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**RECONCILIATION
AND CONFLICT
TRANSFORMATION**



**SMALL - SCALE GRANT
SCHEME**

APRIL, 2022

implementing partners



Community Building Mitrovica

Since its creation in 2001 by a group of human rights activists, Community Building Mitrovica (CBM) has championed conflict transformation and community building by enabling cooperation and dialogue between citizens across the ethnic divide. Established at a time when the city of Mitrovica was marked by physical separation, CBM decided to swim against the current of division and instead create spaces for citizens with different backgrounds to meet safely and slowly rebuild connections and trust.

RCT Activity

The vision of RCT is for Kosovo to become a society where there is proactive cooperation, peaceful co-existence of various groups, and full application of democratic values for all citizens. The Activity is being implemented in cooperation with New Social Initiative (NSI) and Youth Initiative for Human Rights Kosovo (YIHR-KS). The activity addresses present reconciliation needs between different ethnic groups in Kosovo on the individual, community, and institutional levels. The ultimate goal of the program is to contribute to having a society where there is proactive cooperation, the peaceful existence of various groups, and democratic values for all citizens.

Geographical scope of the municipalities covered by the Activity is **Leposavić / Leposaviq, Mitrovica / Mitrovicë North, Mitrovicë / Mitrovica South, Skenderaj / Srbica, Vushtrri / Vuçitrn, Zubin Potoku / Zubin Potok, and Zvečan / Zveçan.**

1. OBJECTIVE OF THE CALL

This small-scale grant scheme aims to offer community support for **problem-solving ideas** on the topic of **reconciliation, conflict transformation, and peacebuilding**. The small-scale grant scheme will be implemented in the Mitrovicë/Mitrovica region for individuals and grassroots organizations addressing the needs related to the trust-building among different ethnic groups in Kosovo.

2. ELIGIBILITY

Two types of applicants will be eligible to apply for this call:

- The **lead applicant**, i.e. the entity submitting the application form
- and **co-applicant(s)**.

2.1 Eligible applicants:

Grassroots:

- Legally registered in Kosovo for a minimum period of 12 months prior to the deadline for submission of proposal
- Based in northern Kosovo - Mitrovica/Mitrovicë (north and south) Zvečan/Zveçan, Leposavić/Leposaviq, Zubin Potok, Vuçitrn/Vushtrri, Srbica/Skenderaj.
- Directly responsible for the preparation and management of the project with the co-applicant(s), not acting as an intermediary.

Individuals:

- Be part of the Cohesion Circle from Mitrovica region (an informal group of citizens and civil activists- part of the RCT Activity)
- Must apply in cooperation with grassroots/NGO and promotes inter-ethnic social cohesion, by integrating cross-community contact and confidence-building into aims and activities

Note that applicants:

- May not submit more than one application under this call
- May not be awarded more than one grant under this call
- May not be a co-applicant in another application under this call.

Project proposals that include the following will NOT be accepted:

- Proposals that DO NOT in any way contribute to the achievement of the objective of this call
- Actions related to political parties and/or political campaigns
- Actions that are mainly related to individual sponsorships for participation in workshops, seminars, conferences, and congresses.

3. APPLICATION AND SUBMISSION

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible:

- Proposals should be submitted with forms available and provided with this call; narrative and budget
- All applications must be written in English
- All pages should be consecutively numbered
- Any annexes should be clearly marked and referenced in the body of the application
- All budgets are in U.S. dollars.
- Valid organizational registration, as a legal entity in Kosovo, with the Department of Registration and Liaison of NGOs within the Kosovo Ministry of Public Administration
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- An MoU between applicants and co-applicants clearly stating the leader applicant and the co-applicant (s).
- Tax administration certificate on entity obligations
- 2022 official tax declaration or audit report, if available.

4. Application Forms

Narrative form should not exceed 6 pages; The proposal should contain sufficient information for an independent reader to understand exactly what the applicant wants to achieve.

4.1. Budget Proposal

Budget Justification: Applicants must present budgets that are directly and exclusively related to the successful implementation of the proposed activities. Therefore, all prices/costs should be realistic and should be in line with market prices for proposed actions and staff payments. It is imperative that the budget be distributed logically and is approved by the two or more parties applying to this call. Below, you can find the list of expenses that are included/ accepted and those that are not included/ accepted. Community Building Mitrovica (CBM) has the right to request modifications/budget changes if the need arises.

4.2 Covered costs

All costs must be clearly stated in the initial form of the budget and must occur during the implementation phase of the project activities:

- Expenses for staff members; including payments for experts, and individuals directly involved in the implementation of the activity
- Compensation for travel and food for those involved in the project, and for the purpose of implementing activities as provided in the application
- Expenses for the purchase of supplies related to the proposed activities
- Prices of bank fees related to the activities listed in the application
- Expenses that come directly from the requirements of the Contract (dissemination of information, specific evaluation for the Activity, accounting, auditing, translation)
- Office operating expenses such as rent, utilities, telecommunication, maintenance, stationery, hygienic products, office equipment repair, and cleaning.

Costs that will not be covered:

- Debt and debt services (interest)
- Expenses that occur before the implementation phase of this grant, and/or after the end of its duration
- Provisions for future losses or potential liabilities
- Expenses declared by the beneficiary (s) and financed by other grants
- Purchases of land or objects

5. VISIBILITY

Applicants must be prepared to publicize the fact that they are financed within the framework of the Reconciliation and Conflict Transformation Activity. Applicants must be prepared to acknowledge specific donors' visibility guidelines and regulations.

6. APPLICATION AND SELECTION PROCESS

All applications will be analyzed with the criteria below:

Relevance of the grant proposal	These criteria will measure the relevance of the grant proposal and the activities proposed. It will also analyze if the activities are in line with the overall goal of the call.	30
Expertise of the lead applicant	This aspect of the applicants will measure the expertise and the capacities of the lead applicant to implement the proposed activities.	20
Compatibility of partnerships	This aspect measures the compatibility of the applicants and their co-applicants. The compatibility will be measured to assess experience in working together and working in similar fields.	30
Budget proposal	This criteria measures the budget proposal logic, as well as if it matches with the Kosovo market prices.	20
Total:		100

7. REVIEW AND SELECTION

A Grants Review Committee will evaluate all eligible applications. This Committee will consist of three (3) individuals and will evaluate and select all eligible applications. The committee will be composed of individuals who are not in any way connected with the overall implementation of the Reconciliation and Conflict Transformation Activity.

8. WORKSHOPS

CBM will organize a workshop for all interested individuals/ non-governmental organizations from the Mitrovica region that want to apply for the small-scale grants under this call for proposals. The workshop will serve as a guide to potential applicants, i.e. it will provide them with all necessary details and requirements needed to be eligible to apply for this call for proposals. For more information about the workshop please visit the CBM's Facebook Page or contact us through email at info@cbmitrovica.org.

9. TIMELINE

April 07th, 2022 – The call opened

April 14th, 2022 – The workshop

April 28th, 2022– Submission of final proposals

April 28th, 2022 –The call closed

May 15th- Awarding winning applicants (TBC)

Tentatively the project implementation should start on May 2022 and not last longer than October 2022.

All applications should be submitted their proposals at: procurement@cbmitrovica.org with the subject: RCT Small Grants Scheme no later than April 28th, CoB. Late applications will not be accepted.

Questions: All questions can be directed to Mr. Kenan Beqiri, by email at kenan.beqiri@cbmitrovica.org no later than April 2022.