

**Engagement for Joint Action – EJA KOSOVO:**

Nomination form for Democracy Award 2024

**NOMINATION FORM FOR DEMOCRACY AWARD**

**Maximum 1 page**

**PART I.** - General data on the nominator

**Name of organization/individual submitting the nomination:** Write here

**Address:** Write here

**Tel:** Write here **E-mail:** Write here

**PART II.**- General data on the nominee

*If the nominee is an organization or an unregistered initiative:*

**Full name and abbreviation of the nominee (organization or unregistered initiative):** Write here

**Main field of activity:** Write here

**Address:** Write here

**Tel.:** Write here **E-mail:** Write here

**Web page (if applicable):** Write here

**Social media (if applicable):** Write here

*If the nominee is an individual:*

**First and last name:** Write here

**Date of birth:** Write here

**Organization and position (if applicable):** Write here

**Address:** Write here

**Tel.:** Write here **E-mail:** Write here

**Social media (if applicable):** Write here

**Part III. -** Information on the initiative

**Maximum 6 pages**

**1)****What is the main reason for the nomination?**

**2) Explain the specific initiative designed and/or implemented by the nominee in 2024?**If there is more than one initiative, please provide specific answers for each

**3) How present are the issue, topic, or citizens affected by this initiative in public discussions and/or legal and public policy initiatives? Is the nominated entity actively participating in public discussions and/or decision-making processes of public institutions? Do they have sufficient access to spaces, platforms, and forums for public communication and policymaking?**If there is more than one initiative, please provide specific answers for each

**4) What is the current or expected impact of this initiative?**If there is more than one initiative, please provide specific answers for each

**5) What do you consider to be the courageous aspect of this initiative?**If there is more than one initiative, please provide specific answers for each

**6) Was this initiative replicated or is there any possibility of replicating or expanding it within the wider geographical group or region? Are there any elements of the initiative that could be considered innovative?**If there is more than one initiative, please provide specific answers for each

**7) How did the nominee communicate with the community, stakeholders, final beneficiaries of the initiative? Has there been involvment of citizens in the initiative?**If there is more than one initiative, please provide specific answers for each

**8) Who were the main partners and/or supporters of the initiative?**

**9) Was the initiative financially supported by any other donor? If yes, please provide the name of the donor and the amount of financial support.**

**10) Are the activities for which you have nominated the subject part of their paid work responsibilities and/or fundamental obligations and duties of the official mandate of their position?**

**11) In general, why do you think the nominee deserves the 2024 Democracy Award?**

**12) Provide two references for the initiative and the nominee (First and last name, position, e-mail and phone number)** If needed, persons will be contacted for more detailed information on the nominee and the nominator

It is obligatory to answer every question. Please do not delete questions.

Declaration on Politically Exposed Persons (PEP) **(1 page)**

**Politically exposed person** means any domestic or foreign natural persons who are or have been entrusted with prominent public functions, such as:

1. President, Prime Minister, minister, deputy minister, political advisor, chief of staff;
2. members of parliament;
3. members of leading/governing bodies of political parties, at central or local level;
4. members of the Constitutional Court and Supreme Court
5. ambassadors or chargés d’affaires or high-ranking military officials;
6. mayors, deputy mayors, municipal directors, political advisors to mayors and deputy mayors, chief of staff to mayors and deputy mayors;
7. members of political parties list running for local or national elections;
8. members of Municipal Assemblies.

Persons in one of the above listed positions are considered PEPs if they are currently holding such an office or have been doing so in a period of four (4) years before the date of submitting the award nomination form to KCSF.

(Applies for NGOs) In order to be eligible for nomination for Democracy Award of EJA Kosovo program, such persons shall not be in leading positions in the applying civil society organization, such as:

1. Head of the Assembly of Members,
2. Head or member of Board,
3. Executive Director,
4. Manager (program or finance) or any similar position of senior level.

(Applies for individuals/initiatives) In order to be eligible for nomination for Democracy Award of EJA Kosovo program, such persons or main members of the initiative shall not fall within one of the categories listed above.

All nominators are required to declare whether their nominee fall in any of the situations that are considered ineligible as PEP/or due to PEPs involvement in their initiative.

**By submitting this application**, I Name of the person. authorized representative of the NGO/initiative Name of the NGO/initiative (if nominator is the representative of any organization/initiative), declare that:

(Applied for NGOs) In Name of the nominated NGO none of the persons in the leading in positions as per the list above fall under the category of Politically Exposed Persons as per definition provided above.

(Applied for individuals/initiatives)Name of individual None of the main persons of the group do not fall under the category of Politically Exposed Persons as per definition provided above.

Declaration on Core Values for KCSF beneficiaries in EJA Kosovo **(1 page)**

By submitting this nomination form, I Name of the person., based on all the information I possess, and on all reasonable research of existing public information, as well as on possible direct experience - I declare that I have no knowledge that the nominated entity has been engaged in any activity that clearly contradicts the Core Values ​​of KCSF for beneficiaries of the EJA Kosovo program.

***Core Values of KCSF beneficiaries as part of the EJA Kosovo program***

*This document lays out the core values that are fundamental to the work of all civil society initiatives supported by KCSF and its donors within EJA Kosovo program. It sets out general guidelines for the accountability to stakeholders and the public for civil society organizations and activists in all initiatives supported by KCSF within EJA Kosovo.*

**Transparency and accountability**
by being open, honest, and clear about structures, mission, policies, sources of funding, activities, intentions, and outcomes in relation to KCSF and its donors, target groups and beneficiaries, and the public, as well as taking responsibility for their actions and intended and unintended outcomes.

**Integrity and trust**
by upholding the highest standards of programmatic and financial integrity, and avoiding misrepresentation, deception, misuse of funds and/or conflict of interest, by taking all necessary and possible measures to ensure that there are no links with persons or organizations that are known to be involved in unethical or illegal practices, as well as by upholding confidentiality and respecting the right to privacy, especially when dealing with sensitive or private information of people and communities.

**Commitment to human rights, non-discrimination, and social justice**
by respecting the equal rights and dignity of all people, and valuing, respecting, and seeking to encourage diversity and non-discrimination and equal treatment for all, by promoting human rights, diversity, gender equality, impartiality, non-discrimination, both internally and externally, as well as abstaining from engaging in any activities, public statements and/or actions that undermine these values, as well as by striving to find environmentally conscious and sustainable solutions and considering potential environmental impact of all their activities as a responsibility to care for and protect the environment for current and future generations.

**Democracy and Rule of Law**
by upholding the fundamental values of democracy, including equality, respect for basic freedoms, democratic governance, media freedom and pluralism, and active civic participation, by acting in compliance with Kosovo’s applicable legislation, as well as by abstaining from engaging in any activities, public statements, or actions against the democratic, secular, and independent nature of Kosovo.

**Citizen participation and community engagement**
by fostering an environment that encourages robust participation from every individual, regardless of background, to actively engage in shaping an equitable society in Kosovo, by involving communities they serve in planning and implementation of programs, as well as by respecting the different types of activism and viewpoints on issues of public interest and creating an environment where ideas can be debated freely.

**Stewardship of Resources and Non-profit principle**
by committing to responsibly manage and maximize the impact of entrusted financial and non-financial resources, ensuring proportionate standards for financial procedures and internal controls, in alignment with the non-profit mission and values of civil society.

Declaration of the nominator **(1 page)**

By submitting this nomination form, I Name of the person., authorized representative of the NGO/initiative Name of the NGO/initiative (if nominator is the representative of any organization/initiative), declare that:

1. Information presented in the nomination form is true to my best knowledge and reasonable verifications.
2. I am aware that submitting false information may result in the nomination being rejected, or in case of award the contract being terminated.
3. I am aware that trying to contact or influence in any way anyone involved in the assessment of this application, including KCSF staff or members of the Grants and Evaluation Team, may result in the application being rejected.

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