



**Beyond Borders Academy
Mini Grant Program (2024)
Terms and Conditions**

The Project “Beyond Borders Academy” (BBA) is an initiative of four partner organizations: The Kosciuszko Foundation, Inc. (the KF Poland Partner Organization), the School for Leaders Foundation (with the support of Polish-American Freedom Foundation as part of the “PAFF Leaders” Program), “Folkowisko” Borderline Culture Association and the Borderland Foundation. Beyond Borders Academy is a course of study visits and training which will prepare young individuals from Ukraine, Belarus and Poland to

1. Carry out leadership roles and social activities efficiently;
2. Introduce change to their respective communities;
3. Bring new standards to social activity;
4. Collaborate and carry out joint initiatives in the Central and Eastern European region.

1.

Funds for Competition Procedure and Projects

1. The projects implemented under the Mini Grant Program are financed from The Kosciuszko Foundation Help Ukraine Fund and the Polish-American Freedom Foundation “PAFF Leaders” Program.
2. The maximum grant amount that The Kosciuszko Foundation and the Polish-American Freedom Foundation will allocate for the Mini Grant Program is PLN 60,000 in total.
3. The funding that a single project can receive under the “PAFF Leaders” Program is:
PAFF path: 6 grants of up to PLN 5,000 gross each.
The KF path: 3 grants of up to PLN 10,000 gross each.
4. The funds can be applied for under the competition procedure announced by The Kosciuszko Foundation and the School for Leaders Foundation.

2.

Beneficiaries

To apply for the Mini Grant, individuals shall be alumni of the Beyond Borders Academy course after completing the training sessions and study visits held in 2023.

The alumni shall apply for a grant with the aim of implementing their projects/tasks that they work on in project teams after having completed the training and study visit component of BBA.

The alumni who apply for the Mini Grant shall be members of a non-governmental organization or in contact with the organization which will act as a party to and sign the grant agreement, and receive the funding to its account.

3.

Purpose of Mini Grant Program

The programme is supported by the Kosciuszko Foundation, the Polish-American Freedom Foundation and School for Leaders Foundation under the „PAFF Leaders” initiative, carried out in cooperation with Folkowisko Borderline Culture Association and the Borderland Foundation.



The Program has been started to help the Beyond Borders Academy alumni to stay active by implementing their joint projects and developing their passions and interests, in particular,

1. Keep in touch with other BBA leaders
2. Work for and continue the collaboration of BBA leaders
3. Strengthen the efficiency of initiatives taken by BBA leaders.

4.

Project Areas

1. The projects submitted to the Mini Grant Program shall be implemented by the BBA course alumni and shall focus on one of the following areas.
 - a) Education
 - b) Culture
 - c) Local community work
2. Collaboration between individuals from three project countries shall be an obligatory project component under the Mini Grant Program.

5.

Specific Project Tasks

1. The Mini Grant Program shall accept projects that are implemented in one of the forms specified below.
 - a) themed meetings, panel discussions, lectures;
 - b) touring/periodic exhibitions, festivals, meetings, workshops;
 - c) other activities that fulfill the BBA objectives.
2. The tasks shall be carried out in collaboration between participants from different countries.
3. The funds granted can be used for the preparation, implementation or feedback presentation of mutual initiatives/tasks/ideas. The project event shall focus on a subject that brings the participants together.

6.

Eligible Costs

1. The Mini Grant Program funds shall be allocated only to tasks necessary to implement projects approved by the Competition Board (see **Section 8(6)**) and shall be disbursed in accordance with the project budget. The costs covered by the funds granted shall be,
 - a) project organization, including travel, boarding, accommodation, materials;
 - b) related to the project content, including remuneration (for experts, specialists, trainer);
 - c) administration (including telephone, mail, project accounting costs): up to 15% of the project value.
2. The funds granted shall not cover,
 - any remuneration for alumni and organizers participating in the project
 - any tools or equipment bought for the project (e.g. computers, camera, video camera)

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- travel found to be organized only for the purposes of sightseeing, leisure, sports and recreation
- personal development projects: courses, training and trips.

7.

Dates

1. Applications for Mini Grant shall be submitted by April 30, 2024.
2. Approved projects shall be implemented from May 15, 2024 (upon signing the Grant Agreement) to August 31, 2024.
3. Project Reports shall be submitted by September 30, 2024.
4. The funds shall be disbursed upon signing the Agreement. Any costs incurred prior to signing the Agreement shall be ineligible.

8.

Submissions. Announcing Competition Results. Stages of Working with Project Teams

1. Teams of at least three BBA alumni may apply for the Mini Grant.
2. Each team shall be allowed to submit one Mini Grant Application.
3. A single BBA alumnus shall be allowed to participate in any number of projects by different project teams.
4. Submissions
 - a) A team of at least 3 alumni submits their application by filling out the application form and sending it by e-mail (edit enabled, unsigned) to: julia.dmenska@szkola-liderow.pl.
 - b) Deadline for submitting proposals is April 30, 2024.
5. Advice on proposed applications

Applicants can request advice on proposed applications. The feedback is available on applicants' request if they send a provisional application form filled out by seven days before the submission deadline to julia.dmenska@szkola-liderow.pl

The feedback shall be construed as advice only and shall not involve any decisions or mean that the Competition Board members, whose external perspective and broad experience are relevant values, will have a similar opinion on a project.
6. Assessment
 - a) The Competition Board composed of the BBA partner representatives shall assess the proposals for their formal and content values within 10 business days of their respective submissions.
 - b) The projects which will pass the formal and content assessment procedure shall be approved for implementation. The Board shall reserve its right to call applicants to provide supplementary information or make adjustments in their applications.
7. Assessment Criteria The Board shall assess applications for formal and content values.
 - a) formal value
 - a.1 The application submitted in time
 - a.2 The application submitted by the 2023 BBA alumni
 - a.3 Specific Project Tasks meet the requirements of Section 5



- a.4 The budget meets the requirements of Section 6
- b) content value
- b.1 The project focuses on one of the areas referred to in Section 4
- b.2 The project participants meet the requirements of Section 2
- b.3 The project shall aim at
 - keeping in touch with other BBA leaders
 - working for and continuing the collaboration of BBA leaders
 - strengthening the efficiency of initiatives taken by BBA leaders
- b.4. The project Application shall specify a clearly itemized budget and program schedule (dates, lecture titles, guests confirmed).

8. Result Announcement

- a) The Competition Board shall inform the project team members about the assessment results by e-mail.
- b) The information about a project being approved for receiving a grant shall be published on the websites of BBA partners.

9.

Concluding the Agreement. Fund Transfer and Disbursement.

1. The Grant Agreement shall be signed with a non-governmental organization representative or collaborator of which is a BBA alumnus. The Agreement shall not be signed with a natural person. The Agreement shall set forth the tasks a project team shall undertake to carry out, and a fund amount that The Kosciuszko Foundation or the School of Leaders Foundation with support from the Polish-American Freedom Foundation under the "PAFF Leaders" Program shall disburse.
2. The funds shall be transferred pursuant to a Grant Agreement concluded by the School of Leaders Foundation or The Kosciuszko Foundation and a non-governmental organization within 5 business days of signing the said agreement.
3. The application form signed by a project team including a final project proposal and an updated schedule and cost estimate shall be appendices to the Agreement.
4. All expenditure incurred under the project shall be documented with invoices and/or other account documents (checks, tax valid receipts (NIP), contracts, invoices) and comply with the project agreement.
5. Accounting proofs evidencing expenditure under the project including project content and financial reports shall be submitted to the headquarters of The Kosciuszko Foundation or to the School of Leaders Foundation by September 30, 2024.

Appendices

1. Mini Grant Application Form
2. Project Content and Financial Report Template