

Ministry of Foreign Affairs Estonia

2. Co-operation with NGOs

Background

As of 2006 Estonia did not have an independent implementation agency. Projects can be implemented by non-government organisations (NGOs), ministries, other government institutions and legal persons. The applicant needs to present a project proposal to the Ministry of Foreign Affairs and – if accepted – a contract regulating obligations and responsibilities of the parties is signed between the ministry and the project executor.

As of spring 2007, the ministry is planning to introduce a new approach for calls for project proposals.

Types of Grant

Co-funding of NGOs

Grant Size

There is no minimum or maximum amount for a project specified in the current legal framework. The average amount allocated to one project is between EEK 250,000 and EEK 300,000 (approximately €16,000 to €20,000).

As the financing of development co-operation is increasing, the Ministry of Foreign Affairs expects the size of projects to grow as well. During the current year Estonia has already approved projects of EEK 700,000 and EEK 1 million.

Own Contribution

There is no legal obligation for grant applicants to make their own contribution, but their willingness to contribute even to a very small extent is highly appreciated.

Funding Priorities

The proposals should generally be in accordance with 'The Strategy of Estonian Development Co-operation and Humanitarian Aid 2006–2010' and, starting in 2007, also with the requirements of a call for proposals.

Grant-making Criteria

The proposals should generally be in accordance with 'The Strategy of Estonian Development Co-operation and Humanitarian Aid 2006-2010' and, starting in 2007, also with the requirements of a call for proposals.

Guidelines

In association with introducing a system of calls for proposals, a specific handbook for NGOs will be issued.

Project Duration

The average timescale of projects at the moment is 6–8 months. However, with the increase in financial means, the Ministry of Foreign Affairs has been encouraging project implementers to prepare longer projects, including multi-annual.

Deadline

The concrete legal requirements of the call for proposals have not yet been approved by the government. The timeframe will probably be 45–60 days (starting from issuing the call) for submitting proposals.

Application Forms

A project proposal requires:

- presentation of the problem;
- objectives of the project and anticipated results;
- budget for the implementation of the project;
- action plan;
- monitoring procedure for the implementation of the project;
- name of the person or institution responsible for its implementation and their contact information.

Forms for both a project proposal and a project report are available from the ministry's homepage.

Application and Procedures

The project has to be submitted to the Ministry of Foreign Affairs. If it meets the requirements, it will be forwarded to an evaluation commission for assessment.

In 2003, an inter-ministerial commission for evaluating project proposals – the Development Co-operation Commission – was established. The commission is lead by the Ministry of Foreign Affairs with representatives from the Ministry of Finance, the Ministry of Economic Affairs and Communications, and the Ministry of Internal Affairs.

Representatives from the other ministries are consulted if the projects under discussion relate to their responsibilities. After evaluation by the commission, the project proposal has to be approved by the Foreign Minister for signing the contract and implementation.

Language

According to the legislation in force, the proposals must be submitted in Estonian. The draft of the new government regulation stipulates also that in the case of trilateral co-operation with another donor the proposal can be submitted in English, but it should include an overview in Estonian as well.

Tips

The main mistakes met by the Ministry of Foreign Affairs are that the goals and the activities foreseen are sometimes too general and the projects have not been prepared in detail. Occasionally, the interests of the recipient organisation have not been taken into account sufficiently. The Development Co-operation Commission also pays a lot of attention to the budget.

NAME OF GRANT PROGRAMME

Co-operation with NGOs

NAME

Eesti Vabariigi Välisministeerium

NAME IN ENGLISH

Estonian Ministry of Foreign Affairs

ACRONYM

MFA Estonia

DEPARTMENT

External Economic and Development Co-operation Division

CONTACT

External Economic and Development
Co-operation Division
Ministry of Foreign Affairs
Islandi Väljak 1
15049 Tallinn · Estonia
Phone: +372 6377 200
Fax: +372 6377 288
Email: vmposek@vm.ee
http://www.vm.ee/eng/kat_178/

COUNTRY INDEX

PROGRAMME COUNTRIES

Afghanistan
Georgia
Moldova
Ukraine

OTHER COUNTRIES

Any