



Tbilisi, 5 February 2026

## Confidence Building Facility - Simplified Practical Guidelines

### **Background**

The European Union Monitoring Mission (EUMM) Confidence Building Facility (CBF) is a funding programme for small projects aiming to promote confidence-building activities across the Administrative Boundary Lines (ABL) within Georgia.

### **Objective**

The objective of the CBF is to support cross-ABL initiatives and other projects promoting confidence building and engagement on the ground.

### **Actors**

The body submitting the application is the **'lead applicant'**. Eligible applicants must be either **natural persons** who are Georgian nationals or **legal entities** established in Georgia. Legal entities must be:

- registered as a non-commercial, non-profit organization with a valid bank account; **or**
- registered as a company or another form of legal entity.

The application can be developed jointly with a partner (**co-applicant**). The lead applicant can also have an implementing partner (**affiliated partner**) in cases where there was a previously established link between the organisations. If there are co-applicants or affiliated partners in the project, please reflect that in the application. The 'lead applicant' is responsible for the preparation and management of the project. Applicants are encouraged to submit proposals with a co-applicant to foster collaborative impact, leverage complementary expertise, and ensure the long-term sustainability of the project.

### **Language**

The Guidelines are provided in English, Georgian and Russian languages; however, concept notes and applications will **only be accepted in English language**. In exceptional cases, on a case by case basis, the Mission might consider to accept concept notes and applications in Georgian and Russian.

### **Financial allocation**

- The total funding allocated under this call for proposals is **EUR 445,000**. The EUMM reserves the right not to award all available funds.
- Any grant requested under this call for proposals must fall **between the minimum amount of EUR 15,000 and maximum amount of EUR 35,000**.

### **Co-financing**

- The costs for a project are shared between the EUMM and the beneficiary. This means that a grant awarded for a project cannot fund the entire cost of it.

- Any grant requested under this call must fall between the following minimum and maximum percentages of total funding of the project: Minimum percentage: **70 %** of the total eligible costs. Maximum percentage: **95 %** of the total eligible costs.
- The difference between the total cost of the action and the amount requested from EUMM must be financed from sources other than the general budget of the European Union This can be done through co-financing in the following forms:
  1. **Beneficiaries own financial resources** (*self-financing*)
  2. **Financial contribution from third parties** (other donors)
  3. **In-kind contributions from third parties** (contributions in-kind mean the provision of goods or services to the grant beneficiary free of charge by a third party).
- The value of the work provided by volunteers can be recognised as in-kind contribution, but it may comprise only up to 50 % of the accepted co-financing.
- The beneficiary will be required to report and provide supporting documents for the co-financing at the end of the project.

Any type of co-funding by another organisation for the same or similar activities as those proposed in the application have to be mentioned in full.

### ***Application process***

How to apply and procedures to follow:

### ***Concept Notes***

- **Concept Note:** In the Concept Note, the lead applicant should provide responses under ALL headings and sub-headings related to the planned project. In addition, the lead applicant should provide an estimate of the requested EU contribution for the project as well as an estimate of the percentage of that contribution in relation to the total cost of the project. **Only** lead applicants invited to submit a full application in the second phase are required to submit a detailed budget.
- **The main elements outlined in the Concept Note may not be modified in the full application.** The EU contribution may not vary from the initial estimate by more than 20 %.
- **Only the Concept Note form will be evaluated.** It is therefore of great importance that this document contains ALL relevant information concerning the action and that the template is not modified. Please do not modify the application template; if a section is not relevant, mark it as 'N/A' or 'not applicable'. No additional annexes should be submitted.
- **Signature:** Do not forget to sign the Concept Note before submission. Please note co-applicants must also sign the Concept Note form.
- **Submission:** The Concept Note must be submitted electronically to **CBF@EUMM.EU** by **Sunday, 22 March 2026 17:00 hrs** Georgian Time. Applications received after the deadline will not be considered. Please see the time plan for the call below in the guidelines.

### ***Full applications***

- **Full project proposal:** Following pre-selection of their Concept Note, Lead applicants invited to submit a full application must use:
- **Grant application form**

- **Budget form**
- **Logical framework form**
- Lead applicants should keep strictly to the format of the grant application form and fill in all paragraphs and pages in order.
- **The elements outlined in the Concept Note cannot be modified by the lead applicant in the full application.** The EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing, keeping in mind that EUMM funding is between minimum 70% and maximum 95% of the total costs of the project. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The Lead applicant may adjust the duration of the action if unforeseen circumstances beyond the control of the applicants have taken place following the submission of the Concept Note that require adaptation (risk of project not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment in writing.
- **Only the grant application form, budget form, logical framework form** will be evaluated. It is therefore of importance that these documents contain ALL the relevant information concerning the action and that the templates are not modified.
- **Signature:** Do not forget to sign the application before submission. Please note co-applicants must also sign the application form.
- **Submission:** The full application, budget form and logical framework should be submitted electronically to [CBF@EUMM.EU](mailto:CBF@EUMM.EU) before deadline of the call. Applications received after the deadline will not be considered. Please see the time plan for the call below in the guidelines.

### **Gender**

It is advisable to ensure that the proposal includes a gender analysis (e.g. analysis of the impact/consequences of the proposed action on women, men, girls and boys, and analysis of their specific needs, roles, vulnerabilities or challenges), provide details about how the proposed project advances gender equality or relates to the UNSCR 1325/Women, Peace and Security agenda, and ensure all relevant data is disaggregated by sex. Ensure that gender-related considerations and gender analysis are explicitly included under objectives, target groups, expected results and proposed activities, as applicable. Please also describe any planned participatory process ensuring participation by target groups and beneficiaries, including women, men, girls and boys.

### **Errors**

Any error or major discrepancy related to the points listed in these instructions on the Concept Note or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application. Clarifications will only be requested when the information provided is unclear and thus prevents the EUMM from conducting an objective assessment. Hand-written applications will not be accepted.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of a lead applicant, co-applicant, action or specific activities. No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be sent to the applicants' email addresses.

### ***Evaluation***

The Concept Notes and full project proposals will be evaluated on the relevance and design of the proposed project according to the selection and award criteria presented below.

<b>Selection and Award Criteria CFP 2026</b>	<b>Max Score</b>
<b>1. Operational capacity</b>	<b>10</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) demonstrate knowledge and management capacity to address the issue?	5
1.2 Do the applicants and affiliated entity(ies), if applicable, have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed.)	5
<b>2. Relevance of the action</b>	<b>45</b>
2.1 How relevant is the action to confidence building in Georgia?	10
2.2 Is there a cross-ABL component to the action?	20
2.3 Is there a cross-ethnic component in the action?	15
<b>3. Gender</b>	<b>10</b>
3.1 Does the action contain a gender analysis, including an assessment of the different needs and challenges faced by women, men, girls and boys affected by the project, and does the project ensure their equal and meaningful participation as beneficiaries and in project implementation?	5
3.2 Does the action aim to be inclusive, have a targeted focus on advancing gender equality and or the Women Peace and Security agenda?	5
<b>4. Effectiveness and feasibility of the action</b>	<b>15</b>
4.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
4.2 Is the action plan clear and feasible?	5
4.3 Is the action innovative, address new problems or existing problems in a new way?	5
<b>5. Sustainability of the action</b>	<b>10</b>

5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>10</b>
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
<b>Total</b>	<b>100</b>

### ***Ethical clauses and Code of Conduct***

#### ***a) Absence of conflict of interest***

The applicant must not have any conflict of interest and or relation with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

#### ***b) Respect for human rights as well as environmental legislation and core labour standards***

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

#### ***Zero tolerance for sexual exploitation and sexual abuse:***

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

#### ***c) Anti-corruption and anti-bribery***

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

#### ***d) Unusual commercial expenses***

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are

commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company. Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving European Union/European Development Fund financing.

*e) Breach of obligations, irregularities or fraud*

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

### **Contracting**

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### **Time plan**

ACTIVITY	DATE
1.Call for proposals open	5 February
2. Information sharing meetings	13 February – Zugdidi 16 February – Tbilisi
3. Deadline for requesting any clarifications from the contracting authority	28 February
4. Last date on which clarifications are issued by the contracting authority	10 March
5. Deadline for submission of concept notes	22 March
6. Invitations to submit full applications	2 April
7. Deadline for submission of full applications	17 May
8. Notification of awards	14 June
9. Contract signature	June / July

EUMM reserves the right to amend the schedule.