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 Ministry’s website (Peace Building page) before the start of each budgetary year.

B. General information

2. The funding of peace building projects by the S0.1 Unit 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 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. The S0.1 Unit Policy Planning and Peace Building is the only competent department for receiving and processing project proposals. Contact information:

Policy Planning and Peace Building Department (S0.1)
FPS Foreign Affairs, Foreign Trade and Development Cooperation
Rue des Petits Carmes, 15
B-1000 Brussels
Belgium
Email: peacebuilding@diplomel.fed.be

8. All project proposals must be sent to the S0.1 Unit 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, S0.1 will be the contact point for the subsequent progress of the approval process.

9. Any communication with the S0.1 Unit can be cared for directly or through a Belgian diplomatic representation abroad.

D. Submission of project proposals and other documents

10. Every project proposal must be submitted by e-mail and in two printed copies.

11. Every project proposal must comply with the templates provided by the S0.1 Unit 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. Occasionally, calls for projects with deadlines may be launched. The submission periods for proposals are given on the “Peace Building” page of the 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.

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 27). In the event that the project proposal is not sent directly to S0.1, 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 S0.1 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 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 S0.1 and the Belgian financial authorities before the new application can be included on the Advisory Committee’s agenda (see point 28).

18. 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.

19. 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 75% 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 23);
  - Local personnel costs;
  - International personnel costs (see point 24);
  - Vehicles and durable goods (see point 25);
  - 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 25);
• 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 including conditions 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.

20. 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.

21. Each funding is based on detailed project budgets, itemised per cost heading. Total funding of an organisation (core funding) is prohibited. The organisation must prove that it can operate independently of the requested grant.

22. 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 leverage 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.

23. 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.
24. The funding of the remuneration and salaries of international/expatriate personnel related to the project’s implementation and not eligible under the ‘general costs’ (overhead costs) item cannot exceed 25% of the total budget amount.

25. 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.

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

27. If a project proposal is not admissible, the applicant will be informed by a reasoned message from the S0.1 Unit.

F. Evaluation of the project proposals in terms of content

28. Once the admissibility of a project proposal has been established by S0.1, each application is analysed in three stages.
   • Firstly, S0.1 drafts an analysis on how it corresponds to the peace building concepts and the criteria set out in point 31 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 the S0.1 Unit. The opinion must be substantiated and based on the same evaluation criteria as specified in point 31 below.
   • Finally, S0.1 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 S0.1, 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. 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.

29. The conclusions of the Advisory Committee, accompanied by the opinions issued by S0.1 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.

30. In the event a project proposal is not withheld, the S0.1 Unit will send a response to the applicant with the reasons for this. S0.1 will also inform the diplomatic post(s) concerned and, where necessary, other entities that have expressed an interest in the proposal.

31. 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**

32. 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**

33. 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.

34. 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.
35. The official notification from the S0.1 Unit 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.

36. The organisation signs two identical copies of the agreement. One of the two copies will then be returned to the S0.1 Unit.

37. 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.

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

I. Payment

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

40. For each instalment, the beneficiary will submit an official declaration of claim (see template in appendix). The aforementioned banking information (point 19) must also be included in this document.

41. If required, the beneficiary will include a revised budget covering the whole grant with the first request for payment.

42. The payment of the second and any subsequent instalments is related to the reporting obligation (see point 48 and following).

43. Every payment is made within an indicative timeframe of six to eight weeks.

44. 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

45. Through written correspondence with the S0.1 Unit, 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.

46. 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 the S0.1 Unit.

47. A “no cost extension” is possible with the authorisation of the S0.1 Unit and provided that it is duly explained by the applicant.
K. Reporting and evaluation obligation

48. 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).

49. The reports must be sent by e-mail and in two printed copies.

50. The reporting scheme is communicated with the official notification (see point 33 and following). The schedule applicable to the narrative and financial reports may be different.

51. 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 the S0.1 Unit has verified and accepted the intermediate reports. The S0.1 Unit reserves 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.

52. The narrative report describes the project’s progress, the objectives achieved and the impact. The link between activities and expenditure must be clearly established.

53. 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 46);
- 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;
- All original supporting documents or certified copies 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. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-ROM or USB) are accepted.

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

54. In addition to the supporting documents, the beneficiary can also send a report by a recognised and independent auditor.
In the case of certified true copies, 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. The S0.1 Unit can request one of more copies of such supporting documentation. Where appropriate, the S0.1 Unit or the competent diplomatic post can send a representative to consult such documents on site.

L. Monitoring by the donor

55. 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 the S0.1 Unit.

56. Furthermore, various projects benefiting from support in a given region may be subject to monitoring missions organised by the S0.1 Unit.

57. 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

58. The beneficiary organisation will ensure compliance with the laws and regulations of the country in which the project is carried out.

59. The S0.1 Unit 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.

60. An outstanding claim based on the funded project can not be transferred, under no circumstance.

61. The part of the grant that has not been used or for which the justification has been deemed insufficient (see point 51) must be repaid. Repayment of the amount takes place via an established entitlement procedure (= repayment request).

N. Appendices and templates

1. Project summary template
2. Recovery of claim template
3. Intermediate report template
4. Final report template
# Application for Project Funding in the Field of Peace Building

**Project Name:**

* (Enter the name of the project)

**Amount Requested (in euros):**

* (Enter the amount requested)

**Duration (number of months):**

* (Enter the duration in months)

**Submission Date (latest version submitted):**

* (Enter the submission date)

**Project Summary (+/- 150 words):**

* (Provide a brief summary of the project)

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1. **Organisation**
   - Full name:
   - Abbreviation:
   - Legal status:
   - Official address:
   - Address for correspondence (if different from the official address):
   - Representative (name and job title):
   - Website:
   - Contact person:
   - Telephone number:
   - Mobile number:
   - Fax:
   - E-mail:
2. Bank details
   - bank name
   - bank address
   - account number
   - account holder
   - BIC/SWIFT
   - IBAN (EU)
   - reference for payments

3. Motivation
   - context
   - definition of the problem
   - relevance in light of the peace building criteria

4. Objectives
   - general objective
   - specific objectives
   - target groups

5. Activities and strategies
   - strategies developed
   - planned activities
   - schedule and implementation sequence
   - indicative cost price per activity
   - history: previous results and lessons learned (within the context of the current project/programme)

6. Partners
   - local and (inter)national partners
   - method for identifying and consulting local partners - other donors
   - synergy and complementarity with other parties

7. Sustainability
   - risk and success factors
   - planned strategies
     - financial sustainability
     - institutional sustainability (integration of local administrations)
     - socio-economic
   - previous results

8. Gender equality strategy
   - base values, planned strategies and previous results (if applicable)
   - cross-cutting approach (each project is evaluated on this basis)

9. Donor visibility
   - proposal to be formulated by the organisation that submits the application
10. **Monitoring and evaluation**  
- proposal to be formulated by the organisation that submits the application

11. **General and specific budget**  
- budget to be given in EUR.  
- the budget must contain a budget breakdown that is as accurate as possible and must contain at least the following items:  
  - Local personnel costs;  
  - International personnel costs;  
  - Vehicles;  
  - Overhead costs;  
  - Co-funding;  
  - Breakdown of costs per activity, description of specific costs, price per unit, specific services, planned travel, etc.
Appendix 2: Recovery of claim template

Declaration of claim template

So that the payments can be made, the beneficiary must provide the S0.1 Unit with a declaration of claim on the organisation’s headed paper, duly dated and signed for each instalment:

DECLARATION OF CLAIM

I, the undersigned [first name and surname of the manager], representing [full name of the organisation], declares that the Belgian State, FPS Foreign Affairs, owes the aforementioned organisation the amount of [amount in EURO in digits and letters], as [first/second/...] instalment of the grant that it has awarded us for the implementation of the project [full name of the project + S0.1 reference number]. Please pay this amount into the bank account number [***] of the bank (name + address + IBAN and BIC/SWIFT codes).

*Please note that bank account number must be identical to the one included in the project proposal and referred to in the Royal Decree. Reasons must be given for the use of another number.
Appendix 3: Intermediate report template

PROJECT FUNDING IN THE FIELD OF PEACE BUILDING - INTERMEDIATE REPORT
- PROJECT NAME:
- IMPLEMENTED BY:
- TOTAL GRANT AWARDED: (in euros)
- INSTALMENT CONCERNED: (in euros)
- ACCOUNTING PERIOD: (start date and end date)
- SUBMISSION DATE: (latest version submitted)

1. Changes to the original project proposal (if applicable)
- changes within the organisation
- changes in the bank details
- changes in the duration of the agreement
- changes in the expected results and planned activities + reasons
- changes to the logical framework
- updates to the risk and success factors
- others...

2. Progress of the project/sustainability
- overview of the activities implemented
- overview of the remaining activities to be implemented
- overview of the intermediate results achieved
- comparison with the expected results: better or worse than expected?
- review of the factors that have led to better or worse results
- current and planned approach to maintaining the better results or compensating for worse results

3. Partners
- review of the situation in terms of cooperation with local and (inter)national partners
- changes in the contribution(s) from other donors
- review of the situation in terms of synergy and complementarity with other parties

4. Gender equality strategy (if applicable)

- results obtained
- (potentially) revised core values and results

5. Donor visibility

- implementation of what has been agreed

6. Financial report

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 46);
- 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;
- all original supporting documents or certified copies 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. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-ROM or USB) are accepted.

All amounts must be given in euros, potentially in combination with another currency and stating the exchange rate applied.
Appendix 4: Final report template

PROJECT FUNDING IN THE FIELD OF PEACE BUILDING -
INTERMEDIATE/FINAL
REPORT

- PROJECT NAME:

- IMPLEMENTED BY:
- TOTAL GRANT AWARDED: (in euros)
- AMOUNT CONSIDERED: (in euros)
- SUBMISSION DATE: (latest version submitted)

1. Changes to the original project proposal (if applicable)
- changes within the organisation
- changes in the bank details
- changes in the duration of the agreement
- changes in the expected results and planned activities + reasons
- changes to the logical framework - others...

2. Execution of the project
- overview of the activities implemented
- overview of activities not implemented (and why)
- overview of the final results achieved
- comparison with the expected results: better or worse than expected?
- review of the factors that have led to better or worse results
- lessons learned, principal conclusions

3. Impact
- sustainability of the results achieved
- guarantees of sustainability
- planned continuity of the project
- impact analysis

4. Partners
- final assessment of the cooperation with local and (inter)national partners
- final assessment of the contribution(s) from other donors
- final assessment in terms of synergy and complementarity with other parties

5. Gender equality strategy (if applicable)

- results obtained
- lessons learned

6. Donor visibility

- implementation of what has been agreed

7. Financial report

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 46);
- 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;
- all original supporting documents or certified copies 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. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-ROM or USB) are accepted.

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

8. Appendices

- declaration from the local partner that durable goods have been transferred + list of such goods
- internal evaluation reports

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