



## EIN PROJECT: PROMOTING FREE SPEECH WITH EUROPEAN JUDGMENTS

### Guidelines for beneficiaries (as of 26/6/2023)

Partners who will receive a grant from EIN in the frame of the project “Promoting Free Speech with European Judgments” are considered as Beneficiaries and will sign a subgrant agreement with EIN.

This document outlines the requirements to the Beneficiaries. These requirements will form an entire part of the subgrant agreement. Beneficiaries must therefore ensure that they have the capacity (in particular human resources) to take an active part in all activities planned in the frame of the project.

Consortium of NGOs willing to work jointly on the project are possible, but each NGO from the consortium will have to sign an own subgrant agreement with EIN, and each NGO will get a specific grant and have specific reporting obligations.

#### Activities to be conducted by the Beneficiaries

The Beneficiaries are expected to use the allocated grant to cover the costs linked to the following activities:

- 1- Covering their staff time to monitor relevant free speech pending cases and, throughout 2024, produce Communications to the Committee of Ministers
- 2- Covering the staff time spent on running national advocacy activities
- 3- Covering direct costs linked to relevant national advocacy activities to push for progress with regard to the implementation of relevant pending cases (e.g.: rental of meeting venue, domestic travels, production of communication material, etc)
- 4- Covering the time spent to liaise with EIN and work on an Action Plan to continue monitoring the implementation of the identified cases beyond the end of the project
- 5- Covering the time spent in coordination calls with EIN
- 6- Covering staff time spent in producing and finalising the interim and final narrative and financial reports

These activities must be run between 1<sup>st</sup> January 2024 and 31<sup>st</sup> December 2024, which is the period of the subgrant agreement.

#### Other activities where Beneficiaries are expected to take an active part

In addition to activities 1-6, Beneficiaries are expected to take part in all activities planned in the frame of the project, which runs from June 2023 until end May 2025. The costs for these activities are mostly covered directly by EIN, and include:

- 7- Taking part in the EIN Training to be held in November 2023 (meeting venue to be confirmed).

- 8- Taking part in the EIN briefings to be organised between September 2023 and May 2025 in Strasbourg, on relevant free speech cases, as far as these cases are on the agenda of the CM-DH.
- 9- Taking part in the final dissemination Conference planned in February 2025 (meeting venue to be confirmed).

### Use of the grant and payment schedule

The grant allocated should be used to cover costs related to the activities 1 to 6 as listed on page 1.

### Allocation of the grant and amount

The allocation of the grant is subject to a positive assessment by the EIN Secretariat and the signature of a subgrant agreement (template available upon request at the EIN Secretariat) between EIN and the Beneficiary.

The amounts of the allocated grants will be between 500 EUR minimum and 5000 EUR maximum. The final amount will be decided by EIN on the basis of the information provided in their [application form](#) by organisations applying to a grant.

### Payment schedule and reporting obligations

The payment of the grant will be made in 2 steps and upon reception and the positive assessment by the EIN Secretariat of relevant narrative and financial reports, according to the following schedule:

- 15 March 2024: deadline for sending an interim narrative and financial report  
Payment of 20% of the grant by 1<sup>st</sup> April 2024
- 30<sup>th</sup> November 2024: deadline for sending a final narrative and financial report
- Payment of 80% of the grant by 1<sup>st</sup> December 2024

For staff time related costs, the Beneficiary is responsible for running time sheets for each staff member who worked on the project.

The financial reports must be accompanied by all necessary supporting documents:

- Invoices and proofs of payment for direct costs;
- Time sheets for each of the staff member involved in the project, payslips and proofs of transfer of the salaries (extract of bank account reports) for staff costs.

Templates for these reports will be available in advance by the EIN Secretariat.