



SPCP 2012-16

CRITERIA FOR PROJECT SELECTION

APPLICATION AND APPROVAL PROCESS

I. APPROVAL PROCESS FOR NEW PROJECTS (INITIATIVES)

Definition: A project is considered new if it has not been implemented by the Applicant Organisation in the past. This usually applies to a so called “pilot project”.

Step1: Applicant Organisation (AO) requiring funding for a new project should submit a Project Concept.

Step 2: The first screening of the Project Concept is done by the DCAF. The Project Concepts are assessed to determine their eligibility according to the criteria listed below (see Eligibility Criteria). If necessary, further guidance may be provided to the AO with a view to improving the general conformity of their proposals with SPCP objectives and selection criteria.

Step 3: Once the Project Concept is considered eligible for support, it is then submitted to the SDC. The SDC then calls an Advisory Group (AG)¹ meeting to review the Project Concept. The AG will give recommendations on acceptance, revision or refusal to the SDC.

Step 4: The DCAF compiles the Project Concept recommendations and communicates them to the AO.

Step 5: The AO prepares a Project Proposal taking into consideration the recommendations and advice given by the AG.

Step 6: The Project Proposal is then submitted to the DCAF. The DCAF screens the project according to the SPCP programme criteria (see eligibility and awarding criteria). The DCAF may provide further guidance to the AO to help implementation of AG advice and recommendations.

Step 7: The Project Proposal is then submitted to the AG by the SDC. The AG assesses the final project proposals with support from the DCAF. The AG gives recommendation on acceptance, revision or refusal to the SDC;

Step 8: SDC takes a final decision regarding the allocation of funding and conducts the internal SDC approval process and informs the DCAF and AG accordingly;

Step 9: Project Agreements (PA) are negotiated and signed between the DCAF and the AO, future Executing Agency, for the implementation of the project (programme).

II. APPROVAL PROCESS FOR ONGOING PROJECTS (INITIATIVES) OR ALREADY DEVELOPED PROPOSALS

Definition: A project is considered ongoing if it is already under implementation and the applicant needs co-funding for a second or a later phase.

¹ AG members are relevant Swiss institutions, including SDC, the Political Directorate, Fedpol, and the Federal Customs Administration.



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Applicant Organisation requesting funding for an ongoing initiative, programme or project, should submit a Project Proposal. In addition, AO that has already a fully prepared project proposal, at the time when the invitation for submission of proposals is sent by the DCAF, would not need to submit a Project Concept.

In both cases, the submission for proposal will follow Steps 6 – 9 as described above.

Note: All templates for submission of Project Concept or/and Project Proposal are available at the DCAF upon request. The templates can be used either as a guideline or as a template. It is up to the AO to decide. If an AO has a fully developed proposal in a format other than the SPCP 2012 – 16 templates, it can apply using the existing format, as long as the proposal has all the information required in the Project Proposal Guideline.

ELIGIBILITY CRITERIA:

- + Geographic scope: Countries in Southeast Europe can apply as long as they are not members of the EU. Members of the European Union may be invited to participate in project activities, but will not be eligible for funding;
- + Regional Approach: A project must target at least two eligible countries from the region;
- + Projects can be submitted by: Regional organisations and initiatives, as well as ministries of interior and law enforcement agencies in eligible countries. The applicant agency must have the relevant qualifications, experience, and competencies, and needs to prove that it has the operational and technical capacity to complete the proposed project;
- + The agency should show a verifiable track record on successful implementation of projects of similar size and scope, including relevant reference;
- + Ability to financially maintain activities throughout the period of the proposed action;
- + It must be a non-for-profit project/intervention;
- + The agency must provide a minimum 10% own-contribution (cash or in-kind).

AWARDING CRITERIA:

Conformity with SPCP objectives:

- + The project contributes to accomplishing one of the outcomes identified in the Programme (Please refer to the SPCP factsheet for further information on the SPCP objectives and outcomes);
- + The project aligns itself with relevant regional and national strategic documents and/or action plans of beneficiary countries;
- + The objective of the project addresses a clearly identified need of the beneficiary;
- + The project is not overlapping with any other initiative.



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Impact and sustainability of project results:

- ✚ Expected and likely impact of the proposed project on partners, participants, and the target groups
- ✚ Prospects for the continuation of the project's benefits go beyond the end of SPCP support, including the expected institutional integration of project results.

Quality of the project proposal:

- ✚ Conception, clarity, effectiveness, rationality and methodology of the project concept and appropriate risk analysis are elaborated;
- ✚ Organization has the appropriate capacity, expertise and allocation of resources;
- ✚ Expected results, dissemination strategy of results and measures to ensure visibility of results are clearly identified;
- ✚ The project approach is innovative.

Value for money and economies of scale:

- ✚ The proposed expenditure is necessary and reasonable for the implementation of the planned activities;
- ✚ The budget is well structured and rational;
- ✚ The cost/benefit ratio of the proposed project;
- ✚ Size and scope of the planned project in particular in terms of economies of scale and the likely multiplier effect on the public of the planned project.

Transversal themes:

- ✚ The project integrates democratic accountability, human rights, and gender equality principles;
- ✚ The project contributes to the capacity of countries to align their policies and practices with EU Justice and Home Affairs Policies (JHA).

Swiss involvement:

- ✚ The project makes use of Swiss expertise, involves Swiss organizations in implementation, and/or contributes to the development of cooperation and interests between Switzerland and the region.

Local and regional actors:

- ✚ Project is directly initiated and shaped by local and/or regional actors.



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AWARDING POINTS

Awarding Criteria	max. # of points
Conformity with SPCP objectives	25 points
Impact and sustainability of project results	25 points
Quality of the project proposal	25 points
Value for money and economies of scale	15 points
Transversal themes	10 points
Swiss involvement	advantage
Local and regional actors	advantage
Total points	100 max.

Proposals scoring below 70 points will be rejected. Awarding a grant is subject to the availability of funds.

PROJECT BUDGET:

Minimum amount CHF 50,000

Maximum amount CHF 700,000

PROJECT DURATION:

Max. 3.5 years (2013 – mid-2016)