



Support to the implementation
of the **Government Strategy**
for Cooperation with Civil Society



Government of Kosovo
Prime Minister's Office
Office of Good Governance



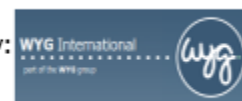
MANUAL

FOR THE IMPLEMENTATION OF REGULATION MF - NR - 04/2017 ON CRITERIA, STANDARDS AND PROCEDURES OF PUBLIC FUNDING OF NGOs



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List of forms (templates) of the manual.

INTRODUCTION

The Manual for the implementation of Regulation MF - NR - 04/2017 on the criteria, standards and procedures for public funding of NGOs is designed as a guide that will enable all public institutions which provide financial and non-financial public support for projects and programs of non-governmental organizations to implement criteria and procedures foreseen by this regulation in a more easy way. The manual is intended for all public institutions of central and local levels, public companies, independent funds and any other institution that provides public financial support for projects and programs of NGOs in Kosovo.

This Manual is compiled by taking into account the best practices, both the regional and international levels that enable a transparent implement of calls for public financing the projects and programs from NGOs through public funds. The structure of the manual is on the line and follows the structure of Regulation MF - NR - 04/2017 on the criteria, standards and procedures for public financing of NGOs trying to provide explanations and practical examples for the implementation of the provisions of the regulation.

The structure of the manual is in line and follows the structure of Regulation MF - NR - 04/2017 on the criteria, standards and procedures for public financing of NGOs trying to provide examples and practical clarifications for the implementation of the provisions of the regulation. One of the main parts of this manual are the forms that will enable a much easier implementation of the provisions of the regulation.

These forms enable that every stage of public call to be implemented in line with the requirements of regulation and applicable legislation in the Republic of Kosovo ensuring a uniform implementation to all public financial support for NGOs in Republic of Kosovo. Considering that so far there wasn't any uniform regulation and practice regarding the criteria and procedures for public financial support for projects and programs of NGOs in the Republic of Kosovo,

1. PLANNING OF FINANCIAL SUPPORT AND CAPACITIES OF THE PUBLIC INSTITUTION

1.1 Planning of financial support

Planning of public financial support for projects and programs of non-governmental organizations constitutes one of the main stages in the cycle of the implementation of public financial support for NGOs. In this regard there should be addressed a considerable number of issues including:

1. Defining of priority needs for funding;
2. The inclusion of funding priorities within the annual budget of the institution;
3. Preparation of the annual plan of public financial support for NGOs;
4. Planning the implementation of public call, including the preparing of public call documentation;
5. Determine the number of projects and programs to be financed and amounts of funding;

1.1.1 Defining the priority needs for financing

Every provider of public financial support should take into account the fact that public financial support for projects and programs of non-governmental organizations aims to contribute to the achievement of an objective in a particular area, which benefits the public and is a priority area. Therefore, the prioritization of funding for projects and programs of NGOs both at the institution that plans financial support, as well as on a general level in the Republic of Kosovo must be done based on assessment of the current situation in a particular area and with priority in which it is designed to address and target the needs of citizens or communities.

Providers of public financial support should identify funding priorities based on the objectives and priorities identified in their institutional plans and strategies, both sectoral or national or other any other document related to their area of responsibility. These identified priorities for funding must address the needs of the citizens and community including environmental, social, economic needs, etc. The needs assessment should also enable a systematic approach to solving the problem intended to be addressed. The assessment of priority needs for funding must go through the following stages:

- ✓ Identification and description of the current situation;
- ✓ Collect and processing the data;
- ✓ Setting priorities

In the Republic of Kosovo, there're relevant legal acts and adequate guidelines which define the methodology and procedures for determining priorities, including the methodology of identifying problems, collecting and processing data and setting priorities in the policy making process. These documents should also be used in the process of determining the priority needs for financing projects and programs of non - governmental organizations.

The applicable legislation in the Republic of Kosovo requires from all public institutions in the decision-making process to have inter-institutional and public consultation. The definition in prioritizing public funding for projects and programs of NGOs should be also a transparent process and have a greater communication with citizens and public in particular with non-governmental organizations both in local or central levels.

1.1.2 Inclusion of funding priorities within the annual budget of the institution

Regulation **MF - NR - 04/2017** on criteria, standards and procedures for public financing of NGOs in Article 5 has determined that every provider of financial support should include such financial support under specific budget lines. This means that the amount of public financial support for projects and programs of NGOs should be planned in the process of preparing the annual budget of the Republic of Kosovo, or the budget of other providers of public financial support in cases where those institutions are not budgetary organizations (i.e. public enterprises, independent funds or similar institutions).

Consequently, each provider of public financial support must request from Ministry of Finance to create specific budget codes when planning public financial support for NGOs for the next fiscal year. The fact that the relevant institution (Ministry x or Municipality x) considers a relevant field to support projects and programs of NGOs as a priority for funding, does not necessarily mean that the same field will be funded.

This is due to the fact that in the process of preparing the annual budget of the Republic of Kosovo, the number of applications for funding is much bigger than financial opportunities. Therefore, the requirements of all institutions are competitive, which means that in the process of setting priorities for funding in the next fiscal year, priorities are defined at the level of Republic of Kosovo apart from that institution.

It is very important that the priority needs identified by the providers of public financial support to be competitive and to finance those that have priority, indeed.

Issues related to the process of preparing the annual budget of the Republic of Kosovo, including the terms of the proposals from institutional budgets are defined by the Law on Public Finance

Management and Accountability, by the secondary legislation of the Ministry of Finance and circulars that the Ministry of Finance releases on regular basis.

The Regulation has specified that if public financial support for NGOs is not included in the budget framework and it's not identified specifically to support projects and programs of NGOs, the institution as such is not entitled to provide financial support for NGOs. Hence, it is imperative that there must be specific budget lines, clearly identified and indicate the amount of dedicated allocation to public financial support for projects and programs of NGOs. The establishment of special budget lines in which the the public financial support for NGOs are identified, will not only help to increase transparency for the funds allocated for civil society but it will enable an easier management of public financial support for NGOs.

1.1.3 Preparing the annual plan of public financial support for NGOs;

The annual plan for financial support to NGOs is a planning document, which contains accurate data for all public financial support in the Republic of Kosovo within the fiscal year. Considering the fact this plan should be prepared after the adoption of the budget of the Republic of Kosovo, its preparation is very easy because the data that have to be included in the plan should correspond to the approved budget. Preparation of this plan will enable institutions to timely forecast all the steps that will follow in providing public financial support, and in this case to take all actions to successfully implement the public call. It also will enable NGOs to prepare for public calls.

Form F1 of this manual indicates the form for preparing the annual plan for public financial support. The same form must filled by every institution which has foreseen that during the next fiscal year will provide financial support for projects and programs of NGOs

Taking into consideration that the approval dates for the Budget of the Republic of Kosovo for the next fiscal year is not known, every provider of financial support must within the timeframe of not later than 30 days from approval of the budget of the Republic of Kosovo to fill out the annual plan and of financial support and send it to OGG-OPM. Additional information regarding the completion of the form is included in the form itself (Annex 1).

OPM-OGG will cooperate with budget Organisations, Ministry of Finance and other public institutions to prepare a comprehensive annual plan of financial support for NGOs, which will include all organizations and other public institutions' annual budget plans. The comprehensive plan will also be prepared according to the same form. Office for Good Governance, can

communicate with other institutions and to provide necessary explanations for completing the form in the preparation of the annual plan.

Publishing the annual plan of financial support – The provider of financial support should publish the annual public financial support for NGOs immediately on its website. The publication is intended to raise transparency of public financial support given to NGOs, allowing interested NGOs to prior preparation for the public call. General plan of public financial support for NGOs should be published on the website of the Office of the Prime Minister.

1.1.4 Planning the implementation of public call;

According to the Regulation on criteria, standards and procedures for public financing of NGOs it is explicitly envisaged that public financial support for NGOs can only be done through a public call. In this context, at the beginning of the year, providers of public financial support need to plan a timetable within which they will implement the public call. The approval of the annual public financial support plan should serve as a tentative timetable for the implementation of public call. In this context, the institution should also plan the use of human resources for the preparation of the public call, participation in evaluation committees and similar duties about the public call.

1.2 Preparing the documentation of public call:

Although the Manual for implementing the regulation consists majority forms which can easily be adapted to each public call, nevertheless every institution that plans public financial support should adapt the documentation in accordance with requirements of the public call. Therefore, the relevant department within the organization or team assigned by decision of their superiors of the institution must adopt the public call and the forms for the purposes of public call. The head of the relevant institution can issue a decision, which appoints a team to deal with preparation of documents to announce the public call.

1.3 Defining the number of projects and programmes funded and funding amounts

Upon defining the number of projects and programs to be financed, the provider of public financial support should take into account the available amount of funds approved under the budget framework for that year that are solely intended for funding projects and programs to NGOs. It should also consider the institutional capacities to monitor the implementation of projects. Upon defining the number of projects to be funded, the following issues should be taken into consideration:

- Total amount of funds available;
- Projected amounts for areas of the call if it announced for a number of areas
- The minimum and the maximum amounts of individual contracts for support;

On the basis of these estimates, the provider of financial support should set the approximate number of beneficiaries for public financial support to NGOs.

1.4 Institutional capacities of public financial support providers

The implementation of the public call requires personnel engagement in preparing the public call, as well as the evaluation of applications and selection of beneficiaries. In addition, it requires a continuous monitoring of funded projects. In this respect, the Regulation on the criteria, standards and procedures of public funding for NGOs has defined that institutions should meet certain minimum requirements of human and professional capacities in order to be able to provide public financial support to NGOs. With the decision to open a public call, the institution shall determine the relevant bodies responsible for implementing the call, and will also decide on the appointment of the evaluation committee, which will be responsible for managing the entire application process and deciding on selection of participants. Therefore, institutions should take into account the human resources they have available for implementing the public call. The evaluation commission, which will be responsible for managing all applications and deployment process for the selection of participants. Therefore, institutions should take into account the human resources they have available for the implementation of a public call in case of taking the decision to finance the projects and programs to NGOs. Proper forms for tasks pertaining to the commission, declarations of impartiality and confidentiality and avoiding conflicts of interest are part of this manual, form F7.

2. CRITERIA THAT THE APPLICANTS OUGHT TO MEET

2.1 General criteria to participate with project proposals in the public call

The provisions of the regulation have foreseen a number of general conditions that must be met by each NGO applicant. Through application of these general conditions, minimum formal standards apply, which are required by non-governmental organizations that intend to implement projects or programs through public financial support.

Article 10 and 11 of the Regulation on criteria and procedures for public financial support for NGOs has foreseen the following formal criteria:

- The NGO applicant to be registered to the Ministry of Public Administration - (to prove this claim, the applicant NGO must send a copy of the registration certificate along with the application;
- To be equipped with fiscal number - issued by the Kosovo Tax Administration. When applying, NGO must prove this claim through a copy of the fiscal number certificate.
- NGO applicant must have completed all tax obligations to KTA. Although there may be unpaid liabilities at the time of application, the NGO that receives public funds, prior to signing the contract, it has to prove that either it has accomplished tax obligations or has reached any agreement with TAK for paying them in the future. The existence of debts and other outstanding obligations should not affect the implementation of the Project. Therefore, the resolution of any such obligation before signing the contract is necessary.
- NGO applicant should not have received funding for the implementation of the same activities in the respective fiscal year. Therefore, during the application, it is requested a statement for avoiding double funding for the same activities.
- Have submitted a project proposal according to the application form of project / program Form F9 together with the draft budget form according to form F10.

The Provider' Evaluation Committee for financial support depending on the conditions and requirements of the public call to meet formal criteria, will make a formal evaluation of the documentation submitted by the applicants. Fulfilment of formal criteria means submitting the applicationproject proposal within the timeframe of the call, along with documents requested by the call. Some of the key documents which Provider of financial support depending on the public call will require to be submitted by NGOs include:

1. Certificate of NGO registration (Mandatory)
2. Certificate of fiscal number(Mandatory)
3. Attestation on the payment of all taxes, which must be submitted to the evaluation committee prior to publication of final results (after the publication of preliminary results of beneficiaries) (Mandatory),
4. Have submitted a project proposal filled in the format of the application according to requirements of public call (Mandatory)
5. Have submitted the budget proposal in the format required by the call and fully completed(Mandatory)
6. A signed statement that there's not double funds received from other sources for the same project (Mandatory)
7. A statement that the NGO has prepared and submitted the annual financial statements (if requested by the call)
8. A statement that indicate they have fulfilled obligations from earlier public financial support (if requested by the call)

9. Submit statements of partnership in cases when proposed the implementation of projects in partnership; (if requested by the call)
10. Submit CV of the project manager (if requested by the call)
11. Send evidence on implementing similar projects / programs (if requested by the call)

List of documents, the documents above is indicative, and it will be determined through the public call, depending on the nature and terms of the call.

The procedure of procedural and substantial evaluation of the application is further explained in the document guidelines for the call, see Form F4

3. CRITERIA AND PROCEDURES OF PUBLIC CALL AND APPLICATION

3.1 Public announcement of the call

The provisions of Article 12 of the Regulation stipulate that any financial support for NGOs should be announced through a public call, which should be published on the website of the provider of financial support. Minimum deadline for applicants must be not less than 15 days from the opening day of the public call. The example of the format document for public announcement of the call is an integral part of this manual and the same one can be used with a few modifications for each of the public calls, see Form F3.

The launch of public announcement also includes providing the required documentation, and guidelines for applicants. Providers of financial support during the time of open call, but not later than 8 calendar days prior to the closing of a public call. During this period, provider of public financial support through its staff appointed for implementing the public call is obliged to give explanations and answers in writing, but without violating the criteria of competitiveness, and the same answers / clarifications should be made public as additional clarification for other competitors. Answers to frequently asked questions should be published on the website of the provider of public financial support, but not later than 8 days before the closure of public call.

Besides the announcement of the public call, the provider of financial support will publish forms and other documents of the call, along with all the necessary guidelines for completing them. When defining the required documents through a public call, the proportionality criterion should be taken into consideration

3.2 Documents of public call

Depending on the type and terms of public call, a provider of financial support creates format documents of the call, according to the resources available. Mandatory documents that the provider of public financial support should prepare for the implementation of public call include:

- a) Decision for announcing and implementing the call (Form F2)
- b) Text of public call (Form F3)
- c) Guidelines for applicants (Form F4)
- d) Application forms for the program or project:
 - 1. Application form of program or project (Form F9)
 - 2. Budget Proposal form of project / program (Form F10)
- e) A list of documents that should be sent along with the application;
- f) Form to evaluate the quality of applications (Form F15)
- g) Form of a statement for the absence of double funding (Form F11)
- h) The form of contract model for funding the program or the project (Form F16)
- i) Forms of reporting:
 - 1. Form of a descriptive report of the program or the project (Form 17)
 - 2. Form of financial statements of the program or the project (Form 18)

Additional documentation required under the call may include: proof of NGO registration, evidence on areas of NGO activity, licensing for certain services, proof of transparent financial management, proof of payment of taxes and contributions to the state, etc.

Depending on the type of tender, additional documentation of the tender for application program or project may include:

- a) Statement of partnership, if applicable (Form F12)
- b) Form of declaration for programs and projects of NGOs funded from public sources (Form F13)
- c) Statement of contractor activities mentioned in the description of the project activities that are familiar with the program or project and their participation in the implementation of the project, if applicable (Form F14).

Provider of financial support while preparing the public call documentation should take into consideration the criterion of proportionality in relation to the value of the call and the maximum amount of funds that can be funded for a project or particular program. This means that when it comes to the allocation of planned lowest found amount, the funder should seek only information that is considered important to assess the quality of applications received, including the form to

describe the project objectives and budget but not to request extensive supporting documentation.

All application forms must be signed and stamped by an authorized person of the applicant and submitted to in original, while the number of copies should be defined in terms of the call.

3.3 Guidelines of the public call

Regulation on criteria, standards and procedures of public funding to NGOs in Article 14 has also envisages preparing guidelines for the call for applicants, which are provided in the form **F4** for submitting information on the objectives of the public call, the terms of the call, Application manner and implementation of call procedure and selection of beneficiaries.

Guidelines for Applicants aim to provide a comprehensive overview of the purpose of launching a public call. The applicant must analyse the full instructions in order to have an overview for the scope of provider of financial support when opening the public call.

In compliance with Article 14 of the Regulation, guidelines for applicants, inter alia, includes detailed information as follows:

- a) A description of the problem which is intended to be addressed through the call,
- b) The general objectives of the call and priorities for the allocation of financial resources,
- c) A description of the fields in which the applicant can foresee the implementation of programs or projects
- d) Approximate number of contracts that could be financed for specific parts of the program / project and the total amount of available funds,
- e) The lowest and the highest amounts of financial support for every program or project and the expected number of programs or projects to be financed under the call
- f) Applicants who qualify for that type of call, as well as partners, if applicable
- g) Priority principles for the granting the financial resources on the basis of which a particular applicant can have priority in the approval of funds,
- h) Activities eligible for the program or project implementation,
- i) The eligible costs which can be financed through that kind of public call
- j) Unacceptable costs that cannot be funded through that kind of public call
- k) Mandatory and non-mandatory documentation for the program or project application including the necessary application forms and documentation that proves the fulfilment of legal criteria to qualify for public financial support.
- l) Publication date of the call and the deadline for submission of applications
- m) Address and manner of application submission

- n) Terms and method of asking questions about the announcement and manner the distribution and publication of answers,
- o) Conditions and manner of filing complaints,
- p) Information on Project contracting,
- q) Procedure for monitoring the implementing the program or project,
- r) A tentative calendar of implementing the public call procedure.

3.4 Application Forms

The forms provided in this manual are an integral part of the guidelines for applicants and the entire public call. The mandatory Application forms are the application form to the program or project (form F9) and Draft Budget form for the project / program (form F10) These two forms should be applied in each case of a public call. Other forms are applicable as appropriate, ie the partnerships form will be applicable where there are partnerships. Each provider of a public call at the moment of the public call will disclose which forms are mandatory according to the public call.

3.4.1 The application form of the programme or the project

Application form of program or project (form F9) contains requirements for detailed information on the applicant and information on the content of the project / program including the activities, objectives, results etc. The applicant data is related to finances, human resources, partnerships, experience and similar data that enable providers of financial support to assess the applicant's capacity to implement the project / program. Financial support provider will assess capacity on the basis of the data provided on this form. Therefore, the applicant is required to fill the form carefully and with accurate data.

Details on the content of the program or project include the following information:

- a) Name program or project, the body that has approved the project and the date of approval,
- b) Partners who will participate in the implementation of the program / Project
- c) Summary of the programme or project,
- d) Time of start and end of the project;
- e) Basic financial data for the project / program
- f) Information on persons responsible for the implementation of the project (project team leader and other experts)
- g) Information on involved volunteers and their duties;
- h) Number of employees and external experts who will participate in the implementation of the program or project,

- i) Information on the applicant experience and its partners in implementing similar projects
- j) Description of the situation / problem which the project or program aims to address and the way how needs are being evaluated;
- k) Activities that will be implemented, their holders, timing and methods of implementation,
- l) Role, duties and responsibilities of the applicant and partners in the implementation of certain activities of the project,
- m) Expected results,
- n) Goals to be achieved through the implementation of the project / program;
- o) Direct and indirect beneficiaries;

3.4.1 Budget Proposal form of project / program

The description form of the project budget is defined in *Form F10*, which contains basic data on budget items that the project budget should have. The applicant must describe all project costs in the columns of the budget, including the total cost of activities and the cost related to funding required from provider of public financial support. The applicant should also describe the cost of activities which will cover through other own funds or from other providers of public funding supporters if applicable. Additional descriptions for filling the budget form are given in the guidelines of the call and in the budget form. Submission of this form in Excel format is a general condition without which the NGO application will not be taken into consideration.

4. CRITERIA AND PROCEDURE FOR EVALUATING APPLICATIONS

The Evaluation Committee will examine the content of applications in a standard form (formF15), which is an integral part of this manual. The provider of public financial support will determine the criteria for the evaluation of applications in the moment of opening the call and the same forms will become an integral part of the documentation of the call. As criteria for assessment for projects or programs may have the following areas:

The following fields might be regarded as criteria for evaluating the Project or programmes:

- a) conformity assessment of program or project objectives and priority areas of the call, and the priority objectives of the field in which the call is announced through which the project will be implemented.
- b) quality and importance of the application (professional nature of program or project, and its relations with national strategies, objectives and principles established by the public call, defining target groups and beneficiaries, feasibility, expected results, effects etc.)
- c) capacity of the applicant (the necessary human resources to implement the project, expertise, the availability of people involved in the project or assess the involvement of competent staff, external experts etc. Organizational capacities and human resources should be evaluated in compliance with the financial resources that will be allocated for applicants.

- d) assessment of the applicant's experience in the implementation of projects (previous activities, compliance with the program, references etc., which can appear as additional documentation)
- e) evaluation of partners for cooperation in the implementation of the project / program.
- f) evaluation of the program / project budget (reality and budget effectiveness, its relations with the activities and expected results, the applicant contribution or co-financing from other donors. The Committee should analyse the budget towards activities in order to evaluate whether the budget it is real.
- g) evaluation of risk management mechanisms in the implementation of the program or project
- h) Sustainability of the program / project and its impact on the development of public policy, community life in the future etc.
- i) does project consist any innovation (application of best practices in the relevant field in solving problems)

5. THE MONITORING AND REPORTING METHODOLOGY

The monitoring and reporting are essential elements in the evaluation cycle to successful implementation of the project or program. For each contract concluded, the provider of financial support will take care of monitoring the implementation of the project. Provider of financial support may establish specific team or relevant officials to perform such a task. Mandatory part of the contract with the beneficiary should be the reporting obligation, which shall include financial and narrative reports. Relevant forms are Form F17 for narrative report and Form F18 for the financial report,

Provider of financial support can do regular monitoring of project implementation, and in case of finding violations or deviations from the contract, must undertake measures in accordance with the types of violations, as specified in the contract with the beneficiary. In case of evident violations of the contract by the beneficiary, the official / the monitoring team reports to team leader, recommending further steps. The proposed measures must be proportional with the violations committed by the beneficiary NGO.

Besides the regular monitoring of projects / programs, providers of public financial support should make an assessment of projects. For projects that are longer than one year, it must be performed at least one assessment within a year, whereas for projects lasting less than a year, must be at least one field evaluation during project implementation.

For this purpose, the relevant Form 19 will be used for field evaluation.

For projects funded from public sources, providers of public financial support should prepare and publish on their website a summary report regarding projects / programs financed by public funding sources. The report should contain among others, a complete list of all projects / programs supported the amount of funding, beneficiaries etc. For these purposes, form F20 will be used. The same form will also be used to prepare a comprehensive report of public financial support for NGOs, which will be done by the Prime Minister's Office, on the basis of individual reports of each provider of public financial support.

6. ANNEXES – TEMPLATES

Form 1

**Office of the Prime Minister
Office for Good Governance**

Year _____

Form for preparing the Annual Plan of Public Financial Support to Non-Governmental Organizations

No.	Name of Institution	Budget code / Programme/Subprogram	Field / fields in which the financial support is provided	Objectives of financial support	Estimated number of organizations that will be selected	The amount of financial support for the fiscal year	Time of Call announcement	Expected timing to start implementation of projects / programs	Other information XXX
1	<i>I.e. Office of the Prime Minister</i>	<i>Indicate the name of the program under which the financial support is provided</i> <i>(Office for Good Governance)</i>	<i>Indicate which field the financial support is provided for:</i> <i>(i.e. children's rights)</i>	<i>objectives aimed to achieve through this support</i> <i>(i.e. Promoting children's rights)</i>	<i>Indicate the estimated number of beneficiaries depending on the amount scheduled</i> <i>(i.e. 10)</i>	<i>Put the total amount planned for the fiscal year in adequate programme</i> <i>(i.e. 10,000 euro)</i>	<i>Indicate the month when expected to announce a public call</i> <i>(i.e. February 2017)</i>	<i>i.e. June 2017</i>	xxx
2		xxxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
3									
4									

NAME AND LOGO OF THE INSTITUTION

On the basis of article xxxx, law xxx, and article xxx of regulation on criteria, standards and procedures of public funding the NGOs, *(put position name and Institution)* issues this:

DECISION

To announce public call for public funding support for projects/programmes of non-governmental organizations in the field of _____.

I

1. For the implementation of the public call, will apply provisions of the regulation on criteria, standards and procedures for public funding the NGOs.
2. Public financial support for projects / programs of the NGOs will be provided by Budget _____, economic code _____. Under the following programme/subprogram _____,

II

1. The means referred in Article shall be distributed on the basis of a public call for funding NGO projects, according to the documentation for the implementation of the call, which is an integral part of this decision

III

2. The documentation for implementing the call under item II of this decision includes:
 1. Text of public call
 2. Guidelines for applicants
 3. Application Forms
 4. Form for quality evaluation of projects
 5. Forms for reporting on Project implementation
3. The application forms referred to paragraph 1 of this article are as follows:
 1. Form for program or project description
 2. Form of program or project budget
 3. Form of statement for inexistence of double findings
 4. Partnership statements (if applicable)
 5. Form of statement of NGO programmes or projects funded from public sources.
 6. Statement of the contractor's activities mentioned in the description of the project activities that are familiar with the program or project and their participation in the implementation (if applicable).

4. Forms for project implementation and reporting referred in paragraph 1 of this article are as follows:
 1. Form of the contract for funding the program or Project
 2. Form for preparing the narrative report for the project or program
 3. Form for preparing the financial report of the program or Project

IV.

Public call and its documentation for implementation of the call will be fully published on provider's website (webpage address).

V.

1. In line with the Regulation on the criteria, standards and procedures of public funding for NGOs and guidelines for applicants, the provider of financial support will establish an Evaluation Committee for opening and registration of applications and verifying the terms set by the public call.
2. The evaluation committee will assess the contents of received project applications that have successfully met the formal requirements to be part of the application pursuant to paragraph 1 of this Article.
3. Members of the Evaluation Committee will work in line with procedures set forth in the Guidelines for Applicants and the rules foreseen by the Regulation for public funding of NGOs.

VI.

1. Once the decision on the successful applicant is taken, whose projects meet the requirements for funding, the head of the institution takes a decision on the allocation of resorts for funding the projects / programs to NGOs.
2. The provider of financial support will inform beneficiaries about the timing for signing the contract.
3. Responsible for executing this decision is unit/department (write the name).

IX.

This decision enters into force upon signature

Head of Institution

Full name and position

Form 3

{Logo and name of the provider of financial support}

{Place, date, year 2017}

Public call for providing financial support for funding of projects / programs to NGOs*[example: contribute for promoting and protecting the children's rights]*

1. *{ name of the provider of financial support }* invites all registered non-governmental organizations in Kosovo, the work program of which is focused on field of *{example: the children's rights }* to apply for financial support to projects that contribute to *{example: promoting and protecting the children's rights }*.

2. NGOs in line with this public call, can apply with their projects / programs in the following priority areas:

1. *{ Example: Promotion and protection of children's rights and strengthening partnership and cooperation with non-governmental organizations with other stakeholders, in particular with the government institutions in the field of promotion and protection to child rights }*
2. *{Add additional priority fields if there's more than one priority field }*

3. Non-governmental organizations can apply with a project to contribute **{example: promoting and protecting the children's rights}** through the following activities:



{ Example:

- ✓ Activities aiming to foster local authorities, public institutions and other stakeholders to cooperate with civil society in the promotion and protection of the child rights;
- ✓ Activities aiming to advance the government policies in the field of child protection;
- ✓ Mentoring and training activities to NGO local staff operating in the field of protection and promotion on children's rights;
- ✓ Activities for improving the knowledge and skills development to employees and volunteers of NGOs for advocacy and strengthening the children's rights;

- ✓ activities aimed at promoting NGO communication with the public, focusing on inform the public about children's rights;
- ✓ Activities aimed at addressing specific problems of children rights in certain sectors of government policy priorities including education, social policy, health, juvenile justice and other related fields; }

4. Total value of scheduled call is _____ euro.

Minimum amount of financial support that can be allocated for each individual project is _____ euro, whereas maximal amount for a project is _____ euro.

5. Deadline for submitting proposals is {i.e. 20 working days} and expires on date _____ 2017.

6. NGOs can apply at most {i.e. two (2) projects} under this call, but only {i.e. one (1) project} for each of priority fields according to the call. The Project implementation period is 12 months. The same NGO can be a partner in several projects in the priority areas of the call.

Application with project are eligible all NGOs that are registered in the register of non-governmental organizations in Kosovo and that operate in the Republic of Kosovo at least {i.e. one year} prior to the publication of the public call. NGOs applying should demonstrate their working program is focused in the field of {i.e. child rights}. NGOs must also have completed financial transactions in a transparent manner according to the legislation on NGOs in the Republic of Kosovo and in accordance with the accounting rules and have fulfilled its contractual obligations *towardsthe provider of financial support* and all other providers of public financial support.

Before signing the contract, the NGO must provide proof that the responsible person within the NGO and the project manager are not under investigation for any criminal offenses, and evidence that the NGO has resolved all open issues about contribution payment and unpaid taxes, if applicable.

7. Proposals will only be submitted on the forms prescribed, which altogether along with guidelines for applicants are available on financial support provider's website {web page: *www.*}.

Completed documents must be sent by mail or in person, to the following address:
{Address of the Provider of financial support}

The process of reception opening and reviewing applications, evaluation of applications, contracting, funds allocations, time and manner of filing complaints, the handling of documents and the implementing indicator calendar of the call are detailed in the *Guidelines for applicants of the public call*.

Only projects that are received within the period prescribed by this public call, and which fully meet the conditions specified in the public call will be considered for financial support

8. All issues related to the public call can be clarified only electronically by sending e-mail to: {e-mail of the Provider of financial support }

[name of the provider of financial support]

[Name of public call]

Guidelines for Applicants

Date of launching the call: [...]

Deadline for submitting applications: *[No less than 15 days from the date of publishing the public call]*

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1. [NAME OF THE CALL]

1.1 PROBLEMS THAT WILL BE TARGETED THROUGH THIS CALL

{In this section indicate the main problems will be targeted through the provision of the public financial support. This section should not be more than one (1) page in A4 format}

1.2 CALL OBJECTIVES AND PRIORITIES FOR THE ALLOCATION OF FUNDS

General objective / objectives of this call is / are:

{write general objective /objectives}

Specific objective / objectives of this call is / are:

{type specific objective /objectives}

Priority for providing the public financial support will have:

{Indicate which sort of projects/programmes will have priority for public financial support}

1.3 PROJECTED VALUE OF FINANCIAL SUPPORT FOR PROJECTS AND TOTAL CALL AMOUNT

1. For the public financial support to projects / programs according to this public call, the minimum amount available foreseen is up toeuro.
2. The minimum amount of financial support that can be allocated to each individual project iseuro, whereas the maximum amount for a project iseuro.
3. Projects can be funded at the amount of [e xxx%] of total eligible project costs. Applicants and potential partners [are not/are] necessary to ensure co-financing from other financial sources (public or private).

2. FORMAL CALL CONDITIONS

2.1. Eligible applicants: who may apply?

1. *[in the following section, you should list the applicants' acceptable forms and their partners. Ex. one of the conditions is that NGO to be registered, have the fiscal number, etc.]*
2. *[in the following section indicate who cannot apply and why? If restrictions are included, they must comply with the regulation]*
3. *[Indicate how many requests may be submitted by the same applicant. Also in this section indicate if the same applicant may at the same time be partner in another application]*

2.2 Eligible partners in the implementation of the project / program

1. *[Indicate whether to implement the project / program is compulsory or desirable to have partnership with other organizations and also indicate if a partner can participate in more than one application.]*
2. *[Write conditions that partners must fulfil in the project / program.].*
3. *[indicate how the relationship should be regulated between the applicant and partners (the need for signing a declaration of partnership), which will regulate the relationship between providers of financial support, applicants and partners (i.e., signing a contract that determines tasks to implement quality project / programme, the effective use of funds and regular reporting issues).]*

2.3 Eligible activities to be financed through the call

1. *[indicate reasonable time scheduled for implementation of the project / program]*

2. *[indicate territory / area in which the implementation of projects / programmes is intended to (e.g. The whole territory of the Republic of Kosovo, a specific municipality, several municipalities, a region, etc..),]*

3. *[The list and key types of activities to be financed through the call]*

Eligible project activities may include:

1.
2.
3.
xx.

The list of project activities is not definitive, but only illustrative and will be considered for funding and other appropriate activities that contribute to achieve general and specific objectives of the call, which are not mentioned in the above-mentioned list.

During the implementation of project activities, the applicant must ensure that he/she is based on the principle of equal opportunities, gender equality and non-discrimination, as well as develop activities in accordance with needs of community and citizens.

4. *[Indicate which activities are not eligible for funding]*

The following types of activities are not eligible for funding:

1.
2.
3.
xx.

2.4 Eligible Expenditures to be financed through the call

Through the public funding of this public call can be financed only realistic and eligible costs for the implementation of project activities in the period of time specified in these guidelines. In evaluating the project / program, only costs related to the planned activities will be assessed, as well as real amount of these expenditure.

2.4.1 Eligible direct costs

Expenditures according to direct eligible costs include expenditures that are directly related to the implementation of some activities of proposed project or program, such as:

- 1.
- 2.
3. 3.
4. 4.
5. Xxxx
- 6.

2.4.2 Eligible indirect costs

Besides the direct eligible expenditures under this call, indirect costs will also be accepted (percentage of the total value of the project / program). Among these expenditures are included costs that are not directly related to the implementation of the project or program, but are costs that indirectly contribute to achieving the project objectives. These costs should be specified and explained.

Indirect eligible costs are:

1. Xx
2. Xx
3. Xx
- 4.

2.4.3 Inadmissible costs

Inadmissible expenditure includes:

1. xx
2. xx
3. xx

3. HOW TO APPLY?

[in this part of the guidelines you must list all information on mandatory forms, information on where to send the application, as well as information about application deadlines and contacting modalities in case you have further questions about the public call]

NGO application will be considered complete if the application contains all the application forms and mandatory annexes as required in the public call and the call documentation as follow:

1. 1. Xx
2. 2. Xx

3. 3. Xx.

3.1 The application project proposal

Filling in the project proposal form is part of the mandatory documentation. It contains information about applicant and partners as well as data on the content of the project / program for which funding is required from public sources.

If the submitted form data are missing in terms of the project content, the application will not be taken into consideration.

Form is necessary to be filled on computer. If the form is completed by hand, it will not be taken into consideration.

If the form contains faulty description as above-mentioned, the application will be deemed invalid.

3.2 Content of Budget form

Budget proposal form is part of mandatory documentation. The budget proposal submitted must include information for all direct and indirect expenditures of the project / program proposed for funding.

If the budget form is not fully completed, or not submitted in the relevant application form, it will not be taken into consideration.

The form is necessary to be filled on computer. If the form is completed by hand, it will not be taken into consideration.

3.3 Where to submit the application?

Mandatory forms and the required documentation must be submitted in physical form, printed (one original) and in electronic form (in CD). Mandatory forms must be signed by authorized representative and be stamped with official seal of the organization. The documentation in electronic form (in CD) must have the same content, to be identical to the printed version. Printed documents and electronic CD should be placed in a sealed envelope.

Original application must be sent by post or in person (and submitted to the relevant office). On the outside of the envelope, write the name of the public call, together with the full name and address of the applicant and the note *"Not to be opened before the meeting of the Evaluation Committee "*

Applications must be sent to the following address:

[name of the provider of financial support]

Address of the provider of financial support/

"Not to be opened before the meeting of the

Evaluation Committee"

3.4 Deadline for submitting applications

Deadline of the call is _____ (*Please specify date, and if the request can be submitted in person, then you must also specify the time*). The request is submitted within the call period if the seal indicates that it is received in the post office up to the end of the call date, as the deadline for submission. If the application is submitted in person to the Office, the applicant will be issued a receipt that the application is received within the announcement period.

All applications received after the deadline will not be taken into consideration.

1.5 How to contact if you have any questions?

All questions about the call can only be made electronically, by sending a request to the following address: _____, not later than *10 days* before call expiry.

The answers to specific requests will be sent directly to the address of the questions raised, and most frequent answer will be published on the following website: _____, and no later than 5 days prior to the expiration of the call

To ensure equal treatment to all potential applicants, a provider of public financial support cannot give a prior opinion on the eligibility of applicants, partners, actions or expenditures mentioned in the request.

4. EVALUATION AND ALLOCATION OF FUNDS

1.1 Applications received will pass through the following procedure:

4.1.1 Financial support provider will establish an evaluation committee consisting of 5 official members from the institution and other external experts, whose duty is to assess whether applications meet the formal requirements of the public call.

After checking all the applications received, the Committee will prepare a list of all applicants who meet the requirements to assess the content of their projects, and a list of applicants that do not meet the competitiveness specified requirements.

The provider of financial support will notify all applicants who do not meet the requirements and the reasons for rejecting their application.

4.1.2 In the second phase, the Evaluation Committee comprised of 5 members will evaluate the contents of the applications. Each application received will be evaluated based on the evaluation form.

[Do not forget to insert here the evaluation of the application form]

Provisional list of beneficiary projects / programs selected for funding - Based on the evaluation of the applications which have met the conditions set out in the call, the Committee will draft a provisional list of projects / programs selected, according to the points they got in the evaluation process. The total cost amount of the projects listed in the provisional list will not exceed the total amount of funding provided through the public call.

Besides the provisional list, based on the points that have been given during the evaluation, the Committee will draft a reserve list of projects / programs.

4.2 Additional Documentation and Contracting

To avoid unnecessary additional costs when applying for the competition, a provider of financial source will require additional documentation only from those applicants who, according to the evaluation of applications, have been included in the provisional list of projects / programs selected for funding.

Prior to signing the final contract, and based on the evaluation of the Committee, the provider may request a review of the final budget form for the estimated costs corresponding to actual expenses related to the proposed activities.

[Specify here the additional documentation that will be requested (e.g. Certificate from tax administration to prove that all tax obligations are paid, original documents for inspection, etc.).]

The evaluation committee will check the additional documentation.

If the applicant does not submit the requested additional documentation within the specified time *(not less than 10 days)*, the application will be rejected.

Once the supporting documents are being checked and if decision indicate that some applicants did not meet the required conditions according to the public call, those applications will not be taken into consideration for contract endorsement.

In such cases, the projects on the reserve list will be activated if, after checking the supporting documents and after it is confirmed by the institution that there're sufficient funds to contract other projects.

After checking the documentation submitted, the Committee will propose the final list of projects / programs selected for funding.

Notification of applicants -All applicants whose applications have entered in the evaluation process will be informed about the decision on the allocation of projects / programs under the call.

5. INDICATIVE TIMETABLE OF CONDUCTING THE CALL

The procedural stages of the call (enter dates)

1. Deadline for applications (xxx)
2. Deadline for sending questions about the call (xxx)
3. Deadline for sending the answers to the questions related to the call (xxx)
4. Deadline for verifying compliance with procedural criteria and notification of the parties (xxx)
5. Deadline for substantial evaluation of applications (xxx)
6. Deadline for the request for submitting additional documents (xxx)
7. Deadline for submitting the requested documentation (xxx)
8. Deadline for publication of the decision on the allocation of public funds and notifying applicants (xxx)
9. Deadline for contracting (xxx)

The funder has the right to update the indicative calendar. You should know that any amendment in the indicative calendar will be published on the following website: _____.

6. LIST OF DOCUMENTS OF THE PUBLIC CALL

FORMS

List all necessary forms as foreseen by the regulation and its implementation manual ...egg.

1. *Form on application for a project/programme (word)*
2. *Form on budget proposal (Excel format)*
3. *Form on statement for absence of double funding (Word format)*
4. *Form on contracting (word format)*
5. *Form on Financial Reporting (excel format)*
6. *Form on narrative-descriptive report (word format)*
7. *Form xxx*

Below is given an example of how to develop guidelines for applicants. You know, this is just an example and depending on the public call, the provider of public financial support, should develop guidelines for applicants as in the form above.

[Office of Prime Minister]

[Financial support for projects from NGOs promoting and protecting the children's rights]

Guidelines for Applicants

Date of launching the call: [...]

Deadline for submitting applications: *[No less than 15 days from the date of publishing the public call]*

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2. *[FINANCIAL SUPPORT FOR PROJECTS FROM NGOS PROMOTING AND PROTECTING THE CHILDREN'S RIGHTS]*

1.1 PROBLEMS THAT WILL BE TARGETED THROUGH THIS CALL

[The Republic of Kosovo has integrated the Convention on Children Rights and other documents in the field of human rights as part of its Constitution, making their norms directly applicable in Kosovo. Therefore, the Republic of Kosovo is committed and treat with priority fulfilling the obligations deriving from the norms of these documents by working continuously for the accomplishment of all fundamental rights and inalienable to all children living in Kosovo. In the spirit of the Convention on the Child Rights and other international standards defined by other documents in the field of human and child rights, the Republic of Kosovo has drafted majority legislation that deals with children rights. The legislation compliance with the Convention on the children rights and other international documents is evidenced by international assessments including the European Commission Progress Report. ¹

Nevertheless, the existence of norms is not enough to ensure that children enjoy the rights to which they are entitled, therefore it is necessary to focus the work of governmental institutions to implement the existing legislation. The Government of Kosovo has drafted a considerable number of strategic documents covering children's rights in different sectors, and it is in the process of updating the strategy for children rights. These strategic documents address various aspects and sectors of child protection and their rights. However, much work remains to be done in improving both the government policies in different sectors, as well as the improvement of children's rights in practice. According to population projections, in 2016, about 29.8 percent of the population in Kosovo will constitute children under the age of 18. Therefore, the development of activities in order to promote and protect children's rights is a high priority and ongoing process for the Government of Republic of Kosovo.

The Government of the Republic of Kosovo since 2009 has drafted progress reports which have monitored the implementation of the Strategy and National Action Plan on children rights. These reports have underlined main issues regarding the rights of children and the progress made in this regard. Also in 2016, the Office for Good Governance in the Office of the Prime Minister has compiled a report which highlighted the progress and challenges regarding the child rights in Kosovo. This report contains a number of findings and recommendations concerning the protection of children and their rights in certain sectors such as education, health, social welfare, juvenile justice and other areas of government priorities. Further advancement of the child rights in these areas but also in other priority areas requires further efforts and commitment by government institutions, including cooperation with civil society.

In Kosovo, there are a large number of non-governmental organizations dealing with the promotion and protection of children and their rights, some of which have considerable

¹European Commission Progress Report for Kosovo 2016.

experience and are necessary for the advancement of children's rights. Therefore, taking into consideration the role and experience that non-governmental organizations have in promoting and protection child rights in Kosovo, cooperation with NGOs in achieving the priorities in this area is extremely important for the Government of the Republic of Kosovo. In addition, the Government of the Republic of Kosovo adopted the Strategy for Cooperation with civil society, which its main objectives are directed at increasing and improving the cooperation with civil society, respectively with non-governmental organizations. Therefore, even this public call to support the projects of non-governmental organizations which in their programmes they are focused on promotion and protection of child rights is in the function of achieving the government priorities in this field and to enhance cooperation with society civil to promote, advance and protect the children's rights.

1.2 CALL OBJECTIVES AND PRIORITIES FOR THE ALLOCATION OF FUNDS

[The overall objective of this Call for Proposals is to promote and protect children's rights]

The specific objective of this Call for Proposals is: *Improving the ability of NGOs to promote and protect children's rights and to strengthen the partnership and cooperation of non-governmental organizations with other stakeholders, in particular with the financial institutions operating in the field of promoting and protecting the child rights.* Priorities for allocating the funds:

- projects that aim to strengthen the capacity of NGOs to work in the promotion and protection of the children's rights;
- projects that are focused on the work with children groups, youth, family, school, community;
- projects aimed at fostering cooperation between NGOs and public institutions in improving the situation of child protection and their rights;

1.3 PROJECTED VALUE OF FINANCIAL SUPPORT FOR PROJECTS AND TOTAL CALL AMOUNT

1. For the public financial support to projects / programs according to this public call, the minimum amount available foreseen is up to ...xxx.. euro.
2. The minimum amount of financial support that can be allocated to each individual project is xxx euro, whereas the maximum amount for a project is xxx euro.
3. Projects can be funded at the amount of [100%] of total eligible project costs. Applicants and potential partners [are not/are] necessary to ensure co-financing from other (public or private) financial sources.

2. FORMAL CALL CONDITIONS

2.1. Eligible applicants: who may apply?

1. [in following part you should list the eligible forms of potential applicants and mandatory requirements (including proper contract implementation, being a registered NGO, active work, etc.).]

Applicant must be:

1. Non-governmental organization registered in accordance with the Law on Freedom of Association in Non-Governmental Organizations,

2. To have judicial, financial and operational capacities in project implementation;

3. NGOs whose activity is focused on protecting children and their rights;

4. Have paid all taxes and other mandatory contributions in accordance with the applicable legislation in the Republic of the Kosovo

5. not to be in bankruptcy proceedings, the process of extinction, the enforced collection procedure or liquidation;

6. does not have violated the terms of the envisaged use of public funds;

2. [in the following part, indicate who cannot apply and why]

The following entities are not eligible to compete according to this call:

7. NGOs which have not spent funds from previous public financial support for the purpose of which the means are given, are not eligible to compete (for the next two years, counting from the year in which the project is implemented);

8. Bankrupted NGOs;

9. NGOs which have failed to pay taxes and other contributions under the applicable legislation in the Republic of the Kosovo;

10. NGOs which may have conflict of interest;

3. [Indicate how many requests may be submitted by the same applicant]

2. An applicant may submit {one} application/s.

3. If the applicant submits more applications of projects that meet the requirements of this call and are eligible for funding, for signing of the contract applications with the highest score assessed will be selected.
4. An applicant may in the same time be a partner in {one} other application.

2.2 Eligible partners in the implementation of the project / program

1. *[Indicate whether to implement the project / program is compulsory or desirable to have partnership with other organizations]*

Applicant must act in partnership with at least {one} NGO that operates in the region / municipality where the project is implemented;

1. Partners can participate in more than one application.
2. *[Write conditions that partners must fulfil in the project / program].*

Partners must meet all eligibility criteria applicable to the applicant, as provided in item specified in paragraph 2.1 of these Guidelines.

3. *indicate how the relationship should be regulated between the applicant and partners (the need for signing a declaration of partnership), which will regulate the relationship between providers of financial support, applicants and partners (i.e., signing a contract that determines tasks to implement quality project / programme, the effective use of funds and regular reporting issues).]*

When applying, the applicant must have reached a partnership agreement with NGO partners. For this purpose, a declaration of partnership must be signed, which must be submitted in the original copy signed by each partner in the project.

2.3 Eligible activities to be financed through the call

1. *[indicate reasonable time scheduled for implementation of the project / program]*

The planned project duration is between {6} and {12} months.

11. *[indicate territory / area in which the implementation of projects / programmes is intended to (e.g. The whole territory of the Republic of Kosovo, a specific municipality, several municipalities, a region, etc..).]*

Project activities must be carried out in the territory of the Republic of Kosovo

12. [The list and key types of activities to be financed through the call]

Eligible project activities may include:

- ✓ Activities aimed at fostering local authorities, public institutions and other stakeholders to cooperate with civil society in promoting and protecting the child rights;
- ✓ Activities aimed at government advancing policy in the field of child protection;
- ✓ Mentoring and training activities to the local NGOs staff operating in the field of protection and promotion of children's rights;
- ✓ Activities for improving the knowledge and skills development of employees and volunteers to NGOs for advocacy and empowerment the children's rights;
- ✓ activities aimed at fostering communication between NGOs and the public, with a focus on informing the public about children's rights;
- ✓ Activities aimed at addressing specific problems of children's rights in certain sectors of government policy priorities including education, social policy, health, juvenile justice and other related fields;

The list of project activities is not definitive, but only illustrative and will be considered for funding also the other appropriate activities that contribute to the achievement of general and specific objectives of the call, which are not mentioned in the above-mentioned list.

During the implementation of project activities, the applicant must ensure that he/she is based on the principle of equal opportunities, gender equality and non-discrimination, and to develop activities in accordance with the needs of community and citizens.

4. [Indicate which activities are not eligible for funding (E.g. activities whose beneficiary are only members of the organization, etc.)]

The following types of activities are not eligible for funding:

- ✓ Activities which relate exclusively or mainly to individual participation to seminars, conferences, congresses and research activities;
- ✓ Activities which relate exclusively or mainly to individual scholarships for studies or workshops;
- ✓ Activities which are not related to the promotion and protection of children's rights;
- ✓ Activities in which the only beneficiaries are members of the NGO applicant;

2.4 Eligible Expenditures to be financed through the call

Through the public funding of this public call can be financed only realistic and eligible costs for the implementation of project activities in the period of time specified in these guidelines. In evaluating the project / program, only costs related to the planned activities will be assessed, as well as real amount of these expenditure.

2.4.1 Eligible direct costs

Expenditures according to direct eligible costs include expenditures that are directly related to the implementation of some activities of proposed project or program, such as:

- ✓ organizing educational activities, round tables (in particular it should be identified the type and price of each service);
- ✓ consumable material;
- ✓ graphic services (prepress, printing services for leaflets, brochures, journals, etc., specifying the type and scope of service, quantity, unit price, etc.);
- ✓ Advertising services (television and radio presentations, maintaining web pages, newspaper announcements, publicity material, etc., determine the type of promotion, duration and cost of services);
- ✓ Representation expenditures related to the organization of activities of the project / program (indicating the purpose and the expected number of participants, etc.);
- ✓ Costs of wages and remuneration for project / program managers, project contractors by organizations and / or external partners involved in the project (contracts, copyright and property rights, other contracts, employment contracts), specifying the name of the persons involved, their professional competencies, number of months of their involvement and their monthly gross amount of compensation;
- ✓ Communication costs (costs of telephone, Internet, etc.) these costs must be defined (specified);
- ✓ cost for procurement of equipment necessary for the implementation of the project / program, which must be determined by the type and the amount;
- ✓ travel expenses (e.g., per-diems);
- ✓ Transport and accommodation costs (where it is necessary to specify the number of people, destination, frequency and purpose of the trip and the type of public transport, type of accommodation and the number of nights);
- ✓ other costs directly related to the implementation of the project or the programme activities;

2.4.2 Indirect eligible costs

Besides the direct eligible expenditures under this call, indirect costs will also be accepted (percentage of the total value of the project / program). Among these expenditures are included costs that are not directly related to the implementation of the project or program, but are costs that indirectly contribute to achieving the project objectives. These costs should be specified and explained

2.4.3 Inadmissible costs

Inadmissible expenditure includes:

- ✓ capital investment or investment loans, guarantee funds;
- ✓ Costs of purchasing equipment, furniture, and small construction jobs if the value exceeds 10% of total eligible project costs;
- ✓ Interest expenses on debts;
- ✓ fines, financial penalties and cost of court proceedings;
- ✓ paying bonuses to employees;
- ✓ bank charges for opening and administering the accounts, fees for financial transfers and other fees entirely to the financial nature;
- ✓ Costs that are already funded by public sources or expenses in the period of the project funded by other sources;
- ✓ purchase of used equipment, machinery and furniture etc.;
- ✓ Costs that are not covered by the agreement (the contract with the provider of financial support);
- ✓ charity donations;
- ✓ loans to other organizations or individuals;
- ✓ Other costs that are not directly related to the content and objectives of the project;

3. HOW TO APPLY?

[in this part of the guidelines you must list all information on mandatory forms, information on where to send the application, as well as information about application deadlines and contacting modalities in case you have further questions about the public call]

NGO application will be considered complete if the application contains all the application forms and mandatory annexes as required in the public call and the call documentation as follow:

:

1. Project proposal application form
2. Budget proposal form
3. The partnership declaration form
4. Copy of NGO registration certificate
5. Copy of NGO fiscal number
6. Statement form that indicates absence of double funding
7. Statement form on implementation of other projects funded by public sources
8. Form on Financial Reporting (excel format)
9. Statement of submitting the annual financial statements;
10. Certificate from Kosovo Tax Administration regarding the status of applicant public debt of and its partners certifying that the organization has no debt, and if there is a public debt, it must be paid before signing the contract. The certificate must be issued within the period from the date of opening of the public call (this document will be required before the publication of the final results, and after the publication of preliminary results);

3.1 The application form of project proposal

Filling in the project proposal form is part of the mandatory documentation. It contains information about applicant and partners as well as data on the content of the project / program for which funding is required from public sources.

If the submitted form data are missing in terms of the project content, the application will not be taken into consideration.

Form is necessary to be filled on computer. If the form is completed by hand, it will not be taken into consideration.

If the form contains faulty description as above-mentioned, the application will be deemed invalid.

3.2 Content of Budget form

Budget proposal form is part of mandatory documentation. The budget proposal submitted must include information for all direct and indirect expenditures of the project / program proposed for funding.

If the budget form is not fully completed, or not submitted in the relevant application form, it will not be taken into consideration.

The form is necessary to be filled on computer. If the form is completed by hand, it will not be taken into consideration.

3.3 Where to submit the application?

Mandatory forms and the required documentation must be submitted in physical form, printed (one original) and in electronic form (in CD). Mandatory forms must be signed by authorized representative and be stamped with official seal of the organization. The documentation in electronic form (in CD) must have the same content, to be identical to the printed version. Printed documents and electronic CD should be placed in a sealed envelope.

Original application must be sent by post or in person (and submitted to the relevant office). On the outside of the envelope, write the name of the public call, together with the full name and address of the applicant and the note *"Not to be opened before the meeting of the Evaluation Committee "*

Applications must be sent to the following address:

[Office of the Prime Minister]

*Mother Theresa Street, Pristina, floor.xxx,
Office no....]*

*"Not to be opened before the meeting of the
Evaluation Committee"*

3.4 Deadline for submitting applications

Deadline of the call is _____ *(Please specify date, and if the request can be submitted in person, then you must also specify the time)*. The request is submitted within the call period if the seal indicates that it is received in the post office up to the end of the call date, as the deadline for submission. If the application is submitted in person to the Office, the applicant will be issued a receipt that the application is received within the announcement period.

All applications received after the deadline will not be taken into consideration.

4.5 How to contact if you have any questions?

All questions about the call can only be made electronically, by sending a request to the following address: xx@rks-gov.net, not later than *10 days* before the call expires.

The answers to specific requests will be sent directly to the address of the questions raised, and most frequent answer will be published on the following website: www.xxxx _____, and no later than 5 days prior to the expiration of the call

To ensure equal treatment to all potential applicants, a provider of public financial support cannot give a prior opinion on the eligibility of applicants, partners, actions or expenditures mentioned in the request.

13. EVALUATION AND ALLOCATION OF FUNDS

1.2 Applications received will pass through the following procedure:

4.1.1 1 Financial support provider will establish an evaluation committee consisting of 5 official members from the institution and other external experts, whose duty is to assess whether applications meet the formal requirements of the public call.

After checking all the applications received, the Committee will prepare a list of all applicants who meet the requirements to assess the content of their projects, and a list of applicants that do not meet the competitiveness specified requirements.

The provider of financial support will notify all applicants who do not meet the requirements and the reasons for rejecting their application.

4.1.2 In the second phase, the Evaluation Committee comprised of 5 members will evaluate the contents of the applications. Each application received will be evaluated based on the evaluation form.

[Do not forget to insert here the evaluation of the application form]

Provisional list of beneficiary projects / programs selected for funding - Based on the evaluation

of the applications which have met the conditions set out in the call, the Committee will draft a provisional list of projects / programs selected, according to the points they got in the evaluation process. The total cost amount of the projects listed in the provisional list will not exceed the total amount of funding provided through the public call.

Besides the provisional list, based on the points that have been given during the evaluation, the Committee will draft a reserve list of projects / programs.

4.2 Additional Documentation and Contracting

To avoid unnecessary additional costs when applying for the competition, a provider of financial source will require additional documentation only from those applicants who, according to the evaluation of applications, have been included in the provisional list of projects / programs selected for funding.

Prior to signing the final contract, and based on the evaluation of the Committee, the provider may request a review of the final budget form for the estimated costs corresponding to actual expenses related to the proposed activities.

[Specify here the additional documentation that will be requested (e.g. Certificate from tax administration to prove that all tax obligations are paid, original documents for inspection, etc.).]
The evaluation committee shall inspect the additional documentation.

If the applicant does not submit the requested additional documentation within the specified time (not less than 10 days), the application will be rejected.

Once the supporting documents are being checked and if decision indicate that some applicants did not meet the required conditions according to the public call, those applications will not be taken into consideration for contract endorsement.

In such cases, the projects on the reserve list will be activated if, after checking the supporting documents and after it is confirmed by the institution that there're sufficient funds to contract other projects.

After checking the documentation submitted, the Committee will propose the final list of projects / programs selected for funding.

Notification of applicants -All applicants whose applications have entered in the evaluation process will be informed about the decision on the allocation of projects / programs under the call.

2. INDICATIVE TIMETABLE OF CONDUCTING THE CALL

The procedural stages of the call (enter dates)

1. Deadline for applications
2. Deadline for sending questions about the call
3. Deadline for sending the answers to the questions related to the call
4. Deadline for verifying compliance with procedural criteria and notification of the parties.
5. Deadline for substantial evaluation of applications
6. Deadline for the request for submitting additional documents
7. Deadline for submitting the requested documentation
8. Deadline for publication of the decision on the allocation of public funds and notifying applicants
9. Deadline for contracting

The funder has the right to update the indicative calendar. You should know that any amendment in the indicative calendar will be published on the following website: www.xxx.

3. LIST OF DOCUMENTS OF THE PUBLIC CALL

FORMS

1. *Form on application for a project/programme (word)*
2. *Form on budget proposal (Excel format)*
3. *Form on statement for absence of double funding (Word format)*
4. *Form on contracting (word format)*
5. *Form on Financial Reporting (excel format)*
6. *Form on narrative-descriptive report (word format)*
7. *Form xxx*

Form 5

Logo of the institution

Pursuant to Article 8, Par. 6, of the Regulation on the criteria, standards and procedures for public funding to NGOs, decision no. Xxxx for establishing the Evaluation Committee for Applications from NGOs for financing projects / programs presented in the public call (name of the call) published on (), and pursuant to this article, the committee at its first meeting held on () approves;

RULES OF PROCEDURE

of the committee for evaluation to applications from NGOs for public funding to projects/programmes according to the public call (name of call)

Article 1

The purpose of adopted rules

1. Rules of Procedure of the committee to evaluate applications received by NGOs to provide public financial to projects / programs under the public call will regulate the performance of duties, rights and obligations of committee members, decision-making and other issues within the competence of the committee.
2. The committee will work based on the applicable rules, in particular on the basis of the Regulation on the criteria, standards and procedures for public funding of NGOs.

Article 2

Committee Competences

1. The committee is obliged to evaluate each application whether they (don't) meet general procedural conditions set forth by the public call on the criteria, standards and procedures for public funding of NGOs.
2. The Committee will prepare a report for all reviewed applications and list all applications indicating whether the conditions are (aren't) met related to the public call.
3. In the second phase of evaluation, the Committee will assess the applications' content within the public call which have met the formal criteria for substantial evaluation.
4. The Committee decides on task assignment within the Committee and defines whether each of the members will assess each application or they share responsibilities.
5. Even when tasks within the committee are shared, the committee's responsibility and decision-making is collective.
6. The committee will ensure that each member has proportional workload within the committee.
7. If any of the members of the committee represent a conflict of interest, the committee shall review such case and ask heads of the institution for replacement. In these cases, the reserve member will replace him/her.

8. Concerning the evaluation of applications content , the committee is obliged to calculate final points for each application taking into account the points by every member of the committee, collected and divided by the number of committee members in order to draw the average score that each application will take.
9. Based on the evaluation of each project / program, the evaluation committee will draft a preliminary list of projects / programs which will be financed through public funds.
10. The committee is responsible for preparing the final list of projects' beneficiaries that will be supported through public funds and the same would follow for final approval to the head / chief administrative officer responsible for public funds within the institution.

Article 3

Duties of the committee members

1. Every member of the committee will be tasked with assessing applications in procedural aspect as follows:
 - 1.1. Open every application submitted under the public call and make the relevant application registration, including the setting of reference numbers.
 - 1.2. Analyses all documents submitted.
 - 1.3. Determine if the applications have fulfilled the conditions of the call, including the use of standardized forms and completion by the applicants.
 - 1.4. Determine whether applicants have submitted all the required documents through the public call.
 - 1.5. If it is necessary to demand from the applicants to provide information / additional documentation but that does not affect the content of the application as well as controlling and verifying the information/additional documentation.
 - 1.6. To prepare and sign the minutes of the meeting by determining whether each individual application meets (does not meet) the conditions of the public call, on the basis of which the relevant institution then will prepare a written notification for applicants.
2. Each member of the committee will be tasked to evaluate the content of the following applications:
 - 2.1. To get informed for the public call text and sign a declaration of impartiality and confidentiality.
 - 2.2. Review and assess the content of projects and programmes of the applicant NGOs which have fulfilled the procedural requirements. Evaluation should be by questions and forms prescribed by the applicable legal regulations.
 - 2.3. Make an impartial, objective assessment and without influence from other entities, explaining in writing his assessment, and referring to his/her explanations based on documentation from NGO applicant, even quoting it, and showing why exactly he/she did the scoring (evaluation).
 - 2.4. To evaluate the project cost in order to make necessary budget for its implementation.
 - 2.5. Identify and evaluate the advantages and disadvantages of every application assessed.

2.6. Recommend ensuring additional documents if it deems as necessary.

Article 4

The composition of the committee and duties of its members

1. The committee for evaluating the applications of NGOs for public financial support to projects / programs under the public call (name of call) has [redacted] members and a chairman.
2. The Chairman coordinates the work of the Committee, including the approach in preparing the final report by the Evaluation Committee.
3. In case of a resignation among any member of the evaluation committee, the end approval of the resignation is done by the chief administrative officer who has established the committee. Upon the formal approval of the resignation, members are required to participate in regular work of the Committee, except in cases of any conflict of interest.
4. In case of resignation by any member of the committee, the Chairman shall invite the reserve member to participate in the evaluation.

Article 5

Avoiding conflicts of interest and keeping confidentiality

1. Every member of the Evaluation Committee is obliged to sign a statement of impartiality and confidentiality. By signing the statement, the members of the Committee confirm that their tasks in the Committee will be treated confidentially, impartially and independently, professionally, objectively and in accordance with the principle of avoiding conflicts of interest. They also acknowledge that they treat equally all applications by evaluating them in accordance with the applicable rules.
2. Any member of the committee that receives information that anyone among members may have a conflict of interest, they should immediately inform the Committee.
3. Members of the evaluation commission during and after completion of their task are not entitled to disclose information to the public or to inform any of the applicants on the content of discussions and decisions regarding individual applications, and do not dare to give any kind of information which is of internal character.
4. Names of committee members will be made public only when the results of the call are published.

Article 6

Technical support for the evaluation committee

Administrative and technical support for all activities of the Committee related to the public call should be provided by the institution / unit that has opened the public call.

Article 7

Entry into force

Rules of procedure of the evaluation committee were approved at the meeting / session held on [redacted].

Committee Chairperson

[redacted]

[redacted]

(name and surname)

(signature)

Members of the committee

(name and surname)

(signature)

(name and surname)

(signature)

(name and surname)

(signature)

(name and surname)

(signature)

Form 6

Sample database for evaluators (expert committee members)						
Database of evaluators / Name provider of financial support						
No.	Name and surname of the evaluator	Contact details	Number of points	Period of availability	The public call for that / which the evaluator is contracted	The number of applications for evaluation
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Form 7

Institution Logo

Name of the provider to public financial support

Form of the declaration of impartiality, confidentiality and avoidance of conflicts of interest

I, {insert name} signed below, I certify that as a member of the evaluation <insert name of the committee> established by Decision no. {Reference number (if applicable) of the public call}, will act in good confidence, impartially and in accordance with the principle of avoiding conflicts of interest and, therefore, I declare that I:

1. I will hold confidential all information that I possess;
2. I will act only on the basis of professional and objective regulations in compliance with applicable law;
3. I will act in a fully independent, impartial and equal manner for all project proposals in the selection process, without any external influence;

<Other conditions can be added to if necessary >

In case of circumstances which affect or may affect my objectivity and impartiality or jeopardize the principle of avoiding conflicts of interest, I personally shall submit a request for disqualification, and I will require the issuance of a decision by the competent authority to exclude me from the evaluation committee membership and procedures for the allocation of public financial support for NGOs.

Taking into account the penalty for perjury, I certify as mentioned above and I am aware that in case of false statements or information, that appropriate punishments will apply.

In <insert place > date: _____ 2017

<Insert name of the committee member>

<place for signature >

Form 8

Sample forms for evaluation of candidates as (evaluator) member to the committee (for external experts)										
No.	Name and surname of the candidate for evaluation (expert)	Name and surname of Committee members for the evaluation of candidates for evaluation committee membership								
		A person meets the general requirements of the call	1. Experience in preparing and / or implementing projects financed from public sources (20)	2. Experience in evaluating applications submitted to calls for financial support from public sources (10)	3. Knowledge of strategic documents and policy priorities in the field of public call (15)	4. Knowledge of the applicable legal basis in the fields covered by the public call (10)	5. Knowledge of existing sectoral methodologies in the field of public call (20)	6. Knowledge of other relevant documents in the field in which the public call is open (10)	7. Knowing the language of main institutions and scope of their work in the fields in which the public call is open (15)	Total points (100)
1.										
2.										
3.										
4.										
5.										
6.										
7.										

Form 9*[Name (logo) of financial support provider]****Naming of public call:*****Application for project / program**Date of publishing the call: **date**Deadline for application submission: **date:**

Please, carefully read the instructions for submission before you complete the Form for **[name of public call]**.

Form should be completed carefully and as clearly as possible in order to make a much better assessment of the quality of project proposals. Information should be accurate, complete, in order to provide enough detail to clearly understand the project proposal.

Name of project / program: _____

Name of applicant: _____

I. GENERAL INFORMATION ABOUT THE PROJECT APPLICANT AND PARTNERS			
BASIC INFORMATION OF THE APPLICANT ORGANIZATION AND PARTNERS			
1. Name of organization			
2. Address (street and number)			
3. Zip code and location	4. Region		
5. Name of authorized representative of the NGO, address, e-mail and present function (e.g. Executive Director)			
6. Tel. No.	7. Mob. tel. no.		
8. Fax			
9. Address			
10. webpage			
11. Year of establishment			
12. Date of registration in the register of NGOs		13. Registration number of the NGO	
14. Registered in (name of the registration authority)			
15. Bank account number Including IBAN			
16. Fiscal number			
17. The type of NGO (association / foundation)			

18. The establishment objectives in accordance with the statute of the NGO				
19. Purpose and Scope				
20. <i>The total number (insert number)</i>	members			
<i>From them (insert number)</i>	Individuals		legal entities	
21. Part of voluntary work in the organization				
a) the number of those who work as a volunteer				
b) number of hours of voluntary work achieved in the year before the announcement of the call				
22. Number of employees on the day of the project submission (set number)	Employed for limited time		Employed for an indefinite time	
23. Is your organization beneficiary of public benefit status	Yes.		No.	
24. Total income of the organization in the year before the announcement of the public call (enter the amount)				
25. Incomes achieved (enter amount)				
a) Central public sources (central government ministries and agencies)				
b) Municipal public resources				
c) Foreign governments and international organizations				
d) companies and other legal entities				
e) citizens and families				
f) Other non-governmental organizations				
g) income from membership fees				
h) Income from EU funds				
26. The total amount of wages paid in the year before the announcement of the public call				
27. The total amount paid in other incomes in the year before the announcement of the public call				
28. Information about the space in which the NGO operates				
a) Own space (indicate the size in m2)				
b) Space rental (indicate the size in m2)				

c) Space belonging to municipality / government / public enterprise / (insert size in m2 and the amount of monthly rent)				
29. The total amount of public financial support in the year before the announcement of the call				
30. Number of partnerships in which the organization is involved in implementing projects / programs to apply in this public call				
31. Does your NGO prepare annual working report? (Put an "x")	Yes.		No.	
a) If you answered "yes" to whom it was delivered and how did you present it to the public?				
32. Did you spend in the quality system for non-profit organizations?	Yes.		No.	
a) If you answered "yes" to which system and how long?				
33. Knowledge about the applicant (or partners) through projects funded by public funding sources in previous years (Please specify the projects / programs financed by public funding sources, including the name of the institutions / providers of the public financial support which you have received financial support during the period of two years before the announcement of this public call.				
34. Provide information about partner organizations if the project / program will be implemented in partnership (if necessary, add new rows)				
1. PARTNER ORGANISATION (add more information for partners If necessary)				
Name of Organisation:				
Address (street and number):				
Town:				
Region				
Name of authorized representative of the NGO, address, e-mail and current function (e.g. Executive director)				
Telephone:				
Mobile:				
Fax:				
E-mailAddress:				
website:				

Year of establishment:	
NGO registration number:	
Fiscal number:	
Date of registration in the registry of NGOs	
Type of NGO (association / foundation)	
Objectives of establishment in accordance with the statute of the NGO	
Purpose and Scope	
Number of employees:	
The overall amount of public financial support in the year before the announcement of the call (and the number of projects financed from public sources)	
The organization operates:	
a) Its own space (show the size in m2)	
b) b) rental space (show the size in m2)	
c) Space belonging to municipality / government / public enterprise / (write the size in m2 and the amount of monthly rent)	
II. INFORMATION ON PROJECT / PROGRAM	
1. Name of project / program:	
2. The NGO that has approved the project and the date of approval	
3. Summary of the project / program (a short presentation of basic information about the project / program in no more than 50 words)	
4. The expected duration of implementing of the project / program in months:	
5. The field in which the project / program will be implemented (please specify field of social action and public policy in which the project / program will be applied)	
6. Geographical region in which the project / program will be implemented	
a) Republic of Kosovo (if the project / program is	

implemented in all territory of Kosovo			
b) Region / regions (indicate the region or regions in which the project will be implemented)			
c) Municipality / municipalities (insert relevant municipalities)			
7. The total amount required for implementing of the project / program:			
7.1. The total amount required for donor funding; at ___% of the amount for the implementation of the project / program			
7.2. Is the amount requested or obtained from public sources (central or local institutions, EU funds or from other donors for implementing the project (specify the total amounts for the applicants and partners if they have and add more rows if necessary)			
Yes.		No.	
If the answer to the previous question is "yes" to indicate how much is sought and approved by how much each donor is funding (add new rows if necessary):			
From those that has been requested:		The amount of funds required:	
From those that was provided		Amount of funds approved:	
8. Please indicate how did you identify the problem and needs assessment that you intend to address it through this project, based on which you have prepared the project / program proposal?			
9. List which outlines targets to be achieved through the implementation of the project / program proposal.			
10. Describe the expected impacts of the project / program - how the project will affect the target group and end users in the long term.			
11. Describe measurable results that you expect at the end of your project / program.			
12. Explain which general and specific objectives of the public call will be achieved through the contribution of the project implementation and how.			
13. A detailed description of the project / program (max 2500 characters)			
14. What is the target group (group in which the activities of the project / program will impact directly) involved in the project, including the number and their structure (e.g., age, gender, etc.)? How are they involved in this project? (Please specify the problems and needs of target groups, including quantitative indicators and how the project will reach the target group)			

15. Who are the final beneficiaries of the project (individuals, groups, organizations that are not directly involved in implementing the project, but that implementation of the project will affect them indirectly)? How will the project impact to those groups? (Please specify):								
16. Describe the main activities to be carried out within the project, providers, results expected, the period of implementation, methods to be used in implementing the project (if necessary, add rows to the table below).								
Activities	Provider	The implementation methods	Period of implementation	expected results				
1.								
2.								
...								
17. List the most frequent activities carried out in the project / program.								
18. Please indicate which type of other activities will be carried out within the project / program.								
19. Action Plan - to ensure the name of activities and highlight when to implement the activity and organization that is responsible for its implementation (the applicant organization, or partners) (if necessary, extend the table).								
The first half of the project								
Activity	Implementation month	1	2	3	4	5	6	responsible organization
Activity xyy								
...								
The second half of the project								
Activity XY	Implementation month	1	2	3	4	5	6	responsible organization
...
The second half of the project								
Activity XY	Implementation month	1	2	3	4	5	6	responsible organization
20. Persons responsible for implementing the project / program								
a) Team Leader / project / program manager (name and attach a CV)								
b) Contractors (name, description of previous experience and								

qualifications)	
21. Number of volunteers participating in the project / program (specify the number of volunteers and number volunteer hours foreseen in project / program)	
22. Description of activities that volunteers will perform for the implementation of the project (for each category and type of volunteering)	
23. Number of employed persons involved in the implementation of the project / program (specify for all organizations)	
24. Expert / s, external associates, which are involved in the project / program (write names and area of their expertise)	
25. Brief description of experiences, achievements and capabilities of your organization - independent applicant or cooperation with a partner. (Specify previous and current activities / projects / programs of which the applicant organization and partners have implemented, in particular related to the public call.	
26. Is the project / program carried out in partnership?	
27. Describe the role / contribution of partner organizations in the implementation of the project / program.	
28. How will you ensure the transfer of knowledge and specific skills between partner organizations in the project / program?	
29. How do you plan conducting activities of the project / program to include promoters / recipients / implementers of public policies (at local or national level)?	
30. Describe how do you plan to involve citizens in the project / program and to inform the general public about the achievements and results of the project / program.	
III. RESULTS ASSESSMENT	
1. Describe the methodology of monitoring and assessment of results achieved by the project / program and its	

impact on fulfilling the objectives of the public call.
IV. SUSTAINABILITY OF PROJECT / PROGRAM
1. Describe your plans that will ensure the sustainability of the project / program after completion of the public financial support (financially, institutionally, the level of policy development and environmental sustainability of the project / programme activities after completion of the project)?

**Name and surname of the team
leader / Project / program manager**
(in organisation - applicants)

Name of authorized representative
(in organisation - applicant)

Signature

Signature

In _____, _____ 201_.

Form 10					budget form
<i>(LOGO) of public financial support provider</i>					
Name of NGO:					
Title of project:					
Budget Form of the public call					
Please complete the form using the computer. If necessary you can insert additional columns, but do not forget to check the validity of formulas. Form will calculate the amount based on formulas and it is not necessary to calculate manually					
Type of cost	Price per unit	The overall project budget in euro	The budget requested from the provider of public financial support (in euro)	Year 1 (add a column for each year if needed)	EXPLANATION OF BUDGET ITEMS - calculation of prices per unit and the total cost, and a list of activities according to paragraph..
A) Direct costs (specify the costs that are directly related to the project)					
1. Human Resources					
1.1. SALARIES (specify the cost of salaries and benefits for employees) Note: Please provide the names and surnames of persons to be paid, the period for which the fee is paid, and job title					<i>[Examples:]</i>

1.1.1. project manager					[Professional leader of project / program for 12 months. If the average gross monthly salary is EUR 500.00 * 12 months = 6,000.00 EUR]
1.1.2. Administrator					[Professional project administrator for 6 months. Average gross monthly salary is EUR 300.00 * 6 months = 1,800.00 EUR]
1.1.3.					
subtotal 1.1.					
1.2. Service contracts Note: Please provide the names and surnames of people who shall receive remuneration for this work					
1.2.1. Service Contract with activities to Contractor No. 1					
1.2.2. Service Contract with activities to Contractor No. 2					
1.2.3.					
subtotal 1.2.		0.00 €	0.00 €	0.00 €	
subtotal 1. (1.1+1.2.):		0.00 €	0.00 €	0.00 €	
2. Travel (specify the cost, for example, public transport, travel costs, accommodation costs, per diems for the purpose of performing the project activities)					
2.1. The cost of bus transportation					[The project team will deliver a activities outside the main office and has booked 10 bus tickets that cost 10 euros per ticket. The total cost is 100 euros]
2.2. Per diems for project team members					[The project team will deliver a activities outside Kosovo and 2 per diems have ben paid in the amount of 100 euro. The total cost is 200 euros]
2.3.					
subtotal 2.:		0.00 €	0.00 €	0.00 €	
goods					

3.1. Computer Supply					[For the purpose of implementing the NGO activities, I will buy a computer worth 200 euros]
3.2. Supply of teaching materials					[For the purpose of implementation of activities and work with target group of the project, the NGO will buy 200 books valued up to _____]
3.3.					
subtotal 3.:		0.00 €	0.00 €	0.00 €	
4. Other costs, services (campaigns, training for key users, the cost of monitoring and implementing the project, other costs that are necessary and directly related and necessary for the implementation of project activities and similar ones.)					
4.1. preparation of educational materials					[For the implementation of action no. 1 training activities, will develop educational materials for Module 1. The cost of contractor work is paid for contract work (1.2.1.), And the cost of graphic design, layout and printing the materials is envisaged in this budget item. Graphic design cost is 50 euro, print of documents is 2 euro per copy. 100 copies will be printed. The total cost is 250 euros.]
4.2. The cost of renting the room for holding educational activities					
4.3. Costs of organizing and holding a round table					
4.4.					
subtotal 4.:		0.00 €	0.00 €	0.00 €	
B) Indirect costs (are costs that are indirectly related to the implementation of the project, the percentage is up to [a percentage limit for this budget line if it exists] from the value of the project budget requested by [provider of financial support])					

5.1. The space rental fee at the time of project implementation					
5.2. The total costs for the duration of the project					
5.3. Project accounting services					
5.4.					
subtotal 5.:		0.00 €	0.00 €	0.00 €	% Of the total amount requested from the provider of financial support
TOTAL (1+2+3+4+5)		0.00 €	0.00 €	0.00 €	#DIV/0!
6. OTHER FINANCING SOURCES		The amounts of other funding sources			
I. Own resources					
II. Other public - central authorities					
III. municipal authorities					
IV. Others					
TOTAL (I+II+III+IV)		0.00 €			
Overall cost of the project from all sources			0.00 €		

STATEMENT ON DOUBLE FUNDING

I hereby state that:

Applicant:

(Name of NGO)

Specify one of the options:

A) did not receive

funding for the project or program submitted, from public sources, according to public calls from government agencies, municipalities, other public institutions, EU funds or other local or international funds in the current calendar year.

or

B) has applied

for funding the project / program, but the evaluation of the project / program is still in process.

(Name of institution and the public call in which the project has applied)

I declare under penal and material responsibility that all information included in the statement are true, accurate and complete.

Place and date:

Full name and signature of authorised
representative from the NGO

Form 12

The partnership includes the relationship between NGOs that implies responsibility in the implementation of the program / project funded by financial support provider. For the purpose that the project / programme to be implemented smoothly, all organizations that are part of the partnership must comply with the principles of good practice in partnership:

1. Before submitting the application to the provider of financial support, all partners will read the text of public call and guidelines for submitting applications and understand their role in the project / programme.
2. All partners authorize the Applicant to represent them in all relations with the provider of financial support in the context of the implementation of the project / program.
3. The applicant and all partner organizations will meet regularly and work together for the implementation of the project / program evaluation and review of ways to overcome the challenges and difficulties during the project implementation.
4. All partners will participate in the joint preparation of descriptive and separate financial statements and the applicant submits them to the provider of financial support on their behalf.
5. The proposal for any changes to project partners, it should be made by agreement between the partners, while the applicant submits it to the provider of financial support.

STATEMENT OF PARTNERSHIP

We read the content of the project / program applicant:

that will be presented in the [name of public call] and we agree with it. We commit ourselves to act in accordance with the above-mentioned principles of good practice on partnership and commitment of the partners listed in the application. [In case of project approval and contract signature for allocation of funds, partners will also present a signed partnership agreement for implementation of the project]

Name of the partner organization	Name of person authorized to represent organisation	Authorized representative signature and stamp

Place and date: _____

MP

Full name and signature of
authorized representative

STATEMENT

on projects funded by public sources of financing in 2017

We hereby state that our organization:

 (Type name of NGO)
Put "X" in the statement that is appropriate

- ☐ Has received financial support for their projects from public sources in the years 2015/2016, according to public calls by government authorities, municipalities, other public institutions, EU funds or other local or international funds

Name of project	Funder <i>insert name</i>	Amount of financial support	Year	The stage at which the project is currently: a) Completed b) In implementation
1.				
2.				
3.				

- ☐ It is in the process of implementation of projects from public sources of funding, and at the same time fulfilling contractual obligations

- ☐ It has fulfilled all contractual obligations for the financial support received from donors and other providers of public financial support

- ☐ It has not fulfilled all contractual obligations for the financial support received from donors and other providers of public financial support

 State the reason why the NGO has failed to meet its contractual obligations

 Place and
date:

 Name and signature of authorized
representative

Form 14

Contractor activities as a natural or legal person or experts in specific fields engaged by the leader of the project or programme or partner organizations responsible for carrying out certain project activities in accordance with applicant project description

STATEMENT ON DESCRIBED PROGRAMME / PROJECT ACTIVITIES

Activity Contractor:

(Full name / name of contractor)

, confirms that it is aware for the content and activities of the project / program (the name of the program or project) within the call and agrees to participate in the implementation of such activities if the project / program is approved.

(Name of activity)

**Place and
date:**

**Name, surname and signature of
the contractor, or the authorized
person for legal persons**

Form 15

[Note: This document is an example of evaluation. Each funding provider will adjust the evaluation form in accordance with individual public call, which in particular may decide to change estimates in part D of the form, depending on what is defined in the Guidelines for Applicants. Also, a provider of public financial support will determine how many points will be set for each of the criteria, but no more than 30 points for a criterion]

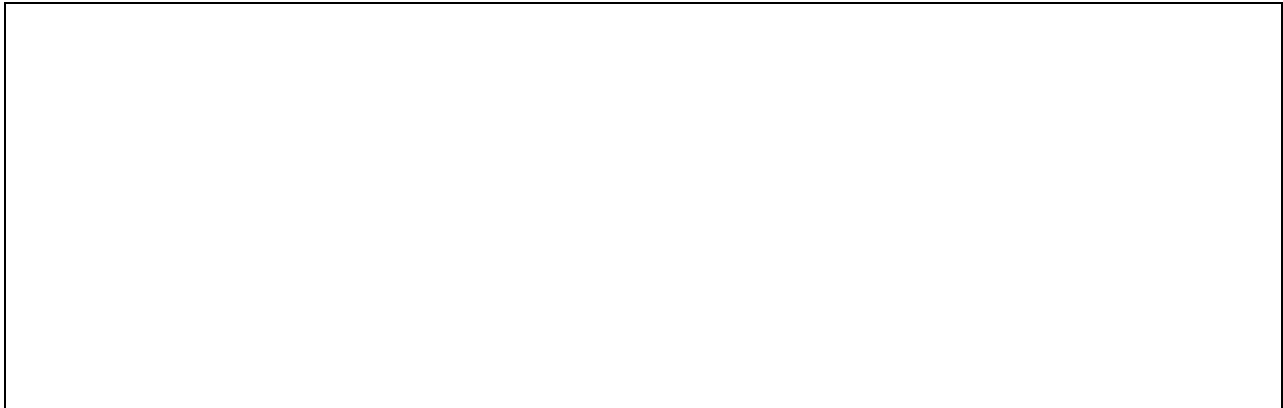
APPLICATION QUALITY EVALUATION FORM:

The evaluation criteria are divided into several areas of evaluation. In every field of evaluation, there are points set between 1 and 5 in accordance with the following evaluation categories: 1 = not enough, 2 = adequate, 3 = good, 4 = very good, 5 = excellent.

A. The institutional capacity of the applicant / partner	Points(25)
A.1 Does the applicant possesses sufficient experience and professional capacities to perform the planned activities of the project / program (do they have the right skills and capabilities to implement the project, as well as knowledge about the issues addressed in this call)?	1 2 3 4 5
A.2 Does the partner organizations possess sufficient professional experience and capacities to perform the planned project activities (specific knowledge of the problem according to public call)?	1 2 3 4 5
A.3 Does the applicant and its partners possess sufficient management capacities (including staff, equipment and ability to handle the budget of the project / program)?	1 2 3 4 5
A.4 Is there a clear structure that will deal with project management? Is it clearly defined the project team and obligations of the team members?	1 2 3 4 5
A.5.....	1 2 3 4 5
The total number of points (maximum 25 points)	
B. Relevance of project / programme	Points (30)
B.1 How much relevant is the project proposal to the goals and priority areas of the call (is the project related to activities planned in strategies and policy priorities in the field covered by the public call?	1 2 3 4 5
B.2 Are the objectives of the project / program defined clearly and feasible?	1 2 3 4 5
B.3 Are the activities of the project / program clear, reasonable, understandable and applicable?	1 2 3 4 5

B.4 Are the results clearly defined and whether the activities lead toward the achievement of results?	1 2 3 4 5
B.5 Has the project / program managed to clearly define the users (number, age, gender, etc.)? Does the project determine and to what extent it addresses their problems and their needs?	1 2 3 4 5
B.6 To what extent are the results of the project sustainable? Are the risk management mechanisms well designed in the project implementation?	1 2 3 4 5
The total number of points (maximum 30 points)	
A. Budget (expenditure)	Points (20)
C.1 Are the costs of the project / programme realistic about specific results and expected duration of the project?	(1 2 3 4 5) x 2
C.2 Are the costs of the project in accordance with the planned activities of the project / programme?	(1 2 3 4 5) x 2
The total number of points (maximum 20 points)	
D. priorities	Points (20)
D.1 Has the applicant planned to include volunteers during the implementation of project activities?	1 2 3 4 5
D.2 Did the applicant plan to employ at least one specialist to a specific area during the project implementation?	1 2 3 4 5
D.3 Are there all partners involved in the project, except mandatory partners, additional partners and is it clearly specified the role of each partner in the project implementation.	1 2 3 4 5
D.4 Does the project effect in bringing innovations and improving the situation in the field where applicable, e.g. increase the employment rate of young people in the respective areas?	1 2 3 4 5
D.5	1 2 3 4 5
The total number of points (maximum 20 points)	
TOTAL (Maximum points 100)	

Descriptive evaluation of project / programme



Descriptive evaluation of the project should be in line with the evaluation that is made through numerical scoring.

Every member of the Evaluation Committee will evaluate independently the proposals, and their assessments will be made on a scale from 1 to 5 to every question raised in the form of assessment. The evaluation committee will prepare a provisional list by collecting the points individually from the committee members and calculating the average of these scores recorded in a joint form of individual requirements and which includes the total number of scoring that the project has received. The order in list of projects will be based on the number of points they received in the evaluation process. From highest to lowest. The projects that will be funded are only those ones whose total amount does not exceed the amount planned within the public call.

Projects which during the assessment procedure do not reach the minimum of 50 points will not be funded through this call in any case.

CONTRACT FOR ALLOCATION OF FUNDS

concluded between:

(NAME OF FINANCIAL SUPPORT PROVIDER
and non-governmental organization:

NAME OF NON-GOVERNMENTAL ORGANIZATION, ADDRESS, PERSON
AUTHORIZED, ETC.

NAME OF THE PROJECT / PROGRAM: _____

TERMS OF THE CONTRACT

Article 1

Name of project / program:

Reference / contract number _____.

The total contract value in Euro: _____ (in words:)

Project implementation period is _____ months from the date when the contract entered into force.

Budget line: _____, code: _____

Article 2

Funds from Article 1 of the contract can only be used for implementation of the project, in accordance with the terms of public call and a final project description and budget form, which are considered as an integral part of this contract.

Article 3

Funds from Article 1 shall be paid to the beneficiary's bank account: IBAN
_____.

Article 4

In order to control the proper use of resources the recipient is obliged to submit a report to the provider of financial support for the implementation of the project that should include:

- 1.1 The narrative report (which should be submitted in hard copy, by mail, and / or in electronic form via e-mail or by mail on a CD, DVD or USB, or another electronic form upon request)
- 1.2 Financial report (which should be submitted in hard copy via mail, and / or in electronic form via e-mail or by mail on a CD, DVD or USB or other form upon request) with detailed documentation of all costs and annexes:
 - a) For payments made by bank transactions: copies of invoices, the beneficiary name and relevant bank accounts
 - b) payments in cash: copies of invoices, the beneficiary name, copies of payment receipts from the cashier. encashment reports.
 - c) other documents: other documents related to trips, agendas, and similar ones to be attaches with accompanying files, documents on which payments are made (contracts, agreements) and similar ones.
2. Other annexes regarding the implementation of the project, evidence of implementation of project activities including (List of participants, evaluation sheets, photos from events, publication copies, etc.).
3. The beneficiary must submit quarterly / interim / annual / final report for the implementation within a period of: day / month / months after the end of the reporting period. Reports must be submitted to the funder according to the given forms.

Article 5

1. The provider of financial support reserves the right for monitoring and evaluation of project execution, including finance and expenditure review continuously at any time during the project and for a period from _____ years after the end of the project.
2. The provider of financial support can do a directly check the above-mentioned contract through a study visit to the beneficiary premises and if such a case, it will notify the beneficiary at least seven days prior to such control.

Article 6

The provider of financial support has the right, for the purpose of supervising the use of funds as intended by Article 1 of the contract, to contact directly all legal and natural persons who are paid from the funds of the project, according to the documents reported by the beneficiary of the public financial support.

Article 7

1. The beneficiary commits to inform the provider of financial support on time for small and big changes in the contract.
 - 1.1 Minor changes in the contract that do not require changing the contract through annexes could be:

- a) Changes in the budget between budget chapters less than 10%
- b) Replacement of a project team member
- c) Change of bank accounts to project members
- d) Change of address or other data to project members
- e) Minor changes in projects that do not affect the purpose and objectives (eg. small changes in timing of activities)

1.2 Biggest changes require amendment of the contract through an annex and to be signed by the provider and the recipient of financial support. Biggest changes in the contract can be:

- a) Changes in the budget between budget chapters more than 10%
- b) Extending the time of implementation of the project (maximum 6 months)
- c) Adding new activities within the project
- d) Change the activities that significantly affect the project scope and objectives.

2. The provider of financial support decides in every case whether to accept contract amendments or not, and whether it constitutes a small or large change of the contract.

Article 8

1. The beneficiary may require changes to contract at least 30 days before the end of the project. Any change in the contractual obligations must be requested and approved in writing. The contract can not be amended or supplemented if the purpose or effect of the change violates competition or equal treatment according to the public call.
2. The beneficiary may not require amending the provisions of the contract after the end of the implementation period of the project, as envisaged in Article 1.
3. The provider of public financial support has the right to not approve the granting of a portion of the funds and the extension of project implementation period if it changes the content and nature of the project, or if the request has no basis and reasons for objective change of the contract or extension of the project implementation period.
4. The decision to approve or not approve the request to change the contract or extend the project implementation period should be made within 30 days from the date of beneficiary's request.

Article 9

If the provider of financial support stipulates that the recipient is not using the funds of financial support appropriately to implement the project under the terms of Article 1 and 2 of this contract and other the terms of this contract, or has failed to implement the project within the contracted period, if it did not submit appropriate reports on time and the proper content specified in Article 4 of the contract, or did not allow the provider of support financial to supervise the use of funds according to Article 5 and 6 of the contract, further payments will be suspended, and the beneficiary is obliged to return the funds spent inappropriately and unspent funds within 30 days of receipt of written notice for reimbursement by the provider of financial support.

Article 10

If the provider of financial support stipulates that the recipient has not fulfilled its contractual obligations, it shall be denied the right to obtain financial support for the next two years.

Article 11

1. The beneficiary agrees that all printed materials, video and other materials associated with the project should include the logo and the name of the provider of financial support as an institution that funds the project which is subject of the contract..
2. The beneficiary agrees to give to the provider of financial support for use and publication, photos, video and audio data referred in paragraph 1 of this Article, to promote the public call and contribute to civil society development in Kosovo.

Article 12

The financial support provider is not responsible, directly or indirectly, for damages resulting from any activities performed by beneficiaries to the project implementation.

Article 13

Upon signing of this contract, the recipient agrees that as a beneficiary of public funding sources for projects of public interest and public wellbeing, they'll not participate in promotion of any private interest, politics or give support to any political party or independent candidate throughout the duration of this contract.

Article 14

In case of disputes during the implementation of this contract between contracting parties, which can not be resolved by mutual understanding and discussion, the responsible body for such dispute resolution shall be the competent court in [REDACTED].

Article 15

For matters that are not regulated by this contract shall apply the provisions of the Regulation on the criteria, standards and procedures of public funding for NGOs and the manual for its implementation.

Article 16

The information contained in the project's description and budget forms, which the beneficiary has submitted upon the application according to the public call, are an integral part of this contract.

Article 17

For every communication method or notification delivery for changes to the contract and submission of reports related to this contract, the parties should specify in the contract reference number and the name of the project and send it to the following address:

For provider of financial support:

<Address, tel., E-mail address for correspondence>

For beneficiary:

<Address, tel., E-mail address for correspondence>

Article 18

This contract is compiled in **three (3) identical copies**, of which **one (1) copy** is given to the beneficiary and two copies to the provider of the public financial support.

Article 20

The contract enters force the time of signing by the contracting parties.

Place and date:

**On behalf of the public financial
support provider:**

On behalf of beneficiary:

Name, surname and position and
signature of the person authorized

Name, surname and position and
signature of the person authorized

(Insert name of the provider of financial support)

Public Call: (insert name of the public call according to which the project / programme is funded)

Narrative Report of the *project/programme*

The deadline for submitting the report:

Progress report

Reports of type (select any of the options, quarterly, interim, annual or final report)

The project / program implementation period covered by the report: type the period (dates covered by this report)

1. General information on the project or the program

PROJECT DATA	
Name and reference of the contract	
Name of organization (the beneficiary):	
Name of project supported:	
The person authorized to represent the NGO	
Project / program manager	
Place of project or program implementation (municipalities, region, country)	
The approved amount of financial support	_____ €
Funds spent to date at the end of the reporting period:	_____ €

CONTACT DETAILS OF THE BENEFICIARY NGO	
Address of the organization:	
Contact phone of the organization:	
Person in charge for contact:	
Telephone and mobile phone of the person in charge for contacting:	
E-mail address of the person in charge for contacting:	
Website of the organization:	

1. Project achievements and results for the reporting period

1.1. Describe to what extent the project objectives have been achieved (according to the project proposal for which the financial support was approved).

1.2. In the table below, list activities (as listed in the project proposal), holders of activities, a description of the period in which they are implemented, and activity results and indicators:				
Name of activity	Activity carrier	Description of activity undertaken	Timeline	Actual results and indicators
1.3. Beneficiaries involved in the project (gender, age, location of beneficiaries, their needs and possible characteristics) and the number of beneficiaries involved in this project.				
1.4. How many beneficiaries are involved in this project?				
1.5. The Project impact to beneficiaries?				
1.6. What are the specific changes that take place (in the community, in the life quality for beneficiaries, etc.) as a result of project activities in these changes?				
1.7. If there is any inconsistency in the project implementation compared with project proposal, please indicate what were the reasons, has the provider of financial support been informed about the changes, and how the changes will affect the project results and objectives?				
1.8. Did you encounter obstacles in implementing the project during the reporting period? If yes, how did you manage to overcome them?				

2. Cooperation with partners and other stakeholders

2.1. Describe specific activities from organization partners during the reporting period.

2.2. Please indicate whether all partners have fulfilled their obligations according to the agreement in accordance with project activities?
2.3. Was the partnership held successfully and in what way? How do you see the continuation of the partnership in the future? The need for change (for the example, frequent meetings, clearly defined forms of cooperation or other issues)?
2.4. Please indicate whether the project is implemented in cooperation with other stakeholders? Describe the cooperation and its impact.
2.5. Did the cooperation continue with other stakeholders and are there any new initiatives and / or new projects?

3. The Project implementation

3.1. Indicate the number of employees and the number of volunteers involved in the project implementation.
3.2. Is there any new staff employed in order to implement the project (from the beneficiary or the partner/s)?
3.3. In which activities are the volunteers involved in the project?
3.4. Was there any change concerning the persons who participated in the implementation of the project compared to the draft proposal, in the last reporting period? If yes, explain briefly why.

3. Strengthening the capacity of the organization

4.1. indicate the NGO capacity building activities including the training and similar activities that are developed in the reporting period

4.2. What are the benefits of training? Using of which training did you contribute to develop employees' competencies in the organization?

5. Monitoring and evaluation of project success

5.1. Specify the method that you have conducted to evaluate and success of the project in the reporting period. (Have you made internal or external organizational assessment, independent evaluation? Who performs the evaluation? Did participants have completed the evaluation forms? If so, what are the results of analyses.)
5.2. Briefly indicate the evaluation results of the project and methods used in the evaluation process.
5.3. Do you have a special report on evaluation? If yes, please attach it as an annex to this report.

6. Project sustainability

6.1. How to use the results of the project / program after the end of implementation? Is there a plan for continuing the action?
6.2. Have you ensured resources for financing the activities after ending the project / programme? If yes, by whom?

7. Project budget and financial report for the reporting period

7.1. Provide comments about the main financial report and possible deviation from the planned project budget.
7.2. Were the funds spent in accordance with the planned budget, or there were difficulties? Please indicate the difficulties encountered.

7.3. Was there any agreement on co-financing the project?

8. More information about the project implementation

8.1. Highlight specific achievements related to the actual implementation of the project.
8.2. Specify the cooperation achieved during the previous period with the media and other stakeholders for activities related to promote the project.
8.3. What are the main obstacles encountered during implementation? Have you successfully overcome and how? What were the main lessons relating to these obstacles and ways to overcome them (or the reasons that have prevented you to do it)?

9. Activities planned for the next reporting period

9.1. What activities are planned in the upcoming period?

10. Report Annexes

10.1. List of documents attached to the narrative report (data, photos, news items, etc.)

Place and date of report	
--------------------------	--

--	--

Full name, signature of the person authorized	Full name and signature of project manager

FORM 18 – FINANCIAL REPORT

FINANCIAL REPORT

PUBLIC CALL NAME

Please complete the form with the computer. If necessary you can insert additional columns, but do not forget to check the validity of formulas. The form will calculate the amount based on formulas and it is not necessary to calculate the values manually

			FINANCUESI						
RAPORT FINANCIAR									
Name of NGO									
Name of project / program:									
Implementation period:									
Cost Type		The total expenditure amount			The amount of current eligible costs (conducted and paid) in the reporting period				
A) Direct Expenditures (specify the costs that are directly associated to the project)									
1 HUMAN RESOURCES (define the salary costs for employees) NOTE: First type name and surname of persons who will be paid the wages and their job title	Unit (Day, month)	Number of units	Monthly gross payment	The total amount requested from the provider of financial support	Unit (Day, month)	Number of units	Monthly gross payment	Total amount	Total amount
1.1.									

1.2.									
1.3.									
1.4.									
1.5.									
Total:									
2. Travel (specify the cost for example, public transport, travel costs, accommodation costs, per diems for the purpose of performing the project activities)	Unit (km, maps, travel)	Number of units	Price per unit	The total amount requested from the provider of financial support	Unit (km, map, travel)	Number of units	Price per unit	Total amount	Total amount
2.1.									
2.2.									
2.3.									
2.4.									
2.5.									
Total:									
3. PAJISJE DHE MALLRA	Unit (piece)	Number of units	Price per unit	The total amount requested from the provider of financial support	Unit (piece)	Number of units	Price per unit	Total amount	Total amount
3.1.									
3.2.									
3.3.									
3.4.									
3.5.									
Total:									

4. OTHER COSTS, services (campaigns, training for key users, the costs of monitoring and implementing the project, other costs that are necessary and directly related to the implementation of project activities and similar ones.)	Unit (contract, invoice, type of service, time period)	Number of units	Price per unit	The total amount requested from the provider of financial support	Unit (contract, invoice, type of service, time period)	Number of units	Price per unit	Total amount	Total amount
4.1.									
4.2.									
4.3.									
4.4.									
4.5.									
Total:									
B) Indirect costs (specify the costs that are associated indirectly to the implementation of the project)									
Costs of conducting operations (specify, for example, services, space rental, accounting service, etc.)	Unit (specify, time period)	Number of units	Price per unit	The total amount requested from the provider of financial support	Unit (specify, time period)	Number of units	Price per unit	Total amount	Total amount
1.									
2.									
3.									
4.									
5.									
Total:									
A) Direct costs									

B) Indirect costs (specify the costs that are associated indirectly to the implementation of the project)									
<i>TOTAL (A + B)</i>									
Name and surname of the leader / Project Manager									
				Name of person authorized by NGO					
MP									
Signature			Signature						

Sample form for conducting field visits

Insert name of the body (team) that conducted a field visit

Name of beneficiary NGO			
Name of project / program:			
The provider of financial support			
Name of the public call			
Duration of the project / program:	Start date:		End date:
Phase of the project / program (number of months of the implementation):			
The amount approved (€):			
Implementation Zone (municipality, region):			
The present members of the organization:			
Date of visit:			
The monitoring is carried out in:			

I. Progress in implementing the project / program

Description of successful activity (number and name of the event in accordance to the project / the program according to the description of the project or program). Please indicate if there are deviations from planned activities, explaining the reasons and the way to resolve this situation.
Indicate the results achieved to date and performance indicators and how the organization (NGO) follows the achievements in the implementation of the project / program.
Indicate the added value of the project / program, which were planned, but have been achieved (if any).
Does project / programme face obstacles? If yes, please specify what are the obstacles and what the organization is doing to solve them.
Assess whether the project or program will achieve its objectives by the end of implementation.

II. Internal capacity of the organization and its partners (Indicators, depending on the terms of the call and the contract)
Indicate the capacity of staff and a list of the project team (number of employees, independent experts, the number of volunteers, the number of young people newly employed, proper discipline and / or volunteer experience in a certain area, the number of employees as volunteer coordinators, etc.).
Describe methods of decision-making, information sharing within the organization, frequency of team meetings and ways of solving problems.
Does the organizations keep the appropriate documents of the call?
Previous communications and support from donor funds.

II. Budget of the project / program

Is the project / program implemented in accordance with the approved budget? If not, explain why.
Are there any organizational difficulties in terms of financing and expenditure monitoring?
Was there any change in the budget? If yes, explain the differences. Are the changes approved by the provider of financial support?
Does the organization keep records of working hours for its employees, short-time employees, volunteers, etc.?
How does the organization monitors and keeps records of project co-financing activities?
If the budget has planned to purchase equipment, have they already been purchased and are they in use?

IV. Visibility of the project / program

What does the organization do to attract the attention of the media / public?
What were the activities carried out by the organization in order to contribute to the visibility of the project / program at local and / or national levels?
What kind of promotional material is produced by the project? (E.g., websites, social networks, videos, etc.) How was the promotional material distributed to the general public, customers, target groups, etc.?
Have the rules been respected regarding the visibility promotion specified in the contract between the beneficiary and the provider of financial support?

V. Sustainability of the project / program

How does the organization plan to use the results of the project / program after the end of the project / program implementation? Is there a plan for continuing the action/s?
Are there any reliable sources for financing the activities after the project / program? If so, by whom?
Does the organization have a strategic plan? If so, which period is covered by the plan?

VI. Cooperation and Partnership

Are there any partners in the project / program; formal or non-formal? Specify who are the partners.
Did the organisation develop communication methods, cooperation and coordination with formal and informal partners (frequency of meetings, ways of solving problems)?

How does roles and responsibilities are distributed among partners in the project / program?
Is the beneficiary working with local and central institutions in implementing the project? If yes, mention the relevant institutions with whom the project is working?
Does the project require the involvement of the community and beneficiaries? If yes, are they included in Project / Programme Implementation?
Is there any new cooperation established during the implementation of the project / program, either with other civil society organizations, state institutions of central or local level, companies, etc.? If so, what is the contribution of this cooperation in the implementation of the project / program?
Provide additional remarks.

The monitoring was carried out / by (signature):

Date:

INFORMATION ON PUBLIC FINANCIAL SUPPORT FOR NGOS				Information on beneficiaries / users of public funds							
No.	PROVIDER OF PUBLIC FINANCIAL SUPPORT (In each row copy the full name of your institution)	Allocation of funds from public sources code according to the list (Shkruani kodin sipas tabelës MA)	NAME (denomination) OF PUBLIC CALL (ANNOUNCEMENT)	NAME OF THE NGO BENEFICIARY OF PUBLIC FUNDS	REGISTRATION NUMBER OF THE NGOS (according to the certificate issued by the MPA)	FISCAL NUMBER (according to the certificate issued by KTA)	The NGO Address (place, street, number)	Phone number of NGO (Not mandatory)	E-mail address of NGO (Not mandatory)	Web site (Not mandatory)	Name of the person authorized to represent the NGO
1	2	3a	3b	4	5	6	7	8	9	10	11

INFORMACION RRETH PROGRAMI										
NAME OF PROJECT AND / OR PROGRAMME OR ACTIVITIES FUNDED	NAME AND LAST NAME OF THE PROJECT MANAGER (If applicable)	STATUS OF THE ORGANIZATION IN THE IMPLEMENTATION OF THE PROJECT 1 = coordinator 2 = one partner	Amount requested (EURO)	GIVEN AMOUNT (EURO)	DURATION OF SUPPORT 1 = up to 12 months 2 = more than 12 months	STATUS OF IMPLEMENTATION OF THE PROJECT OR THE PROGRAM 1 = carried out in accordance to the contract 0 = terminated before the expiration of the contract 2 = extended after the initial contract period 3 = is being implemented (in multi-year programme)	GENERAL FIELD OF FINANCING List 1 (Enter the field codes: 1-17)	SPECIFIC AREAS OF FINANCING List 1A (Enter the code of specific field)	DIRECT CLIENTS (target group / beneficiaries) List 2 (Enter the group code)	INDIRECT CLIENTS (BENEFICIARIES) List 2 (Enter the group code)
12	13	14	15	16	17	18	19	20	21	22
		2	10000	5000	2					

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ACTIVITIES, main services performed under the project or program List 3 (Enter the group code)	ACTIVITIES, additional services performed within the project or program List 3 (Enter the activity code)	TERRITORIAL REPRESENTATION project or program in the municipality / specific region or across Kosovo List 4 (type the code)	BRIEF SUMMARY OF THE PROJECT OR THE PROGRAM (Max. 50 words)	HORIZONTAL ISSUES If the implementation of the project or program takes into consideration the horizontal issues (gender equality, environmental protection, inclusion of marginalized groups, inter-sectoral cooperation), please specify (If applicable)	INCLUSION OF VOLUNTEERS Are volunteers involved in implementing the project ?(If yes, enter the number of volunteers involved (from 1 to xx); If not - set number (0))	NUMBER OF PERSONS which were paid by NGO through an individual co-financing project (If yes, enter the number of volunteers involved (from 1 to xx); If not - set number (0))	NUMBER OF PERSONS WHO HAVE RECEIVED BENEFITS from employment contracts, copyright etc. from funding of each project (If yes, enter the number of volunteers involved (from 1 to xx); If not - set number (0))	NOTE (Additional explanations if necessary for individual sections, etc.).
23	24	25	26	27	28	29	30	31

