



Citizen Engagement Activity Partnership Grants

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

Purpose: The Citizen Engagement Activity(CEA) funded by the USAID mission in Kosovo has opened the call for applications to support partnerships between Civil Society Organizations (CSOs) and the private sector. These partnerships will work on joint initiatives that address community concerns and promote cross-sectoral cooperation, with the aim of contributing to increasing social trust and creating a more favorable environment for financial and non-financial support of civil society.

Qualifying Criteria: to be considered for evaluation, applicants must meet all the qualifying criteria presented below upon submission of the application.

- Partnerships must be composed of at least one NGO and one from the private sector (i.e. business, media). Partnerships with the diaspora private sector are preferred.
- The applicant and lead implementer must be an active NGO registered in Kosovo.
- The applicant must demonstrate a history of having an adequate financial management system and fulfilling the organizational due diligence requirements.
- The proposed intervention should contribute to the overall goal of the CEA and focuses on community engagement, social trust and diversification of resources to expand intersectoral cooperation, oriented towards solutions to better respond to community interests and the cultivation of a culture of giving through philanthropy, fundraising and volunteering in Kosovo.
- The proposed intervention should demonstrate that it was developed based on a needs assessment in partnership with relevant stakeholders.
- 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 funding from this award is limited to €7,300 and cannot exceed 80% of the total budget. The proposed total budget must contain a minimum of 20% co-financing by the private sector or the community. Please refer to the examples presented below, in the '*Financing*' section.
- Co-financing must not be from entities related to the applicant organization.
- The legal representative of the applying NGO must not also serve as a proposed partner in the project and must not have any legal obligation or formal relationship with the applying partner organization.
- The applicant should not be a Politically Exposed Person (PEP)
- All applications can be submitted in Albanian, Serbian, or English.



Financing: The Partnership Grants must be co-financed through joint initiatives between civil society and other sectors. The co-financed portion must represent a minimum of 20% of the total budget. There is no limit to the total budget, however the funding from this grant is limited to €7,300 and cannot exceed 80% of the total budget. Also, you must provide at least 20% of the total project cost through co-financing. Non-financial contributions (in-kind) are welcome but are not considered co-financing.

Example 1: If the total project budget is 30,000 euros, up to 7,300 euros can be requested from the grant, the maximum possible award, and a minimum of 6,000 euros of the remaining budget (20% of 30,000 euros) must be secured through partner co-financing.

Example 2: For a project with a total budget of 8,000 euros, up to 6,400 euros can be requested from the grant, as this does not exceed 80% of the total budget of the proposed project. Also, 1,600 euros (20% of 8,000 euros) must be secured from other sources.

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 on the KCSF website.

Annex 1:

BACKGROUND INFORMATION OF THE CITIZEN ENGAGEMENT ACTIVITY

The Citizen Engagement Activity (CEA) in Kosovo is a five-year initiative implemented by the Kosovo Civil Society Foundation (KCSF) in partnership with the United States Agency for International Development (USAID). This initiative is dedicated to cultivating a culture of activism that makes life in our neighborhoods and cities better, more loving, and more meaningful. This initiative imagines a future built on the foundations of a civil society, which through courageous activism, bottom-up representation, comprehensive cooperation, professional action, transparency in all aspects of public and institutional life and the different use of resources bring about radical change in our communities. Likewise, this initiative aims at a rediscovered sense of solidarity towards each other.

Building on the powerful knowledge and experience of the most prominent voices and leaders in the fields of civil society professional support and institutional cooperation, the Citizen Engagement Activity is a serious commitment to increase, democratize and protect the power that our communities have to bring change and progress. Through efforts for sustained coordination, genuine interaction and through improving the capacities of those involved in activism every day, the Citizen Engagement Activity will advance many actions, which rest on these three main pillars: community, trust and resource mobilization.



Areas of focus:

1. Encourage community activism, strengthen civil society ties with the community and increase the demand for accountability. The intervention aims to combine strong citizen-led activism and investment as a powerful 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 capacities of CSOs and enable a favorable environment to mobilize alternative local and diaspora resources. The intervention aims to increase access to resources inside and outside the country, i.e. financial, human and material resources, to facilitate the provision of support to communities for their needs to create change.

Note: Project proposals that have a direct impact on the environment or that involve the purchase of small-scale equipment, fixtures, commodities, agricultural materials, etc. will require additional assessment before they can be approved.

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.

- Establish cross-sectoral partnership or
- Advancing existing cross-sector partnerships, including partnerships stemming from the Philanthropy Forums and Community Collaboration Initiatives 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 grant amount supported by this call is 7,300 euros. The remaining part (minimum 20% of the total budget) must be co-financed by the private sector or the community. Non-financial contributions (in-kind) are welcome but will not be considered as co-financing. Funds must be used only for expenses directly related to the proposed grant activities. Applicants bear full responsibility for the correctness and accuracy of the proposed budget including arithmetic errors, inaccuracies, unrealistic costs and unacceptable 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

iii. 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: The maximum grant amount supported by this call is 7,300 euros. The remaining part (minimum 20% of the total budget) must be co-financed by 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 specific requirements will not be evaluated further. The results of this evaluation phase will be communicated to each applicant in writing.

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, private sector and/or other sectors)?	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?	
	Are the proposed activities specific, achievable and relevant to the proposed intervention?	
	Who are the main targets of the proposed intervention and how will they benefit from it?	
	How will the implementation of the grant be monitored and what measures will be applied to mitigate the challenges/risks?	
	Is the proposed methodology for visibility and outreach appropriate for the proposed intervention?	
Implementation capacities	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?	15
	Does the implementation team have the appropriate technical capacities (infrastructure and other technical capacities) to ensure proper implementation of the intervention?	
	Are there sufficient capacities to ensure proper administrative and financial management of the grant?	
Budget	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)	15
	Is the proposed budget realistic, cost-effective and does it ensure qualitative implementation of the activities?	

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, Proposed Intervention, 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.

Beneficiaries of other grants offered under the CEA cannot benefit from partnership grants while the other grant awarded is active.

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.

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