NGO AND LIBRARIES COLLABORATIVE COMMUNITY DEVELOPMENT GRANTS

GUIDELINE

NOVATECA PROGRAM

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NOVATECA PROGRAM

Novateca is a program funded by the Bill & Melinda Gates Foundation in cooperation with the United States Agency for International Development (USAID) and administered by IREX Moldova. The program's purpose over the course of 5 years is to provide access to relevant information in public libraries to enrich people's lives through modern library services, technology and trained librarians who can guide them. The program equips Moldovan public libraries with technology, trains librarians, builds partnerships, solidifies professional librarian networks, and develops government engagement activities to catalyze library modernization and improve citizens' socio-economic opportunities. Beyond managing a library selection and equipment donation process, the program's role is two-fold: supporting librarians in learning to develop creative services and partnerships in line with community needs, and creating opportunities for librarians to improve their skills and share professional experience.

The Novateca network includes 1041 libraries, which represents 77.5% of all public libraries in the country, including rural, town, raion, municipal or national level libraries. Novateca is present in all raions, having established 38 training centers within the existing raion or town libraries. Additionally, 7 training centers operate as Regional Centers of Professional Excellence, focusing on developing Modern Library Services that specifically address various topics of interest (empowerment of women and girls, innovation) or target groups (youth, adults, seniors, people with disabilities). Here is a map of all libraries that are part of the Novateca network.

"LIBRARIES AND NGOS COLLABORATIVE COMMUNITY DEVELOPMENT GRANTS" PROGRAM PURPOSE AND DESCRIPTION

Novateca launches the "Libraries and NGOs Collaborative Community Development Grants" program to support further the establishment and advancement of sustainable partnerships between libraries and NGOs in the development of modern library services that address community needs and interests. The program will encourage successful partnerships between libraries and NGOs forged to address some of the core Global Libraries development focus areas, as well as issues included in the United Nations 2030 Agenda for Sustainable Development:

Economic wellbeing and employment through education for youth and adults

- *create and promote educational opportunities for youth and adults to match current labor market needs;*
- *help create makerspaces and co-creation hubs within libraries to recruit and harness creative talents, consolidate community, and promote social innovation;*
- *provide employment-seeking digital skills, as well as career counseling opportunities;*
- *build entrepreneurship capacity and connect people to sources of financial support;*
- *build financial literacy understanding and skills;*

Civic engagement through digital inclusion

- *services that improve the lives of people excluded from the benefits of being online (people living with disability or stigmatized health problems like HIV/AIDS, the elderly, etc.);*
- *empower citizens to know their rights, take part in civic affairs and use e-government services;*
- *support the culture of participatory democracy (advocacy, project writing and implementation of activities to strengthen excluded groups' agency (community development, volunteerism) and voice (online content by and for those groups, etc.)*

Gender equality and empowerment of women and girls

- *services that address impediments to gender equality in the community, such as gender-based violence; social norms around equality, masculinity and femininity; gender-based wage disparities; LGBTI rights; etc.*
- *Empowerment and skills programs focused on issues affecting women and girls, for example employment, education, IT skills development, sexual and reproductive health, finance for small businesses, vocational training and women's rights, etc.*

The program is open to national, regional or local non-profit organizations and NGOs that will apply in partnership with at least 8 public libraries[1] from the Novateca network (rural, town, raion, municipal, national libraries, as well as children libraries), in order to co-design and co-implement a modern library service that aims to address a local community need or interest.

Besides libraries, proposed activities may additionally involve other community partners (local public authorities, other NGOs, private partners, etc.). Collaborative partner-library activities must include the ICT component and space provided by the libraries, but the role of libraries must not be limited to merely providing a venue for partner activities.

The partnership will aim to allow more community members to benefit from the provided service, directly or indirectly, as well as will provide a deep impact in the process of addressing community needs. It should be designed to attract new users to the library and must demonstrate how the NGOs in partnership with the libraries serve the community. Novateca seeks to support innovative, sustainable, and reliable services and activities that address the changing local community needs and will lead to the establishment of collaborative community development partnerships.

DEFINING MODERN COMMUNITY ORIENTED LIBRARY SERVICES

A modern community oriented library service is a sustainable set of activities provided by the library to a concrete group of community members based on their need or request. The aim of a modern library service is to bring new library users by offering original and creative services designed according to their needs and interests.

Novateca will give special consideration to applications including services that target beneficiaries of working age (18 – 64 y.o.), and/or include advanced and modern digital technology as a component.

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[1] NGOs applying for development of makerspaces and co-creation hubs within libraries may apply with 4 public libraries or more.

ELIGIBILITY

National, regional and local non-profit organizations registered in the Republic of Moldova and operating for at least 2 years, in partnership with at least 8 public libraries[1] currently part of the Novateca network, are eligible to apply for the "Libraries and NGOs Collaborative Community Development Grants" program. The applicant NGO may involve rural, town, raion, municipal, national libraries, as well as children's libraries (local or national). The group of libraries selected by the non-profit organization to apply with can be either:

- uniform (a selection of same-level libraries);
- mixed (libraries of various levels).

The libraries selected for the project should have demonstrated interest or experience in providing such a service to the community.

DEFINING THE ROLES OF THE NGO AND LIBRARIES WITHIN THE PROJECT

The non-profit organization that applies for funding under the "Libraries and NGOs Collaborative Community Development Grants" program will serve as the lead project implementer, and will bear shared responsibility with the libraries for the following aspects:

- identifying the community need that need to be addressed and that will ultimately lead to the development and delivery of a modern library service;
- reaching out to libraries in these communities that are part of the Novateca network and establish or advance partnerships;
- ensuring high quality and smooth implementation of projected activities, actively involving all partnered libraries;
- providing the expertise and knowledge necessary for the implementation of project activities and further provision of the modern library service within the selected libraries;
- sharing the knowledge and expertise with the involved libraries and provide support in coaching and co-training;
- ensuring that the project meets the targets set by Novateca for the number of community members that will benefit from the provided service;
- organizing appropriate monitoring and evaluation of project activities and results;
- promoting and ensuring visibility of the project activities and the implemented modern library service, as well as of the NGO-libraries partnership;
- submit intermediate and final narrative and financial reports to Novateca, according to the provided timeframe;
- ensure cost-share and leverage local resources and assets that would contribute to the successful implementation of the project;
- ensuring the sustainability of the partnership with libraries.

Libraries will have the following responsibilities:

- committing to take active part in identifying the community need and co-designing the modern library service addressing this need;
- participating in writing the application and co-implementing the proposed activities;

- taking advantage from all technical assistance and expertise provided by the NGO during the project implementation (trainings, conferences, experience sharing events, fundraising activities, etc.)
- ensuring the delivery of the modern library service to the community members, in partnership with the NGO and based on the expertise and knowledge acquired from it;
- providing the library space and equipment for the implementation of project activities;
- conducting active outreach to attract new library users that will benefit from this modern library service;
- promoting and ensuring visibility of the project activities and the implemented modern library service, as well as of the NGO-libraries partnership;
- ensuring cost-share and leverage local resources and assets that would contribute to the successful implementation of the project;
- ensuring the sustainability of the new modern service and of the partnership with the NGO.

"LIBRARIES AND NGOS COLLABORATIVE COMMUNITY DEVELOPMENT GRANTS" PROGRAM AMOUNT

The non-profit organization in partnership with the libraries may apply for a single project up to 200,000 MDL, VAT 0%.

Novateca program will fund up to 5 Libraries and NGOs Collaborative Community Development Grants, and will select at least 1 project proposal for each focus area listed above.

DESCRIPTION OF THE APPLICATION PROCEDURE

To apply, the NGOs should complete an application found at http://novateca.md/en/news/item/937-libraries-and-ngos-collaborative-community-development-grants-program and provide the entire set of requested documents to granturi@novateca.md by March 22, 2017. The proposal should have the following main components:

- Completed application form (according to the template);
- Scanned copy of the applicant's extract from the state register of legal entities;
- Scanned copy of the NGO's Bylaws;
- Annual financial reports for the last 2 years of NGO activity;
- CVs of the key personnel who will work on the project (Project Coordinator, Library Coordinator, etc.);
- Scanned copy of the letter confirming the partnership between the NGO and the libraries (mandatory), and letters of other partners confirming the will to be a partner (if there are any).

Only readable scan-copies will be acceptable.

NOTIFICATION OF APPLICANTS

After submitting the application, each applicant will receive a confirmation of submission and will be provided with the identification number for its application via e-mail. If you do not receive the confirmation email, please contact Novateca at granturi@novateca.md, including **Libraries and NGOs Collaborative Community Development Grants Program** in the subject line.

APPLICATION INSTRUCTIONS

- Complete all required fields;
- Be aware that each space for answers is limited to a certain number of characters;
- Make sure that you are eligible for this contest, particularly the cost eligibility;
- Make sure the application you are submitting corresponds with the eligibility criteria of the contest;
- Keep a copy of the completed application form for your records.

Incomplete applications or application received after the deadline will not be evaluated.

Each entity entitled to participate in the call may submit **only one application.**

DEADLINE FOR APPLICATION

The deadline for submitting the applications is **at 23:59 on March 22, 2017**.

DURATION

Proposed activities must be described for the period May 1, 2017 – October 30, 2017.

ELIGIBLE COSTS

Novateca will transfer money to a separate bank account of the non-profit organization, for the procurement of goods and services described in the application form based on the following categories, but not limited to:

Category	Type of goods or services
Printing, copying	• Training materials (printed or recorded information you plan to use in a training program);
Design and production of promotional materials	• Design, printing and production of promotional materials (promotional information about the modern library services you are implementing as a result of the partnerships between NGO and the library containing data, statistics) (e.g. leaflets, flyers, billboards, pens, notebooks, etc.);
Office supplies (up to 2,000 MDL for the entire project duration)	• A4 paper, flipchart paper, markers, pens, notebooks, etc.
Software and hardware[2]	• Learning tools and software for teaching and coaching you can use during the activities.
Equipment[2]	• Tablets and e-books; • Multimedia projectors; • Other.
Furniture[2]	• Specialized furniture (customized, functional, attractive and flexible furniture used for your particular activities); • Furniture for children's use (furniture sized specifically for children that is colorful, comfortable, and sturdy); • Other.
Consultancy services[3]	• Training (local and international experts); • Interior design of a space related to the concept of the project (in the library premises).
Travel	• National travel costs to participate in activities, both for the participants and the consultants; • International travel costs (only if included in the initial budget of the project and is justified by the activities and sustainability of the project).
NGO administrative costs (will not exceed 10% of the amount requested from Novateca)	• Implementation, monitoring, quality control, or accounting costs covered by the NGO

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[2] The applicant can request a particular software and hardware, equipment or furniture that are within the budget of the "Libraries and NGOs Collaborative Community Development Grants" Program that is justified by activities and is sustainable to the project. All procured goods must remain property of the libraries.

[3] If a librarian from the Novateca network will be invited as an expert during the project, the costs covered will include only per diem and travel expenses.

| Other | • Communication |
| | • Bank fee |

*All fees must include taxes, including those paid by the Employer.

Application requesting funds for computers, public access to the internet and/or book collections WILL NOT BE CONSIDERED.

The following expenses WILL NOT BE COVERED:

- Salaries
- Coffee breaks, meals
- Internet connection expenses
- Maintenance and renovation expenditures
- Humanitarian, charity, or support for political parties
- Lobbying support for religious activities
- Loans
- Large medical equipment
- Alcohol beverages
- International travel costs if not included in the initial budget

All goods and services required within the submitted grant proposal should be justified by objectives and activities. If your requested good/item is questionable, please contact Novateca. The Novateca program has the right to revise the requested goods/services, check the quality and approve/reject the procurement of goods or services.

The project budget can include communication fees, bank fees, and an NGO administrative fee (that includes costs for implementation, monitoring, quality control, accounting costs, and will not exceed 10% of the total requested amount.)

The total maximum amount for expense towards all goods required must not exceed **200,000.00 MDL**.

All the goods and services must be calculated and procured with **VAT 0%.**

Novateca will transfer funds directly to the selected NGOs for the procurement of the eligible goods and coverage of eligible costs**.** No cash or transfers will be made directly to the libraries. **All the procured goods should be used within the partner-library spaces and donated to the libraries during the project implementation.**

GRANTS DISBURSEMENTS

The subgrants money will be disbursed in 4 installments:

- First tranche - 10% upon the contract signing with the implementer,
- Second tranche – 40% after approval of financial, programmatic and cost-share reports,
- Third tranche - 40% after approval of financial, programmatic and cost-share reports,
- Fourth tranche – 10% at the closure of the project (after the presentation of all final reports).

The basis for disbursement is the agreed schedule of payments, linked to satisfactory achievement of Grant Project benchmarks proved by furnishing to Novateca all records related to the Grant Project implementation, including financial statements with substantiating documents such as copies of original bills, invoices, receipts, contracts, and proof of payments.

All taxes, duties, fines, legal damages or other amounts which may become payable as a result of the payments or other activities will be responsibility of the Grant Project implementing NGO.

COST-SHARE

The applicant's contribution must be 10% or more of the value of the amount requested from Novateca (directly by the applicant or through partners' contributions). Cost-share is the contribution of resources that the Applicant makes to the project funded by Novateca that is in addition to the funds provided by Novateca. Cost-share is a part of the project budget and is included in the Subgrant Agreement. Allowed contributions include: financial contribution (cash, or other financial resources paid by the LPA or partners) and in kind contribution (supplies, materials, coffee breaks, partner trainings/services, volunteer hours, etc.). The contribution must be included in the library service activities, reported on during the service implementation, and documented. The goods provided to the libraries by the Novateca program will not be considered as a contribution (equipment, supplies, furniture, etc). The cost-share should not be wired on the project bank account and should be realistic.

The following types of cost-share can be included, but not limited to:

Technology	Technology equipment and software donated to the libraries during the project, by the NGO or other partner. Although the equipment does not need to be new in condition, the equipment needs to be newly available to this project and assessed for its current market value. Examples may include computers, printers, projectors, software, power supplies, mobile hardware and other technology that is necessary and reasonable for the project. **Note:** *Do not include the equipment donated by Novateca or other US Programs.*
Training Support and supplies	All expenses directly related to the project, such as training materials (manuals and handouts), and office supplies. The Materials and supplies should be evaluated according to the market value.
Office or meeting space	Only the quantity and value proportional to the project usage can be included. The value assessed to space included in the cost-share shall be reasonable and shall not exceed the fair market value at the time of the application. **Note:** *Do not include the space rent that is included as cost share in other projects or library space used for Novateca cost-share.*

Time and Labor Contributions	Volunteer contributions of time and labor may be counted as cost-share if the services are an integral and necessary part of the approved project. Rates for volunteers should be consistent with those paid for similar work in the Applicant's institution. When the required skills are not found in the Applicant's institution, rates should be consistent with those paid for similar work on the labor market. Trainers' or experts' non-paid time can be counted as cost-share.
Cash	Cash contributions may be received from individuals, local municipalities, NGO's or other funding agencies for the cost-share portion of the project.

Note: Goods or services purchased with Novateca or US government funds are not eligible to be counted as cost-share.

The cost-share included in the budget should be realistic and related to the project. If the indicated cost-share is found unrealistic or difficult to document, Novateca will exclude the items and will ask for replacement.

EVALUATION CRITERIA

A Novateca Grants Selection Committee, which includes peer reviewers from various state and non-governmental institutions, as well as key program partners, will select the most qualified applications that meet the goals and objectives of the "Libraries and NGOs Collaborative Community Development Grants" program, based on the evaluation criteria listed below. Based on the evaluation and project ratings, the Grants Selection Committee will make the decision whether to reject, recommend to approve or to require modifications of the Grant Project Proposal, as follows:

- To recommend for approval – the Grant Project Proposal will be submitted to Novateca for final decision initiation of Grant Contract signing;
- To recommend for conditional approval - if Grants Selection Committee has recommendations for modification of the project design to better address the project objectives and to meet the Project needs. Novateca will inform the implementing non-profit organization on the recommended amendments and upon reaching an agreement with the applicant on the matter, will approve the project and will initiate the Grant Contract signing;
- To reject - if the Grants Selection Committee decides to reject the project proposal.

Novateca takes the final decision on the approval of the Grant Project proposals, based on the Grants Selection Committee recommendations and proceeds to risk assessment. The evaluation process will last approximately 2 months from the time the application is submitted.

The applicants selected will be contacted directly and informed of the results of the competition. The results will also be published on http://www.novateca.md by May 1, 2017.

Formal conditions

Projects proposals that do not meet the following conditions will not be evaluated on the basis of the content:
- Applications submitted after the deadline;
- Applications submitted by the entities not eligible to participate in the call;
- Applications that are incomplete;
- Applications submitted by eligible entities but lacking the partnership with at least 8 public libraries from the Novateca network;
- Applications submitted exceeding the limit of number of applications which can be submitted by one applicant;
- Applications that do not respect the timeframe for project implementation;
- Applications that do not have the required contribution of 10% or more of the amount requested from Novateca;
- Applications within which the NGO administrative fee is more than 10% of the amount requested from Novateca.

EVALUATION CRITERIA – 100 POINTS

Each application will be evaluated according to the following criteria:

1. Clear description of the context in which the need for the project or service occurred, and the importance of this project or service for the community; *(10 points)*
2. Correspondence between the project objectives, activities and expected results; *(20 points)*
3. Clear description of the profile of the direct and indirect beneficiaries targeted by the project; *(10 points)*
4. Demonstrated collaboration of the project partners (NGO, libraries, and other stakeholders); *(10 points)*
5. Mobilization of local resources and community assets, organization of fundraising activities, and use of volunteers; *(10 points)*
6. Clear plan on how to ensure both new service and partnership sustainability; *(10 points)*
7. Clear budget breakdown, including both financial resources requested from Novateca, as well as reliable cost-share, according to the existing eligible categories; *(20 points)*
8. Applicant's relevant previous experience in implementing similar projects or services; *(10 points)*

PROJECT IMPLEMENTATION

The selected Grant Projects will be implemented during May 1, 2017 – October 30, 2017. Novateca requires strict implementation of the proposed project, careful attention to reporting according to the approved timeline, and accomplishment of the project goals and objectives.

As the project will aim to allow more community members to benefit from the provided service, Novateca requests a minimum number of project direct and indirect beneficiaries for each participating library, at the same time ensuring an equal share of women and men beneficiaries:

- At least 150 for rural libraries;
- At least 500 for town, raion, municipal and national libraries.

Additionally, some mandatory requirements for project implementation are:

- Including the ICT component in project activities;
- Using the space provided by the libraries;
- The librarians play an active role in the project implementation and benefit from all technical support and expertise provided by the partner NGO during project implementation;
- The projects must include a fundraising component;
- All goods and materials purchased within project implementation will be donated to the libraries during the project and will remain in the possession of the libraries after the Close Out of the project;
- All intellectual materials produced within the project as a result of the partnership between the NGO and the libraries (training curriculums, information materials, designs, etc.) will be donated to the libraries during the project and will remain in the possession of the libraries after the Close Out of the project;
- Ensuring promotion of the project and community outreach through various communication channels, including but not limited to at least 5 articles published in newspaper or on social media (if published on social media, each article must reach at least 150 likes and 10 shares).
- During the implementation, the NGO and libraries involved must periodically assess the modern library service, in order to make necessary adjustments.

FINANCIAL MANAGEMENT

The Grant Project beneficiary will be required to open a separate bank account for this grant in any commercial bank from Moldova. Payments out of the bank account shall be made exclusively for eligible expenditures of the Grant Project.

The Grant Project beneficiary must record all receipts and expenditures of grant funds separately from other funds of the grant recipient. Such records shall include accurate, current and complete disclosure of the grant project income and expenditures and shall include documentation (including purchase orders, invoices, receipts, justifications for vendor selections, etc.) to substantiate all costs incurred by the grant project.

Financial books, records, grant project financial statements, any substantiating documents such as original bills, invoices, receipts, etc., and any other records pertinent to the grant project, including the books, records and financial statements, shall be retained by the grant recipient for a period of at least one year after Close Out and shall be presented upon request.

All payments from the awarded grant must be with VAT 0%. Novateca will provide a VAT 0% confirmation letter in original to vendors and suppliers.

REPORTING AND CONTROL PROCEDURE

The beneficiary will submit three intermediate reports and one final report (all reports will refer to both the narrative and financial aspects of project implementation) according to the project agreement. The reports must be in the same language as the submitted application form. Novateca is authorized to monitor and evaluate the project while it is being carried out through, including, but not limited to, the presence of its representatives during the activities of the project and evaluation of the performance indicators, as well as to perform substantive and financial audits of the project.

Q&A

All necessary information can be found on http://novateca.md/en/news/item/937-libraries-and-ngos-collaborative-community-development-grants-program.

Please submit questions to granturi@novateca.md, including **"Libraries and NGOs Collaborative Community Development Grants"** in the subject line.