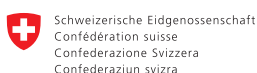


# APPLICATION GUIDELINE

SUPPORT FOR MEMBERSHIP IN  
REGIONAL/INTERNATIONAL NETWORKS

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Co-financed by:



Swiss Agency for Development  
and Cooperation SDC





The Kosovar Civil Society Foundation (KCSF), with the aim at strengthening the role of civil society in the development of democracy, provides financial support for membership of NGOs in regional and international networks, to promote joint actions with regional and international partners.

## WHO CAN APPLY?

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Local non-governmental organizations, except for the excluded categories as follows:

- Despite their legal status, sports clubs, sports federations, amateur cultural associations, or religious organizations, which are registered as NGOs, are not the target of KCSF grants.
- Similarly, NGOs representing businesses or similar entities, which have obvious financial capacities to cover their organization's expenses or sustain their activities are not the target of KCSF grants.
- Branches of foreign and international NGOs registered in Kosovo are not eligible to apply.

# APPLICATION CRITERIA

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

- Benefits that the organization will have from this membership.
- Compatibility of the mission and scope of the applying organization with the mission and scope of the network, in which membership is sought.
- Not be led or managed by Politically Exposed Persons (PEPs).<sup>1</sup>
- Accepts and commits to abide to the Core Values for EJA grants.<sup>2</sup>
- Among applications that meet the same criteria above, priority shall be given to:
  - Organizations that cannot cover the membership fee from any other source.
  - Organizations that have not previously had a networking support from KCSF.

# WHAT IS FUNDED?

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Membership fee in regional/international networks.  
Bank transfer expenses.

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<sup>1</sup> For more detail about the restrictions related to Politically Exposed Persons (PEPs), see the application form. All applying organizations are obliged to declare that no person in leading positions, according to the list and definition of Politically Exposed Persons, presented in the application form, falls under this category.

<sup>2</sup> For more about the Core Values for EJA grants, see the application form. All applying organizations are obliged to accept and commit to adhere to the Core Values for EJA grants.

# NUMBER OF APPLICATIONS AND GRANTS PER APPLICANT

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Applicants may be beneficiaries of the networking grant once per year.

## DURATION

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Support can only cover membership costs from the moment of support onwards. In this context, this support shall not cover previous memberships, including the services received during the periods or months of the year prior to receiving the grant. Additionally, networking applications submitted after October 1st of the year when membership is sought will not be covered.

## EXEMPTIONS

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- In the sense of this support, membership in networks means only membership fees for non-governmental organizations, and memberships in professional networks/platforms, where membership and payment are made for individuals, are excluded, regardless of whether those individuals are representatives of the applying organizations, in the areas covered by the organization. Although the organization also benefits in those cases, such benefit may remain secondary in relation to the individual professional benefits and goes beyond the scope of these networking grants.
- No payment is made for memberships of previous years.
- Memberships paid before being informed about the positive decision on the application shall not be refunded.
- This includes organizations that have been beneficiaries of these grants and, which, during the application for a new grant, fail to provide evidence of participation in activities, collaborations, or evidence of the benefits that the organization had from the networking grant.
- No payment is made for issued invoices that are not in the name of the applying organizations.
- Institutional grantees supported by EJA Kosovo cannot apply for support from this call.

# SUPPORT

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**The maximum amount of support is 1,000 EUR per membership.**

## APPLICATION PROCEDURE

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Application shall be made through [online application system](#). Instructions for registration and use of the application system can be found on the [webpage](#). In case you face difficulties or need additional clarifications about the application system, please feel free to contact us via e-mail or phone.

The following documents must be submitted through the online application system:

- Application form.
- NGO's registration certificate issued by the Department for NGOs.
- In cases where an application is made for continuation of the existing membership, any document that proves the membership (prior membership fee, invoice, e-mail, official list of members, weblink, etc.).
- In cases where an application is made for new membership, any document that proves the network's readiness to accept the organization (invoice, e-mail, commitment, etc.).
- In case the organization has been the beneficiary of the networking grant, evidence of the benefits that the organization has had, which can be photos or communications that prove participation in meetings/discussions within the network, and similar.
- In case the network membership amount exceeds the maximum amount allowed in this call, proof of co-financing from other source/s (e.g., e-mail, commitment letter, contract, etc.).

# APPLICATION DEADLINE

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Application for networking grants will be open until funds are exhausted.

Applicants will be notified of the Evaluation Committee's decision no later than 30 days from the date of application.

All questions related to application for grants from this scheme can be sent to [aja@kcsfoundation.org](mailto:aja@kcsfoundation.org).

# CONTRACT SIGNING

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In cases of supporting the membership application, after receiving a positive response, the applying organization will be required to send the necessary information for contracting, including the data of the organization's legal representative and the organization's bank account number. The amount of the grant is transferred to the organization after signing the contract.

# CONCLUSION OF THE CONTRACT

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- Upon signing the contract and receiving the amount, the beneficiary organization must submit proof of the transfer of the amount to the network that intends to join.
- In cases where there is a balance from the contracted amount and the amount transferred to the network in the amount of more than EUR 10, the same must be returned to KCSF.

