**ENGAGEMENT FOR JOINT ACTION - EJA KOSOVO**

**APPLICATION FORM FOR INSTITUTIONAL GRANTS**

**IMPORTANT INFORMATION!**

This Word format application form is a supplementary document designed to help applicants prepare their proposals without needing to continuously log in to the online application platform. **This document serves solely as a preparatory tool and cannot be used as an official application form.**

The content of this application form is identical to that of the online application form. However, applicants must ensure that they have followed all the detailed instructions provided in [the online application form.](https://grants.kcsfoundation.org/en/node/109)

We strongly encourage applicants to submit their applications well before the deadline to avoid any last-minute technical difficulties. These issues can include heavy internet traffic, internet connection problems, or electricity failures, which may lead to difficulties in submission. KCSF cannot be held responsible for any delays caused by these issues.

If you have any questions regarding application preparation or details about the grant application, please contact us via email at eja@kcsfoundation.org.

CHAPTER 1: Information about the applicant organization

|  |  |
| --- | --- |
| Person who applies for the grant on behalf of the organization |  Name and last name |
| E-mail |  |
| Telephone Number: | Landline and/or mobile. |
| Name of organization | Full name of the organization and (acronym) |
| Legal status as registered in the NGO Department:  | Association, foundation, institute |
| Number of registration:  | Number of registration |
| Mission of the organization: | Describe the mission of your organization (3000 characters) |
| Year of establishment: | dd/mm/yyyy |
| Office Address: | Street, number, zip code, village/city. |
| E-mail:  |  |
| Telephone Number: | Landline and/or mobile. |
| Executive Director: | Name and Surname Contact details (Telephone and email) |
| Webpage: | www. |
| Social media pages:  | Facebook, Twitter etc |

***\* In the online application system you must upload the registration certificate issued by the Department for NGOs (max 8MB, pdf/doc/docx/rar/zip).***

CHAPTER 2: Main information of the application for an Institutional Grant (*not more than* 1 page)

|  |  |
| --- | --- |
| Duration of the institutional grant that you are applying: | How many months? DD/MM/YY - DD/MM/YY.  |
| Duration of the strategy with which you are applying: | DD/MM/YY - DD/MM/YY |
| Overall goal of the strategy: | Briefly, in one paragraph, describe the overall goal of your strategy or expected change. |
|  Total budget for organizational strategy: | …EUR |
| Amount requested by EJA Kosovo: | ...EUR |
| Location of main activities: | Write your region, city, village or neighborhood. |
| Confirmed funding from other funding sources | If yes, please list main funds available, donors, and their duration.  |
| Have you applied elsewhere for other forms of financing specific activities/components of the strategy? | If yes, which donor, what amount and when are you expecting a response? |
| Have you applied elsewhere for an institutional or similar grant? | If yes, which donor, what amount and when are you expecting a response? |

CHAPTER 3: Summary of the proposal (*3000 characters*)

* Please list the main elements of your proposal, including the overall goal, specific goals, main programs of the organization, expected outcomes and main activities, main changes expected to be achieved in the end of this strategic period, approach to citizen engagement in designing and implementing the work of the organization, proposed budget and duration, geographical location of intervention/activities and any information that you deem relevant.

This summary will be shared with the donors and published online without any change. Prior to publication, the text will be translated in other two languages (Albanian, Serbian).

CHAPTER 4: Organizational Strategy

* **Goals of the organizational strategy and programs *(2000 characters*)** (What is the main goal of the organizations’ strategic document? Explain the main programs of the organization, purpose, and main type of implemented activities?
* **Specific goals** ***(2000 characters)*** (What is the main need of the society/target group that you want to address and the main change you want to contribute to? What are the specific goals you want to achieve for which you are applying?)
* **Main expected outcomes, main activities to contribute to the outcomes, implementation strategy and approach. *(3000 characters)***

(List and describe the main changes/results your intervention aims to achieve, as well as main activities contributing to each outcome. Describe also how you intend to implement these activities and the approach to be carried out.)

***\*In the online application system, you must also upload these documents: your organization's strategic document (max 5MB, pdf/doc/docx/xls/xlsx/rar/zip), the budget (max 5MB, pdf/doc/docx/xls/xlsx/rar/zip,) the organization's logical framework (max 5MB, pdf/doc/docx/xls/xlsx/rar/zip ) as well as the organization's work plan (max 5MB, pdf/doc/docx/xls/xlsx/rar/zip) according to the templates provided on the online platform.***

* **Risk Management**

(List main risks that may affect the implementation of your strategy. Describe main risks and weight their probability of occurrence and impact on your programs and activities. Plan mitigation measures to address these risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Risk Description** | **Probability****(Low, Medium, High)** | **Impact on programs/activities** | **Mitigation measures** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| Etc. |  |  |  |  |

Add columns as needed. If risk management is part of the organizations’ strategic document skip this question by making a reference to the exact page where this information is available at organizations’ strategic document or relevant annex to it.

* **Networking and collaboration with others** ***(1500 characters)***

(List organizations, citizen groups, public institutions or others that you are aware that work in the same thematic area and do similar work to your organization. Explain whether you collaborate with any of them and if you do, explain the nature of your collaboration. Are you a member of any formal or informal network in Kosovo and abroad and what is your role in the aforementioned networks?)

CHAPTER 5: Relevant experience

* **Relevant experience *(2000 characters)*** When did you start working in the field you cover? What expertise do you have? Describe the approach and the main achievements in the past?
* **Previous relevant programs *(2500 characters*)** List 3-5 projects/programs implemented in the past that are relevant and related to your current strategy. (Project/program title, overall objective and scope of work, amount and duration, years of implementation and donors)
* **Description of the strategy and main activities in the last 3 years** (***2000 characters)***

(What are the main programs, projects and activities undertaken during the past 3 years? What were the main challenges you encountered during the implementation? If this is a new program or a new thematic field which your organization intends to develop, explain the reasons why and how you decided to get involved?)

CHAPTER 6: Engagement of citizens in organizational work

* **Target Groups (In the online application system you must select one of the groups: women, youth, people with disabilities, ethnic minorities, LGBTI, elderly, other (specify).**
* **Target group analysis (For detailed guidelines on how to answer this question, please download the document** [**HERE**](https://grants.kcsfoundation.org/sites/default/files/00%20Guidelines%20for%20applicants%20-%20Constituency%20Engagement.pdf)**) *(10000 characters)*** (What citizen group/s do you intend to involve in your work? What are their characteristics? What is their role in developing and implementing the Organizations’ strategy? How do you plan to involve target groups in your organization's programs and activities? What is your track-record? Describe any method used or planning to use in including citizens to address their concerns? In your opinion, what are the best ways to engage citizens in your interventions?)

CHAPTER 7: Cross-cutting issues

* **Gender mainstreaming (For detailed guidelines on how to answer this question, please download the document** [**HERE**](https://grants.kcsfoundation.org/sites/default/files/01%20Guidelines%20for%20applicants%20-%20Gender%20Mainstreaming.pdf)**) *(5000 characters).***

(How is gender mainstreaming ensured in programs and activities?) Describe any method used or planning to use in equally including all genders to address their concerns? In your opinion, what are the best ways to ensure equal participation of all genders in your interventions?

* **Environmental considerations (For detailed guidelines on how to answer this question, please download the document** [**HERE**](https://grants.kcsfoundation.org/sites/default/files/02%20Guidelines%20for%20applicants%20-%20Environmental%20Impact.pdf)**) *(5000 characters):*** (What is the environmental impact of the work of your organization? Describe any steps and/or methods used to promote environmental sustainability through your work, and/or ensure that the environmental impact of your work is minimized or eliminated?
* **Human Rights-based approach (For detailed guidelines on how to answer this question, please download the document** [**HERE**](https://grants.kcsfoundation.org/sites/default/files/03%20Guidelines%20for%20applicants%20-%20HRBA.pdf)**) *(5000 characters):*** (How does your organization integrate a human rights-based approach in its work? Describe any steps and/or methods used to promote human rights through your work, including that the rights of your target groups are protected and promoted throughout your interventions?

CHAPTER 8: Organizational capacity

* **Human Resources:**

|  |  |
| --- | --- |
| Number of full-time employees |  |
| Number of part-time employees |  |
| Number of volunteers |  |

* **Managerial staff** (List managerial staff and their positions in the organization)

|  |  |  |
| --- | --- | --- |
| No | Name and Surname | Position |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

*add columns as needed.*

* **Managerial structure and decision - making**

*Describe the main governing and managing structure of the organization.* **(2000 characters)**

Describe the decision-making processes for key decisions in your organization. ***(2000 characters)*Infrastructure** (Describe shortly main infrastructure such as office, equipment, vehicles and alike in possession of the organization) ***(2500 characters)***

* **Financial management** (Does your organization use any financial management software? (You should fill in Yes or No) (***1500 characters)*** Does your organization use accrual accounting or cash-based accounting? (You must choose one of the options accrual or cashed based) (**1500 characters)**; Who is responsible for financial planning and management?) ***(1500 characters).***
* **Funding Sources and amounts in the last 3 years** (List your organization's funding sources and amounts in the last 3 years):

\*The questions you must answer in the online application system for the last three years (2023-2021) for funding sources and amounts are:

Did you have funding from foreign donors in 2023? Choose Yes or No to each question

Did you have funding from central government in 2023?

Did you have funding from local government in 2023? \*

Did you have funding from other donors in 2023?\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funding sourcescategory[[1]](#footnote-1) | List main donors/contributors to relevant category | Amount of funds for 2021 | Amount of funds for 2022 | Amount of funds for 2023 | % of the total amount of the annual budget for 2023 |
| **Foreign Donor** |  | EUR | EUR | EUR | % |
| **Local Private Donor** |  | EUR | EUR | EUR | % |
| **Central /Local Government** |  | EUR | EUR | EUR | % |
| Etc. |  | EUR | EUR | EUR | % |
| **Total** | **EUR** | **EUR** | **EUR** | 100% |

*add columns as needed.*

* **Organizational development *(3000 characters)*** (Elaborate main elements of organizational development plan. If your application includes also organizational development support, explain the grounds and justify the need. List and prioritize the organization's capacity building needs necessary for implementation of the organizations’ strategy, including any available resources for this (tools, modules, opportunities, etc.).
* **Sustainability *(2500 characters)*** (What are the main plans for the sustainability of either the organization or the results achieved after the end of this institutional grant? How will this plan contribute in achieving this goal?).

CHAPTER 9: Previous experience with KCSF (only for previous beneficiaries of KCSF grants of more than 10,000 EUR in the period 2015-2023)

* **Programmatic Goals** (List the main programmatic goals of the previous grant as listed in the grant contract (Application Form and Log-frame) and briefly describe the level of achievement at the end of the respective program, and how that level is being currently implemented, by specifically describing whether it has been maintained, improved, or declined.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Type of grant instrument: | Drop down list (IG EJA 1, IG DSP 2, ODG EJA 1, Medium Project Grant EJA 1, Project Grant NOR, Project Grant LUX) |  |
|  | Period of implementation: | Start year:  | End year: |
|  | Total budget: |  |  |
| No | Main Goals | The level of achievement at the end of the program | Current status |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

*add columns as needed.*

*add specific tables for each previous grant contract with KCSF.*

* **External audit** (List the main findings and recommendations that were formally given by the external auditor during the implementation of previous KCSF grants, or any findings and recommendations given by the external auditor during the last 3 years, beyond those contracted by KCSF, and describe how have you addressed such findings and recommendations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Main Findings | Main recommendations | Year of the recommendation | Actions and current status |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

*add columns as needed.*

* **Internal governance findings and recommendations** (List the main findings and recommendations that were formally given by KCSF during the implementation of previous grants, such as findings and recommendations related to improvement in internal documents and procedures, improvement in financial management and accounting, improvement in procurement documents and practices, addressing of the conflict of interest, etc. and describe how have you addressed such findings and recommendations

|  |  |  |  |
| --- | --- | --- | --- |
|  | Type of grant instrument: | Drop down list (IG EJA 1, IG DSP 2, ODG EJA 1, Medium Project Grant EJA 1, Project Grant NOR, Project Grant LUX) |  |
|  | Period of implementation: | Start year:  | End year: |
|  | Total budget: |  |  |
| No | Main Findings | Main recommendations | Actions and current status |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

*add columns as needed.*

*add specific tables for each previous grant contract with KCSF.*

MANDATORY DOCUMENTS AT APPLICATION STAGE[[2]](#footnote-2)

1. NGO Registration Certificate issued by the NGO Department;
2. Declaration on Politically Exposed Persons (PEP) (as per EJA Kosovo template, to be signed in the online application form)
3. Declaration on Core Values for EJA Grantees (as per EJA Kosovo template, to be signed in the online application form)
4. Organizations’ Strategic Document (which covers the entire or larger part of the grant period);
5. Budget of the whole organization for the applying period, with clear separation of those budget lines for which support is requested by EJA Kosovo, as well as salary specification and reasoning (as per EJA Kosovo template);
6. Annual Work Plan of the whole organization for the applying period, clear separation of main activities for which support is requested by EJA Kosovo (as per EJA Kosovo template);
7. Logical Framework of the Organizations’ Strategic Document (as per EJA Kosovo template).

MANDATORY DOCUMENTS AFTER SHORT-LISTING[[3]](#footnote-3)

1. Statute of the organization (signed version identical to the Statute as submitted to the NGO Department);
2. In case the applicant is a foundation or an institute, the list of Governing Board members;
3. In case the applicant is an association, the name of the Head of Assembly of Members. Also, if the association has any intermediary boards or other bodies, a list of embers of such body;
4. Annual financial statements of the organization[[4]](#footnote-4) for the last two (2) years (2022 and 2023)
5. Auditor’s reports for the last two (2) years (2022 and 2023) if the applying organization is obliged to posses an audit report or if the organization has it regardless of obligations)

 In the online application system, you must also provide the applicant's Statement, as follows:

By submitting this application, I declare that:

1. information presented in the application form and all mandatory documents are true to my best knowledge and reasonable verifications;
2. I am aware that submitting false information may result in the application being rejected, or in case of award the contract being terminated.
1. E.g. foreign donor, local donor, central or local government, organization's economic activity, private donation, membership fees, etc. [↑](#footnote-ref-1)
2. *All mandatory annexes should be presented separately as separate documents and listed from 1 to 7.* [↑](#footnote-ref-2)
3. *All mandatory annexes should be presented separately as separate documents and listed from 1 to 5.* [↑](#footnote-ref-3)
4. Annual financial statements should on the minimum show the balance sheet and income and expenses statement. Audit reports should cover two financial statements of the organization. For recently established organizations, only if applicable. [↑](#footnote-ref-4)