



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

**Belgian grants in the field of**

**PEACE BUILDING**

***GUIDELINES***

**A. In general**

1. In accordance with certain thematic and geographical policy priorities, projects in the field of peace building can be funded. The concept of 'peace building', as well as the objectives and scopes within which a project proposal must be situated, are set out in the annex 1 to these guidelines.
2. The funding of such projects constitutes an instrument of the Belgian foreign policy. This instrument is used in combination with the other (financial) instruments available. Double financing of projects is by no means allowed.
3. The projects should preferably have an added value on the ground. Seminars, conferences, congresses, publications, training etc. will only be funded in exceptional cases, on condition that they reinforce the thematic policy priorities.
4. Particular attention is paid to initiatives that reinforce local capacities and institutions. Moreover, local partners should be consulted from the conceptual phase of the project onwards, and take part as much as possible in the implementation of the project. The diplomatic posts too will be asked to assure a follow up to the projects.
5. Any possible financing will take place only if a detailed project proposal is introduced along with a detailed earmarked budget.

**B. Competent service**

6. Service S0.1 – Policy Planning, Peace Building and Support to Mediation - is the only service competent for receiving and treating project proposals. Its coordinates are:

S0.1 – Policy Planning, Peace Building and Support to Mediation  
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)

7. All project proposals, whether they are introduced by the organizations, our diplomatic posts, services at the head office or by the Foreign Affairs Policy Unit, are to be sent or transmitted to the Service S0.1 which will function as 'one-stop shop'. From the reception of the project proposal, the Service S0.1 will be the contact point for the further handling of the project.

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

8. Each project proposal will be submitted by e-mail and in two printed copies.
9. Project proposals can be submitted at any time but preferably between 1<sup>st</sup> January and 30<sup>th</sup> June. Projects submitted at a later date are a priori less likely to be approved in the course of the relevant budget year.
10. Taking into account of the different steps in the procedure, it is recommended to submit a project proposal six months before its planned starting date. This would enable a timely payment.
11. For any project proposal, the soliciting organisation will receive an acknowledgement of receipt, indicating in the first place whether or not the proposal is admissible (cfr. also points 21-22). S0.1 will ensure that, in case the project proposal was not presented directly to S0.1, the entity that has transmitted the proposal (e.g. a diplomatic post, geographical service or policy unit) is kept informed about the evolution of the dossier.

### **D. Admissibility of the requests**

12. A project proposal may only be introduced by:
  - International or regional organisations, whether or not partner institutions of multilateral cooperation;
  - Belgian, foreign and international NGO's and associations, nonprofit making and with a legal status;
  - Universities, higher education and other research institutions.
13. Private persons or commercial companies are not entitled to submit any proposals in their own name, although they can be put in charge of the execution of a project. In

that case, the applicant will be responsible to provide the necessary and adequate information.

14. The application should contain a number of elements necessary for a prompt administrative processing:

- Project summary (see template in annex);
- Administrative information of the organisation;
- Motivation: context, problem setting, relevance from the perspective of peace building priorities and criteria as set out in the annex;
- General and specific objectives;
- Specification and timing of the planned activities;
- General budget (in euro), requested amount, potential contributions from other donors and/or own contribution; the BE grant for the project will in principle amount to a maximum of 75% of the total project cost, in order to encourage the organization to search for co-funding.
- Technical financial plan:
  - Specific budget (in euro) for the requested amount – itemised per cost and per activity;
  - Description of the specific costs: price per unit, precise activities, planned travels, local and international personnel,...
- Partners and local institutions concerned; the local partner should clearly be specified, especially if at the end of the project he will become the beneficiary of material transfers (cfr. point 20)
- Anticipated results, success and risk factors, indicators;
- Planned monitoring, evaluation and reporting;
- Way in which the diplomatic post can be involved in monitoring the implementation of the project and enhancing the visibility of Belgium;
- Banking data: An official document from the bank confirming the banking data must be provided:
  - Name and full address of the bank
  - BIC/SWIFT code of the bank
  - Account nr of the beneficiary
  - IBAN number
  - Any communication to indicated at the payment (optional)
- Sustainability of the project;
- Gender strategy;
- Planned measures to promote donor visibility;
- Logical framework;
- Any other financing previously received from Belgium and evaluation of these projects.

15. The maximum duration of a project is 36 months. The yearly amount available for this budget line is approximately 5 MIO €.

16. Each funding is based on detailed project budgets, itemised per cost heading. Organisation funding ("core funding") is not accepted. The organization shall prove that for its general functioning it does not depend on the requested grant.
17. For the assessment and selection of the projects submitted for funding, a high emphasis will be placed on
  - the experience / 'track record' of the organization with the type of projects submitted for funding, as well as any *impact assessments* of previous projects.
  - the way in which the proposing organization can prove that the sustainable viability of the project is guaranteed, also after the financial intervention.
  - the extent to which the BE visibility can be guaranteed when the project is elaborated (e.g. through the participation of a BE partner) and/or carried out (e.g. publicity, logo).
18. The general costs for the project ("overhead costs") have to be defined and cannot amount to more than 10 % of the costs resulting directly from the implementation of the project.
19. Personnel costs cannot amount to more than 35% of the total budget of the project.
20. The purchase of vehicles and consumer durables can be fully covered by the grant only if these durables are handed over to the local partner at the end of the project. If this is not the case, the purchase of consumer durables remaining in the beneficiary's possession can be charged to the grant up to their depreciation for the duration of the financed project.
21. Project proposals obviously not matching with the thematic priorities of the Belgian foreign policy will be considered not admissible.
22. If a project proposal is not admissible, the applicant will receive a motivated communication from the service S0.1 by e-mail.

#### **E. Assessment with respect to the content of requests**

23. Once a file has been found admissible, the file will be subject to an internal analysis by service S0.1, that makes a preliminary assessment. The project file submitted has to meet a number of administrative and content requirements. To that end, each project proposal is assessed as a whole on the basis of the following criteria (cfr. also the annex : concept peace building / objectives and scopes):
  - **coherence:** the project must sufficiently correspond to the statutory objective, the mission and the experience of the organization or of the authority concerned

- **relevance:** the project must offer a distinct surplus value for one of the above-mentioned criteria and scopes as well as for the current priorities of the Belgian foreign policy
- **efficiency:**
  - there must be an explicit link between the concrete challenges in the field and the specific objectives of the project
  - clear-cut results should be pursued (impact)
  - there must be an explicit link between the activities proposed and the expected results
  - a conclusive analysis of the risk- and success factors should be made
- **effectiveness:**
  - the main means must be clearly defined (budgetary, logistic, operational, ...)
  - there must be a clear link between these means and the activities proposed
- **sustainability:** there must be sufficient guarantees that the results will persist after the end of the project (e.g. reinforcement of the institutional and management capacities of the local institutions and/or organisations)
- **synergy and complementarity:** there must be a useful link with other peace building and conflict prevention projects and with initiatives of (the Belgian) cooperation development
- **administrative quality of the dossier:** the dossier must be presented according to a fixed schedule and must contain all elements necessary for allowing a rapid assessment and survey (summary, starting date, end date, contact data, banking data, logical framework ...)
- **sufficient management capacity** which should allow the organisation or authority concerned to implement the project and manage the resources.
- **Capacity of the organization concerned** to continue the project, once the funding has come to an end, using its own funds or alternative sources of financing, or at least to ensure autonomously its continuity as an organization.

In addition to these elements the criteria mentioned in point 17 will equally be taken into account for this assessment.

**An overall insufficient score for these criteria results in the rejection of the funding proposal.**

24. The projects selected on the basis of the preliminary assessment will be treated *in substance*, in consultation with the geographic and/or thematic services and diplomatic posts concerned. On the basis of the information and advice obtained from these sources, S0.1 will make a final assessment.

25. S0.1 will communicate its assessment, together with the advice obtained from the services concerned, by electronic means to the Advisory Committee on peace building. The members of the Committee are requested to present their advice (by electronic means) on the funding of the projects submitted within one week to the

file manager at S0.1. The (positive, negative, neutral) advice must be substantiated on the basis of the assessment criteria specified in point 17 and 23.

26. The projects, together with the advice obtained, are submitted for final assessment to the Minister of Foreign Affairs.

27. Within the limits of the available budget, preference is given to projects that meet the largest number of priorities and objectives of the Belgian foreign policy, especially the recommendations of the Parliament and the policy options of the Belgian Government.

28. In case the request is rejected, the Service S0.1 will communicate this, motivating the reasons therefore, to the concerned organisation as well as to the concerned diplomatic post(s) and/or the other entities that have presented the proposal.

#### **F. Fast track procedure**

29. In exceptional circumstances it is possible to resort to a so-called Fast track procedure for the approval of projects. In this procedure, no complementary advice is obtained from other services or diplomatic posts.

#### **G. Formalisation of the grant**

30. Positive decisions will be formalised as follows: internal financial control, signature of a Royal Decree, incurring on the budget of the State, agreement of the Incurring Controller and official notification to the beneficiary.

31. The Belgian State shall be committed as of the time of notification only. Any preceding statements can only be regarded as informal.

32. The official notification is composed of the modalities for the concerned grant and a copy of the Royal Decree. It shall take the form of an official notification by Service S0.1 along with a formal agreement;

33. At the official notification, the modalities are laid down in an agreement, the representative of the organisation shall sign two identical copies of the agreement. One of the exemplars shall be returned to the Peace-Building Unit.

34. The agreement sets out the destination of the grant, the budget estimates, the timing for the payment, the reporting obligations, etc.

35. The duration for this phase may take between one and three months.

## **H. Payment**

- 36.The grant is paid in several instalments, except in special circumstances.
- 37.For each instalment, the beneficiary shall submit an official request for payment (statement of money owed – see template in annex). The above-mentioned banking data (see point 14) have also to be included in this document.
- 38.If so required, the beneficiary shall include with the first request for payment an ad hoc budget covering the whole grant.
- 39.The payment of the second and possible following instalments is linked to the reporting obligation (cfr. article 44 and following).
- 40.The indicative time for each payment is six to eight weeks.
- 41.The beneficiary's claim for the payment is subject to prescription according to the Belgian Law of 22<sup>nd</sup> May 2003 organising the budget and the accounting of the Federal State.

## **I. Adaptation on the use of the grant**

- 42.Through correspondence with the Service S0.1, the organisation can ask to adapt the project budget and possibly to extend the project. In this case too, the general costs for the project ("overhead costs") must not in any case exceed the percentage agreed upon.
- 43.The organisation also has the possibility to make minor slides between budget items without any prior approval (provided not exceeding 10 % of the total amount of each budget item). Any modification or slide above 10% needs to be motivated and obtain the formal approval of the Service S0.1.

## **J. Reporting and evaluation**

- 44.The recipient organisation commits itself to submit intermediate narrative and financial reports and a full end report. The report shall cover both the execution of the project (narrative part) and the use of the grant (financial part).
- 45.The reports are submitted by e-mail and in two printed exemplars.
- 46.The reporting scheme is communicated with the official notification (see point 34). The calendar for the submission of the narrative and financial reports may vary.
- 47.The intermediate report is the preliminary condition for the payment of the second, third ... and last instalment.

48. The narrative report describes the progress of the project, the objectives reached and the impact. The link between activities and expenses done must be clearly established.

49. The following information and supporting documents have to be part of the financial report:

- A table comparing the earmarking of the approved budget, the possible changes and the actual expenses;
- An explanatory note for any change in the budget (in case of slides less or equal to 10% - see point 43);
- A list of all vehicles and consumer durables that have not been transferred to the local partner, with their total and depreciation values;
- A formal declaration of the local partner listing vehicles and other consumer durables received from the beneficiary;
- A list for all supporting documents grouped by budget item, chronologically sorted and numbered in any budget item, with the date, the title and the amount;
- All original supporting documents or certified copies sorted and numbered according to the list (proofs of payment, invoices, proofs of travel, salary payment excerpts, receipts,...). Any missing document must be duly motivated and indicated in the table. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-Rom or USB stick) are accepted.

All amounts shall be indicated in euro, where appropriate in combination with another currency and stating the exchange rate used.

50. The beneficiary can communicate, in addition of the supporting documents, the report of a recognised and independent external auditor.

In case of certified copies, original supporting documents will be preserved in the head office or branch office of the beneficiary organisation 5 years after the completion of the project. The Service S0.1 can ask for one or more copies. Where appropriate they can consult the documents on the spot.

## **K. Follow-up by the donor**

51. The competent diplomatic post(s) can carry out a local follow-up mission. If a diplomatic post initially received the project proposal, this post shall write a final report to the attention of Service S0.1.

52. Moreover, the Service S0.1 shall organise on an ad hoc basis follow-up and monitoring missions for supported projects in a given region.

53. These missions will be done in close consultation with the organisation(s) concerned. A report will be drawn up by the donor in each individual case.

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

54. The beneficiary organization shall see to it that the laws and regulations of the country where the project is carried out are respected.

55. The Service S0.1 and the beneficiary organization shall, in collaboration with the relevant diplomatic post(s), discuss the measures to give the project the required visibility.

56. Claim transfers cannot be in any case allowed.

57. The part of the grant that has not been used and/or that could not be accounted for in a satisfactory way must be reimbursed. The two possibilities are:

- Spontaneous reimbursement in consultation with the Service S0.1:

The reimbursement will then be done from a Belgian or foreign bank at the following banking data:

- Holder: SPF Affaires étrangères CECD Subsidies – Rue des Petits Carmes, 15 – 1000 Brussels (always in French)
  - Name Bank: BPost (Poste financière) Business comptes courants postaux
  - IBAN Nr: BE25 6792 0038 1182
  - BIC/SWIFT: PCHQBEBB
- Recovery by the Administration with a procedure of “established entitlement” without mutual agreement or with contestation. In this case, the recovery is finalised by the State Property Administration.

#### **M. Annexes and models**

1. Concept peace building / objectives and scopes
2. Project template
3. Template of request of payment
4. Template of intermediary report
5. Template of final report

## **Annex 1 : Concept Peace Building / objectives and scopes**

All funding proposals submitted to the Peace Building service (S0.1) have to fit with the concept of "peace building", as further specified in point 1. The projects proposed for funding must pursue one or more of the objectives and scopes mentioned in point 2.

### **1. Concept Peace Building**

In the short term, efforts are made to defuse overt tensions, to help terminate situations of acute violence and to prevent violent conflicts from bursting out or resurging.

In the medium and long term, political, socio-economic and cultural institutions are set up, which have the power to tackle the underlying causes of conflicts, thus forming a prerequisite to sustainable peace and stability.

In this context, supporting the institutional capacity, which guarantees that a government can perform its key tasks in an efficient and non-discriminating way, represents an important contribution to peace building. The same applies to the integration of rivaling or marginalized groups in society. They should be given fair access to political decision-making, social networks, economic resources and public information.

Within the concept of peace building, short term efforts aimed at helping to solve acute conflicts are thus combined with long term projects for the reinforcement of political, socio-economic and cultural institutions, in which context a solution for latent conflict situations can be offered as well.

This approach is also complementary with regard to the criteria applicable within other budget lines. Consequently, it can include initiatives that, with respect to content or procedure, cannot, or difficultly, be supported via the geographical, multilateral or other cooperation channels. Conflict situations indeed require action marked by flexibility and alertness.

Projects in the field of conflict prevention/peace building cannot be funded under the development cooperation budget, and vice versa. Double funding of the same activities, in the same country and for the same period, is under no circumstances allowed.

A possibility however consists in combining a funding by the Peace Building service with private grants and with subsidies from the regional, provincial and municipal authorities.

### **2. Objectives and scopes**

Taking into account the definition of the concept of peace building, the following objectives and scopes can be formulated within which the projects have to be situated, relating to ongoing conflicts and pre- or post-conflict situations.

- **Mediation in impending and ongoing conflicts – processes of peace dialogue and (inter)national reconciliation – crisis management**

These include numerous initiatives to prevent impending conflicts, to stop hostilities and to elaborate confidence-building measures.

For example: implementation of peace plans, drawing up a constitution and other basic legislation, fight against impunity, setting up truth commissions and war tribunals, integration of exiled persons, ...

- **Compensation for damage caused by a conflict**  
For example: socio-economic reconstruction, trauma care for victims of violence, regional integration, return of refugees and internally displaced persons, ...
- **Disarmament – demobilisation – (re)integration of ex-combatants (DDR)**
- **Building/reinforcement of public institutions, contribution towards good governance**  
Public institutions have to be reinforced, so that they can perform their key tasks in a non-discriminating and efficient way. In this respect, a dialogue with the private sector on corporate social responsibility and on the responsibility to deal with the possibly negative impact of economic activities is indispensable.
- **Building/reinforcement of the rule of law and of the judiciary apparatus**
- **Building/reinforcement of a legitimate and efficient security apparatus**
- **Capacity building and reinforcement of civil society**
- **Building of a democratic society, support to participative processes**  
Including: support to parliaments , support to elections, support to free and democratic media, promotion of minorities' and women's movements' rights, promotion of the mechanisms for social consultation ...
- **Respect and awareness-raising with regard to human rights**  
For example: educational programmes and awareness-raising, strengthening fundamental social rights, creation and reinforcement of specialised institutions, protection of human rights activists, detection and correction of abuses, ...
- **Promotion of the rights of the child, with the emphasis on the problem of child soldiers**
- **Mine-clearance and non-proliferation**  
Including: marking of minefields, assistance to victims of anti-personnel mines and other explosives, awareness-raising, fight against illicit arms trafficking, removal of mines and explosives, dismantling of arms stocks, ...
- **Efficient and fair management of natural resources**  
This relates especially to the traceability and the legitimate management of mineral resources. Moreover, environmental damage and social exploitation have to be combated.



## Annex 2 : Project Template

### APPLICATION FOR PROJECT FUNDING IN THE FIELD OF PEACE BUILDING

- NAME OF THE PROJECT:
  
- REQUESTED GRANT: (in euro)
  
- PROJECT DURATION: (number of months ...)
  
- DATE OF THE APPLICATION: (most recent version)

#### **1. organisation**

- full name:
- abbreviation:
- legal status:
- official address:
- contact address (if different from official address):
- representative (name and function):
- website:
- contact person:
- telephone number:
- mobile phone:
- fax:
- e-mail:

#### **2. bank account details**

- name of the bank
- address of the bank
- account number
- account holder
- BIC / SWIFT
- IBAN (EU)
- reference for payments

#### **3. motivation**

- context

- definition of the problem
- relevance for the peace building criteria

**4. objectives**

- general objectives
- specific objectives
- target groups

**5. activities and strategies**

- developed strategies
- planned activities
- time schedule
- indicative cost per activity
- logical framework (base lines, intended results, indicators ...)
- antecedents: former results and "lessons learned" (within the current project/programme)

**6. partners**

- local and (inter)national partners
- method for identifying and consulting the local partners
- other donors
- synergy and complementarity with other actors

**7. sustainability**

- success and risk factors
- planned strategies
  - o financial sustainability
  - o institutional sustainability (integration of local administrations)
  - o socio-economical
- former results

**8. gender strategy**

- baselines, planned strategies and former results (if applicable)
- transversal approach

**9. donor visibility**

- proposal to be formulated by the applicant

**10. monitoring and evaluation**

- proposal to be formulated by the applicant

**11. budget**

**Annex 3 : Request of payment template**

In order to enable the necessary payments to be made, the beneficiary will provide the Service S0.1 with an original statement of money owed on organisation stationery with official header duly dated and signed for each instalment, which can be formulated as follows:

STATEMENT OF MONEY OWED

The undersigned [name and surname of the responsible], who represents [full name of the organisation], declares that the Belgian State, PFS Foreign Affairs, owes the aforementioned organisation the amount of [amount in EUR in figures and letters], as [first/second/...] instalment of the subsidy granted for the implementation of the project [full name of the project + S0.1 reference number]. This amount can be paid into account nr. [\*\*\*] of the bank (name + address + IBAN, Swift and BIC Codes)\*.

*\*Please note the bank account number here above has to be similar to the one transmitted with the project proposal and mentioned on the Royal Decree. If different, a motivated explanation must be joined.*

**Annex 4 : Template of intermediary report**

**PROJECT FUNDING IN THE FIELD OF PEACE BUILDING – INTERMEDIATE REPORT**

- NAME OF THE PROJECT:
  
  
  
  
  
  
  
  
  
  
- IMPLEMENTED BY:
- TOTAL SUBSIDY GRANTED: (in euro)
- INSTALMENT ACCOUNTED FOR: (in euro)
- JUSTIFIED PERIOD: (first and last day)
- DATE OF THE APPLICATION: (most recent version)

**1. changes in the original project proposal (if applicable)**

- in the organisation
- in the banking data
- in the duration of the agreement
- in the expected results and planned activities + motivation
- in the logical framework
- regarding risk and success factors
- other ...

**2. progress of the project / sustainability**

- survey of the implemented activities
- survey of the remaining activities
- survey of the obtained intermediate results
- comparison with the expected results: better or worse than expected?
- discussion on the factors having led to better or worse results
- current and intended approach to confirm the better results or to compensate the worse results

**3. partners**

- update of cooperation with local and (inter)national partners

- evolution in the contribution(s) by other donors
- update concerning the synergy and complementarity with other actors

**4. gender strategy (if applicable)**

- results obtained
- (where applicable) revised base lines and results

**5. donor visibility**

- implementation of what has been agreed

**6. financial report**

- changes in the budget have to be motivated, even if they have been communicated to the donor before
- if the instalment transferred has not been spent completely, this has to be justified

**Annex 5 : Template of final report**

**PROJECT FUNDING IN THE FIELD OF PEACE BUILDING – FINAL REPORT**

- NAME OF THE PROJECT:
  
  
  
  
  
  
  
  
  
  
- IMPLEMENTED BY:
- TOTAL SUBSIDY GRANTED: (in euro)
- AMOUNT ACCOUNTED FOR: (in euro)
- DATE OF THE APPLICATION: (most recent version)

**1. changes in the original project proposal (if applicable)**

- in the organisation
- in the banking data
- in the duration of the agreement
- in the expected results and planned activities + motivation
- in the logical framework
- other ...

**2. implementation of the project**

- survey of the implemented activities
- survey of the non-implemented activities (explain why)
- survey of the final results that have been reached
- comparison with the expected results: better or worse than expected?
- discussion of the factors causing worse results
- "lessons learned", main conclusions

**3. impact**

- sustainability of the obtained results
- guarantees for sustainability

- intended continuity of the project
- impact analysis

#### **4. partners**

- final balance of the cooperation with local and (inter)national partners
- final balance of the contribution(s) by other donors
- final balance concerning the synergy and complementarity with other actors

#### **5. gender strategy (if applicable)**

- results obtained
- "lessons learned"

#### **6. donor visibility**

- implementation of what has been agreed

#### **7. financial report**

- changes in the budget have to be motivated, even if they have been communicated to the donor before
- if the subsidy transferred has not been spent completely, this has to be motivated

#### **8. annexes**

- declaration of the local partner stating that consumer durables have been transferred + list of these durables
- internal evaluation reports

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