



INCLUSIVE ECONOMIC ENGAGEMENT ACTIVITY

ANNUAL PROGRAM STATEMENT APS NO.:APS-2023-01

FREQUENTLY ASKED QUESTION (FAQ)

Question: *When does the grant opportunity open?*

Answer: The grant opportunity opens when CDF/IEEA drafts and publishes the funding opportunity solicitation (APS-2023-01) on the CDF webpage at <https://kcdf.org/> and CDF Facebook page at <https://www.facebook.com/CommunityDevelopmentFund>.

Question: *What is the maximum amount of award that an eligible MSME can receive?*

Answer: The awards will be up to USD 10,000.

Question: *Who can apply for this solicitation?*

Answer: Legally registered women-owned and minority-owned MSMEs in Kosovo are eligible to apply.

Question: *Can a MSME be both women-owned and minority-owned?*

Answer: Yes, MSMEs that are both women-owned and minority-owned and are legally registered in Kosovo are eligible to apply with over 1 year of existence.

Question: *What is the process for applying for a grant?*

Answer: The process for applying for a grant is as follows:

- Applicant submits the Expression of Interest (EOI) - Concept Note
- CDF/IEEA Grant Selection Committee reviews the Expression of Interest (EOI)
- In case of successful EOI, Applicant is required to submit Full Grant Application (FGA)
- CDF/IEEA Grant Selection Committee evaluates FGA & Budget
- If the Full Grant Application is successful, CDF/IEEA and Applicant enter into a grant agreement (subject to USAID approval)
- Grant Activity Implementation
- Grant Completion/Closing

Question: *What are the initial eligibility requirements for this solicitation?*

Answer: Eligible applicants must be legally registered women-owned or minority-owned MSMEs in Kosovo that can demonstrate an ability to contribute to the objectives of the IEEA and perform the award in accordance with USAID and CDF policies and practices. They must also display sound financial, administrative, and technical management in the form of a system of controls that safeguards assets and protects against fraud and waste. Additionally, they must support the achievement of the awards objectives and have a satisfactory performance record and record of business integrity and ethicality.



Question: *What are the objectives of the IEEA?*

Answer: The IEEA aims to empower and revive women- and minority-owned micro, small, and medium enterprises impacted by the Covid-19 pandemic. The solicitation is seeking creative technical approaches and methodologies that can support these objectives.

Question: *What is the Expression of Interest (EOI)/Concept Note?*

Answer: During the first phase, applicants are required to submit an Expression of Interest (EOI)/Concept Note, summarizing the problem statement it aims to address, the relevance of the proposed activities to Inclusive Economic Engagement Activity goals, description of main proposed activities and tasks, the expected results, including a management plan, past relevance experience of the applicant, and an initial proposed budget. All EOIs must be submitted in the EOI format included in Annex 1 of the solicitation and must not exceed 5 pages. EOIs may be submitted to CDF/IEEA at any time before the closing date and time as specified in this solicitation. However, early applications are strongly encouraged.

Question: *What is the difference between Concept Phase and Full Application Phase?*

Answer: The EOI should clearly and concisely explain the proposed grant activity's purpose, relevance, activities, and expected results in support of Inclusive Economic Engagement Activity objectives.

If the EOI is successful, the applicant will be invited to submit a Full Grant Application (FGA) where the applicant must provide more detailed information on their proposed grant activity. The FGA must include a detailed description of the proposed activities, a timeline of implementation, a detailed budget, and a monitoring and evaluation plan. The FGA will be evaluated against a set of criteria that will include sustainability and growth potential of the business, innovation and uniqueness of the proposed activities, social and environmental impact, and management team and capabilities.

In summary, the concept phase is a preliminary stage where applicants submit a brief summary of their proposed grant activity, while the full application phase is a more detailed stage where successful applicants from the concept phase are invited to submit a full grant application, providing a more comprehensive description of their proposed activities and a detailed budget, among other information.

Question: *What is the deadline for submitting the EOI?*

Answer: The closing date for the submission of EOIs is **September 8, 2023, CoB 16:00** hours local Kosovo time (Central European Time) on that date. It is important to note that this is an annual statement announcement, which means that businesses can apply throughout the year at any given time until the stated deadline. Applications can be submitted to CDF/IEEA at any time before the closing date and time as specified in this solicitation, however early applications are strongly encouraged. It is also important to note that EOIs submitted after the deadline will not be considered under this APS.

Question: *Can a business that is eligible and was rejected once apply again during the open APS opportunity?*

Answer: Yes, eligible businesses that were rejected once can apply again during the open APS opportunity. This is an annual statement announcement, which means that businesses can apply throughout the year at any given time until the stated deadline. The CDF/IEEA will convene a Grants Selection Committee (GSC) that will evaluate EOIs submitted in response



to this funding opportunity on a rolling basis. EOIs will be evaluated based on the criteria specified in the solicitation document. If an applicant's EOI is not accepted, they can apply again during the open APS opportunity.

Question: *How can I submit my EOI?*

Answer: Applications can be submitted in three languages (English, Albanian, and Serbian). Applicants should submit written EOIs to CDF/IEEA's Grants Department electronically, via email to grants@kcdf.org or in hard copy at the CDF/IEEA premises in the following address: str. Sejdi Kryeziu 32, Prishtina, Kosovo. All correspondence submitted via email and/or in hard copy must include the APS number referring to Inclusive Economic Engagement Activity: APS-2023-01 IEEA.

Question: *How will EOIs be evaluated?*

Answer: The CDF/IEEA will convene a Grants Selection Committee (GSC) that will evaluate EOIs submitted in response to this funding opportunity on a rolling basis.

Question: *What happens after a Full Grant Application is successful?*

Answer: Once the GSC has determined the successful application(s), the CDF/IEEA will conduct a risk analysis to make a pre-award responsibility determination of the potential grantee(s). This will include the recommendation to make the award confirming that the applicant:

- a) Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
- b) Can meet the award conditions, considering all existing prospective recipient commitments.
- c) Has a satisfactory record of performance.
- d) Has a satisfactory record of business integrity.
- e) Is otherwise qualified to receive an award under applicable laws and regulations.

Based on the evaluation of applications by GSC the IEEA Chief of Party will share the results with USAID AOR for approval.

After a grant application is successful and approved by USAID, CDF/IEEA and the applicant enter into a grant agreement, and the grant beneficiary undertakes the grant activities as set out in the grant agreement. CDF/IEEA will monitor the implementation of grant milestones and results achieved. After successful completion of all milestones and achievement of the expected results as per the grant agreement, CDF/IEEA certifies that the grant has been successfully implemented.

Question: *Can I procure the equipment?*

Answer: The procurement of equipment will be done by CDF following CDF internal procedures. After the successful completion of all milestones and achievement of expected results, CDF/IEEA will certify that the grant has been successfully implemented. The project will dispose and transfer title of all equipment purchased under the grant to the grantee at the end of the period of performance of grant after the examination of the criteria for the redeployment of the equipment.



Question: *Is there any industry preference for the grant opportunity?*

Answer: No, there is no industry preference for this grant opportunity. Eligible MSMEs from any industry may apply as long as they meet the eligibility requirements and can contribute to the objectives of the IEEA.

Question: *What are the evaluation criteria for the grant opportunity?*

Answer: The eligible applications will be evaluated based on the following criteria:

- Business sustainability and growth potential
- Innovation and uniqueness
- Social and environmental impact
- Management team and capabilities

The applications that meet the eligibility requirements and score the highest against these evaluation criteria will be considered for a grant award.

Question: *Is Cost sharing mandatory?*

Answer: Cost sharing refers to resources that a grantee contributes to the total cost of the grant activity, and it becomes a condition of an award when it is included in the approved grant budget. The cost sharing is encouraged but not mandatory and will not provide any advantage during the evaluation process, furthermore the cost sharing is considered optional and will not impact the evaluation process.