

## FREQUENTLY ASKED QUESTIONS - ALFinMOTION

### PART I.

#### 1. Who can take part in the mobility programme?

Organisations and civil society entities, legally registered in one of the 42 Euro-Med Partnership countries.

#### 2. Do organisations/civil society entities have to be members of the Anna Lindh (ALF) National Networks?

No, organisations/civil society entities can be ALF Network members and non-members. However, the Foundation prioritises applications from ALF Network members.

#### 3. What is a Host Organisation?

The Host Organisation is the applicant and receives (hosts) the representative(s) of Sending Organisation(s) in the country where the Host Organisation is based in.

#### 4. What is a Sending Organisation?

The Sending Organisation(s) sends its representative to be involved in an activity of the Host Organisation.

#### 5. For how many representatives you can receive financial support?

You can receive financial support for one or two representatives from two different Sending Organisations. Means they have to be from different countries and the complementary shores of the Mediterranean.

#### 6. When is a “organisation/civil society entity from the complementarity shores of the Mediterranean”?

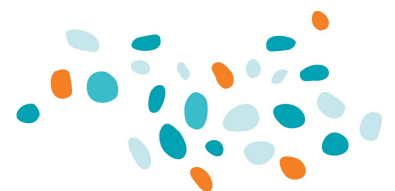
The organisation(s) is/are from the complementarity shores of the Mediterranean when:

- the Host Organisation is from Category 1 and the Sending Organisation(s) from Category 2. They always have two be from different countries of Category 2.
- the Host Organisation is from Category 2 and the Sending Organisation(s) from Category 1. They always have two be from different countries of Category 2.

#### The two Categories comprise of the following countries:

**Category 1:** Algeria, Egypt, Israel, Jordan, Lebanon, Mauritania, Morocco, Palestine, Tunisia and Türkiye

**Category 2:** Albania, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy,



Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, and Sweden

**Please note: the representative of the Sending Organisation has to travel accordingly to the host organisation.**

**7. Can the Host Organisation cooperate with an organisation/civil society entity from the same shore of the Mediterranean?**

In very exceptional cases, the Foundation can grant collaborations between entities from the same shore of the Mediterranean, if the consistency and the added value of such proposals of collaboration are clearly and extensively justified.

**8. Can the two Sending Organisations be based in the same country?**

No. The organisations have to be based in different countries (and the complementary shores of the Mediterranean regarding vis-à-vis the host). See for exception number 7 above.

**9. What type of organisations can be Sending or Host Organisations?**

Local/ Regional Authority – Non-Governmental Organisation – Public Institution – Public/ Private Non-Profit Foundation – Media Institutions - etc...

**10. What is the minimum age of the mobilised person?**

18 years old is the minimum age and the mobilised person has to be national of one of the 42 Euro-Med Partnership countries (see the Category 1 and 2 above).

**11. Can I apply as an individual for the mobility programme?**

The Host Organisation (applicant) must always be an organisation/civil society entity.

However, in case of:

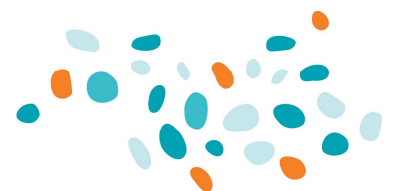
- the Action, Partnership and Knowledge Modality: The Host Organisation can only cooperate with Sending Organisation(s) to receive their representative(s).
- the Creativity Modality: The Host Organisation have the option to cooperate with individual(s). In case of Creativity Modality applications, the individuals mobilised have to be nationals of one of the 42 Euro-Med Partnership countries.

**12. Where must the activity take place?**

In the country where the Host Organisation is based in.

**13. Can the same mobility take place in different countries?**

No. The mobility must take place in one country.



**14. How can I find an organisation/civil society entity to partner with?**

You need to search for an organisation that is legally registered in one of the 42 Euro-Med Partnership countries. You can for example surf the internet, use the network of your organisation or the Anna Lindh Foundation's Network: <https://www.annalindhfoundation.org/networks>.

**15. Where can we check if my organisation is a member of the ALF Network?**

By visiting this link: <https://www.annalindhfoundation.org/networks> . And/or by contacting the Head of Network Institution in your country.

**16. How can I spend the lump sum?**

The aim of the lump sum is to help you cover the expenses of the mobility you applied for: transport to the destination country, local transport, accommodation, food, etc. The Foundation doesn't offer any additional financial support.

You will not have to provide proof of payment for every expense but you have to provide proves of implementation detailed in the call (see each modality description).

**17. Who will receive the lump sum and sign the contract with ALF?**

The lump sum indicated in the call shall be transferred to the Host Organisation who will sign the contract with ALF.

**18. When will the lump sum be transferred?**

The Foundation will transfer the lump sum to the bank account of the Host Organisation after fulfilling the contractual obligations.

**19. Is it possible to use the mobility grant to complement other funds?**

The lump sum can complement other sources of funding, as long as these other sources are not ALF-funds.

**20. Can I change the dates of the activity that I provided in the application form after being selected?**

The dates provided during the application are indicative and can be changed as long as the activity is implemented within the implementation period of the call.

**21. Can the representative of the Sending Organisation stay longer?**

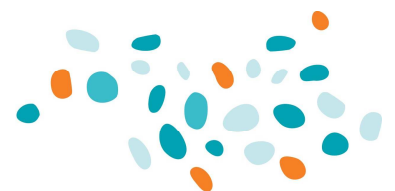
Yes. Extra days will not be covered and will be at the expense of the organisations.

**22. How can we get to online application form?**

You can find a hyperlink that will direct you to the specific online application form for each mobility modality at the end of each description.

**23. In what languages can you apply?**

Applications can be submitted in English, Arabic or French.



**24. How do I fill out the application form?**

- a) Read carefully the questions of the application form that you can pre-view (see pdf LINK) for each modality.
- b) Prepare the answers separately as you will not be able to save a draft. And prepare the mentioned documents that needs to be uploaded as part of your application.
- c) Follow the link related to the modality you want to apply for and copy and paste the answers into the online application form. Complete the online form to 100%, upload all the requested documents and press the submit button. Once you submit your online application, you will receive an online confirmation to your email address confirming that your application has been successfully submitted.

**25. Can the same organisation be selected as Host Organisation for more than one of the modalities of the same call?**

No.

**26. Can an organisation submit a proposal as a Host Organisation and still be part of other proposal(s) as Sending Organisation?**

Yes, it can.

**27. Will ALF member organisation be given priority when it comes to the selection?**

Priority will be given to applications where all organisations are members of the ALF Networks and to submissions where the Host Organisations are ALF members. The ALF encourages all interested non-member organisations to apply for membership in their respective ALF National Networks via the following link: <https://www.annalindhfoundation.org/join-our-networks> . It is free of charge.

**28. What if I encounter any technical difficulties with my online application?**

If you have any technical problems related to the online application or if you do not receive a confirmation after submitting your application, please contact: ALFinMOTION.call@bibalex.org

**29. Will you launch another call?**

Yes, most likely December 2023 and March 2024

**30. What is the min. duration of the stay in the framework of the Action Modality?**

The representative of the Sending Organisation has to stay a minimum of 2 full days in the country where the host Organisation is based in, excluding the travel days.

**31. What is the min. duration of the Knowledge Modality?**

The representative of the Sending Organisation has to stay a minimum of 7 full days in the country where the host Organisation is based in, excluding the travel days.



**32. What is the min. duration of the Partnership Modality?**

The representative of the Sending Organisation has to stay a minimum of 7 full days in the country where the host Organisation is based in, excluding the travel days.

**33. What is the min. duration for the Creativity Modality?**

The representative of the Sending Organisation has to stay a minimum of 1 Month in the country where the host Organisation is based in, excluding the travel days.

**34. Under the Partnership modality, can you explain the idea of donors.**

Donors may be public donors, international donors, corporates, etc. The type of donor is not relevant, the most important is to present a consistent proposal targeting a specific donor.

**35. Could you please explain whether the core of the mobility for partnership should be something that was already developed, or the organisations should design together?**

A preparatory work is assumed between the host and sending organisation(s) prior to the submission.

