

WBF MOVE GRANTS

Frequently Asked Questions (FAQ)

Q1: Can an organization apply with the same concept to Mobility and Matching? If yes, can it win both?

A1: Mobility and Matching Guidelines provide different criteria for applying.

The organization can apply with the same concept to both Mobility and Matching, if they fulfill the criteria for both grants, however, organizations may be awarded only one grant as a lead applicant under the WBF MOVE call for proposals for 2023. The awarded organization may be a partner in one more project at the same time. The organization may be a project partner twice in the WBF MOVE call for proposals 2023.

Q2: Can an organization apply for the annual call and the matching call with the same project?

A2: Please consider that the annual call and matching call have different criteria for applying.

An organization may apply for F Matching grants with the same project idea they have applied for the Annual call and vice versa. Nevertheless, the same project idea may be awarded only once.

Q3: Can an organization apply for mobility with the organization and also individuals as well?

A3: This is an exceptional case, in which the organization would have to include proper justifications and exhaustive arguments on why there is a need for both applications by the organization and as individuals.

Q4: Can a project of matching complement another WBF project which is running?

A4: The WBF requested fund for mobility or matching cannot be used for complementing any other WBF ongoing or funded projects.

Q5: Can we apply for matching for an international project who has a regional component?

A5: Organizations that are implementing international projects that have a relevant component in the Western Balkans region can apply for matching or mobility as long as they fulfill the criteria.

Q6: Is there any flexibility in the evaluation procedure? (meaning if the action is to take place in a short upcoming period of time before the full completion of the evaluation process)

A6: MOVE Grants will have three calls of proposals per year in March, June, and October that will be dependable for the potential grantees to plan well when to apply. The evaluation and selection procedure are already foreseen and have a clear timeline. Please take into consideration that the timeline of the WBF MOVE Grants evaluation process takes up to 40 days for the notification of the potential grantees after the deadline for submission of full application on the 18th of April. The costs incurred prior to the signing of the contract will not be eligible.

Q7: How to decide where to apply either to Mobility or Matching?

A7: Mobility and Matching grants serve two different purposes and do have different criteria. Mobility grants provide access to movement and participation in a wide range of activities with 100% support, while Matching grants provide financial support to ensure additional funds for running or planned project activity to match their own funds or funds ensured by other donors with up to 50% of the total budget.

Q8: Are MOVE Grants available only to the organizations WBF has partnered with previously?

A8: MOVE Grants are available to all Civil society organizations (CSOs) either they have been or not partners or previous grantees of WBF. As long as the organisations comply with the eligibility criteria on the Guidelines for Applicants, there is no other condition foreseen.

Q9: Can you please clarify the 50% contribution in Matching grants and can it be made in the form of an in-kind contribution or if it is restricted to cash only?

A9: When planning the budget, it is important to adhere to the list of eligible cost categories, which are tailored to the specific focus of the Matching funds grant scheme:

- Consultancy fees;
- Rent of premises and related technical services (conferences, seminars);
- Costs of consumables specifically dedicated to the action;
- Costs of services and supplies awarded by the beneficiary(ies) for the purposes of the action;
- Translation, interpreters;
- Project services/supplies costs related to the action;
- Travel, health insurance and visa costs (if applicable);
- Accommodation costs;
- Allowances costs;
- Bank charges;

- Visibility costs (production, printing, publishing and the promotion of media and graphic content, visibility material).

The list of eligible cost categories applies also to the matching funds provided by the Lead Applicant.

It is important for you to propose matching funds from your own organization or donor that comply with the same list as above. In-kind costs are not allowed under this call for proposals.

Q10. Where can I download the application form?

A10: WBF has an online application system which is used for applying for grants. Templates for the application and budget cannot be downloaded as they have to be completed in the OGMS system online, after registering and activating your account on the link below.

Link for the applicant portal: <https://wbfportal.org/applicant/login.html>

Q11: Can a lead applicant also be a host entity in the Mobility Granting scheme?

A11: Yes, it is possible that the lead applicant is also a host entity in case the organization applied to bring participants from the Western Balkans which come from different Contracting Parties than the one the organization is established in.

Q12: What type of documents do we have to submit during the application phase?

A12: During the application phase, applicants need to fill in the online application, budget and upload the Declaration by the Lead Applicant which you may find in the online application form. Please be informed that NO additional documentation is needed during the application phase. In case your application will be provisionally selected for a grant, you will be notified of the additional documents to be presented before grant contract signature. The list of additional documents may be consulted in the Guidelines for applicants.

Q13: Can a lead applicant send funds to the project partners?

A13: The lead applicant is the solely entity responsible for the management of the grant awarded and that may incur expenses. Transfer of funds to partners is not allowed under this call for proposals.

Q14: Can a business apply for a non-profit activity?

A14: Businesses are not eligible to apply for a grant under this call for proposals. Please refer to the list of organizations eligible for the WBF MOVE Grants.

Q15: Is a local public institution eligible to apply?

A15: Referring to the Guidelines for Applicants it is mentioned the list of potential organizations that may apply, nevertheless the list is not exhaustive and it can evaluate other entities, public or non-public, as long as it complies with the first three criteria (legal entity, established in WB and non-profit). In the case of public institutions or entities, in its previous calls, WBF has supported local or regional public entities.

Q16: Can a person receive any honorary payment within the Mobility Grant?

A16: Referring to the Mobility Grants eligible costs, no additional honorary fee is foreseen in this granting scheme.

Q17: Can a newly established not-for-profit organization apply as a lead applicant?

A17: Organizations with no prior experience are eligible as lead applicants to the WBF MOVE Grants.

Q18: Is it possible for more than one NGO member to participate in the mobility exchange?

A18: The organization as a lead applicant may include as many participants as the financial implications allow.

Q19: Is it eligible to apply with a project that is already co-financed by the EU (i.e. Creative Europe or Europe4Citizens) or any other donor?

A19: Matching Grant's aim is to upscale local running projects to the regional level and multiply the results. It is allowed to apply with the already co-financed projects by other donors. Please cross check with your donor if certain activities may be financed through the WBF matching fund and make sure whether it will be permissible from their side as well.

Q20: Can WBF MOVE Grants support participation at events outside the Western Balkans region?

A20: WBF MOVE Grants supports projects with high regional relevance and impact. In case you believe that participation to a certain event beyond WB will produce high regional impact or strongly promote a good model practice of regional cooperation in the WB6, your application is eligible and within the objectives of the call.

Q21: In case of Mobility eligible costs, can fee of participation be considered as a payment for the person who is moving in the region through the Mobility grant?

A21: Fee of participation is an eligible cost only if it is related to the activity the grantee wants to participate to. It should strictly be related to activities which have a fee for participation.

Ex: If there is a regional academy you would like to participate, and there is a specific fee to be paid for participation, you may apply and the fee of participation will be considered as eligible.