



**KINGDOM OF BELGIUM**  
Federal Public Service  
**Foreign Affairs,  
Foreign Trade and  
Development Cooperation**

***Grants awarded by Belgium for the purpose of***  
***PEACEBUILDING***  
***GUIDELINES 2022***

**A. Introduction**

1. In accordance with certain thematic and geographical policy priorities, projects can be funded for the purpose building peace. The present guidelines clarify the concept of peace building together with the applicable procedures for obtaining funding.

The political priorities to which project proposals must correspond in order to be taken into consideration for a given period, are specified on the FPS Foreign Affairs website (Peace Building page) generally before the start of each budgetary year.

**B. General information**

2. The funding of peace building projects by S&C Peace Building has two types of objectives:
  - In the short term, pursue efforts to defuse overt tensions, help end situations of acute violence and prevent the explosion or resurgence of violent conflicts.
  - In the medium and long term, set up political, socio-economic and cultural institutions that can address the underlying causes of conflicts and establish the conditions necessary for sustainable peace and stability.
3. The funding of such projects is an instrument of Belgian foreign policy. This instrument is used in conjunction with other available (financial) instruments. Dual funding of projects is not permitted under any circumstances.
4. The projects must create added value on the ground. Particular attention is paid to initiatives that strengthen local capacities and institutions. Moreover, local partners must be consulted early on while the project is being designed and be involved in its implementation as much as possible. Diplomatic posts will be enlisted to monitor the projects.
5. Seminars, conferences, congresses, publications, training courses and lobbying activities can only be funded in very exceptional cases, provided that such events strengthen the thematic policy priorities.

6. Funding will only take place if a detailed project proposal is being submitted along with a budget breakdown by cost item in accordance with the template in the appendix.

### **C. Competent service**

7. S&C Peace Building is the only competent department for receiving and processing project proposals. Contact information:

S&C Peace Building Unit (S&C-CP)  
Directorate Strategy & Communication  
FPS Foreign Affairs, Foreign Trade and Development Cooperation  
Rue des Petits Carmes, 15  
B-1000 Brussels  
Belgium  
Email: [peacebuilding@diplobel.fed.be](mailto:peacebuilding@diplobel.fed.be)

8. All project proposals must be sent to S&C-CP which will function as a "one-stop shop". They can be sent to this service via the diplomatic posts. From receipt of the project proposal on, S&C-CP will be the contact point for the subsequent progress of the approval process.
9. Any communication with S&C-CP will be cared as a priority for directly or through a Belgian diplomatic representation abroad.

### **D. Submission of project proposals and other documents**

10. Every project proposal must be submitted in electronic version by e-mail. If necessary, S&C-CP may request two printed copies.
11. Every project proposal must comply with the templates provided by S&C-CP on the relevant "Peace Building" page of the FPS Foreign Affairs website.
12. Every project proposal must be written by the applying organisation itself and not by the diplomatic post or by on or other service of the FPS Foreign Affairs.
13. Project proposals can be submitted at any time, however, there is no guarantee that it will be taken into account during the current budgetary year. Very occasionally, calls for projects with deadlines may be launched. The submission periods for proposals are given on the "Peace Building" page of FPS Foreign Affairs website.
14. Given the different steps in the procedure, it is recommended that project proposals be submitted 6 months before their planned start date in order to ensure that the grant will be paid in time. Consequently, and without any deadline for the submission of a project proposal, it is strongly advised to file a request during the first half of the year if a decision is wished for before the end of the year.
15. For every project proposal, the point of contact for the applicant given in the application will receive an acknowledgement of receipt which will indicate whether or not the proposal is admissible (see also point 29). In the event that the project proposal is not sent directly to

S&C-CP, the Unit will ensure that the entity that has transferred the proposal (e.g. a diplomatic post, on or other service of the FPS Foreign Affairs or Strategic unit of the Minister) is also kept informed about the progress of the application.

## **E. Admissibility of the applications**

16.A proposal can be submitted to S&C-CP by:

- International or regional organisations, whether they are already recognized multilateral cooperation partner or institutions of Belgium or not;
- Belgian, foreign and international non-profit NGOs and associations with a legal status;
- Universities, higher education establishments and other research institutions.

17.Any organisation that has already received funding from our Unit must imperatively have closed the previous project before a decision can be made on a new project proposal. In practical terms, the final report for the previous project must have been accepted by S&C-CP and the Belgian financial authorities before the new application can be included on the Advisory Committee's agenda (see point 30).

18.Any organisation being currently financially supported by the Directorate-General Development Cooperation and Humanitarian Aid or another unit of the FPS Foreign Affairs is not eligible for a similar project and/or in the same region.

19.Private individuals or commercial companies are not entitled to submit a project proposal under their own name, but can be responsible for the implementation of all or part of a project. In this case, the applicant will be responsible for providing the required information.

20.A Belgian public body (FPS, services of public interest, federated entity or any other) is not entitled to submit a project proposal but can be associated to the follow up of the project. In addition, any foreign public body (ministry, public service, army,...) is not entitled to submit a project proposal under its own name but can be associated to the implementation of the project without being its main actor or can be the final beneficiary.

21.The project proposal must contain a number of elements designed to speed up its administrative processing. Incomplete project proposals will not be considered admissible.

- Project summary (see compulsory template in appendix);
- The organisation's legal status and administrative information;
- Motivation: context, presentation of the problem, relevance in terms of the peace building priorities applicable for the year and criteria as set out here above;
- General and specific objectives;
- Specification and schedule for the planned activities;
- Total budget (in euros) with an indication of the amount requested, potential contributions from other donors and/or from own funds; as a rule, the grant

awarded by Belgium will cover a maximum of 50% of total project costs, so as to encourage the organisation to seek co-funding;

- Technical financial plan:  
Comprising a specific budget (in euros) containing a budget breakdown that is as accurate as possible and which must contain at least the following items:
  - Overhead costs (see point 25);
  - Local personnel costs;
  - International personnel costs (see point 26);
  - Vehicles and durable goods (see point 27);
  - Co-funding;
  - Breakdown of costs per activity, description of specific costs, price per unit, specific services, planned travel, etc.
- Partners involved and local institutions; the local partner must be clearly specified and there must be an indication whether this partner will benefit from material transfers at the end of the project (see point 27);
- Anticipated results, success and risk factors, indicators;
- Planned procedure for monitoring, evaluation and reporting;
- Methods for involving the diplomatic post in the monitoring of the project's implementation, as far as possible the direct involvement of Belgian diplomats is recommended;
- The organisation must define in the project proposal the strategy for enhancing Belgium's visibility;
- Banking information: an official document from the bank confirming the banking information must be provided:
  - Name and address of the bank;
  - BIC/SWIFT code of the bank;
  - Beneficiary bank account number;
  - IBAN Code;
  - Communication to be indicated on payment (optional).
- Project sustainability;
- Strategy for gender equality;
- Planned measures for promoting the donor's visibility;
- Logical schedule and sequence of the implementation;
- Any other funding previously received from Belgium and evaluation of the project(s) funded.

22. Every year, the FPS Foreign Affairs publishes on its website (peace building page) scope and size sought for the projects to be funded. This scope is expressed in the form of an indicative amount of the expense to be borne by Belgium, accompanied by minimum and maximum amounts to be respected. Similarly, the permitted maximum implementation duration is given on the page.

23. Each funding is based on detailed project budgets, itemised per cost heading. Total funding of an organisation (*core funding*) as well as daily operating costs and rental expenses are prohibited. The organisation must prove that it can operate independently of the requested grant.

24. The admissibility of the projects proposed for funding will also be judged based on the following elements:

- The organisation's experience/track record in executing the type of projects proposed, along with any impact assessments of previous projects;
- The quality of the indications according to which the project is viable over the long term, i.e. after the funding intervention has ended;
- The level of visibility of Belgium likely to be guaranteed when the project is developed (e.g. through the participation of a Belgian partner) and/or the execution of the project (e.g. publicity, logo). Specific obligations may be listed in the financing agreement.

25. The general costs for the project proposal (*overhead costs*) must be specified and cannot exceed 10% of the costs resulting directly from the implementation of the project.

26. The funding of the remuneration and salaries of personnel related to the project's implementation is not eligible under the 'general costs' (*overhead costs*) item. This amount cannot exceed 35% of the total amount of our financial support. Out of the 35%, a maximum of 1/3 can be dedicated to international/expatriate personnel. We will not cover the total personnel costs of a project which will have to be shared out between the different co-donors.

All personnel costs (salaries, per diem, consultancy fees, incentives, allowances,...) have to be collected under the personnel costs heading. The breakdown of personnel expenditures across the different headings per activity is not allowed.

27. The purchase of vehicles and other durable goods can be fully funded provided that such goods are handed over to the local partner at the end of the project. If this is not the case, only the write off value will be taken into account in proportion to the duration of the project financing.

28. Project proposals that obviously do not correspond to the thematic priorities of the Belgian foreign policy will be considered inadmissible.

29. If a project proposal is not admissible, the applicant will be informed by a reasoned message from S&C-CP.

## **F. Evaluation of the project proposals in terms of content**

30. Once the admissibility of a project proposal has been established by S&C-CP, each application is analysed in three stages.

- Firstly, S&C-CP drafts an analysis on how it corresponds to the peace building concepts and the criteria set out in point 33 below.
- Secondly, and simultaneously, the project proposals are sent to the various relevant competent geographical/thematic diplomatic posts and services. The diplomatic posts and services have one week to formulate an opinion (positive, negative or neutral) regarding the project proposal and to send this electronically to S&C-CP.

The opinion must be substantiated and based on the same evaluation criteria as specified in point 33 below.

- Finally, S&C-CP submits its evaluation electronically to the Peace Building Advisory Committee, accompanied by the opinions gathered from the competent diplomatic posts and services. This committee, chaired by S&C-CP, is comprised of representatives from the Directorates-General, the Strategic Unit of the Foreign Minister and those services with relevant competence in view of the nature of the peace building project proposals. The Advisory Committee meets up to four times a year, this Committee may organise an electronically written silence procedure or meet physically (if necessary virtually). It summarises the opinions received and draws up a list of projects to be selected. In doing so, it will seek to allocate resources depending on the thematic and geographic balances required for the budget period.

31. The conclusions of the Advisory Committee, accompanied by the opinions issued by S&C-CP and the diplomatic posts and services consulted, are then submitted to the Minister of Foreign Affairs for final approval of the projects to be funded.

32. In the event a project proposal is not withheld, S&C-CP will send a response to the applicant with the reasons for this. S&C-CP will also inform the diplomatic post(s) concerned and, where necessary, other entities that have expressed an interest in the proposal.

33. The evaluation criteria used to assess each project proposal as a whole are as follows:

- **Consistency:** the project must correspond sufficiently to the social objective, the mission and the experience of the organisation or of the authority concerned;
- **Relevance:** the project must offer a clear added value for one of the objectives and areas of focus set out in points 2 to 4 above and the Belgian foreign policy priorities for the current budgetary year;
- **Effectiveness:**
  - there must be a clear link between the practical challenges on the ground and the specific objectives of the project;
  - the results pursued must be clearly specified (impact);
  - there must be a clear link between the planned activities and the expected results;
  - there must be a detailed analysis of the risk and success factors;
- **Efficiency:**
  - the most important resources must be clearly described (budgetary, logistics, operational, etc.);
  - there must be a clear link between these resources and the planned activities;
- **Sustainability:** there must be sufficient indications that the results will last after the end of the project (e.g. institutional capacity development and strengthened management of local institutions and/or organisations);
- **Synergy and complementarity:** consistency with other peace building and conflict prevention projects and with (Belgian) cooperation development initiatives must be apparent;

- **Administrative quality of the application:** the application must be submitted according to a fixed schedule and must contain all the necessary elements for allowing a rapid evaluation and follow-up (summary, start date, end date, contact information, banking information, logical implementation sequence, etc.);
- **Sufficient management capacity** of the organisation or authority concerned in relation to the implementation of the project and management of the resources;
- **Potential capacity of the organisation concerned**, once the funding period has come to an end, to continue the project using its own funds or alternative sources of funding, or at least to exist autonomously as an organisation.

## **G. Fast-track procedure**

34. In exceptional circumstances, a *fast-track procedure* for the approval of projects may be used. In this case, fewer opinions are collected and the project proposal is not submitted to the Advisory Committee.

## **H. Formalisation of the grant**

35. Positive decisions will be formalised in sequence as follows : internal financial control, drafting of an agreement (standard template), signature of a Royal Decree, State budget commitment, agreement of the Controller of Commitments and official notification to the beneficiary.

36. The legal link with the Belgian State is only effective from the time of the official notification. Any prior communication will be considered as informal.

37. The official notification from S&C-CP is accompanied by the formal agreement signed by the Belgian party and a copy of the finalised Royal Decree. The agreement sets out the arrangements regarding the funding granted.

38. The organisation signs two identical copies of the agreement. One of the two copies will then be returned to S&C-CP.

39. The agreement sets out a.o. the destination of the grant, the budget aspects, the payment deadlines, the visibility elements and the reporting obligations. It will refer to the project proposal as approved and to these guidelines which will be included as an appendix to the agreement.

40. By way of information, this phase lasts between one and three months.

## **I. Payment**

41. Except in special circumstances, the grant is paid in several instalments.

42. For each instalment, the beneficiary will submit an official declaration of claim (see template in appendix). The aforementioned banking information (point 21) must also be included in this document.

43. If required, the beneficiary will include a revised budget covering the whole grant with the first request for payment.
44. The payment of the second and any subsequent instalments is related to the reporting obligation (see point 50 and following).
45. Every payment is made within an indicative timeframe of six to eight weeks.
46. The eventual lapsing (prescription) of the beneficiary's claim for payment is governed by the Belgian Law of 22nd May 2003 on the Federal State budget and accounting.

#### **J. Adjustments regarding the use of the grant**

47. Through written correspondence with S&C-CP, the organisation can obtain adjustments to the planned budget and if necessary, a time extension of the project. However, the project's general costs (*overhead costs*) may in no case exceed the agreed percentage.
48. The organisation can, without prior agreement, make minor shifts between budget items as they appear in the approved budget proposal provided that they do not exceed 10% of the total amount of any specified budget item. Any modification or shift of more than 10% must be duly explained and receive the approval of S&C-CP.
49. A "no cost extension" is possible with the authorisation of S&C-CP and provided that it is duly explained by the applicant.

#### **K. Reporting and evaluation obligation**

50. The beneficiary organisation commits to provide narrative and financial reports at intermediate stages and at the end of the project. The reports will cover both the execution of the project (narrative reports) and the use of the grant (financial reports).
51. The reports must be sent primarily by e-mail and in two printed copies.
52. The reporting scheme is communicated with the official notification (see point 35 and following). The schedule applicable to the narrative and financial reports may be different.
53. Payment of the instalments that follow the first instalment is conditioned by the intermediate reporting obligation. Payment of subsequent instalments can only take place once S&C-CP then financial control services of FPS Foreign Affairs have verified and accepted the intermediate reports. S&C-CP and financial control services reserve the right to decide on the admissibility of the supporting documents. If necessary, the beneficiary of the grant will be contacted with a view to address the inconsistencies and ensure acceptance of supporting documents in order to release the payment of the subsequent instalment.
54. The narrative report describes the project's progress, the objectives achieved and the impact. The link between activities and expenditure must be clearly established.

55. The following information and supporting documents must be included in the financial report:

- A table comparing the breakdown of the approved budget, any changes to this budget and the actual expenses;
- An explanatory note for any change in the budget (in case of shifts of less than or equal to 10% - see point 48);
- A list of vehicles and durable goods that have not been transferred to the local partner, giving their total and depreciation values;
- A statement from the local partner listing vehicles and other durable goods which have been transferred to it (with list);
- A list of supporting documents grouped by budget item, in chronological order within each budget item and giving the number of the document within the budget item, with the date, title and amount;
- Scanned copies of all supporting documents on material electronic support (CD-ROM or USB stick, dematerialised files on the Cloud or like Google Drive or WeTransfer are not accepted) sorted in the same order as the list and with the same number (proofs of payment, invoices, proofs of travel costs, salary payment extracts, receipts, etc.). Any missing document must be duly explained and indicated in the table of supporting documents.

All amounts must be given in euros, potentially in combination with another currency and stating the exchange rate applied.

56. In addition to the supporting documents, the beneficiary can also send a report by a recognised and independent auditor.

Original supporting documents will be stored at the head office or at one of the branch offices of the beneficiary organisation for a period of 7 years after the completion of the project. S&C-CP and financial control services can request one or more copies of such supporting documentation. Where appropriate, S&C-CP or the competent diplomatic post can send a representative to consult such documents on site.

#### **L. Monitoring by the donor**

57. The competent diplomatic post(s) can carry out one or more monitoring missions on site. Where the initial project proposal has been sent via a diplomatic post, this diplomatic post will draft a final report to the attention of S&C-CP.

58. Furthermore, various projects benefiting from support in a given region may be subject to monitoring missions organised by S&C-CP.

59. All such missions will be carried out in close consultation with the organisation(s) concerned which agree(s) to facilitate them. A report will be drawn up by the donor in each case.

#### **M. Use of the grant/repayment**

60. The beneficiary organisation will ensure compliance with the laws and regulations of the country in which the project is carried out.
61. S&C-CP and the beneficiary organisation will discuss with the diplomatic posts the potential measures to be taken by the organisation to give the project the required visibility.
62. An outstanding claim based on the funded project can not be transferred, under no circumstance.
63. The part of the grant that has not been used or for which the justification has been deemed insufficient (see point 53) must be repaid. Repayment of the amount takes place via an established entitlement procedure (= repayment request) conducted by FPS Foreign Affairs financial control services.

#### **N. Appendices and templates**

1. Project summary template
2. Recovery of claim template
3. Intermediate report template
4. Final report template

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