**Process Description for Grant for Core-Support to Independent Media in the Southern Neighbourhood**

# Introduction

The purpose of this document is to describe the basic procedures that the Grant for Core-Support to Independent Media in the Southern Neighbourhood will follow.

# Before Applying

Before applying, please read the ”Grant Guidelines” for the funds thoroughly to get familiar with the eligibility and selection criteria and use the application form to submit the application. Both “Grant Guidelines” and the “Application Form” are available on [mediasupport.org.](https://www.mediasupport.org/news/open-call-for-independent-media-outlets-in-the-middle-east-and-north-africa-to-apply-for-core-support/)

Any questions should submit their questions solely in writing via email to [OpenProcess@mediasupport.org](mailto:OpenProcess@mediasupport.org)

# Submission of application, eligibility check and assessment

The application form and annexes should be submitted by e-mail to [OpenProcess@mediasupport.org](mailto:OpenProcess@mediasupport.org). The deadline for applications is the 14 March.

The application is reviewed by IMS (International Media Support) for eligibility and if all information and annexes are submitted and sufficient. IMS may ask the applicant organisation to send in additional information if needed to be able to verify the information submitted by the applicant organisation. If IMS finds the application non-eligible or does not follow the guidelines given for the process the application can be disqualified.

The first assessment of eligibility and scoring of applications is made by an IMS pre-selection team. This assessment is used as a preliminary evaluation and scored according to the scoreboard in the “Grant Guidelines”. When the application has been assessed, the assessment and scoreboard is sent to a Selection Committee, which makes the final evaluation and decides to approve or reject the application. IMS can ask the applicant to provide further information if needed to be able to assess the application.

The application process and follow-up will entail the registration and processing of personal data (e.g., name, address, CV). Such data will be processed in accordance with Regulation (EU) No 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). Unless otherwise indicated, the replies to questions and the personal data requested are necessary for the evaluation of applications, in accordance with the specifications in the invitation to submit an application and will be processed solely by IMS for that purpose. Upon request, applicants may obtain details of their personal data and they may rectify any personal data which are inaccurate or incomplete.

# The Evaluation by the Selection Committee

## Selection Committee

The Selection Committee is composed of 2 independent experts within independent media and journalism with experience from the region and 3 IMS staff. The independent experts have been selected by IMS. The experts work in their personal capacity and do not represent any organisation.

## Award Criteria

The Selection Committee will receive the assessment of each application from the IMS pre-selection team. The Selection Committee reviews each application and assessment based on the award criteria. Each application is evaluated independently by the members. A meeting is set up where the Selection Committee discusses the applications and makes a final evaluation and decision on approval or rejection.

If, during the selection committee meetings, it is impossible to bring all members to consensus, IMS can ask the applicant for additional information, explanation, or clarifications if needed. If the Selection Committee cannot reach a consensus with the additional information from the applicant, IMS will ask the members to vote for a decision. At least 3 out 5 members need to vote in favour of the decision for the decision to be made.

Please find a timeline for the application and selection process in “Grant Guidelines”.

## Feedback

The applicant will receive feedback by e-mail from IMS. If the application has been approved, the applicant will receive a summary of the approval and if relevant recommendations for improvements for the project. The applicant will be invited to a meeting with IMS to discuss the finalisation of the contract and if relevant any additional recommendations.

If the application is rejected, IMS will provide an explanation based on the criteria and scoring from the Selection Committee.