

ENGAGEMENT FOR JOINT ACTION - EJA KOSOVO

Guidelines for application for Medium Project Grants

About Engagement for Joint Action - EJA Kosovo



Engagement for Joint Action (EJA Kosovo) is a KCSF program that supports civil society initiatives through grants and capacity building with the overall aim of contributing meaningfully to the democratic and socio-economic development of Kosovo. Designed as a pooled funding mechanism, EJA Kosovo is currently co-financed by the Swiss Agency for Development and Cooperation (SDC) and Sweden.

Centering citizen engagement and participation in the work of civil society, EJA Kosovo aims to contribute towards two main objectives: (a) increasing civic engagement in public life through participatory advocacy of civil society; and (b) enabling CSOs to strengthen their constituency relations and improve their organizational capacities.

EJA Kosovo is based on the premise that through tailor-made systems of inclusiveness, transparency and accountability on the one hand, and better access and communication with the community on the other hand, CSOs, by involving citizens in their work, can build a stronger and more engaged base of support. This strengthens their constituency and allows them to better represent the needs and concerns of the community. Together with improved internal governance, transparency and citizen engagement, this will contribute to increased public trust in CSOs, with citizens seeing civil society as a legitimate and effective platform for raising concerns and advocating for change.

1. Introduction



The traditional view of policymaking focuses on formal legal and normative processes. However, effective policymaking extends beyond these structures. It encompasses all aspects of society and public life, ensuring that the voices and needs of all citizens are heard and considered. Every Kosovar man and woman, boy and girl, needs to have the opportunity to address their needs, concerns and proposals in the most adequate way to his/her capacities, needs and context. Civil society has an opportunity, but also responsibility to empower citizens and bring their concerns and voice into the limelight of public policies and public discourse.

a. EJA Kosovo instruments of support

While recognizing the diversity of civil society and its varied approaches, EJA Kosovo places a special focus on initiatives and organizations that embed participatory practices in their work. This focus is grounded in the belief that civil society can only be truly responsive to the needs of citizens by systematically and intentionally including them in its activities. Such inclusion increases impact, transparency and accountability and contributes to strengthening the relationship between civil society and citizens.

To support these aims, EJA Kosovo offers several support mechanisms tailored to different needs and capacities within civil society, including Institutional Grants, Organizational Development Grants, Medium Project Grants, Small Project Grants, Urgent Grants, Dedicated Grants, Representation and Networking Support and the annual Democracy Award.

b. Medium Project Grants (MPG)

Medium Project Grants aim to support medium-scale interventions by civil society organizations that address identified issues of public interest and contribute to concrete results and systematic change at local and/or national level.

Medium Project Grants are intended for NGOs with sufficient organizational and technical capacities to design and implement more substantial interventions and to achieve results within a defined period. Supported interventions are expected to demonstrate a clear understanding of the issue addressed, a coherent approach to achieving the proposed change, and meaningful involvement of citizens and target groups in the intervention.

Through Medium Project Grants, EJA Kosovo seeks to support civil society organizations that have developed beyond small-scale and short-term interventions and have the capacity to engage with more complex issues and processes at local and/or national level.

2. General Overview of Call Requirements



a. Eligibility criteria

In order to be eligible for application, applicants need to fulfil the following criteria:

- o Be a domestic non-governmental organization registered according to the applicable law in Kosovo (branches of foreign and international NGOs registered in Kosovo are **not eligible** to apply);
- o Have an annual turnover of over 25,000 EUR for the last two years (each year);
- o Be directly responsible for the management of the grant;
- o Demonstrate sufficient organizational and technical capacity for the management and implementation of the proposed project.
- o Is not led or managed by [Politically Exposed Persons \(PEP\)](#).¹
- o Accepts and commits to abide to the [Core Values](#) for EJA grantees.²;
- o Applicants must not have an active Institutional Grant contract under the EJA Kosovo program at the time when the implementation of the Medium Project Grant is expected to begin.

b. Non-Governmental Organizations

Applicants shall demonstrate that their engagement is within the area of democratization and eligible program areas. Despite their legal status, not all NGOs are included in the above eligibility criteria, due to the wide scope of the applicable legislation for registration of NGOs in Kosovo.

Sports clubs, sports federations, amateur cultural associations or religious organizations that are registered as NGOs are not eligible for KCSF grants. Similarly, NGOs that represent businesses or similar entities with clear financial capacity to cover the costs of their organization or sustain their activities are not eligible for KCSF grants.

c. Number of applications

Organizations can submit one application only in this Call for Proposals.

d. Timeframe and budget

- o Organizations will be eligible to apply for funding for a period of minimum 12 months and maximum 24 months.
- o The maximum budget requested for funding from this call is EUR 50,000 including audit costs

e. Areas of intervention and targeted population

EJA Kosovo focuses on civil society's contribution to policymaking, emphasizing constituency integration in advocacy efforts and creating spaces and practices for citizen engagement. The program aims to increase civic participation in public policy processes at all levels, with priority areas including the participation of women and marginalized groups, improvement of socio-economic and cultural rights, strengthening civil society's watchdog role, youth empowerment in policy processes, human rights and civic education, and environmental issues.

1- For more on limitations related to Politically Exposed Persons (PEPs) see the Application Form Template or KCSF website. All applying organizations are required to declare that none of the persons in the leading positions as per the list and definition of Politically Exposed Persons provided in the application form fall under this category.

2- For more on the Core Values for EJA Grantees see the Application Form Template or KCSF website. All applicants are required to commit to and act in accordance with the Core Values for EJA Grantees in all phases of the application and potential implementation.



EJA Kosovo is committed to supporting interventions addressing the **rights and needs of marginalized groups**. These include women, people with disabilities, Roma, Ashkali and Egyptians, the Kosovo Serb community, the LGBTI community, the elderly and youth.

In this call, EJA Kosovo particularly **encourages proposals addressing environmental challenges through approaches that meaningfully engage citizens and communities**. Such interventions may address, among others, environmental governance and accountability, implementation of environmental policies and legislation, biodiversity and nature conservation, climate change, air and water quality, sustainable energy, environmental justice, citizen participation in environmental decision-making, and community mobilization around environmental issues.

f. Level of intervention and geographical coverage

Through this call, support will be provided to NGOs throughout Kosovo seeking to bring about change at local/municipal and/or national/central level.

At least **30 percent of the beneficiaries of Medium Project Grants will be organizations based and operating outside Prishtina**.

g. Civic engagement

EJA Kosovo places citizen engagement at the centre of supported interventions. Applicants for Medium Project Grants are expected to clearly demonstrate which citizens and target groups are affected by or have an interest in the issue addressed, and how they will be meaningfully involved in the proposed intervention.

Target group analysis – Applicants should provide a clear analysis of the citizens and target groups relevant to the intervention, their needs and interests, and why their participation is important for achieving the proposed change. Applicants should recognize differences within target groups, including gender, age, ethnicity, disability, location, socio-economic circumstances and other relevant characteristics, and adapt the intervention accordingly.

Engagement approach – Applicants should explain how citizens and target groups have contributed to identifying the issue and/or designing the intervention and how they will participate during implementation. Citizen engagement should be meaningful and appropriate to the intervention and should go beyond citizens participating only as passive recipients of activities.

For guidance on constituency engagement, please see the short document **Guide for applicants: Constituency Engagement** in [KCSF website](#).

Previous EJA Kosovo support — Applicants that have previously received EJA Kosovo support should briefly demonstrate how experience and lessons from previous citizen engagement have informed the proposed intervention.

Supported NGOs will have access to mentoring and capacity building on participatory advocacy and community mobilization to assist them to develop a plan for inclusion of citizens based on their previous experience.



h. Internal governance

Internal governance of NGOs is an important aspect in efforts to improve and build the trust of citizens in the civil society sector and to be able to lead by example of good governance, transparency and accountability to the public in general. Applicants for Medium Project Grants are expected to have internal governance, management and financial management arrangements appropriate to the size and nature of their organization and the proposed intervention. Applicants will provide relevant information on their management and governance structures, decision-making processes, human resources and financial management as part of the application.

Previous experience with KCSF, including relevant findings or recommendations arising from previous grants, may be taken into consideration where applicable.

KCSF will work intensively with supported organizations to develop tailor-made mentoring to address identified good governance practices, sound financial management and tenets of transparency, the fight against and prevention of corruption and accountability.

i. Cooperation/Networking groups

Expectations — To foster greater collaboration and joint action between NGOs, EJA Kosovo will provide different platforms and meeting venues where NGOs can meet, exchange and share experiences amongst each other. Cooperation on issues of common interest would be an intended outcome, thus it is expected that supported organizations will be proactive in identifying and contributing to mobilization of other civil society initiatives in their areas of interest.

Thematic events present a platform which will be available to all supported organizations to propose relevant issues in their scope of work and/or issues that do not directly fall within their scope of work but are deemed important, urgent and relevant. Since the objective of EJA Kosovo is to expand civil society activity countrywide and contribute in creating the link to citizens, these thematic events are intended to be organized mainly outside of Prishtina.

j. Cross-cutting issues

Gender mainstreaming, environmental considerations and human rights are cross-cutting and horizontal issues integrated into all EJA Kosovo interventions.

Gender mainstreaming as a tool towards gender equality requires supported organizations to ensure that their interventions consider the different effects on women and men, girls and boys, promote equal participation and avoid contributing to harmful stereotypes or inequalities.

Environmental considerations require all supported interventions to be mindful of their environmental impact, promote sustainability and minimize potential negative effects on the environment.

Human rights principles shall guide supported interventions to ensure respect for, protection and promotion of the rights and dignity of all individuals involved and to avoid discrimination or exclusion.

3. Eligibility of Operations and Costs



a. Ineligible activities

The following interventions and activities will not be supported:

- o Interventions that are directly affiliated with or supportive of political parties or candidates for political elections;
- o Interventions that are contrary to the Core Values for EJA grantees;
- o Capital investments;
- o Grants composed entirely or predominantly of preparatory work and/or studies;
- o Cross-border project activities and interventions;
- o Activities to be implemented outside Kosovo, except meetings with partner organizations or networks for the purpose of cooperation and exchange of experience;
- o Service-type activities similar to technical assistance;
- o Awareness-raising campaigns without adequate follow-up or a clear link to the intended results of the intervention;
- o Interventions dependent on multiple levels of approval from third parties where this creates a disproportionately high risk of failure or non-achievement of results;
- o Sub-granting to third parties. Small-scale financial support to beneficiaries may be permitted only where all expenditures are executed directly by the implementing organization;
- o Scholarships.

Unless they are necessary for achieving the intended results of the intervention, the following activities will in principle not be supported:

- o Conferences, roundtables or similar events held in venues that are not open and easily accessible to ordinary citizens;
- o Research and feasibility studies, particularly where these primarily serve to design the remainder of the intervention;
- o Study visits outside Kosovo.

b. Eligible costs

To be considered eligible, costs must:

- o be necessary for successful implementation and achievement of the intended results;
- o be reasonable, justified and comply with the principles of sound financial management, including fair and market-based calculations and cost-efficiency;
- o comply with applicable tax legislation in Kosovo;
- o be incurred during the implementation period of the grant;
- o be included in the approved budget; and
- o be identifiable and traceable.



c. Ineligible costs

The following costs are considered ineligible:

- o Customs and import duties;
- o Debt or payments for losses;
- o Value Added Tax – VAT (for all invoices above EUR 200);
- o Loan and interest repayments;
- o Currency exchange fees;
- o Equipment depreciation expenditures;
- o Purchase of land or immovable property;
- o Purchase of vehicles or generators;
- o Payment of expenses covered by other donors;
- o Credit to third parties.

4. Application procedure



a. Submission of applications

All applications for EJA Kosovo grants have to be submitted through the online platform.

Applicants must provide their information, elaborate the idea and submit the necessary documents through the [online application system](#).

For instructions on registering and using the online application system, please refer to the information that is available on the online application system [website](#).

b. Deadline for application submission

The deadline for submitting applications is **06/11/2026, at 16:00. Applications received after the deadline shall not be taken into consideration.**

We strongly encourage applicants to submit their applications well before the deadline to avoid any last-minute technical difficulties due to heavy internet traffic or a fault with the internet connection (including electricity failure, etc.), or heavy internet traffic in the online application system that could lead to difficulties in submission. KCSF cannot be held responsible for any delay due to such afore-mentioned difficulties.

c. Contact

For questions related to the application process you can contact us at: ēja@kcsfoundation.org no later than **27/10/2026**. All questions and answers will be published in the Q&A section of KCSF website no later than **29/10/2026**.

Please use only this email for communication with KCSF regarding the application process.



Mandatory documents

In addition to the application form that needs to be completed as per EJA Kosovo template, applicants must submit/sign the following documents on the online platform:

1. NGO registration certificate issued by the NGO Department;
2. Annual financial statements of the organization³ for the last two (2) years (2024 and 2025)
3. Project Budget, (as per EJA Kosovo template);
4. Project Logical Framework, (as per EJA Kosovo template);
5. Declaration on Politically Exposed Persons (PEP) (to be signed according to the EJA Kosovo template in the final section of the application form in the online application system);
6. Declaration on Core Values for EJA grantees (to be signed according to the EJA Kosovo template in the final section of the application form in the online application system).

Mandatory documents after short-listing

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 and the list of Assembly members. Also, if the association has any intermediary boards or other bodies, a list of members of such body;
4. Auditor's reports for the last two (2) years (2024 and 2025), if the applying organization is legally obliged to possess an audit report, or if the organization has it regardless of the legal obligations).

5. Evaluation and Notification



Evaluation of applications for Medium Project Grants will be conducted in two main phases:

- 1) Administrative control – verification of formal criteria and required documentation;
- 2) Content evaluation – assessment according to the evaluation categories and criteria.

a. Administrative compliance (verification of formal criteria)

During this phase all applications are assessed if the following has been in compliance with the call:

1. All administrative and technical requirements;
2. Eligibility criteria for organizations;
3. Mandatory documents;
4. Requested amount; and
5. Grant duration.

Applications that do not meet the specified criteria will not pass to content evaluation. The results of the administrative compliance will be communicated to each applicant in writing.

b. Evaluation of applications and final decision

Applications that pass the administrative compliance will be evaluated by Grants Evaluation Team (GET members) consisting of three external experts with relevant expertise and knowledge.

The content evaluation will be conducted in two stages:

- 1. Evaluation of submitted applications and mandatory documents; and**
- 2. Public interviews with shortlisted applicants.**

The GET members will evaluate applications based on the following criteria and weight:

- 1. Quality of the application (relevance and quality of problem analysis) (20%);**
- 2. Quality, coherence and expected results of the intervention (25%);**
- 3. Involvement of citizens/target groups in the proposed intervention (25%);**
- 4. Organisational capacity and relevant experience (10%);**
- 5. Integration of cross-cutting issues (10%)**
- 6. Cost-effectiveness of the proposed budget (10%);**

The maximum evaluation per application is 100 points.

Following the evaluation of submitted applications and mandatory documents, applicants that achieve at least **65 points out of 100**, as well as at least **50% of the available points in each evaluation category**, will be eligible for shortlisting and invitation to the public interview.

The interview will consist of a brief presentation of the grant proposal (5 minutes) followed by a Q&A session (10 minutes) with the GET members.



After conducting the interviews, the Grants Evaluation Team recommends the list of applicants to be supported. In order to be considered for funding, applicants need to receive at least **75 points** in total, as well as the half of available points (50%) in each of the six evaluation categories presented above. The final selection of applications recommended for financing will depend on the availability of funds and must comply with the geographical requirement that at least **30% of supported organizations are based and operating outside Prishtina.**

Applications with the highest final score, within the total budget provided for this call, will be recommended for funding.

Donors retain the right to veto applicants recommended for financing where an applicant is considered to conflict with values promoted by the donor or where there is an overlap with another similar intervention financed by the respective donor. **The donor veto is final and may not be appealed.**

KCSF will support successful applicants to finalize the dossier during the contract preparation stage and the inception phase. During this stage, all conditions set by the GET must be met. KCSF also reserves the right to suggest minor adjustments that do not alter the fundamental aspects of the application or approved activities but may enhance the successful implementation of the grant.

c. Notification of the decision and complaint mechanism

Decisions for financing taken by the Grants Evaluation Team and not vetoed by the donors are final. Once this process is completed, KCSF will inform the unsuccessful applicants with the results of their application, including the total score, points per category and final ranking. Further information may be provided by KCSF only upon request, in the form of a summary of anonymized comments from members of the Grants Evaluation Team.

A formal complaint may be submitted only in cases when unsuccessful applicants have solid grounds to believe that a specific document submitted by them has been left out from the evaluation process, resulting in significantly lower score in a particular category or overall. The formal complaint must be submitted using the official complaint template published on the EJA Kosovo section link on the [KCSF website](#) **within two working days** of the notification from KCSF.

The Executive Director of KCSF will establish an internal committee to assess whether the claimed omission has occurred in reality, based on both submitted evidence from the unsuccessful applicant and traceable information from the evaluation system of KCSF. In case the internal committee confirms that the omission has occurred in reality, the omitted document will be included in the dossier and the application will be re-evaluated by the GET, and the new score resulting from the re-evaluation will be including in the final rank of applicants.

6. Role of KCSF



EJA Kosovo is a program of KCSF that is currently co-financed by the Swiss Agency for Development and Cooperation (SDC) and Sweden. KCSF is responsible for the design and implementation of the program, in close cooperation with the funding donors on strategic and main operational issues.

The evaluation of individual applications is conducted by the Grants Evaluation Team (GET) composed of external evaluators. KCSF has a supporting role that includes defining the evaluation criteria and methodology, designing and administering the evaluation system, selecting GET members from the pool of external evaluators contracted by KCSF, conducting the administrative control of submitted applications, organizing the public interviews with shortlisted applicants, and providing methodological guidance and monitoring to ensure consistent application of the evaluation system and methodology.

Following final decisions for financing taken by the GET and completion of the veto process by donors, KCSF takes the following steps: prepares the grant contract, supports the grantee in finalizing the implementation documents (final budget, logical framework, activity plan) and capacity building and networking plan, regularly monitors the implementation of the grant, receives and approves periodic reports from grantees based on the reporting guidelines and templates, contracts auditing companies to conduct external audits of the grant, organizes and/or facilitates capacity building and networking activities for grantees, and communicates with grantees on various issues relevant to successful implementation of the grant.

7. Indicative Timeline



Process	Tentative Date
Launch of the Call for Medium Project Grants:	06/10/2026
Information session	*Details will be published at www.kcsfoundation.org and KCSF FB page
Deadline for requesting clarifications/questions	27/10/2026
Last date on which answers are published	29/10/2026
Deadline for submission of applications	06/11/2026
Information on administrative compliance	Second week of November
Information on shortlisted applicants	December
Public interviews with shortlisted applicants	December
Final decision	December
Contract signature	January, 2027
Grants start	January, 2027

