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**GUIDANCE NOTE**

**Organising and showcasing Game with Mum & Dad:**

**Financial support to COPE Member organisations**

**COPE – Financial support to third parties – Sub-granting call**

**February 2024**

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**Reference and title of call**: Game with Mum & Dad

**Total budget for the call:** 45,000 EUR

**Type of call:** single stage call

**Call publication date**: 19 February 2024

**Call submission deadline:** 26 April 2024

**Link to dedicated call page on COPE website:** <https://childrenofprisoners.eu/the-network/sub-granting/>

**Date of information session for applicants:** 28 February 2024

**Minimum/maximum project duration:** One year

**Minimum/maximum grant awarded:** 9,000 EUR (lump sum); no co-financing required

**Indicative number of grants to be awarded in 2024:** Five

**Date of announcement of call results:** 10 May 2024

**Date project begins:** 24 May 2024

**I. INTRODUCTION**

**Background**

[Children of Prisoners Europe (COPE)](https://childrenofprisoners.eu/) is a pan-European network of organisations and individuals founded in 2001, working with and for children who have a parent in prison. The network has a secretariat based in Paris. The COPE [network](https://childrenofprisoners.eu/the-network/our-current-members/) covers 30 Council of Europe member states and 26 EU Member States. Members and affiliate organisations are mostly grassroots NGOs or networks of NGOs offering supports to children with parents in prison and their families. Individual members and affiliates are experts who work or have worked in the field, including academics.

COPE's mission is to prevent and respond to violations of the rights of children with imprisoned parents, from arrest through to reintegration after the end of a prison sentence, to ensure their individual needs are met, and their best interests[[1]](#footnote-1) are continuously assessed. We take a systems approach to improving the lives of children with imprisoned parents, namely ensure that the systems (welfare, social, justice, education, …) that children come into contact with are able to respect their rights and meet their needs, rather than expecting children to adapt to inadequate systems and supports.

**Objective of this sub-granting call**

A primary COPE objective is to maintain and strengthen trust, love and bonding between children and their parents in prison while maximising direct support for children. COPE also aims to foster structural transformation within prisons to promote children's well-being throughout criminal justice systems, and to reduce stigma for children by shifting attitudes towards parental incarceration among the general public. To bolster support for children while promoting this shift in attitudes, COPE works from a cross-sectoral perspective, showcasing its outcomes and impact throughout the law enforcement and criminal justice spectrum — from police to judicial authorities, prison services, schools, media and communities. COPE advances its agenda of providing 'one roof' support for children — bringing cross-sectoral stakeholders together to better coordinate holistic support. For children, greater participation in and ownership over change-making; increased empowerment and precedent set for child participation elsewhere. It works to identify and remedy systems gaps and improve support for children. These objectives are articulated in [COPE's Network Principles](https://childrenofprisoners.eu/cope-principles/) and endorsed by COPE members across Europe. They inform all COPE action as part of the four-year Framework Partnership with the European Commission, boosting children's rights, well-being and self-esteem, advancing gender-sensitive knowledge, understanding and policies, and breaking down social barriers that foster exclusion, stigma and poverty.

This sub-granting call advances these objectives and strategies. The 2024 Grant Agreement signed between COPE and the European Commission incorporates a regranting scheme to award up to five eligible COPE Members in EU Member States with a year-long grant to organise football games — or other type of joint game activity to include children with disabilities — within prison walls between imprisoned parents and their children in the country in which they are based. The scheme strengthens and expands a powerful tool for inclusion and change on the reality of prisons. Each applicant will submit a project proposal to organise a football game and to showcase the outcomes to cross-sectoral stakeholders. All activities must take place in EU Member States. This action will allow COPE members to take an active part in a broader Game with Mum & Dad (GWMD) campaign.

The sub-granting scheme will help to:

#### Provide some supports to members, particularly smaller organisations that are grassroots in nature, some led by and serving communities that are especially marginalised.

#### Cultivate gender equality in all actions.

#### Maximise direct support to children.

#### Achieve a critical mass of NGOs working on the same theme, leading to stronger results, that can be combined in a cohesive and compelling manner to move the agenda forward on a cross-border, pan-European scale.

#### Promote child participation across five EU Member States, amplifying the voices of children impacted by parental imprisonment to relevant audiences. Go beyond ‘giving’ children a voice; ensuring their concerns, ideas and desires are taken into consideration by relevant audiences who can enact change. Involve children in the promotion and evaluation of each project, demonstrating the added value of strengthening children's bond with their parent in prison while underscoring the importance of organising alternative means of quality child-parent contact both inside and outside prison walls.

Recipients of the sub-granting scheme are expected to help to achieve at least one of the following objectives:

* Strengthened capacity to protect and promote rights and EU values
* A more supportive environment for civil society organisations and rights defenders such as national human rights institutions;
* A better developed advocacy and watchdog role for civil society organisations;
* Increased involvement of civil society organisations in policy- and decision-making processes with local, regional, and national governments;
* Increased citizen awareness of EU rights and values;
* Strengthened regional cooperation within civil society.

**Successful applicants will:**

Organise at least one football game with children and their parents in prison in 2024 to enhance and strengthen the child-parent bond and safeguard the child's right to quality contact with their parent in prison, from a gender-sensitive point of view. This can be a football game or other type of joint game activity such as basketball and should be organised in September-October 2024. Results include stronger child-parent bond, greater child agency, reduced stigma for children and parents in prison, greater permeability of prison walls, more positive attitudes and support of prison staff towards children visiting a parent in prison and towards their parent, enhanced child-parent contact in alternative prison settings. If there are children with disabilities within the groups which applicants serve, inclusion needs to be ensured.

Organise at least one follow-up (small-scale but targeted) event to showcase and communicate the outcome of the initial event to cross-sectoral stakeholders (e.g., child-support agencies, civil society organisations, government agencies such as justice ministry, police, judges, municipal authorities, general public, as well as outreach to local media — print, TV, radio and social media, ideally in sync with COPE's broader GWMD campaign). Applicants will be expected to be creative with the event and with outreach and involve children. The aim is to shift perceptions of how prison is seen, keep the prison walls permeable, allow alternative ways for children and their imprisoned parents to meet. It is also about raising greater awareness of the need for cross-sectoral discussions, solutions and coordination to identify support system gaps for children and imprisoned parents and to foster ideas and action on filling these system gaps. Follow-up events will bring these cross-sectoral stakeholders together 'under one roof', advancing the development of holistic support systems for children and fostering greater empathy and understanding of the media and general public on the specific challenges that children can face.

COPE will provide a European dimension and leverage to Game with Mum & Dad by [disseminating online](https://www.gamewithmum-dad.eu/) and via social media the aggregated outcome and showcase best practice on a European scale, as part of a Europe-wide campaign. The latter is part of COPE's core work, under the framework of its 2024 EU Child Check Operating Grant with the European Commission.

Successful applicants must ensure that all key personnel involved in projects complete the “Common Goal” safeguarding training via the “Safer Play” online course: <https://common-goal.teachable.com/p/saferplay-en>. The online course takes maximum 0.5 day and can be done over several days.

**Benefits of GWMD to children and their parents in prison**

Children and young people who participate in football games with their parents in prison, with the outcomes being showcased at a cross-sectoral event, will:

1. Develop a greater sense of participation and ownership in serving as an agent of positive change

2. Connect with their parent in a way that offers opportunities for the child to engage in daily activities with the parent and to be proud of their parent

3. Benefit from the imprisoned parent's feeling a greater sense of legitimacy as an individual and as a parent

4. Benefit from greater support of prison staff towards children visiting a parent in prison and towards their parent

5. Benefit from greater direct support from cross sectoral stakeholders

6. Benefit from more accepting attitudes of the general public, resulting in decreased stigma and discrimination

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#### **Award criteria and selection**

#### Selection of proposals, which will be conducted according to equitable funding practices including support of smaller organisations that are more grassroots in nature, especially those led by and serving particularly marginalised communities, is based on the following criteria:

**​​Selection criteria include:**

#### Child participation dimension — extent to which children are involved in design, development, implementation and follow-up of the project (20%)

#### Gender-sensitivity dimension (games for both girls and boys), inclusivity (e.g. children with disabilities, non-binary), promotion of EU values (20%)

#### Creativity, including in terms of leveraging pro bono support for the project (15%)

#### Capacity to carry out project, including sound financial management and past experience relevant to project (20%)

#### Degree to which the organisation is grassroots (.e.g organisations working locally to effect change, drawing on a bottom-up approach to decision-making and action) (10%)

#### Impact and sustainability (e.g., coverage of event, feedback from children, parents in prison and prison staff, commitment of authorities to systematising games) (15%)

To be eligible for consideration for the sub-grant, applications should be submitted in full by **Friday 26 April 2024, 18:00 CET.** Applications submitted past this deadline will notbe considered.

The completed grant application to be submitted must include the following documents:

* [Completed Application Form](https://childrenofprisoners.eu/wp-content/uploads/2024/02/COPE-SUB-GRANTING-APPLICATION_19.02.24-.docx), including signed Declaration of Honour to respect and fulfill EU values at the end of the Application Form
* Child Safeguarding Policy and completed [Child Safeguarding Checklist](https://childrenofprisoners.eu/wp-content/uploads/2024/02/2024-COPE-child-safeguarding-checklist-template.xlsx)
* CVs of staff responsible for managing and implementing the project

All documents must be completed in **English** and clearly labelled.

Please include all documents **in a single** **e-mail** to **regranting@networkcope.eu**

Incomplete submissions will not be considered.

Further documents may be requested from applicants during proposal evaluation.

**II. ELIGIBILITY CRITERIA**

**Eligible types of organisations**

COPE grassroots civil society organisations who are full members of the network are eligible to apply. All regranting applicants must be a legal entity, private non-profit organisation (private body); be established in a Member State of the European Union; respect EU values as laid down in Art.2 of the Treaty on European Union and the EU Charter of fundamental rights; and have a robust child safeguarding policy in place. All regranting applicants must sign a Declaration of Honour demonstrating their commitment to respect all EU values.

The third parties (member organisations) can neither be affiliated entity(ies) (of the framework partner) nor associated partners nor sub-contractors, nor other EU-wide networks/ umbrella organisations.

**Eligible types of activities (fixed list)**

* Organising at least one Game with Mum & Dad
* Organising at least one follow-up event to showcase outcomes of the game to relevant cross-sectoral stakeholders
* Child consultations from design through to post-game feedback

All activities implemented as part of the project must take place in EU countries.

**Budget and eligible budget costs**

The total budget dedicated to this sub-granting scheme is 45,000€.

The overall objective of this call is to select up to five grantees to organise at least one football game between children and their parents in prison and to subsequently showcase the outcome of this event. Each applicant can submit a project for a total budget of **9,000 €** (lump sum).

**Sub-grantees are not required to provide any co-financing to proposed project activities.**

The foreseen duration of activities under this specific grant agreement is 12 months. The starting date for the project will be **24 May 2024**, following the announcement of the call results on 10 May 2024. Only activities taking place after the start of the project and prior to the end of the project are eligible for funding under this call. Games are to take place in September and October 2024.

Please note that each applicant will receive 80% of the total estimated costs of the project (i.e. 80% of €9,000) during a preliminary phase. The remaining 20% shall be provided once the applicant has submitted the final project report to COPE.Costs must be estimated in the proposed budget, and final reporting must include invoices and proof of payment. Applicants are strongly encouraged to solicit in-kind and pro bono contributions and services (e.g., photographer, refreshments and snacks, game souvenirs and trinkets for children) for the project.

**Only eligible costs incurred by the grantee during the year-long timeframe of the project can be covered by the grant. Eligible costs include:**

Staff time and possibly consultancy time for advocacy and outreach

Costs associated with overall project coordination, monitoring, evaluation and reporting

Costs associated with support materials for organising football games (e.g., support materials such as T-shirts, snacks if they cannot be obtained pro bono)

Costs associated with organising a showcasing event (e.g. venue rental, catering costs)

Cost of transport for children and families to participate in games, attend showcasing event

Communications and advocacy costs (brochures, flyers, photographer)

Other sundry costs

COPE will provide a lump sum for the above. **Sub-grantees are not required to provide co-financing to proposed project activities**. Applicants will provide a budget and reconciliation to COPE. They will abide by the principles of sound financial management and keep proper records of expenditure and staff time.

Applicants will be required to spend any remaining funds available after completion of the events on additional and continued local communications and dissemination of project results.

Costs must be incurred by the sub-granting recipient during the project timeframe in connection with the action, with the exception of costs relating to the submission of the final periodic report which may be incurred afterwards. They must be identifiable and verifiable, recorded in the recipient's accounts in accordance with the accounting standards applicable in the country where the recipient is established and with the recipient's usual cost accounting practices. Costs must comply with the applicable national law on taxes, labour and social security and must be reasonable, justified and in compliance with the principle of sound financial management, notably regarding economy and efficiency. Financial statements must be drafted in euros.

**Ineligible costs**

The following costs or contributions are ineligible:

* costs related to return on capital and dividends paid by a beneficiary
* debt and debt service charges
* provisions for future losses or debts
* interest owed
* currency exchange losses
* bank costs charged by the beneficiary’s bank for transfers from the granting authority
* excessive or reckless expenditure
* deductible or refundable VAT (including VAT paid by public bodies acting as public authority); VAT that cannot be reclaimed is eligible as a cost
* costs incurred or contributions for activities implemented during grant agreement suspension
* in-kind contributions by third parties
* costs or contributions declared under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget) except for costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration’s normal activities (i.e. not undertaken only because of the grant) costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies

**Exclusion criteria**

Sub-granting agreements may be terminated if:

* a recipient organisation (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.) or is in breach of social security or tax obligations
* a recipient (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct or has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes, child labour or human trafficking
* a recipient (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
* a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed substantial errors, irregularities or fraud or serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)

**Contractual obligations**

In line with Art. 9.4 of the 2024 Grant Agreement between the European Commission and COPE, contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 19 (information) and 20 (record-keeping) apply to all third parties receiving financial support from COPE as part of the present sub-granting agreement.

**Article 12 – Conflict of interest**

Sub-granting recipients must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest (‘conflict of interests’).

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

See relevant questions in the sub-granting Application Form, with respect to whether any staff involved in the proposed project:

* + is a family member of a current staff or board member of COPE
	+ is involved in the proposal and the content of your proposal (e.g., purchasing of materials or services for the project from a family member)
	+ has any other reason for signaling any conflicts of interest.

Explanations are required if any responses to the above questions are positive.

**Article 13 – Confidentiality and security**

Sub-granting recipients must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing (‘sensitive information’) — during the implementation of the action.

**Article 14 – Ethics**

Sub-granting recipients must respect the highest ethical standards with respect to the fundamental principles of dignity, protection from discrimination, rule of law, best interests of the child and child participation, notably those established in key instruments such as the EU Charter of Fundamental Rights (Article 21); the Treaty on the European Union (Article 2) and other applicable EU, international and national law (including the General Data Protection Regulation 2016/679); EU acquis on children’s rights; EU Strategy on the Rights of the Child; and Council of Europe Recommendation CM/Rec(2018)5 of the Committee of Ministers concerning children with imprisoned parents.

All recipients must work to meet standards of gender equality and non-discrimination. Activities should promote the equal empowerment and rights of women/girls and men/boys. Staff should reflect non-discrimination considerations and a gender balanced composition. Data collection should ensure disaggregation according to gender and age. Applicants can describe how the different needs of different genders can be integrated into the proposals or demonstrate a commitment to address the identified needs during project implementation.

**Article 17.2 Visibility**

All communication materials and results from this project should carry the COPE logoand a brief mention of the Network and its involvement in the project, as well as the GWMD logo.

As per Article 17.2 of the Grant Agreement between COPE and the European Commission, unless otherwise agreed with the granting authority, communication activities of sub-granting recipients related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement and disclaimer (translated into local languages, where appropriate):



*Co-funded by the European Union. The contents of this document are the sole responsibility of [author(s)] and can in no way be taken to reflect the views of the European Commission or COPE.*

**Article 19 Information**

Sub-granting recipients must provide any information requested in order to verify eligibility of the costs or contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement. Information provided must be accurate, precise and complete and in the format requested, including electronic form.

Recipients must immediately inform the granting authority of any of the following:

(a) events likely to affect or delay the implementation of the action or affect the EU’s financial interests, in particular changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)

(b) circumstances affecting the decision to award the grant or compliance with requirements under the Agreement.

If a beneficiarybreaches any of its obligations under this Article, the grant may be reduced.

**Article 20 Record keeping**

Recipients must keep records and other supporting documents to prove the proper implementation of all action. In addition, beneficiaries must keep the following to justify the amounts declared:

For lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of work

Records and supporting documents must be made available upon request or in the context of checks, reviews, audits or investigations.

Sub-granting recipients must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. Sub-grantees are responsible for keeping records on all the work done and the costs declared for three years after final payment.

The bodies mentioned in Article 25 of the EC-COPE grant agreement — e.g., granting authority, European-Anti-Fraud Office (OLAF), European Court of Auditors (ECA), European Public Prosecutor Office (EPPO), etc. — must be able to exercise their rights towards the regranting recipients (e.g., checks, reviews, on-the-spot visits, audits, investigations, etc.).

COPE will closely monitor recipients' respect of EU values as laid down in Art. 2 of the [Treaty on European Union](https://eur-lex.europa.eu/resource.html?uri=cellar:2bf140bf-a3f8-4ab2-b506-fd71826e6da6.0023.02/DOC_1&format=PDF) and the [EU Charter of Fundamental Rights](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A12012P%2FTXT). It expects sub-granting recipients to ensure equal employment opportunity provisions. No employee shall be discriminated against as a result of race, colour, religion, sex, sexual orientation, gender identity or national origin.

COPE will also foster further awareness of the importance of enshrining [Keeping Children Safe Child Safeguarding Standards](https://commission.europa.eu/system/files/2023-10/KCS-CS-Standards-ENG-200218.pdf) in all projects. Re-granting recipients must have a robust child safeguarding policy, which must be available online and clearly highlight staff and volunteer recruitment processes and training. Recipients must commit to implementing ethical standards on safeguarding children's privacy, well-being and integrity.

Once the call has closed, an Evaluation Committee will review eligible proposals.

If a project is selected, the grantee will sign a sub-granting agreement with COPE after prior approval by the EU. Note that the EU does not acknowledge any contractual link between itself and the sub-grantee.

All participants are expected to comply with GDPR regulations on data protection, in particular Regulation (EU) 2016/67918, and ensure that personal data is processed in a manner that ensures appropriate security of the data.

**Payments**

Payment of the sub-grant will be made in the form of a first instalment of 80% of the total grant amount, payable within a month upon signature of the sub-grant agreement. Final payment of 20% will be made upon approval of the project’s final report.

**Reporting requirements**

The reporting language is English.

* Sub-grantees are required to send COPE an e-mail update **one month prior to the planned game(s)** detailing state of preparedness, including child safeguarding.
* Sub-grantees shall submit a Final Project Report, encompassing both a Narrative Report on GWMD and the cross-sectoral event showcasing GWMD outcomes, and a Financial Report. Grantees can submit their Final Project Report as soon as they are ready, but by latest **23 May 2025**: 10-12pp, English, Electronic format, with visuals.

The financial part of the Final Project Report shall include:

* Individual financial statements
* Explanation of the use of resources

**Financial statements** must detail the eligible costs and contributions for each budget category. All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget. Amounts that are not declared in the individual financial statements will not be taken into account.

By signing the financial statements, sub-grant beneficiaries confirm that:

* the information provided is complete, reliable and true
* the costs and contributions declared are eligible
* the costs and contributions can be substantiated by adequate records and supporting documents that will be produced upon request or in the context of checks, reviews, audits and investigations.

**Auditing**

Beneficiaries will be responsible for submitting their expenditure under this grant to their usual external auditor if they have one, or find a suitable auditor. The audit report will be included in the final report to COPE.Sub-granting recipients must keep copies of all supporting documents related to sub-grants for a 3-year period following final payment. Original copies should be kept for the same period.

**For additional information please contact:**

regranting@networkcope.eu

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Children of Prisoners Europe (COPE) is a pan-European network of non-profit organisations working with and on behalf of children separated from an imprisoned parent. The network encourages innovative perspectives and practices to ensure that children with an imprisoned parent fully enjoy their rights under the United Nations Convention on the Rights of the Child and the Charter of Fundamental Rights of the European Union, and that action is taken to enable their well-being and development.
Children of Prisoners Europe (COPE) contact@networkcope.eu http://childrenofprisoners.eu/
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SIRET: 437 527 013 00019
EU Grant number: 101140443 EU Project acronym and title: Child Check 2024

COPE is co-funded by the European Union. The contents of this document are the sole responsibility of Children of Prisoners Europe and can in no way be taken to reflect the views of the European Commission. COPE and Game with Mum & Dad is also supported by the UEFA Foundation



1. Noting that the concept is often subject to manipulative usage, misuse and abuse, in referring to the best interests of the child, which is a right, a principle and a rule of procedure, COPE underlines the importance of adhering to the comprehensive guidance set out in the UN Committee on the rights of the child’s [General Comment No 14 (2013) on the right of the child to have his or her best interests taken as a primary consideration (Article 3, para 1)](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CRC%2FC%2FGC%2F14&Lang=en). See also [Council of Europe – the best interests of the child – a dialogue between theory and practice (2016](https://rm.coe.int/1680657e56)) [↑](#footnote-ref-1)