



ANNUAL PROGRAM STATEMENT (APS)

“Building Resilience in Individuals and Communities in Kosovo”

For Civil Society Organizations (CSOs)

(CSOs: including Non-Governmental Organizations, Associations, Foundations and other Community-based organizations)

The CDF (Community Development Fund) and BRICK Program in Kosovo seeks to award grants to Kosovar civil society organizations (CSOs), working alone or in partnerships with other CSOs, to organize cultural and sports events in the region of Kaçanik.

Issuance date:	October 22, 2018
Deadline for questions:	October 31, 2018
Closing date for round 1 project submission:	November 21, 2018
Closing date for round 2 project submission:	March 21, 2019
Closing date for round 3 project submission:	July 01, 2019

BRICK Program:

Building Resilience in Individuals and Communities in Kosovo (BRICK) is a two-year program that will be implemented with the primary and secondary students in Kaçanik, during the period 2018-2019. BRICK is a youth development program and aims at developing the personal and professional skills of students. The main purpose of the BRICK program activities is to empower students and their existing structures. The intended results are for the primary and secondary school students to become more resilient and feel empowered to act for their own good and to overcome the challenges they face. BRICK Program is established and implemented by CDF and its partnering organizations.

1. Funding focus area

Small-scale support to sports and cultural events

BRICK is inviting locally registered NGOs in the region of Kaçanik and beyond to submit application for organizing cultural and/or sport events and activities not to exceed € 4,000 in value. Up to six grants will be awarded between the period of 2018-2019. Priority will be given to the local NGOs of Kaçanik, but NGOs from other regions may apply as well. The quality of the events or activities proposed is a key selection criterion for prospective NGOs.

The purpose of these grants is to organize extra-curricular activities that will tap in the talent and creativity of the directly engaged students, leading to personal and professional development, education and entertainment. Additionally, interested NGOs are expected to organize activities that, besides engaging students, should bring the wider community together



through cultural and sports events, therefore playing a role in building a more connected and engaged community.

By showcasing the value that Kaçanik municipality places in the sports and culture within its community, these events are expected to enrich socialization opportunities for Kaçanik students and residents, therefore primarily attracting local audiences.

These events might involve art, music, cultural celebration, or sport. They can be a series of smaller events or one larger-scale event, but it's vital that they bring together the upper-elementary and high school students with the wider community to experience Kaçanik as a great place live and celebrate.

2. Funding amount, timing, and eligibility requirements

The CDF and BRICK Program will award Fixed Amount Awards (FAA) for civil society organizations. Fixed Amount Awards allow for grants that focus on milestone accomplishment rather than monitoring costs incurred in the performance of the award by the Grantee. FAAs are generally awarded where there is certainty about the cost, when the achievement of results or milestones is readily discernible, and when the costs can be segregated by milestones.

The CDF and BRICK Program plans to award multiple grants for projects spanning 12 (twelve)- months. Civil society organizations will be asked to submit concept ideas proposing the types of activities that will be supported through the grants (as mentioned above) that will be evaluated on a quarterly basis. It is expected that 5-6 concept ideas will be developed in full project proposals. About 2-3 projects will be granted in the round one, 2-3 in round two and 2-3 in round three (6 projects in total for the APS).

3. EXPECTED OUTCOMES:

- Maximum of 6 individual grants will be awarded in total;
- Maximum value for one grant is set up to 4,000 EUR per event;
- Through one grant NGOs may organize one event (larger-scale), or a series of inter-related smaller-events/activities reaching 500 beneficiaries;
- Each activity or event must involve upper-elementary and secondary school students in the activities, while also engaging the wider participation of the communities in Kaçanik. At least 15 students should be directly engaged by an NGO, regardless on the format of the event (one-time large scale event or a series of small events);
- Each activity or event is expected to bring together at least 500 participants (directly engaged and indirectly as an audience);

BRICK will not make more than one award to a single applicant.

The maximum amount BRICK expects to award any single grant applicant is 4,000 EUR.

The proposed duration of the projects should not exceed 3-4 months.



4. Grant Criteria for application

To be minimally eligible for funding, the organizations must comply with the following conditions:

- Civil society organizations receiving grants must be registered under the Department for Registration and Liaison with NGOs under the Ministry of Public Administration of Kosovo. Applicants should therefore have completed registration with the Department for Registration and Liaison with NGOs.
- The proposal is in line with the overarching BRICK objective(s) listed in section 3

Eligible organizations could include, for example, foundations, associations, non-governmental organizations, community based organizations/groups and/or organizations grouped together in an application as a formal or informal consortium. Applicants must be able to provide evidence of programmatic, technical and managerial capacity to carry out intended activities, as well as past achievement of successful results in the above mentioned areas.

A partnership in the form of a consortium may provide an effective mechanism to rapidly scale-up. Applicants are encouraged to undertake joint applications or other group arrangements to accommodate participation of new partners, expand geographic coverage, and improve the potential for success through capacity building partnerships. In the case where an application is submitted by a consortium, at least one partner must meet the above eligibility requirements and the lead partner in the consortium should be clearly identified.

5. Eligible Size of the Grant

Size of the total amount available under this APS (financing round) is up to 24,000EUR. The maximum period of project duration is 12 months. The budget must be prepared in Euro currency and be clearly based on activities described in the application.

5.1 Technical Application (Project Application)

This section of the RFA describes the parameters for preparing a project application, budget and narrative; the process of application, BRICK's evaluation of received applications, and terms and conditions that will apply to the awarded grants.

The attached application form should be completed in full, along with the proposed project, which should not exceed **3 typed pages**. Applications that are not fully completed will not be considered for evaluation.



6. Grant Application Package

The grant application package contains:

1. Application Form
2. Budget Template & Budget Guidelines (Instructions)

7. Evaluation of project proposals

CDF and BRICK Program will review applications and subsequently on an ongoing basis until the cutoff date as stated above, and select those that it intends to fund, and will proceed to negotiate an award with each successful applicant subject to the availability of funding. The final decision for funding will be based on both a technical review and the availability of BRICK funding. CDF and BRICK Program reserves the right to fund one or more or none of the applications which may be submitted. If the solicitation becomes irrelevant for any reason or funding is unavailable, CDF and BRICK Program reserves the right to close the solicitation.

This APS will be open for the period from **October 22, 2018 to July 01, 2019**. The initial cutoff date for submission of applications is November 21, 2018. At that time, all applications received will be considered to be a reasonable number, even if it is just one. Applications submitted after this initial due date will be reviewed by the end of next three-month period. All applicants may be subject to a pre-award financial and management review and must demonstrate that they have a rigorous financial and monitoring system in place that will ensure auditable systems and records.

Deadline for Submission of Questions Interested applicants may submit questions related to the APS by e-mail to grants@kcdf.org through October 31, 2018 for the first round and March 11, 2019, and June 18, 2019 for other rounds. All potential applicants can submit their questions to grants@kcdf.org. The questions should be raised latest two weeks from the call for proposal. All answers will be addressed within two working days from the receipt. No requests for meetings or phone calls with any project staff will be accepted during the application process.

Issuance of this APS does not constitute an award or commitment on the part of the CDF and BRICK Program, nor does it commit the project to pay for costs incurred in the preparation and submission of an application.



7.1 Focus and Priorities for Evaluation and Scoring

Geographic focus

The focus of this RFA is on activities and initiatives in the BRICKs targeted municipality of Kaçanik, therefore all activities should occur in the Kaçanik region only.

Location of NGOs incorporation

While local NGOs of Kaçanik will have an advantage/priority during the awarding process for these grants, emphasis will be placed on the idea and the quality of the envisioned event itself and its aim. Therefore, NGOs registered in other regions will not be excluded from the application process.

Nature of Events

Events could be one large-scale public event (i.e. concert, tournament etc.), or a series of smaller events (i.e. activities within different schools). For the latter case, smaller series of events should occur within a 3-4-month timeframe.

Event participants:

The nature of events should be that of a public event, therefore the number of expected audience per event ought to be at least 500 individuals, whereas for series of smaller events at least 200 individuals' audience are expected for event. Event(s) must engage primary and secondary school students as primary target beneficiaries. Prospective NGOs must adhere to CDF's Child Protection Policy – given that minors will be involved.

Directly engaged beneficiaries

For 15 students that will be directly engaged in the activities planned for an event or series of events, a gender balance is required. Therefore, a 50/50 balance is expected for directly engaged students. Event/s must include not only school students (primary and secondary school level) but also involve/engage the wider community of Kaçanik (i.e. teachers, parents etc.).

Past performance of the applicants

Past performance with other donors will be taken in consideration when evaluating the proposals. Organizations with good reputation in the past will be received more favorably. Poor performance or misuse of funds under other donor projects will be scored negatively. All applications to be considered for funding will be verified by CDF on behalf of BRICK program.

7.2 Evaluation Method and Criteria

All applications clearly responding to the focus of this APS will be evaluated on a competitive basis (scoring system) in accordance with the criteria presented below conducted by BRICK and members of its partnering organizations. These criteria were developed to address the particular goals of the BRICK Program. The number of points assigned indicates the relative



importance of each factor. To make the evaluation process as objective as possible, each applicant must clearly demonstrate how its application meets the following criteria.

Eligibility Criteria for application to be evaluated for support

Eligibility Criteria	Positive	Negative
CSO is registered with NGO Department .	YES	NO
Is the proposal in line with the BRICK and APS objectives? NGO proposes to organize one event (larger-scale), or a series of inter-related smaller-events/activities reaching 500 beneficiaries;	YES	NO
Proposal involves 15 upper-elementary and secondary school students in the activities, while also engaging the wider participation of the communities in Kaçanik.	YES	NO
Each activity or event is expected to bring together at least 500 participants (directly engaged and indirectly as an audience)	YES	NO

If the proposal does not meet any of the eligibility criteria, it will not be evaluated and scored.

Criteria for evaluation with scoring

Evaluation Grid	Points
Project rationale/justification <i>The application should BE clearly and explained and well-reasoned. 10%</i>	10
Project description and feasibility, <i>The application will be evaluated on the extent and quality to which the applicant demonstrates a reasonable approach to the project, sufficient resources to complete the project, and a capability to complete the project in a timely manner. Work plan will be reviewed for detailed actions and an accompanying timetable for implementing the components of the application. Clear, logical, realistic, and efficient plans will result in a higher score15%</i>	15
Project sustainability, outcomes and benefits <i>The application will be evaluated to determine whether and to what extent the project's anticipated outcomes promote improvement of predefined areas of RFA The application will be evaluated to determine whether the applicant has included outcome-based performance measures and whether the project achieve sustainable results beyond the life of the project .20%</i>	20
Project target objectives and beneficiaries/communities <i>The application will be evaluated to determine relations to intended objectives and target groups 20%</i>	20
Organizational capacity, staffing and past experience <i>The application will be reviewed to determine whether the applicant has the capacity to implement project, and if key personnel have appropriate knowledge, skills, and abilities to funds control, grants management, performance monitoring and evaluation, or other activities relevant to the success of the proposed program.15%</i>	15
Financial section/ Budget cost effectiveness and rationality <i>Budget will be reviewed for completeness and interconnection with proposed activities and outcomes 20%</i>	20
TOTAL POINTS	100



8. Application Procedure

Interested applicants are required to complete Grant Application Form with all relevant annexes which can be:

- a. downloaded at the CDF website: <http://www.kcdf.org/BRICK>
- b. Requested by email from grants@kcdf.org

Information days with potential applicants will be organized as follows:

1. For round 1: Hall of Municipal Assembly, Kaçanik on October 29, 2018 at 10:00 am

CDF/BRICK is not responsible for any costs associated with the development of the application.

9. Deadline for Submission

Three calls for proposals will be available for the 2018 – 2019 period and proposals should be submitted in English language. While NGOs can submit their applications in the three calls for proposals, no NGO will be awarded the grant more than once. All proposals should be submitted by **16:00** in the following dates:

First call: November 21, 2018

Second call: March 21, 2019

Third call: July 01, 2019

Applicants need to submit electronic copy in Word and Excel format at, [**grants@kcdf.org**](mailto:grants@kcdf.org).

All applications will receive email confirmation from CDF for the received proposals via email.

All applications must be:

- Submitted in the required format with all required attachments (Full application form, budget, a copy of registration certificate, fiscal number)
- CDF will not return any submitted application.

Applicants will be informed of the status of their application and awarding grants through the e-mail address provided in their application form.



10. Documents to Verify Eligibility Criteria

All application packages must, besides the required forms, contain the following documents:

1. Copy of the registration with the Department for Registration and Liaison with NGOs under the Ministry of Public Administration of Kosovo.
2. Signed certification of willingness to share financial statements in accordance with CDF regulations if required.

To download the application package, please see the APS announcement at www.kcdf.org/BRICK

Annexes

Annex 1: Full Project Proposal Application Form

Annex 2: Full Project Proposal Budget Form