

# **Guidelines**

## **on Grant Program "Support of the Organic Sector in Ukraine"**

### **SECTION 1. DESCRIPTION OF THE GRANT PROGRAM**

#### **1.1. PURPOSE**

**The Grant Program was initiated by the [Organic Initiative](#)**, which includes the key players of the organic sector of Ukraine. **The Organic Initiative** joined forces and resources of like-minded people and started its activities in April 2020; it aims to promote the development of the organic market and increase trade with Ukrainian organic products on the domestic and foreign markets.

**The purpose of the Grant Program** is to support the organic producers, preserve and strengthen the capacity of the organic sector of Ukraine in the mid- and long-term.

***The eligible applicants are organic market operators, service providers, public organisations and unions working in the field of organic production, circulation and labelling of organic products - legal entities residents in Ukraine.***

The objectives of the Program activities include:

- 1) to support the organic sector of Ukraine by providing urgent financial assistance to address the immediate needs that have appeared as a result of the full-scale russian invasion of Ukraine;
- 2) to maintain certified organic producers and lands;
- 3) to contribute to further development of the organic sector through support of measures aimed to stimulate the producers' economic development.

#### **1.2. GENERAL INFORMATION**

The Program "Support of the Organic Sector in Ukraine", initiated by the Organic Initiative, was announced in **April 2022 and operates on stages, based on the availability of funds** (pending a decision to suspend it), with intermediate deadlines for the grant committee to consider applications.

**All the official information about the Grant Program "Support of the Organic Sector in Ukraine", enquiry forms, public information and reports are published on the website <https://www.dossier.org.ua/projects/organic-sector-support>.**

**The Grant Program is financially administered** by the International Charitable Organization "Information Centre "Green Dossier" and Lviv City Public Organization "Ecoterra" in accordance with the decision of the Organic Initiative and the statutory tasks of the organizations.

**The monetary fund of the Grant Program** is formed from charitable donations and contributions of individuals and legal entities (residents and non-residents of Ukraine), targeted contributions of international projects / technical assistance programs and other revenues.

### **1.3. EXPECTED OUTCOMES OF THE GRANT PROGRAM**

Since the beginning of the Russian invasion to Ukraine on 24 April, Ukraine's organic sector, like the entire agricultural and food industries, is being affected. Much of the land used for organic production has been lost in combat or due to occupation. Despite all the difficulties, many organic producers have started the sowing season, are providing accommodation and food for the refugees from different parts of Ukraine.

Under these circumstances, Ukrainian organic producers need support to continue organic farming, provide the population of Ukraine and other countries with healthy organic food.

#### **Expected outcomes:**

- 1) maintaining the number of organic producers in the territories under the Ukrainian control;
- 2) facilitating the sale of organic products and establishing new supply chains under the current circumstances;
- 3) securing additional funding to support and develop the organic sector of Ukraine

### **1.4. TIME FRAME AND PHASES OF THE GRANT PROGRAM**

**The Grant Program operates on stages, based on the availability of funds** (pending a decision to suspend it), with intermediate deadlines for the grant committee to consider applications..

#### **Phase 1**

**Urgent** support for certification of organic producers affected by the Russian invasion since 24 February 2022.

#### **Possible areas of support and forms of activity within the first phase of the Grant Program:**

- providing support to cover the cost of organic certification (priority for immediate support);
- purchasing organic products from organic producers (with further distribution among the internally displaced persons, vulnerable population, etc);
- support with access to plant protection products, fertilizers and other inputs permitted in organic production, seeds, and other support related to organic technologies.

**The producers have to send the request for urgent support until 20 May 2022 to [info@organicinitiative.org.ua](mailto:info@organicinitiative.org.ua).**

The applicants will be informed of the decision on support until **1 June 2022**.

Participation in Phase 1 of the Program does not exclude the possibility of participation in the following phases, but for other purposes.

#### **Phase 2**

**This phase will be focused on strengthening the capacity of the organic sector, supporting organic operators and developing the organic market in Ukraine.**

At this phase it is important to create the preconditions for further development of the organic sector. Support will be given to the initiatives that help to restore the economic viability of operators and service providers of the organic market.

**Possible areas of support and forms of activity within the second phase of the Grant Program:**

- development of the domestic market of organic products in Ukraine and promotion of sales of organic products;
- reduction of supply chains from producer to consumer;
- facilitating access to inputs (plant protection products, fertilizers, etc.) and substances approved for use in organic production, as well as to seeds and planting material;
- restoration and expansion of production units (equipment, materials, technologies etc);
- awareness raising about organic products etc.

The dates of Phase 2 of the Program will be announced separately and will depend on the availability of funds

### **1.5. AMOUNT OF GRANT SUPPORT**

The grant support in the frame of the Program “Support of the Organic Sector in Ukraine” will be provided *in monetary form* through:

- Transfer of targeted non-refundable charitable assistance under the grant to the grantee’s bank account;
- Transfer of targeted non-refundable charitable assistance under the grant directly to the administrator’s (service provider) bank account in the interest of the grantee;
- Payment for organic food products with their further distribution among the internally displaced persons, vulnerable population, etc.

#### **Eligible costs:**

- reimbursement (full or partial) of the cost of organic certification;
- purchase of finished organic products to ensure the continuation of activities;
- organization of events (field days, open day, festival / school on the farm, etc.) to stimulate the development of sales of organic products and raise consumer awareness on the domestic market;
- involvement of external experts in order to provide advice on enterprise development;
- creation of online stores or local points of sale to improve consumer access to organic products;
- purchase of seeds, planting material, inputs (plant protection products, fertilizers, etc.) and substances permitted for use in organic production, etc.

**The maximum amount of the grant within Phase 1 of the Program** will be UAH 70,000 (approx. CHF 2,250)

**The maximum amount of support under the Grant Program during Phase 2** will be 5,000 Swiss francs in hryvnia equivalent.

## **SECTION II. ELIGIBILITY CRITERIA**

### **2.1. ELIGIBLE APPLICANTS**

In the frame of the Grant Program support will be provided to micro, small and medium enterprises (MSME definition based on IFC approach<sup>1</sup>).

The eligible applicants are organic market operators, service providers, public organisations and unions working in the field of organic production, circulation and labelling of organic products duly incorporated in Ukraine and operating pursuant to the effective legislation of Ukraine.

When considering applications during Phase 1, priority will be given to:

- producers with an area under organic production of up to **100 hectares** and under the control of a foreign certification body, which is included in the List of foreign certification bodies ([dpss.gov.ua](http://dpss.gov.ua)) as of 24.02.2022;
- producers whose areas are located at Zhytomyr, Kyiv, Chernihiv, Kharkiv and Sumy regions which were occupied during the first months of invasion or other regions suffered from active hostilities or direct hits. At the time of signing the support agreements, such areas must be located in the territories controlled by Ukraine.

### **2.2. PROGRAM GEOGRAPHY**

The Grant Program “Support of Organic Sector in Ukraine” will operate throughout the entire territory of Ukraine.

At the time of signing the support agreements, such areas must be located in the territories controlled by Ukraine.

### **2.3. NON-ELIGIBLE COSTS**

The funds under the Grant Program “Support of Organic Sector in Ukraine” cannot be used to cover:

- capital investments: construction, purchase / lease of land resources;
- salaries for permanent staff;
- reimbursement of travel, accommodation and meals;
- taxes and social benefits, insurance;
- costs incurred before the 24.02.2022.

## **SECTION III. APPLICATION**

### **3.1. APPLICATION TEMPLATES**

The application form is provided in Annex 1. The applicants have to answer all the questions in the form and provide the budget according to the form in Annex 2. The application must be signed by the Applicant’s authorized representative.

The applications must be in Ukrainian or English in the established format.

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<sup>1</sup> Micro enterprise: up to 10 employees and \$100,000 total asset and annual sales; Small enterprise: up to 50 employees and \$3 million total asset and annual sales; Medium enterprise: up to 300 employees and \$15 million total asset and annual sales

### 3.2. APPLICATION PROCEDURE

During Phase 1 the applications will be accepted until 20 May 2022 to [info@organicinitiative.org.ua](mailto:info@organicinitiative.org.ua).

For all the questions related to the Grant Program contact Natalia Cholovska, President of Lviv City Public Organization “Ecoterra”: +380 50 430 7623 or [info@organicinitiative.org.ua](mailto:info@organicinitiative.org.ua).

## SECTION IV. CRITERIA AND EVALUATION PROCEDURE

### 4.1. GRANT COMMITTEE AND EVALUATION PROCEDURE

All the submitted applications will be verified against formal criteria and referred to the Grant Committee for consideration after the deadline for application is expired.

The Grant Committee consists of 5 people, including 3 representatives of the Organic Initiative and 2 representatives of international technical assistance projects/programs.

Each member of the Grant Committee has an equal right to vote (1 person – 1 vote). The Committee will evaluate the applications on the principles of impartiality.

The Grant Committee members have the right to accept or reject any application as well as ask for detailed explanation from the applicants.

The Grant Committee members have no right to disclose the information which became known to them during consideration of applications as well as in the process of discussion and decision making. In case of conflict of interests the relevant Grant Committee member has to inform the others about it and withdraw from voting for the application with regard to which there is a conflict of interests.

The Grant Committee members shall not offer or grant the applicants any preferences, directly or indirectly receive, accept or promise any gifts, payments or other preferences which are or can be considered illegal or corrupt practice.

### 4.2. EVALUATION CRITERIA

The requests for support in the frame of the Grant Program “Support of Organic Sector in Ukraine” will be evaluated based on the criteria below.

First applications will be checked according the “formal criteria” in case they are not fulfil, they will not be further assessed.

<b>Elegibility / Критерії прийнятності</b>	
	Y = yes; N = no; ? = don't know Pre-rating
Compliance with the formal application criteria: / Відповідність офіційним критеріям заявки:	
the application is fully completed / заявка повністю заповнена	Y/N
the application submitted in time / вчасно подана заява	Y/N
the budget is provided and the total budget cost does not exceed the maximum acceptable for this program, stage / бюджет забезпечений і загальна бюджетна вартість не перевищує максимально допустимої для даної програми/етапу	Y/N
The applicant is an organic market operator or service provider in the organic sector (confirmed by a certificate or experience in the field) / Заявник є оператором органічного ринку або постачальником послуг в органічному секторі (підтверджується сертифікатом або досвідом у цій галузі)	Y/N
<b>Overall: eligible or not? / Загалом: відповідає вимогам чи ні?</b>	<b>Y/N</b>

Selection Criteria / Критерії відбору				
Weighting	max. points possible	5 = very positive / fully fulfilled; 2,5 = average / only partly fulfilled; 0 = negative / not fulfilled, not answered 5 = дуже позитивно / повністю виконано; 2,5 = середній / виконано лише частково; 0 = негативно / не виконано, не відповіли		
<b>33%</b>	<b>15</b>	<b>1. Priority criteria / 1. Пріоритетні критерії</b>		<b>-</b>
11%	5	Organic market operator controlled by a foreign certification body as of 24.02.2022 or service provider in organic sector / Оператор органічного ринку, підконтрольний іноземному органу сертифікації станом на 24.02.2022 р. або постачальник послуг в органічній сфері		
11%	5	The applicant belongs to the MSME (micro, small and medium enterprises) / Заявник належить до ММСП (мікро, малі та середні підприємства)		
11%	5	Producer has up to 100 hectares under organic agriculture and located at Zhytomyr, Kyiv, Chernihiv, Kharkiv and Sumy regions which were occupied during the first months of invasion or other regions suffered from active hostilities / Виробник має до 100 га під органічним виробництвом і розташований у Житомирській, Київській, Чернігівській, Харківській та Сумській областях, які були окуповані в перші місяці вторгнення або інші регіони, які постраждали від активних бойових дій		
<b>22%</b>	<b>10</b>	<b>2. Relvance of the problem / 2. Актуальність проблеми</b>		<b>-</b>
11%	5	Description of the current situation (problems) / Опис поточної ситуації (проблем)		
11%	5	Expelanation why support is needed / Пояснення, чому потрібна підтримка		
<b>22%</b>	<b>10</b>	<b>3. Financial feasibility / 3. Фінансова доцільність</b>		<b>-</b>
11%	5	Budget is relevant and costs are eligible / Бюджет відповідний, а витрати прийнятні		
11%	5	Budget is realistic (proved) / Бюджет реалістичний (перевірений)		
<b>22%</b>	<b>10</b>	<b>4. Additionality (any additional arguments for funding) / 4. Додатковість (будь-які додаткові аргументи для фінансування)</b>		
100%	45	<b>Overall score / Загальний бал</b>		<b>-</b>
		Maximum score possible / Максимально можливий бал	100%	<b>45</b>
		Minimum score needed / Необхідний мінімальний бал	60%	<b>27</b>

### 4.3. ANNOUNCEMENT OF THE DECISION ON PROVIDING SUPPORT

the selected applications for the Grant Program “Support of Organic Sector in Ukraine” will be officially published on the website <https://www.dossier.org.ua/projects/organic-sector-support>.

The selected applicants will also be officially informed about the Grant Committee’s decision in writing (electronically) to the addresses indicated in the application. Before signing the agreement, the selection committee might request the applicants to make adjustments to the application. The selection committee reserves its right to grant only part of the requested amount.

## SECTION V. ADMINISTRATION AND REPORTING

All the payments in the frame the Grant Program will be in UAH.

After the official publication of results and notification of the selected applicant, the Grant Program administrator will make an agreement with or in the interest of the grantee (see cl.1.4.).

Upon performance of the agreement, the grantees shall provide the relevant reports that may consist of:

- Documentary evidence of payments within the approved budget (copies of payment orders and other documents confirming the fact of payments);
- Documentary evidence of transfer/distribution of organic products, plant protection products, seeds, etc (photos and videos);

- Other documents that conform compliance with the program terms and agreement on targeted non-refundable charitable assistance under the grant.

## **SECTION VI. FINAL PROVISIONS**

### **6.1. ACCEPTANCE OF TERMS AND CONDITIONS OF THE GRANT PROGRAM**

The participation in the Grant Program means that all the participants accept the terms established by these Guidelines on the Grant Program “Support of Organic Sector in Ukraine”.

### **6.2. PUBLISHING THE INFORMATION**

The participation in the Grant Program means that all the participants:

- Give their consent to automated and non-automated processing (including collection, accumulation, storage and use) of the personal data indicated in the application form which is required to enable civil and economic legal relations, administrative, tax relations, relations in the area of accounting, statistics and other relations that require data processing pursuant to the Civil Code of Ukraine, Tax Code of Ukraine, the Law of Ukraine “On Charity and Charitable Organizations”, other regulations of Ukraine;
- Agree that all the information in the application form, names and surnames of applicants as well as photo and video material related to the grant can be used by the Organic Initiative in the information, promotion and other materials aimed to disseminate the information about the Grant Program and reports to the donors that form the monetary fund of the Grant Program;
- Give their consent to transfer (dissemination) of personal data solely for the above-mentioned purpose and according to the procedure established by the Law of Ukraine “On Personal Data Protection” and internal documents of the Organization that establish the procedure of personal data processing and protection.

### **6.3. ANNEXES**

Annex 1. Request form

Annex 2. Form of grant request budget

**Request form / Форма заявки**

<b>Registration date</b> Дата реєстрації:		<b>Don't fill! / Не заповнювати!</b>  <b>Filled in by authorized person</b> / <b>Заповнюється</b> відповідальною особою
<b>Registration number</b> Реєстраційний номер:		

<b>Program</b> Програма:	<b>Support of the organic sector in Ukraine / Підтримка органічного сектору в Україні</b>
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<b>Phase 1</b> Етап 1	<b>Urgent support of organic producers / Термінова підтримка органічних виробників</b>
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Name of legal entity as to the State registration Назва юридичної особи згідно з реєстраційними документами	
Organizational and legal form of the legal entity Організаційно-правова форма юридичної особи	
Legal entity registration code Код організації за ЄДРПОУ	
Legal address Юридична адреса	
Postal address Поштова адреса	
Phones (landline and mobile), e-mail, website Телефони (стаціонарний та мобільний), електронна пошта, веб-сайт	
Last and first name of the head Прізвище та ім'я керівника	

Last and first name of the responsible person for grant Прізвище та ім'я відповідального за грант	
Position of the responsible person for grant Посада відповідального за грант	
Mailing address Адреса для листування	
Phones (landline and mobile) Телефони (стаціонарний та мобільний)	
e-mail / електронна пошта	



<p><b>Subject of support</b> (briefly describe what you need urgent support for)</p> <p><b>Предмет підтримки</b> (коротко опишіть, на що ви потребуєте термінову підтримку)</p>	
<p><b>Description of the producer's activity</b> (should include basic information on the type of certified activity, standards and certification body, from which period it is under the control of the certification body, the number of areas under organic production, etc.)</p> <p><b>Опис діяльності виробника</b> (має включати базову інформацію про вид сертифікованої діяльності, стандарти та орган сертифікації, з якого періоду перебуває під контролем органу сертифікації, кількість площ, що знаходиться під органічним виробництвом тощо)</p>	
<p><b>Brief description of the current state</b> (production is running, stopped (why), recovery is planned (when), etc.)</p> <p><b>Короткий опис поточного стану</b> (виробництво працює, зупинено (чому), планується відновлення (коли) тощо)</p>	
<p><b>Location of the legal entity and certified areas</b> (if different)</p> <p><b>Місце розташування підприємства та сертифікованих площ</b> (якщо відрізняються)</p>	
<p><b>Total amount requested</b> (in UAH, budget to be submitted in addition)</p> <p><b>Загальна сума, що запитується</b> (у гривнях, бюджет має бути додано окремо)</p>	

- The conditions for providing support under the grant program "Support of the organic sector in Ukraine" are acquainted, in particular, on the responsibility for self-payment of taxes and fees for support received.

З умовами надання підтримки в рамках грантової програми «Підтримка органічного сектору в Україні» ознайомлені, зокрема, щодо відповідальності за самостійну сплату податків та зборів з отриманої підтримки.

Signature of the head / Підпис керівника

Date / Дата “\_\_” \_\_\_\_\_ 20\_\_ р.

**СТАМП / ПЕЧАТКА**

**Program / Програма:**  
**Phase 1 / Етап 1**

**Support of the organic sector in Ukraine / Підтримка органічного сектору в Україні**  
**Urgent support of organic producers / Термінова підтримка органічних виробників**

Name of legal entity as to the State registration  
 /  
 Назва юридичної особи згідно з  
 реєстраційними документами

No	Type of costs / Вид витрат	Number of items / Кількість одиниць	Units / Одиниця виміру	Cost per item / Вартість за одиницю	Total in UAH / Всього в грн	Comments / Коментарі
1						
2						
3						
	<b>Balance / Загалом</b>					