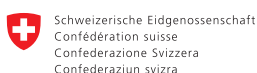


# APPLICATION GUIDELINE

SUPPORT FOR REGIONAL/INTERNATIONAL  
REPRESENTATION OF CIVIL SOCIETY ORGANIZATIONS

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Co-financed by:



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The Kosovar Civil Society Foundation (KCSF), with the aim at strengthening civil society's role in drafting and implementing policies affecting the communities and the general public by promoting joint activities with partners, provides financial support for regional/international representation of non-governmental organizations.

## WHO CAN APPLY?

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Representatives of local non-governmental organizations can apply for support for representation, except for the categories of NGOs excluded as follows:

- Regardless of their legal status, 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.
- Likewise, branches of foreign and international NGOs registered in Kosovo are not eligible to apply.

Representatives of the organizations are considered the staff of the organization according to the authorization for representation signed by the competent people within the organization.

The applying organization must not be led by Politically Exposed Persons (PEPs),<sup>1</sup> as well as accepts and commits to abide to the Core Values for EJA grants.<sup>2</sup>

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<sup>1</sup> For more about the restrictions regarding Politically Exposed Persons (PEPs), see the application form. All applying organizations are obliged to declare that no person in leading positions, according to the list and definition of Politically Exposed Persons, presented in the application form, falls under this category.

<sup>2</sup> For more about the Core Values for EJA grants, see the application form. All applying organizations are obliged to accept and commit to adhere to the Core Values for EJA grants.

# SELECTION CRITERIA

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The applicant may benefit from this grant if the representation aims at least one of the following:

- Presenting the organization's work to a regional/international audience.
- Presenting or advocating for certain issues of interest to the organization or the country in regional/international forums.
- Creating opportunities for networking, or strategic collaborations with other regional/international organizations and donors.
- Presenting the experiences and practices in organization operation or addressing the issues of interest for the country or the organization.

The activity must be related to the work of the organization (mission/scope) which it represents. All applications will be reviewed individually and evaluated by the committee for compliance with the above-mentioned criteria.

Preference will be given to applicants who meet at least one of the following:

- Have an active role during the participation and will directly contribute to the activity.
- First-time applicant in this scheme.
- Cover any part of the costs from other sources.

Applicants and non-governmental organizations can be beneficiaries of the grant **once a year**.

Contrary to the rule for the organization, the same representative of the organization cannot benefit twice from a representation grant.

In principle, only one representative from an organization will be funded, but in the case of strong justification of the need for the travel of two people, in exceptional cases, support for the second person can also be considered. In such cases, beneficiaries are instructed to pay attention to the instructions regarding refunds specified on the last page of this guideline.

**Institutional grantees supported by EJA Kosovo are not eligible to apply for support from this call.**

## WHICH ACTIVITIES ARE SUPPORTED?

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Representation in congresses, conferences, seminars, workshops, symposiums, festivals, strategic meetings, various network meetings (conventions, boards, committees), advocacy meetings.

The grant does not support capacity building activities.

## WHAT IS THE AMOUNT OF SUPPORT PROVIDED?

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**The maximum amount of support is 1,000 EUR.**

## WHAT COSTS ARE ELIGIBLE?

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### Eligible costs

- Transportation costs (plane, bus, train, car), only in economy class.
- Activity registration fee.
- Accommodation costs.
- Local transport.
- Visa (EUR 150 maximum)

\*The support for costs for the categories presented in the application (full or partial support) is at the discretion of the evaluation committee.

### Ineligible costs

- Food costs.
- Costs for visas obtained in advance and for visas not related to the activity for which it is applied for.
- Payments made before the notification with a positive decision on the grant application, aside from exceptional cases when there is a significant justification for specific payments to be made before the notification.

# APPLICATION PROCEDURE

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The application is made through [online application system](#). Instructions for registration and use of the application system can be found on the [website](#). In case you encounter difficulties or need additional clarifications regarding the application system, please feel free to contact us via email or phone.

Documents to be submitted through the online application system include the following:

- Application form.
- NGO registration certificate issued by the NGO Department.
- Confirmation from the employer (authorization to participate on behalf of the organization) specifying the position and role in the organization.
- Activity/event invitation and agenda.
- Any document proving the coverage of any expenses by the organizers, organizations, or third parties (if applicable).

**The application must be submitted at least 15 days before the activity/event.**

The applicant should also consider the time limit for visa application for those countries where a visa is required.

Incomplete applications will not be considered.

# CONTRACT SIGNING AND REIMBURSEMENT

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In cases of application support, after receiving a positive response, the representative of the applying organization will be asked to send the necessary information for contracting, including the individual's data and the bank account number. The amount of support that will be transferred is 50% after signing the contract and 50% after accepting the costs incurred on the trip.

In cases where a visa is needed, the funds will be transferred once the evidence of the visa obtained (copy of the visa) is submitted. The rest of the grant amount will be transferred after returning from the trip.

For reimbursement, the beneficiary must send the following documents: 1) the reimbursement form (download on [KCSF website](#)), 2) evidence of all costs incurred for which reimbursement is requested (invoice, ticket, boarding pass, etc.) and 3) the report which must contain summarized information about the activity in which it has participated.

In cases where two representatives of the same organization are supported, the supported individuals should consider that the signing of the contracts and, consequently, all the obligations arising from the contract and reimbursement of costs will be made individually. Thus, each supported individual will have the contract for support and the respective costs to be covered. For joint costs incurred with the aim of reducing the overall costs of the trip, the supported individuals are instructed to decide jointly in which of the contracts they will list the costs in question, based on which the reimbursement procedure will apply.

All original documents must be submitted to the address Musa Tolaj, Entrance A, H1, Floor 12, no. 65-1, Lakrishte, 10 000 Prishtina, **no later than 10 working days after returning from the trip**. Reimbursement will be made no later than 10 working days from the confirmation of the regularity of the documents (accepting the costs). The amount to be refunded will be transferred to the applicant's bank account presented in the application form.

# CONTRACT CLOSURE

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Once the costs are accepted and the reimbursement is transferred, the contract is considered closed.

If the beneficiary does not submit the required documents or does not comply with the deadline for submitting the documents, he/she will not accept the reimbursement and is obliged to return the funds received after signing the

## Contact

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All questions can be sent to the following email [aja@kcsfoundation.org](mailto:aja@kcsfoundation.org).

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