**FOSTERING SUSTAINABLE ORGANISATIONAL DEVELOPMENT FOR CSOs IN KOSOVO**

**Announces:**

**CALL FOR PROPOSALS**

**for**

**Financial support to local CSOs for implementing community-based projects**

**GUIDELINES FOR APPLICANTS**

**Deadline for submission of applications:**

**June 29, 2018**

1. **INTRODUCTION**

This call for proposals for grants is launched as part of the project "Fostering sustainable organisational development for CSOs in Kosovo**"**, funded by the European Union, managed by the European Union Office in Kosovo and implemented by Forum for Civic Initiatives (FIQ) and Institute for Development Policy (INDEP).

The project started in February 2018 and will be implemented during a three-year period. The overall objective of the project "Fostering sustainable organizational development for CSOs in Kosovo**"** is to contribute to a more democratic and prosperous society through the development of more sustainable CSOs, who can serve as agents of change in policy and decision-making at all levels of governance. In particular, the project has two specific objectives: 1) To support the development of self-sufficient CSOs throughout Kosovo with a specific focus on organizational development, advocacy, fundraising, profiling, partnerships and networking. **2)** To promote dialogue and cooperation between CSOs, local and central authorities in policy and decision-making process.

In order to contribute to the successful attainment of Specific Objective 1 of this project, a **financial support scheme** has been designed to aid local CSOs in Kosovo in their efforts to establish more sustainable organizations and hence contribute more effectively in the areas that their work focuses on.

The **overall Objective** of this call, respectively the financial support scheme, is the empowerment of local CSOs and the creation of coalitions for addressing local grown issues. **The Specific Objective** of this call is to enhance the active and sustainable involvement of local CSOs in policy making at all levels of governance in selected priority areas of intervention through offering direct financial and technical assistance.

Priority areas of intervention are:

* Democracy and Good Governance
* Education, Employment and Social Policies
* Youth and Volunteering
* Rule of Law and Human Rights

This Call for Proposals contains one Lot:

**Lot 1: Supporting CSOs for implementing community-based projects addressing local grown issues.**

The actions proposed should be able to demonstrate use of collective work to effect change at the local level and improve the situation on the ground within the chosen area of intervention. An advantage of the proposed project will be the ability to demonstrate how the proposed action will cooperate with and/or monitor public institutions, those that are involved in accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups as well as the action’s ability to ensure greater citizen participation and influence in policy and decision making at the local governance level.

The financial support scheme is split in three phases: **Phase 1** - initial part of the project is the acceptance and evaluation of proposals for grants and the selection of successful project ideas. **Phase 2** - all successful applicants attend the Sustainability Academy organized by FIQ and INDEP. The Sustainability Academy will take place at the premises of the National Resource Center, located in the FIQ premises (*Pejton, str. Pashko Vasa, no. 12/1. 10000, Pristina, Kosovo*). The main objective of the Sustainability Academy is to enhance organizational and managerial capacities of implementing CSOs and prepare them for a successful implementation of their winning project ideas. On the other hand, the National Resource Center, except for being home to the Sustainability Academy, will also be at full disposal for all other CSOs in terms of offering training space, meeting space, co-working space, and a rich online training program on organizational development and management. **Phase 3** - The final phase of the project will be implementation of the projects and the creation of thematic coalitions for inducing tangible change in the specific areas of intervention.

1. **ELIGIBILITY**

**2.1. Eligibility of applicants**

Applicants must fulfil the following conditions:

* Be non-profit-making, association, foundation, education institution, youth groups legally constituted in Kosovo;
* Be a legal person registered at least one year before this call is launched;
* Be able to provide registration documents of the organization (certificate of registration, fiscal number certificate) and proof they have completed all obligations towards the state, including Tax Administration, bank account information)
* Be able to prove previous experience in implementing projects similar or related to the proposed area of intervention (expected delivery of samples of work implemented);
* Must have annual budget lower than 30,000 EUR.

Other conditions:

* Applicants must be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary;
* Profit-making entities are **NOT** eligible under this call for applications;
* Regional and transnational activities are **NOT** eligible under this call;
* Activities that are initiated and implemented by organizations outside Prishtinë/Priština, present additional value;
* Priority will be given to activities that are initiated by or benefit marginalized groups.

The following categories are NOT eligible for this call:

* Individuals
* Business entities
* Governmental institutions (both, central and local)
  1. **Eligible Actions:**

***2.2.1. Timeframe***

The time frame for the implementation of the supported projects is **February 2019 – July 2019.**

* + 1. ***Scope:***

All actions under the financial support program will be required to be implemented in Kosovo; they may be focused in one community, municipality, region or cover the entire territory of Kosovo.

* + 1. ***Duration***

Project activities may not be lower than 3 months nor exceed 6 months from the initial date of the project, and should be completed no later than July 2019. The applicant has to specify the dates and exact duration of the activity in the application form.

* + 1. ***Geographical coverage***

Organizations based in all municipalities of Kosovo are eligible to apply in this Call for Proposals.

* + 1. ***Eligible actions***
* Organisation of conferences, roundtables for educational, awareness raising and advocacy purposes related to the chosen priority area. Engagement of policy stakeholders from public institutions, regulatory agencies, academia, civil society, trade unions, business community, and/or media in these activities is mandatory;
* Public awareness raising and mobilization campaigns aimed at enhancing citizens’ understanding on issues related to the chosen area of intervention by the applicant;
* Conducting reports, studies and/or analysis related to the chosen area of intervention;
* Publication and distribution of educational and promotional materials in various media forms and to the citizens.
  + 1. ***Non-Eligible Actions:***
* Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
* Actions that are directly affiliated with or supportive of political parties;
* Events of a purely religious or political character;
* Actions undertaken before signature of the contract;
* Actions aimed at profit making activities;
* Financial support to third-parties (re-granting is not an eligible activity under this call).
* Actions concerned only or mainly with individual scholarships for studies, research or training courses;
* Debts and obligations;
* Actions which consist exclusively or primarily in capital expenditure, such as infrastructure, land, or equipment;
* Actions intended to raise funds or promote the visibility of the applicant or its partner(s);

1. **FINANCIAL PROVISIONS**

15 grants for **community-based projects** will be awarded to third parties. **Minimum amount** for financial support is **3500 EUR** and the **maximum amount** is **4000 EUR**. The funding will cover 100% of the total project budget.

The final selected beneficiary CSOs for **community-based projects** will also be exposed to a follow up granting opportunity, which will be conditional upon the creation of thematic based coalitions. **Four (4) matching grants will be awarded to 4 thematic coalitions of Local CSOs (grant amount up to 8500 € per coalition).** The funding will cover 80% of the total project budget, and the coalitions will be responsible for ensuring co-funding by other public, private or donor entities. **This will be a closed call for applications, open only to beneficiary CSOs of this Call for Proposals.**

The total available budget for coalitions is **34,000.00** EUR.

The Granting Authority reserves the right to not distribute the entire allocated amount, in case the submitted proposals do not fulfil the selection criteria.

**3.1. Eligible costs**

Only “eligible costs” which meet the following criteria will be covered by this grant scheme:

* Salary expenses for staff directly involved in the project;
* Operational expenses (rent, communication, internet);
* Purchasing operational equipment for the project (max 20% of the budget for equipment and operational costs);
* Publication and visibility material;
* Costs of rental of venues linked to the performance of the action;
* Travel and subsistence expenses (for meetings, conferences, events, etc.);
* Costs of consumables and supplies, provided that they are identifiable and assigned to the action;
* Costs arising directly from requirements linked to the performance of the action.

Other conditions:

* They are incurred during the duration of the action;
* They are indicated in the estimated overall budget;
* They are incurred in the connection with the action which is the subject of the grant and are necessary for the implementation of the action;
* They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of Kosovo and according to the usual cost-accounting practices of the beneficiary;
* They comply with the requirements of applicable tax and social legislation

**3.2. Ineligible costs**

* Debts and debt service charges (interest);
* Provisions for losses or potential future liabilities;
* Purchases of land or buildings;
* Purchases of vehicles;
* Currency exchange losses;
* Taxes, including VAT, unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them;
* Credit to third parties;
* Sponsorship for participation in conferences within Kosovo or abroad;
* Costs related existing activities or initiatives or items that are usually part of central or local government funding;

1. **CONTRACT**

The Granting Authority will sign a contract with the beneficiary, which will include information of the activities to be carried out, the contract value, the modalities of payment and reporting.

The first pre-financing payment, which covers the 80% of the grant amount, will be made after the signature by both parties of the contract.

The second and final payment covering the value of 20% will be paid upon completion of the last activity within the applied project and after the approval of the final report delivered by the beneficiary.

1. **REPORTING**

The beneficiary is required to submit the final report no later than 30 days after the end of the implementation of the action. The final report should include:

* Narrative section: in no more than 5 pages, a summary of the activities implemented, the main evidence supporting them (see Annexes below) and the recommendations arising from them;
* Financial section: includes details on the expenditures (originals of all invoices);
* Annexes: documents that can verify the implementation of the action such as publications, communication materials, photos, lists of participants, newspaper articles, media links, programs, leaflets, etc.;
* The narrative and financial reporting forms will be provided to grantees in the first phases of the implementation of the project.

1. **VISIBILITY**

Beneficiaries must acknowledge the EU-funds contribution in all publications, posters, programs, audio-visual material, online presence and social media or other products for which the funding is used.

In this respect, visibility guidelines will be provided to the successful applicants by the Granting Authority upon the singing of the contract.

1. **SELECTION CRITERIA**

All actions submitted by applicants will be assessed according to the clearly defined criteria.

The applications will initially undergo a screening process and shall pass the Administrative Check. If the check of the Application shows that the proposed action does not meet the Administrative criteria, the Application shall be rejected on this sole basis.

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| --- | --- |
| The application has arrived in a timely manner |  |
| The application submitted in the prescribed form |  |
| The application is submitted in printed version OR e mail |  |
| The application package is complete (project proposal and budget form is filled) |  |

The evaluation committee will evaluate the complete projects submitted by the local CSOs, based on the selection criteria detailed below:

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| --- | --- | --- |
|  | **Scores** | |
| **1. Relevance of the action** | Max scores | **Earned scores** |
| 1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals? | 10 |  |
| 1.2 How relevant to the particular needs and constraints of the target municipality/region is the proposed action? | 10 |  |
| 1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 10 |  |
| 1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples? | 10 |  |
| 1.5. Is the proposal innovative and does it promote best practices *?* | 5 |  |
|  | Total: 45 | **Total earned:** |
| **2. Design of the action** | | |
| 2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved; take into account external factors and relevant stakeholders? | 10 |  |
| 2.2 Is the action feasible and consistent in relation to the objectives and expected results? | 10 |
|  | Total: 20 | **Total earned:** |
| **3. Communication and finance** | | |
| 3.1. Is the proposed dissemination, communication and/or advocacy strategy with the public and specifically with the beneficiary feasible and coherent with the objectives of the action? | 10 |  |
| 3.2. How realistic and effective the budget is in relation to the proposed action, i.e. the ratio between the estimated costs of the proposed action and the real costs? | 15 |  |
|  | Total:  25 | **Total earned:** |
| **4. Organizational capacity** |  |  |
| 4.1. Is the quality and the structure of the project team satisfactory for the implementation of the proposed action? | 5 |  |
| 4.2. How satisfactory is the expertise of the applicant in the field related to the action in order to ensure the good quality of the outputs? | 5 |  |
|  | Total: 10 | **Total earned:** |
| Total scores: | Max scores: 100 | **Earned scores:** |

Applications will be assessed on a scale from 0 to 100. The threshold is set at **60/100 points**

Each applicant will be informed in writing about the decision together with a justification regarding the decision according to the evaluation grid.

1. **MONITORING AND SUPPORT TO BENEFICIARIES**

Each of the 15 beneficiary CSOs will attend the Sustainability Academy, which will prepare the implementing organizations for a smoother implementation of the project planned activities. The Sustainability Academy will last for 12 months and will be divided in two phases, consisting of 8 modules, including organizational development, community outreach and mobilization, fundraising, project management, financial management, communications, network and coalition building, advocacy, and leadership.

In addition, the Granting Authority, will ensure a help-desk for beneficiaries at the National Resource Center located at the FIQ premises, which will offer advice on all matters related to project management and implementation, in order to ensure the correct implementation of the project as well as organizational future development and sustainability.

1. **APPLICATION PROCESS**

The application phase is open to the public from 19th of April 2018 – 29th of June 2018.

Application and budget forms can be downloaded from the website [www.fiq-fci.org](http://www.fiq-fci.org).

Application written by hand, typewriter or otherwise will not be accepted.

The Application Package has to be submitted by e-mail and must include the following three documents:

1. Application Form;

2. Budget Form;

3. Registration Act.

Questions regarding the propositions of the Call for Proposals, as well as all applications can be written and submitted in either Albanian, Serbian, or English language.

The applications MUST be sent by e-mail to [cso@fiq-fci.org](mailto:cso@fiq-fci.org) by 29 June 2018, at 24:00.

All questions and answers as well as other important notices to applicants will be published on FIQs and INDEPs official websites, no later than 7 days before the deadline (29 June 2018) for the submission of applications.

The Granting Authority will also organize 10 informative sessions which will be held on:

* Gjakovë/Ðakovica – 25th of April
* Mitrovice/Mitrovica – 26th of April
* Gllogoc/Glogovac – 8th of May
* Ferizaj/Uroševac– 11th of May
* Pejë/Peć – 25th of May
* Kaçanik/Kačanik – 22nd of May
* Prizren/Prizren – 7th June
* Podujeve/Podujevo – 12th of June
* Prishtinë/Priština – 19th of June
* Gjilan/Gnjilane – 21st of June

For more detailed information, you can contact us at +381 38 610 677 or email at: [cso@fiq-fci.org](mailto:cso@fiq-fci.org)

1. **INDICATIVE TIMETABLE**

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| Deadline for requesting any clarifications from FIQ | 22nd of June 2018 |
| Deadline for submission of Application Form | 29th of June 2018 |
| Notification of award to applicants after the evaluation | 15th of August 2018 |
| Deadline for Appeals on the Award Decision | 22nd of August 2018 |
| Final Decision on the Awards | 29th of August 2018 |
| Contract preparation and provision of supporting  documentation in correspondence between  selected applicants and Granting Authority. | 20th of September 2018 |
| Contract signature | 1st of October 2018 |