



Questions and Answers

**Second Call for Proposals for Small and Medium Size Grants
to
Support CSOs to implement projects in one of three thematic areas:
Environmental Protection, Green Energy and Circular Economy**

“Empower – Engage – Build Ownership”

supported by European Union Office in Kosovo

Question 1

Does the production of egg cartons count within this call for proposals given that the production process comes as a result of paper collection in the region, therefore, protecting the environment by recycling?

Answer 1

Yes, but only if, among other things, it takes into account the greenhouse gas emissions caused from producing the end product.

Question 2

Are public institutions (for example, municipalities) allowed to be co-financers for a medium-sized grant, and if so, is there a limit (minimum and maximum amount) as a percentage of the co-financing?

Answer 2

Yes, public institutions are allowed to be as co-financers. Please note that sources of co-financing cannot be from EU funds, either directly or indirectly.

The amount of co-financing for a medium-sized grant is 20%. This includes the amount of the medium-sized grant plus (additional) 20% co-financing from the overall (total) budget.

Question 3

If an organization possesses equipment of a specific value, can this be counted as co-financing?

Answer 3

No, the value of equipments does not count as co-financing.

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Question 4

Are we allowed to apply with the same project idea which we have been awarded a grant for (first call for proposals) and replicate the idea in other municipalities?

Answer 4

*Applicants that have successfully completed the contract from the first call are allowed to apply during the second call for proposals under the condition that the proposal is **NOT** a mere repetition of an earlier project idea within our project. So, the project idea must be new.*

Question 5

With regards to the 20% of co-financing for a medium-sized grant, is there a need to document expenses from this 20%?

Answer 5

Yes, each expense incurred should have sufficient proof for the respective payment. Please note that receipts cannot and should not include VAT. So, VAT is not covered within this project.

Question 6

What are in-kind contributions, and how do you calculate and keep track of them? Are attendance sheets enough if in-kind contributions include holding a workshop, lectures, or something similar?

Answer 6

In-kind contributions are cash equivalent goods and services (i.e. office space) and services which are not invoiced, so it is a cost-free service within the project.

In-kind contributions should be maintained just as if the service in question was budgeted, but it should be noted that it is a cost-free service within the project. Whereas, for any contribution from an individual, a contract must be created that details the responsibilities of the respective individual.

Question 7

Can you apply for a grant to support an activity in the framework of a fair which is organized for three days where the organizing and implementing takes 10-12 months?

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Yes, under the condition that the activities during the fair are related to our three project areas: Environmental protection, Green energy, Sustainable economic growth/circular economy.

Question 8

Can a company which produces mushrooms by recycling coffee waste apply for this call?

Answer 8

Yes, but only if, among other things, it takes into account the greenhouse gas emissions caused from producing the end product.

Question 9

Can a municipality apply for this call for proposals in the area of Environmental protection?

Answer 9

Public institutions (in this case, municipalities) cannot be direct beneficiaries from this call for proposals.

Question 10

For medium-sized grants, can the co-financing be the 'unpaid work' from the project manager with a 20% participation, which is in some form an in-kind contribution?

Answer 10

Yes, the salary can be included in the 20% that should be an in-kind contribution. However, a contract must be drawn up for the person in question detailing the responsibilities as well as the exact amount to matches in total with the above-mentioned 20% value.

In-kind contributions should be maintained just as if the service in question was budgeted, but it should be noted that it is a cost-free service within the project.

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