CARPET: Corporate Accountability, Resilience and Participation for an Equitable Transition Project
NDCI HR INTPA/2024/177407-1/42

CALL FOR PROPOSALS

Financial Support to Third Parties (FSTP)

Application Guidelines

Application Dates: 20 November 2025 – 5 January 2026

Business & Human Rights Resource Centre

NANHRI RINADH
Réseau des Institutions Nationales Africaines

YLBHI

Co-funded by the European Union

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1. Introduction

1.1. Background

"**Corporate Accountability, Resilience, and Participation for an Equitable Transition (CARPET)**" Project, is a 42-month project co-funded by the European Union under the NDICI–Global Europe Programme with the **overall objective** to support a transition to a green, rights-based economy in Africa and Asia, grounded in robust corporate human rights and environmental due diligence, shared prosperity, and fair negotiations. This overall objective will be achieved by:

- Strengthening affected rights-holders and civil society's resilience and assertiveness to influence the design and delivery of green economic initiatives by governments and businesses.
- Engaging key companies and investors with operations in Asia and Africa to transform their business practices that build trust-based relationships with rights-holders.
- Influencing governments to commit to adopting and enforcing regulations, norms and incentives, adapted to their local context, that are necessary to create a rights-respecting business environment.

Led by the Business & Human Rights Resource Centre (BHRRC UK), in partnership with the Network of African National Human Rights Institutions (NANHRI) in Kenya, and Yayasan Lembaga Bantuan Hukum Indonesia (YLBHI) in Indonesia, the CARPET Project operates in **4 countries** – Kenya and South Africa (Africa) and Indonesia and the Philippines (Asia) and focuses on **4 high-risk sectors** known for their significant impact on communities, workers, and the environment, namely critical minerals mining, renewable energy, textile, and agribusiness. These sectors are central to green economic development but often marked by systemic rights abuses, weak accountability, and limited access to remedy for affected communities. The CARPET Project supports efforts to change this dynamic by strengthening civil society advocacy and engagement at multiple levels.

Indonesia	Transition minerals mining, Renewable energy, Agriculture, Textile
Philippines	Transition minerals mining, Renewable energy, Agriculture
Kenya	Renewable energy, Agribusiness, Textile
South Africa	Transition minerals mining, Renewable Energy, Agriculture

This Call for Proposals (the "Call") and its annexes provide the guidelines for the Financial Support to Third Parties (FSTP) component of the CARPET Project, with a total budget of **€700,000**.

The Call aims to support eight grassroots and local civil society organisations (CSOs) in Kenya, South Africa, Indonesia, and the Philippines to scale up and replicate the CARPET Project's objectives - advancing a just, rights-based transition to green economies through locally driven initiatives. The Call forms part of the broader CARPET Project, which contributes to the EU Green Deal and the Corporate Sustainability Due Diligence Directive (CS3D). It does so by supporting civil society to play a leading role in shaping, influencing, and monitoring corporate behaviour in high-risk sectors such as critical minerals mining, renewable energy, textiles, and agribusiness.

1.2. Financial Support and Eligibility of Applicants

Financial Support:

Each grant will be **up to €87,500**. The total allocated budget of **€700,000** will support **8 grassroots and local civil society organisations (CSOs)** in **Kenya, South Africa, Indonesia, and the Philippines**. Each organisation (whether applying individually, or as Lead Applicant or Co-Applicant of a consortium) **may submit only one proposal under this Call**.

Eligibility Criteria

Applicants must meet all the following eligibility criteria: Grassroots CSOs (CSOs for the purpose of this Call include all non-State, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic, community-based organisations, informal groups (if legally eligible), and networks).

- Organisations working on, agriculture, renewable energy, mining, environmental justice, gender equality, Indigenous Peoples' rights, or labour rights.
- Must be based and have operations in: Indonesia, Kenya, the Philippines, or South Africa.
- Must be legally established in Indonesia, Kenya, the Philippines, or South Africa before 1 January 2020.[1]
- Must have implemented at least one activity involving business and human rights or the protection of human rights defenders in one of the four focus countries in the last two years.
- Inclusivity focus: we strongly encourage applications from women-led, youth-led, Indigenous, and disability rights organisations.

Ineligible organisations: Organisations are not eligible to receive grants if they are in any of the situations including but not limited to: bankruptcy or insolvency; conviction for fraud, corruption, participation in a criminal organisation, money laundering, or any other illegal activity detrimental to the EU's financial interests; grave professional misconduct; or failure to fulfil obligations relating to the payment of social security contributions or taxes.

Consortium eligibility: Applicants may apply either as an individual organisation/entity or as part of a consortium comprising a maximum of two (2) entities.

Consortia submissions must include at least one (1) CSO with proven experience working on business and human rights, corporate accountability, or the protection of human rights defenders. The consortium arrangement should clearly define the roles and responsibilities of each partner and demonstrate how the partnership adds value to the proposed intervention.

Lead Applicant, Co-Lead Applicant, and Co-Applicants

- *Lead Applicant*: The organisation that submits the proposal, signs the grant agreement, and assumes overall responsibility for project implementation, compliance, and reporting.
- *Co-Lead Applicant* (in a consortium): Shares strategic leadership and decision-making with the Lead Applicant and is jointly responsible for project delivery and compliance.
- *Co Applicants*: Other consortium members who contribute to project activities but do not hold joint contractual responsibility.
- *All applicants* (Lead Applicants and Co-Applicants) must meet the same eligibility requirements as set out above.

1.3. Procedures for Submitting Applications

- Deadline for submitting the application: **5 January 2026 at 17:00 GMT**.
- Applications (in English) must be submitted to this email address (CARPET@business-humanrights.org) by the deadline stated above.
- Grant contracts will be signed between BHRRC UK and the selected applicants. Organisations entitled to receive support from the CARPET Project will be required to comply with the provisions of the contracts which they will sign during the terms of the contract phase.

[1] Organisations whose establishment date was after 1 January 2020 and that believe they have an exceptional justification should apply in writing to **gathuni@business-humanrights.org**, explaining the special situation of the organisation, and request an evaluation for the exceptional application.

2. Objectives of the Call

The Call seeks to support **8 grassroots and local civil society organisations (CSOs)** in Kenya, South Africa, Indonesia, and the Philippines to scale up and replicate the CARPET Project's goal to advance a just, rights-based transition to green economies through locally driven initiatives. Funded projects should aim to **amplify community voices, enhance access to remedy, strengthen local resilience, and promote structural change in corporate or government practices**. The financial support will enable selected CSOs to **advance their work in one or more of these thematic areas:**

- **Corporate accountability and human rights**: Documenting and addressing business-related human rights abuses in the 4 countries and sectors listed above and developing strategies to hold businesses accountable and seek remedy for those allegations, including through remedy mechanisms and public advocacy.
- **Advocacy for policy change and business model transformation**: Engaging with companies, investors, and policymakers to influence the design and implementation of human rights and environmental due diligence (HREDD), and to promote fairer, more transparent business practices.

2.1. Geographical Scope

This Call is open exclusively to grassroots and local CSOs that are **legally registered** and **operating** in one or more of the following countries:

- Indonesia
- Kenya
- The Philippines
- South Africa

All proposed activities must be implemented within the geographical boundaries of these four countries. Applications must clearly demonstrate how the initiative addresses local or national challenges within the selected country or countries. While the primary expectation is that projects will focus on a single country, a multi-country proposal may be considered (e.g., Kenya and South Africa; Philippines and South Africa), provided it demonstrates strong justification, clear added value, and feasibility across the proposed locations. **Each applicant may submit only one proposal, whether single-country or multi-country.**

Applications from organisations registered outside of these four countries will not be considered. Similarly, activities proposed to be conducted outside of these countries are not eligible for funding under this Call.

3. Timeline

The timeline below provides an overview of the key phases and milestones for the Call process. Please note that dates are indicative and subject to change based on operational and contextual considerations.

Phase	Indicative Timeline
Call Launch	20 November 2025 - 5 January 2026
Evaluation and due diligence	10 January 2025 - 15 February 2026
Announcement of decision	15 February 2026
Contracting	15 February 2026 - 31 March 2026

Implementation period (18 months from contracting date)	April 2026 - September 2027
Closure (Final Reports)	October - December 2027

4. Grant Amount and Duration

A **total of EUR700,000** will be awarded in the form of project-based grants to 8 grassroots and local CSOs operating in Indonesia, Kenya, the Philippines, and South Africa.

Each applicant may request a grant of up to **EUR87,500** for a project duration of up to 18 months (April 2026 - September 2027).

Applicants are required to submit a detailed budget using the standard budget template provided in **Annex 2** of this Call. The budget must clearly outline:

- The total grant requested will represent up to 100% of the total costs of the project.
- A detailed budget narrative explaining the main cost items and calculations.
- A provision for administrative (indirect) costs, which may not exceed 7% of the total eligible direct costs.

Budget should be in Euro. Applicants must utilise the conversion rates published in the Exchange rate (Info Euro) available here). Applicants should take into account possible exchange rate fluctuations when preparing their budgets. BHRRC UK will not cover any loss resulting from exchange rate differences between the Euro and local currencies. Budgets must comply with the eligibility rules outlined in the Call. Any costs deemed ineligible (see **Section 6.4**, e.g., debts, interest owed, items already funded by other sources, etc.) will not be accepted and may result in disqualification.

BHRRC UK reserves the right to:

- Adjust the final grant amounts based on the availability of funds and the quality of the proposals.
- Reallocate unspent or unused funds.
- Withhold funding if proposals do not meet the required standards.

5. Outputs

Applicants must define their intended outputs clearly in their proposals and explain how these will contribute to both immediate outcomes and longer-term change. Selected grantees will be required to report against these outputs in line with the CARPET Project's monitoring framework.

Expected outputs may include (but are not limited to):

- Human rights documentation and evidence generation: Published reports, testimonies, or databases documenting corporate-related human rights or environmental abuses, with a focus on critical minerals, renewable energy, textiles, or agribusiness.
- Remedy pathways: Submissions to grievance or remedy mechanisms at national, regional, or international levels.
- Advocacy and policy influence: Contributions to policy dialogues, or advocacy materials (briefs, position papers, petitions) aimed at shifting laws, regulations, or corporate practices.
- Capacity and leadership strengthening: Number of staff, activists, or community members trained on business and human rights, or campaign strategy, with evidence of increased capacity or follow-up action.
- Digital or technological tools developed: Deployment or improvement of secure communication platforms, online evidence hubs, or community monitoring apps used for advocacy, litigation, or awareness-raising.

6. Eligibility Criteria

Eligibility criteria are mandatory requirements that applicants must meet for their proposals to be considered. Organisations that fail to meet any of these criteria will **not proceed to the final evaluation stage**.

6.1. Eligibility of Organisations

Applicants must be grassroots CSOs - non-state, non-profit, non-partisan, and non-violent organisations, including community-based groups, or networks - working on agriculture, renewable energy, mining, environmental justice, gender equality, Indigenous rights, or labour rights, and based and operating in Indonesia, Kenya, the Philippines, or South Africa.

The Evaluation Committee will consider different legal forms of registration in the respective countries, and applicants should provide a justification if applicable.

The Lead Applicant is directly responsible for the preparation and management of the project, together with any Co-Applicant(s) or Affiliated Entity(ies), and not act as an intermediary. The Lead Applicant must also demonstrate proven experience in the sectors or themes listed above.

***No overlapping grants*:** The proposed project must not duplicate or overlap with activities already funded under other grants. In particular, initiatives that have received, or are currently receiving, financial support from the European Union or other major international donors for the same scope of work, objectives, or target groups are not eligible. Applicants must clearly disclose any other sources of funding for related activities and confirm that the proposed project represents new, distinct, and non-duplicative work.

Non-profit cooperatives should submit their Charter with other supporting documents in the application stage, and this Charter should include a provision prohibiting the distribution of profits to shareholders. In the absence of this provision, the cooperative will have to prove profits are not distributed to shareholders through a financial audit report covering the last three years. In addition, it is required that the Board of Directors took an irrevocable decision stating that profits will not be distributed to shareholders in the future.

Who cannot apply?

The following entities are not eligible to apply for funding under this Call, either as Lead Applicants or Co-Applicants:

- For-profit entities, including private companies and corporations, regardless of their stated social or environmental mission.
- Professional associations, including chambers of commerce, workers' and employers' unions, and their federations or confederations.
- Academic institutions, such as universities, colleges, and research institutes.
- Informal initiatives or coalitions that are not legally registered as independent non-profit entities in one of the four target countries (Indonesia, Kenya, the Philippines, or South Africa).
- International organisations, including UN agencies and intergovernmental bodies.
- Individuals, including independent consultants or activists applying in their personal capacity.

Applicants must meet the full eligibility requirements outlined.

6.2. Eligibility of Activities

All proposed activities must be clearly aligned with the CARPET Project's objectives and must be implemented within one of the four target countries: **Indonesia, Kenya, the Philippines, or South Africa**.

The activities contained in the project proposals shall:

- Be in line with and contribute to the objectives set forth in Section 2.
- Be directly implemented by the applicant/consortium.
- Be performed in one of the four focus countries.
- Be performed within the implementation period of the grant.
- Be reasonable, justified, and in compliance with the requirements of sound financial management (economy and efficiency).
- Comply with applicable law in the relevant country.

Eligible activities include, but are not limited to, the following:

- ***Documentation of corporate abuses:*** Support will be provided to initiatives gathering evidence of human rights and labour abuses, or environmental harms linked to corporate activities. This includes field-based investigations, worker and community testimonies, and the development of case studies or reports.
- ***Advocacy and policy engagement:*** Activities may include advocacy and influencing actions, direct engagement with government institutions, multilateral platforms, or corporate actors.
- ***Capacity-building and training:*** Activities may include initiatives to build the knowledge and skills of communities, grassroots organisations, or affected groups. This may cover human rights frameworks and business and human rights standards.
- ***Awareness raising activities:*** Locally led actions that strengthen the voice and agency of rights holders. This might include cultural events, workshops, and digital campaigns designed to build awareness.
- ***Travel, convenings, and visibility actions:*** The costs of participating in or organising national convenings. These could include strategy meetings, solidarity missions, learning exchanges, or stakeholder roundtables aimed at enhancing the visibility of grassroots voices and initiatives.

The following activities are always ineligible:

- Individual sponsorships solely to cover costs relating to attendance at external events, including travel, per diems, or registration fees for individuals to participate in existing workshops, seminars, conferences, or congresses.
- Support to political parties' campaigns and activities.
- Actions involving only or primarily individual scholarships for study or training courses.

6.3. Eligibility of Costs

Direct costs are considered eligible if they **meet the criteria outlined above** and can be **specifically identified as directly linked to the implementation of the project**, allowing them to be **attributed to it directly**. Only eligible costs which are not covered by another funding source can be applied for.

In order to be eligible and accepted in the evaluation phase, the proposed costs must fulfil the following criteria:

- be incurred by the grantee throughout the duration of the project. No funding to third parties is permitted.
- be clearly stated in the Project Budget (using the budget template provided in **Annex 2**) as per the Budget form instructions.
- be necessary for project implementation and clearly connected to project activities and the achievement of the project goal.
- be identifiable and verifiable, in particular being recorded in the accounting records of the grantee and determined according to the applicable accounting standards of the country where the grantee is established and according to the usual cost accounting practices of the grantee.
- be reasonable, justified, and in compliance with the requirements of sound financial management (economy and efficiency).
- be declared under one of the budget categories set out in paragraph 'Eligible Direct Costs' and 'Eligible Indirect Costs (below).
- be clearly stated in the Project Budget (using the budget template provided in **Annex 2**) as per the Budget form instructions.

Procurement rule: Where goods, works, or services are procured, rights holders must follow the principles of transparency, proportionality, equal treatment, and non-discrimination, and avoid conflicts of interest.

Costs that are directly attributable to the project and necessary for its implementation, provided they meet the general eligibility criteria (necessary, reasonable, identifiable, verifiable, and compliant with sound financial management) may be considered as eligible for funding. Eligible direct costs may include the following categories:

- **Personnel Costs**
  - Salaries, wages, and related social security contributions for staff directly engaged in the implementation of the project.
  - Includes project managers, technical experts, field staff, and administrative support directly assigned to the project.

- **Travel and Subsistence**
  - Transport, accommodation, and per diems for staff and participants directly linked to project activities.
  - Travel must be in line with the organisation's usual practices and the principles of economy and efficiency.

- **Equipment and Supplies**
  - Purchase, rental, or depreciation of equipment and supplies necessary for the project (e.g., IT equipment, audio-visual tools, protective gear).
  - Only the portion used for the project during its duration is eligible.

- **Consumables and Materials**
  - Office supplies, printing, and other consumables directly related to project delivery.

- **Subcontracting/External Services**
  - Costs for services provided by third parties (e.g., trainers, interpreters, auditors, designers) necessary for the implementation of the project.
  - Procurement must follow the principles of transparency, proportionality, equal treatment, and non-discrimination.

- **Communication, Visibility, and Dissemination**
  - Costs for producing communication materials, organising public events, and ensuring compliance with EU visibility requirements (e.g., banners, publications, media outreach).

- **Workshops, Meetings, and Events**
  - Venue rental, facilitation, materials, and participant support costs for events directly linked to the project's objectives.

- **Monitoring, Evaluation, and Audit**
  - Costs for project monitoring, mid-term or final evaluations, and mandatory audits.
    The audit will be financed directly by BHRRC UK and should therefore not be included in the applicant's budget.

- **Bank Charges and Financial Services**
  - Charges for opening and maintaining a dedicated project bank account, transfer fees, and other financial services directly related to the project.

6.4. Ineligible costs

The following costs are not eligible:

- Taxes, including Value-Added Tax (VAT), unless they are non-recoverable under applicable national law.
- Costs related to real estate refurbishment that are not exclusively pertaining to the project.
- Costs related to supporting political parties.
- Costs primarily or exclusively intended for individual sponsorships, such as participation in workshops, seminars, conferences, congresses.
- Financial contributions to third parties (e.g., for funding other projects or setting up companies or other organisations).
- Costs for the creation of the organisation's new websites not exclusively dedicated to project activities.
- Financial charges and bank fees not exclusively pertaining to the project, agency fees amortisation, contract registration fees, taxes, leasing.
- Costs aiming predominantly at charitable donations and profit-making activities.
- Costs intended to solely raise funds and/or promote the visibility of the applicant or its partner(s).
- Food vouchers, donations and monetary prizes, and more generally, all expenses not supported by a payment receipt.
- General operating expenses (e.g. office rent, utilities, stationery, condominium, etc.) other than those covered under indirect costs (max. 7% of eligible direct costs).
- Any costs not implying a monetary disbursement (e.g. valorisation of goods and services and of voluntary work, buildings provided for project activities).
- Costs for the purchase or construction of real estate infrastructure.
- Travel expenses (transport, food and lodging) for individuals not involved in project activities.
- Costs already reported and reimbursed under other project initiatives or by other funders (double funding).
- Capital expenditure, such as land, buildings and vehicles.
- Sub-granting activities.
- Costs incurred by entities other than the approved applicant/consortium members, including entities associated to the project partners.
- Costs related to the preparation or planning of the subject proposal.
- Provisions for losses or potential future liabilities.
- In kind contributions.
- Fines, penalties, or refund of damages caused by staff members.
- Penalties for wrong calculation, late payment or non-payment of taxes.
- Activities already financed by the European Union grant or any other national or international funding organisation.

7. How to apply and the procedures to follow

7.1. Where and how to send applications

Applications are to be sent to CARPET@business-humanrights.org no later than the deadline **05 January 2026 at 17:00 GMT**.

7.2. Application documents

Annex 1 (Application Form in English), **Annex 2** (Budget), **Annex 3** (Declaration on Double Funding for Recipients), and **Annex 4** (Partnership Due Diligence Form) should be completed during the application stage.

In addition, applicants are required to send the proof of recent human rights-related activity (e.g., reports, publications, photos, or links demonstrating work carried out in the past two years) attached to the application e-mail in PDF format.

Any errors, omissions, or inconsistencies in the application form and its Annexes may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Evaluation Committee from conducting an objective assessment.

7.3. Application Deadline

The call will open at **midnight (00:00) GMT on 20 November 2025** and close at **17:00 GMT on 5 January 2026**.

Applicants are strongly encouraged to begin the application process early to allow sufficient time for preparation and to avoid potential technical difficulties during the final days of submission.

Incomplete applications or those received after the deadline will be considered ineligible and will not be reviewed.

7.4. Support To Be Given During Application Process

For any technical inquiries about the application, please contact CARPET@business-humanrights.org.

8. Grant Reporting and Compliance

8.1. Disbursement

There is no requirement to open a dedicated bank account for the project. However, all project funds must be fully traceable and separately accounted for in accordance with EU requirements. This may be ensured through a dedicated accounting code or cost centre within the organisation's existing accounting system. Details, amounts, and conditions will be set out in the contract.

The disbursement is generally divided as follows:

a. **First instalment (advance payment):** 40% of the grant established in the contract.
b. **Second instalment:** 40% of the grant, disbursed upon verification of a narrative and financial report if the ascertained eligible costs amount to at least 60% of the advance received. A template of the narrative and financial reports will be provided when signing the contract.
c. **Third instalment (balance):** 20% of the total grant, disbursed upon verification of the final narrative and financial report. The exact balance will be calculated based on the eligible expenses actually incurred reduced by the previously received instalments.

Should the total reported spend be less than the amount already received, the sum not spent will be returned to the BHRRC UK.

The instalments following the first one will be disbursed upon approval of the technical and financial reports. For each instalment, BHRRC UK will deliver the funds directly to the Lead Applicant.

Start of Activities
The start of activities and the cost eligibility period shall be established in the contract.

Contract Duration
The Contract is binding until BHRRC UK approval of the final report and the consequent:

- balance disbursement.
- request for refund of the grant portion that was not spent.

8.2. Reporting

Timely and accurate periodic reports are essential to ensure that the funds provided are used effectively, efficiently, and transparently. Obtaining objective reports that highlight both the strengths and weaknesses of the project is equally crucial for learning from grassroots experiences and improving future planning. Templates for both the narrative report (Word format) and the financial report (Excel format) will be provided as annexes to the contract. Reports must be submitted in English.

- The narrative reports should provide a clear comparison between the progress achieved and the expected results outlined in the approved project proposal. They must accurately describe how the planned activities were implemented in practice and include an assessment of both the activities carried out during the reporting period and their impact on the project's rights holders.
- The financial reports must include a detailed list of expenses incurred, together with an overview of progress against the approved budget and the grant instalments already disbursed. Reports should be as clear, comprehensive, and well-documented as possible, as evidence of implementation and achieved results is essential for the release of subsequent funding instalments.

All reports and supporting documentation shall be submitted by e-mail to CARPET@business-humanrights.org, in accordance with the terms and conditions set out in the grant contract. BHRRC UK reserves the right to request clarifications and additional supporting documents when necessary.

The applicant must retain all original documents, including accounting and tax records, at its premises for a period of five years following the date of the final balance disbursement.

8.3. Grant Revocation

In the cases envisaged in the contract, BHRRC UK reserves the right to revoke the awarded grant, not to disburse the approved amounts, or to request the return of any sums previously paid. The awarded contribution may be reduced in the following cases: ineligibility of the reported expenses, failure to implement specific project components, failure to submit the technical check documentation, and only partial achievement of the intended results and objectives.

The awarded contribution may be totally revoked in the following cases: failure to start the activities, major non-conformity between the approved project and its implementation, serious non-fulfilment by the Lead applicant or the Co-applicant(s) or if they are in any of the including but not limited to: bankruptcy or insolvency; conviction for fraud, corruption, participation in a criminal organisation, money laundering, or any other illegal activity detrimental to the EU's financial interests; grave professional misconduct; or failure to fulfil obligations relating to the payment of social security contributions or taxes.

If the Lead Applicant or Co-Applicant(s) are unable to progress in the implementation of the activities, the lead applicant shall immediately notify BHRRC UK. Together they will discuss the possible options including the possibility of terminating the project, in which case all unspent sums must be returned to BHRRC UK.

Applicants will be excluded from participation if they are in any of the situations including but not limited to: bankruptcy or insolvency; conviction for fraud, corruption, participation in a criminal organisation, money laundering, or any other illegal activity detrimental to the EU's financial interests; grave professional misconduct; or failure to fulfil obligations relating to the payment of social security contributions or taxes.

9. Evaluation of Applications and Selection Process

The evaluation of the applications will be conducted in **six stages**, designed to ensure transparency, fairness, and accountability. These include administrative review, eligibility verification, technical assessment, shortlisting, due diligence, and agreement signing.

Applicants must meet all eligibility requirements outlined in **Sections 6.** Applications that fail to meet these criteria will be excluded without further evaluation. Moreover, any CSOs found to violate the Ethics Clauses or Code of Conduct stated in **Section 12** at any point in the process will be disqualified.

9.1. Evaluation Criteria

The selection of grant recipients under this Call will follow a structured and transparent evaluation process based on the criteria outlined below. All eligible proposals will be assessed using both qualitative scoring and a detailed checklist to ensure alignment with the project's objectives, budgetary standards, and operational capacity.

Each eligible application will be evaluated by an Evaluation Committee of five members. The assessment will be based on a three-part scoring system with a maximum of **100 points**. Each criterion will be scored on a predefined scale and assessed through written comments.

Evaluation Area	***Max Score***
1. Relevance	30
2. Quality and impact	30
3. Organisational management and development capacity	20
4. Budget and cost effectiveness	20
Total	100

Applications scoring less than 25 points combined in the first two categories (Relevance and Quality and Impact) will be automatically rejected.

Applications scoring less than 10 points combined in Organisational Management and Budget or scoring less than 5 points in the Budget sub-section, will also be rejected.

Only applications meeting the minimum criteria above and scoring highest overall will be shortlisted. Additional considerations in final grant decisions may include:

- Geographic and sectoral balance across the four countries.
- Representation of underfunded or marginalised groups.
- Diversity of thematic focus.
- Availability of funding.

The **highest-scoring proposals** will be identified based on the scores assigned in the Evaluation Committee's consensus forms. However, **BHRRC UK** reserves the right **not to select the highest-scoring proposal** where **objective grounds for ineligibility** exist, or where **strategic or contextual considerations** identified during the evaluation process justify an alternative decision. The decision of BHRRC UK shall be considered final.

All applicants will be notified in writing of the outcome of their application.

9.2. Evaluation Process

The process will be divided into phases as detailed below:

Phase	Description
Administrative Review	Proposals are received, filed, and checked. In case of incomplete or missing documentation the application will not be considered.
Eligibility requirements verification	BHRRC UK's team shall assess the eligibility criteria. Proposals that do not meet the eligibility criteria shall be rejected, and the respective applicants will be informed at the end of the evaluation process.
Technical assessment	Technical assessment based on the evaluation criteria mentioned in Section 9.1.
Shortlisting	A shortlist of eligible proposals will be shared with the Evaluation Committee for validation.
Pre-notification and Due diligence	At the end of the evaluation process, all applicants shall receive a notification of their results indicating that the proposal is either "eligible and preselected", "eligible and on the reserve list", "eligible but not selected" or "ineligible". • Pre-selected applicants are subject to a Due Diligence assessment (Annex 6) before the contract is signed, to verify the declarations made in the project proposal and that applicants possess the minimum capacity to implement the project. Applicants may be asked to provide translations of certain documents (e.g., CVs and financial statements). • Rejected proposals will receive detailed and individual information about their assessment.
Confirmation and notification	In case of a positive Due Diligence Assessment: Confirmation of pre-selected organisations and invitation to sign the contract. In case of a negative Due Diligence Assessment: the applicant will not be awarded the grant, and the proposal will be rejected.
Minor revisions (if needed)	If needed, minor budget and proposal revisions will be discussed to align activities with project results, objectives, and indicators in a common language and facilitate monitoring.
Signing the contract and project start	Selected organisations will enter into a Grant Contract with the BHRRC UK, which will govern all aspects of the initiative's implementation. This includes the commencement of activities, permissible modifications, disbursement of funds, reporting obligations, and other administrative and contractual conditions. The following documents will form integral parts of the Grant Contract: • The approved project proposal and detailed budget • The Communication and Visibility Guidelines • The Management and Reporting Guidelines • Templates for narrative and financial reporting If the selected organisation does not have its own Code of Ethics or Conduct, it will be required, along with signing the Grant Contract and its annexes, to formally endorse BHRRC UK's Code of Ethics and Conduct for the full duration of the sub-granting period.

10. Conditions for Implementation After the Decision to Award A Grant

Following the selection process, a ***standard sub-grant contract*** will be signed between the selected applicant and BHRRC UK, as the grant provider. This contract will govern the implementation of the proposed project and include key annexes such as the approved project proposal and budget, reporting templates, the *Communication and Visibility Guidelines*, and the *Management and Reporting Guidelines*.

During the implementation period, grantees will be required to submit ***periodic narrative and financial reports*** in accordance with the agreed reporting schedule and format. These reports are essential to ensure programme progress tracking sound financial management and compliance with donor requirements.

In line with BHRRC UK's approach to participatory learning and capacity development, grantees will be expected to actively engage in onboarding workshops, capacity-building sessions, and peer learning events throughout the implementation phase. These may include thematic trainings on Monitoring, Evaluation, Accountability and Learning (MEAL), finance, risk management, communications, and PRAG-compliant procurement procedures.

To ensure effective monitoring and accountability, the CARPET Project team, along with regional partners, will carry out regular check-ins, monitoring visits, and, where relevant, on-site missions. These may be supplemented by technical assistance tailored to the organisation's specific needs.

In addition, if needed, grantees will participate in external evaluations, impact assessments, and learning studies, including those conducted by third-party experts or independent evaluators. These may involve surveys, interviews, or focus groups aimed at strengthening evidence-based learning and understanding the contribution of the funded projects to systemic change. Participation in these activities is compulsory, and all grantees are expected to cooperate fully, respond to requests in a timely manner, and complete assigned tasks and deliverables as outlined in the grant contract.

11. Visibility

The Lead applicant shall take all necessary measures to guarantee the visibility of the activities, rights holders, and results of the initiative, except for cases where the specific contract conditions include BHRRC UK's derogation clauses concerning security and protection of the project staff, rights holders, and assets.

The lead applicant will ensure a clear reference to the European Union funding also by means of its logo and according to the instructions and templates contained in the Visibility and Communication Guidelines attached to the contract. More specifically, project-related communication activities (including media relations, conferences, seminars, information material such as brochures, leaflets, posters, presentations, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies, or major outcomes funded with the grant must mention the EU support and display the EU logo and the funding statement.

The information, communications, and publications issued in connection with the project, in whatever form and medium used including the Internet, shall contain an additional disclaimer where the Lead applicant explicitly states that the views expressed will not reflect the EU's official position, and that the EU is not responsible for any use that may be made of the information contained in the communications and publications. The lead applicant will report on these activities in the final report. Further instructions will be provided in the contract.

12. Publication and Dissemination Channels

To ensure broad visibility and reach, the Call will be disseminated widely through multiple channels, targeting grassroots civil society organisations in the four focus countries: Kenya, South Africa, Indonesia, and the Philippines.

This Call will be published on the official websites of the lead BHRRC UK.

To reach a wider and more diverse pool of potential applicants, the Call will also be shared via mailing lists, community-based networks, newsletters, and online platforms used by civil society organisations, human rights defenders, Indigenous groups, and environmental justice advocates. It will be

disseminated through relevant NGO coalitions, national human rights institutions, legal aid organisations, and labour rights networks operating in the targeted sectors and countries.

However, where specific security considerations apply, this Call will be disseminated through a targeted outreach strategy. It will be circulated via established and trusted networks to ensure that all eligible applicants are informed, while mitigating potential risks for the applicants. This adapted approach safeguards inclusiveness and fairness while taking the local security context into account.

Where appropriate, information sessions/webinars will be organised in collaboration with local partners to ensure clarity and accessibility of the application process. FAQs, application guidelines, and relevant support materials will be made available online to guide interested organisations through the submission process.

This multi-channel distribution strategy is designed to ensure transparency, equal access to information, and inclusivity, particularly prioritising outreach to women-led, youth-led, Indigenous, and disability rights organisations.

13. Contact Information

For any questions or requests for clarification regarding this Call, interested applicants may contact the CARPET Project team via CARPET@business-humanrights.org.

Please ensure that all communication clearly indicates the subject line:
Subject: *CARPET Call for Proposals – [Name of Your Organisation].*

We encourage applicants to consult the website for guidance documents, eligibility criteria, application forms, and other relevant resources.

Please note:

- Questions must be submitted **no later than 10 working days** before the application deadline.
- Late or incomplete submissions of questions may not receive a response.

14. List of Annexes

1	Annex 1	Application Form	Document to be completed at application stage
2	Annex 2	FSTP Budget Template	Document to be completed at application stage
3	Annex 3	Declaration on Double Funding for Recipients	Document to be completed at application stage
4	Annex 4	Partner Due Diligence Form	Document to be completed at application stage

Annex 1 Application form

FSTP CARPET Application Form

Please submit the completed application form and the required annexes to: CARPET@business-humanrights.org

Subject line: *CARPET FSTP Application – (your organisation's name)*
Deadline: 5th January 2025

Section 1: Organisational eligibility checklist

Please confirm the following by checking each box:

☐ The organisation is legally registered in Indonesia, Kenya, the Philippines, or South Africa.

☐ The organisation was legally established before 1 January 2020.

☐ The organisation has carried out at least one activity in the last two years related to human rights or the protection of human rights defenders, specifically within one or more of the following high-risk sectors: critical minerals mining, renewable energy, textile and garment industry, or agribusiness.

☐ The organisation has a bank account in its legal name.

☐ The organisation is a non-profit entity, and if a cooperative, it does not distribute profits to shareholders.

Section 2 – Organisational Information

1. Full legal name of organisation:

2. Registration number and date:

3. Country of registration:
☐ Indonesia ☐ Kenya ☐ Philippines ☐ South Africa

4. Type of organisation:
☐ CSO ☐ Foundation ☐ Association ☐ Community-Based Organisation ☐ Non-Profit Cooperative ☐ Informal Group (legally eligible) ☐ Other:

5. Address:

6. Email:

7. Phone Number:

8. Website (if available):

9. Social media (if available):

10. Number of Staff:

- Full-time:
- Part-time:
- Volunteers:

11. Management and development (organisational structure, governance, staffing, board profile, financial management and accounting, income history, and grant management experience):

Section 3 – Contact persons

1. Primary contact person:
Name:
Title:
Phone:
Email:

2. Alternative Contact Person:
Name:
Phone:
Email:

Section 4 – Project proposal

1. Title of the proposed project:

2. Project Location (country/region):

3. Relevant sectors (select one or more):
☐ Critical Minerals Mining
☐ Renewable Energy
☐ Textile and Garment Industry
☐ Agribusiness

4. Thematic focus (select one or more):
☐ Corporate accountability and human rights
☐ Just transition to green economies
☐ Strategic litigation and remedy
☐ Systemic engagement and policy change
☐ Human rights and environmental due diligence (HREDD)

5. Summary of the proposed action (max. 300 words):

6. What problem does this project address and what change do you expect it to bring? (max. 300 words)

7. Impact and contribution (describe your target groups and how you represent them, your plans for future activities, your gender and environmental approach, risk mitigation, and M&E):

8. Describe your organisation's experience working in the selected sector or theme (max. 250 words):

9. List up the activities you plan to implement (max. 200 words):

10. Total Number of expected direct beneficiaries:
(Disaggregate by gender and age where possible)

11. Will the action involve or benefit vulnerable or marginalised groups? If yes, please describe briefly (max. 100 words):

Section 5 – Financial information

1. Requested Grant Amount (EUR 60,000–87500):
EUR

2. Does your organisation already receive funding from other EU sources for this proposed action?
☐ Yes ☐ No
If yes, please specify:

3. Do you have any other pending grant applications:

☐ Yes ☐ No
If yes, please specify:

Section 6 – Declarations

1. **Does your organisation have a Code of Ethics or Conduct?**
   ☐ Yes ☐ No
   (*If no, you will be required to endorse the BHRRC Code of Ethics and Conduct if selected.*)

2. **Declaration of Honesty and Accuracy**
   I confirm that all information provided in this application and its annexes is accurate and complete. I understand that misrepresentation may result in disqualification or termination of grant support.

Name of authorised representative:
Title/Position:
Date:
Signature: _____

Annex 2 FSTP Budget template for applicants (can be uploaded as an excel sheet)					
1. Budget for the Action	**Year 1**				**Remarks**
Costs	**Unit**	**# of units**	**Unit value (in EUR)**	**Total Cost (in EUR)**	
1. Human Resources					
1.1 Technical (gross salaries including social security charges and other related costs)					
1.1.1	Per month			-	
1.1.2	Per month			-	
1.2 Administrative/ support staff (gross salaries including social security charges and other related costs)					
1.2.1	Per month			-	
1.2.2	Per month			-	
1.2.3	Per month			-	
1.3 Per diems for missions/business travel					
1.3.1 Abroad (staff assigned to the Action)				-	
1.3.2 Local (staff assigned to the Action)				-	
1.3.3 Seminar/conference participants				-	
Subtotal Human Resources					
2. Travel					
2.1. International travel					

2.1.1 International flights and visas	Per trip			-	
2.1.2 Accomodation	Per trip			-	
2.2 Local/Regional travel				-	
2.2.1 Local transportation	Per trip			-	
Subtotal Travel				**-**	
3. Equipment and supplies					
3.1					
3.2					
3.3					
Subtotal Equipment and supplies				**-**	
4. Local office					
4.1 Vehicle costs					
4.2 Office rent					
4.3 Consumables - office supplies					
4.4 Other services (tel/fax, electricity/heating, maintenance)					
Subtotal Local office				**-**	
5. Other costs, services					
5.1 Publications					
5.2 Translation, interpreters				-	
5.3 Costs of conferences /seminars / trainings (venue hire, catering & equipment)				-	
5.4 Visibility (visibility materials - signs, banners, etc.)				-	
Subtotal Other costs, services				**-**	
6. Other					
6.1				-	
6.2				-	
Subtotal Other				**-**	
7. Subtotal direct eligible costs of the Action (1-6)				**0.00**	

8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)			#DIV/0!	-	
***13. Total accepted* costs of the Action**					
1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item depending on the indications provided. The budget has to include costs related to the Action as a whole, regardless the part financed by the Contracting Authority.					
2. This section must be completed if the Action is to be implemented over more than one reporting period (usually 12 months).					
3. The budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit values are rounded to the nearest euro.					
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value).					
5. Indicate the country where the per diems are incurred. Per diems are not considered a simplified cost option for the purposes of Union financing when the Grant Beneficiary reimburses a fixed amount to its staff according to its staff rules and asks for the reimbursement of that same amount in the action budget. That is an actual cost. Otherwise, if the Beneficiary proposes a reimbursement on the basis of simplified costs option (for instance a "unit cost"), it must specify "UNIT COST per diem" in the "unit value" column and the applicable rates (in any case the final eligible cost may not exceed the rates published by the E.C. at the time of contract signature).					
6. Costs for C02 offsetting of air travel may be included. C02 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.					
7. Please separate cost for purchase or rental.					
8. Specify the typology of costs or services. Global amounts will not be accepted.					
9. Only indicate here when fully subcontracted.					

10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.	
11. Only to be filled in when provided for in the Call for Proposal (i.e. taxes are not eligible and the beneficiary(ies) can show they cannot reclaim them). Please see glossary of terms (Annex A 1) of the Practical Guide to contract procedures for EU external actions for the definition of taxes. Please note that direct taxes are not included (such as taxes on salary of staff working for the action which are part of the gross salary). Note: Where the Call for Proposal does not exclude the coverage of taxes and the beneficiary can show it cannot reclaim, taxes may be eligible and should be included in each relevant heading. Taxes that can be reclaimed are not considered as eligible nor accepted costs.	
12. Only to be filled in when contributions in kind as may be accepted as co-financing. The amount indicated must be identical to the one indicated in worksheet 3 "expected sources of funding". This line doesn't include contributions in kind in the form of volunteers' work.	
13. Use "UNIT COST per flight/month/kit etc..." or "LUMPSUM" or "FLAT RATE" or "APPORTIONMENT" in case of simplified cost options. Use different lines for each type of simplified cost options and per beneficiary. In worksheet 2, the methods used to determine and calculate them must be clearly described and substantiated and the Beneficiary proposing and using them must be univocally identified. (for more guidance see Annex K - Guidelines-Checklist for simplified cost options).	
14.If accepted and subsequently provided for in Art. 7.1 of the Special Conditions, costs actually incurred in relation to a project office used for the action or a portion of these costs can be declared as direct eligible costs by applying a cost apportionment approach. Examples of possible cost distribution keys are: - the number of staff assigned to the action as a percentage of the maximum total number of staff that could work in the project office; - the office space occupied for the purpose of the action as a percentage of the total available office space. A description of the project office, the services or resources it makes available, its overall capacity (where applicable), the costs to be apportioned and the proposed distribution key have to be included in the proposal. The proposed cost apportionment approach has to be presented as an annex to the Budget. The budgeted amount of the costs for which apportionment is proposed has to be indicated in the column "TOTAL COSTS" and "APPORTIONMENT" has to be indicated in the column "units". The proposed cost apportionment approach will be assessed by the evaluation committee and the contracting authority. If the	

proposed cost apportionment approach is not accepted, there are two options: 1) adjust the distribution key in line with the conclusions of the evaluation committee; 2) exclude the costs from the budget.	
15.Include here the costs of the volunteers' work if this type of contribution in kind is allowed. Volunteers' work shall be declared as eligible cost, but set aside of the direct costs as the calculation of indirect costs does not apply. Volunteers' work may comprise up to 50 % of the co-financing and shall be declared as unit cost (fixed by the contracting authority).	
NB: The Beneficiary(ies) alone are responsible for the correctness of the financial information provided in these tables.	

Annex 3 DECLARATION ON DOUBLE FUNDING FOR RECIPIENTS

AT PROPOSAL SUBMISSION:

Double funding	
Information concerning other EU grants for this project Please note that there is a strict prohibition of double funding from the EU budget	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural	

SIGNATURE [forename/surname] [function] [signature] [date

Partner Name-Due Diligence Form

PROJECT- MONTH-YEAR

This form should primarily be used as guidance for ensuring it is appropriate to partner with another organization. Where a donor requires a formal process of due diligence, this form will need to be completed.

In a partnership, it is important that we know each other well enough to effectively work collaboratively and effectively. Business & Human Rights Resource Centre (BHRRC) wants to partner well with other organizations. However, before committing to do so, it needs to know how your organization works, and how it aligns with the BHRRC's own work and values. The due diligence process is a part of getting to know each other, and requires documentation as proof of your organization's integrity.

We appreciate that some of the information you provide during the due diligence process is sensitive. We encourage you to send us links to documents available publicly where possible, and only send us the documents which are not publicly available when you return this form. BHRRC keeps this process confidential and stores any documentation in a secure place, in line with our data and privacy policies.

Should you require any support with completing this form, please feel free to contact the person from the BHRRC who has sent you this form.

Section A: Partner Organization – key details

Name of organization	
Address	
Key contacts (email & phone)	

Website	
Social media links	
Official organization registration numbers & locations for these (if registered)	
No. of employees	
Annual turnover [£]	

Section B: Partner Overview

Key questions	Responses
1. Has a copy of the organization founding documents and/or registration documents, or equivalent been provided?	Yes/No
2. Has a copy of the organization strategic plan been provided?	Yes/No
3. Has a copy of the latest audited financial statements been provided?	
4. Please provide an Organizational Chart	
Values	
5. How do your values align with those of BHRRC?	
Finances	
6. Please provide a summary of your funding over the last audited year. [balance of restricted and unrestricted funding, major	

donors and current grants and their duration]	
7. Are all of your organization funding sources ethical? How is this monitored by your organization?	
8. Do you have anti-corruption policies in place which also address counter terrorism and money laundering areas?	
9. What are your funding commitments for the next financial year?	
Operations, Reputation and Stability	
10. Who are the organization's key constituency groups?	
11. What fraud related policies do you have such as fraud, anti-corruption, anti-bribery and whistleblowing, do you have?	
12. Do you have a Conflict-of-Interest Policy, code of ethics/conduct for Trustees and Senior Leadership?	
13. Is there a safeguarding policy in place?	
14. How is the organization complying with data protection and privacy laws? e.g. with ICO guide-to-the-general-data-protection-regulation-GDPR	
15. Has your organization been the subject of an official investigation? E.g., charity commission, police inquiry etc.	
16. Do you have any official investigations pending?	Yes/No

17. Are you facing any significant changes at leadership level?	
18. Do you have an Organizational Risk Register?	

Many thanks for completing this due diligence form. BHRRC will be in contact shortly to discuss your responses, and as soon as possible inform you of the outcome of the due diligence process.