**KOSOVO RESOURCE CENTRE FOR CIVIL SOCIETY**

**APPLICATION FORM FOR GRANTS FOR VOLUNTEERISM**

**This application form has a specific format and the applicant must ensure the following:**

* The application form shall be filled out in the electronic format only and shall not be longer than 8 pages. The application form should be in Albanian, Serbian or English;
* Format and content of the application form, and font size (11) should not be changed;
* Each heading shall be answered in assigned order and no questions shall be deleted;
* Attach all documents as specified below:
* If applicant is an individual:
	+ ID;
	+ Short bio;
	+ Proof that he/she is/has been engaged and/or working in the area that is covered by the program;
* If applicant is unregistered initiative:
	+ Short bio/description of the initiative;
	+ List of names, IDs and Signatures of main members of initiative;
	+ Proof that they are/have been engaged and/or working in the area that is covered by the program;
* If applicants are an NGO:
	+ Registration Certificate issued by the NGO Department;
	+ Fiscal Number Certificate;
* In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.)

The completed application form should be sent in a word format at rc-kosovo@kcsfoundation.org and the e-mail subject should state: **“Grants for Volunteerism Application - full name of the applicant**”

After completing in the application form, please remove this page with instructions!

**Applicant and project details (not more than 1 page)**

|  |  |
| --- | --- |
| Applicant name: |  |
| **Year of the establishment (for NGOs):** |  |
| **Partner[[1]](#footnote-1) applicant (If applicable)**  |  |
| **Project Title:** |  |
| **Address:** | Street, number, postal code, village/town; |
| **Contact Person:** | Name: <Insert>Telephone: <Insert>Mobile phone: <Insert>Email: <Insert> |
| **Location of implementation:** |  |
| **Duration:** |  |
| **Budget requested from KCSF and CBM:** |  |
| **Budget in the last 3 years (for NGOs):** | 2020 2019 2018  |

**Summary of the proposal (not more than ½ pages)**

Please insert 1-2 paragraphs summary of the project highlighting the overall goal, expected outcomes and main activities, involvement of the targeted citizens in its implementation, proposed budget and duration, geographical location of intervention/activities and any information that you deem relevant for the project to be properly understood from this summary.

This summary will be shared with the donors and published online without any change. Prior to publication, the text will be translated in other two languages (Albanian, Serbian and English).

**Relevance and intervention logic (not more than 2 pages)**

What is the problem that you want to address through this project? How do you intend to address this problem and what are the solutions you intend to undertake through this project? Which is the overall objective of the project? Which are the main results that you intend to achieve through this project? What specific activities do you intend to undertake (including how will you undertake them, when, where and how often) and how do these activities contribute to achieve the expected results?

**Relevant experience (not more than ½ pages)**

When did you start working in this area? What expertise do you have in the subject matter you are working on? Describe the approach taken and list the main achievements in the past?

**Engagement of citizens and voluntary engagement (not more than 1 page)**

Which group of citizens will you target through this project and what are their characteristics? How have you involved them in the design of this project and/or how do you plan to engage them in implementation? How is gender mainstreaming ensured in implementation of the project?

Volunteer engagement (How different actors will engage in this project on voluntary basis, including the applicant, targeted citizens and other stakeholders?)

**Budget (not more than 1 page)**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Categories | Amount requested from KCSF and CBM  | Amount supported by another donor (if applicable)  | Description/justification |
| Project Activity 1 | € |  | Explain how the costs are calculated    |
| Project Activity 2 |  |  |  |
| Project Activity 3 |  |  |  |
| (Add more columns if needed) |  |  |  |
| Administrative Costs | € |  | Explain how the costs are calculated    |
| Total  | € |  |  |

|  |
| --- |
| If within the above budget you have planned any fee for any specific expert, please provide below all the details (amount, quantity, specific expertise) and justify why such a payment is necessary, as well as whether you have explored the possibility for that expertise to be engaged on voluntary basis? |
|  |

**Declaration on Politically Exposed Persons (PEP)**

**Politically exposed person** means any domestic or foreign natural persons who are or have been entrusted with prominent public functions, such as:

1. President, Prime Minister, minister, deputy minister, political advisor, chief of staff;
2. members of parliament;
3. members of leading/governing bodies of political parties, at central or local level;
4. members of the Constitutional Court and Supreme Court
5. ambassadors or chargés d’affaires or high-ranking military officials;
6. mayors, deputy mayors, municipal directors, political advisors to mayors and deputy mayors, chief of staff to mayors and deputy mayors;
7. members of political parties list running for local or national elections;
8. members of Municipal Assemblies.

Persons in one of the above listed positions are considered PEPs if they are currently holding such an office or have been doing so in a period of four (4) years before the date of submitting a funding application to KCSF.

(Applies for NGOs) In order to be eligible for KCSF funds, such persons shall not be in leading positions in the applying civil society organization, such as:

1. Head of the Assembly of Members,
2. Head or member of Board,
3. Executive Director,
4. Manager (program or finance) or any similar position of senior level.

(Applies for individuals/initiative) In order to be eligible for KCSF funds, such persons or main members of the initiative shall not fall within one of the categories listed above.

All applicants are required to declare whether they fall in any of the situations that are considered ineligible due to PEPs involvement in their organization/initiative.

By submitting this application, I <name of the person>, authorized representative of the NGO/initiative <name of the NGO/initiative> declare that:

(Applied for NGOs) In <name of the NGO > none of the persons in the leading in positions as per the list above fall under the category of Politically Exposed Persons as per definition provided above.

(Applied for initiatives) I/none of the main persons of the group fall under the category of Politically Exposed Persons as per definition provided above.

**Statement by the applicant**

By submitting this application form, I <name of the person>, legal representative of the NGO/initiative <name of the NGO/initiative> declare that:

a. information presented in the application form is true to my best knowledge and reasonable verifications;

b. I am aware that submitting false information may result in the application being rejected, or in case of award the contract being terminated.

**Declaration from Partner Organisation/initiative (if applicable)**

By submitting this application, the Partner Applicant <name of the Partner NGO/Unregistered Initiative> authorises the Lead Applicant <name of the lead NGO/unregistered initiative> to submit on its behalf the present application form for applicant, as well as, to be represented by the Lead Applicant in all matters concerning this grant application.

I <name of the person>, the Legal Representative of the Partner NGO/Unregistered initiative herewith confirm that I have read and approved the contents of the proposal submitted and that I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET AND USE CHECK BOXES (YES or NO)** | **Tick the items below** |
|  | Yes | No |
| 1. The application form is typed in computer and has a maximum of **8 pages** (Including declaration on PEPs and the statement by the applicant) |  |  |
| 2. Application form is in Albanian, Serbian or English |  |  |
| 3. Format and content of the application form is unchanged and the same font size (11) is used |  |  |
| 4. Information in each section of the application form is provided |  |  |
| 5. Annual turnover not more than EUR 25,000 for the last three years (applies for NGOs) |  |  |
| 6. All Mandatory documents are submitted |  |  |
| 7. Budget is within the specified threshold (EUR 5,000 MAX) |  |  |
| 8. Project duration is within the specified timeframe (12 months MAX) |  |  |
| 9. In case of co-funding for this project, the co-funding proof (e.g. contract, decision, letter of commitment, etc.) |  |  |
| 10. Declaration on Politically Exposed Persons is filled in |  |  |
| 11. Declaration of the applicant (Statement) that the information provided is true is filled in |  |  |
| 12. In case of partnership, all documents of partner organization/initiative have been provided |  |  |

**Administrative control checklist (After filling in the application form, please remove this page**

1. In case of partnership, all mandatory documents applied for lead applicant should be presented for partner applicant as well. [↑](#footnote-ref-1)