Q: Is the organization eligible if they didn’t have financial income during the 2019, can they present the previous financial performances?
A: According to WBF’s objectives young organizations remain at crucial importance therefore as long as you can provide us with a registration certificate you can apply

Q: Is it possible to cover 20% of co-financing from other donor?
A: Yes. Please see section 1.3.1. Size of grants and 2.1.4. Eligibility of costs of the Guidelines for Grant Applicants.

Q: Does the 20% of cost sharing need to be covered by the lead applicant or it can be covered in partnership with other parties involved?
A: It depends on the agreement between the parties involved – it can be one or a combination of referred options. Please see section 2.1.4.1. Eligible direct costs of the Guidelines for Grant Applicants.

Q: How do you verify 20% of the mandatory cost-sharing?
A: Each type of eligible costs on behalf of the 20% of mandatory cost-sharing is followed by rules and tools of verification, and as such communicated and agreed with the grantee prior to the Grant contract signing ceremony.

Q: Do you ask for justification and verification of the in-kind costs? Do you ask for some sort of the certificate or a statement about in-kind contribution? Is it possible to foresee salaries of the project personnel as an in-kind contribution? Do you find a voluntary work as an eligible cost?
A: Yes. During the process of application, a lead applicant is justifying the projected in-kind costs in the Annex B. The verification of costs is a subject of a processes led prior to the grant contract signing, and when grant implementation period is finished. WBF support shall be considered as direct action grant where salaries cannot be included only if such contribution is directly connected to a specific activity realization.

Q: Is the rent of conference/meeting premises an eligible cost?
A: Yes. Please see section 2.1.4.1. Eligible direct costs of the Guidelines for Grant Applicants.

Q: Is the rent of an office space an eligible cost?
A: No. Please see section 2.1.4.2. Ineligible costs of the Guidelines for Grant Applicants.

Q: If the WBF finance projects related to the camping activities, how do you verify expenditures of the camping, since in some cases there is a lack of a service provider for, for example, accommodation?
A: All expenditures covered out of the WBF resources need to be verified. In case if there is a lack of the registered entity for provision of some particular services during the camping period, there is a possibility to document and verify such service, along with the instructions and forms which would be provided by the WBF, if/when contract signed.

Q: How would you treat the chess figures – as an equipment or as a tool for project activity realization?
A: Depending on the eligibility and (quality) of the project proposal, chess figures may be treated as a tool for project activity realization.

Q: When will your funds be available and how do you process grant installments?
A: WBF based on the nature and the length of the project will decide on the number of the installments.

Q: Is it possible to propose a project with a higher value than the one that meets with the mandatory 80:20 ratio percentage between the project proposed partnership and the WBF Secretariat?
A: Yes, thus only in case if such exceeding (“remaining”) amount of the total project value is ensured either from the lead applicant and/or in partnership with the proposed partners, or if ensured from a third party – ie. resources of international donor community.

Q: Is the Value Added Tax (VAT) an eligible cost?
Q: Would it be an eligible cost in case if an expert engaged from Slovenia?
A: It would be an eligible cost in case if such an expertise is well elaborated and justified, and or is lacking within the respective area of partnership proposed.

Q: How it should be distributed an awarded grant amount between the proposed project partners?
A: It is a subject to an agreement between the proposed partnership, and in line with the proposed project and activities realization. Moreover, such kind of an agreement can be stated in the Partnership agreement.

Q: How to calculate the milage – what would be the unit price?
A: According to the WBFs procedures the mileage costs are calculated equivalent or corresponding the European Union standards price of 0.22 EUR per kilometer.

Q: Would it be an eligible cost an egagement of local and foreign lecturers?
A: Yes, with a note that engagement of foreign expertise need to be elaborated and justified why such expertise need to be “imported” within the region.

Q: Is it possible to document (verify) engagement of experts on the project?
A: Financial verification documentation is a mandatory aspect of the project reporting, including the verification of expenditures made for the stated engagement.

Q: Are the per diems eligible costs?
A: Per diems are ineligible costs. Please see 2.1.4.2. Ineligible costs of the Guidelines for Grant applicants.

Q: Are the promotional tools (ie. T-shirts, bags) eligible costs?
A: Yes they are check the budget head “Other services”

Q: Do we need to detail the budget to a level with the breakdown of taxes, and or by adding a name of experts planned as well?
A: No. When designing a budget, consider to outline gross amounts, and please make sure to title the type of expertise needed for the project realization.

Q: Does this 3rd Call for proposals foresee marginalized group as eligible target groups.
A: Yes.

Q: And are there any privileges for organizations that work with marginalized communities?
A: No.

Q: Is the young organization eligible to apply?
A: Yes, with a good track record. Please see 2.1.1. Eligibility of applicants of the Guidelines for Grant Applicants.

Q: Is it eligible an organization which is in process of obtaining its registration?
A: Yes, as long as the organization can provide with registration certificates after the evaluation

Q: Hypothetically, is it possible for the Save the children Tirana to propose a project together with the Save the children from Serbia?
A: As long as you satisfy the eligibility criterias stated in the WBF Application Guidelines.

Q: Are the private universities eligible to apply? Can you please clarify the eligibility of private university since they are for-profit institution?
A: Yes (2.1.1. Eligibility of applicants of the Guidelines for Grant Applicants) due to their contribution to a wider community

Q: Are the elementary schools eligible to apply?
A: Yes.

Q: Are media entities eligible to apply?
A: Yes, as long as they meet the eligibility criteria under the 2.1.1. Eligibility of applicants of the Guidelines for Grant applicants.

Q: Do all eligibility criteria relate not only to the lead applicant but the project partners as well?
Q: Can a lead applicant be from its Contracting party (of origin)?
A: Yes, please see 2.1.1. Eligibility of applicants of the Guidelines for Grant Applicants.

Q: Is it possible to have a partner from Croatia or Slovenia?
A: Yes, thus only in a case if the eligibility criteria under sections 2.1.1. Eligibility of applicants and 2.1.3. Eligibility of partnership of the Guidelines for Grant Applicants are met.

Q: Would it be eligible to have 2 partners from one Contracting party?
A: Yes, thus only in case if the eligibility criteria under section 2.1.3. Eligibility of partnership of the Guidelines for Grant Applicants is met.

Q: Please clarify if partnership needs to come from different Contracting parties.
A: Following to 2.1.3. Eligibility of partnership of the Guidelines for Grant applicants, the applicants must form project partnerships, consisted of lead applicant and minimum two project partners. Such partnership parties must come from at least three different WBF Contracting parties, for example: lead applicant is from Serbia, and the other two are coming from Montenegro and North Macedonia.

Q: How should the proposed project partnership (parties) determine the location where the project activities should take place in the region? And should there be planned one or more than one location?
A: It is a subject of a discussion and agreement between the proposed project partnership. Such agreement between the proposed partnership must be in line with the eligibility criteria stated under section 2.1.2.4. Location of the Guidelines for Grant Applicants.

Q: Is it possible to have a for-profit organization as a partner on the project?
A: Yes, thus only in cases when the proposed project is not directly or indirectly contributing to any extent of the for-profit or commercial, or any other ineligible benefits. Please see the complete section 2.1. Eligibility criteria of the Guidelines for Grant Applicants.

Q: How many times can the leading applicant apply and or be included as a project partner?
A: An applicant may submit only one project proposal as a lead applicant and/or it can be introduced as the project partner only in one project proposal. Please see section 2.1.1.3. Number of grants and applications per applicant of the Guidelines for Grant Applicants.

Q: Is the National park, registered as a public entity, eligible to apply?
A: The National park public entity is eligible if registered in way to meet the eligibility criteria 2.1.1. Eligibility of applicants of the Guidelines of Grants Applicants.

Q: Is the Ministry of tourism eligible to apply?
A: No. The eligible applicants are those that meets the eligibility criteria of 2.1.1. Eligibility of applicants of the Guidelines of Grants Applicants.

Q: How can we get an access to the Partnership platform?
A: Please see 2.3.1. Partnership platform of the Guidelines for Grant applicants, where detailed information provided on how to access to the subjected platform.

Q: If project proposed by a school, do all project partners and target groups need to come also from the school or it can be foreseen to have, for example, a museum included as a partner or as a target group?
A: As long as the project partners and target groups are in line with the nature of the proposed project and activities planned directly benefits to them and the overall objectives of the Call and the project itself, it would be eligible to combine partnership and target groups among the notified institutions.

Q: Do you have any report from previous calls where we could learn more about projects the WBF has financed?

Q: Are exhibitions, festivals eligible activities?
A: Yes, please see 2.1.2.5. Types of activity of the Guidelines for Grant Applicants.

Q: Is it possible to propose a project which relate to producing short movies around the Western Balkans?
A: Yes.

Q: Does the WBF Secretariat have a favorite area of intervention for the evaluation of project proposals, and what types of project are the most important for you as the WBF?
A: The WBF Secretariat has no “favorite” area of interventions nor the most important type/s of the project. For the WBF is important its mission and reaching to objectives as outlined under this Call. For more information, please see sections 1.1. Background and 1.2. Objectives and areas of interventions of the Guidelines for Grant Applicants.

Q: Does the WBF finances study tours, in favor to for example, a rural tourism based project proposal? Also, is it possible to conduct such study tour outside of the WB6 region?
A: As long as the project idea falls within of the three areas of intervention objectives of the 3rd Call, are eligible.

Q: Is it possible to address more than one area of intervention with one project proposal?
A: Yes. Please see section 2.1.2.3. Areas of intervention of the Guidelines for Grant Applicants.

Q: How the potential lecturers at the project need to be defined within the application form – as participants or as lecturers (experts)?
A: If lecturers are planned to be proposed in a form of a “service (expert) provider”, then they need to be claimed as such. If your planned project foresees, for example, an activity of gathering lecturers in a form of a workshop, or conference or similar activity attendees, then they need to be claimed as such.

Q: From which month it should be planned the realization of activities?
A: Activities realization should be planned as of May 2020. Please see section 2.7.1. Indicative timeline of the Guidelines for Grant Applicants.

Q: Is it possible to plan the realization of activities once the school summer vacation time is over?
A: Yes.

Q: How the WBF conducts the evaluation process – does it you hire external evaluators?
A: Project proposals will be examined and evaluated by the WBF Secretariat (2.5. Evaluation and selection of project proposals and 2.6. Submission of supporting documents of the Guidelines for Grant Applicants).

Q: What are the criteria for evaluation?
A: Please see section 2.5.1.1. Evaluation grid of the Guidelines for Grant Applicants.

Q: If project rejected, how long is the period of complaint?
A: The period of complaint is 10 working days after the publication of results.

Q: How it is foreseen to do the application - via e-mail or on-line system?
A: Once the application documents (Annexes A, B, C) completed, the full application documents need to be submitted via email. Please see section 2.2.1. Where and how to send full applications of the Guidelines for Grant Applicants.

Q: Are the instructions in the application form strict or there is a flexibility in terms of number of pages for text provided along with graphs and/or pictures?
A: Yes. It is a matter of a project proposal writer/s, thus the WBF encourages applicants to leave more space for a concise and clear text provision rather than using the space available for graphs and/or pictures.
Q: What document formats need to be sent to you?
A: Please see section 2.2.1. Where and how to send full applications of the Guidelines for Grant Applicants.

Q: Who should be stated in the application form as a focal point – a director of a certain institution or it can be a person involved in the project preparatory and a person that will be involved in the project realization?
A: It is up to a lead applicant to decide whether if both persons would be stated in the application form, or only one of the persons mentioned under the question. Eventually, and if project proposed reaches to the pre-contractual phase, the focal point would involve person in charge for project management and coordination efforts.

Q: Do all project partners need to contribute to writing project proposal, or this can be done only by the lead applicant?
A: It is a matter of agreement among proposed partners, thus it is expected that each party involved contribute to the project design process. Having in mind different styles and approaches in writing, probably it is better to have one party in charge for writing the project application based on inputs received by each of the party involved.

Q: Can we address our questions via email in local language?
A: No, the official language of the WBF Secretariat is the English language.

Q: How does the WBF ensures all-inclusiveness?
A: An organization like WBF owned by and working for the region with wide areas of intervention and various types of stakeholders ensures the sense of belonging; respects its applicants/stakeholders, values their contribution in the community they perform.

Q: How do you assure that one project is not mono-ethnic?
A: WBF tries to avoid mono-ethnic projects.

Q: If some project proposal from one Contracting party is much better than the project proposal coming from another Contracting party, does this mean that the first case Contracting party is or can be entitled to be awarded with higher number of projects comparing to the second case mentioned Contracting party?
A: No. Please note that the WBF strives to award projects in equal and balanced proportions across the WB6 Contracting parties (2.5. Evaluation and selection of project proposals of the Guidelines for Grant Applicants).

Q: Based on what do you assess the capacity of a project manager?
A: Based on mandatory and track record documents required under this Call for proposals, and the requirements of the evaluation process.

Q: Is it possible to replicate the same project idea from previous calls or to propose a project with an idea already implemented within the region?
A: Yes, thus only if such project idea is proposed in an advanced and/or innovative manner comparing to the one already implemented.

Q: How does the WBF Secretariat plan to communicate with a deaf people?
A: WBF Secretariat communicates regularly via online with its stakeholders and grantees.

Q: What is the form of a partnership agreement?
A: Please refer to section 2.6. Submission of supporting documents of the Guidelines for Grant Applicants.

Q: Does the Partnership agreement represent a sort of an agreement of a partner to take part in the project prior to its actual start of implementation?
A: Partnership agreement need to be pre-agreed prior to submission of the requested annexes in a submission phase.
Q: What would be the status of the project proposal if the partner decides to leave the partnership during the negotiation (pre-contractual) phase or during the implementation of the project? Is it possible to introduce a new project partner?
A: Please be advised that the eligibility criteria under section 2.1.3. Eligibility of partnership of the Guidelines for Grant Applicants need to be met. If unforeseen situation – risk of partnership involvement questioned during the project implementation, it is required to undertake an intervention measure and duly find a partnership replacement.

Q: When will you request for submission of supporting documents? Do you request supporting documents only for the lead applicant or for all project partners involved? Is it necessary to translate the official supporting documents? In what form need to be delivered Financial statement – is it necessary to submit an audit report?
A: Once project proposal assessed, and best ranked projects shortlisted, the WBF will send a notification and request for submission of supporting documents. Delivery of supporting documents is a matter of a requirement only for the lead applicant, thus the complete project partners must satisfy the eligibility criteria on an equal basis. There is no requirement for the translation of official supporting documents, ie. registry certificate. The WBF Secretariat has a form of a financial statement which will be provided to those that reach to the phase of provision of the financial statement.

Q: Would you be so kind to share the power point presentation used at the Info session?
A: Yes.