



Fund 2025 Europamundo Foundation

Participation Bases

	Page
Mission	3
Objective	3
Bases:	
First - Evaluation criteria. Projects and initiatives selection	4
Second - Application procedure, evaluation of proposals for donation of resources and monitoring.	9
Third - Concession procedure and project deadlines.	11
Fourth – Assessment and Evaluation Commission.	12
Fifth – Monitoring and evaluation of the destination of donations.	12
Sixth – Volunteering.	13
Seventh – Communication.	14
Eight – Certification.	15
Data protection law	15

MISSION

The 2025 Fund of the Europamundo Foundation (FEM, its acronym in Spanish) has as a mission the development of Responsible Tourism to guarantee long-term sustainability giving priority to the optimal use of environmental resources, respect for the socio-cultural authenticity of the host communities and ensure the viability of long-term economic activities that report to all agents well-distributed socio-economic benefits contributing to poverty reduction

OBJECTIVES

This 12th call of the Fund of the FEM is eminently social and is aimed at supporting activities improving the living conditions of people collaborating in the creation of a more sustainable, diverse and tolerant world.

It is in the general interest of the FEM to carry out social action activities and international cooperation for development in areas and sectors of the population, especially vulnerable in Spain and other countries, mainly in Europe, the Middle East, Africa, Southeast Asia, Latin America and North America, and the promotion of sustainable human development. Also, the actions that contribute to promote and improve the impact of sustainable and responsible tourism. As well as projects focused on promoting coexistence between different cultures, for a more tolerant and diverse world.

These bases detail the requirements and criteria that the 2025 FEM Fund Assessment Commission will use for the granting of financial aid to the different projects that are presented. **The amount that the 2025 Fund has for this purpose will be € 310,000**

The Funds come from an economic contribution made by Europa Mundo Vacaciones S.L.U. (EMV, *its acronym in Spanish*).

The Assessment Commission formed at the request of the President of FEM, will be responsible for selecting, among all the projects received, the beneficiaries of the 2025 FEM Fund.

BASES

FIRST. - EVALUATION CRITERIA. PROJECTS AND INITIATIVES SELECTION

Beneficiaries

- ❖ **The FEM Call for funding will be primarily aimed at projects related to sustainable and responsible tourism,** which demonstrate special relevance in the pillars of sustainability and community development, as a factor of the communities' development of where it is addressed, to other cultures to make a more diverse and tolerant world. ***Projects aimed at improving people's living conditions will also be valued.***
- ❖ **FEM will give special priority to the projects submitted and co-financed by stakeholders and partners close to EMV, and those that are developed in all countries where Europa Mundo Vacations is present, including countries where it markets and distributes its product, that is, Latin America and North America, Europe, Russia, the Middle East, Africa, Asia or Oceania,** as well as the communities where tourism is focused on, as a development factor and with clear benefits for the communities. This will also give priority to migrant groups from mentioned countries in vulnerable situation. Projects developed in other countries not linked to Europa Mundo Vacations will not be ruled out.

NGOs summoned

- ❖ The organizations responsible for managing the projects must be **NGOs** (non-profit entities such as association, foundation, mutual, cooperative, congregations or religious entities) or **Social or Environmental Companies**, (indicating in their statutes a social or environmental purpose of their projects) of local, national or international level, **preferably in countries where Europa Mundo Vacaciones is present for one reason or another.**
- ❖ **The NGO submitting the project must be endorsed by a collaborator from Europa Mundo Vacations.** A collaborator is understood to be any natural person related to EMV as a customer, supplier, employee, family member or passenger, or **any other NGO invited specifically by FEM due to the characteristics of the entity or the projects it carries out.**
- ❖ NGOs can participate independently or collaborating with other organizations (such as public or private schools, associations of parents

of students, etc.). In any case, all entities must be non-profit or have a social or environmental purpose.

- ❖ The size of the organization is an evaluable criterion. Priority will be given to NGOs of small size up to € 1 million of their annual budget. Information proving to have sufficient solvency to develop projects in their scope of action may be requested. The participation in the Transparency or Good Practices Guide of a prestigious national body or an organization corresponding to the origin country of the organization will be positively valued.
- ❖ NGOs can participate even if they have already been beneficiaries in previous editions and the follow-up report and final report have been approved. ***The NGOs can have two projects at the same time being executed financed by the FEM, in case the follow-up report has been sent and the project in progress is about to be finished.***

Amount of aid for project funding.

The amount of the project to be financed by FEM will never exceed € 40,000, this will be the maximum amount to be financed. The Commission may assess the feasibility and general interest of financing import projects above the fixed one.

Project definition.

Responsible, sustainable and solidarity tourism projects will be assessed very positively (See the evaluation criteria). See the definition of UNWTO Sustainable Tourism:

<https://www.unwto.org/sustainable-development>

Requirements for Non-profit Entities (NGOs)

- Be legally constituted and registered in the corresponding registry.
- To have a structure and enough capacity to manage the selected project, according to the memory of the organization, and accreditation of experience, and necessary operational capacity.
- To have express purposes, according to its statutes, the realization of activities aimed at improving the living conditions of people, collaborating in the creation of a more sustainable, diverse and tolerant world.
- It will be valued to have a demonstrable experience of at least two years in social or environmental projects, although it will not be a reason for exclusion.

- **NGOs must provide the following documentation:**
 - a) Basic information of the NGO, and of the counterpart if it exists.
 - a. ***Copy of the entity's registration in the corresponding registry.***
 - b. ***If they exist, the annual accounts for the last fiscal year 2024 will be provided.***
 - c. The Assessment Commission may require the annual accounts of other years, together with the audit report if applicable, and the economic and activity report.
 - b) **Templates: “Form 1 – FEM 2025 Fund Application” and “Form 3 – Budget,” as well as the name of the EMV collaborator who endorses the organization and its project. Forms 1 and 3, which are mandatory, must be submitted online, and Form 2 (with additional project information) may be requested only if required by the Evaluation Committee.**
 - c) **Presentation video of the organization and the project being submitted. Maximum length of 5 minutes, in MP4 or MOV format, up to 65MB.**
- **Projects that are not submitted with the templates** “application form 1 Application for 2025 FEM fund” and “application form 3 Budget of the 2025 FEM project” (attached with the bases), **as well as the content required in the templates and the EMV collaborator name, will not be evaluated.**

Funding

- The Commission under the direction of the FEM will initially allocate an economic endowment of **€ 310.000** that will be distributed among several projects. In case of the submitted projects do not present the minimum requirements or do not follow the bases of the 2025 FEM Fund, the Assessment Commission will detail the amount of the fund that is not finally destined to the financing of projects and will propose the return to Europa Mundo Vacaciones, S.L.U., or the destination to a special fund for special situations, emergency or projects outside the call.
- Projects that can be financed with the donation made by 2025 FEM Fund and projects developed from the beginning to the end also with the contribution to the NGOs and / or its counterpart will have preference.

- The NGO will be requested to reformulate the projects presented, in order to better adapt to the Fund's bases or in the event that the total amount requested is not subsidized.
- All funds and donations given by FEM to the organizations must be fully allocated to the projects for which they were requested, and the NGOs must document it.

Projects

- **Each NGO is allowed to submit a maximum of two projects.** In this case, the NGO can only benefit from a single financial endowment or funding.
- If the collaborators presenting the project belong to the Assessment Commission, they cannot evaluate the project presented by them.
- If several NGOs are presented as a consortium, one of the entities must lead the project and will be the entity responsible for its execution and economic management.
- The project execution period may last up to 12 months.
- **IMPORTANT: Entities will be requested to inform in writing the starting date of the project for the first payment and proper follow-up).**
- New or already initiated projects can be submitted, as long as they are financed with the contribution of FEM
- The Fund Assessment Commission reserves the right to reject specific proposals for:
 1. **Do not include the two required forms and their content.**
 2. **Submit the documentation after the deadline.**
 3. Form defects
 4. Because of the nature of the projects or the use of the funds, etc
- The documentation submitted for the call will be confidential. Documentation regarding projects that are not subsidized may be withdrawn by the NGO within two months of refusal notification of the aid, not being the FEM and its Commission obliged to custody it after that period.

QUANTITATIVE VALUATION CRITERIA AND ITS SCORE.

The assessment and scoring, up to a maximum of 100 points, will be carried out according to the following criteria:

1. Assessment criteria and weighting them, of the REQUESTING ENTITIES up to a maximum of 15 points.

- 1.1. Age and management capacity of the entity (up to 3 points).
- 1.2. Experience of the entity in the realization of projects (up to 3 points).
- 1.3. Small entities with annual revenues of less than €0.5 million (up to 3 points).**
- 1.4. *Entity whose statutes, purposes, activities and objectives are aimed at the tourism sector, as well as migrant populations (up to 2 points).*
- 1.5. Financing. The financing obtained from other institutions and their ability to mobilize financial resources from other public or private entities (up to 2 points) will be valued.
- 1.6. Volunteering: It will be valued that the entity has a relevant number of volunteers for the development of its projects (up to 2 points).

2. Assessment criteria and weighting of the REQUESTED PROJECTS up to a maximum of 85 points.

- 2.1. Project description. The description made, regarding the realization of activities, technical, personal and material resources, which the entity allocates to the development of the project, objectives, coherence of the results, will be considered (up to 15 points).
- 2.2. Adequacy of resources: calculation of resource efficiency (up to 4 points).
- 2.3. Project justification. It will be considered that the project presents a clear and concrete foundation of its need (up to 6 points).
- 2.4. Budget. The adequacy, concretion and adjustment between the different concepts of project expenditure, and when necessary, the average cost per beneficiary will be taken into account. (up to 7 points).
- 2.5. Project financing. It will be assessed that the project has obtained public or private co-financing, especially those presenting own funding (up to 5 points)
- 2.6. Projects that are aimed at responsible, sustainable and supportive tourism, as well as on migrant populations, such as refugees or economic immigrants, will be especially valued (up to 6 points).**
- 2.7. Innovative aspects. It will be valued that the content of the project adapts to the priorities and contemplates innovative aspects (up to 3 points).
- 2.8. Continuity projects Those projects that, having received the aid in previous calls, have obtained satisfactory results, assessing their sustainability and continuity in time even after the aid is withdrawn, will be assessed (up to 5 points).**

2.9. Volunteering. The participation of volunteer staff in the development of the project and “on the ground”, will be valued (up to 9 points).

2.10 Countries. Priority will be given to projects from countries linked to EMV (up to 5 points).

2.11 Stakeholders. To be presented by a Tour Operator, Client, Supplier, Partner, Passenger or Collaborator of EMV, (up to 10 points).

2.12 Stakeholders. Because the project is co-financed by a Tour Operator, Client, Supplier, Partner or Collaborator of EMV, (up to 5 points)

2.13. Contribution to projects and initiatives of the Europamundo Foundation. Entities that collaborate with other projects or initiatives of Europamundo or the Europamundo Foundation will be valued (up to 5 points).

The Assessment Commission may also apply qualitative criteria, complementing the quantitative criteria for the selection of those projects that we understand are important, necessary or sustainable in time for the FEM.

In the case of a similar valuation between two or more projects, the Assessment Commission may make its decision based on the qualitative criteria it estimates appropriate.

SECOND. APPLICATION PROCEDURE, EVALUATION OF PROPOSALS FOR DONATION OF RESOURCES AND FOLLOW-UP.

In accordance with the established requirements, interested NGOs or collaborators must follow the following steps:

- **VERY IMPORTANT:** To facilitate the project formulation, the following templates must be completed online: Form 1 “FEM Fund 2025 Application” and Form 3 “Budget”. The online form can be found on the website:

<https://fundacioneuropamundo.org/en/2025-call>

Form 2 “FEM Fund 2025 Project Description” will be requested before December 1st in case we need additional information for the project evaluation.

- **A video presentation of the organization and the submitted project must be sent, explaining why the project should be selected. Maximum duration:5 minutes, in MP4 OR mov FORMAT, UP TO 65mb.**
- **Submit proposals within the established deadlines: from September 5 to October 3, 2025.** After that date, the projects will not be accepted

- ***VERY IMPORTANT: The organizations or entities applying must respond to the demands of the Assessment Commission in the event that it decides to request extension or explanation of the information on the submitted project or the presence of a representative of the organization to defend its proposal / project in front of the members of the Commission.***
- In order to expand the information, the FEM Fund Assessment Commission 2025 may request the preselected entities to send the following documentation that will be required, (a, b, and e), and optional (c and d).
 - a. Copy of the statutes.
 - b. Copy of the tax ID.
 - c. Proof of conformity to the submission of the request by the board of directors, board of trustees or equivalent governing body.
 - d. Signed declaration of commitment from the project manager.
 - e. Annual accounts for the last financial year, together with the audit report if applicable, and economic and activity report.
- Participants will have a maximum of seven calendar days from the date of communication to send the requested documentation. Admitting the sending by email.
- The contribution will be delivered in the manner decided by the Commission in each case, and with the degree of dissemination and public or private dimension determined in each case.
- The FEM assumes no responsibility or obligation to reimburse for the expenses incurred by donor applicants as a result of submitting their applications.

Obligations of the beneficiary NGOs.

- The NGOs benefiting from the 2025 FEM Fund must facilitate the verification of the implementation and management of the project to the members of the Assessment Commission or the representatives they designate, as well as provide them with the technical and economic information required for monitoring purposes and evaluation.

VERY IMPORTANT: It will be done through:

- **Progress report, following the provided template, to be submitted halfway through the project period, including the invoices for expenses incurred up to that point. In addition, from the start of the project implementation, graphic material of the projects must be sent monthly.**
- **Final report, following the provided template, to be submitted within one month after the project's completion date,**

including the justification of the executed budget through the submission of invoices for the expenses incurred.

- In the dissemination of the project or the activities financed, it must be expressly stated that they are carried out with financing from the 2024 FEM Fund, including the logo. **The NGO must include the logo of the FEM and inform about the economic collaboration in all the informative and documentary material generated within the funded project, both in logos, paper and digital documents. Failure to comply with this requirement will generate the immediate revocation of the aid.**

THIRD. GRANT PROCEDURE AND PROJECT DEADLINES.

- The concession procedure will be by comparing the applications submitted within the established term and the bases of the fund with a priority criterion between them, and those that have obtained the highest score will be awarded, according to the valuation criteria established in the bases of the fund.
- At the request of the Assessment Commission, it may be required to have as much information as it deems necessary in order to facilitate the best evaluation of applications.
- **The deadline for submitting the project documentation is until October 3, 2025.** If the project does not collect all the required data and documentation, it will be requested to be corrected within 15 calendar days of the communication. If you do not present it, your request will be withdrawn, and the project will not be evaluated.
- **The Project Assessment Term will be until January 31, 2026.** Between February 1, and February 10, 2026 the denial or approval of the project will be communicated, being 10 days for the acceptance of the economic support and the reform in its case, (or because the full amount is not given or there is some requirement of the 2025 FEM Fund Assessment Commission regarding the content of the project).
- Approval or denial will be communicated by email. And if the reformulation is not the one required by the Assessment Commission; the denial will be communicated.
- Once the financial aid is accepted, an acceptance letter will be sent, **which will be signed by the legal representative of the entity** and sent through the online platform or by email to fundacion@europamundo.org, together with an informative document "project phases", **as well as a list of the requirements to consider throughout the development of the project.**

- The payment of the first 50% for the project will be made within one month from the communication of the start of the project. The second 50% payment, will be in the middle of the project period. ***It will be required a detailed monitoring report of the project, with sources of Verification of the activities carried out and their compliance through the assigned indicators, in addition to the invoices of the expenses incurred so far***, and after acceptance by the Assessment Commission. After verification within a maximum period of 15 days, the second 50% will be delivered. **Progress report template and final report will be sent.**
- The Commission may assess the possibility of paying 100% of the project at the beginning, when it considers that the reasons it deems appropriate, such as a reduced amount, the period of execution of the project less than 6 months, or for the characteristics of the project, among other reasons. In general, the payment of 100% of the project at the beginning is being made in projects financed under € 10,000.

FOURTH. EVALUATION AND ASSESSMENT COMMISSION.

The Commission will initially consist of a minimum of 5 member belonging to the staff of Europa Mundo Vacaciones S.L.U., being able to count on the advice of people and expert entities in the third sector or in the matter of the project itself, as well as independent members of the countries where the project is developed.

The members of the commission will carry out an exhaustive analysis of the projects received, observing whether they follow the bases of the fund, assessing the suitability and technical feasibility of the initiatives, according to the valuation criteria, and carrying out continuous monitoring, and compliance with the beneficiary project throughout its development.

The Commission will be exhaustive in the analysis of the viability of the project, its sustainability, assessing the continuity over time of the positive effects generated with the intervention even after the aid has been withdrawn.

The Commission will select the projects in order of scoring, although it may prioritize a project by its special characteristics, and/or because they are presented or co-financed by partners close to EMV.

FIFTH. PROGRESS AND EVALUATION OF THE DESTINATION OF DONATIONS OR ECONOMIC AID.

The beneficiary non-profit organization accepts as a burden of the donation made by the FEM the obligation to be under a follow-up process by the

Commission, to which the NGO must send at least a semi-annual report on the destination of the donated funds, until Project completion, attaching a final report. The model of the follow-up report and final report will be sent to the beneficiary entity, which will be attached with the acceptance letter.

- Donations or financial aid granted by the FEM within the framework of the 2025 FEM Fund will always be revocable in the event that the FEM notices a breach (by the beneficiary) of the bases that regulate its concession or the burden indicated above, as well as any falsehood or inaccuracy in the documentation or information accompanied to the donation request, and that has been relevant for the donation, without prejudice to the civil or criminal actions that the FEM may exercise against the beneficiary of the fund, NGO, who has incurred such falsehoods and / or inaccuracies.
- The follow-up and final reports on the destination of the aid will be an important decision element if the Commission decides to extend project financing in subsequent editions. **Entities that do not submit the final report will be excluded from new project financing.**
- The Commission may allow, when evaluating the final report, up to a possible deviation of 10% between items of the approved budget without prior authorization, although the explanations of the deviation may be request.

SIXTH. VOLUNTEERING.

It is in the spirit of the FEM, and it is desirable, the possibility of collaborating with the Entities that receive the financing of the projects through volunteering.

For this, they will be asked in the template form nº1 "FEM 2025 Fund Application", to describe how the possible volunteers of EMV can collaborate in the project (complete volunteer program: activities, profile, requirements, periods, costs, etc.) and the contact person.

Volunteers may be staff members of EMV, as well as collaborators of the company.

EMV volunteers collaborate in an altruistic and supportive manner, and usually during their vacation time, and **will never be substitutes for paid jobs. The volunteering will be carried out on the ground, at the project development site, and it will be important for the evaluation of the project, see criterion 2.9.**

Once the project has been selected for financing, the FEM will incorporate this possibility on its website, in the tab "how to collaborate".

The entity providing volunteer services will be asked to ensure that in the event that there is a volunteer from the Europamundo Foundation, the costs associated with the program will be reduced with respect to the general program. The Europamundo Foundation will assess this reduction.

SEVENTH. COMMUNICATION.

FEM establishes as a requirement for the granting and maintenance of the donation or financial aid, compliance by the beneficiary entity of the fund with the following commitments regarding the external and internal communication of the granting of the donation:

- FEM will define and establish the means, nature and presentation of any external communication initiatives related to the granting of the donation or financial aid and must previously inform the beneficiary of the content and scope of the initiatives.

In any case, the Entity benefiting from economic aid must disseminate the project and the FEM through its Social Networks, such as the Web, Facebook, Twitter, Blog, etc.

- The beneficiary entity of the fund undertakes to participate, if required by the FEM, in internal communication actions or events related to the project and/or the Fund. Likewise, the FEM undertakes to participate in events of the same nature if required by the beneficiary entity of the fund.
- For these purposes, external communication will be understood as the one whose objective recipient is people, media, institutions, entities, clients of EMV, partners or collaborators of the contracting entity and its parent and, in general, audiences outside of whatever of the parts. On the other hand, it will be considered internal communication which has as recipients the persons belonging to the organization of any of the parties and especially its collaborators.
- The nature, content and format of the internal communication must always be agreed and agreed by the parties, to prevent confusion, misunderstanding, contradictions and other negative effects on the image, reputation or credibility of EMV and its Foundation or the organization in question.

EIGHTH. CERTIFICATION

VERY IMPORTANT: The Entity benefiting from the support of the 2025 FEM Fund will send a certificate, or communicated via e-mail, of having received the corresponding fund, for the development of the project to the FEM, as well as the start date of the project.

DATA PROTECTION

Since May 25, 2018, the new General Data Protection Regulation (GDPR) is applicable.

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) (Text with EEA relevance).

As you know, we are totally committed to data protection as it is included in the GDPR.