

## GRANT SCHEME FOR REGIONAL/INTERNATIONAL REPRESENTATION OF CIVIL SOCIETY ORGANIZATIONS

### APPLICATION GUIDELINES

Kosovar Civil Society Foundation (KCSF), with the purpose of strengthening civil society's role in drafting and implementing policies affecting the communities and general public through the promotion of joint activities with partners, provides financial support for regional/international representation of civil society organizations.

**WHO CAN APPLY:** Representatives of non-governmental organizations registered in Kosovo.

#### SELECTION CRITERIA:

The Committee shall review applications individually and evaluate them in line with the following criteria:

- Presentation of organizations work in front of the regional/international audience;
- Presentation or advocacy for certain issues of interest for the organization or country in regional/international fora;
- Creation of opportunities for networking, fund raising or strategic cooperation with other regional/international donors;
- Presentation of experiences and operation practices of organization or tackling the issues of interest for the country or organization.

#### WHICH ACTIVITIES ARE SUPPORTED?

Representation in congresses, conferences, seminars, workshops, strategic meetings; various network meetings, such as conventions, boards, committees, etc., shall be supported. Those who actively participate and give direct contribution to the activity will be treated preferentially.

The activity should be linked with the work of the organization (mission/scope) that he/she represents.

**EXPENSES TO BE ACCEPTED:** travel, accommodation, registration cost for the event, local transportation and visa expenses.

No reimbursement will be done for payments that occurred prior to the approval of the grant request.

Applicants covering a portion of their expenses from other sources will have an advantage.

Applicants can receive **only one grant per year**.

In principle, only one representative per organization will be funded. However, in case of a strong justification of the need for the travel of two persons, this option can also be considered.

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**The representation grant allocation process is composed of two stages:**

## **1. APPLICATION**

- Applicant shall submit the following documents:
  - Application form (can be downloaded from [www.kcsfoundation.org](http://www.kcsfoundation.org));
  - One copy of registration certificate of NGO issued by MPA;
  - Employer's confirmation (authorization to represent the organization) indicating the position and role in the organization.
  - Invitation and agenda of the activity/event;
  - Any document proving the covering of an expense by the event organizer, organization or any other third party (if applicable).
- Completed application form should be sent to [kcsfsida@kcsfoundation.org](mailto:kcsfsida@kcsfoundation.org) with subject title "**Application for representation grant – full name of applicant**" at least **15 days prior to the activity/event**. Please take into account the time required for visa application.
- All application documents should be attached to the e-mail. Incomplete application will not be reviewed.
- The activities shall be carried out during 2017. The KCSF shall notify the applicant about the decision within 10 days after the confirmation of application receipt.
- Applicant receiving financial support shall sign a contract with KCSF.
- The maximum amount of support is: **EUR 1,000**
  - **Transportation (airplane, train, vehicle). Only economic class is eligible for funding.**
  - **Registration cost.**
  - **Accommodation.**
  - **Local transportation.**
  - **Visa – a maximum amount of EUR 150 is allowed.**
- Application for individual grants will be open as long as the funds are not spent. The amount of this fund for 2017 is EUR 15,000.
- The selection will be carried out based on the criteria, with those applying first having the advantage.

## **2. REIMBURSEMENT**

- Successful applicant/s will receive 50% of the total amount of support after the signature of contract with KCSF. Should a visa be required, transfer of funds will be effected after the submission of a document certifying visa receipt (copy of visa). The rest will be reimbursed after the arrival.

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- For the reimbursement to be effected, beneficiary shall send the following documents: 1) reimbursement form (can be downloaded from [www.kcsfoundation.org](http://www.kcsfoundation.org)), 2) Receipts of all expenses eligible for compensation (invoices, tickets, boarding passes, etc.) as well as 3) the report with information summary on the activities involved in.
- All originals documents shall be submitted to the following address “Fazli Greiçevci”, st. 55, 10000 Prishtinë, **10 working days** after the arrival **at the latest**.
- Reimbursement shall be made at least 10 working days after the confirmation of regularity of documents (acceptance of expenses). The amount shall be transferred to the banking account of the applicant indicated in the form.
- Incomplete reports or reports not adhering to the deadline for the submission of documents, will forfeit the payment opportunity and the applicant shall be liable to reimburse the advance payment.

All questions related to grant application from this scheme can be sent to the following e-mail [kcsfsida@kcsfoundation.org](mailto:kcsfsida@kcsfoundation.org)

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