



Office of the Regional Government of Tyrol  
External Relations

**International Cooperation**

**International Humanitarian Aid**

**Development education and awareness raising**

**Funding guideline of the Regional Government of Tyrol**

## 1. Objective

The privilege of living in a country that is ecologically, socially, and economically secure is granted only to a small percentage of the world's population. Austria is among the 20 richest states in the world, and Tyrol is one of the most prosperous regions in Europe. Although there is both visible and hidden poverty in Tyrol, the Region of Tyrol wants to show solidarity with people and countries in the Global South\* and to share its prosperity.

Since the 1960s, the Region of Tyrol has been continuously expanding its engagement for solidarity within International Cooperation (IC), International Humanitarian Aid (IHA), and Development Education and Awareness Raising (DEAR). The Region of Tyrol has proven to be a reliable and financially impactful partner far beyond its regional borders. The Tyrolean regional budget provides funds for this purpose annually from various budgetary sources.

In this endeavour, the Region of Tyrol is guided by the global goals for sustainable development on an ecological, economic, and social level (Sustainable Development Goals / Agenda 2030) of the United Nations, the Paris Declaration on Aid Effectiveness, as well as by the fundamental documents on International Cooperation of the European Union and the Republic of Austria.

The goal behind the Region of Tyrol's funding is to make a visible contribution to the development of the world community. On the one hand, this includes shaping living conditions and future prospects in the countries of the Global South to make them fairer in terms of asocial, ecological, and societal, in particular feminist, transformation. On the other hand, this also encompasses strengthening the people in those countries and providing rapid humanitarian assistance in the event of disasters or other unforeseen events. Furthermore, the Tyrolean public's awareness of people in the disadvantaged countries of this world should be increased through development policy information and educational work, and a process of mutual learning should be initiated.

Concerning concrete implementation, the Region of Tyrol contributes via its own strengths and experiences. In partnership with initiatives and organisations of civil society, educational institutions, and committed entrepreneurs, as well as in a cross-border harmonised manner within the framework of the European Region Tyrol – South Tyrol – Trentino, the Region of Tyrol supports and directly implements forward-looking and innovative projects in countries of the Global South in a results-oriented way.

## 2. Principles

The IC of the Region of Tyrol is committed to the fundamental values of anti-discrimination, humanity, neutrality, impartiality, independence, and transparency. The projects supported fulfil the standards of effectiveness, sustainability, gender equality, inclusion, and mutual accountability of all parties involved in the cooperation.

During the implementation of the projects, a partnership-based approach on an equal footing is pursued. People in the Global South are actively involved in the design and implementation, as they have the best knowledge of their problems and challenges and the possible solutions. Accordingly, the substantive leadership and ownership lie with the partners in the Global South,

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\* The term Global South is not to be understood geographically. Here, a country of the Global South is a society, politically, and economically disadvantaged state. The Development Assistance Committee (DAC) of the Organisation for Economic Co-operation and Development (OECD) periodically defines which countries are eligible to receive development cooperation funds. The so-called DAC list of recipient countries is continuously updated and published on the OECD website.

which also strengthens them in building and aligning their capacities and institutions during the process of project implementation.

The Region of Tyrol offers differentiated funding instruments in order to professionally support both financially smaller and larger projects. In doing so, the Region of Tyrol acts as an active donor by setting substantive priorities both through calls for the submission of projects and through independently and directly implemented projects in the Global South. IC projects are, in principle, funded only in countries of the Global South, as designated in the DAC list of the OECD.

The IC funded by the Region of Tyrol is a learning system. Evaluations of projects are a regular component. Reflection on the funding instruments also takes place at regular intervals, resulting in corresponding adaptations and further development of the funding guideline. Therefore, events for exchange and networking of applicants are also offered, and their professionalisation is supported through training. Further central pillars of the IC of the Region of Tyrol are the raising of awareness about global developments and international relations, as well as Global South-North as well as South-South exchanges.

### **3. Funding instruments**

#### **3.1 IC donation matching**

The Region of Tyrol supports group initiatives, e.g. from associations, educational institutions, or religious communities, as well as individual initiatives, e.g. birthday campaigns or charity events, that support IC projects in countries of the Global South, by matching the donation amount collected in this way. For a matching of donations, a donation amount of at least 1,000 euros must be raised; the maximum funding amount is 4,000 euros.

Only one grant per applicant and project partner per calendar year will be awarded. Funding applications must be submitted at any time throughout the year.

#### **3.2 Funding of Tyrolean IC projects without priority-setting**

For such projects, the general strategic foundations of IC apply; however, the Region of Tyrol does not set thematic or regional priorities for this funding instrument. The amount of funding ranges between 10,000 euros and 20,000 euros per project, with a maximum duration of two years.

Funding applications must be submitted by the deadlines of 30 April 30 and 31 October of each year. Projects submitted after the deadline will not be considered.

#### **3.3 Funding of Tyrolean IC projects with priority-setting**

The Region of Tyrol publishes once per year, on 1 June, a call for the submission of projects with thematic and/or regional priority on its website. For this purpose, the Region of Tyrol sets priorities in areas where particular regional expertise exists, such as renewable energy, nature conservation, tourism, mountain and organic agriculture, water supply, wastewater disposal, natural hazard management, dual education, and inclusion. The thematic priorities are linked with the projects of Development Education and Awareness Raising (DEAR) and with the theme of the Tyrolean Development Day. The amount of funding ranges between 20,000 euros and a maximum of 100,000 euros per project, with a duration of at least one year and at most three years.

The mandatory standards concerning applications, reports, accounting, compliance, and communication measures are set at a higher level for this funding instrument.

Funding applications must be submitted following the corresponding call until September 1. Projects submitted after the deadline will not be considered.

### **3.4 International Humanitarian Aid**

International Humanitarian Aid (IHA) includes services aimed at the immediate alleviation of acute distress caused by an unforeseeable event (e.g. natural disasters, political instability, war, pandemics). In such cases, the Region of Tyrol ensures, following a short-term call for project submissions, the rapid provision of aid through recognised international organisations or through regional civil and disaster protection forces, according to the budgetary funds made available specifically for this purpose by the Regional Government or the Regional Parliament. If necessary, IHA may also be provided to countries not listed in the DAC list.

### **3.5 Development Education and Awareness Raising**

Through digital media and traditional media work, the Region of Tyrol informs the public about activities in the field of IC and their effectiveness.

The Region of Tyrol organises events, such as the annual Tyrolean Development Day, for experts, stakeholders, and the broader public interested in IC, and offers training courses for the qualification and networking of applicants and actors.

The Region of Tyrol provides funding for civil society projects concerning DEAR, as well as for initiatives focused on North–South and South–South exchange.

Funding applications must be submitted by the deadlines of April 30 and October 31 of each year.

## **4. Applicants**

Applicants must be legal entities, and the planned measures must fall within their statutory objectives and their actual business activities. Applications for the funding instrument 3.1 may, by way of exception, also be submitted by natural persons.

Applicants are obliged to comply with the Code of Conduct for compliance in International Cooperation established by the Region of Tyrol.

## **5. Project partners**

For all funding of IC projects, cooperation with an officially registered local organisation as a project partner in the target country is a prerequisite. The task of the project partners is the proper implementation of the project on site.

For projects of International Humanitarian Aid (IHA) and Development Education and Awareness Raising (DEAR), a project partnership in the target country is not a prerequisite for funding.

## **6. Funding applications and funding requirements**

Funding is granted only on the basis of written applications using the prescribed templates. The applications must be submitted in digital form from the official e-mail address of the applicants to the Region of Tyrol.

Funding will be granted if the applicants

- a. and/or project partners can demonstrate a connection to Tyrol

- b. contribute at least 10% of the approved costs from their own funds
- c. allow the Region of Tyrol to carry out inspections of the funded project by reviewing all related invoices, payment records, and other documents, as well as through on-site visits, and provide the necessary information
- d. provide complete information on intended, ongoing, or completed funding applications for the same project to other legal entities or offices
- e. oblige the project partners to obtain at least two comparative offers for expenditures exceeding 2,000 euros
- f. undertake to submit to the Region of Tyrol, within three months after the end of the project, a final report on the implementation of the project, and, in the case of projects under funding instrument 3.3, also annual progress reports
- g. undertake to submit to the Region of Tyrol, within three months after the end of the project, a statement of use of the grant funds in a consolidated financial report including digitised invoices and payment records or an officially certified audit

Only those costs will be recognised which comply with the principles of parsimony, efficiency, and ecological, economic, and social sustainability, and which are directly related to the implementation of the project.

Subject to these principles, the following costs are recognised:

- a. Operating costs in the target country, provided these do not constitute the majority of the project
- b. Investment costs (e.g. for construction, equipment, machinery), provided these do not constitute the majority of the project
- c. Activity costs (e.g. expenses for goods and materials, training)
- d. Costs for personnel directly entrusted with the implementation of the project on site, corresponding training and continuing education costs, as well as costs for engaged experts from the target country and audit costs

The following costs will in any case not be recognised:

- a. Costs for project support by the applicants (e.g. for project trips, salaries, fees)
- b. Costs for the purchase of high-tech systems for which regular maintenance cannot be ensured
- c. Costs for projects whose benefits do not directly or indirectly serve a community but only individual persons
- d. Costs for the realisation of religious or church facilities and activities that are intended exclusively for spiritual and pastoral purposes
- e. Costs for the transport of used clothing, furnishings, foodstuffs, and new or used machinery from Tyrol to the target country, if such goods can be procured locally in equivalent quality and at comparable cost
- f. Costs that are considered unnecessary or inappropriate in view of the project's objectives
- g. Costs that are not clearly defined (e.g. possible expenses, unforeseen costs, exchange rate fluctuations, bank fees)
- h. Costs for initiatives that serve the organisation's fundraising activities
- i. Costs for public relations work in Tyrol

## **7. Funding Approval and Processing**

The Region of Tyrol is committed to transparency, traceability, and professionalism in the processing of grants. For each grant, binding templates for applications, reports, and financial

statements, as well as corresponding guidelines, are available on the website of the Region of Tyrol.

Funding decisions for funding instrument 3.1 are made six weeks after submission, and for funding instruments 3.2, 3.3, and 3.4, six weeks after the respective submission deadlines.

The funding decisions are made by a three-member IC committee – consisting of employees of the organisational unit of the Region of Tyrol responsible for IC, IHA, and DEAR matters – based on the published evaluation criteria using a points system. Funding decisions regarding funding instrument 3.3 must –after obtaining additional external expertise, if necessary – be submitted to the Regional Government for approval.

The approval of funding is issued in writing and may include additional conditions and requirements. Substantial changes to the funded project require prior written approval by the Region of Tyrol.

In-depth evaluations must be planned for projects under funding instrument 3.3.

The granting and disbursement of funds shall take place within the limits of the budgetary resources available for this purpose in the regional budget. There is no legal entitlement to the granting of funding.

## **8. Reporting and Accounting**

The grant funds must be used for the intended purpose, and this must be proven within three months after completion of the project in accordance with the templates available on the website of the Region of Tyrol. For this purpose, the following documentation must be submitted electronically from the official e-mail address of the applicants:

- a. Narrative final report including photos and proof of the use of the Region of Tyrol's logo
- b. Overall financial report with digitised invoices and payment records, or – for funding instruments 3.3 and 3.4, in any case mandatory – an officially certified audit. The original invoices and other original documents must be kept available for random on-site inspections and must be appropriately marked (e.g. by means of a stamp) to prevent unauthorised multiple funding.

## **9. Repayment**

Grants already disbursed must be repaid in full or in part if

- a. funding was obtained on the basis of incorrect or incomplete information
- b. a funded measure was not carried out or not carried out in time
- c. funding was used for purposes other than those intended
- d. an inspection was refused or obstructed
- e. a condition or requirement prescribed in the funding approval was not fulfilled
- f. reporting and accounting were not submitted on time or were incomplete

Statutory default interest is also owed from the date the funds were transferred. Furthermore, the Region of Tyrol is entitled to claim compensation for financial damages in cases of serious non-compliance with the agreements.

The same applies if the grant funds are not transferred to the project partners on site within the project period for reasons attributable to the applicants (e.g. inactivity, delay, impossibility of carrying out the project).

## **10. Visibility**

The regulations concerning visibility in connection with funding provided by the Region of Tyrol are set out in the “*Guideline on Visibility*” and must be observed accordingly. In addition, funding recipients must present their projects in brief form on the website of the Region of Tyrol and name the Region of Tyrol as the funding provider in all communication measures.

## **11. Control**

Grants are monitored to ensure their use for the intended purpose. This involves verifying whether the funded measures have been properly implemented and whether prescribed conditions and requirements have been met.

The control of the proper use of the granted funds shall be carried out by examining the relevant original invoices and other original documents and, insofar as this is possible, reasonable, and proportionate, by means of random on-site inspections (local inspections). The intensity of such random on-site inspections is determined by the potential risk of misuse of the grant funds and the principle of proportionality. A local inspection may also be carried out by a person or organisation commissioned by the Region of Tyrol but does not need to be conducted in cases where equivalent controls by other institutions are ensured.

A report must be prepared for each local inspection, which must contain the following information: date and place of inspection, subject of the grant (brief description of the funded project), amount of the granted funding, details of what was inspected (e.g. funded project, invoices, other documents), deviations of the executed project from the funding approval, other identified deficiencies including the need to verify the rectification of such deficiencies, other facts relevant to the funding, duration of the inspection, and the name and signature of the inspecting person.

## **12. Data Protection Provisions**

Pursuant to Article 6 paragraph 1 of the General Data Protection Regulation (GDPR), the Region of Tyrol is authorised to process the personal data or data of the categories mentioned below that are necessary for determining the conditions for granting or revoking funding, for processing the funding, for securing the repayment of unduly received funding, as well as for reviews to prevent double or excessive funding: name, registered office, telephone and fax number, e-mail address, and bank details of the applicants, as well as all supporting documents required for the assessment of the funding application, for the implementation of the funded project, and for the financial audit. The provision of personal data is necessary for the purposes mentioned above; if such data is not provided, the funding cannot be granted or already granted funding may have to be repaid. The retention period for the data is seven years after the final disbursement.

The processing of personal data is based on (pre-)contractual measures, the funding approval, or the funding agreement (Article 6 paragraph 1 letter b GDPR). The controller responsible for data processing is the Office of the Tyrolean Regional Government. The data protection officer can be contacted at [datenschutzbeauftragter@tirol.gv.at](mailto:datenschutzbeauftragter@tirol.gv.at) (for data protection information of the Region of Tyrol, see <https://www.tirol.gv.at/buergerservice/datenschutz/>).

With regard to personal data, data subjects have the right to access such data, as well as the right to rectification, deletion, or restriction of processing. Furthermore, there is a right to lodge a complaint with the Data Protection Authority.

### **13. Disclosure of Personal Data**

In accordance with § 3 of the Tyrolean Funding Transparency Act, LGBl. No. 149/2012 as amended, personal data regarding disbursed grants are transmitted to the Regional Parliament and published on the website of the Region of Tyrol for a period of two years. To safeguard the legitimate interests of the Region of Tyrol, particularly to prevent double or excessive funding, the personal data processed in the course of grant administration are transmitted to the federal transparency database in accordance with Article 6 paragraph 1 letter f GDPR.

The Tyrolean Regional Government is also obliged to collect data for the OECD concerning international development financing and to transmit these data to the Austrian Federal Ministry for European and International Affairs for statistical purposes.

Furthermore, it is pointed out that, within the scope of financial audits, the Court of Audit pursuant to § 3 of the Court of Audit Act, Federal Law Gazette No. 144/1948 as amended, as well as the Tyrolean Court of Audit pursuant to § 5 of the Tyrolean Court of Audit Act, LGBl. No. 18/2003 as amended, are authorised to request and examine all information, files, and other documents deemed necessary from all offices, enterprises, other institutions, and legal entities within their auditing competence. The audit reports of the Court of Audit and the Tyrolean Court of Audit are published after parliamentary deliberation.

The name of the applicants or their designation including the legal form, the subject of the funding, as well as the type and amount of the funding may also be included in reports on the allocation of grants and published in this way.

### **14. Disputes**

For disputes arising from the legal relationship forming the basis of the funding, the place of jurisdiction shall be Innsbruck.

### **15. Entry into Force**

This funding guideline enters into force on 01.01.2022. At the same time, all previous funding guidelines applicable in the field of International Cooperation cease to be in force. Projects already approved as well as funding applications submitted at the time this guideline enters into force will be processed according to the previously applicable guidelines.