Local Civil Society PAR Enabling Small Grant Facility (SGF)

Clarifications to questions received until 1 October 2020

Questions	Clarifications
1. Having in mind that the Call refers to local organisations and projects on local level is it allowed the project proposal to refer to the whole region (in our case Pelagonia region), if not the overall municipalities in the region, the most of them.	Yes, the project can be focused on more than one municipality i.e. the whole region. There are no limitations in the number of municipalities but you have to bare in mind the period for implementation of the project, the available budget and feasibility of the proposed activities, which will all be taken into account in the evaluation of the project application.
2. Is it preferred for the grantees to conduct their project activities in one or more municipalities?	There is no preference whether the activities should be implemented in one or more municipalities. The applicant is only required to conduct activities at the local level, this could be one or more municipalities. Please keep in mind the period for implementation of the project, the available budget and feasibility of the proposed activities, which will all be taken into account in the evaluation of the project application.
3. Does the number of municipalities included in the project-proposal scope affect the evaluation of proposals? Which is the upper number limit of municipalities that can be included in a project-proposal?	Please refer to clarifications provided in questions 1 and 2.
4. How many municipalities as a minimum does need to be covered by a project in order for it to be approved?	At least one municipality should be covered by the project.
5. We are planning a survey with the citizens and with the local administration, are we allowed to include 2 people from the local organisations and to pay them for their engagement? Also, can we	In the budget subheading local collaborators/associates you can make payments on the contractual basis.

engage a cameramen from a local TV regarding filming personal stories?	
6. What percentage of the Budget can be dedicated for salaries (usually it is 1/3)?	There are no limitations regarding the portion of total cost of the human resources subheading in the total budget. Budget should be realistic and planned in accordance with activities proposed and resources needed for their implementation.
7. Are there any limitations which apply on the share of the individual subheading in the total budget?	Please refer to the clarification provided in question no. 6.
8. What are the administrative costs of the project proposal and how much out of the fund can the staff of the project implementer place into salary costs, in percentage?	Please refer to the clarification provided in question no. 6.
9. Having in mind the eligibility of the project activities and that they should not encompass activities deriving from the regular competences of the municipalities is it possible the project to be focused on a detected problem which is persistent around 10-15 years, can we signalize it as a problem in our project proposal?	Yes, if the municipality all those years has done nothing in that regard, even it is a municipal regular competence, you can elaborate that in your project proposal. The general rule that activities which fall under the regular competences of municipalities refer to the usual tasks of the administration, such as drafting of local strategies and regulations, preparation of the municipal budget, etc.
10. Can we consult the Law on local self-government to avoid overlapping with the municipal competencies?	Yes and if you decide to propose activities in that regard you should elaborate the lack of municipal capacity to cope with the respective problem. Please also consult the reply to question no. 9.
11. Are there limitations in the number of characters in the application	Yes, there are limitations, when you download the application from the website https://www.par-monitor.org/open-call-for-proposals-2021-2022/ you will see that there are limitations. Also, there is one page limitation for the summary.

12. Is the previous experience of the organisation in the area of PAR crucial?	No, although it does represent an asset for you. The alternative for organisations which do not have previous experience in PAR is to submit CVs of persons who will work on the proposed project. Please keep in mind that the application submitted should demonstrate the capacity to realise the project.
13. Are formal partnerships with local media a mandatory project activity?	Establishing formal partnerships with local media is not mandatory. However, cooperation and communication with the media for the purpose of promoting project results is encouraged.
14. Would it be a problem to list a local media entity as a partner within the project-proposal?	The programme is intended for individual CSOs. The applicant should be an individual CSO which is directly responsible for preparing the application. The grant will be awarded to a single CSO which will be directly responsible for project implementation and the budget execution. Therefore, the organisations cannot act together with co-applicants who would implement a portion of the grant funds awarded. The organisation applicant should implement the project on their own. Establishing formal partnerships with local media is not mandatory. However, cooperation and communication with the media for the purpose of promoting project results is encouraged.
15. Is it desirable for the grantees to form partnerships and cooperate with other CSOs from different municipalities?	The programme is intended for individual CSOs. The applicant should be an individual CSO which is directly responsible for preparing the application. The grant will be awarded to a single CSO which will be directly responsible for project implementation and the budget execution. Therefore, it is recommended for the organisations to implement the project on their own.
16. When is the project implementation supposed to start and how many months should it last?	Duration of the awarded grants is between minimum 6 months up to maximum 12 months (section 2. Eligibility, of the CfP). It is expected that the award contracts with selected organisations will be signed in January 2021 and project implementation should start immediately after signing of the contracts.

17. Will the projects start in January 2021?	Expected timeframe for signing the contracts is January 2021. Project implementation should start immediately after signing of the grant contracts.
18. What is the exact deadline for submitting the applications?	The exact deadline is 01 November 2020, 23:59.
19. In case an organisation was already a grantee under the previous WeBER project, to what extent should the new project under WeBER 2.0 represent a continuation of the previous one?	While continuity is always desirable and encouraged, this is not mandatory. This Call is open for all eligible CSOs, regardless whether they received a grant during the first WeBER project or not. In case a former grantee is selected for WeBER 2.0 Small Grant Facility Programme, the new project can represent a continuation of the previous one but should not merely replicate it.
20. Can a previous WeBER 1.0 successful project be continued, deepened and furthermore improved in this CfP?	Please refer to the clarification provided in question no. 19.
21. Is it allowed to replicate a successful project from WeBER 1.0 in another geographical area?	It is allowed to replicate a successful project from the WeBER 1.0 in another geographical area, however, please keep in mind the mandatory activities required by this Call for Proposals. Specifically pay attention when palnning the budget for the new proposal, taking into consideration that the local citizens consultation activity might require more funds for implementation.
22. Should the application documentation include the CV of the organisation's director or CVs of organisation members/staff who will paticipate in the project?	It is recommended to send the CVs of people who will participate in project implementation. However, sometimes it happens that the directors of the organisations themselves are the staff proposed to work on the project, that's why either the CV of director or the CV of the staff who will work on the action can be submitted. Please keep in mind that the application submitted should demonstrate the capacity to realise the project.
23. Is it sufficient to only deliver a CV of the director and the organization coordinator, without including the project referencing?	Previous experience in PAR is not mandatory, although it will represent an asset for you. The alternative for organisations which do not have previous experience in PAR is to submit CVs of persons who will work on the

		proposed project. Please keep in mind that the application submitted should demonstrate the capacity to realise the project. It is recommended to send the CVs of people who will participate in project implementation. However, sometimes it happens that the directors of the organisations themselves are the staff proposed to work on the project, that's why either the CV of director or the CV of the staff who will work on the action can be submitted.
24.	Regarding the submission of "staff CVs or 3 organizational references", can the organization submit a mix of staff CVs and organizational references, altogether making 3 references? (for example a mix of 2 staff CV-s and 1 organizational reference). Please notice that due to the overall grant value, we cannot engage big staffs.	Yes, this is acceptable.
25.	Are local level citizen consultations a mandatory activity?	Local level citizen consultations, alongside research and analytical activities for monitoring PAR at local level, are mandatory and should be outlined in the project proposal, as well as in the budget. Please consult the following sources related to citizens' consultations, also listed in the section 4. Eligible activities of the CfP: • https://www.par-monitor.org/workshop-on-citizen-engagement-through-consultations/ • https://www.epc.eu/en/Publications/The-European-Citizens-Consult~267d84
26.	In what way will the obligatory activity ''citizen consultations on a local level'' be implemented, and how to place it in the application form?	Please consult the following sources related to citizens' consultations, also listed in the section 4. Eligible activities of the CfP: • https://www.par-monitor.org/workshop-on-citizen-engagement-through-consultations/

		• https://www.epc.eu/en/Publications/The-European-Citizens-Consult~267d84
		The sources will assist you in designing the citizen consultation activity for your project proposal and choosing the approprate form of consultation with citizens. The consultation has to be implemented at local level and in line with the monitoring activities which you plan to conduct through the grant. The grant provider (e.g. WeBER 2.0 country Researcher) will mentor the grantee when it comes to implementation of the consultation activity and provide additional guidelines, but the activity has to be included in the proposal and envisaged by the budget.
27. Are the engagement/animation of citizens in the regional online citizen campaign and filming of personal stories on PAR mandatory activities?		Citizen engagement/ animation on PAR for the purpose of the regional online citizen campaign and filming of personal video stories are activities which will be among the contractual obligations of all grantees. They do not need to necessarily make part of the core design of your project proposal, but their implementation should be foreseen in the proposal and a rough budget for their implementation can be included. The costs for the implementation of these activities can include, for example, fees for volunteers for animation of citizens or rental of a camera to film the raw footage for the personal stories (in case the applicant organisation does not have a solid quality camera or a smart phone with a good camera at its disposal). We expect that these will be minor costs within the proposed project budgets. The details of the implementation of both activities will be provided to the selected applicants and will be made part of the grant contracts and therefore no particular description for these activities is needed in the project application. Importantly, the proposed projects will NOT be assessed on the basis of the proposals made in relation to these two activities. The online regional citizen campaign is one of the activities of the WeBER 2.0 project which will be coordinated and implemented by the TEN

28. How can we program activities regarding the mandatory participation of citizens in the regional online citizens' campaign, if the call itself clarifies that information regarding the implementation of this particular mandatory activity will be provided by the grant provider after the approved grant? Could it be possible to provide potential applicant with a general information of the regional online citizens' campaign the sooner the possible?	Please refer to the clarification provided in question no. 27.
29. Who will provide for the organizations' costs of the regional online citizens' campaign? Who will host the online meetings? Should CSOs foresee translation costs regarding these activities?	Please refer to the clarification provided in question no. 27.
30. Can you provide more information on the "filming personal stories" activity?	Please refer to the clarification provided in question no. 27.
31. In what way will the obligatory activity ''recording of personal stories on PAR that will serve as a material for video production'' be implemented, and how to place it in the application form?	Please refer to the clarification provided in question no. 27.
32. In the application material, recording personal stories about public administration reform is listed as a mandatory activity. Do the stories refer to recording the stories of citizens or local government employees?	The stories should refer to the citizens. Citizen engagement/ animation on PAR for the purpose of the regional online citizen campaign and filming of personal video stories are activities which will be among the contractual obligations of all grantees. They do not need to necessarily make part of the core design of your project proposal, but their implementation should be foreseen in the proposal and a rough budget for their implementation can be included. The costs for the implementation of these activities can include, for example, fees for volunteers for animation of citizens or rental

		of a camera to film the raw footage for the personal stories (in case the applicant organisation does not have a solid quality camera or a smart phone with a good camera at its disposal). We expect that these will be minor costs within the proposed project budgets. The details of the implementation of both activities will be provided to the selected applicants and will be made part of the grant contracts and therefore no particular description for these activities is needed in the project application. Importantly, the proposed projects will NOT be assessed on the basis of the proposals made in relation to these two activities. The online regional citizen campaign is one of the activities of the WeBER 2.0 project which will be coordinated and implemented by the TEN organisations (grant providers) in the parallel time with period of the small grants implementation. Considering that the regional citizens campaign will be implemented during the time of small grants implementation, awarded grantees will receive exact guidelines on their participation in the campaign from the grant providers.
33.	It is stated that mandatory activities to be found in project proposals are consultation with citizens, recording personal stories about public administration reform and encouraging citizens to participate in the regional civic Internet campaign. Are all three of these activities mandatory? Does the project have to include all three activities or is one of them mandatory.	Local level citizen consultations, alongside research and analytical activities for monitoring PAR at local level, are mandatory and should be outlined in the project proposal, as well as in the budget. Please consult the following sources related to citizens' consultations, also listed in the section 4. Eligible activities of the CfP: • https://www.par-monitor.org/workshop-on-citizen-engagement-through-consultations/ • https://www.epc.eu/en/Publications/The-European-Citizens-Consult~267d84 Citizen engagement/ animation on PAR for the purpose of the regional online citizen campaign and filming of personal video stories are activities which will be among the contractual obligations of all grantees. They do

	not need to necessarily make part of the core design of your project proposal, but their implementation should be foreseen in the proposal and a rough budget for their implementation can be included. The costs for the implementation of these activities can include, for example, fees for volunteers for animation of citizens or rental of a camera to film the raw footage for the personal stories (in case the applicant organisation does not have a solid quality camera or a smart phone with a good camera at its disposal). We expect that these will be minor costs within the proposed project budgets. The details of the implementation of both activities will be provided to the selected applicants and will be made part of the grant contracts and therefore no particular description for these activities is needed in the project application. Importantly, the proposed projects will NOT be assessed on the basis of the proposals made in relation to these two activities. The online regional citizen campaign is one of the activities of the WeBER 2.0 project which will be coordinated and implemented by the TEN organisations (grant providers) in the parallel time with period of the small grants implementation. Considering that the regional citizens campaign will be implemented during the time of small grants implementation, awarded grantees will receive exact guidelines on their participation in the campaign from the grant providers.
34. Can you explain us in which ways we could foster citizen engagement in the project?	There are mandatory activities which should be included in the project proposal related to fostering citizen engagement: 1) local citizens consultations, 2) Citizen engagement/ animation on PAR for the purpose of the regional online citizen campaign and filming of personal video stories. Please refer to the clarifications provided in questions no. 27 and 32.
35. How should funds for promotional activities be planned and budgeted, i.e. cooperation with the media?	It depends on the specific activity that is outlined in the project proposal. Cooperation with the media is not a central activity. Besides conducting the monitoring work at local level, promotion of the monitoring results can be

		implemented online, on television, radio etc. There are no requirements for conducting a specific kind of promotional activity, but each applicant has the responsibility to promote project activities and results in their local community. If an organisation possesses the ability to do it, the activity can be included in the project proposal and the budget, if additional resources are necessary for such activities.
36.	Should the VAT be included in the budget plan?	The budget proposal should be designed according to the information that all payments made through the project must be VAT exempt. The Small Grant Facility of the WeBER 2.0 project, as well as the WeBER 2.0 project are financed by the EU. Therefore, VAT should not be included in the budget plan.
37.	What is the procedure regarding VAT exemption? Could you support us (help us) with this VAT exemption procedure?	Post-award procedures will be discussed after the contract signing at a special workshop dedicated to procedures and rules for grant implementation. The workshop will be organised by the grant provider.
38.	Are the grantees obliged to co-finance the project in case there is a difference between the total budget planned and the maximum grant amount?	An applicant is applying for 100% of funding and will be receiving an amount that covers all costs envisaged by the budget plan (up to 8000 EUR). The exact amount of each individual grant will be determined based on the proposed budget and taking into account the principles of economy, efficiency and effectiveness. Proposed projects should not have budgets higher than 8000EUR.
39.	At the human resources section, are the employees supposed to be in the organisation's payroll?	Human resources engaged for the grant implementation have to be contracted in a proper manner in order to justify payments from the grant. They could either already be on the organisation's payroll (annex to the already existing work contract should be made stating the specificities of the grant) or new staff can be engaged (followed by proper contracting procedure). All forms of contracting of employees and other individuals which are foreseen in the national legal framework are acceptable (e.g. service contracts, authorship contracts, etc), provided that they are correctly applied by the grantee.

40. How should activities be ordered within the budget line?	Each activity planned through the project proposal reqiures certain resources in order to be successfully implemented (human resources, travel, event costs, office costs etc.). Please take into account all costs related to grant implementation and assign them to appropriate budget subheadings in the budget template (Annex 2 of the Application).
41. Will people employed for certain events be listed under the "activities" tab?	All human resources required for implementation of project activities should be budgeted under budget section „Human resources" and in accordance with planned activities. When it comes to engaging short-term external experts to work on the project implementation, if such costs are foreseen by the project budget, they should be placed under the budget section "Other costs and services".
42. Does the proposal need to be in English or in Albanian?	Application can be submitted in one of the official languages of the country within which an applicant is applying for a grant, except for the Annex 3_Summary of the project which must be submitted in English.
43. Which language should be used for writing the project proposal?	Please refer to the clarification provided in question no. 42.
44. Can the country project implementing partner (IDM) submit an organizational reference for a CSO applicant with whom it has collaborated previously in other similar projects?	Whereas we do not require submission of evidence for the refenrences included with the application, each reference should be verifiable through appropriate contracts and deliverables. A reference should comprise basic information on the project implemented by the applicant (title, total cost, timeframe, donor, main results etc.) and be submitted in the tabular or narrative form. Therefore, a reference does not mean a letter of recommendation or certification of an implemented project.
45. Can the country project implementing partner (IDM) submit an organizational reference to WeBER 1.0 grant holders who intend to reapply for this call?	Please refer to the clarification provided in question no. 44.

46. Can previous references from earlier this year be used? What is the time limit of an eligible reference?	A reference should comprise basic information on the project implemented by the applicant (title, total cost, timeframe, donor, main results etc.) and be submitted in the tabular or narrative form. Projects used to refer to the applicant's experience should be implemented in last 4 years.
47. Speaking on behalf of an organization which received a grant from WeBER 1.0, does WeBER 2.0's ISG has a strategic approach to favour those organisations which have experience with WeBER and more likely natured projects? Or WeBER 2.0 would like to expand its collaboration with less experienced CSOs?	Organisations which were awarded grants through the Small Grants Facility implemented under the WeBER 1 project will not be favoured in the process of evaluation of recieved applications through the WeBER 2.0 Small Grant Facility. Local and grassroot CSOs are encouraged to apply. Applications received will be evaluated based on the evaluation criteria listed under section 6. Evaluation criteria in the CfP.
48. Are former employees of WeBER platform members eligible to apply for the CfP under a different or newly established CSO?	All CSOs which fulfill crtiteria listed under section 2. Eligbility of the CfP are encouraged to apply. Individuals are not eligible to apply under this CfP.
49. Is there a restriction on how much the organization's overall budget was in the previous year to be able to apply for this competition?	No, there is no such restriction.
50. Is the production of a publication obligatory? We see that it is stated that in addition to the video material, one of the results of the analysis and publications is at the end.	CSO which applies for grant under this CfP is free to choose the most appropriate way to present the results of their monitoring activity at local level.
51. Regarding our material, we have previously monitored citizen participation in decision-making at the local level. Would that be adequate evidence for the evaluation committee in terms of relevance?	Previous experience of the applicant should be adequatly explained in the reference section of the application. While the new project can represent a continuity of the previous one, it should not merely replicate it.
52. Will grants be paid in stages and will we have an obligation to report periodically on the project?	Yes, the grant will be disbursed in installments and the grantee will be obliged by the contract to report periodically to the grant provider.
53. One of the conditions is that the organization can prove that its work is focused on one or more municipalities. Since we are a national organization operating at the state level, but also	Even though the local and grassrott CSOs are encouraged to apply to this CfP, CSOs operating at national level, which meet the eligibility criteria and have track record in implementing projects at local level are not restricted from applying.

implementing projects at the local level, does this territorial character limit us from applying?	
54. Does the credibility of an application decreases if the organization is not strictly involved in the public administration reform (PAR) area?	No, not necessary. Try to find thematic areas related to PAR through your other projects. For example, if an organisation works on gender equality issues, those can be relevant for mainstreaming of gender equality in public policy development or in the civil service legislation. Previous experience in PAR is not mandatory, although it will represent an asset for you. The alternative for organisations which do not have previous experience in PAR is to submit CVs of persons who will work on the proposed project. Please keep in mind that the application submitted should demonstrate the capacity to realise the project.