1. Basic Information
1.1. Desire: PL01.01.11
1.2. Title: Civil society development
1.3 Sector: Non-profit
1.4 Location: Poland

2. Objectives:
2.1. Wider objective
To promote the implementation of the acquis communautaire in policy areas in which governmental activities are absent or are complementary to those of the third sector, and to raise popular awareness and acceptance in these areas. To encourage the inclusion and participation of individuals and groups who risk being economically, socially or politically marginalised in the transformation process.

2.2. Immediate objectives
To provide financial support for activities of NGOs/NPOs operating in the fields identified as priorities in the Accession Partnership. To strengthen the institutional and operational capacity of NGOs/NPOs with the view to exchange and spread relevant knowledge, know-how and skills. To raise social awareness and acceptance in the areas linked with environment protection, socio-economic development and social sector. To encourage active participation of groups of citizens and communities in the transformation process. To allow Polish NGOs/NPOs to get involved in the activities of the European-wide NGOs networks.

2.3. Priorities of NPPM
Support to the non-profit and non-governmental sector lies behind the fulfilment of both the Copenhagen criteria and the detailed priorities identified in the Accession Partnership. Moreover, under several priorities of the NPPM the non-profit and non-governmental organisations are indicated as the important partners of the government in the activities related to the implementation of the acquis communautaire, especially in such areas as environment, consumer and health protection and social policy and employment. Under priority 30.7 and 30.8 of the NPPM, NGOs are also mentioned as important actors in the process of preparing the Polish society to entering the EU. The Regular Report 2000, part I.2 (Human Rights and the Protection of Minorities) underlines the role of NGOs in shaping public awareness on taboos and other similar issues.

2.4. Contribution to the Preliminary National Development Plan: not applicable
2.5. Cross Border Impact: not applicable

3. Description
3.1. Background and justification
In the modern society the non-governmental and non-profit organisations play one of the basic roles in the democratic system and are necessary in the development of an open civil society. The idea to support, in parallel to the adaptation of the modern political institutions, legislative or economic mechanisms, the development of a civil society, was the basis for providing support by the EU to Poland in its transformation process since 1989. Agenda 2000, and the Progress Reports set up the priorities and objectives for the Phare assistance within the reinforced pre-accession strategy. The continuing need to support NGOs and NPOs is an important priority. The development of a civil society is inseparably linked to the development of an open civil society, the so-called third sector that complements the activities of the state and market economy. Hence, proper functioning of the institutional and economic structures of a democratic state is also dependent on the developed and active participation of non-governmental institutions. The organisations, which are established by citizens themselves to serve their fellow-citizens and communities, deal with issues that result from the process of building the modern state and the society. This process focuses, among others on protecting the environment and the cultural heritage, defending human rights and minorities, protecting disadvantaged groups of the population and fighting the social exclusion. Functioning NGOs and NPOs have a key role in articulating the demands of the citizens through active participation and awareness raising. Many elements of the acquis communautaire are based on the existence and functioning of active NGOs and NPOs. Without the activities of such organisations, the acquis could not find social acceptance and be fully implemented. Since 1989 Polish non-governmental organisations have been dynamically developing in a great number of areas all over the country. According to the latest data there are over 20
000 such organisations operating in Poland. Their effectiveness in reaching different social groups is significant and they prove their influence on the local communities in terms of preparing them to the accession with the EU. These entities, operating on the local level and with specific groups of interest can define the needs very precisely, plan activities answering to those findings and effectively implement them for the benefit of the citizens and the local communities. Generally, the Polish non-profit and non-governmental sector is, at the moment, quite well-developed but it still requires further support in order to maintain and enhance its position in the society. In view of the current needs of the accession process the present project will address the priorities identified in the programming documents by strengthening the institutional capacity of NGOs and NPOs in some specific sectors of the acquis: environment protection, socio-economic development and social policy.

3.2. Linked activities
The previous EU programmes also proved the effectiveness in awarding grants on the basis of an open competition of ideas and projects, formulated by non-profit and non-governmental organisations. The endeavours of those entities also provide high visibility of the assistance of the EU. The current project is developed on the basis of the experience gathered under previous projects with comparable character:

1. Phare ACCESS Programme (5,575 MEUR) – 1999 Macro-Project Scheme – 3,65 MEUR; currently under way; the programme was a multi-country operation focusing on a.o. implementation and awareness raising with respect to acquis communautaire in the environment and health and social policy sectors. The current project is a direct continuation of the referenced operation.
3. Pro-European Initiatives Project (under Phare PL9707) aimed at supporting various activities promoting the idea of the European integration through the direct involvement of local governments and organisations – 246 grants for 3.5 MEUR.
4. Phare LIEN Programmes – 1995,1996, 1997 (Micro-grants) – aimed at stimulating initiatives and strengthening the capacities of non-profit organisations working in the social sector in favour of disadvantaged groups of the society. As the result of all of the editions of the LIEN programme 225 grants were awarded for the total amount 1,39 MEUR.
5. Phare Democracy Programmes – 1993,1994, 1995, 1996, 1997 (Micro-grants) – aimed at supporting the development of civic society, promoting the democratic rules and the human rights. As the result of all the editions of the programme, 200 grants for the total amount 1,6 MEUR were awarded.
6. Phare Partnership Programme - 1997 (Micro–grants), aimed at supporting initiatives that encouraged local economic development and institutional strengthening. As the result of the programme 15 grants were awarded for the amount of 0,13 MEUR.
7. Phare Civic Dialogue Programmes – PL9112, PL9412 – aimed at providing support for the civic society by means of help for NGOs that are recognised to be the manifestation of civic activity and the inevitable part of any modern democratic society. As the result 544 grants were awarded for the total amount of 2,3 MEUR.

3.3 Results
Approximately 100 projects submitted by non-profit organisations will be successfully concluded. The subsidised activities will: improve the level of sustainability of the Polish non-profit sector in the areas related to the environment and social and health acquis, improve the level of participation of individuals and groups in the democratic and accession processes, improve the level of social awareness and understanding in areas linked with the European integration process, especially environment and social and health problems, increase the number of initiatives undertaken for the benefit of disadvantaged groups, and increase the number of networking initiatives.

3.4. Activities
3.4.1 Eligible sectors: Within the Project initiatives related to adoption and implementation of the acquis in the following sectors can be financed: socio-economic development, environmental protection, and social sector.

3.4.2. Eligible types of activities: The initiatives financed within the project will relate to the following: strengthening and promotion of citizens’ active participation in the public life, development and promotion of NGOs’ partnerships with other sectors (public and private) and monitoring the statutory services of the public sector, advocacy and protection of disadvantaged groups of the society, providing legal and informational services for marginal groups, dissemination of effective models of social policy, developing the co-operation and delegation of services from the public to the non-profit sector, upgrading professional skills of organisations acting in the fields being the subject of the project (environmental
protection, socio-economic development, social sector etc), promoting volunteer engagement in the society, improving the skills and know-how of NGO’s leaders working for the infrastructure of the non-profit sector, developing the relationship between Polish and EU non-profit organisations, adopting and implementing of the acquis communautaire in the field of environmental protection, encouraging active anti-poverty schemes, strengthening organisations representing co-operatives, implementing acquis in the eligible sectors, etc.

3.4.3 Eligible beneficiaries: The project is addressed to Polish non-governmental and non-profit organisations (e.g. foundations, associations, trade unions, federations etc.). In particular the following types of organisations may apply for grants: officially registered, voluntarily formed, not created to generate personal profit and not pursuing the commercial interests of their members, independent of government and other public authorities and of political, commercial and religious organisations. The eligible entities may be awarded grants on condition of preparing projects consistent with the objectives of the project, important for a given target group and co-financed at a level of at least 20% of the planned budget. The budget of the Project will be provided for grants for activities linked with certain parts of the acquis (social sector, environmental awareness, etc.).

3.4.4. Eligible partners: In the case of the medium grant (50,000 Euro up to 100,000 Euro) a project has to prepared, co-financed and implemented in partnership with local/regional authorities (local governments) or with a non-profit organisation established and run in one of the candidate countries eligible for the Phare Programme or an EU Member State. The local authorities cannot be themselves beneficiaries of the Project.

3.4.5. Inputs: The assessment of administrative compliance, eligibility and the technical and financial quality evaluation will be made according to the evaluation grids attached to the Practical Guide. The technical and financial quality evaluation criteria will include: relevance, methodology, sustainability, budget and cost-effectiveness, management capacity and expertise. The monitoring and control referring to the implementation of projects will be provided to assure proper usage of the funds and conformity with the application forms and signed contracts.

4. Institutional framework
The Project will be supervised by the Office of the Committee for European Integration. The grant section experienced in grant-giving activity within the CFCU will be responsible for the process of the implementation of the Project. The main steps in the implementation of the project will include:
1. preparation of detailed priorities, an application form, informational materials and selection criteria,
2. promotion and dissemination of information on the project,
3. collection of applications and evaluation of submitted projects,
4. preparation of documents for the final selection,
5. organising the meeting of the Evaluation Committee,
6. concluding grant contracts and financing projects,
7. monitoring and evaluation of awarded grants,
8. promotion of the project and subsidised projects achievements.

The activities described in points 2, 3 and 7 will be contracted out on the basis of the Informal Consultation procedures. The activities 1, 4, 5, 6 and 8 will be implemented by the grant section of the CFCU. The project will be implemented through grants contracts. The information on the project will be clearly and broadly advertised to assure that all eligible and interested entities could prepare their applications on time. The potential beneficiaries will also be offered advising and consultation to assure that the conditions and rules of the grant facility are understood and may be fulfilled. The decisions on awarding grants will be made by the Selection committee, appointed by the PAO. The Committee will be composed of representatives of all parties concerned (max. 7 persons). It includes 2 representatives of OCEI, 1 representative of the CFCU and the rest will be representatives of non-governmental bodies.

5. Budget (M€)

<table>
<thead>
<tr>
<th></th>
<th>Investment</th>
<th>Inst. Building</th>
<th>Total Phare</th>
<th>National co-financing</th>
<th>Total</th>
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<tr>
<td>Small Grants</td>
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<td>0.96*</td>
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<td>Medium Grants</td>
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<td>0.96*</td>
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<td>2</td>
<td>0.394</td>
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</table>

* The Selection Committee will have the right to transfer the money between Small Grants and Medium Grants if an unsatisfactory number of good projects is submitted in one of the categories.
** This amount will be provided by grant beneficiaries.
The initiatives for which grants will be awarded will be co-financed by beneficiaries for minimum 20% of the amount of the budget. The ability of co-financing will be one of the conditions of awarding grants. Part of this amount can be in-kind contribution. Additionally, the national contribution of 10 000 euro will include printing of application forms, advertisements and printing reports. The amount of 80 000 Euro from the Phare budget will be provided for contracting out to an external company the services related to pre-selection process, monitoring and evaluation of the initiatives financed under the project.

6. Implementation arrangements:

6.1. Implementing Agency
PAO: Pawel Samecki, Undersecretary of State, Office of the Committee for European Integration, Al. Ujazdowskie 9, 00-918 Warsaw, Poland, Office: ul. Bagatela 14, ph. + 48 22 455 52 41, fax + 48 22 455 52 43.

6.2. Twinning
not applicable

6.3. Standard procedures
The project will be implemented using the procedure of an open local grant competition for eligible entities in Poland. The grant contracts will be signed with all selected beneficiaries. Standard procedures of the Commission in the field of external aid will be followed (particularly the Practical Guide to Phare, ISPA and SAPARD contract procedures, Section 6 – Grants).

Due care will be given to the selection process of the beneficiary projects, which has to be done at technical level through a selection committee composed of members appointed by the PAO.

6.4. Contracts
It is estimated that about 100 projects will be financed, for the total amount of 1.92M€, and one contract TA for implementation assistance (0.09M€). The budget of the project will finance two kinds of grants: small grants (min. 5,000 Euro up to 25,000 Euro), and medium grants (min. 50,000 Euro up to 100,000 Euro) for projects prepared, co-financed and implemented in partnership. The PAO will retain his contractual and financial responsibilities for the implementation of the grant scheme. In particular, the PAO will approve formally the call for proposals, application forms, evaluation criteria, as well as the selection process and results. The PAO will sign grant contracts with the beneficiaries and ensure adequate monitoring and financial control under his authority and responsibility. The management of the grant scheme will be decentralised from the PAO to the CFCU. The ex ante approval of the EC Delegation in Poland will be required for the call for proposals, application forms, evaluation criteria, the selection procedures (including the composition of the selection committee) and results (list of projects to be funded). The grant contracts signed by the PAO will be subject of ex post control of the EC Delegation.

7. Implementation schedule:

7.1. The beginning of the implementation process
Grant documentation including detailed priorities, an application form, informational materials and selection criteria of the project will be prepared in the last quarter 2001.

7.2. The commencement of the project activity
The tender procedure launching will be in the first quarter 2002. The deadline for submitting applications for grants is expected to be in third quarter 2002. The decisions on awarding grants will be made in October/November 2002. The contracts will be signed in November/December 2002.

7.3. Finalisation of the project
The last payment will be made in July 2004 and the project will be closed in September 2004.

8. Equal Opportunity: All actions of the Project will respect equality between men and women.

9. Environment: not applicable

10. Rate of return: not applicable

11. Investment criteria: not applicable

12. Conditionality and sequencing:
High quality of the initiatives to be funded under project. Most important activities: tender procedure launching, preparation of detailed priorities, an application form and informational materials, promotion the Project, evaluation of submitted projects, final selection, signing grant contracts, monitoring and evaluation of awarded grants.
**Annex 1: LogFrame**

**Date of drafting:** January 2001  
**End Contracting:** 15/12/2003 - **End Disbursement:** 15/12/2004  
**Planning period:** 1/2002-9/2004  
**Total budget of the project:** 2,394 MEUR  
**Phare EUR:** 2,00 MEUR

**Project number:** Civil society development

### Wider objective

<table>
<thead>
<tr>
<th>Indicators of Achievement</th>
<th>Sources of information</th>
<th>Assumptions and Risks</th>
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</table>
| To promote the implementation of the acquis communautaire in areas in which governmental activities are absent or are complementary to those of the third sector, and to raise popular awareness and acceptance in these areas  
To encourage the inclusion and participation of individuals and groups who risk being economically, socially or politically marginalised in the transformation process | - improved level of sustainability of the Polish non-profit sector in areas relevant to acquis  
- improved level of participation of individuals and groups in the democratic and accession processes | - researches on Polish non-profit sector  
*Assumptions:*  
- sufficient political support to the implementation of the GF Project  
- continuation of the process of Polish accession to the EU  
*Risks:*  
- lack of partnership between governmental – EU institutions and citizens’ initiatives |

### Immediate Objectives

<table>
<thead>
<tr>
<th>Indicators of Achievement</th>
<th>Sources of information</th>
<th>Assumptions and Risks</th>
</tr>
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</table>
| To provide financial support for activities of NGOs/NPOs operating in the fields identified as priorities in the Accession Partnership  
To strengthen the institutional and operational capacity of NGOs/NPOs with the view to exchange and spread relevant knowledge, know-how and skills  
To raise social awareness and acceptance in the areas linked with the environment protection, socio-economic development and social sector  
To encourage active participation of groups of citizens and communities in the transformation process  
To allow Polish NGOs/NPOs to get involved in the activities of the European-wide NGOs networks | - number of projects aimed at objectives of the Project,  
- improved level of social awareness and understanding in areas linked with the European integration process  
- increased number of initiatives undertaken for the benefit of disadvantaged groups  
- number of networking initiatives | analysis of non-governmental organisations supporting the Polish process of accession  
NGOs’ reports, Statistics and data of the GF based on projects collected self-assessment  
*Assumptions:*  
- interest of Polish non-profits in acquis communautaire  
*Risks:*  
- the large number of submitted proposals missing the aim and objectives of the project  
- the difficulty of non-governmental organisations to participate in co-financing proposals |

### Results/Outputs

<table>
<thead>
<tr>
<th>Indicators of Achievement</th>
<th>Sources of information</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| - successful implementation of projects by non-governmental organisations  
- report describing results of the GF Project and subsidised projects  
- an increase of the number of exchange initiatives of Polish and other EU partners | - satisfactory number of submitted applications  
- about 100 projects successfully implemented  
- number of exchange initiatives | project statistics and data  
the selection committee meeting protocols subsidised projects’ implementation reports Project progress reports and final report  
*Assumptions:*  
- the ability of NGOs to prepare good projects  
- involvement of above mentioned entities in the implementation of granted projects  
*Risks:*  
- the pressure of time for all activities of the GF Project |

### Inputs

- preparation of detailed priorities, an application form and informational materials, promotion and dissemination of information on the project, collection of applications and evaluation of submitted projects, preparation of documents for the final selection, signing grant contracts and financing projects, monitoring and evaluation of awarded

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### Annex 2: Implementation schedule

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### Annex 3: Contracting schedule

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### Annex 3a: Cumulative disbursement schedule

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