



PATHWAYS TO YOUTH EMPOWERMENT AND SELF- RELIANCE, LEBANON

Information and guidelines for applicants

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Information about the call

Grant capital:
DKK 40 million

Award amount
Up to DKK 20 million per grant

Application form opens:
24 June 2021

Concept idea deadline:
12 August 2021, 2 pm (CEST)

Application deadline:
2 November 2021, 2 pm (CET)

Applicant notification:
December 2021

Earliest start date:
1 February 2022

Latest start date:
1 June 2022

Review committee:
Committee on Youth Empowerment

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1 Pathways to Empowerment and Self-Reliance in Lebanon

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:

<http://www.novonordiskfonden.dk/en/content/conditions-grants>

1.1 PURPOSE

The overall expected result of this call for applications is to enhance the social and economic empowerment and self-reliance of young Syrian refugees and other conflict-affected youth in Lebanon.

To realise the overall results, applicants may apply for grants under two objectives: an education objective and a sustainable livelihood objective. Applicants must describe in detail how the objectives, individually or in synergy, will lead to the overall expected result. Applicants are requested to state the objective or objectives under which they are applying for funding.

NNF is keen on contributing to a robust evidence base within empowerment and self-reliance for refugee youth and other conflict-affected youth, and hence, rigorous evaluations, knowledge and learning gathering will be a prerequisite for all applications submitted under the open call for applications. With an integrated approach to knowledge generation and knowledge sharing, it is expected that the approved projects will contribute to strengthen evidence-based programming and identify potential for replicability and scaling.

1.2 AREAS OF SUPPORT

1.2.1 Background

Lebanon hosts the highest number of refugees per capita in the world incl. 1.5 million refugees from Syria. The Lebanese economy has gravely deteriorated over the last couple of years, with the currency devaluated by 90 pct. and a hyperinflation averaging 84.3 pct. in 2020 according to the World Bank. The economic crisis has been further exacerbated by the explosion in Beirut in August 2020 and currently by COVID-19 lockdown measures.

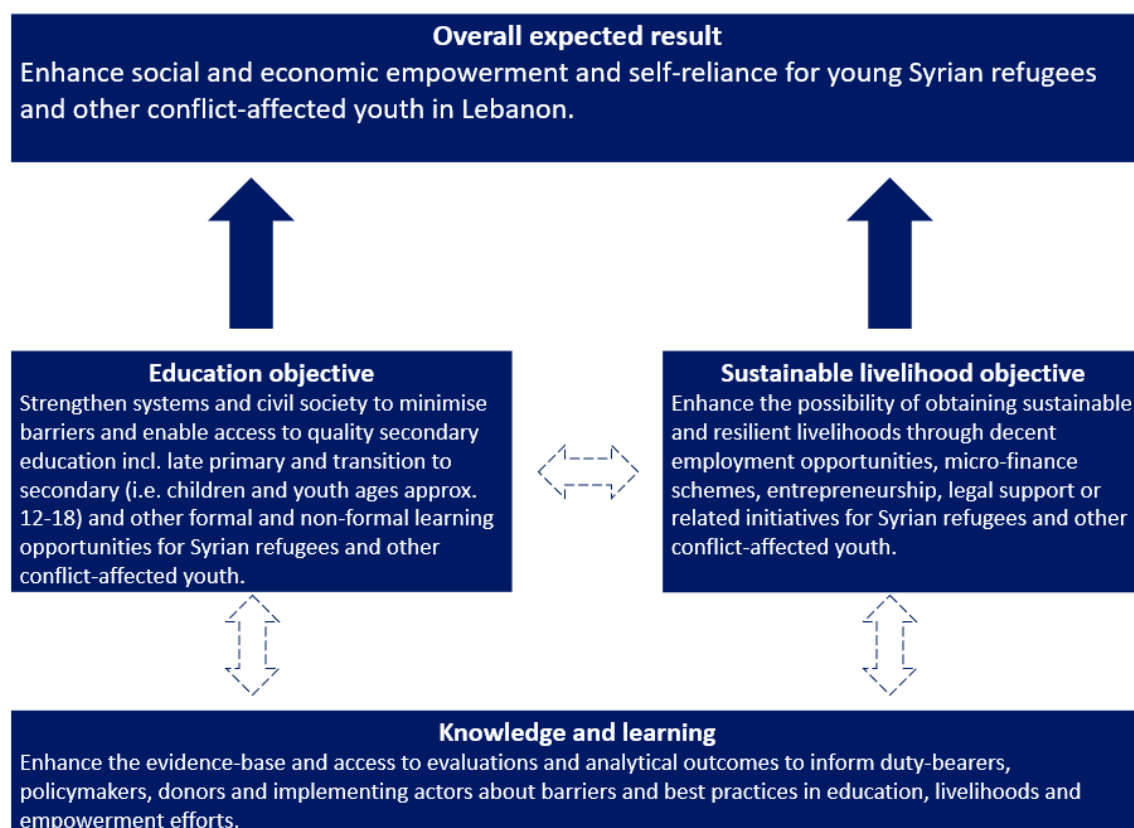
In 2020, according to the most recent Vulnerability Assessment of Syrian Refugees in Lebanon, 67 pct. of Syrian refugee youth (15-24 years), residing in Lebanon, were not employed, not in

education, and not attending any informal or formal training (NEET). The NEET rate indicates an important focus on Syrian refugee youth's need of education and access to decent work and sustainable livelihoods.

In Lebanon, the NEET rate increases with age and girls and women are more likely to have a higher NEET rate.

1.2.2 Overall Expected Result and Objectives

The overall expected result(s) of the call for applications is to enhance social and economic empowerment and self-reliance for young Syrian refugee and other conflict-affected youth in Lebanon. Two objectives (an education objective and a sustainable livelihood objective) are defined and may be applied for individually or in synergy. A knowledge and learning prerequisite should be integrated to enhance evidence-based programming. Activities that foster social coherence among refugees and host communities in Lebanon are encouraged.



1.2.3 Thematic and geographical scope

The Pathways to Youth Empowerment and Self-Reliance open call for applications is thematically anchored in the areas of education and livelihoods and geographically anchored in Lebanon.

1.2.4 TARGET GROUP(S)

In accordance with the most recent Lebanon Crisis Response Plan 2017-2021 (2021 update), the main target groups for this open call for applications are Syrian refugees and other conflict-affected and vulnerable youth in Lebanon. The applications should emphasise Syrian refugees and, to the extent possible, vulnerable Lebanese youth.

1.3 DEFINITION OF EMPOWERMENT

In short, empowerment can be described as “the process of enabling people to increase control over their lives, to gain control over the factors and decisions that shape their lives, to increase their resources and qualities and to build capacities to gain access, partners, networks, a voice, in order to gain control” (UN, 2015).

NNF acknowledges that empowerment is a multifaceted term and that there are multiple pathways to empowerment. This call will focus on education and livelihood interventions as potential facilitators of empowerment.

1.4 ELIGIBILITY

Organisations and institutions with a registration in Denmark, specifically documented with a Danish CVR number, may apply for grants in the Pathways to Youth Empowerment and Self-Reliance open call for applications. Implementing through and sub-granting to strong local and international partners will be considered an advantage in the application evaluation process. International organisations and institutions may seek to partner with Danish-based organisations to apply for funding. Only the Danish-based applicants can submit an application through the online application system.

NNF will only accept applications from highly transparent organisations and institutions, whose annual reports and annual audited financial reports are publicly available.

NNF also expects applicant organisations and institutions to have implemented a code of conduct, or similar, by which they are guided and with which they comply in accordance with ethical and humanitarian guidelines and standards, e.g. the Core Humanitarian Standard on Quality and Accountability (CHS). CHS certification is not a requirement.

1.5 FUNDING

A total of up to DKK 40 million is available for grants between DKK 10 million and DKK 20 million. The projects can be independent, delimited projects or part of larger projects and programmes that receive support from other sources. An applicant can submit multiple applications.

If the applicant has applied for or been awarded funding from other sources for the project, the applicant must always state this in the budget.

A suitable proportion of the budget (at least 5 pct.) should be allocated to knowledge and learning.

External evaluation and external financial audit must be included in the budget.

Applications that do not meet these criteria will not be considered.

Applicants may apply for funding for the following types of expenses:

- Salaries for all people employed by the project, including project staff, technical staff, coordinators, management, controllers, advisors, drivers, security etc.
- Monitoring and evaluation: expenses related to data collection and data managing, analyses, interviews etc.
- Equipment required for the applied project.
- Travel, conferences, and learning/knowledge sharing opportunities: expenses for travels, research exchange, housing and registration for conferences that are relevant to the project.
- Publications: project related policy papers, articles, posters and similar.
- Communication and outreach in the form of conferences, books, articles, and other dissemination.
- Operational costs: project related expenses for developing, implementing, and operating the project, including materials and equipment, running costs, utensils, telecommunication services etc.
- Consumables, materials, services for workshops etc., directly related to the project
- External audit
- External evaluation

Administrative support may account for a maximum of 5 pct. of the total budget and must be included therein.

The administrative support:

- can cover expenses such as for payment of salaries, purchasing and hiring
- cannot cover administrative expenses that are not directly related to the project
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail.

NNF will not award funding for:

- commercial activities
- overhead



The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)

1.6 LANGUAGE

The application and any additional uploads must be written in English.

1.7 APPLICATION PROCESS

This open call for applications will follow a two-phase application process where brief concept ideas of no more than 5,000 characters, including spaces, can be submitted in the first round.

The brief concept ideas must include a total cost of the action within the eligible grant frame as defined above but should not include a detailed budget.

Following submission, concept ideas will be assessed by the Committee on Youth Empowerment and successful applicants will be notified directly and invited to submit an application, including appendices in the second round.

The second-round applications must include a brief summary of the project, together with a detailed project description of up to 30,000 characters, including spaces, and a detailed budget for the project. Applicants must adhere to the application guidelines (link below). The applications will be evaluated in December 2021.

The concept ideas and applications must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: <https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2.



When all applications have been assessed, applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.



NNF does not provide feedback in case an application is not selected for funding.

1.8 ASSESSMENT CRITERIA

The applications submitted in the call for applications will undergo a thorough review and assessment by NNF's Committee on Youth Empowerment based on comprehensive criteria qualifying whether:

- the application is relevant to the objectives, priorities, and results of the call for applications,
- the design of the initiatives in the application is coherent, feasible, and consistent in relation to the objectives and expected results of the call and the outcome indicators are objectively verifiable and SMART,

- the applicant and, if applicable, their affiliated entity(ies) and local and international partners have the required operational and financial capacity and sufficient experience of project management,
- the activities and initiatives in application are likely to have a tangible and sustainable impact on the application's target group(s),
- the activities and initiatives in the application are cost-effective and appropriately reflected in the budget,
- the budget is auditable.

Applications will be assessed on the level of both innovative efforts as well as inclusion of best practices, including rights-based approaches, localisation, partnership-based interventions, capacity-building efforts, and gender equality to ensure strong, locally anchored, and sustainable interventions.

If you have an active grant from NNF, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. If you apply while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system, NORMA. Section 2 contains general technical information, while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:
<https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking on REGISTER AS [APPLICANT/ORGANISATIONAL APPLICANT]. You will be asked to fill in a contact form, which will appear in a new window. The main applicant should only have one user profile. Use your work e-mail address for registration. After the registration, you will receive an e-mail with your username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile

in the system, you will receive an e-mail with login information and a new password within 5–10 minutes.

A registered user, who submits an application, is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: norma-support@novo.dk.



An applicant cannot change the e-mail address provided at registration. Please contact NORMA Support if you need to change your e-mail address.

2.2 CREATING AN APPLICATION

To initiate a new application, you first need to identify the call and grant you wish to apply for. From the Applicant portal in NORMA, scroll down to the OPEN CALLS section, where all currently available calls are visible. Use the search filters at the top of the section to filter by e.g. overall funding area or geography.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (*) are obligatory to fill in.

You can review the application at any time by clicking OPEN under MY APPLICATIONS on the Applicant Portal in NORMA. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3 TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



To prevent loss of data, it is essential to press **SAVE DRAFT** before you leave NORMA or navigate in the system.

APPLICATION TEXTS

Text from Word, for example, can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to “Normal” under the tab **FORMAT**.

The available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.



For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

ILLUSTRATIONS

Illustrations with figures, charts, tables, images etc. related to the project description can be uploaded under **PROPOSAL** (a maximum of four illustrations are allowed). Include the illustration number and a legend or caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 1050x1650 pixels.

2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking **SUBMIT**. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

All applicants must read and accept NNF’s Standards for Good Research Practice before submitting the application. A link can be found under “Policies” in the top right corner of the window. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select **SAVE DRAFT**. This allows you to continue with the application and submission.



A list of any incorrect or incomplete entries will be autogenerated when you click SUBMIT. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

If you wish to withdraw a submitted application after the deadline, you must contact NNF via e-mail, using the contact information on page 3.



Please remember to check that the PDF version of the application is legible and contains all entered information and uploads before submitting the application.

3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

3.1 APPLICANT

The applicant tab contains various sections with information about the main applicant:

- Contact person
- Personal information
- Educational information
- Current institution
- Experience
- Previous and Current Grants from NNF

PREVIOUS AND CURRENT GRANTS FROM NNF

If you have previously submitted other applications in the same calendar year, summarise how these applications are related to the current application.

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100 pct. if there is no co-applicant). Briefly summarise how any of the grants are related to the current application.

3.2 INSTITUTION

Please provide information about the institution where the grant will be administrated. This institution is where you will be employed during the grant period and the institution which will be responsible for budgeting, accounting and staff supported by the grant.



Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

3.3 PROPOSAL

Describe the project using the following fields on the PROPOSAL tab:

PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces).

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. (maximum 2,000 characters, including spaces).

PROJECT DESCRIPTION

Please provide a detailed project describing expected impact, outcome(s), output(s), and activities. (maximum 30,000 characters, including spaces).

Please include the project logframe and other relevant documents as uploads.

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

ILLUSTRATION UPLOADS

A maximum of four illustrations of 50 mb each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

LITERATURE REFERENCES

If applicable, please provide the reference information for the literature cited in the project description (maximum 4000 characters, including spaces).

LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1000 characters, including spaces).



Please note that the application should address all the assessment criteria listed in subsection 1.8.

3.4 BUDGET

The budget only comprises the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

GRANT PERIOD

Before you can fill in the budget template, start by entering the start and end dates for the grant. NORMA then generates a grant period in whole years, which is reflected in the budget template. The grant period is the duration of NNF's grant for the project.

Complete the budget as follows:

- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.
- All amounts must be stated in Danish kroner (DKK) without decimal points, commas, or spaces. NORMA automatically inserts the thousands separator.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November, or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February, or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

Important: If you make any changes to the grant period after filling out the budget, you must clear the budget table before making the change to the grant period.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

Funding, both received and applied for, from the applicant's own organisation and from other sources should be entered under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT. The amount entered should be the total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects. The INFORMATION FOR ADDITIONAL CONTRIBUTIONS field must clearly describe what the additional contributions cover and how the project proposed in this application is different from the project already funded or

applied for from other parties than NNF. If the applicant, after submitting the application, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.

3.5 APPENDICES

All uploads must be in PDF format. NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

June 2021

The Novo Nordisk Foundation

The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.