**ENGAGEMENT FOR JOINT ACTION - EJA KOSOVO**

**APPLICATION FORM FOR ORGANIZATIONAL DEVELOPMENT GRANTS**

This application formhas a specific format (Concept Note type) and the applicant organization must ensure the following:

* The application form is filled out in an electronic format and is not longer than **8 pages.**
* The application form should be in Albanian, Serbian or English;
* Format and content of the application remain the same and font size (11) should not be changed;
* Answer each of questions in assigned order and do not delete any questions;
* Attach all documents specified in the list of Mandatory Documents section;
* The completed application form should be sent in a word format at [eja@kcsfoundation.org](mailto:eja@kcsfoundation.org) and the e-mail subject should state: ***“ODG Application - full name of the applying organization (acronym)”***

**APPLICATION DEADLINE is 24.03.2022 at 23:59 hrs.**

*After completing in the form, please remove this page with instructions!*

CHAPTER 1: Information about the applicant organization (*not more than* 1 page)

|  |  |
| --- | --- |
| Name of organization: | Full name of the organization and (acronym) |
| Legal status as registered in the NGO Department: | Association, foundation, institute |
| Date of establishment: | dd/mm/yyyy |
| Office Address: | Street, number, zip code, village/city. |
| Telephone Number: | Landline and/or mobile. |
| Executive Director: | Name and Surname |
| Contact details: | Name of contact person, telephone and email |
| Webpage: | www. |
| Social media pages: | Facebook, twitter etc |

CHAPTER 2: Information of the application for an Organizational Development Grant (1 page)

|  |  |
| --- | --- |
| Duration of the organizational development grant: | How many months? DD/MM/YY - DD/MM/YY. |
| Amount requested: | ...EUR (Exactly the same amount as the total in the excel budget form) |
| Location of main activities supported under this grant: | Write region, city, village or neighborhood. |
| Do you have other funding for the duration of this grant? | If yes, please list main funds available, donors, type of support/project title and duration. |
| Do you have currently similar support to the one applying here? | If yes, please list main organizational development activities supported, including amount, duration and donor. |
| Did you apply elsewhere for a similar grant? | If yes, which donor, what activities, what amount, what duration and when are you expecting a response? |

CHAPTER 3: Summary of the grant proposal (*not more than* 1/2 page)

* Please describe the main elements of your proposal for organizational development grant. List the main changes in society you want to contribute to and your work to achieve this change, describe shortly the main organizational development activities planned, including total proposed budget, duration, geographical location of main activities and any information that you deem relevant.

CHAPTER 4: Organizational Development Grant proposal (*not more than* 5 pages)

1. **Organization’s programmatic goals and overall direction**

What is the main need of the society that you want to address and the main change you want to contribute to? Why such a change is necessary for your target groups? How does your organization contribute to such a change now and how you envisage such contribution in two years from now? Which would be the main activities, approaches or methodologies that you intend to deploy in achieving such a change (please do not include here organizational development activities for which you request support)?

1. **Organizational development activities**

List and describe the main activities you intend to undertake for organizational development (capacity building of the staff, internal tools and systems, development of internal policies and documents, new software and equipment, new methodologies and approaches, etc.). Explain the reasons for selection of these activities and elaborate how they will contribute to the development of your organization. When completed successfully, describe how these activities and resources will advance your work and support in achieving your programmatic goals.

1. **Target groups and involvement of citizens in the work of the organization**

What are your target groups? Who should be involved in your work and how will you include those citizens who you aim to reach? What is your practice to date in involving citizens in your work? In future, how do you intend to involve citizens in the work of your organization? How is gender mainstreaming ensured in your programs and activities?

1. **Organizational capacity and internal governance**
2. When did you start working in this area? Describe any relevant experience related to the intervention area you work or intend to work. Is the work you intend to carry on as an organization a continuation of your previous work? If new, describe the reasons for changes and how it builds up on previous work and complements it.
3. What are organizations human resources? Describe your staff’s main skills and expertise. List main infrastructure resources in your possession such as office, equipment, vehicles, etc. Describe briefly the financial management system. Give a summary of your organizations funding sources, main donors and total amounts in last 3 years?
4. Describe the leading and managing bodies of the organization. List and briefly explain internal regulations and policies that exist and are applied. Explain the decision-making processes in your organization. Describe internal and external quality control mechanisms. Describe how do you ensure financial regularity (including audit) and transparency.

MANDATORY DOCUMENTS[[1]](#footnote-1)

1. NGO Registration Certificate issued by the NGO Department;
2. Fiscal Number Certificate (in cases when this number is not on the Registration Certificate);
3. Statute of the organization (signed version identical to the Statute as submitted to the NGO Department);
4. In case the applicant is a foundation or an institute, the list of Governing Board members;
5. 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;
6. Declaration on Politically Exposed Persons (PEP) (as per EJA Kosovo template);
7. Short bio of the of responsible person for this grant;
8. Proposed budget (as per EJA template for ODG);
9. Annual financial statements of the organization[[2]](#footnote-2) for the last two (2) years (2021 and 2020)..
10. Auditor’s reports[[3]](#footnote-3) for the last two (2) years (2020 and 2019[[4]](#footnote-4)) if the applying organization is obliged to possess an audit report or if the organization has it regardless of obligations)

*After completing the application form, please remove this page with instructions!*

Statement by the applicant (1/4 page)

By submitting this application, I <name of the person>, legal representative of the NGO <name of the NGO> declare that:

1. information presented in the application is 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.

Administrative compliance checklist (After filling in this form, please remove this page)

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET AND USE CHECK BOXES (YES or NO)** | **Tick the items below** | |
|  | Yes | No |
| 1. Application is submitted within the deadline (24.03.2022) |  |  |
| 2. The application is typed in computer and has a maximum of **8 pages** (Including statement by the applicant) |  |  |
| 3. Application is in Albanian, Serbian or English |  |  |
| 4. Format and content of the application form is unchanged and the same font size (11) is used |  |  |
| 5. Information in each question/section of the form is provided |  |  |
| 6. All 10 mandatory documents are submitted (scanned pdf, word or excel format) |  |  |
| 7. Budget is within the specified threshold (maximum EUR 15,000) |  |  |
| 8. Grant duration is within the specified timeframe (minimum 6 months and maximum 14 months) |  |  |
| 9. Statement by the applicant is filled in |  |  |

*This checklist is to only to help the applicants to check if the application dossiers is full and complete, therefore you are encouraged to use it.*

*Before submitting the application, please remove this table from the application form.*

1. *All mandatory annexes should be presented separately as separate documents (pdf or word/excel) and listed from 1 to 8.* [↑](#footnote-ref-1)
2. Annual financial statements should on the minimum show the balance sheet and income and expenses statement. For recently established organizations, only if applicable. [↑](#footnote-ref-2)
3. Auditors report must include all financial statements. For recently established organizations only if applicable. [↑](#footnote-ref-3)
4. Organizations that have their annual audit report for 2021, may submit audit reports for 2020 and 2021. [↑](#footnote-ref-4)