

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 public through the promotion of joint activities with partners, provides financial support for regional/international representation of civil society organizations.

The implementation of these grants in the face of COVID-19

With the global spread of COVID 19, including the situation with the pandemic in different regions and different rules being implemented by states, the nature of trips that are supported within the framework of this call have a higher dose of unpredictability and possible change. Considering this fact, under this call we have set some basic rules so that we can make it easier to implement the scheme in accordance with the current situation:

- For any change that affects the trip during any phase of the application/implementation of the grant (application, contracting and after signing the contract) KCSF must be notified as soon as possible.
- Only the stay for the approved days and only the expenses according to the initial request in the application and approved by the evaluation committee will be covered.
- Beneficiaries are recommended to follow the situation with the pandemic and the rules of the country where they will travel to before traveling.

WHO CAN APPLY?

Representatives of local non – governmental organizations can apply for these grants, here excluding specific types of NGOs as listed below:

- Regardless of their judicial status, sports clubs, sports federations, amateur cultural associations, or religious organizations that are registered as NGOs are not targeted for KCSF grants.
- Similarly, NGOs that represent businesses or similar entities which have obvious financial capacities to cover the costs of their organization or sustain their activities are not targeted for KCSF grants.
- Branches of foreign and international NGOs registered in Kosovo are not eligible to apply.

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For the purpose of this call, representatives of the organizations are considered the staff of the organization according to the authorization for representation signed by the competent positions within the organization.

The applicant organization must not be led by Politically Exposed Persons (PEPs).¹

SELECTION CRITERIA:

For the applicant to be a beneficiary of this grant, the representation must aim at least one of the following points:

- Presenting the organization's work to a regional/international audience;
- Presenting or advocating for certain issues of interest to the organization or the country in regional/international forums;
- Creating opportunities for networking, or strategic collaborations with other regional/international organizations and donors;
- Presenting of the experiences and practices of the organization or the handling of issues of interest to the country or the organization.

The activity must be related to the work of the organization (mission/scope) which it represents. All applications will be reviewed individually and evaluated by the committee based on the compliance with the above-mentioned criteria.

Preference will be given to applicants who meet at least one of the following points:

- They have an active role during the participation and will provide a direct contribution to the activity.
- Apply for the first time in this scheme.
- Cover any part of the expenses from other sources.

Applicants and non-governmental organizations can be beneficiaries of the grant **once a year**.

Contrary to the rules for the organization, the same representative of the organization cannot be a beneficiary twice for a Representation Grant

¹For more on limitations related to Politically Exposed Persons see the Application Form.

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In principle, only one representative from an organization will be funded, but in the case of strong reasonableness of the need for the travel of two people, in exceptional cases, support for the second person can also be considered.

Institutional grantees supported by EJA Kosovë cannot apply for this call.

WHICH ACTIVITIES ARE SUPPORTED?

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

These grants do not support capacity building activities.

WHAT EXPENSES ARE ELIGIBLE?

Eligible expenses

- Transportation expenses (plane, bus, train, car), only in economy class.
- Activity registration fee
- Accommodation expenses
- Local transport
- Visa (maximum 150 euros)

*The support of expenses for the categories presented in the application (full or partial support) is at the discretion of the evaluation committee.

Ineligible expenses

- Food expenses.
- Expenses for visas obtained in advance and for visas not related to the activity for which it is applied for.
- Payments made before the notification with a positive decision on the grant application.

APPLICATION PROCEDURE

Mandatory documents

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The applicant must submit the following documents:

- Application form (specific template for this call)
- NGO registration certificate issued by the Department for NGOs.
- Confirmation from the employer (authorization to participate on behalf of the organization) specifying the position and role in the organization.
- Activity/event invitation and agenda.
- Any document proving the coverage of any expenses by the organizers, organizations, or third parties (if applicable).

Incomplete applications will not be considered.

Application submission

The completed application must be sent electronically at kcsfsida@kcsfoundation.org with the subject "Application for Representation Grant - full name of the applicant" **at least 15 days before the holding of the activity/event.**

The applicant must also consider the time limit for visa application.

CONTRACT SIGNING AND REIMBURSEMENT

In cases of application support, after receiving a positive response, the representative of the applicant organization will be asked to send the necessary information for contracting, including the individual's data and the bank account number. The amount of the grant will be transferred 50% after signing the contract and 50% after receiving the expenses incurred on the trip.

In cases where a visa is needed to be obtained, the transfer of funds will be done after submitting the evidence of obtaining visa (copy of the visa). The rest of the grant amount will be transferred after returning from the trip.

For reimbursement, the beneficiary must send the following documents: 1) the reimbursement form (download at www.kcsfoundation.org), 2) evidence of all expenses incurred for which reimbursement is requested (invoice, ticket, boarding pass, etc.) and 3) the report which must contain summarized information about the activity in which it participated.

All original documents must be submitted to the address Musa Tolaj, Entrance A, H1, Floor 12, no. 65-1, Lakrishte, 10 000 Pristina, no later than 10 working days after returning from the trip.

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Reimbursement will be made no later than 10 working days from the confirmation of the regularity of the documents (acceptance of expenses). The amount to be refunded will be transferred to the bank account of the grantee as per signed contract.

GRANT CLOSURE

After receipt of expenses and transfer of reimbursement, the grant is considered closed.

If the beneficiary does not submit the required documents or does not comply with the deadline for submitting the documents, he/she will not accept the reimbursement and is obliged to return the funds received after signing the contract.

CONTACT

All questions related to these grants can be sent at kcsfsida@kcsfoundation.org.

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