



Citizen Engagement Activity Partnership Grants

Issued by: CITIZEN ENGAGEMENT ACTIVITY
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Subject: Call for application for “Partnership Grants” to contribute to increasing the cross-sectoral cooperation

Purpose: The USAID-funded Citizen Engagement Activity (CEA) is now accepting applications to support partnerships between Civil Society Organizations and the private sector. These partnerships will work on joint initiatives that address community concerns and promote cross-sectoral cooperation, with the goal of cultivating an increased social trust and a more conducive environment for both financial and non-financial support to civil society.

Eligibility: Applicants must meet all eligibility criteria below to submit an application and be considered for evaluation.

- Partnerships must be comprised of at least one NGO and one from the private sector (i.e. business, media). Partnerships with the diaspora private sector will be considered an advantage.
- The applicant and lead implementer must be an NGO and should be active and registered in Kosovo.
- The applicant must demonstrate a financial management system and meet organizational due diligence requirements.
- The proposed intervention contributes to the overall goal of the CEA and focus on constituency engagement, social trust, and diversification of resources of expanding solution-oriented cross-sectoral cooperation to respond better to community interests, and cultivating a culture of giving through philanthropy, fundraising and voluntarism in Kosovo.
- Branches of foreign and international NGOs registered in Kosovo as well as sports clubs, sports federations, amateur cultural associations, or religious organizations that are registered as NGOs are not the target of this call.
- The requested budget should not exceed 80% of the total budget needed. The applicant should demonstrate a clear plan for the remaining part (minimum 20% of the total budget) to be co-financed by the private sector or the community.
- The applicant should not be a Politically Exposed Person (PEP)
- All applications can be submitted in Albanian, Serbian, or English.

Funding: The maximum that can be awarded is EUR 7,300. A cost share of 20% is required. In-kind contributions are welcomed but are not considered co-financing.

Information: To be considered for this funding opportunity, interested applicants must submit their proposals at ceainfo@kcsfoundation.org



*Questions regarding the documents for applications can be addressed at ceainfo@kcsfoundation.org.
Answers to all received questions will be published in the 'Apply for grants' section in the KCSF website.*

Annex 1:

BACKGROUND INFORMATION OF THE CITIZEN ENGAGEMENT ACTIVITY

The Citizen Engagement Activity (hereinafter referred to as “the Activity”) is a five-year initiative (2021-2026) supported by the United States Agency for International Development (USAID) and implemented by the Kosovar Civil Society Foundation (KCSF), in cooperation with several domestic and international organizations.

The overall goal of the Activity is to foster a culture of citizen-driven, grassroots activism in Kosovo that leads to improved communities and enhanced quality of life for the people of Kosovo. To support this, the Activity will energize a base of community activists, build a robust and trustworthy civil society, expand cooperation and partnerships across sectors, increase government involvement and accountability, and diversify and mobilize resources both domestically and abroad to create change.

The Activity is looking to expand cooperation and partnership across sectors involves direct contributions such as the establishment of the philanthropy forum and initiatives for community cooperation presented below. Moreover, we aim to support this important objective of the program by providing partnership grants, an instrument to support collaboration among sectors for joint initiatives as a tool for supporting the collaborative multi-sector efforts over isolated and individual approaches.

Areas of focus:

1. Energize community activism, strengthen civil society links to constituencies and increase demand for accountability. The intervention seeks to combine strong citizen-led activism and investment as a potent catalyst for change.
2. Establish cross-sectoral partnerships and increase trust between CSOs, citizens, private sector, and public Institutions. The intervention seeks to build cross-sectoral cooperation that convenes representatives from multiple sectors to work together on solutions to citizen-identified problems and acknowledging businesses' potential role in promoting philanthropic endeavors for the public good.
3. Utilize the developed capacities of CSOs and enable regulatory environment to mobilize alternative domestic and diaspora resources. The intervention seeks to increase access to resources both domestically and abroad - financial, human, and material to make it easier for communities to receive the support they need to create change.



Annex 2:

MORE INFORMATION ON THE PARTNERSHIP GRANTS

i. Purpose of funding

The funding opportunity seeks to contribute to the improvement of cross-sectoral cooperation and partnership between civil society and the private sector. As such, the proposal must be in partnership with at least one partner from the private sector other than NGOs. The total number of partners involved is not limited. Partnerships with the diaspora private sector will be considered an advantage. These grants will co-finance joint initiatives between sectors that aim to:

- Establish cross-sectoral partnership or
- Advance existing cross-sectoral partnership, including partnerships that derive from the Philanthropy Forums and Initiatives for Community Cooperation facilitated by “The Activity.”

As such, this call invites applications that engage different sectors in joint work, thus supporting multi-sectoral partnerships, rather than fragmented and individual approaches. To ensure systemic partnership, the proposed implementing partners should be closely involved in all phases starting from the identification of the proposed intervention, its design and implementation. This process should be clearly presented in the application.

ii. Grant size and cost sharing

The maximum amount of financing for this call is EUR 7,300 and the requested budget should not exceed 80% of the total needed budget. The remaining part (minimum 20% of the total budget) should be co-financed by the private sector or the community. In-kind contributions are encouraged but will not be considered co-financing.

Funds are to be used only for costs directly related to the proposed grant activities. Applicants hold full responsibility for the correctness and accuracy of the proposed budget including arithmetical errors, inaccuracies, unrealistic costs, and ineligible costs.

iii. Number of applications

Lead applicants can submit and be included in only one application.

iv. Timeframe

The implementation of the project should not exceed 12 months.

v. Targeted beneficiaries

The final beneficiaries of the proposed intervention should be citizens of the community where the intervention will be implemented or the country in general. For the principal beneficiaries'/target groups, equal gender participation should be targeted. Whenever possible, a similar approach should



be followed also for the inclusion of other under-represented and marginalized groups (minorities, women, youth, elderly, people with disabilities, LGBTI, etc.).

Annex 3: INFORMATION ON ELIGIBILITY

i. Eligible Applicants

Non-Governmental Organizations

Despite their legal status, not all NGOs are eligible to apply for this call. Specifically, branches of foreign and international NGOs registered in Kosovo as well as sports clubs, sports federations, amateur cultural associations or religious organizations that are registered as NGOs are not the target of this call.

ii. Noneligible activities and interventions

- Interventions that are directly affiliated with or supportive of political parties
- Emergency assistance and charities
- Capital Investments
- Project composed entirely of mostly of preparatory work and/or studies
- Cross boarder activities
- Service type activities such as Technical Assistance for public institutions and/or other entities.
- Interventions which are subject to multilevel dependency and approval, thus posing high risk for achieving results
- Subgrants to third parties
- Scholarships
- Conference and roundtable discussions

v. Noneligible Funding /Costs

- Value Added Tax (VAT)
- Purchasing equipment
- Construction related expenses
- Debt or payments for losses
- Consumer and import duties
- Loan and invest payments
- Equipment depreciation expenditures
- Purchase of land or immovable property
- Currency exchange fee
- Payment expenses covered by other donors
- Credit to third parties (sub grants)
- Overhead



Annex 4.

APPLICATION PROCESS

The applications for this call will be evaluated in two phases. In the first phase, applications are reviewed if they fulfil the technical requirement. Only applications that successfully pass this phase will be subject to full evaluation.

1. Administrative compliance (verification of formal criteria)

During this phase all applications are assessed if the following has been submitted/respected:

- Lead applicant is a Kosovo based active NGO engaged in any non-profit initiative (branches of foreign and international NGOs registered in Kosovo as well as sports clubs, sports federations, amateur cultural associations or religious organizations that are registered as NGOs are not eligible to apply).
- The lead applicant is also the lead implementer that takes full responsibility for grant implementation and management.
- The lead applicant is not a Politically Exposed Person (PEP).
- The proposal must be in partnership with at least one partner from sectors other than NGOs. The total number of partners involved is not limited. In case another NGO is proposed as implementing partner, it should fulfil the first eligibility criteria.
- The proposed intervention will be implemented in Kosovo.
- The provided form of application and budget is used.
- Budget (co-financing; and max 80% of the total budget in the amount not higher than EUR 7,300). The remaining amount (minimum 20%) is required to be secured from the private sector or the community.
- The implementation timeframe does not exceed 12 months.
- All mandatory documents are submitted.
- Requirements presented in the application form are fulfilled.

Applications that do not meet the specified requirements are not evaluated further. The results of this evaluation phase will be communicated to each applicant in written.

2. Full evaluation

Applications that pass the administrative compliance phase are eligible for the full evaluation based on the criteria set out below. This phase of the evaluation will be conducted by an External Evaluation team.

Evaluation Criteria	Key evaluation questions	Points
Relevance to the Citizen Engagement Activity	How does the proposed intervention contribute to the overall goal of the Activity?	10
	Does the proposed intervention contribute to the development of a strategic, long-term and sustainable multi-sectorial collaboration?	
Proposed intervention	Does the proposed intervention target a matter of public interest?	10
	Is the proposed intervention sufficiently analyzed? Are the needs and possibilities clearly presented?	
Partnership	Does the proposed intervention support the establishment of cross-sectoral partnerships or advance the existing cross-sectoral partnerships between sectors (with focus on the partnerships between the civil society and private sector)?	10
	Are the proposed implementing partners closely involved in all phases starting from the identification of the proposed intervention, its design and implementation and is the proposed collaboration expected to be successful?	
Quality of application	Is the overall objective of the proposed intervention realistic and clearly presented?	40
	Are the expected results measurable and achievable and do they contribute to the achievement of the overall objective?	
	Is the proposed implementation methodology and approach appropriate for the proposed intervention?	
	Are the roles and responsibilities of the proposed implementing partners clearly assigned?	
	Does the intervention foresee involvement of the relevant stakeholders?	

	<p>Are the proposed activities specific, achievable and relevant to the proposed intervention?</p> <p>Who are the main targets of the proposed intervention and how will they benefit from it?</p> <p>How will the implementation of the grant be monitored and what measures will be applied to mitigate the challenges/risks?</p> <p>Is the proposed methodology for visibility and outreach appropriate for the proposed intervention?</p>	
Implementation capacities	<p>Does the proposed implementation team have previous experience of engaging in initiatives of public interest; thematic expertise and/or previous experience on the intervention matter?</p> <p>Does it have the appropriate technical capacities (infrastructure and other technical capacities) to ensure proper implementation of the intervention?</p> <p>Are there sufficient capacities to ensure proper administrative and financial management of the grant?</p>	15
Budget	<p>Is a minimum of 20% of the total budget secured through other sources? (co-financing from businesses operating in diaspora will be considered an advantage)</p> <p>Is the proposed budget realistic, cost-effective and does it ensure qualitative implementation of the activities?</p>	15

The maximum evaluation per application is 100 points. The minimum passing threshold is 70 points, as well as the half of available points in each of the broad evaluation criteria presented in the table above (Relevance to the Citizen Engagement Activity, Intervention area, Partnership, Quality of application, Implementation capacities and Budget).

3. Documents for application

NGOs
Certificate of registration issued by the NGO Department in Kosovo
Fiscal number certificate
Certificate of registration of the proposed implementing partner/s



Application form (in word (.doc) format) – as per the provided template
Budget (in excel (.xls) format) – as per the provided template
Co-funding proof (e.g. contract, decision, letter of commitment, etc. (as PDF format).
Declaration on Politically Exposed Persons

4. Application, evaluation and implementation process



5. Administration of Grants

Partnership grants will be administered in conformance with 2 CFR 200, 2 CFR 700, in accordance with the requirements that apply to USAID-executed grants in ADS 303, Grants and Cooperative Agreements



to Non-Governmental Organizations and applicable standard provisions in ADS 303 and Citizen Engagement Activity Cooperative Agreement.

USAID funds cannot be used to award profit under assistance instruments. Partnership grants may cover direct reasonable, allocable and allowable expenses.

6. Submission of applications

Applications should be submitted electronically at ceainfo@kcsfoundation.org. KCSF will confirm the receipt of the application by replying to the applicant with an acknowledgement email.

Applications that are incomplete and those that do not comply with rules and forms will not be reviewed.

Issuance of this call does not constitute an award commitment and KCSF reserves the right not to select any of the submitted applications.

Grant beneficiaries are not eligible for another grant within CEA while the grant is active.

6.1. Contact information

For any questions on preparing the documents for application you can contact us **only** at ceainfo@kcsfoundation.org. All questions and answers regarding the application will be published in the Q&A (questions and answers) section of the KCSF website.

To ensure equal treatment and full transparency, KCSF cannot give a prior opinion on the eligibility of applicants, an operation or specific activity. Therefore, please refrain from contacting KCSF in any form aside from the above presented e-mail.

6.2. Complaints

Unsuccessful applicants believing that they have been harmed by an error or irregularity during the evaluation process may complain within 3 (three) working days from the day when the notification has been communicated.

Annex 5: Forms to be attached.

- A. Grant Application Form
- B. Budget form
- C. Declaration on the Politically Exposed Persons