

BEYOND
PLASTIC
MED

OPEN CALL FOR MICRO-INITIATIVES

Reducing plastic pollution in the Mediterranean Sea

Apply before January 6th, 2025 - www.beyondplasticmed.org

With the generous support of :



A close-up photograph of two hands holding a small amount of sand. The sand is heavily contaminated with tiny, colorful plastic particles (microplastics) in various colors like red, blue, green, and white. The background is a blurred beach scene with more sand and some distant figures.

BEYOND
PLASTIC
MED

OPEN CALL FOR MICRO-INITIATIVES

Reducing plastic pollution in the Mediterranean Sea

Tutorial & Advice

Each year BeMed opens a call for micro-initiatives to support stakeholders involved in the fight against plastic pollution in the Mediterranean. This call is open from October to the beginning of January and concerns grants of up to €10,000 (global budget per project max €30,000).

All the rules of the call are **in the guidelines** and should be read before applying.

This tutorial has been created based on feedback from project holders, to help and advise you in submitting your applications, particularly with the **logical framework, budget** and timeline.



Our Calls for Projects

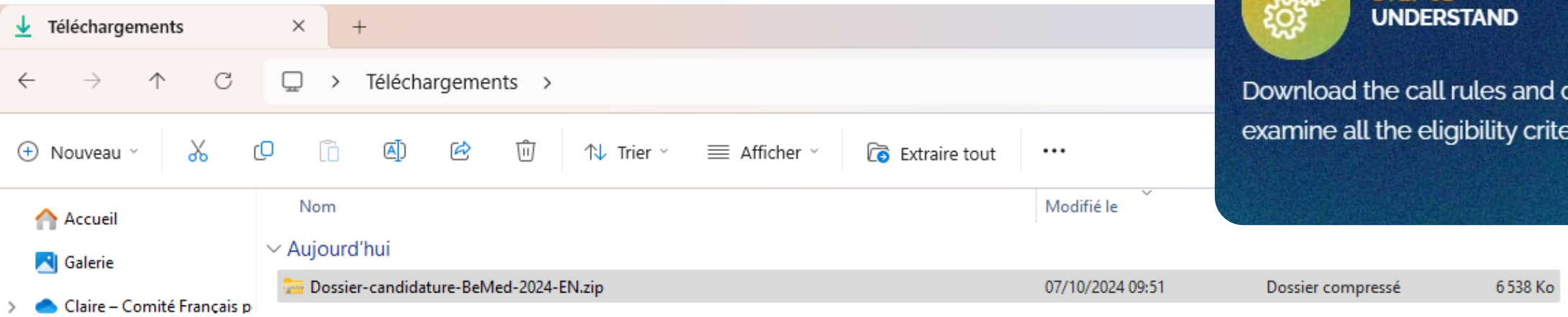


You are interested ?
Apply

[READ THE RULES](#) [DOWNLOAD THE APPLICATION FORM](#)

If you need help filling in the application form application form, you can find help [here](#).

1. On BeMed's website, click on download the application form



STEP 01 UNDERSTAND

Download the call rules and carefully examine all the eligibility criteria.

2. The file is downloading in .zip format, right-click on the file and select the option « extract all».

Nom	Type	Taille compressée	Protégé par m...	Taille
Application BeMed_Provisional Budget 2024.xl...	Feuille de calcul Microsoft Excel	15 Ko	Non	18 Ko
Application form BeMed 2024.doc	Document Microsoft Word 97 - 2...	5 520 Ko	Non	6 143 Ko
BeMed_AMI Guidelines 2024.pdf	Adobe Acrobat Document	1 004 Ko	Non	1 017 Ko

3. You now have access to the content of the application file :

- Call's guidelines : read them and check if your project is fitting the eligibility criteria
- The excel of the provisionnal budget
- The application form



BeMed

A COMMITMENT FOR A PLASTIC MEDITERRANEAN

Call for Micro-Initiatives (AMI)

APPLICATION FORM

Accueil Insertion Mise en page Formules Données Révision Affichage Automatiser Aide Acrobat

MODE PROTÉGÉ Attention aux fichiers provenant d'un emplacement Internet, car ils peuvent contenir des virus. Il est recommandé de rester en mode

Applicant organisation:

Initiative title:

All amounts are expressed including all taxes.

Specific goals	Activities	Expenditure type (drop-down menu: staff, travel, consultants, purchase of equipment, communication costs, other costs - to be specified)	Provisional expense (euros)
SG1 :	A1 ...		0,00 €
			0,00 €
	A2 ...		0,00 €
			0,00 €
	A3 ...		0,00 €
			0,00 €
	A4 ...		0,00 €
	Etc.		0,00 €
	<i>Activities subtotal</i>		0,00 €
SG2 :	A1 ...		0,00 €
			0,00 €
	A2 ...		0,00 €
			0,00 €
	A3 ...		0,00 €
			0,00 €
	A4 ...		0,00 €
	Etc.		0,00 €
	<i>Activities subtotal</i>		0,00 €
SG3 :	A1 ...		0,00 €
			0,00 €
	A2 ...		0,00 €
			0,00 €
	A3 ...		0,00 €
			0,00 €
	A4 ...		0,00 €
	Etc.		0,00 €
	<i>Activities subtotal</i>		0,00 €
	A1 ...		0,00 €
	A2 ...		0,00 €



STEP 02
DEFINE AND CREATE

Download the application form. Study and analyse the context of your project, then build it.

4. Fill in the two templates that you've downloaded



Please send your application file by email to the following address :

ami@beyondplasticmed.org

before Monday 6th of January 2025, 11PM (CET).

The application file consist in :

1) This **application form** :

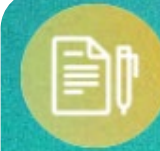
It must be in Word format (not a PDF file) and consist of one single file.

2) The " Application BeMed **Provisional Budget.xls**" in Excel "xls" format :

The chart must also be copy-pasted into this form in section 5.

3) The following **additional documents** preferably in pdf :

- Publication in the Official Journal or KBIS extract or any other document proving the existence of the organization: its identity, address, activity and the identity of its managers.
- Articles of association/organisation. (In the case the documents given are neither in French nor English, a translation in one of those languages is asked for the following information : company's object, the address of the head of office, the organisation chart and the official registration number).
- Any document you wish to submit to support your initiative and your application.



STEP 03
APPLY

Send your completed application by e-mail before the deadline. The BeMed team will ask you questions if necessary.

Instructions in italics

2.3 **Does the initiative build on other projects to combat plastic pollution?** (*maximum 300 words*)

If yes, 1/ give an outline of these projects: summary, location, successes/failures

2/ added value of the initiative in relation to the projects mentioned above.

These projects can be carried out by your organisation or a partner organisation. They can be, for example, the replication of an action/approach already tested or the use of results from other initiatives.



What is it?

Under each section some *indications in italics* are here to guide you, they are precisising the question asked to help you answer it and to ensure to have the necessary information to evaluate the application.



Tips :

- To differentiate your answers from *the instructions*, we recommend that you do not use italics and skip to the next line.
- **To lighten the layout** and make it easier for the evaluators to read, **you can remove these italicized indications.**

The logical framework (section 3.4)

3.4. Objectives, results, activities and indicators: the logical framework of the initiative

Complete the table below accurately and consistently with 3.1.

Overall goal : <i>Sum-up the initiative in one sentence</i>			
Specific goals:	Activities to be implemented	Anticipated results	Verifiable indicators <i>(indicators to ensure the proper implementation and impact of the proposed actions)</i>
SG1:	A1 : A2 : A3 : Etc.	R1 : R2 : R3 : Etc.	✓ ✓ ✓ ✓ ✓
SG2 :	A1 : Etc.	R1 : Etc.	✓
SG3 :			



What is it ?

It's a tool that to help us **better identify the actions planned** within the project, assess the overall coherence of the project and help you adjust your actions to maximize their impact.

It's also the tool that will allow us to follow up on the project if it is selected (the name and number of activities are reused on several occasions)!

The logical framework (section 3.4)



Tips :

Make the table your own: feel free to delete or add rows, merge boxes for specific objectives, etc. The important thing is that the information is readable and clear!

Choose simple, clear and simple names for your activities. This will help you to avoid lengthening the documents that will reuse these activity names (timeline, budget, reports if the project is selected). However, you can give more details about the activity to ensure that it is understood.

→ *See example on the next page*

Expected results are a way of setting out what you expect from the implementation of the activities. It's also an opportunity to specify the order of magnitude of activities if they are quantified.

Verifiable indicators are an illustration of what might emerge concretely from each activity, They can be used to check whether the activities have been implemented, but they are not definitive. It will be possible to add or adjust them when the reports are submitted!

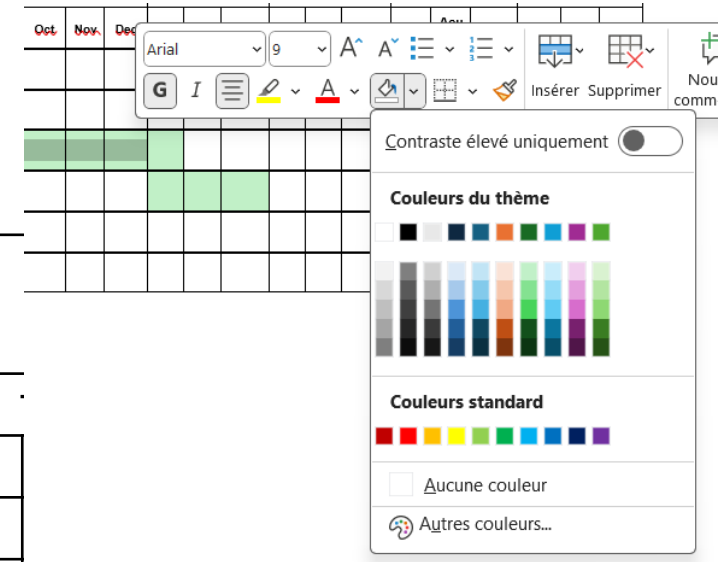
Example of completed logical framework

Overall goal : <i>Call for small-scale projects to reduce plastic pollution in the Mediterranean</i>			
Specific goals	Activities to be implemented	Expected results	Verifiable indicators
SG1 : Build the call for projects	<p>A1: Preparatory meetings to draw up the guidelines: with the entire team, founding members and any relevant experts.</p> <p>A2: Drafting of guidelines: in English and French.</p> <p>A3 : Drafting of application file</p>	<p>R1: 3 meetings organized to decide on new directions for the call for micro-initiatives</p> <p>R2: Call for micro-initiatives guidelines updated</p> <p>R3 : The application file is drafted in English and French, in accordance with the regulations.</p>	<ul style="list-style-type: none"> ✓ Meeting dates / Minutes ✓ 2 Documents produced: AMI regulations in English and French ✓ 2 Documents produced: Application files in English and French
SG2 : Launch the call for projects	<p>A1: Modernize the website: hire a consultant to redesign the site, update content, plan for the site to be launched on time for the opening of the call.</p> <p>A2: Put application documents online</p>	<p>R1: The association's website is updated</p> <p>R2: Application documents are easily accessible on the website</p>	<ul style="list-style-type: none"> ✓ Link to the modernized site ✓ Link to call for projects page
SG3 : Ensure the dissemination of the open call	A1: E-mail campaign: to all partners able to relay information, especially those in priority countries	R1: All relevant partners have been informed of the opening of the call and can easily relay the information.	<ul style="list-style-type: none"> ✓ Number of emails sent ✓ email templates
SG4 : Select the grantees of the Call	A1: Pre-selection of applications: with exchange of questions with applicants	R1: All files received are evaluated by the team	<ul style="list-style-type: none"> ✓ Number of applications received ✓ Call statistics ✓ Project scoring grids

The timeline

1. Fill in the simplified name of activities

Goals & activities	2025									2026									
	Quarter 2			Q3			Q4			Q1			Q2			Q3			
	Apr	May	June	July	Aug.	Sept	Oct	Nov	Dec	Jan	Feb.	March	Apr	May	June	July	Aug	Sept	Oct
OS1																			
A1 : Preparatory meetings to draw up the guidelines																			
A2 : Drafting of guidelines																			
A3 : Drafting of application file																			
OS2																			
A1 : Modernize the website																			
A2 : Put application documents online																			



2. « color » months where each activity is planned to be implemented. For this, use the tool « theme color ».

... etc. for all activities of the logical framework.

Co-financing (section 5.5)

5.5. Global budget of the Initiative and BeMed's support

Funding from BeMed must not exceed 70% of the global budget. It shall remain at BeMed's discretion. All amounts are expressed including all taxes.

Global budget (in Euros):

Total amount requested from BeMed (in Euros):

Self-financing amount, if applicable (in Euros):

Co-financing amount, if applicable (in Euros):

What is it ?

Self-funding is a prerequisite for eligibility, and must represent at least 30% of the overall project budget.

Self-funding refers to resources made available for the project by the applicant organization.

Co-financing refers to resources made available for the project by external organizations.

Both types of co-financing can be financial or in-kind (human resources, consultancy, material resources).



Tips:

- To **estimate the amount of a resource in kind**, calculate the foreseen time spent on the project, *e.g.*: *one person in the organization is mobilized ¼ of his time on this project which lasts one year, this person is paid 1500€ per month, the human resource on the project will be 4500€ (1500*12/4).*
- If it's difficult to divide this amount by activity, you can divide the total amount of HR equitably between each activity. *E.g.*: *€4500 of HR on the project, which has 5 activities = €900 of HR on each activity (€4500/5).*



The provisionnal budget (excel file)

Indicate simplified activity names

Possibility of having several expenses per activity, divide them by expense type (according to the categories proposed in the drop-down menu).
Insert lines if needed

Indicate in a simple way the description of the expense and any orders of magnitude used for the estimation, e.g.: *purchase of 3 bins at €100.*

Applicant organisation: _____
 Initiative title: _____
 All amounts are expressed including all taxes.

Specific goals	Activities	Expenditure type (drop-down menu: staff, travel, consultants, purchase of equipment, communication costs, other costs - to be specified)	Provisional expense (euros)	BeMed funding share	% funding provided by BeMed	Short description of the expense (must be completed)
SG1:	A1 ...		0,00 €	0,00 €	#DIV/0!	
		Staff (human resources)	0,00 €	0,00 €	#DIV/0!	
	A2 ...	Consultants (HR external to the organisation)	0,00 €	0,00 €	#DIV/0!	
		Purchase of equipment and supplies	0,00 €	0,00 €	#DIV/0!	
	A3 ...	Travel	0,00 €	0,00 €	#DIV/0!	
		Communication expenses, if applicable	0,00 €	0,00 €	#DIV/0!	
	A4 ...	Events costs (space rental, coffee breaks, etc.)	0,00 €	0,00 €	#DIV/0!	
		Other costs (specify)	0,00 €	0,00 €	#DIV/0!	
	Etc.		0,00 €	0,00 €	#DIV/0!	

Total expenditure: BeMed funding + co/self-financing

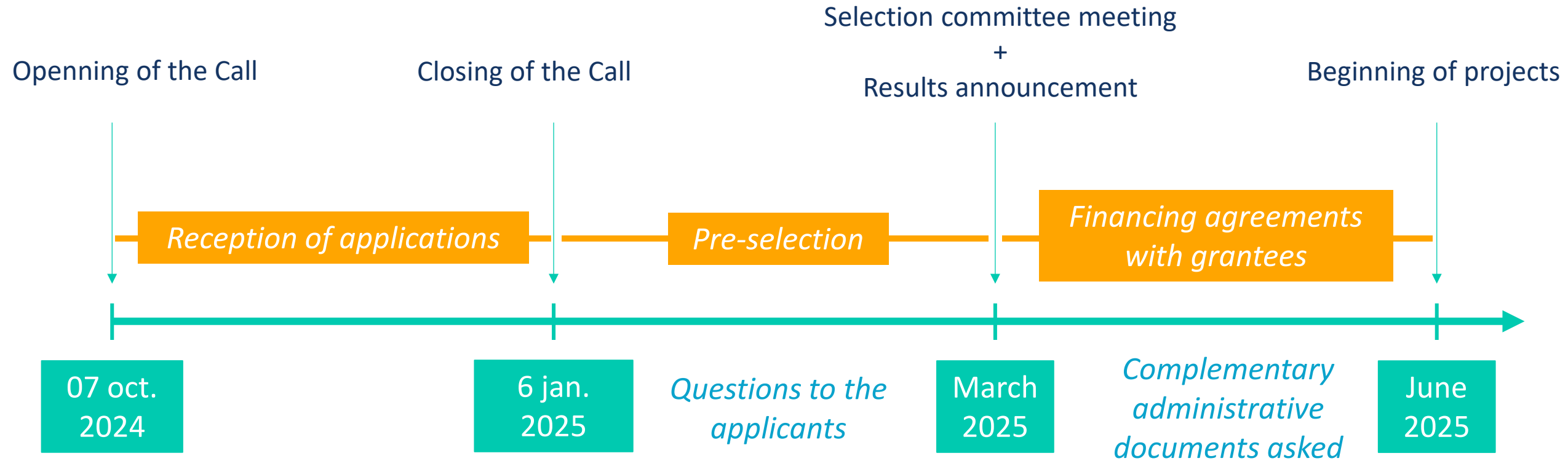
The share of BeMed funding is calculated automatically and must be in %.



Tips:

Check your totals, make sure that BeMed funding does not exceed 70% of the project total. Also check that the total amounts indicated are the same as those indicated in section 5.5 of the application form.

Calendar



Questions concerning the application file to be sent before 20th of December 2024 to ami@beyondplasticmed.org



BEYOND
PLASTIC
MED

Follow us to be updated on our activities !



www.beyondplasticmed.org

BeMed's founding members :

