

Project Leaders' Guide

Call for projects January 2024

Access to Essential Services





The SUEZ Foundation is launching a call for projects to support associations whose actions promote access to essential services for vulnerable and weakened populations in developing and emerging countries where SUEZ is present.

3 THEMES ARE ADDRESSED

Access to Water

Sanitation

Hygiene

Call for projects' calendar January – May 2024

From 08th January to 02nd February 2024



Project leaders submit the first part of their applications on the SUEZ Foundation website

From 05th February to 1st March 2024



Pre-qualification of projects by the SUEZ Foundation and its pre-qualification committee

- Interviews with project leaders are scheduled from 19th to 28th February -

From 04th March to 15th March 2024



Pre-selected applicants will be able to complete the second part of their applications

From 18th March to 25th April 2024



Assessment of projects by a committee of assessors based on area of expertise to determine the list of qualified projects

- Interviews with project leaders are scheduled from 1st to 12th April -

From 26th April to 31st May 2024



Summary of the assessment phase and presentation of qualified projects to the Board for decision

- Information to project leaders from the end of May on the Board's decision -



1.

ELIGIBILITY CRITERIA

Eligibility Criteria

The project leader must:

- Have a **legal status of an association or a foundation or endowment fund** recognized as **being in the public interest**.
- Have been **legally established for at least 5 years** on the date the application is submitted and provide **proof of at least 5 years' operational activity** (to measure the impact of previous projects).
- **Acting in emerging and developing countries** in Africa, Asia and the Caribbean, **where the SUEZ Group is present**.

Priority will be given to projects run by non-profit organizations that meet the conditions set out in article 238 bis of the French General Tax Code.

Not eligible:

- Professional associations
- Student associations
- Companies, including those from the social economy, that are not eligible for sponsorship
- Personal projects, trips, grants, study trips, work placements, university theses and university dissertations
- Projects with no other partners.
- Projects run by individuals.
- Editorial projects or film productions.

Project leaders must comply with the SUEZ Foundation's Code of Ethics

Fields of action of the project

The project aims to promote access to essential services (water, sanitation and hygiene) in emerging and developing countries, for vulnerable and weakened communities (rural and informal urban areas)

- **Development aid projects** for vulnerable and disadvantaged groups (access to water, sanitation, hygiene).
- Projects in urban, peri-urban or rural areas, with project **support from local authorities**.
- Projects including **capacity-building /skills enhancement component** to improve services and their management, and actions to raise awareness of hygiene and health issues among the residents.
- Project **that involve the beneficiaries** in defining the project and/or monitoring it.
- Project including, if possible, **volunteer work and skills sponsorship** by SUEZ employees.
- Project with concrete objectives whose **results can be evaluated and monitored**. These objectives must be accompanied by **indicators for monitoring the impact** of the project at different stages (2 years and 5 years), particularly in terms of improving the quality of life of the beneficiaries.

Particular attention will be paid to the innovative nature of the approach and the project as well as its integration into local policies.

Duration, governance, amount and objectives of the project



OBJECTIVES AND IMPACT

- Correspond to the Foundation's fields of action (themes, target beneficiaries, geographical areas etc...).
- Have concrete objectives, a clearly defined impact, measurable results with well-defined quantitative and qualitative indicators.



AMOUNT

- Project funding from the SUEZ Foundation must:
 - Represent at least 15 % of the budget of the submitted project and must not exceed 50% of the budget for the project submitted
 - And be between €50,000 and €100,000



GOVERNANCE

- Associative, NGO
- Including in project monitoring a steering committee mechanism with the various project partners and in particular a representative of the SUEZ Foundation
- Involving the beneficiaries



DURATION

- The project must have a minimum duration of 2 years. The duration of the submitted project must cover a minimum period of 2 years from the date of support by the SUEZ Foundation



2. SELECTION AND GRANT

A three-step selection



1. PROJECTS' PREQUALIFICATION

The Foundation's team and a committee of expert collaborators will pre-select projects that meet the Foundation's criteria and priorities. A discussion will take place with the pre-selected project leaders to confirm the relevance of the project for support by the SUEZ Foundation.

2. EVALUATION BY EXPERT COLLABORATORS

Each project is sent to three or four expert employees who volunteer their time to assess the projects. Their assessment is made as objective as possible by applying well defined and shared criteria. Questions and comments are addressed to the association. A meeting between the assessors and the project manager will be held.

3. FINAL DECISION

Projects are submitted to the Board of Directors, which approves or rejects support for the project and votes on the associated financial allocation in the event of support.

Assessment criteria

Be concise and precise in your application!

The different projects will be assessed on their ability to:

- **Offer long-term support and follow-up to beneficiaries;**
- **Be a factor of lasting change for beneficiaries,** with monitoring indicators designed with this in mind. In this respect, particular attention will be paid to the project's monitoring and impact indicators at various stages (2 years and 5 years), particularly in terms of improving the quality of life of beneficiaries;
- Propose **an innovative approach to the ecosystem** (social, technical, digital innovation, etc.);
- **To be duplicated and/or scaled up.**



The grant

PRATICAL DETAILS

When a project is approved for support by the SUEZ Foundation, and subject to the 80% of funding acquired for the project being reached (including the support of SUEZ Foundation):

- A **sponsorship agreement** is drawn up between the SUEZ Foundation and the selected project leader for the duration of the project
- A **project coordinator is appointed** on a voluntary basis within the SUEZ teams to **monitor the proper implementation** of the project in relation with the person in charge of monitoring within the SUEZ Foundation team.

AMOUNT AND PAYMENT TERMS

From €50K to €100K

- A payment of 2/3 (two thirds) of the amount of the approved grant is made as soon as the agreement is signed.
- The balance of the payment is made once the final project report has been provided and the closing meeting has been held within 6 months of the end of the project.

OTHER TERMS

Initial support

Support by the SUEZ Foundation for a project leader's first project is for the duration of the project submitted (a minimum of 2 years from the support decision)

Renewal of support

The SUEZ Foundation may renew its support for the project (the SUEZ Foundation may support several projects from the same structure) 1 to 2 times, the renewal of the project being conditional on receipt of the final report of the 1st support.

The project leader must, within 6 months of the decision, provide a project financing plan demonstrating that 80% of the financing has been acquired (including that of the SUEZ Foundation) .

Good to know : My ASE form

The ASE form is divided into 2 parts:

- **Presentation of the organization** and the applicant (information on the organization, any labels/networks, the length of time the organization has been in existence and the length of times it has been operational, country of establishment, main missions, governance, budget, staff, etc.)
- **Presentation of the project** (country of implementation, description, concrete objectives, beneficiaries, planning, budget, project management, quantitative and qualitative indicators, 2-year and 5-year follow-up, etc.)



To apply or find out about the SUEZ Foundation's criteria, there is only one address : [SUEZ FOUNDATION](#)



3.

FAQ

PROJECT LEADER

Eligibility of the project leader

- **Do I have to be a French group to apply? Can a public institution or private company apply to the call for projects?**

Only associations and NGOs, foundations or endowment funds recognized as being in the public interest are eligible for support by the Foundation.

- **What is a professional association? Is it eligible?**

This is an association that brings together representatives of a trade or profession. This type of association is not eligible.

- **Do I have to be legally registered in the country of the project to be eligible for support from the Foundation?**

It is not compulsory for an organization to be legally registered in the country where the project is being carried out. However, it is important to have a good knowledge of the project area, a good track record of operational activity and a local partnership with a legally registered entity recognized as being in the public interest.

- **Can associations that support people for a maximum of 2 years be eligible, given the 5-year monitoring requirements?**

The 5-year monitoring period is intended to measure the lasting impact of the project, not the continuation of the project or activity. The aim is to measure the impact of the project 5 years later on people's career paths or the sustainability of what has been put in place.

LOCATION

Project eligibility

- **Which countries are eligible for Foundation support ?**

Angola, Bangladesh, Egypt, India, Morocco, Mozambique, Philippines, Senegal, South Africa, Tunisia, Uganda and Uzbekistan.

- **Is a project in a country where my organization is setting up with little previous experience eligible?**

A particular attention is paid to the organization's experience in the country of intervention to ensure that it has a good knowledge of the terrain. Projects may be submitted, but they are unlikely to be selected.

- **Are the French overseas departments and territories eligible for Access to Essential Services ?**

The French overseas departments and territories are an integral part of France, which is a developed country. They are therefore not eligible for support under Access to Essential Services, which is dedicated to developing and emerging countries where the SUEZ Group is present. They are, however, eligible for a project focusing on Fair Ecological Transition and Social Inclusion.

BUDGET

Project eligibility

- **Is there a maximum amount when applying for funding?**

Funding will be for a minimum of €50,000 and a maximum of €100,000.

- **What percentage of the total project budget can I ask the Foundation to fund?**

Funding must represent a minimum of 15% of the total project budget and a maximum of 50% of the total project budget.

- **If the 80% funding already guaranteed is a prerequisite, how can I apply for funding of more than 20% of the budget?**

This requirement of 80% of the project budget includes the amount requested from the SUEZ Foundation.

- **Can a project whose implementation has already begun or has been completed be supported by the Foundation ?**

The Foundation can support a project whose implementation has already begun, provided that the project continues for at least 2 years after support by the SUEZ Foundation. Projects that have already been completed cannot be supported.

- **Are the amounts of support from the Foundation annual or do they cover the entire duration of the project?**

The Foundation's funding of a project covers the entire duration of the project presented.

- **Should I apply for support for a specific project or for the whole organisation?**

Funding must be allocated to the project budget (a percentage of operating costs may be included in the budget for the project submitted).

FIELD OF ACTION

Project eligibility

- **Are sanitation projects in hospitals to improve access and quality of care eligible ?**

The Foundation supports access to sanitation, including in schools, clinics and hospitals. The project should also include wider access to sanitation in the community, for greater impact.

- **Is the widespread provision of water at home for people supplied by standpipes eligible?**

Access to domestic water is part of access to drinking water. This project must be deployed in an emerging or developing country where the SUEZ Group is present.

OTHER

Project eligibility

Duration

- **What does the following mean: "The project must last at least 2 years from the date on which the support is provided by the foundation". Does the project have to run until at least 31 May 2026?**

As the Foundation's decision on this call for projects is expected in May, and as the duration condition is a minimum of 2 years from the date of support, the projects proposed for this call for projects must run until at least 31 May 2026.

Skills sponsorship

- **Is it compulsory for SUEZ employees to contribute their skills to the project? Must it already be defined when the application is submitted?**

If possible, the project should include volunteer work and skills sponsorship by SUEZ employees. But there is no obligation. This skills sponsorship can be defined after the application has been submitted.

Indicators

- **What are the mandatory indicators expected for measuring impact?**

The Foundation leaves it up to the applicant to present the relevant indicators for measuring and monitoring the impact of the project on the beneficiaries. What is important is that the project has concrete objectives that have a real impact on the beneficiaries, with well-defined qualitative and quantitative indicators and associated measurement methods with a 2-year and 5-year horizon.

RENEWAL OF APPLICATION - MULTIPLE APPLICATIONS

Application procedures

- **Does the association have a maximum number of applications? Can it submit one or more projects under the access to essential services field of actions and one or more projects under the second field of actions for the same call for projects?**

It is possible to submit several projects, but the Foundation does not support several projects from the same organization at the same time.

- **If a project I have submitted is rejected, can I change it and resubmit it to the next Board of Directors?**

It is possible to reapply for the same project, if it meets the Foundation's criteria, as the call for projects places the projects in the context of a competition. The project can therefore be re-submitted on the application platform in accordance with the schedule for the call for projects concerned.

CALENDAR FOR THE CALL FOR PROJECTS AND SELECTION

Procedures for the call for projects

- **What are the dates of the call for projects?**

The call for projects, which is open to all, opens on 8th January 2024 and closes on 02nd February 2024.

- **When can I expect to hear back from the Foundation once my project has been submitted ?**

Applicants not selected during the pre-qualification phase will be informed of the decision by the end of March at the latest.

Applicants selected for phase 2 will be informed at the end of the final selection process, from the end of May 2023.

- **What is the difference between the first and second application phases ?**

The first phase of the application process involves an initial presentation of the structure and the project.

The second phase, reserved for projects that have passed the "pre-qualification" stage, opens the project form to include further details.



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