



# Guidelines for grant applicants

Deadline for submissions: December 01, 2015

Project implemented by



TARA International Consulting



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## 1. Introduction

This call is launched by the “**SEED Kosovo - Support of Educational and Employment Development in Kosovo**”, an Austrian Development Agency funded project implemented by the **NGO Syri i Vizionit and Volkshilfe Solidarität**. The aim of the call is to improve the education quality in terms of its business orientation and/or decrease the obstacles for women careers in the sector.

The SEED Kosovo project started in January 2014 and it includes a wide scope of activities to be implemented during a three - year period.

The present call contains three lots. Proposals under this call may be submitted in the following three areas:

**Lot 1: Improvement of education quality within existing curricula**

**Lot 2: Revision of curricula for existing profiles or elaboration of new curricula for additional profiles**

**Lot 3: Overcome the gender barriers in the hotel and tourism industry**

## 2. Financial allocations

The overall indicative amount made available under this call for proposals is EUR 78,000.00. The Contracting Authority reserves the right not to award all available funds.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the SEED Kosovo reserves the right to reallocate the remaining funds to another lot.

### Size of grants

Any grant requested under this call for proposals must fall between the following [minimum and] maximum amounts:

- **minimum amount: EUR 2,000.00**
- **maximum amount: EUR 10,000.00**

Applicants may submit more than one application per lots. The applicant may not be awarded more than 1 grant(s) per lot under this Call for Proposals.

"SEED Kosovo" reserves itself the possibility not to allocate the whole available funding if submitted actions proposals do not fulfil the selection criteria.

### 3. Eligibility

#### 3.1. Eligibility of applicants

In order to be eligible for a grant, the applicant must be:

- **Public or private** bodies legally constituted in Kosovo, NGOs, Secondary Professional Schools in Peja, Prizren and Gjakova (tourism and hotelier profile), business in Hotelier and Tourism Sector, associations or other tourist operators or civil society organizations, or
- **Informal groups or individual Experts** who are based in Kosovo.

Other conditions:

- Applicants' principal activity must be in an Tourism and Hotelier and/ or related sector
- Applicants must be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary;
- Profit-making entities are eligible under this call for applications;

#### 3.2. Eligibility of actions

##### Duration

The action should take place between February 2016 and September 2016

##### Type of action

The projects should contribute to the improvement of the education quality in terms of its business orientation and/or decrease the obstacles for women careers in the sector. The proposed projects should contribute to the objectives of one of the following three fields of intervention

**Lot 1:** Priority will be given to those projects that will concretely impact on linkage of secondary vocational schools (Hosting and tourism course of secondary economic schools in Gjakova, Peja and Prizren) with businesses of this sector, in particular on completion of students' of this course practice in existing businesses. Activities might include:

- Improvement/Development of the system of practices. To develop a system for completion of practices of students that attend hosting and tourism courses in economic schools of Gjakova, Prizren and Peja in existing businesses
- Capacity building of teachers in secondary vocational schools and/or business representatives on the business related topics
- Speeches of business representatives from the hosting and tourism sector in secondary vocational schools (Hosting and tourism course of secondary economic schools in Gjakova, Peja and Prizren)
- School teaching in companies (excursions)
- Engagement of business representatives in qualification (assessment) system.
- Exchange programs of three schools in Peja, Gjakova and Prizren

**Lot 2:** Existing curricula have been assessed as outdated while for some important professional profiles of the industry curricula are lacking completely. SEED therefore supports initiatives which lead to revision of existing and elaboration of new curricula. Such initiatives may include:

- Capacity development of representatives of schools and businesses in the field of curricula development
- Needs assessment in the industry for needed competencies learned at vocational school
- Elaboration of curricula proposals based on the needs assessment of the industry
- Lobbying at the decision making authorities

**Lot 3:** Numbers of female students in the hotel and tourism industry are small. The numbers of women engaged in the sector are small as well. The gender barrier study carried out in the framework of the SEED project has identified cultural and legal (unsatisfactory protection of women employees in terms of maternity leaves etc.) barriers. Projects in this field of intervention should contribute to overcome the barriers assessed with e.g.

- Promotion campaigns by sector representatives (schools and/or businesses)
- Awareness campaigns by interest groups with the objective to include more women in the hotel and tourism industry
- Incentive programs to attract more female students
- Training and education programs specifically for woman engaged in the industry

**The following types of action will not be eligible for funding:**

- Events of a purely religious or political character;
- Actions concerned with sponsorships for seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies, research or training courses;
- Debts and obligations;
- Actions which consists exclusively or primarily in capital expenditure, such as infrastructure, land, equipment;
- Actions intended to raise funds or promote the visibility of the applicant or its partner(s);
- Actions supporting directly political parties.

## 4. Selection criteria

Assessment of the projects will be done by the jury that will be selected for assessment of all the submitted applications. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated the application will be rejected on this sole basis

### 4.1 Step 1. Administrative checks and project idea evaluation

During the administrative check the following will be assessed:

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- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action

#### 4.2 Step 2. Evaluation of the full application

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Eligible applications/projects will be assessed on the basis of the following criteria:

	Criteria	Definition	Max. Weighting
1.	Relevance of the action	This criterion evaluates the relevance of the content of the action vis-à-vis the objectives of the call for proposals and the needs of the Hotelier and tourist sector and target groups (the format, the feasibility and consistency of the action in relation to the objectives)  The criterion also evaluates how clearly and strategically are chosen those involved (final beneficiaries, local partners, target groups) and how their needs have been defined and addressed.	30
2.	Design of the action	This criterion assesses how coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders, and is the action feasible and consistent in relation to the objectives and expected results?	20
3.	Sustainability of the action	Is the action likely to have a tangible impact on its target groups? Is the proposal likely to have multiplier effects? Are the expected results of the proposed action sustainable? Financially (how will the activities be financed	20

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		after the funding ends?), institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?), at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc.?)	
4.	Quality of the financial offer	The criterion evaluates the budget and the ratio between the estimated costs of the proposed action and the real costs.	10
5.	Project team potential	The criterion assesses the potential of the project by evaluating the quality and the structure of the project team.	10
6.	Previous experience	The criterion evaluates the expertise of the applicant in the field related to the action in order to ensure the good quality of the outputs.	10

Applications will be assessed on a scale from 0 to 100 and will be ranked accordingly to their merit. The threshold is set at **75/100 points**.

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## 5. Monitoring and support to beneficiaries

For all the concept notes that will pass on to the next, writing of full application, SEED Kosovo Program will invite the applicants to a consultative meeting. Training on writing full project proposals will be delivered during this consultative meeting.

The “SEED Kosovo” project team will ensure a help-desk for beneficiaries on issues such as management, marketing, dissemination, fundraising, audience building, etc., in order to ensure the correct implementation of the project as well as their future development and sustainability.

## 6. Financial provisions

The funding will cover 90% maximum of the total project budget.

### 6.1. Eligible costs

Only “eligible costs” can be covered by a grant. The categories of eligible and non-eligible costs are indicated below.

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- They are incurred during the duration of the action;
- They are indicated in the estimated overall budget;
- They are incurred in the connection with the action which is the subject of the grant and are necessary for the implementation of the action;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of Kosovo and according to the usual cost-accounting practices of the beneficiary;
- They comply with the requirements of applicable tax and social legislation.

### 6.2. Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action, such as:

- Travel and subsistence expenses (for meetings, conferences, events, etc.);
- Professional fees for experts involved directly in the implementation of the action;
- Costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- Costs arising directly from requirements linked to the performance of the action (dissemination of information, translations, reproduction, printing and distribution of leaflets, etc.);
- Costs of rental of venues linked to the performance of the action.

Contingencies of up to 5% of the total budget requiring prior approval:

If the beneficiary can claim VAT devolution budget expenditure items should not include VAT.

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### 6.3. Ineligible costs

The following costs are not eligible:

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Purchases of land or buildings;
- Purchases of vehicles;
- Office rent, unless the applicant can demonstrate that additional and specific office rental is necessary for the purpose of the action implementation;
- Currency exchange losses;
- Taxes, including VAT, unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them;
- Credit to third parties.

## 7. Contract

The NGO Syri i Vizionit will sign a contract with the beneficiary which will include information of the activities to be carried out, the contract value, the modalities of payment and reporting.

The first pre-financing payment, which covers the 50% of the grant amount, will be made after the signature by both parties of the contract. The second transfer payment (40%) will be made after the midterm narrative and financial report will be submitted.

The remaining 10% will be paid after the approval by Syri i Vizionit project of the final report delivered by the beneficiary.

## 8. Reporting

The beneficiary will be asked to submit midterm narrative and financial report. The final report no later than 1 month after the end of the implementation of the action. The final report should include:

- Executive summary: it sets out, in no more than 3 pages, a summary of the evaluation's main conclusions, the main evidence supporting them and the recommendations arising from them.
- Financial section: includes details on the expenditures (originals of all invoices).
- Annexes: documents that can verify the implementation of the action such as publications, communication materials, photos, lists of participants, etc.

## 9. Publicity

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Beneficiaries must acknowledge the ADA-funds contribution in all publications, posters, programs, audio-visual material, on-line presence and social media or other products for which the funding is used.

In this respect, the Syri i Vizionit, Volkshilfe Solidarität and the Austrian Development Agency logos and the disclaimers to be used will be provided to the successful applicants by the Syri i Vizionit project team.

## 10. Submission of proposals

All the interested applicants must write to Syri i Vizionit at [info@syriivizionit.org](mailto:info@syriivizionit.org) in order to obtain the form of project idea.

The project idea should be sent by electronic form to the email address: [info@syriivizionit.org](mailto:info@syriivizionit.org) and/or registered postal service to:

**“Syri i Vizionit”  
Isa Demaj 14  
30000, Peja, Kosovo**

**Deadline:** Project idea should arrive by **1<sup>st</sup> December, 2015.**

The Application may be written in English, Albanian or Serbian.

No modifications to the project idea will be allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the evaluation committee may contact the applicant for this purpose during the evaluation process.

Any question related to the preparation of the application may be sent by e-mail until **24<sup>th</sup> November, 2015** to the following address: [info@syriivizionit.org](mailto:info@syriivizionit.org).

All applicants will be notified via email about the results of the selection process **Mid of December 2015.**