QUESTIONS AND ANSWERS

REGIONAL GRANTS CALL FOR APPLICATIONS

Reference number SB RG 02/23

16.06.2023.

Question 1: Does the concept note need to be submitted in English language?

Answer: For the regional grants, the whole application, including the concept note, has to be submitted in English.

Question 2: Is a 2021 audit report for Kosovo sufficient to register at the platform for application?

Answer: Yes, in case your 2022 audit is not finalized. Upon finalization of the 2022 audit report, you should upload it to the Grants Management Platform (GMP).

Question 3: Can public institutions like schools be applicants?

Answer: As per eligibility criteria, public institutions can not be applicants.

Question 4: Our question is regarding the grant amount. Is it applicable for the three organizations e.g. lead and applicants or how will the amount be divided?

Answer: The budget for the project is joint for all project partners and its division is up to internal agreement between the consortium partners

Question 5: Will the grant amount be given directly to the lead applicant and then the lead applicant would manage it or will it, based on the budget and description provided, be transferred to the co-applicants on their part?

Answer: The Lead applicant will sign a contract with CPCD and will be responsible for the administrative tasks and reporting as a lead applicant. The Lead applicant will subsequently sign contracts with the project partners that regulate their relationships. Therefore, the Lead applicant will transfer the respective portions of the budget to the project partners.

Question 6: Can a regional network of NGOs apply for the call for regional grants?

Answer: Yes.

Question 7: Are there some limits regarding the allocation of funds in the human resources part of the budget, and what will be the treatment when the institute has the internal capacity to implement some of the activities that usually are direct costs? For example, the institute engages some person, a consultant in some specific research – could this be within the Human Resources part of the budget?

Answer: In this phase of the application process, which is the concept note phase, it is not required for the budget to be submitted, only the total amount of the budget. In the second phase, when the submission of the full application is required, you will be submitting the budget and you will have additional instructions on how to fill out the budget form. Employees of the applicant can only be included in the Human resources budget heading.

Question 8: We are an informal network and have partnerships with other organizations. Could we apply as a network, or do we have to apply just as partners?

Answer: As an informal network, you are eligible to apply. However, the network cannot applied as it is not formally registered. You need to apply as a group of individual organizations.

Question 9: To what extent are advocacy activities expected in the projects (I.e. to what extent are the intention of the call)?
Answer: It is expected for the majority of supported initiatives to be advocacy initiatives.

Question 10: Do project proposals have to address all four specific objectives of the call?

Answer: The project proposal do not have to address all four specific objectives. It is important to address clearly at least one or more of the specific objectives of the call.

Question 11: Is it mandatory that an organization from the EU be involved in the implementation of the project, or is it possible for it to be an individual expert from the EU?

Answer: Only eligible applicants are organizations from the six SMART Balkans countries. However, an organization from the EU can be involved in implementing the project if it is logical and necessary in the project design. The same is with the individual experts from the EU, they can be involved in the project. In both cases, the engagement of an EU organization or an expert should be through the

consultancy contracts and justified in the application. All activities from the project must be influenced to the 6 SMART Balkans countries.

Question 12: What about the existing network applicants? How does it work to register on the grants management platform? Should the registration be on the name of the network, or should it be one of the network members?

Answer: If the network is formally registered, then it can be registered on the grants management platform. If the network is informal, then your members should be registered on the grants management platform individually. Please refer to the answer to Question 8.

Question 13: In the call is required to have 1 year of experience in the field. Is this also applicable for registration? We are a group of experienced individuals who recently formed a CSO and don't have 12 months of registered existence and a closing account for 2022.Are we eligible to apply?

Answer: New organizations can register on the Grants Management Platform. However, to be eligible for Regional grants, the organization must have at least one year (i.e. 12 months) of experience in the areas of this call under which the concept note is submitted.

Question 14: Can more organizations from one country apply within a regional grants call?

Answer: Since this is a regional grant, having a regional component in mind is important. More organizations from one country can apply within a single project as long as the consortium has at least three members from three different SMART Balkans project countries.

Question 15: When registering to the platform, how to choose an area of expertise if you have more than 1 and would that predefine the application processes we wish to apply?

Answer: There is a possibility of choosing more than one area of expertise since the drop-down menu on the GMP allows for multiple choices. That would not predefine the application process.

Question 16: Do we upload documents like registration and tax certificate in English or local languages?

Answer: You need to upload the original document in the language it was issued

Question 17: Do we need to have all organizations as partners also registered to the platform or not?

Answer: Yes, all organizations have to be registered on the Grants Management Platform.

Question 18: Is this grant affects on other Smart Balkans Grants, for individual CSOs?

Answer: As per the principle of non-cumulation individual CSO may not get more than one grant per grant line at the same time.

Question 19: Does all of the three organizations should be from three different countries?

Answer: Yes.

Question 20: How long does completing the grants management platform registration process take? Does it take time that you to check all documents etc.

Answer: You will receive information within seven working days whether your profile is approved or if you need to upload more documents. Remember to be registered at least a week before the deadline for submitting the concept note. For more information how to register on the GMP, please visit the link [Grant management platform How to use- tutorial](#)

Question 21: In case of an informal network, each partner organization has to be registered in the platform... Yet, who do we put as a lead applicant? The informal network or one of the member organizations?

Answer: The lead applicant should be one of the member organizations of the informal network.

Question 22: We are faith-based organizations registered in Bosnia and Herzegovina and are non-profit. Can we apply for Regional Grants?

Answer: The "faith-based" organizations are not eligible for this grant type.

Question 23: Do the signed partnership statements have to be submitted in your application review's first stage (CONCEPT NOTE approval stage)?

Answer: Yes

Question 24: Can you clarify the period of implementation of the project? (18-22 months, from-to)

Answer: Regional grants can last from 18 to 22 months. The project application must indicate the exact duration of the project in months. If you are invited to submit a full application, you should indicate the exact project duration dates.

Question 25: Is the applicant's experience in the region mandatory? We have worked only in our country. Is our application eligible or not?

Answer: it is not mandatory, but it is preferable. The consortium must show a strong regional experience and approach.

Question 26: Regarding the Registration Process we have some questions: The organization didn´t have any activities previously so we do not yet have a financial or annual report. Is it a restriction for the application?

Answer: No, it is not a restriction for the registration process to a Grants Management Platform, but it is a weakness for the consortium since relevant experience is one of the criteria.

Question 27: Could we as a formally established regional network apply to this Call without other partners, because we are already formally established?

Answer: Yes, you can apply as a unique entity and are not obliged to have a formal partnership because you're a registered network. However, you need to have a supporting letter from the organizations involved in the implementation.

Question 28: We already have a grant under the Core funding, are we eligible to apply as a partner in two different applications for this Call?

Answer: Yes, you can apply with two different organizations as a partner, but in the case that both applications pass into the second phase, only one will be taken into consideration.

Question 29: What's the maximum number of grants under the SMART Balkans grant line?

Answer: The maximum number of grants an organization can implement at the same time is two but under different grant lines. For example, you cannot implement two regional grants at the same time whether you're a lead or partner in the project. Still, you can simultaneously implement national and regional grants or media and creative box etc.

Question 30: Is VAT expenses eligible cost under this Call?
Answer: The VAT expenses are eligible cost, except for N. Macedonia

Question 31: My question is related to the possible engagement of the employees who work in public institutions. For example, can we engage them for extra service if we do research and analyze data that can be done only by experts from public institutions?

Answer: If someone is working in a public institution can do external research, but not because he is working there, but he is an expert in the specific field. Please keep in mind, the procurement procedure has to be satisfied for any kind of engaging the experts.

Question 32: Is there a template for a letter of support for the partners?

 Answer: No, there is not template, you can use your own form.

Question 33: Does the letter of support oblige the members to implement some of the activities?

Answer: Yes, because you need to specify what's their role in the project and they need to specify in their support letter what will be their role in the project.

Question 34: I read in the concept note that the form has a text limitation, but I can't realize its limitation.

Answer: Each section has a limitation regarding the project description section. The whole section should not be longer than 4 pages.

Question 35: If a network is applying it should apply by itself and send additional letters of support from its members. Can you explain how we can foresee costs for the network members that will take

part in the regional actions and what costs will be eligible to be foreseen for them: human resources, travel, or should we just subcontract them for specific activities?

Answer: The costs for both lead applicants and partners regarding the human resources section and operational costs are the same. All human resources costs (including all partners) should be shown in the human resources section, as well as operating costs. Please refer to the answer to Question 5.