



FREQUENTLY ASKED QUESTIONS (FAQ)

WBF MOVE Grants Scheme for Individuals

MOVE 6th CfP October 2025

Q1: Can you please explain what do you exactly mean by contracting party?

Aa: There are six Contracting Parties of the Western Balkans Fund, namely: Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Kosovo* and Serbia. In order to have eligible mobility grants for funding at least two Contracting Parties need to be involved in your mobility action (that of the applicant's and at least one identified host institution/organisation of another WBF CPs).

Q2: Does the mobility need to be continuous, or can it be for example one month or 10 days in one city then back in home country and 10 days in another country?

A2: The arrangement and duration of the mobilities is under the discretion of the grantee. Yes, based on the proposed program you may have maximum three mobilities within the 6-month call period but end by 30 April 2026 as cut-off date of implementation and reporting period. I.E Mobility 1 (Belgrade Tirana {5 days}, Belgrade – Podgorica {10 days}; Belgrade – Prishtina {5 days}). The mobility days proposed need to be very well justified.

Q3: When we will justify the invoices, reimbursement is made according to the invoices, or do you have flat rates for accommodation and travel?

A3: Upon completing the mobilities, each grantee is responsible for the narrative and financial report of their project. The financial report includes the submission of supporting documents such as invoices and proof of payments under each budget line. Nevertheless, the guidelines of the call clearly state the maximum amounts permissible for the accommodation, while the travel costs are described as per different modality of travel (i.e. for the personal vehicle the cost is calculated as number of kilometers multiplied by 0.30 Euro per Km).

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Q4: I would like to ask about the home and host organisation. Could you elaborate on their role? Should they be part of the activity?

A4: Home organisation/institution is the entity the grantee is anchored to, meaning if the grantee is a student/professor the home organization/institution is the university where they study/teach at. If selected, the grantee will be asked to provide the certificate of affiliation by the home organization/institution (i.e.: student certificate, work certificate etc.). There is no required obligation to the home organisation/institution for mobility. Host organisation/institution is the entity where the grantee will go to realize their mobility. The host entity should be in another Contracting Party of the Western Balkans, different from the Contracting Party the applicant comes from. If selected, the grantee will be asked to provide the invitation letter by the host organisation/institution ensuring their acknowledgement of the mobility and extending their welcome.

Q5: As for the visibility of activities, in whose social media should it be posted?

A5: WBF will require its grantees to promote the mobilities, including through their personal social media accounts (if available). In case there is possibility to use home organisation/institution's and host organisation/institution's social media platforms, it will be considered as added value.

Q6: Is co-funding allowed?

A6: WBF MOVE Grants supports its grantees up to 100% for the costs of mobility. While co-funding is permissible special attention will be given to avoid any double financing. If co-financing shall be applied, all costs covered shall be reported with the same criteria as per the costs covered by the grant.

Q7: Is it possible to visit several hosts and/or several countries during one mobility?

A7: Yes, multiple mobilities are permissible and encouraged with implementation and reporting period within 30 April 2026 and the maximum number of mobilities foreseen in WBF MOVE Grants depends on applicant's planning and available 3000 Euro financial resources with good justification proposal. This means that the grantee may travel to the three different Contracting Parties while visiting multiple host organisations/institutions. For example: Traveling to one Contracting Party is considered one mobility, within that mobility there can be visits to different cities and different host organisations/institutions.



Q8: What is the registration fee mentioned in the application form?

A8: Registration fee as per the guidelines of the call refers to a specific fee of participation/registration closely related to the mobility project.

Q9: If my project is selected as a winner, when we sign the contract in December or January, will all the sum of grant be transferred at that moment or part by part?

A9: Selected applicants will proceed with the contracting phase latest within December 2025 and shall plan their activities from January 2026 to 30 April 2026. The disbursement of 60% of the grant is executed once the contract is signed if activities start immediately. Up to 40% of the second tranche is disbursed only after reporting is successfully finalized.

Q10: You mentioned that 2 people can apply separately and link the idea, could you elaborate?

A10: WBF MOVE Grants 6th CfP October 2025 is a granting scheme dedicated to individuals hence only the individual applications will be considered eligible. However, two individuals may apply separately for the same project. For example: Two professors want to exchange lectures at their respective universities, both professors will apply and explain the connection with the other professor within the application; they may even have the same name of the project. OR Two researchers want to participate at the conference to present their joint paper, both researchers need to apply separately while clearly connecting the link between each other within the application.

Q11: How many days are the minimum for mobility?

A11: There is no limit to the minimum days for the mobility project. WBF MOVE grants support different types of projects that vary in content and duration such as participation in a sports event, conference, training, internship, artistic residence etc. The project can be a day activity, a week activity or a month/s activity. The proposed number of days of mobility should be strictly linked to the proposed activity and well justified.

Q12: What if the prices of transportation cost/accommodation rise and the approved amount is no longer enough?

A12: The final contracted amount for the project must remain fixed during its implementation. The budget should be carefully planned to refer to real market prices and touched upon the instructions of the Application Guidelines.

Q13: Is it possible to use rent-a-car for traveling?

A13: Rent-a-car modality for traveling is not eligible within this granting scheme.

Q14: How will the per diem be executed? As salary at the end of each month or do we need to provide proof of purchases i.e. food, drinks etc?

A14: There is a flat rate for per-diem during the days of mobility. This cost does not require invoices and proof of payments for justification. The supporting documents for this budget line will include an agenda of the activity, and a possible confirmation letter by the host institution of the number of days spent travelling and supporting documentation. It is important to note that the per-diems will be provided only for the mobility days. It is not envisaged to be a form of salary/payment for the intellectual work rather than support for meals during the project mobility.

Q15: Do you also provide feedback after the application?

A15: Applicants have the option to seek clarification on their application decision within a 7-day period following the official decision made by the Fund through the official email info@westernbalkansfund.org.

Q16: I would like to ask a question regarding the application process for the move grants. Specifically, I am interested in the possibility of including a budget line for the transportation of ceramic plates in my proposal. My exhibition will showcase approximately 150 ceramic plates from around the world, which are both fragile and heavy. Given these characteristics, their transportation requires special care and services. Can this expense be included in my application?

A16: Please note that any kind of equipment/purchase is not eligible for funding by WBF. Under the MOVE for Individuals Grant Scheme, we support the personal travel expenses of the grantee from home to the host institutions/organizations, personal costs of the grantee such as daily allowances and accommodation during the mobility period, and small visibility costs for promotion of the grant in social media channels and printing relevant lecture material to the needs of the project. Therefore, we encourage you to consider the above stated prior structuring the expenses of your new project application for ongoing MOVE 6th CfP.



Q17: I was granted on the last call (October 2024) by the Western Balkans Fund, and I implemented my project in July 2025. My question is: Am I eligible for this new call to apply?

A17: If project implementation of previous Call does not interfere and overlap with the new Call, every applicant is eligible to apply with new concept/project idea aimed to advance professional development, exchange of experiences/knowledge and contribute on strengthening the regional cooperation by creating long lasting partnerships.

Q18: I am contacting you to ask about the MOVE grant for organizations. I'm curious to know when it will be opened, so my organization can plan whether we should wait for it or apply for the MOVE grant for individuals.

A18: There is no MOVE Grant for Organization foreseen to be launched by the end of this Year, but only the MOVE Grant Scheme for Individuals is currently opened for interested parties till November 9, 2025. We encourage you to apply within the ongoing MOVE Call for Individuals (WBF MOVE 6th Call) with the new concept/project idea of regional cooperation and not to miss the given opportunity. Next year, WBF will launch another Calls for organizations and individuals to the beneficiaries of the Western Balkans Contracting Parties, but the precise dates are still unknown.

Q19: I would appreciate it if you could provide information on how to apply for project grants. I am a researcher in public health, and my PhD was focused on health literacy and behavioral studies. Many thanks in advance.

A19: You can apply with your concept project idea to our newest call for proposals launched last week in the following <https://wbportal.org/applicant> In the above stated link, you have all the relevant information related to the WBF MOVE 6th CfP for Regional Projects and press the blue button "Active Call WBF MOVE Grants" if applying for the first time you should register and create a profile with your credentials. All the relevant information about the Call you can find in the guidelines for applications in the above stated in link. Wishing you the best of luck with your application.

Q20: Please what's the next move after registration?

A20: After registration and creating a profile, you should log in to the system with your credentials (Username and Password) and start filling in the project application by answering all the questions sessions of the WBF MOVE 6th Call for Proposals in the system. Please refer to the guidelines for applications for your easier understanding and follow-up of the application process.

Q21: I'm 21 years old from Montenegro. I am currently studying on a scholarship programme to become a pilot. I would like to improve my manual flying skills by taking a course in sailplane (glider) flying in one of other WBF partner countries after I graduate. This would drastically improve my manual flying skills and raise my chances of getting accepted into an airline and being a safe pilot. Because of my financial situation I would otherwise be unable to do this professional upgrade. Is it possible for me to get a grant under these conditions? What would you recommend adding to my application to improve my chances?

A21: Yes, you are eligible, and you can apply with your concept project idea to the ongoing WBF MOVE Grants Scheme for Individuals.

All the relevant information of the call you can find in the following link <https://www.wbfportal.org/applicant/> where you should read the guidelines for applications document while preparing your project concept idea and structuring the expenses of your grant mobility, and registering afterwards yourself in the system and start filling and answering all the application questions in all sessions. Wishing you the best of luck with your project application process.

Q22: I am a teacher at professional high school RAKIP KRYEZIU in Fier city Albania. We are a public education institute and a want to ask a question. Can we ask a school to apply for WBF move grants?

A22: The MOVE 6th Call is a Grant Scheme intended only for Individuals and you as a teacher are eligible to apply and not the professional school. For all the details please visit our website in the following link and read the Application Guidelines for Individuals <https://www.wbfportal.org/applicant/> Wishing you a good luck with your application process.

Q23: Can Move Grants be used to finance attending a Masters university programme in Belgrade (half of it as the mobility project can last 6 months). If it is possible, can the student apply for other grants/scholarships for the same study programme, as 3000 euros can only cover some costs. for example, use the Move Grant for accommodation, living expenses and another scholarship for the tuition fee?

A23: The WBF MOVE 6th Call Grant Scheme for Individuals is a program designed to support only the regional mobility action and exchanges in the host institutions/organizations and NOT funding or supporting any specific Master's university programs in the region. The



amount of EUR 3000 is for travel, personal costs, and project services costs of the mobility project.

Q24: I am writing on behalf of the Trebinje Development Agency of the City of Trebinje (Bosnia and Herzegovina). I attended your previous online meeting - info session, and I have the following questions: First, can a public organization apply for your grants, or is it an individual approach, where employees from that public organization can apply for your grants? My second question is whether it is possible for us to organize a training or course and apply for grants? Thank you in advance for your response.

A24: As this Call falls under the WBF MOVE Grant Scheme for Individuals, the application or project proposal should be from the individual/employees from the specific public organisation. The activities to be supported have to do with mobility grant action in one of the host institution/organisations in Western Balkans Contracting Parties outside BiH sharing the common values and knowledge of your interests. You cannot organize training courses in your organization as this is not eligible for funding, and it is intended for individuals who are seeking regional cooperation and networking opportunities for professional development with affiliated colleagues in the Region. Wishing you good luck with your project application.

Q25: I am writing to you with a question regarding the current WBF MOVE Grants call. A colleague from the University of Belgrade and I, from the University of Sarajevo, are preparing a joint project that I will submit. I have two questions regarding application:

1. Is it possible to foresee two study trips within one project, one from Sarajevo to Belgrade, and the other from Belgrade to Sarajevo?
2. Can the project realization time be shorter than 6 months?

A25: Nice to hear on your ongoing joint project concept development with the colleague from the University of Belgrade and hope that through our Call and support you will have the chance to discuss even more the details of your joint project concept, exchange the experiences and knowledges contributing on quality joint project concept and proposal. WBF MOVE Grant Scheme for Individuals is a program intended for individuals and the application in the system of your project idea/proposal under the current WBF MOVE 6th Call should be created and submitted personally by you for the study visit in University of Belgrade. The colleague from University of Belgrade likewise should follow the same steps and approach. If applying for the first time to WBF Grants, you should register and create your credentials (User Name and Password) by clicking the green button „Login to Applicant



Portal“ on top right side of the following link <http://wbportal.org/applicant/> and the portal of WBF MOVE 6th CfP will show up. Answering to your first question, in your project idea/proposal you can describe the project relevance and your activities with the study visit in the host institution University of Belgrade, and the colleague to your institution through his/her own application. In regard to the second question, yes you can realize the mobility action shorter than 6 months within cut-off date 30 April 2026 according to the Application Guidelines published in the WBF website.

Q26: I'm considering to apply for WBF Move on grant but I have a question to ask: Do I have to download Annex C Declaration, sign and sent as a scanned document or just to do it online via e-sign?

A26: Regarding the ongoing WBF MOVE 6th Call for Proposal, you should sign and upload the Annex C. Declaration by the Individual Applicant in the system. In case you are using the digital version of the signature, the same are acceptable.

Q27: A professor at Isa Boletini University in Mitrovica, with 30 years of experience in higher education. I am interested in a one-week mobility opportunity at the University of Sofia in Bulgaria. The University of Sofia is uniquely positioned to provide the essential experimental and laboratory facilities required for advanced studies in materials management and metallurgy. Could you please inform me if funding would be available to support this mobility to Bulgaria? When the Materials and Metallurgy campaigns, they are more specific as programs.

A27: The WBF MOVE Grant Scheme for Individuals is intended for beneficiaries of the Western Balkans Region consisting of WB6 Contracting Parties, and only in exceptional cases when the mobility has the regional relevance of presenting the best practices of the Region in specific areas of intervention, the grant mobility in the certain host institution outside the borders of WB can be acceptable with specific justifiable circumstances. Please note that most highly evaluated project proposals are those whose activities and mobilities are mainly conducted in the universities and institutions of the WB Region, so we suggest you take this into consideration while writing your project proposal. Not to discourage, you can add the mobility in the university of Bulgaria as unique place to gain experimental and laboratory knowledge and experience and transferring it to home institution. Wishing you good luck with your project idea/proposal and application process.



Q28: As someone who used the scholarship for mobility and research in the second call of the WB Fund Move Grants, I decided to apply for the current scholarship for mobility in the framework of scientific research work. I'm completing my application, and I have a dilemma. Do I need a letter of invitation or some similar document from the institution where I want to do research? I would be grateful if you could help me in solving this dilemma.

A28: You are free to write and complete the project idea/proposal in the system by identifying the host institution only where you want to conduct the grant mobility at this stage of application process. If the project proposal is of sufficient quality, includes all the criteria of the call and is shortlisted for funding, then the signed and stamped letter of invitation with detail agreed program of grant mobility from the host institution is required. Wishing you good luck with your project idea/proposal and application process.

Q30: Please clarify does daily allowance costs 40EUR per day are the same if we attend conference in Europe?

A30: Referring to your question, yes, the daily allowances are 40 Euro per day no matter whether in the Region or in Europe. As stated in the Application guidelines, the daily allowance cannot be more than 40 Euro per day. Daily allowance should be strictly calculated only for activity and traveling days. In the case of travelling a half day (less than 6 hours), half daily allowance shall be calculated. Daily allowance may be calculated also together with accommodation if deemed necessary or it is considered more cost or time efficient.

Q31: I am interested in applying for the MOVE 6th Call for Proposals under the Mobility Grant Scheme for Individuals. I have reviewed the application guidelines but could not find specific information regarding the necessity of a NIPT (Tax Identification Number) for the application process.

Could you please confirm whether NIPT is required to apply?

A31: As this call is intended only to the Individuals, there is no need and obligation of providing information related to the NIPT. Wishing you good luck with your application and project proposal.

Q32: Please tell me where to enter to apply with mobility. I can't find the application link.

A32: Just access the westernbalkansfund.org webpage and at the top, you will find the application button. Otherwise, you can find the application path for mobility grant in the following link <http://wbfportal.org/applicant/> and if applying for the first time to WBF grants and you don't have credentials (username and password), then you should register in the link and start filling out the application. All the information relevant to the WBF MOVE Grant Scheme for Individuals, you can find on the website of the Western Balkans Fund as follows www.westernbalkansfund.org and <http://wbfportal.org/applicant/> where the Application Guidelines with instructions for application in the system are available.

Q33: Can I pay for cheaper accommodation and make longer trips? I am asking for clarification on point 8. Chapter 2.2. Type of actions and activities? If the applicant to whom the funds have been allocated spends an advance payment of 60% during the implementation of the project, what are the conditions, when and how can he claim the remaining 40% of financial funds?

A33: Referring to the questions raised, please note that the MOVE 6th Call for Proposals available financial amount of grant is up to 3000 Euro according to the Application guidelines.

- With this amount, yes, if options are available, you can pay cheaper accommodation and make longer trips, but please note that daily allowances are correlated to the days/travel and time you spent in the specific host entity/institution/organization. Daily allowance should be strictly calculated only for activity and traveling days. In the case of travelling the half day (less than 6 hours), half daily allowance shall be calculated. Daily allowance may be calculated also together with accommodation if deemed necessary or it is considered more cost or time efficient.
- Any type of activities that foster regional cooperation among the applicant and the host entity producing brief research and other relevant outputs resulting in the improved exchange of new ideas and experiences between the regional partners, increased awareness of the regional dimension of the shared problem/issue and enhancing people to people connections in the WB region are more than welcomed.
- The 60% advance payment or first installment is related to the costs during the implementation of the mobility grant, and the other 40% of final installment are subject of the verification of incurred costs through the financial report accompanied with relevant supporting documents (invoices/fiscal bills/payment receipts) to the WBF as donor part of the reporting process of project action.



Q34: I am writing you this email. I am looking forward to applying for your public call under the name “Open WBF MOVE Grants for Regional Projects”. I am interested in organizing an art exhibition, but I cannot find anything under eligible expenses, for example for transferring the paintings, or for putting up new frames etc. So, I am interested in whether these eligible costs are or only the ones listed in the budget application template.

A34: Please note that any kind of equipment/purchase or transport means of the same are not eligible for funding by WBF. Under the MOVE Grant Scheme for Individuals, we support only the personal travel expenses of the grantee from home to the host institutions/organizations, personal costs of the grantee such as daily allowances and accommodation during the mobility period, and small visibility costs for promotion of the grant in social media channels and printing relevant materials to the needs of the project. Therefore, we encourage you to consider the above stated prior structuring the expenses of your project idea and application process of ongoing MOVE 6th CfP.

Q35: I am writing because I would like to submit my application as an individual for WBF MOVE Grant. Question, do I qualify for the grant as I am from Serbia and I am starting a 3-month internship in Kosovo, but I am not employed in Serbia currently? I am trying to understand the eligibility criteria; can the employment or affiliation confirmation and the invitation letter be from the same organization?

A36: The affiliation confirmation and the invitation letter comes later if your project idea is shortlisted for granting and should be from the host institution/organisation in this case from the Kosovo where you intend to conduct the 3-month internship.

The MOVE Grant Scheme for Individuals eligibility criteria are the following:

- be at least 18 years old on the day of the application deadline
- have citizenship from one of the following Contracting Parties of WBF (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia)
- be part of a legal public or non-public organization, established in one or more of the Contracting Parties of the WBF.

Hope the above clarifies your questions.

Wishing you good luck with the project idea and application process.



Q37: I would need some clarification about the MOVE grants. Is the deadline on November 9th at 23.59h? Is it possible to finance the registration fee for the Conference? At the page 8 of Application guide is written Registration fee shall strictly relate to the activity which is indicated in the proposal. No other fee shall be considered (for example fee for registering for training, conference etc.).

A37: Yes, the deadline is November 9th at 23.59hrs. Yes, you can finance the registration fee for participation in specific eligible activities closely related to the mobility project (e.g., conferences, training programs, workshops, residencies) that charge a registration or participation fee. Registration fee shall strictly relate to the activity which is indicated in the proposal. No other fee shall be considered (for example fee for registering for training, conference etc.) meaning out and not relevant to the activity proposal.