



Regional Youth Cooperation Office

Call for Project Proposals 2018

“A Better Region Starts with Youth”

Frequently Asked Questions (FAQ)

1. How to apply?

Start with downloading the Guidelines for Grant Applicants, Application Form, Budget Form and the List of Supporting Documents (Annexes I, II, III, and V). All these documents can be found on www.rycowb.org under “Open Calls”.

Please read carefully the Guidelines for Grant Applicants and fill out the Application and Budget Forms. You need to strictly adhere to the format of the Application and Budget Forms, and fill out the paragraphs and pages in correct order/in the order provided, while respecting the limitations in number of words.

Don't forget to submit all the required documents as specified in the List of Supporting Documents.

Applications will be accepted in the English language only.

The applicants should submit the full application form only via e-mail.

The subject of the email should be: RYCO CfP 2018/PROJECT TITLE/CONTRACTING PARTY¹

Attach all project documents to a single email. Documents should not be submitted as external links using document sharing websites; e-mail attachments should not be larger than 10MB in size in total. RYCO will not consider applications sent by any other means (e.g. by fax or by post), or delivered to other addresses.

Applicants must verify that their application is complete by using the checklist (section C. CHECKLIST FOR THE APPLICATION FORM in the Grant Application Form). Incomplete applications will be declared ineligible.

The deadline for the submission of applications is **25 January 2019, 23.59 pm**. All documents must be submitted in electronic versions and via email: grants@rycowb.org. Applications sent after the deadline will automatically be rejected.

2. 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 information to check if you are eligible to apply for this Call. All information on the eligibility of applicants/partners and actions are stated in the sections 2.1. to 2.7 of the Guidelines for Grant Applicants.

3. Can I attach other documents to the application form?

No, all the information relevant to your application must be included in the format provided; no additional documents will be accepted nor additional information considered. If your application form is not complete by the time it is submitted, it will not be considered.

¹ Contracting Party can be one of the following: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Macedonia, or Serbia, according to the seat of the Applicant

*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

4. 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. If you need to update information on the organisation/school such as address, phone numbers, names of legal representatives etc. because they have changed since the submission of the proposal, please send such information to: grants@rycowb.org stating in the subject of the email:

CHANGE OF INFO: RYCO CfP 2018/PROJECT TITLE/CONTRACTING PARTY²

5. The deadline has passed, can I still apply?

No, applications sent after the deadline (25 January 2019, 23.59 pm Central European Time) will not be considered.

6. How many partners can we have on the project?

If the Applicant is a CSO or a secondary school from one of the WB6 contracting parties, it must act with at least one partner from a different WB6 contracting party. Under this Call for Proposals every legal entity can apply only once as a partner. There should be not more than 5 partners included in any project proposal, from at least two different WB6 contracting parties.

Please check section 2.2.1. and 2.2.2. of the Guidelines for Grant Applicants before selecting your partners.

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

No, the applicant may not submit more than one (1) application under this Call for Proposals.

In addition, the applicant may be a partner in only one (1) other application under this Call for Proposals.

In the case that an applicant or partner appear twice or more, either as an applicant or as a partner, all the respective project proposals will be automatically disqualified.

Please, do strictly adhere to this rule (1 x applicant, 1 x partner) to protect your project partnerships from exclusion!

8. Is it possible to budget salaries of project coordinators/other staff members working on the project?

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

9. In which language should I complete my application?

All applications must be completed in English. Applications completed in other languages will not be considered.

10. Are associations of professors of civic education eligible to apply?

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

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11. Can sport associations apply as main applicants?

Yes, but only if they are registered as other civil society organizations with non-profit status.. If a sport association is not registered as a CSO, it can only apply as a partner, not as a lead applicant.

12. 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:

RYCO will assess whether the submission deadline has been met, whether the application is complete and if other basic requirements have been met.

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. – 2.6. of the Guidelines for Applicant.

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

3. Assessment of the proposal according to 5 criteria listed in the Evaluation Grid

The Evaluation Grid is available in the Application Form and the Guidelines for Grant Applicants.

Please make sure that your application met all the criteria set in the Checklist for the Application Form.

13. How do we know if our application was selected?

The final list of selected proposals will be published on RYCO website.

14. If selected, what are the next steps?

Following the decision to award a grant, the grantee will be offered a grant contract. By signing the contract the applicant agrees to accept RYCO's contractual conditions.

Prior to the signing, the applicant must submit additional documents requested by RYCO in due time (FIF and LEF).

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.

15. What is a FIF and how can I get it for my organization?

FIF is a Financial Identification Form stating:

- banking details of the applicant such as account name, IBAN/account number, currency, BIC/SWIFT code, bank name and address

- account holder's data as declared to the bank, account holder, street & number, town/city postcode

At the first application stage, it is not necessary to have a FIF. This document will be needed in case your project proposal is selected for funding. In that case, RYCO will send you a FIF to be filled out and stamped by the bank where you have your organisation's account.

16. What is a LEF and how can I get it for my organization?

LEF is a Legal Entity Form stating the basic legal information of the applicant.

At the stage of applying, it is not necessary to have a LEF. This document will be needed in case your project proposal is selected for funding. In that case, you will receive a LEF template from RYCO to be filled out by your legal representative.

17. Is it possible to apply for co-financing a project that we are already implementing?

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

18. What are the monitoring and evaluation obligations if our project is approved?

Regular progress updates will be necessary and one of the core obligations towards RYCO. Grantees should perform their internal monitoring and evaluation process as they commit to in the section 5 of the Application Form. The grantee will also contribute to RYCO's monitoring and evaluation as defined in the contract, for example by providing all available documentation regarding the project implementation to RYCO upon request.

The grantees are also obliged to submit narrative and financial reports to RYCO, to receive the second instalment.

The grantee is also obliged to document all activities in regard to external communication/visibility (e.g. newspaper articles, TV appearances, campaigns, etc.) and to share them with RYCO on a regular basis, including any communication products produced in the course of the project, such as photos, videos, testimonials, etc.

19. Can money be transferred to partner organizations during the implementation of the project for the implementation of project activities?

Yes, but the responsibility for the full implementation of activities and reporting on expenses related to them remains with the Applicant.

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

No, only one specific objective needs to be selected, in line with the priority areas proposed..

21. Can partners be from the same Contracting Party as the applicant?

Yes, but at least one of them needs to be from a different Contracting Party.

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

Yes, they can be included as participants, but project funding cannot be transferred to organizations outside the WB6. But they can still participate in the project on a voluntary basis or through their own funding.

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

Yes.

24. Are the projects costs tax-free?

No, since tax exemption cannot be guaranteed in all contracting parties at this moment.

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

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

26. In case of ineligible costs in the budget, can the proposal still be considered?

No, ineligible costs in the budget will make the proposal ineligible.

27. Can the same CSO apply twice if it is applying on behalf of a school in one case?

No, this would count as double application and make both proposals ineligible.

28. What would be considered valid financial contributions of CSOs (co-funding)?

Parts of salaries, travel expenses, phone bills etc. that are carried by the applicant - in short, any kind of expense related to the project that is covered from other sources than from RYCO.

29. How can I get further information if my question is not addressed in the Guidelines?

Carefully read all the Open Call documents, including the FAQ which are available on the RYCO website. In case your question is not answered, write to office@rycowb.org or contact your respective Local Branch Officer via email no later than 7 days before the deadline for the submission of applications (18 January 2019). RYCO does not accept phone inquiries.

30. Am I allowed to buy equipment?

Yes, you are allowed, but only if fully justified by the project's purpose.

31. Can RYCO help with project proposal development?

It is not possible for RYCO to support individual applicants in their project proposal development. However, RYCO staff can answer clarification questions during the application period. In addition, RYCO builds proposal development capacities throughout the year for variety of actors (such opportunities are typically announced through RYCO social media channels).

32. Does RYCO provide support for finding partners and establishing partnerships?

RYCO does not provide direct support to the applicants for creation of partnerships but provides information on platforms that serve the purpose of facilitating partnerships and peer learning. For example, you can visit the 'RYCO Meeting Point' Facebook group or the Western Balkans Cooperation Platform (www.connecting-youth.org) created by civil society organizations

33. Do contributions in kind count as co-funding?

No, in-kind contributions cannot be accepted as co-funding.

34. Can RYCO accept flat rates or lump sums, for example for travel and accommodation?

No, RYCO requires budgeting and accounting with actual costs projected/incurred with the exception of the indirect/administrative costs that can be budgeted as a flat rate of not more than 7% of the total eligible costs of the project.

35. Can a school applicant have CSO partners?

Yes, school applicants can have CSO partners. But schools are only eligible to be applicants under LOT 1.

36. Can activities outside the WB6 be funded?

Not with RYCO's money, but projects can contain activities outside the WB6 that are funded by other sources. If it is your case, you need to state this explicitly, otherwise there is a risk of being declared non-eligible due to location.