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CN 2021/424-879
Support to the Promotion of Civil Society Regional Actions
in the Western Balkans

Fourth Call for Proposals
Questions

Official Replies

Dear potential beneficiary of the WBF/EU joint action

Since the opening of our call on 8 November 2021, we have received numerous questions regarding many aspects of our grant scheme.

As anticipated, we have replied to all ten working days before the deadline of our current call to give the applicant a proper amount of time to address any uncertainty before submitting the final application.

In this document, you will find the answer to the questions you have posed in person during the Info Sessions in 12 different locations (two per each Contracting Party) and the ones that you have submitted through our official email address: info@westernbalkansfund.org

ELIGIBILITY OF ACTIONS

Q.1 Our NGO bases its work on biblical principles, but its activity is not focused on the agendas of religious faith. Is it eligible to apply?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, Section 2.1.1. “Exclusion Criteria”, it is stated that organizations that: “They exclusively serve to religious purposes” are not eligible.

Q.2 When is the date we can start the implementation of the Project?

According to the “Grant Application Guidelines” for the 4th Call for Proposals it is expected the evaluation period to be concluded by Spring 2022. It is advisable not to plan any activities before this timeframe since they are not eligible to be financed retroactively.

Q.3 Should the partners be involved in the activities?

Yes, it is advised for the partners to be involved in the project activities.

Q.4 Is sport an eligible area of intervention for this Call?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, yes, sport is considered an eligible area of intervention. More information can be found under Section 2.1.2 of the guidelines, “Eligible Actions”.



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Q.5 Does the activity has to happen in all the project partner countries?

The activity/ies can occur in any of the WBF contracting parties. It is up to Lead applicant and the project partners to decide what is the location of the activities.

Q.6 Can online events be eligible? is it okay to have events online?

WBF strives for people to people links which are very important in our region. In light of the recent pandemic, online and hybrid events are an eligible action for project implementation.

ELIGIBILITY OF APPLICANTS

Q.1 Do our project partners have to be regional NGO's or could they be civil activists (physical persons)?

According to the eligibility criteria set in the “Grant Application Guidelines” for the 4th Call for Proposals, all the criteria that applies to the lead applicant also applies to the partners. Hence, partners need to be legal persons/entity as well and cannot be physical persons.

Q.2 Is our organization eligible to apply if it is a branch of an international organization but is located and registered as “for non-profit organization” under the law of one of the WBF contracting parties?

According to the eligibility criteria set in the “Grant Application Guidelines” for the 4th Call for Proposals, the organization must be established under the national law and its seat is located in one of the WBF contracting parties, your organization branch being registered and located in one of the WBF contracting parties is eligible to apply for the WBF’s 4th Call of Project Proposals.

Q.3 Can each faculty within the university apply with its own applications, or participation is allowed only on university level?

Faculties are eligible to apply individually to the WBF 4th call of project proposals. Private universities are also eligible to apply for the actions that are non for profit in nature, hence faculties of private universities are also eligible to apply.

Q.4 Can a newly established non for profit organization apply as a lead applicant? Western Balkans Fund’s one of the target groups are the grass-root organizations which do not have an experience, hence this makes your organization eligible to apply for the WBF’s 4th Call of Project Proposals.

Q.5 We would like to ask whether the same organization could appear in more than one application (e.g. once as lead organization, the other as partner organization). According to the “Grant Application Guidelines” for the 4th Call for Proposals, an applicant,



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may submit only 1 (one) project proposal as the Lead Applicant and 1 (one) project proposal as a Project Partner. Under this Call for Proposals, an applicant, may be awarded only 1 (one) grant as Lead Applicant and 1 (one) grant as Project Partner.”

Q.6 Can a Ministry be an applicant in this Call for Proposals?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, Governmental (national) level of institutions are not eligible to apply.

Q.7 Is the private education institution that does not have profit eligible to apply within WBF 4th Call?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, Educational Institutions and Associations are eligible to apply, however their activities proposed should be non for profit.

Q.8 Should the Project Partners be similar organizations?

Project Partners have to fulfill all eligibility criteria’s as the Lead Applicant, however they are not obligated to be in the same line of activities as the lead organization providing that they will be in the same line on activities for the purpose of the project.

Q.9 Partnership Eligibility/Limit?

The minimum requirement for partnership in the project is: 1 Lead Applicant and 2 Project Partners to be coming from 3 different contracting parties of WBF (WB6). Once this minimum requirement is fulfilled there is no more limits on who or how many other partners you include.

Q.10 Can an organization that is under establishment and still doesn’t have a registration number in the local authorities apply to WBF 4th Call?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, in order to apply the organization has to be already established in one or more of the WBFs contracting parties (WB6).

Q.11 Are municipalities eligible to apply?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, all local entities are eligible to apply and their actions described in the project should be non for profit.

Q.12 Should we involve countries that don’t speak the same language?

The Project Partners need to be from 3 different contracting parties of WBF (WB6) and it is up to Lead Applicant to find most suitable partners for their project.



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Q.13 If our organization has applied already for an EU project are we eligible to apply within this Call?

Your organization is eligible to apply within this Call for Proposals only if you are not applying with the same project you have submitted to other EU funded Calls.

Q.14 Does international women rural network falls under the objective of the WBF? According to the “Grant Application Guidelines” for the 4th Call for Proposals, yes, women and gender issues are considered an eligible area of intervention and cross cutting topics. More information can be found under Section 2.1.2 of the guidelines, “Eligible Actions”.

Q.15 What types of cultural projects do you support, what is the variety?

The extensive list of the cultural eligible actions for support under this Call are on the “Grant Application Guidelines” for the 4th Call for Proposals, Section 2.1.2. Please note, the list is not exhaustive.

Q.16 I was contracted as partner in the first call, is that an advantage or disadvantage?

There is no advantage, nor a disadvantage to apply even when you were a previous grantee. WBF remains firm on evaluating project ideas and values without prejudice.

ELIGIBILITY OF COSTS

Q.1 Is the total granted amount EUR 15,000 or EUR 12,000?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, the total granted amount under this Call for Proposals is EUR 15,000.

Q.2 Are the attached Guidelines for Finance and Procurement still valid or there is a new version?

*The valid Guidelines are the ones downloadable from the main page, button **WBF 4 CALL APPLY HERE**. You can download directly [https://wbportal.org/Guidelines for Applicants.pdf](https://wbportal.org/Guidelines%20for%20Applicants.pdf)*

Q.3 Can the fees for trainers/artists/consultants be under HR budget heading or in direct costs?

If the trainers are engaged throughout the whole project implementation, they should be put under the HR costs. In case the trainers are involved in one specific direct activity of the project, then they can be considered under direct costs.



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Q.4 Does the 30% of HR refer to whole granted amount?

According to the “Grant Application Guidelines” for the 4th Call for Proposals total costs for Human Resources, must not exceed 30% of the Total Granted Amount.

Q.5 Is everything that is related to the direct activities is considered direct cost?

According to the “Grant Application Guidelines” for the 4th Call for Proposals other direct costs, services relate to all expenditures required/occurred for the direct actions of the project.

Q.6 How will the funding be managed? Shall the project partners and the lead partner have separate bank accounts in their place of origin?

The project funds will be transferred to the account of the lead-applicant who will be responsible for the financial management of the funds.

Q.7 Can diem, insurance, bank charges and financial transfers be included in Human resources?

According to the “Grant Application Guidelines” for the 4th Call for Proposals section 2.1.3.1

- 1. Human Recourses costs up to 30 % of the Total Granted Amount. The costs are foreseen for the staff assigned to the action (gross salaries of the dedicated project personal including social security charges and other related costs, excluding bonuses);

Q.8 What is the difference between board costs and per diem?

The board costs are an allowance for food or for food and lodging occurred during the project action and is within the travel costs for the participants, while per diem in this case refers to the fees for experts specifically dedicated to the action and is within HR costs.

Q.9 Are costs for equipment necessary for implementing the activities are eligible?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, section 2.1.3 Eligibility of the costs renting of equipment dedicated to the purposes of the action are eligible, while the purchase of the new equipment is not.

Q.10 Indirect costs are general administrative costs while project coordination and financial management that includes accountancy should be HR costs; is it allowed to follow this interpretation?



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According to the “Grant Application Guidelines” for the 4th Call for Proposals accountancy is part of indirect costs which should not exceed 7% of total granted amount.

Q.11 Are production costs eligible and covered by WBF's 4th call?

Public relations costs, printing, advertising and design of promotion material, awards and prizes are eligible costs.

Q.12 Is charging fees for products and services originating from Project acceptable? *Being directly affiliated with a commercial profit is an exclusion criterion which leads to the project being declared ineligible.*

Q.13 Would purchase of bicycles (pedelecs - eBikes) be considered an eligible cost?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, section 2.1.3 Eligibility of the costs renting of equipment dedicated to the purposes of the action are eligible, while the purchase of the new equipment is not.

Q.14 Would building materials for fiber-glass-plastic manufacturing (mate/rowing, polyester resin, catalyst agent, talk powder, pigments, foam boards, car-body filler kit, gelcoat, polishing agents, etc) be considered an eligible cost?

According to the “Grant Application Guidelines” for the 4th Call for Proposals, section 2.1.3 Eligibility of the costs supplies specifically dedicated to the purposes of the action, costs of consumables specifically dedicated to the action costs of services and supplies purchased by the beneficiary(ies) for the purposes of the action are eligible costs.

Q.15 Will food be supported in the costs?

Per diems, for experts, are part of the HR Budget line and can be added according to the days needed for a specific action. As well these costs can be covered through accommodation and board.

Q.16 Can accommodation be In-kind contribution?

Yes, accommodation can be subject to in-kind contribution. However, while reporting the costs, providing documents that verify it as expenditure is necessary.

Q.17 Are travel costs mandatory to be considered?



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The budget provided in the OGMS is a template. The budget should be designed as per your own project needs and if your project does not require travel costs than they should not be included in your final version submitted to WBF.

Q.18 Do we create one budget or we separate budget per partners?

The Lead Applicant is responsible one for filling and submitting the application through the OGMS. The budget should reflect the whole action/project and only one budget is submitted.

Q.19 Upon signing the contract how the granted amount will be distributed?

The WBF is still yet to develop the contract and modalities for the disbursement for finances for the awarded grantees under this Call for Proposal.

Q.20 Is 20% co-funding exclusively in-kind allowed and can a salary be presented?

The 20% co-financing can be presented as value (money) contribution or in-kind contribution

Q.21 If we want to include volunteers in our project and budget is there a specific law and regulations on it that we need to follow?

In this regard it is advised to follow your national laws and regulations.

Q.22 Can the 20% of co-financing come from other donors?

Yes the co-financing part can include other donors as well.

Q.23 If you plan for accommodation, is there any limitation?

WBF strives to support actions in the project. Therefore, every cost presented in the project should be realistic and in line with local prices.

Q.24 Does only the lead applicant need to give the 20 % or can partners also be part of it?

It is upon internal decision of the partners to decide on how they will reflect their involvement in the budget, as well the actions.

Q.25 We don't have financial annual statement yet, whether will be available eligible to apply?



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Yes, you are eligible to apply at this stage, providing that the annual statement will be available in the next stage if your project is shortlisted.

Q.26 What is the difference between board costs and per diem?

The board costs are an allowance for food or for food and lodging occurred during the project action and is within the travel costs for the participants, while per diem in this case refers to the fees for experts specifically dedicated to the action and is within HR costs.

Q.27 Are the bank transfers eligible costs?

According to the “Grant Application Guidelines” for the 4th Call for Proposals bank transfers are eligible costs.

OTHER QUESTIONS

Q.1 After the evaluation do those who did not pass, get feedback?

WBF will notify all applicants through OGMS on their application status. If they did not pass eligibility check or evaluation stage, unsuccessful applicants will have the right to enquire further clarifications within 10 working days of the notification.

Q.2 How complex should be methodology in the application and how it is different from description of the project?

While completing the application, the applicant should provide answers to all the questions posed in the application form through OGMS. For more information on methodology and description of the project and what is required, you can refer to evaluation grid provided in “Grant Application Guidelines” for the 4th Call for Proposals section 2.3 Evaluation and selection of project proposals.

Q.3 What is the declaration of the Lead Applicant?

Declaration of the Lead Applicant is a form that can be found and downloaded in the OGMS which is a mandatory part of the application package. The purpose of the declaration is for the Lead applicant to confirm the legibility of the statements provided within the application.

Q.4 Should one-month reporting period be included in the 10 months?

Yes, the one month of the reporting period should be included in your 10-month project activity plan.



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Q.5 We didn't receive any validation email after the registration to the WBF portal.

For all technical issues you can write to: support@wbportal.org

Q.6 When we do submit the partnership agreement?

At the stage of application, the only document to be submitted is the “Lead Applicant Declaration Form”. All other documents required will be requested in a later stage, after the shortlisted candidates are established.

Q.7 How do we reach out to partners?



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WBF has a Partnership Platform on which you can access through Facebook <https://www.facebook.com/groups/901685676652063> and look for partners.

Q.8 Can we edit title of the project in the OGMS?

The Lead Applicant can edit the title and other components in the project application in OGMS until the closure of the Call on 23rd of December at 16:00hrs.

Q.9 Can the templates be edited outside of the OGMS system or does everything needs to be in the OGMS, for example, can excel document to uploaded to the OGMS? *The OGMS does not poses the ability to download application in word or excel form. All modifications to the project application have to be done through the system. The only document that is required to be downloaded and uploaded in the system is The Declaration of Lead Applicant.*

Q.10 Does the project partner need to register on the OGMS?

Only the Lead Applicant is responsible to register and fill out the Project Application form on the OGMS.