

QUESTIONS AND ANSWERS	
CALL FOR PROJECT PROPOSALS No. 09- 108/1 - 2020	
Name of the Call: “Strengthening regional cooperation to promote civic space in the Western Balkan countries”	
QUESTIONS	ANSWERS
<p>1. Public Institution "Retirement Home with a Stationary" is a non-profit institution that provides social welfare, nutrition, accommodation, medical assistance and recreation activities for the elderly. Regardless of whether we are a public institution, we are funded independently.</p> <p>I want to check with you, are we able to apply for the grant No. 09- 108/1 - 2020 “Strengthening regional cooperation to promote civic space in the Western Balkan countries”?</p> <p>If we cannot apply for this grant as a lead partner, with our project idea, can we at least be a partner on some other project?</p>	<p>According to section 3.1.1 Eligibility Criteria for Applicants of the Guidelines for Applicants, to be eligible for financing, an applicant should be a regional formal/informal network of active CSOs, associations and foundations, registered in at least one of the WB countries and comprised of member organizations in more than 2 countries from the WB region.</p> <p>The same eligibility criteria apply for the lead applicants and/or partners.</p>
<p>2. I am writing on behalf of a Think Tanks Network, a non-registered/informal network of think tanks in the six WB countries.</p> <p>My question is specifically focused on who should be stipulated as the main applicant in the application: whether the informal network (no registration documents, but we have an Agreement in writing for the establishment of the network) OR the organization which is the administrator of the network and one of its members?</p>	<p>According to section 3.1.1 Eligibility Criteria for Applicants of the Guidelines for Applicants, the informal networks are eligible to apply, as long as they comply with the other criteria: regional formal/informal network of active CSOs, associations and foundations, registered in at least one of the WB countries and comprised of member organizations in more than 2 countries from the WB region.</p> <p>An informal network complying with the above-stated criteria is an eligible applicant and is the applicant.</p> <p>Therefore, in section 1.2- Basic information about the applicant, of the Application, the network should be stated as an applicant. <u>The organization that is the headquarters or coordinator of the network, or any other member of the network that has received a mandate from</u></p>

<p>In case the latter applies, I presume that all network's members should be named as partners.</p> <p>However, if the former applies (which is yet more suitable in my view), is it fine if "achievements" and "technical capacity" are filled by members' information, given the network was established in May 2019 and is still building on members' achievements and infrastructure rather than on its own?</p>	<p><u>the network to act on its behalf, may submit the project proposal on behalf of the network.</u></p> <p>The other members of the network are not considered as partners in the context of this Call for Proposal but can be involved in the project implementation.</p> <p>A partner in the context of this Call may be another regional network that complies with the eligibility criteria stipulated in section 3.1.1. A partnership is NOT compulsory and DOES NOT bring additional scores to the application.</p> <p>Therefore, the applicant is the network and the members of the network should not be stated as partners in section 1.2 of the Application Form.</p> <p>The members of a network (all or some of them) may be involved in the implementation of the project depending on how the project proposal is foreseen. The involvement of the network's members (all or some of them) in the implementation of the project proposal should be elaborated in the Application Form, in section 2.1.1- Description of the Action and section 2.1.2- Project Implementation Method, where you should describe in details the distribution of tasks among your member organizations that will be your partners in the implementation of the project but are not partners in the context of the criteria stipulated for the applicant/s. <u>The involvement of the members in the project implementation can be further regulated with additional contracts within the network.</u></p> <p>The sections about "achievements" and "technical capacity" in the Application Form <u>refers to the applicant (the regional network)</u> and its partners if any. Please refer to the achievements of the network, and if the network does not have implemented any joint activities yet, please explain this in the respective section (1.2) of the Application Form providing a brief explanation on the reasons. In such a case you may also consider including a brief explanation on how the individual</p>
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		<p>organizations' achievements and capacities will contribute to the building up the network's achievements for issues relevant to the project proposals.</p>
<p>3.</p>	<p>We are interested in the call for proposals, but we would appreciate clarification on whether you would consider supporting an existing project i.e. would you provide a matching grant for an ongoing project.</p>	<p>Supporting existing project was not considered as an option when this Call for Proposals was prepared, as we are striving to provide financial support to the regional networks that will propose genuine projects that will foster the regional cooperation in the Western Balkan region for promoting civic space.</p> <p>However, as long as the potential applicant complies with the eligibility criteria for applicants, actions and costs, we believe that the application may be considered for further assessment. Please note that this does not mean approval of the application, as we do not have information on the type of a matching grant.</p> <p>Particular attention should be paid to the eligibility of the costs section, in defining the sources of funding for each particular activity to <u>prevent double - financing</u>. The rules and procedures of the current donor would also apply.</p> <p>In the end, the quality of the applications will be subjected to assessment by independent evaluators who will be engaged to perform an unbiased assessment of each application on its own.</p>
<p>4.</p>	<p>The European Youth Parliament (EYP) is a non-governmental organisation that is functioning through a network of National Committees in 40 countries across Europe. As an organisation, we are focused on education and political awareness of youth, and opening discussion on some of the most important problems of today. While EYP is established in most of the Western Balkan states (Albania, Bosnia and Herzegovina, Serbia, Republic of North Macedonia), we as applicants are just a member of that network, National Committee of Bosnia and Herzegovina. Does that pose a problem, and does it make us ineligible for application?</p>	<p>According to section 3.1.1 Eligibility Criteria for Applicants of the Guidelines for Applicants, to be eligible for financing, an applicant should be a regional formal/informal network of active CSOs, associations and foundations, registered in at least one of the WB countries and comprised of member organizations in more than 2 countries from the WB region. Therefore, the applicant should be the network that you are participating in.</p> <p>You may submit the application on behalf of the network but you need to be authorized by the network. Individual organizations that are members of a regional network cannot be eligible as an applicant, as this Call refers to networks.</p>

		<p>You may be eligible for funding if your network complies with the eligibility criteria and you may submit the project proposal on behalf of your network if you receive a mandate for this.</p>
<p>5.</p>	<p>Are Trade Unions of journalists eligible as partners in a joint application that we intend to submit as a non-formal regional network of journalists' associations from WB region?</p>	<p>All regional formal/ informal network of active CSOs, associations and foundations, including non-governmental, and not-for-profit coalitions, partnerships, networks, sectoral or thematic interest groups, media outlets, research institutes and think tanks, that are registered/ established in at least one of the Western Balkan countries, at least one year before the publication of this Call, comprising of member organizations in more than 2 countries from the WB region are eligible to apply, providing that they comply with all other eligibility criteria for applicants, actions and costs.</p>
<p>6.</p>	<p>Please, clarify the part of the Eligibility Criteria for Applicants: Does the informal network of three different NGOs (BiH, MNE and SRB), with more than five years of activity, qualify?</p> <p>If yes, is Memorandum of cooperation - Network statement is sufficient to confirm eligibility?</p>	<p>All regional informal network of active CSOs, associations and foundations, including non-governmental, and not-for-profit coalitions, partnerships, networks, sectoral or thematic interest groups, media outlets, research institutes and think tanks, that are established in at least one of the Western Balkan countries, at least one year before the publication of this Call, comprising of member organizations in more than 2 countries from the WB region are eligible to apply.</p> <p>Please refer to section 4.2 Mandatory Documents of the Guidelines for Applicants: For informal partnership/ networking: -An Agreement for the establishment of cooperation between partner organizations. All types of agreements, memorandum of understanding, contracts for cooperation, network's statement, etc, defining the cooperation established among organizations will be accepted as sufficient evidence.</p>

7.	<p>Chamber of Doing Business in Kosovo is a non-governmental organisation but has over 400 business members from Kosovo, my question is if we as a chamber, are we considered eligible since the direct beneficiaries are entrepreneurs.</p>	<p>All regional networks of active CSOs, associations and foundations, that are non-governmental and not-for-profit are eligible to apply. Unfortunately, this Call does not support profit-making organizations.</p>
8.	<p>Our question refers to the following parts in the application form: 1.2 BASIC INFORMATION ABOUT THE APPLICANT (AND PARTNERS) and 1.3 TECHNICAL CAPACITY.</p> <p>These sections ask for data about the “applicant” which in our case would be informal network (that has no specified staff and budget just for that network’s operations). Considering this, please clarify whether the data required should be cumulative data from the member organizations, or specific staff, budget and capacities of the informal network? Namely:</p> <p>Technical capacities and infrastructure – Technical capacities and infrastructure cumulatively for all members organizations?</p> <p>Current staff members – Cumulatively all full-time current staff of ALL organizations that are part of this network?</p>	<p>All criteria established with the Call for Proposals refer to the applicant that is either a registered regional network or an informal one, providing that all other criteria are fulfilled. Therefore, all requirements in the application form refer to the network, and not to an organization/s comprising the network.</p> <p>What is the technical capacity of the network, is there staff allocated to work only on the network’s activities? Does the network have experience in the thematic area for which the project proposal refers to? Does the network have skills to implement the project proposals, including experience in project management? This information should be extracted from the partnership agreement that you have signed when the network was established. In the case of informal networks where there is no staff allocated to work exclusively for the network activities, please elaborate this and explain what is the method of cooperation established with the agreement concerning this issue. Bear in mind that you should demonstrate that the organizations comprising the network have the necessary skill, experience and expertise in the thematic area necessary for successful implementation of the project proposal.</p> <p>Only the staff members that are working on the activities of the network. If there is no staff particularly working on the network’s</p>

	<p>Budget managed in the last year – Cumulatively budgets managed by all member organizations of our network or specific budget for network’s activities?</p> <p>Briefly present up to three of the applicant’s greatest achievements that are relevant to the project you are applying for – Achievements as a network (joint achievements) or again - of each member-organization individually?</p>	<p>activities, please take also into consideration the explanation given above.</p> <p>Only the budget managed by the network, i.e. the activities, projects implemented by the network, and not by the individual organizations comprising the network.</p> <p>Only the achievements of the network, joint achievements, implemented projects, activities completed, and not the individual achievements of the organizations comprising the network. If the network/ partnership does not have implemented any joint activities yet, please explain this in the respective section (1.2) of the Application Form providing a brief explanation on the reasons. In such a case you may also consider including a brief explanation on how the individual organizations’ achievements and capacities will contribute to the building up the network’s achievements for issues relevant to the project proposals.</p>
9.	<p>Balkan Network for Local Democracy is a registered regional CSO network with headquarters in Skopje. Our members are Local Democracy Agencies in six WB countries- and with this regard, I have a question - can we include them as partners if we organize activities in different countries.</p>	<p>Please refer to the answer provided for Question No. 2.</p>
10.	<p>SEEYN is a formal regional network based in Sarajevo with 19 members from 12 countries (including WB6 region). Question is: Can we provide services to our members from WB6 and organize activities with them in their respective country without involving them as official partners or they have to be official partner it in case we want to do some activities with them in their respective country?</p>	<p>Please refer to the answer provided for Question No. 2.</p>

11.	Do Certificates of registration need to be translated to English?	Yes. All documents provided concerning the application, including the certificates of registration, have to be provided in English because of the audit trail. The official translation is not necessary, a courtesy translation in English of the documents issued in other languages will be considered as sufficient.
12.	As an informal art network of organisations from CRO, SLO, BH, ALB, SRB can we apply, only organisations from ALB and SRB for the call?	<p>According to section 3.1.1 Eligibility Criteria for Applicants of the Guidelines for Applicants, to be eligible for financing, an applicant should be a regional formal/informal network of active CSOs, associations and foundations, registered in at least one of the WB countries and comprised of member organizations in more than 2 countries from the WB region.</p> <p>Therefore, the applicant should be the network that you are participating in. <i>The application can be submitted by the organization that is the headquarters or coordinator of the network, or any other member of the network that has received a mandate from the network to act on its behalf.</i></p> <p>Individual organizations that are members of a regional network cannot be eligible as an applicant, as this Call refers to networks. Therefore, in Section 1.2 of the Application Form, you should stipulate the name of the network in the field – Applicant and all information regarding the applicant to include information about the network.</p> <p>Not all members of the network need to be involved in the implementation of the project proposal. The involvement of the network’s members (all or some of them) in the implementation of the project proposal should be elaborated in section 2 of the Application Form, section 2.1.1- Description of the Action and section 2.1.2- Project Implementation Method, where you should describe in details how you will implement the activity, who will implement the activity (one or more member organizations of the network, or all of them) the distribution of tasks among your member organizations that will be your partners in the implementation of the project but are not partners in the context of the criteria stipulated for the applicant/s.</p>

<p>13.</p>	<p>Do you have or require a specific template for the Partnership Agreement?</p>	<p>1. If the question refers to a Partnership Statement:</p> <p>No, there is no special requirement nor template for the Partnership Statement. The Partnership Statement should be provided only in cases where the applicant submits a project proposal in partnership with another regional network, providing that both networks comply with the selection criteria stated in section 3.1.1 Eligibility of Applicants of the Guidelines for Applicants.</p> <p>A partnership IS NOT obligatory and DOES NOT bring additional favour to the project automatically. Partnerships must be based on quality and concrete challenges that are common to all organisations involved in the project. All partners are requested to sign a Partnership Statement in the process of project submission. The Partnership Statement should include information on the issues elaborated above.</p> <p>2. If the question refers to a Partnership Agreement in case of establishment of an informal network of CSOs:</p> <p>The answer is again NO, we do not have a specific template for this type of agreement. Considering that one of the selection criteria for the eligibility of the applicants is that the network should be established at least one year before the publication of this Call for Proposals (that was published on 4 August 2020), the partnership among CSOs should be already established and the proof for this would be the partnership agreement or other type of document confirming the above said and stipulating the basis of cooperation among organisations.</p>
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14.	<p>In the Declaration of the applicant - the applicant is the network, right? Meaning even informal networks have to have names? Also, the legal representative of the network is the legal representative of the coordinating organization of the network?</p>	<p>Yes, according to section 3.1.1 Eligibility Criteria for Applicants of the Guidelines for Applicants, to be eligible for financing, an applicant should be a regional formal/informal network of active CSOs, associations and foundations, registered in at least one of the WB countries and comprised of member organizations in more than 2 countries from the WB region.</p> <p><i>The organization that is the headquarters or coordinator of the network, or any other member of the network that has received a mandate from the network to act on its behalf, may submit the application on behalf of the network.</i></p> <p>The informal networks are eligible to apply if they comply with all criteria listed in section 3.1.1 of the Guidelines for Applicants, even if the network does not have a name. The legal representative of the network may be the person authorized to represent the network for this particular application or if the network already has a legal representative from the coordinating organization then they should be stated in the application form. Everything depends on the manner in which the network/ partnership is established and is functioning.</p>
15.	<p>Do all partners in an informal network need to submit a Certificate of registration or only the lead applicant?</p>	<p>Please refer to section 4.2 Mandatory Documents of the Guidelines for Applicants. For informal partnership/ networking the applicant has to provide only an agreement for the establishment of cooperation between partner organizations. No other documents are required.</p>
16.	<p>Will financial capacity be assessed?</p>	<p>The financial capacity of the network will be part of the overall assessment of the technical and management capacities of the network/ applicant. However, the budget implemented in the last year will not be the prevailing criteria when evaluating the overall capacity of the network. This Call intends to provide funding for the regional networks in supporting their efforts, recognizing the significant lack of funding in the region available for these types of networks and having in mind the importance of building strong regional CSO initiatives in reclaiming the civic space in the WB region.</p>

17.	Logical framework – As there is no Specific Objective in the Log Frame, how should the project’s Specific Objective be framed and where should it be explained?	The Logical Framework contains only one column regarding the overall objective of the project proposal that should contribute to the achievement of one of the specific objectives of the Call. We have tried to simplify the application form and its annexes as much as possible. In case you would like to include the overall objective and a specific objective/s of your project proposal, feel free to include all information in the same cell of the excel file.
18.	Informal networks what does it mean to be established in one of the western Balkan networks	The informal partnership among the organizations has to be confirmed by a respective partnership agreement or similar type of documentation regarding the established cooperation among the organizations. In case this document does not include information about the place of establishment of the cooperation, this will NOT BE AN OBSTACLE for accepting the application for further assessment providing that the applicant complies with all other eligibility criteria.