

Regulations Manual

for the

Small Grant Fund (SGF) for Syrian CSO-Media Co-Production Programme

by Free Press Unlimited



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Article 1 – Purpose

Free Press Unlimited aims at launching a ‘Small Grant Fund for Syrian CSO-Media Co-Production Programme’ (or ‘Co-Production Fund’ in short) which shall bring together Civil Society Organizations (CSOs) Media Outlets (MOs) with the goal of producing and disseminating content that addresses human-centered themes and issues of significant interest to larger Syrian population(s), regardless of their current place of residence.

Through this Co-Production Fund Free Press Unlimited wishes to stimulate the interaction and collaboration between media and CSOs, and to engage in the production of impactful reports with an increased diversity of topics and perspectives. Free Press Unlimited wants to invest in both media and CSOs since they both have a contribution to addressing the needs of Syrians and building social cohesion. The Co-Production Fund is not only focused on providing financial assistance, but also to support the organisation in developing joint media productions via a coaching/mentoring programme.

Free Press Unlimited’s Small Grant Fund for Syrian CSO-Media Co-Production programme builds on two fundamental elements:

- 1) Inclusion: Free Press Unlimited builds on consulting and integrating Syrian stakeholders’ perspectives in the design of the programme, starting from selecting the broad category of themes (issues) on which the Co-Production Fund shall be focusing, and onwards to other parts and phases of the programme in its entirety.
- 2) Mentoring: Free Press Unlimited shall provide technical expertise (and experts) to work together with grantees on content, treatment and specific production matters; separately from the awarded grant.

Specific Objectives of the fund:

- **Promote human values** within the frame of respect for human rights, equality, inclusion, diversity and pluralism.
- Deliver innovative media content in various formats that **highlights the impact of the crisis on Syrian people**.
- Provide media content in various formats that prominently **introduces voices of Syrians**, including the displaced and refugees’ populations.
- Allow for a **vibrant linkage between Syrian CSOs and Media Outlets** through establishment of working relationship(s) under this grant programme.

Article 2 – Amount

2.1 The Co-Production Fund is titled 'Small Grant Fund for Syrian CSO-Media Co-Production programme'.

2.2 The Co-Production Fund has a total of EUR 50,000 earmarked for disbursement in the form of small grants to awarded projects.

2.3 Free Press Unlimited allocates EUR 2,000 – 5,000 to each award (grant).

2.4 The full staff support and operating/management costs, including costs for mentorship, are covered by Free Press Unlimited.

2.5 The Co-Production Fund's Call for proposals is intended to be carried out yearly.

Article 3 – Target Group and Eligibility criteria for applicants

3.1 The Call for Proposals and its promotion is aimed at the following pool of Syrian CSOs and Media Outlets:

CSOs:

- Human rights organizations
- Humanitarian and aid provider organizations (incl health and education)
- Associations and unions
- Justice, accountability and transitional justice organizations
- Women empowerment, women rights, gender and gender-equality based groups.
- Democracy, participation, inclusion and cohesion building groups.
- Research and think tank centers with practical focus on broad objectives of the programme.

Media Outlets:

- Print newspapers
- Radio stations (FM or online)
- TV stations
- Online news websites
- YouTube pages
- Production houses

3.2 The applicants must form a consortium of 2 organisations, of which one must be a Syrian CSO, and one must be a Syrian media outlet.

3.3 The call for proposals is only open for established CSO/media organisations, not individuals.

3.4 The following **Eligibility criteria** have been formulated to determine the type of organisations that can apply and/or are excluded:

3.4.1 Applicant organisations must be Syrian:

- Branches of international or regional organizations working on Syria are excluded;
- Pan-Arab or pan-regional organizations and outlets with coverage/interest beyond Syrian issues are excluded.

3.4.2 Applicants have to be directly responsible for the management of the project and production of the media product.

3.4.3 Applicant organisations that have political affiliation to any political group in or outside Syria are excluded from this programme.

3.4.4 Applicant organisations with proven history in inciting violence, hate, violating human rights, or any other form of discrimination are excluded from this programme.

3.4.5 The proposed media productions must serve the interest of the Syrian population.

3.4.6 The proposed media productions must fit within the selected co-production themes for this year's Call for Proposals (see Article 4) and the budget equals or is below EUR 5,000.

3.4.7 A proposal/media production containing any form of inciting violence, discrimination or hate will be rejected.

3.4.8 A proposal/media production that builds on degrading or infringing upon protected status (women status, minorities, children, etc.) will be rejected.

3.4.9 Applications from organisations that have a representative in the Jury panel are excluded from the programme.

3.4.10 Applicant organisations can submit a maximum of 1 application, and cannot submit multiple applications in different consortia. In case multiple applications from 1 organisation are submitted, only the first one received will be considered. If two applications are submitted at the same time, then the Secretariat reserves the right to consider which application (out of the 2) shall be eligible under this Fund.

3.4.11 The timeline shows that the final media product will be available no later than 2 September 2018.

Article 4 - Co-Production Themes

4.1 Themes or issues are key component of each grant that shall be made under this programme. Free Press Unlimited's Secretariat for the Small Grant Fund for Syrian CSO-Media Co-Production programme solicited among key Syrian informants that are active in a range of fields relevant to the broad objectives of the programme (CSOs' leaders or

managers, activists, analysts, editors of media outlets, scholars, academic professors, aid workers, and others).

4.2 Based on various consultations with Syrian experts and stakeholders, which included conducting discussions and interviews, the primary principles that this programme is bound to be fundamentally attached to respect and commitment to human rights. See Annex to the Regulations Manual 'Illustration of Themes and Issues' that lists examples of themes that have been defined as reference guide to applicants under this Fund.

Article 5 – Applications

5.1 The Call for Proposals is available on the [Free Press Unlimited website](#).

5.2 Interested parties can submit questions to the Secretariat of the Small Grant Fund (SGF) for Syrian CSO-Media Co-Production via the website during the Q&A stage, which will run from the moment of publishing the Call for Proposals until 8 June 2018.

5.3 The applicants must form a consortium of two parties, consisting of one Civil Society Organisation and one Media Organisation, and produce a Memorandum of Understanding (MoU).

5.4 The applicants shall submit their application online via Free Press Unlimited website, using the templates for the MoU, and budget. If the application is sent directly to the Secretariat, then the applicant must also fill out and submit the proposal template.

5.5 Official language of the *Call for Proposal application* under this programme shall be **English**, including consequent correspondence and contracts entered for purposes of the grant.

5.6 Language of the *content produced* under this programme call for proposals must be **Arabic and/or Kurdish** (subtitling content, or translating it, or supplementing it with voice-over interpretation).

5.7 Applicants are advised to follow the application instructions to increase the chances of being awarded a grant under this programme:

5.7.1 Make sure that all sections of the application form are filled in

5.7.2 Make sure that the application is clear on the:

- objective and key message
- relevance to the needs of the Syrian population
- feasibility to produce the item within a 6-week timespan

5.7.3 Develop a realistic budget for the envisioned media product with a detailed breakdown in different cost categories (read instructions page in the budget template)

5.8 Documents to be delivered by the Local Consortium (Syrian CSO + Syrian media):

1. Memorandum of Understanding (attach document)
2. Proposal form (via online application form or attach document)
3. Budget form (attach document)

This can be done via the [online application form](#) (make sure you have all data ready before submitting) or by email [secretariatSGF\[at\]freepressunlimited.org](mailto:secretariatSGF[at]freepressunlimited.org).

Article 6 – Selection of awards (grantees)

Selection of applications and further on selection of awarded grantees is a multi-layered process:

6.1 Only applications that were complete and that were received by the deadline will be taken into consideration.

6.2 The applicants shall first be pre-selected based on the minimum requirements and meeting the eligibility criteria, as listed in Article 3 by Free Press Unlimited’s Secretariat of the Small Grant Fund (SGF) for Syrian CSO-Media Co-Production.

6.3 The applications that are eligible will be put on the short-list and will be forwarded to the Jury for their assessment.

6.4 The Jury members will independently [from each other] assess each eligible application on the following criteria, with the following weighing of scores table:

SCORING CRITERIA	Weighing	Score (1-10)	Result
Relevance of theme and appropriate problem analysis: - Relevance to Syrian human rights context - Relevance for Syrian audience (inside/outside Syria)	20%		
Assessment of key message: - Presentation of untold stories, and/or stories with that are to reduce the impact of suffering of affected of Syrian people - Extent to which the proposal brings forth a unique account in story telling	20%		
Assessment of medium and dissemination plan to Syrian audiences: - Extent to which the selected medium is suitable to convey the key message to envisioned audience - Assessment of dissemination strategy and the expected audience reach - Degree of innovation used in production formats to create an unusual but effective style of production	15%		
Experience of Syrian Civil Society Organisation: - Track record of CSO - CV/bio of proposed key staff	15%		
Experience of Syrian media outlet: - Track record of media outlet - CV/bio of proposed key staff	15%		
Budget: - Costs versus expected product - Realistic and detailed breakdown in cost categories	15%		
TOTAL	100%		

Article 7 – Jury Panel

7.1 The Jury Panel shall consist of five members and shall assume the responsibilities of shortlisting and eventually selecting successful applications. To make objective assessments, the jury members are anonymous for applicants. The Panel will consist of:

- Two representatives from Free Press Unlimited
- Three external experts from the Syrian human rights context, from media and production and humanitarian specialists/experts.

7.2 Representatives of the Secretariat of the Co-Production Fund may not be appointed as juror. Jurors will receive a Honorarium for their work; and if expenses occur related to Jury activities, those will be reimbursed by Free Press Unlimited.

7.4 Jury Panel members will select the President of the Jury.

7.5 The Jury will work on the basis of the rules and regulations as set out in this document, and use the criteria as laid down in Article 6.

7.6 All jury members shall receive a full package of the eligible, submitted proposal applications.

7.7 Jury members shall be given 10 days to review proposals and return back their individual assessment results with Secretariat by electronic means in English.

7.8 The Secretariat will put together a list of the applicants that scored highest, with their corresponding budgets.

7.9 The Jury will conduct a selection meeting that will culminate the work of members of the panel and allow an opportunity for collective discussion among the members to confirm the final output of the selection process.

7.10 No appeals shall be allowed against the decision of rejection by the Jury with regard to the award of the small grants.

Article 8 – Procedure for the awarding of the small grant

8.1 The Secretariat of the Small Grant Fund for Syrian CSO-Media Co-Production programme will inform the applicants about rejection and or acceptance of their applications.

8.2 Contracting will be done with the Lead applicant as is agreed in a Memorandum of Understanding between the two applicant parties. The Lead applicant is called the “Recipient” and bears responsibility for the full “Local Consortium” that includes both the lead and co-applicant organisation.

8.3 The budget for the production of the media product will be transferred to the lead-applicant, or "Recipient" according to the payment schedule as laid down in the contract between Free Press Unlimited and the "Recipient" on behalf of the "Local consortium"

8.4 The Co-Production Fund is not merely to provide funding for co-produced media productions, but it is also aimed to build the capacity of the grantees. A coach is available to work with the grantees on the areas where they need support. When the contract is signed, the coach will contact the grantees about the coaching needs and opportunities.

8.5 Should a consortium that was awarded a grant, decline the grant and a minimum of 4 weeks before production deadline is still available, the Jury has the right to appoint a replacement based on the assessment that was done.

Article 9 – Publication of co-productions

9.1 The production must be in accordance with the proposed and approved media product, and must be in accordance with the criteria of this fund.

9.2 With the delivery of the final media product in compliance with the criteria by 2 September 2018, the Local Consortium fulfils the purpose of this contract. At all times Free Press Unlimited is free to refuse the final media product on reasonable grounds. Any form of inciting violence, discrimination or hate, or when it builds on degrading language or infringes upon protected status will lead to rejection of the final product.

9.3 Free Press Unlimited will receive a copy/scan/link of the publication within 2 days after publication and/or broadcast of the media product by the Local Consortium, but no later than 4 weeks after publication / broadcast.

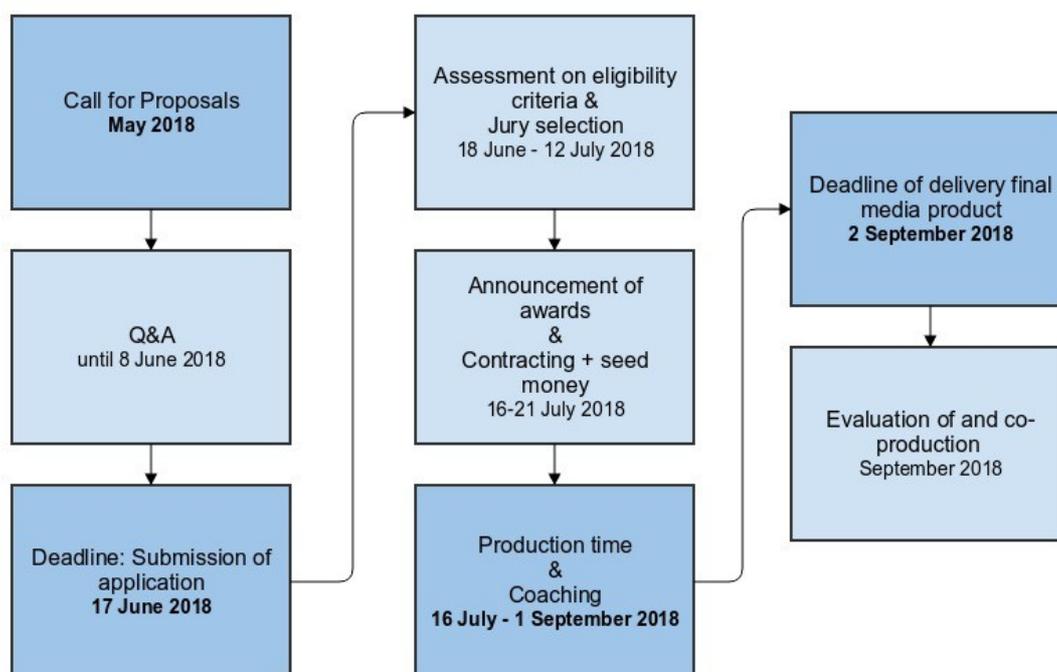
9.4 The Local Consortium will dedicate time and efforts to have various media outlets (re)publish/broadcast the jointly produced media product.

9.5 The Local Consortium agrees by signing of this agreement that Free Press Unlimited has the right to reproduce and disseminate the awarded media products on its website and in other communications and promotional materials.

Article 10 – Timeline

The Co-Production Fund has the following important dates and deadlines in 2018:

Timeline for Small grants process



10.1 Call for Proposal published on Free Press Unlimited website and distributed in relevant networks of Syrian media and CSOs.

10.2 Deadline for receiving initial inquiries (Q&A): **8 June 2018**

10.3 Deadline for submitting proposals: **17 June 2018, noon (CET time)**

10.4 Assessment of applications:

- based on eligibility criteria > long-list of eligible applicants: 28 June 2018
- by jury resulting in short-list of grantees: 12 July 2018

10.5 Announcement of small grant application award or rejection: 16 July 2018

10.6 Production time with coaching: 16 July till 1 September 2018

10.7 Deadline for delivery of co-produced media products: **2 September 2018**

10.8 Evaluation in September 2018:

- internal evaluation on process
- external evaluation on:
 - product
 - mentorship
 - co-production and collaboration with/between CSO and media