



An EU funded project managed by  
the European Union Office in Kosovo



Save the Children

## QUESTIONS AND ANSWERS

### **Enhancing Social Services for Vulnerable Groups Sub-Granting Scheme**

**Reference: 2016/383-067**

On December 15, 2017, Save the Children office in Kosova/o launched the EU-funded Call for Proposals under the Sub-Grant Scheme Enhancing Social Services for Vulnerable Groups, part of the EU-funded project “Support for Better Social Services for the Most Vulnerable Groups”. As part of this Call, Save the Children International in Kosova/o organized two (2) Information Sessions in Prishtinë/Priština and North Mitrovica/Mitrovicë on December 27, 2017, during which prospective applicants had the chance to ask questions on any aspect of the Call. In addition to the two information sessions, prospective applicants also had the chance to pose questions via e-mail by January 9<sup>th</sup>, 2018. The following are questions posed during the information sessions and via e-mail, the answers to which are provided as follows:

**Q1. Do licensed organizations have an advantage in this Call for Proposals compared to non-licensed organizations?**

A1. Please refer to Guidelines for Applicants, “Sustainability”, page 8.

**Q2. Just to inform you that whole 2017 was blocked for the licensing of organizations, and we don't know exactly is there going to be any change in this issue?**

A2. Please refer to the Guidelines for Applicants for Eligibility of Applicants.

**Q3. How about the project coverage, is it determined?**

A3. The project can be implemented in one municipality and/or in several municipalities. Projects can also be implemented in all of Kosovo. Please refer to the Guidelines for Applicants for Location of projects.

**Q4. We are an organization that have provided social services, humanitarian aid for several years, but we are not licensed? Are we eligible to apply?**

A4. This Call for Proposals is aimed at the delivery of social services and not humanitarian aid, which is an ineligible activity and cost. You are eligible to apply even if you are not licensed for social services, provided that you fulfil other criteria as laid out in the Guidelines for Applicants.

**Q5. Newly registered NGOs, are they eligible to apply in this Call for Proposals?**

A5. Yes, but they need to provide short explanation in writing that they are newly registered and have not undergone auditing and do not possess such reports. The explanation should be included together with the application.

**Q6. Our organization was registered on December 26<sup>th</sup> 2017. Can we apply in this call?**

A6. Yes.

**Q7. Is there any possibility to postpone the deadline for application?**

A7. No such postponement is planned at this current time. Any postponement of the deadline needs to be approved by the donor, the European Union. Should the deadline be postponed, we will publish information about any such postponement on our website and social media channels such as Facebook.

**Q8. Do the centers of social work have the right to apply in this call for proposals?**

A8. Centres of social work are not eligible to apply. Organizations can apply to support Centres for Social Work directly through projects.

**Q9. We don't have Audit Reports, even though we are active and operating since 2000?**

A9. Audit Reports are one of the documents requested and required. However, if you do not have such reports, you are required to provide a short explanation in writing that you have not undergone auditing and do not possess such reports. The explanation should be included together with the application.

**Q10. Can the applicant submit the application in three Lots?**

A10. No. Organizations can submit an application for only one (1) of the Lots.

**Q11. Is there any limit regarding the percentage of HR in the budget?**

A11. There is no hard limit in percentages. Costs related to HR need to be reasonable and directly related to the implementation of activities and delivery of services. We would like to note that one of the Evaluation Criteria is the cost-effectiveness of the project proposal.

**Q12. If a business offers social services, are we eligible to apply under this Call of Proposals?**

A12. No, businesses are not eligible to apply under this Call for Proposals even if they are providing social services.

**Q13. Should the applicant be registered as an organization that provides exclusively Social Services?**

A13. In order to be eligible for a sub grant, the applicant must be a Civil Society Organization (CSO) or Non-Governmental Organization (NGOs) established and acting in the territory of Kosovo. It is not mandatory that the organization provide exclusively social services.

**Q14. Is it allowed for one NGO/Organization to apply with more than one application or to be a partner (or co-applicant) in more than one application?**

A14. The applicant may not submit more than one (1) application under this Call for Proposals and cannot be as partner (or co-applicant), in more than one application. An organization can submit only one (1) application, either as a partner or as a sole applicant.

**Q15. Is the total budget dedicated for grants, divided proportionally by Lots, meaning each lot 33%?**

A15. No, the distribution of funds is not divided equally by Lot.

**Q16. Is there any limitation of age regarding target groups? More specifically, the age of children (pre-school or school-age of target groups)?**

A16. There is no age limitation regarding target groups. The target groups of the project are vulnerable communities, specifically children and adults in need, vulnerable and excluded persons, victims of domestic violence and trafficking and senior citizens.

**Q17. Can public institutions be a partner in implementation?**

A17. No, public institutions are not considered eligible to apply as partners or as sole applicants. Nevertheless, organizations can support the work of public institutions—specifically Centres for Social Work—and can cooperate with them during the implementation of the project.

**Q18. Is it possible for new services to be more innovative or be combined with other existing services?**

A18. Yes, as long as these services meet the Objective of the Call and priority issues highlighted in the Guidelines for Applicants.

**Q19. Are social enterprises eligible to apply?**

A19. Yes, as long as the services they propose to offer meet the Objective of the Call and priority issues highlighted in the Guidelines for Applicants.

**Q20. Can social enterprises apply to purchase equipment for persons with disabilities?**

A20. Yes. All applicants are allowed to use funds from the sub-grants to purchase equipment for beneficiaries as long as the equipment and/or materiel is directly related to activities performed during the implementation of the project and is aimed at improving the delivery of social services for beneficiaries.

**Q21. Is the rent for the premises of the organization an eligible cost and is there any specific percentage that is covered or is eligible?**

A21. Yes, fees for rent are considered eligible as long as they are directly related to the implementation of activities, are based on an existing rental agreement for the premises of the organisation, and represent the real cost of operations as a percentage for the sub-granting project.

**Q22. Can one applicant have more than one partner in implementation?**

A22. Yes.

**Q23. If we, as an NGO, submit one project proposal could we also submit another proposal as a partner with some other organization, do we have right to do that?**

A23. No. An applicant may not submit more than one (1) application under this Call for Proposals and cannot be as partner (or co-applicant), in more than one application. An organization can submit only one (1) application, either as a partner or as a sole applicant.

**Q24. If we are a new organization and do not have auditing and financial reports for the last two years, are we allowed to apply for funding under this Call?**

A24. Yes, as long as you meet the other criteria outlined in the Guidelines for Applicants. Please include a signed and stamped letter with detailed explanation as to why you do not have financial and auditing reports for the last two years.

**Q25. We plan to apply on the mentioned call as the lead partner. We have also been asked to be a partner on a proposal where the other organization will be a lead partner. In the guidelines it is not specified if the organization can be a partner on one project and an applicant on the other. Can you please provide us with this crucial information?**

A25. An organization can submit only one (1) application, either as a lead applicant or as co-applicant.

**Q26. Is it possible for the same application to cover more than one (1) Lot?**

A26. Applicants may not submit applications for funding under more than one (1) Lot, and as a result, activities must fall under the List of Suggested Interventions (please refer to the Guidelines for Applicants for more details), under the Lot.

**Q27. Can we apply for funding under this Call if we are not registered with the Ministry of Labour and Social Welfare and apply for registration in the meantime?**

A27. All applicants must fulfil the criteria as outlined in the Guidelines for Applicants, Section 2.1 Eligibility of Actions by the time they submit their application.

**Q28. Do we need to fill out Annex II Vetting Information or can we do that at a later stage?**

A28. All applicants need to fill out Annex II Vetting Information, but only selected applicants will undergo vetting as part of selection procedures.

**Q29. Under Columns G, H, I, A, in the Budget form, do we need to fill out the amount per month or for the entirety of the budget for the duration of the project?**

A29. You need to fill out the amount for the entire the budget and for the full duration of the project.

**Q30. Under budget line 4 (rent), can we include rental fees for short-term services such as sound systems, projector, etc.?**

A30. Yes.

**Q31. In relation to staff CVs proposed to be engaged in the project, is it sufficient to submit .pdf version of their CVs, or do we also need to submit diplomas, certifications, etc. as well?**

A31. In the case of regular staff proposed to be engaged in the project (such as project coordinator, assistant, etc.), a simple CV is sufficient. In case of professional staff proposed to be engaged in their professional capacity (such as, for example, psychologist, physical therapist, social worker, etc.), a copy of their diploma/certification should also be submitted.

**Q32. Are social contributions for staff engaged in the project (such as pensions, income tax) covered under this project, and is there a preferred amount for staff salaries?**

A32. There is no preferred amount for staff salaries, but all costs—including salaries—need to be reasonable and based on your existing organisational chart with staff salaries which need to be verified with existing employment contracts of staff to be engaged in the project, amount of time worked on the project, etc. Social contributions such as pensions, income tax, etc., are covered under this sub-granting scheme for staff engaged directly in the implementation of this project.