

# MANAGING SUB-GRANTING

**LADDER**

LOCAL AUTHORITIES AS DRIVERS FOR DEVELOPMENT  
EDUCATION AND RAISING AWARENESS



# LADDER IN FIGURES

## MAJOR CHALLENGE

Promote **Development Education & Awareness Raising (DEAR)** throughout the cooperation between **Local Authorities** and **Civil Society Organisations**.

DEAR

### 5 DIMENSIONS



### LADDER

**36**  
months  
countries

**27**  
co-applicants

**19**  
associates



# The LADDER Project in a glance

# The sub-granting of the LADDER Project

## WHY?

To promote DEAR and the promotion of SDGs at the grass-roots level through CSOs-LAs cooperation

## WHERE?

EU Member States

## WHEN?

2 calls: 2016 & 2017

## HOW?

10 focal countries in which 2 calls were launched and at least 5 projects were supported  
In the other 18 countries 1 call was launched and 1 or 2 projects were supported

## HOW MUCH?

Minimum: 2.000 € - Maximum: 6.000 €

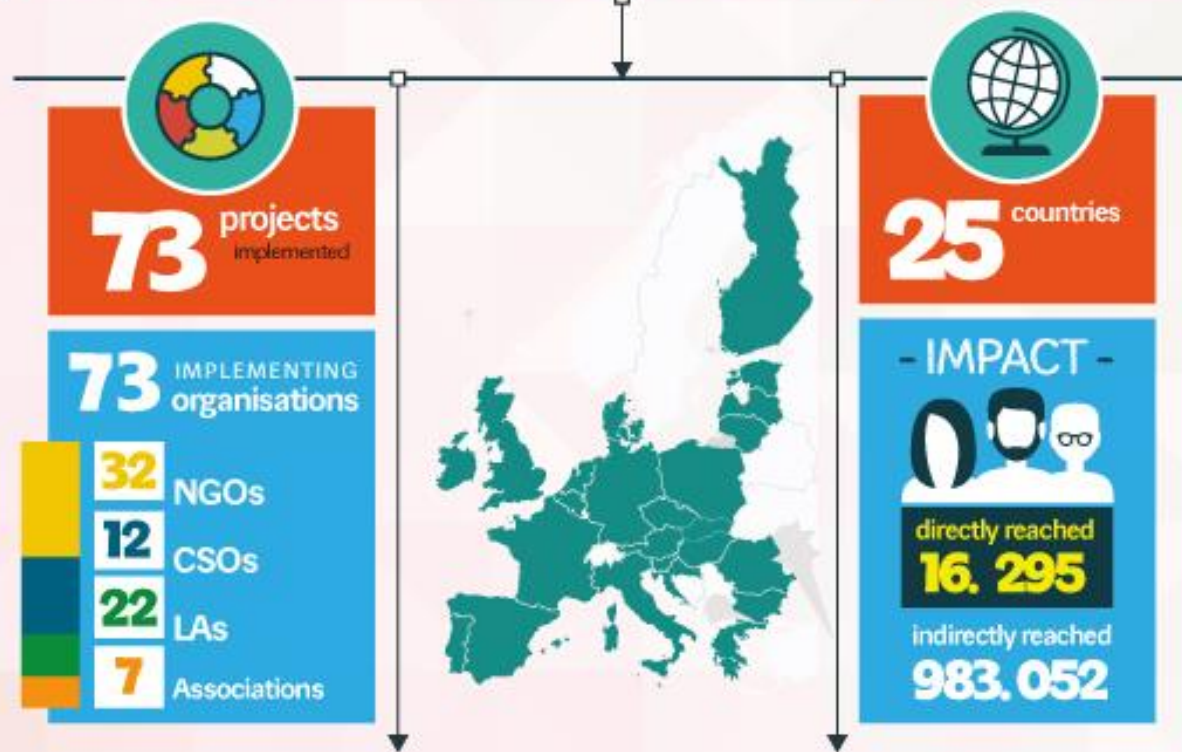
## WHO?

CSOs, LAs, ALAs, network of CSOs





# REGRANTING SCHEME ACTIONS



## ABOUT



# Before the action

- Prepare an **internal toolkit** for the consortium in order to provide all the guidelines of the initiative;
- Do a mapping exercise;
- Prepare and disseminate an external call which provides all the information regarding the initiative proposed;
- Start to consider to create a **dedicated space in the website** of the project in order to showcase the results and outputs of the initiatives.

**Call for proposals:  
Grass root actions on  
development education**



# The selection phase

- Establish a **Selection Committee**;
- Set the **criteria** for the analysis of the projects;
- Create some **specific evaluation sheet** in order to rate the different applications received;
- Share the applications received and the specific evaluation sheets with the jury;
- Set a **deadline** and communicate it with the jury;
- **Collect all the evaluation sheets** of the different evaluators and merge all the results;
- **Share the final results with the SC** & approve the results unanimously;
- **Share the final results with the beneficiaries by email**;
- **Share the results in your website** and media.



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# The Partnership Agreement with the beneficiaries

More details you provide, less problems you have!

- Template of request for instalment;
  - Template of Narrative report;
  - Template of Financial report ;
- Template for declaring the co-funding of the project;
  - Template of the timesheet;
  - Template of invoice translations;
    - Reporting guidelines;
- Template of the agenda to use during the event implemented (i.e.: the logos needed for the visibility requirement of the project were inserted);
  - Template of signature list;
- Logos required to be inserted for the visibility of the project;
  - Template for the dissemination of the activities;
  - Initial Call for Proposals launched by LADDER.





# Monitoring, Reporting & Dissemination

## MONITORING

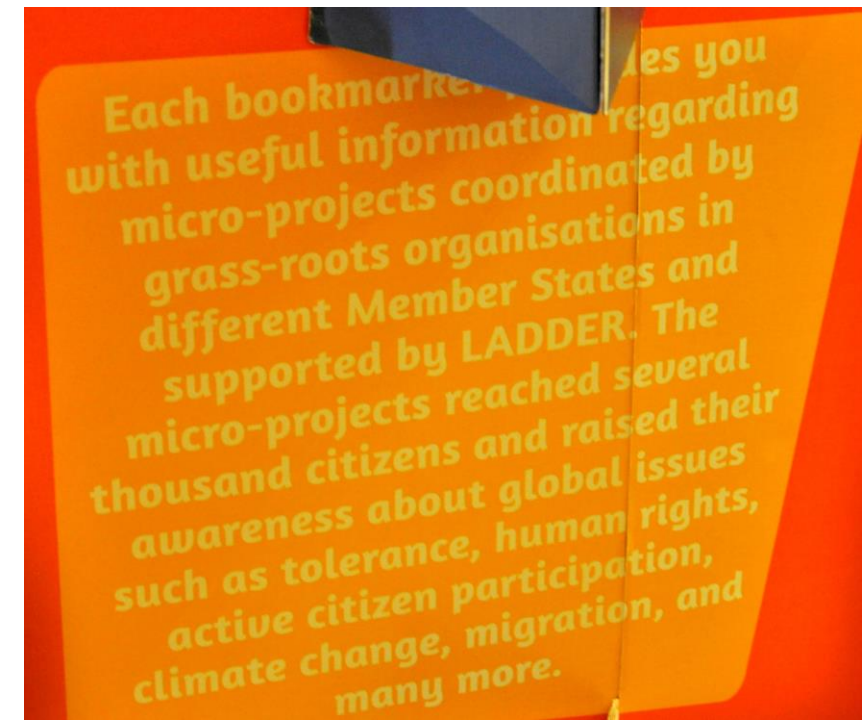
- Be ready to support, provide needed infos and guidelines to all the questions of your beneficiaries;
- Try to attend the activities they organise;
- Check that the visibility requirements are respected;
- Check that the activities are being implemented as foreseen in the project proposal.

## REPORTING

- Collect narrative & financial report on time and check all the infos required are there;
- Ask the beneficiaries to fill in an evaluation sheet in Order to measure the impact of your action.

## DISSEMINATION

- Within the LADDER Project we have created:
  - [News about SG LADDER](#)
  - Bookmarkers & Postcards
  - A [video](#)
  - An handbook



# Recommendations from the LADDER Experience

1. The selection process is long: do not start too late the sub-granting process!
2. If you have the possibility, make the beneficiaries meet and participate to some actions of the project
3. Provide as many details & guidelines as possible from the beginning of the process — to both: partners in charge & beneficiaries
4. Try to monitor the actions and ensure to have all the right inputs for the report (ex: signature lists, visibility requirement, etc.)
5. The language barrier can be an issue — pay attention to this and consider some extra time to deal with this problem!





# GOOD LUCK & THANKS FOR YOUR ATTENTION!

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