

Terms & Conditions

# Mentoring Project 2021



## Important Dates

**Deadline:** 28 February 23:29 CET

**Terms & Conditions:** at the end of this document (please read it!)

**Application form:** [click here](#)

IGLYO is excited to announce its **2021 Mentoring Project for Capacity Building for our Member Organisations**. IGLYO will provide mentoring and financial assistance to two Member Organisations to design and implement small projects with a capacity building function. The goal of the Mentoring Project is to provide a learning experience through practice in terms of your organisation's capacity building.

Through this call, IGLYO's smaller and younger member organisations are invited to submit simple proposals for one capacity building initiative (trainings, workshops, any other learning opportunity) and IGLYO will provide technical and financial assistance to two selected proposals by working closely with the implementing organisation. More detailed information is provided in the detailed **Terms and Conditions** following this announcement (please make sure you read it) but here are some elements to consider:

- Your organisation must be registered in a Council of Europe member state for no longer than 5 years and your 2020 annual income must not exceed Euro 200000; you must be an IGLYO member organisation;
- Your organisation must be able to appoint a volunteer Project Coordinator who will work closely with IGLYO's Programmes Department, thus increasing the capacity of your organisation to design, implement and evaluate projects and learning opportunities;
- IGLYO will cover direct expenses related to your project by paying directly these expenses and not through regranting; salary costs are not eligible. The maximum amount of the financial assistance is Euro 4000.

Please read the Terms and Conditions below and submit a proposal by filling in this [Application Form](#), **before 28 February 23:59 CET**.

If you have any questions, please write an email to Tudor, IGLYO's Programmes Manager, at [tudor@iglyo.com](mailto:tudor@iglyo.com).

## General Conditions

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IGLYO's Capacity Building Mentoring Project 2021 (MP) is an assistance for capacity building opportunity provided by the International LGBTQI Youth and Student Organisation (IGLYO) to two of its Member Organisations (MOs). It takes place over a period of maximum 9 months, which includes a number of online meetings, one visit from an IGLYO staff member and financial support for capacity building events organized by the MO. The MP is funded by the Dutch Ministry of Education Culture & Science and the Rights Equality and Citizenship (REC) programme 2014-2020 of the European Union.

By agreeing to participate in the MP, the MOs and the assigned Project Coordinator will abide by the Project and IGLYO regulations, in addition to complying with their national laws that may be relevant to their participation, such as, for example but not limited to: gathering in groups in public or private spaces, video/audio recording in public spaces, creating and visualizing content that addresses LGBTQI issues, accounting, etc.

The MP is based on a simple format:

- IGLYO launches a call for proposals within its network of MOs;
- MOs can submit proposals using the application form provided by IGLYO as part of the call; the proposals must describe an initiative that the MO will implement at national or local level, with a capacity building function;
- The initiative can have many formats, including and not limited to: trainings, workshops, meetings, as long as they have a clear capacity building function;
- IGLYO will select two proposals. At least one of the proposals must come from an MO in Central or Eastern Europe and at least one of the proposals must come from an MO registered in an EU member state, according to the funding contract between IGLYO and the donor of the MP;
- IGLYO will negotiate with the selected MOs and decide on a final version of the proposal;
- IGLYO will offer technical assistance to the two selected MOs by working with their assigned Project Coordinators to design and plan the capacity building initiatives, through regular online meetings;
- IGLYO will offer financial assistance to the two selected MOs by paying expenses directly associated with the initiative (for example: transportation, venue rental, stationery, possibly speakers' fees); IGLYO will incur these expenses directly; no money can be transferred to MOs;
- One representative of IGLYO can travel to visit the MO before or during the implementation of the initiative or events, to provide further assistance; travel expenses will be covered by IGLYO;
- After the implementation of the initiative is completed, the Project Coordinator must submit a brief report to IGLYO, with an evaluation of the benefits of participating in the MP for the MO.

The MP debuts in February 2021, with the publication for the call for proposals and finishes in November 2021 with the approval by IGLYO of the reports submitted by the MOs.



## Who Is Eligible To Participate?

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The MP is open to IGLYO's Member Organisations which will submit a complete proposal (as announced on IGLYO social media channels, on the Members' listserv and on [www.iglyo.com](http://www.iglyo.com)) and which cumulatively meet the following criteria:

- Are approved members or have been provisionally approved by IGLYO's Board but have not been ratified by the membership at the time of call;
- Have been registered as legal entities for no longer than 5 years;
- Their annual income for 2020 did not exceed Euro 200000;
- Have been involved in capacity building work in relation with LGBTQI youth issues;

Are able to designate a Project Coordinator who will maintain communication with IGLYO's Programmes team (in English) and who will work to design, implement and report the capacity building initiative as reflected by the approved proposal.

## How Will The Financial Support Be Disbursed

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IGLYO will cover the expenses directly associated with the capacity building initiative implemented by the MO. The expenses can be, for example and not limited to: transportation, venue rental, stationery, speakers/trainers fees. Other direct expenses such as salary, stipends, office long term rent, equipment, cash incentives, bonuses, cannot be covered. IGLYO and the Project Coordinator will analyse all expenses included in the proposal and IGLYO will communicate clearly to the Project Coordinator if there are ineligible expenses among them, before the final version of the proposal is agreed by IGLYO and the MO.

IGLYO will incur these expenses directly. No money can be transferred to the MO.

The maximum amount that one MO is eligible to incur expenses for is Euro 4000.

The Project Coordinator will anticipate all the eligible expenses as much in advance as possible and identify vendors, so that IGLYO has time to subcontract the vendors and pay the expenses in time for the services/goods to be delivered to the MO. IGLYO will not be responsible for delays in the delivery of services/goods to the MO if the information regarding the payment and the vendor reached IGLYO too late. IGLYO will need at least 30 days to finalise the payment from the date that MO orders the payment from IGLYO and provides the full information about the services/goods and the vendor. IGLYO will not be responsible for any delays caused by the international bank transfer, and the time of transfer for non-EU payments is difficult to predict. IGLYO and the Project Coordinator will not spare any effort to plan all the payments well in advance.



IGLYO and the Project Coordinator will share access to an Expense log which will evidence all expenses incurred by IGLYO for the MO's initiative and the remaining balance. IGLYO will create the template for the Expense log and share it with the Project Coordinator.

All the expenses will have to be done according to the Belgian law and the law of the country where the MO is based. No illegal services/goods will be purchased by IGLYO and IGLYO is not responsible if the purchase of the services/goods is not done in compliance with the national law of the country where the MO is based.

#### **Criteria For Evaluating, Selecting And Agreeing On Proposals:**



IGLYO will convene a panel which will be in charge with selecting two proposals from all the proposals received from IGLYO's MOs. Here are some of the criteria that will form the basis of the selection, but this is not an exhaustive list:

- The submitting organisations are approved members of IGLYO or have been provisionally approved by IGLYO's Board but have not been ratified by the membership at the time of call;
- Have been registered as legal entities for no longer than 5 years;
- Their annual income for 2020 did not exceed Euro 200000;
- Have been involved in capacity building work in relation with LGBTQI youth issues;
- The selected MOs must have all their membership dues and fees paid before IGLYO and the MO agree on the final proposal;
- The selected MOs must appoint a Project Coordinator who will work with IGLYO's Programmes Department on agreeing the final proposal, designing, planning, implementing and evaluating the capacity building initiative;
- One selected MO must be registered in one of the European Union member states and one selected MO must be from Central or Eastern Europe (and member of the Council of Europe);
- The proposals must meet quality criteria, such as: follow the instructions of the application form; are logical and clearly explain the relation between the problem, the solution and the results; have a realistic budget; demonstrate impact; describe the benefits that the submitting organisation will gain from participation in this project;
- The panel can contact submitting organisations and ask for clarifications regarding aspects in the proposals before a decision is made.





## Additional Limitations

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IGLYO reserves the right to adjust or shut down the project at any time on the suspicion of fraudulent participation, and IGLYO especially has the right to investigate possible misuse of money, or services/goods.

If the MO decides to cancel the initiative for reasons that are in the control of the MO and after some expenses have already incurred, the MO should make any effort to refund IGLYO the amount corresponding to the goods/services already purchased and that will not be used. Otherwise, IGLYO has the right to continue to implement the initiative even without the involvement of the MO.

If the MO decides to rescind the partnership with IGLYO and still continue to implement the initiative, IGLYO will be allowed to report on its contribution (financial and technical) to the initiative implemented by the MO, even if the MO decides to continue the implementation outside of this MP.

## Use of Personal Information

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IGLYO will collect limited personal information from the people involved in the initiatives and in the collaboration with IGLYO for the exclusive purpose of donor reporting and quantifying the results of the MP. This information might include: full ID names, email address, phone number, bank account information. This information will only be used so that the selection process if successful, by being able to contact the submitting MOs, to ask for clarifications, to negotiate the proposal and to agree on the final version of the proposal to be implemented; so that payments are made accurately and initiatives that involve participants are recorded as having taken place. IGLYO will not use this information for any publicity or promotion or further contact with the participants. However, these provisions do not impact how IGLYO can use participants' information in promotions and social media campaigns, as long as their consent is secured before promotions and social media campaigns are published.



## Privacy terms, effective date: 2021-01-01

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IGLYO aisbl ("us", "we", or "our") operates iglyo.com (hereinafter referred to as "Service").

Our Privacy Policy governs your visit to iglyo.com, and explains how we collect, safeguard and disclose information that results from your use of our Service.

We use your data to provide and improve Service. By using Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, the terms used in this Privacy Policy have the same meanings as in our Terms and Conditions.

Our Terms and Conditions ("Terms") govern all use of our Service and together with the Privacy Policy constitutes your agreement with us ("agreement").

### *Definitions*

SERVICE means the iglyo.com website operated by IGLYO aisbl.

PERSONAL DATA means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).

USAGE DATA is data collected automatically either generated by the use of Service or from Service infrastructure itself (for example, the duration of a page visit).

COOKIES are small files stored on your device (computer or mobile device).

DATA CONTROLLER means a natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed. For the purpose of this Privacy Policy, we are a Data Controller of your data.

DATA PROCESSORS (OR SERVICE PROVIDERS) means any natural or legal person who processes the data on behalf of the Data Controller. We may use the services of various Service Providers in order to process your data more effectively.

DATA SUBJECT is any living individual who is the subject of Personal Data.

THE USER is the individual using our Service. The User corresponds to the Data Subject, who is the subject of Personal Data.

### *Information Collection and Use*

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

#### *Personal Data*

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- 0.1. Email address
- 0.2. First name and last name
- 0.3. Phone number
- 0.4. Address, Country, State, Province, ZIP/Postal code, City
- 0.5. Cookies and Usage Data

We may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link.

#### *Usage Data*

We may also collect information that your browser sends whenever you visit our Service or when you access Service by or through any device ("Usage Data").


This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access Service with a device, this Usage Data may include information such as the type of device you use, your device unique ID, the IP address of your device, your device operating system, the type of Internet browser you use, unique device identifiers and other diagnostic data.

#### *Location Data*

We may use and store information about your location if you give us permission to do so ("Location Data"). We use this data to provide features of our Service, to improve and customize our Service.

You can enable or disable location services when you use our Service at any time by way of your device settings.



## Privacy terms, effective date: 2021-01-01

### *Tracking Cookies Data*

We use cookies and similar tracking technologies to track the activity on our Service and we hold certain information.

Cookies are files with a small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Other tracking technologies are also used such as beacons, tags and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- 0.1. Session Cookies: We use Session Cookies to operate our Service.
- 0.2. Preference Cookies: We use Preference Cookies to remember your preferences and various settings.
- 0.3. Security Cookies: We use Security Cookies for security purposes.

### *Other Data*

While using our Service, we may also collect the following information: sex, age, date of birth, place of birth, passport details, citizenship, registration at place of residence and actual address, telephone number (work, mobile), other data.

### **5. Use of Data**

IGLYO aisbl uses the collected data for various purposes:

- 0.1. to provide and maintain our Service;
- 0.2. to notify you about changes to our Service;
- 0.3. to allow you to participate in interactive features of our Service when you choose to do so;
- 0.3. to provide customer support;
- 0.4. to monitor the usage of our Service;
- 0.5. to detect, prevent and address technical issues;
- 0.6. to fulfil any other purpose for which you provide it;
- 0.7. to provide you with email instructions, etc.;
- 0.8. to provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information;

### **6. Retention of Data**

We will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

We will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

### **7. Transfer of Data**

Your information, including Personal Data, may be transferred to – and maintained on – computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ from those of your jurisdiction.

If you are located outside Belgium and choose to provide information to us, please note that we transfer the data, including Personal Data, to Belgium and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

IGLYO aisbl will take all the steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to another organisation.

### **8. Disclosure of Data**

We may disclose personal information that we collect, or you provide:

- 0.1. Disclosure for Law Enforcement.

Under certain circumstances, we may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities.

- 0.2. Other cases. We may disclose your information also:

- 0.2.1. to fulfill the purpose for which you provide it;
- 0.2.2. with your consent in any other cases;

### **9. Security of Data**

The security of your data is important to us but remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.



#### **10. Your Data Protection Rights Under General Data Protection Regulation (GDPR)**

If you are a resident of the European Union (EU) and European Economic Area (EEA), you have certain data protection rights, covered by GDPR.

We aim to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please email us at [tudor@iglyo.com](mailto:tudor@iglyo.com).

In certain circumstances, you have the following data protection rights:

- 0.1. the right to access, update or to delete the information we have on you;
- 0.2. the right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete;
- 0.3. the right to object. You have the right to object to our processing of your Personal Data;
- 0.4. the right of restriction. You have the right to request that we restrict the processing of your personal information;
- 0.5. the right to data portability. You have the right to be provided with a copy of your Personal Data in a structured, machine-readable and commonly used format;
- 0.6. the right to withdraw consent. You also have the right to withdraw your consent at any time where we rely on your consent to process your personal information;

Please note that we may ask you to verify your identity before responding to such requests. Please note, we may not be able to provide Service without some necessary data.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

Our Policy on "Do Not Track" Signals:

We honor Do Not Track signals and do not track, plant cookies, or use advertising when a Do Not Track browser mechanism is in place. Do Not Track is a preference you can set in your web browser to inform websites that you do not want to be tracked.

You can enable or disable Do Not Track by visiting the Preferences or Settings page of your web browser.

#### **11. Analytics**

We may use third-party Service Providers to monitor and analyze the use of our Service.

#### **12. Links to Other Sites**

Our Service may contain links to other sites that are not operated by us. If you click a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

#### **13. Children's Privacy**

Our Services are not intended for use by children under the age of 18 ("Child" or "Children").

We do not knowingly collect personally identifiable information from Children under 18. If you become aware that a Child has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from Children without verification of parental consent, we take steps to remove that information from our servers.

#### **14. Changes to This Privacy Policy**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

#### **15. Contact Us**

If you have any questions about this Privacy Policy, please contact us by email: [tudor@iglyo.com](mailto:tudor@iglyo.com).

*This Privacy Statement was created for iglyo.com by PolicyMaker.io on 2020-07-15.*

