

# FREQUENTLY ASKED QUESTIONS



## Regional Youth Cooperation Office

### 1. How to apply?

To proceed with the application, you have to download Guidelines for Grant Applicants and Grant Application Form and budget annexed to these Guidelines (Annex I and II) to be filled. These documents can be found on [www.rycowb.org](http://www.rycowb.org) under Open Calls.

Applications must be submitted in accordance with the instructions in the Grant Application Form and budget annexed to these Guidelines (Annex I and II). Applicants should keep strictly to the format of the Grant Application Form and budget, and fill out the paragraphs and pages in order.

Applicants must apply in English.

**The subject of the email should be: RYCO CfP/PROJECT TITLE/CONTRACTING PARTY<sup>1</sup>**

All project documentation should be sent in a single e-mail. Documents should not be submitted as external links using document sharing web sites; e-mail attachments should not be more than 10mb in size. Applications sent by any other means (e.g. by fax or by mail), or delivered to other addresses, will be rejected.

**Applicants must verify that their application is complete by using the checklist (section CHECKLIST FOR THE APPLICATION FORM of Part B of the Grant Application Form). Incomplete applications may be rejected.**

The Application (Annex I: Grant Application Form (Word format), Annex II: Budget (Excel format), all in electronic form, scanned and signed copies, must be submitted in electronic version on the following email: [grants@rycowb.org](mailto:grants@rycowb.org)

The deadline for the submission of applications is **November 15, 2017, 23.59 pm**. All documents must be submitted in electronic versions and via email: [grants@rycowb.org](mailto:grants@rycowb.org)

### 2. What do I need to apply?

To apply, you need the Application (Annex I: Grant Application Form (Word format), Annex II: Budget (Excel format), all in electronic form, scanned and signed copies, must be submitted in electronic version on the following email: [grants@rycowb.org](mailto:grants@rycowb.org)

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<sup>1</sup> Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Macedonia, or Serbia

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

### 3. How do I know if I am eligible to apply?

Please read the Guidelines for Grant Applicants carefully. It will give you all the necessary to check if you are eligible to apply for this Call. All information on the eligibility of applicants/partners and actions are stated in section 2.1. to 2.7 of the Guidelines for Grant Applicants.

### 4. Can I attach other documents to the application form?

No, all the information in support of your application must be in your form; no other documents will be accepted and no other additional information will be considered after the deadline of the closing notice. If your application form is not complete, it will not be considered.

### 5. Can I send my application form in paper version or in an email?

No, all project documentation should be sent in a single e-mail. Documents should not be submitted as external links using document sharing web sites; e-mail attachments should not be more than 10mb in size. Applications sent by any other means (e.g. by fax or by mail), or delivered to other addresses, will be rejected.

### 6. Do I have to print out my application form?

We advise you to print your application form before clicking on "Send" to enable you to check the information you have submitted (in case you haven't saved the final version of the application form and the budget).

### 7. Can I edit the information in my application after having submitted my application?

No, once you have submitted your application you will not be able to make any changes. You will only be able to update information on the organisation/school (see below).

### 8. Can I edit the information in my application after the deadline for applying?

After the deadline, only information on the organisation/school (address, phone numbers...) can be modified. Please send updated information immediately upon learning about the change to: [grants@rycowb.org](mailto:grants@rycowb.org) stating in the subject of the email:

**CHANGE OF INFO: RYCO CfP/PROJECT TITLE/CONTRACTING PARTY**

### 9. The deadline has passed, can I still apply?

No, application sent after the deadline (midnight Central European Time) will not be considered.

### 10. How can I change my postal or email address?

Please send updated information immediately upon learning about the change to: [grants@rycowb.org](mailto:grants@rycowb.org) stating in the subject of the email:

**CHANGE OF INFO: RYCO CfP/PROJECT TITLE/CONTRACTING PARTY**

## **11. What is FIF and how can I provide it for my organization?**

FIF is a financial identification form stating:

1. banking details of the applicant such as account name, IBAN/account number, currency, BIC/SWIFT code, bank name and address
2. account holder's data as declared to the bank, account holder, street & number, town/city postcode, country

At this stage, it is not necessary to have FIF. This document will be needed in case your grant is selected for funding. In that case, you will receive FIF form RYCO and take it to your bank to be filled out and stamped with official data.

## **12. What is LEF and how can I provide it for my organization?**

Each potential grantee fills in a Legal Entity File (LEF), that contains all the administrative data permitting its identification (e.g official name and address of the organisation/school).

At this stage, it is not necessary to have LEF. This document will be needed in case your grant is selected for funding. In that case, you will receive LEF form RYCO to be filled out and stamped with official data by your organisation's/school administrators.

## **13. Is it possible to send a project proposal for co-financing already running project which is in line with priorities of the Call?**

No, through this Pilot Open Call RYCO only funds initiatives that were designed specifically for this Call.

## **14. How many partners can we have on the project?**

If the Applicant is a CSO from one of the WB6 contracting parties, it must act with at least one other CSO, secondary school, cultural institution or sport association from a different WB6 contracting party (ies), as a partner. Under this Call for Proposals (Lot 1 and 2), one legal entity can apply only once as a partner. There should be no more than 5 partners, with at least one from a different WB6 contracting party. Having more than 1 partner from another WB6 contracting party will be considered an advantage.

Please check section 2.2.1. and 2.2.2. of the Guidelines for Grant Applicants.

## **15. Is it possible to apply with more than one project proposal for the Call?**

The applicant may not submit more than one (1) application under this Call for Proposals.

The applicant may not be awarded more than one (1) grant under this Call for Proposals.

The applicant may be a partner in only one (1) other application under this Call for Proposals.

In the case that the applicant appears more than once, either as a lead applicant or as a partner, it will be automatically disqualified.

## 16. Is it possible to budget costs for employment of project coordinator/other working on the project?

**Yes.** Please refer to the Guidelines for Grant Applicants, points 2.9. to 2.11 for eligibility costs and Budget Form (Annex II).

## 17. In which language should I complete my application?

All applications must be completed in English. Applications completed in other languages will not be taken into consideration.

## 18. What are the evaluation criteria for the proposals under this Call?

Evaluation of the project proposals will be conducted in three steps:

### 1. Administrative check of the application:

Assessment of whether the submission deadline has been met and whether the application satisfies all the criteria specified in the checklist in the Annex I Application Form.

The proposals that do not pass the administrative check will not be further assessed.

### 2. Eligibility check of the application:

Assessment of whether the applicant and partners satisfy the eligibility criteria in sections 2.1. and 2.6. of the Guidelines for Applicant.

### 3. Assessment of the proposal according to 5 criteria listed in the EVALUATION GRID:

CRITERIA	Maximum Score
1. Relevance (whether the proposal is in line with the general objective and specific objectives)	20
2. Effectiveness and feasibility of the proposed activities (clarity of the proposal, quality of the designed program and methodology, the extent to which the foreseen activities are appropriate, practical and consistent with the objectives and expected results, involvement of young people and partners in the preparation, implementation and follow-up activities, follow up and sustainability)	20
3. Impact (tangible effects on target groups, multiplier effects, sustainability)	20
4. Budget and cost effectiveness of the proposal	20
5. Financial and operational capacities of the applicant and partners	20

## 19. How do we know if our application was selected?

The list of approved and rejected proposals will be published on RYCO's website on December 22, 2017.

## **20. If selected, what are the next steps?**

Following the decision to award a grant, the grantee(ies) will be offered a contract. By signing the Application Form (Annex I and II of the Guidelines), the applicant agrees, if awarded a grant, to accept the contractual conditions of the grant contract. When signing the contract, the applicant must submit as necessary administrative requirement, a document from the tax administration stating that the organization/school is not in obligation or any dispute with the state authorities in their contracting party.

After the signing of the contract, the grant will be disbursed through 2 payment instalments – 80% of the total budget approved, at the start of the project implementing period, and 20% upon approval of the final report.

## **21. What are monitoring and evaluation obligations if the project is approved?**

Regular reporting will be mandatory and a crucial part of the project monitoring and evaluation. Grantees should perform their internal monitoring and evaluation process as described in the section 12 of the Application Form. The grantee will also take part in RYCO's monitoring and evaluation processes as defined in the contract. The grantee will provide all available documentation, regarding the project implementation, to RYCO upon request. RYCO will also assess the follow up, sustainability plans, and dissemination of the project results.

The grantee will also document all visibility activities (e.g. newspaper articles, TV appearances, campaigns, etc.) and be obliged to send information about visibility activities implemented throughout the project to RYCO monthly, including any communication products produced in the project: photos, testimonials, etc.

## **22. Are associations of professors of civic education eligible to apply?**

Yes, if the association is registered as an NGO with status of non-profit organization.

## **23. Can the co-funding within RYCO supported projects be provided from governmental institutions?**

Yes.

## **24. Are the leading applicants allowed to transfer money to partner organizations accounts during the implementation of the project for the implementation of project activities?**

The leading applicant is organization who is responsible for the proper implementation, narrative and financial reporting but they are allowed to transfer money to partners' accounts and properly report about that kind of expenses.

## **25. Can the project be under one priority area but to cover specific objectives which are defined under other priority area?**

No. Project should cover special objectives (up to two) under the priority area under which project proposal is defined.

**26. Can partners be from the same country as leading applicant?**

Yes. But nevertheless, at least one of all partners should come from another contracting party.

**27. Can sport associations apply as main applicants?**

Yes, only if they are registered as other civil society organization, under the Law prescribing registration conditions for other CSOs.

**28. Can we include young people/participants from outside of WB6 such as Croatia?**

Yes, they can be included as participants. However, money cannot be transferred to a partner organization coming outside of WB6 who can participate in the project on a voluntary basis or with its own contribution.

**29. Are the projects costs tax-free?**

No, because at the moment this condition could not be insured for all the contacting parties.

**30. Is there a predefined percentage in the budget for human resources?**

No, it is up to applicants to ensure that the implementation of the project is cost-effective.

**31. In a case that there are ineligible costs in the budget, can the proposal still be evaluated?**

No, in case that there are ineligible costs in the budget the proposal will immediately be refused.

**32. Can the same CSO be lead applicant twice in case that in one application it is applying in order to provide a school with a possibility to apply for the call (this could be the case in Albania, Kosovo and Bosnia and Herzegovina)?**

No, the double application would imply that both projects are rejected.

**33. What are examples for financial contributions of CSOs?**

Those are part of a salary of an employee, travel expenses, phone bills. In short, any kind of expense paid in money by the applicant from resources different from RYCO.