

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. For the scheme, representatives of organizations are considered the organization's staff.

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, 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.
- From this scheme are not supported capacity building activities.

WHICH ACTIVITIES ARE SUPPORTED?

Representation in congresses, conferences, seminars, workshops, symposiums, festivals, strategic meetings, various network meetings, such as conventions, boards, committees, advocacy meetings, 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.

Applicants that are applying for the first time in this scheme will have an advantage.

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

Applicants and non-governmental organizations can benefit a grant once a year.

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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, in exceptional cases can also be considered support for the second person.

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);
 - 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).
- Incomplete application will not be reviewed.
- Completed application form should be sent to 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.
- The activities shall be carried out during 2020. The KCSF shall notify the applicant about the decision within 10 working days after the closure of the administrative control phase.
- 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.**

The coverage of the expenditure categories presented in the application is at the discretion of the evaluation commission decision.

- Costs for food are not covered by this scheme.
- The prior visa expenses are not covered by this scheme, only the visa costs related to the activity that you apply will be reimbursed.
- Application for individual grants will be open as long as the funds are not spent.
- The selection will be carried out based on the criteria.

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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.
- For the reimbursement to be effected, beneficiary shall send the following documents: **1)** reimbursement form (can be downloaded from 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 Musa Tolaj, Lam A, H1, Floor.12, no. 65-1, Lakrishtë, 10 000 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 application form.
- Payments made prior to the notification of the decision are not covered.
- 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

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