribution** will be submitted after the signature of the Partnership Agreement and upon submission of the corresponding Request for Payment.
2. The final settlement of **25% of the grant contribution** will be paid upon submission of the second Request for Payment and the final report (narrative and financial reports, accompanied by all justificatory documents and attachments in originals), duly completed according to the clauses of the Partnership Agreement.

13. Application process and deadline for submission

The proposals must be submitted in English by the 16th of June at 23:59 CEST filling in the Online Application Form **with all the required information and attachments**. The attached documents shall contain ALL relevant information concerning the action and no additional annexes should be sent.



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Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application. Applicants must verify that their application is complete using the checklist at the end of the application form. Incomplete applications may be rejected.

Taking into account the limited duration of the submission phase, the Food Wave Project team reserves the right to extend the above-mentioned deadline.

14. Application Package

The applicant will be required to upload the following documents before submitting the application:

- Annex I. Budget proposal template in excel format.
- Annex II. Declaration of Honour correctly signed.
- Annex III. Memorandum of Understanding for the Networks.

(For applicants that are not Local Authorities)

- Annex IV. Official proof of registration of the organization (in the original language).
- Annex V. The organization's last annual budget. If the organization has been funded after the 31st of December of 2019 this document is not compulsory (in the original language).

The Application Form shall be filled-in in all its parts in English.

15. Support sessions during the writing process

The applicants will receive support by the Food Wave team during the proposal writing process.

The questions have to be sent to the following email address: catchthewave@alda-europe.eu

16. Evaluation criteria

The exact amount of financial support will be decided by the International Selection Committee (ISC) following the principles of sound financial management, namely value for money and costs/effectiveness.

The ISC will **respect an adequate geographic balance and ensure an adequate representativeness of larger and smaller organizations, in line with the objectives of the call.**

In order to ensure **geographic balance**, the evaluation will be carried out in **two phases, first the beneficiaries will be evaluated within the scope of their own country, and then the ones with the higher score will access the global ranking.**

The selection process will consider, among others:

COMPULSORY ELIGIBILITY CRITERIA



The applicant must be either a LAs ⁶ , CSOs or youth groups and must present partnership - or an established network of LAs ⁷ , CSOs or youth groups.	✓
The applicant is a legal person and non-profit making	✓
The target of the action are young people between 15 and 35 years old.	✓
The applicant is directly responsible for the preparation and management of the action, not acting as an intermediary.	✓
The applicant is legally established in one of the 15 EU Member States involved in the Food Wave Project.	✓
Either the lead applicant or its partner organizations are not already suppliers, in any capacity, of the Food Wave Project	✓
The action will be completed before the 30th of October 2023.	✓
The Action is carried out in accordance with COVID-19 regulations	✓
The applicant is not the beneficiary of any other ongoing Project funded under the DEAR program, call for proposal EuropeAid / 160048 / DH / ACT / Multi.	✓
The Applicant is neither a partner of the consortium of Food Wave nor their founding members.	✓

Compulsory thematic focus of the action

The action openly addresses the objective, the issues and sub-topics and thematic axes of the call for proposals.	(1-5 points)
The action is in line with the objectives of the DEAR Programme .	(1-5 points)
The action is in line with the Milan Urban Food Policy Pact - MUFPP framework for action and addresses 1 or more Sustainable Development Goals (SDGs) .	(1-3 points)
The action addresses a current territorial need in line with the objective of the call for proposals.	(1-3 points)

⁶ The Term **Local Authority** refers to “public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens.” - Communication From The Commission To The European Parliament, The Council, The European Economic And Social Committee And The Committee Of The Regions - “*Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes*”.

⁷ The Term **Local Authority** refers to “public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens.” - Communication From The Commission To The European Parliament, The Council, The European Economic And Social Committee And The Committee Of The Regions - “*Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes*”.



The work programme responds to the objectives of the proposed action, it is realistic and applies an appropriate methodology.	(1-5 points)
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Relevance for the action Target Group (young people between 15-35 years old)

The target group (young people between 15-35 years old) is clearly identified (both direct and indirect beneficiaries) and the expected results meet their needs.	(1-5 points)
The action actively mobilizes and engages youth in local communities.	(1-5 points)

Creativity and Innovation of the Action

The action foresees creative solutions in terms of methodology, implementation tools, communication strategy etc.	(1-5 points)
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Effectiveness, credibility and potential impact of the action

The action is credible in terms of adequacy between the budget, human resources, proposed activities and expected results.	(1-5 points)
The applicant has a consolidated expertise on the thematic focus of the call (e.g. previous experience with similar projects or activities focused on environment and youth) ⁸	(1-5 points)
The foreseen impact both in the short and long term is significant in terms of benefits for the territory and the target group.	(1-5 points)

Communication and Visibility

The communication strategy is adequate and in line with the expected results (e.g., a Communication Plan is drafted, the applicant foresees communication synergies with other networks).	(1-5 points)
The action foresees the creation of synergies with existing international events / international days / international organizations or networks/ Food Wave Partners.	(1-5 points)

Additional Points

Ability of the project to include a gender dimension in its activities - to be explained in the application (e.g., in a conference there is a balanced number of man and women who are speakers)	+ 2 points
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⁸ (1 point = less than 5 years of experience with similar projects/activities; 2 points between 5 and 15 years of experience; 3 points more than 15 years of experience)



The action takes place on World Food Day (16 th of October)	+ 2 points
The board of the Association/CSO part of the consortium is partly composed by young members (18-35 years old)	+ 2 points

17. Evaluation process

Upon completion of the Administrative and Eligibility Check, the applications that meet all the eligibility criteria will be evaluated by an **impartial International Selection Committee (ISC)**. The evaluation process will be realized following an Evaluation Grid, based on the above-mentioned criteria.

The results will be sent by email to every applicant and will be published on the website of the project. The ISC will have the final decision on the selection of the re-granted projects and its verdict will be unappealable.

18. Reporting

The beneficiaries will provide the necessary narrative and financial reports in English accompanied by the justificatory documents (invoices, receipts etc.), using the templates provided, including photos/pictures and its outreach (online links, publications, lists of participants etc).

The justificatory documents must be provided both for the funding and the co-financing expenditures.

The reporting of expenditure must be carried out by means of real-cost reporting, the related expenses must be effectively incurred and substantiated by means of appropriate expenditure and payment documents.

In order to avoid double funding, **all expenditure documents must allow direct traceability to the project by reporting, in general and where relevant, the title of the Project “FOOD WAVE – Empowering Urban Youth for Climate Action”**.

19. Communication & visibility

The selected re-granted projects must fully respect the **visibility and communication requirements** related to the Food Wave project, including the **logos of the project and of the EU** (and the reference “with the financial support of the EU” and the disclaimer) in all publications, references, documents, news and any other visibility and communication action regarding the project, in line with the [Communication and Visibility manual for European Union external actions](#). The projects should also follow and respect the [Food Wave official style guide](#) in all the communication materials developed.

All the local authorities selected and awarded through the call will be invited to attend **a training on communications coordinated by ActionAid Italy**. The training is going to be organized online on Zoom (or similar platform) within a month after the award announcement. Within the session ActionAid Italy will give to local authorities **precise indications on how to properly communicate their activities in the**



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framework of the **Food Wave project** and will also share a **communication kit featuring open graphic templates and a set of other useful resources** at disposal of the local authorities.

20. Contacts

All the questions related to the present call for proposals and the participation modalities have to be addressed exclusively to the following email address:

catchthewave@alda-europe.eu

The updated information related to the *Food Wave call for proposals* are accessible on ALDA's Website.