

Matching funds grant scheme

Guidelines for applicants

Deadline for submission of full application:

18th April 2023

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1. Support to the promotion of civil society regional action in the Western Balkans

1.1. Background

The Western Balkans is a geographical area that includes: Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, North Macedonia, and Serbia, collectively known as the Western Balkans or WB6 Region. In this document these geographical names are also used as abbreviations for the constitutional names of the Western Balkans Fund (WBF) Contracting Parties. A major challenge facing the WB6 region is the need of boosting regional cooperation which can positively impact regional stability and the well-being of citizens and societies. To address this, efforts are being made to strengthen regional cooperation, with the ultimate goal of eventually joining the European Union.

The establishment of the Western Balkans Fund (WBF) has marked a new era of cooperation in the WB6 region at the highest institutional level. The Agreement for the creation of WBF, signed on Contracting Parties' behalf by the Ministers of Foreign Affairs in November 2015 became operational in October 2017. To date, as part of the WBF activities, five calls for proposals have been launched and four of them have been successfully implemented in the region. These Guidelines pertain to a new Call for Proposal under a new grants' mechanism, the WBF MOVE Grants which includes Mobility and Matching funds.

The WBF annual grant-making practice has been very successful but it has also shown how the demand for regional cooperation vastly exceeds the funding opportunities provided by the Fund. Through the diversification of its grant-making, **WBF aims to fill some of these gaps and meet more of the growing appetite for people-to-people links, by providing additional opportunities for funding beyond the annual calls.** This will enable the Fund to support various actors engaging in regional exchange and cooperation, to pursue meaningful opportunities and respond to the demands of civil society and constituents in the Western Balkans.

WBF MOVE Grants provides meaningful and consistent access to tailored support programs to civil society and other relevant actors who engage in regional collaboration, to strengthen the regional social infrastructure for cross-border people-to-people cooperation and advance regional interdependence, thus contributing to reconciliation, peace, and stability in the Western Balkans. Considering that **WBF MOVE Grants are complementary to annual calls**, more accessible to actors' needs, **it will be positioned as a grant mechanism which will be running three times per year, creating a timely structure that helps all eligible actors to plan their activities and apply when support is needed.**

Matching funds grant scheme is one of the WBF MOVE Grants instruments, with the focus on supporting the project initiatives in the Western Balkans, and providing assistance needed to amplify regional cooperation dimension. This scheme is open for organizations and will provide matching funds for existing and/or planned project, with the potential to boost the regional cooperation.

These guidelines are intended to inform potential applicants about the rules of the Matching Grant scheme and guide them through the process of preparing and submitting their proposals.

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of independence.

1.2. Objectives and areas of intervention

The main purpose of the Matching Grant Mechanism is to provide financial support to ensure additional funds for a **running or planned** project or activity to match their own funds or funds ensured by other donors.

These types of grants aim at **complementing, enhancing or strengthening** the organization's capacity to upscale from local to regional, ensure additional results or strengthen impact at regional level of a certain running or existing project/activity.

In its effort to support relevant regional projects, initiatives or activities, WBF shall provide **matching funds** for organizations active in the WB region whose actions contribute to boosting regional cooperation and people to people links.

The **priority areas of interventions** of this Call for Proposal are the following ones:

- Arts & Culture
- Education and scientific exchange
- Media
- Environmental protection & Climate change
- Economic development & Digital innovations
- Peacebuilding
- Sports

The proposed projects (also known as 'project proposals' or 'projects') should align with at least one of the above areas of intervention and also **mainstream cross-cutting issues such as gender equality, social inclusion, non-discrimination and the overall promotion of human rights**. It is important to note that mainstreaming cross-cutting issues will be scored in the evaluation methodology of this Call for Proposals, as outlined in Section 2.3.

1.3. Financial allocation provided by the Contracting Authority

The overall budget available for the MOVE Grant scheme for 2023 is EUR 210,000² which will be allocated for Mobility and Matching grants. The Contracting Authority, reserves the right to not award all of the funds or cancel the grant if the quality or number of proposals received is not sufficient.

The grants will be balanced in terms of distribution among the six Western Balkans Contracting Parties.

Size of grants

The WBF will support grant funding requests for financial support up to 50% of the total eligible costs of the proposed action. The maximum grant amount that can be requested under this Call for Proposals is EUR 10,000.

² The total amount may be subject to changes depending on availability of funds and good quality of project proposals.

1.4. Target groups and beneficiaries

The Matching Funds Grant scheme targets organizations from various sectors such as:

- Civil Society Organizations (CSOs)
- Media, educational and academic institutions
- Artistic, cultural and sports organizations
- Business support associations

2. RULES FOR THIS CALL FOR PROPOSALS

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) The actors:

- The **“lead applicant”**, the legal entity submitting the application form (2.1.1),
- The **“co-applicants”** (where it is not specified otherwise the lead applicant and its co-applicants are hereinafter jointly referred as ‘applicants’) (2.1.1),

(2) The actions:

- Actions for which a grant may be awarded (2.1.2)

(3) The costs:

- Types of cost that may be taken into account in determining the amount of the grant (2.1.3).

The eligibility of project proposals will be evaluated against the criteria outlined in the guidelines.

2.1.1. Eligibility of applicants

Lead applicant

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

- be a legal person, **and**
- be established in one or more of the following Contracting Parties of the WBF (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia), **and**
- be non-profit organization; applications from for-profit organization could be considered only if they are not related to the commercial activities, **and**
- be a specific type of organization from one of the following types of organizations:

- A Civil Society Organization³ (CSO/NGO)⁴ active in areas of human rights, peacebuilding, youth, environmental protection, media literacy, and grassroots civic activism, **and**
- An educational institution such as university/faculty⁵, school, institute, library, researchcenter, academy of science/music/arts, **and**
- Media outlets and journalists' associations, **and**
- An institution of culture or sports such as museums, art galleries, theatres, libraries, or associations of cultural institutions, sport clubs and associations, etc.,
- A business association such as: association of enterprises, agriculture association, chamber of commerce, tourism association, etc.

The above list is not exhaustive, other type of institutions may be considered eligible, as long as they meet the first three criteria specified above.

- Directly responsible for the preparation and management of the project and the relevant activities in collaboration with the project co-applicants (also defined in this document as project partners), and not acting as an intermediary.
- Not to be in any of the exclusion situations, listed below.

Exclusion situations

Potential applicants may not be able to apply for these grants or receive funding if:

- They are bankrupt or having their affairs administered by the courts, have entered into an arrangement with creditors, or have suspended/stopped business operations.
- They are not in compliance with their obligations relating to the payment of social security contributions and/or the payment of any taxes in accordance with the legal provisions of the Contracting Party in which they are established.
- They are not following the legal requirements for paying social security contributions and/or taxes in the Contracting Party where they are based.
- They, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity.
- They are directly involved in political campaigning.

³ Clarification: An organisation's must be established under the national law and its seat is located in one of WBF contracting parties;

⁴ It should be noted that the operational activity of the CSO is not limited and organizations that have been operational for less than two years can apply, as long as they have a good track record.

⁵ Privately owned universities can also apply for this funding opportunity, but their projects should not be for the purpose of generating profit. Universities can also apply on the level of faculties.

- They only serve religious purposes.

In Annex C (Declaration by the Lead Applicant), the applicant must declare that the Lead Applicant itself, and the co-applicants are not in any of these situations.

The lead applicant may apply with one or more co-applicants. The eligibility criteria outlined above apply to both the lead applicant and the co-applicants.

If awarded the grant contract, the lead applicant will become the grant beneficiary and be identified as the coordinator. The coordinator is the main interlocutor for the Contracting Authority and is responsible for representing and acting on behalf of any other co-beneficiary (if any) and coordinating the design and implementation of the action, as well as reporting.

Partnership

Organizational partnerships consist of a lead applicant and one or more co-applicants also known as project partners. These partners must come from different Contracting Parties than the one Lead Applicant comes from. When two or more organizations from different Contracting Parties are involved in the action, it will be additionally scored in the evaluation process.

Co-applicants

Co-applicants (also referred as 'project partners') play a significant role in designing and implementing the project, but they may not incur expenses similar to those incurred by the lead applicant. The role of lead applicant and co-applicants (project partners) must be clearly defined and outlined in the project application form.

The lead applicant is responsible for managing the funds and submitting the reports on expenditures.

2.1.2. Eligible actions: action for which an application may be made

Definition: A project consists of one or a set of activities, part of an existing or planned project/activity, which has already secured at least 50% of the total budget required for its specific implementation.

Duration: The duration of the WBF funded project must not **exceed 6 months**. Applicants may apply within the frame of an existing/planned project which last longer, but the WBF funded activity should be limited to 6 months as indicated. The proposed action should be submitted at least three months prior to the planned start of the project (activity/initiative) which shall be supported from WBF.

Location: The activities must take place within the WB6 region. In exceptional cases, where the promotion of highly effective models of regional cooperation is concerned, the location of activities within the European Union might be considered, by only with a well-elaborated justification.

Regional cooperation: Each WBF funded project must demonstrate clear regional relevance and involve active participation from at least two WBF Contracting parties. The inclusion of more than two Contracting Parties shall be favorably evaluated as outlined in Section 2.3 of the Grant Mechanism.

Types of projects which may be financed under this call (the list is non-exhaustive): The Matching grant scheme is designed to support the scaling up of local initiatives to the regional level, add value, and enhance the impact of projects/activities with regional relevance. It aims to promote development, growth and extension, capacity building, regional exchanges and improvement in all related areas.

The WBF requested fund for matching cannot be used for complementing any other WBF ongoing funded projects.

Types of activities: The possible types of indicative activities that may be financed under this call include:

- High-level events, awareness raising, advocacy and communication activities;
- Development and presentations of papers, studies, analysis, surveys, research work, articles, documentaries, films, books, other creative artistic and cultural works;
- Community building and exchange of best practices;
- Study visits;
- Capacity building activities such as trainings, formation courses, and academies;
- Establishment or strengthening of partnerships with regional relevance;
- Organization of summer or winter professional, educational or sports camps;
- Organization of championships, competitions, marathons, or other activities which promote sports, scientific or education;
- Organization of fairs, promotional activities for regional originated products or services;

In more specific thematic terms, activities might be conceptualized along the lines of following examples (list is not exhaustive):

Arts & Culture

- Artistic fairs and music festivals
- Peer-exchange events for arts and culture management professionals to discuss regional cooperation.
- Regional/International cultural collaborations in order to inspire new and innovative approaches to regional/international collaborations in the time of restricted mobility. These collaborations may involve cross-sectional themes between arts/culture and sustainability & climate change, technology, economy, public health etc;
- Raise awareness of the significance and contribution of artists & the arts in bringing people together and nurturing positive social change

Education and scientific exchange

- Event with academic lecturers to discuss regional curricula on topics of interest (history, anthropology, sustainable development, cultural similarities, etc.);
- Peer-exchange events for academic researchers to present their work on regional topics of interest and raise awareness among the regional experts.
- Projects designed to develop and share innovative practices and promote cooperation, peer learning, and exchanges of experiences in the fields of education, training, and youth.
- Regional capacity-building projects based on partnerships, primarily between education institutions from the WB6 region
- Efforts to modernize and increase access to education, address the challenges facing education institutions and systems that will increase cooperation within the WB6 region.

Media

- Development and presentation of cross-border journalism;
- Studies on the socio economic or related issues in Contracting parties;
- Promote the work and advancing the role of women journalists across the region;
- Promote next generation of journalists from underrepresented backgrounds;
- Advance transparency and diversity in the news media;
- Support the development of documentary pieces.

Environmental protection & Climate change

- Surveys conducted to gauge environmental awareness among Contracting Parties facing common environmental issues;
- Hosting environmental awareness raising events and fostering cross-border grassroots gatherings.

Economic development & digital innovations

- Support events aimed at removing barriers for increased women participation in regional business cooperation;
- Organizing study visits for representatives of business support associations to regional centers of excellence in business innovations, with a focus on environmentally friendly technologies;
- Support joint activities among Innovation Hubs around the region as a tool to promote talents within and beyond WB6 region;

Peacebuilding

- Hosting regional events focused on peace education and regional cooperation;
- Implementing activities to showcase effective models of youth activism in one of the Contracting Parties;
- Support conflict-inflicted environments build relationships across difference, and overcome prejudice, stereotyping, hatred and fear.

Sports

- Organizing regional sport competitions;
- Hosting peer-exchange events for sports associations;
- Develop and implement joint activities to promote (among others) sport and physical activity;
- Support sport activities and policies in as a vehicle to promote values as well as an educational tool to promote the personal and social development of individuals and build more cohesive communities within the WB6 region.

The following types of action are ineligible:

- Individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Individual scholarships for studies or training courses;
- Actions covered by WBF annual calls for proposals;
- Actions lacking regional exchange and cooperation component.

Financial support to third parties is not allowed under this call for proposal. Applicants **are not permitted to provide sub-granting** to other parties.

Visibility: Every action must include at least one public outreach event, which would aim to engage all project beneficiaries, and promote the results of the action as well as acknowledge the support under the WBF regional cooperation framework. This might include joint press event and/or creative presentation of outputs developed under the action (e.g. poster, essay, theatrical performance, social and traditional media content, research brief, testimonials of participants in the form of a blog).

Number of applications and grants that could be awarded to lead applicant and co-applicants

Organizations may submit one application per each call for proposals. The lead applicant may only be a co-applicant in another application at the same time and may only be awarded one grant under the call for proposals for 2023.

A co-applicant may only be co-applicant in two applications under this call for proposals and can only benefit a maximum of one grant. If these requirements are not met, the application(s) will be rejected.

2.1.3. Eligibility of costs: costs that can be included

To be eligible under this call for proposals, eligible costs must meet all the following criteria:

- **They are incurred during the implementation of the action.** They should be paid before the submission of the final reports.
- **They are indicated in the estimated overall budget for the action.**
- **They are necessary for the implementation of the action.**
- **They are identifiable and verifiable**, and recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies).
- **They comply with the requirements of applicable tax and social legislation.**
- **They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.**

Only eligible costs can be covered by a grant. The categories of costs that are eligible and non-eligible areas are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs will be based on actual costs incurred during the project and based upon the reports and accompanying documentation submitted by the lead applicant, as solely responsible for the management of funds.

The grant disbursement for selected proposals by organizations or individuals:

1. 80% as pre-payment upon submission of required documents and signing of grant contract.
2. 20% balance disbursed after submitting required final documents (as per Grant contract template).

A well-planned budget shall be simple and realistic and include approximations of the project's future expenditures in EUR (€) based on real costs in the market. All budget costs have to be eligible costs, and ONLY the costs presented in the budget will be considered for financing. Detailed project costs together with financing sources have to be presented in Annex B [budget form].

The amount of the awarded grant cannot be increased. Applicants are recommended to use the average exchange rates from national bank at time of application preparation.

Eligible direct costs

When planning the budget, it is important to adhere to the list of eligible cost categories, which are tailored to the specific focus of the Matching funds grant scheme:

- Consultancy fees;
- Rent of premises and related technical services (conferences, seminars);
- Costs of consumables specifically dedicated to the action.
- Costs of services and supplies awarded by the beneficiary(ies) for the purposes of the action.
- Translation, interpreters;
- Project services/supplies costs related to the action;
- Travel, health insurance and visa costs (if applicable);
- Accommodation costs;
- Allowances costs;
- Bank charges;
- Visibility costs (production, printing, publishing and the promotion of media and graphic content, visibility material).

The list of eligible cost categories applies also to the matching funds provided by the Lead Applicant. It is important to note that eligible costs must comply with the rules of WBF in regard to financial estimations and maximum cost ceilings as indicated in the budget form (Annex B) of the application.

Contingency reserve

The budget may include a contingency reserve not exceeding 7% of the estimated direct eligible costs.

Ineligible costs

The following costs cannot be covered by the WBF Matching funds grant:

- Staff costs.
- Equipment and supplies depreciation, rental or leasing costs.
- Volunteers work.
- Project office costs.
- Pre-contract signatures costs incurred by the applicant.
- Tangible and intangible assets (for example purchase of certain equipment or property)
- Beneficiary's own indirect costs (for example utilities, central telephone bills)
- Beneficiary internal costs (rent of one's own premises, salaries or financial remuneration of employees (or any expenses related employment based on the labor code, including allowances and part-time work, per-diems, Performance-based bonuses included in costs of staff etc.)
- Debts and debt service charges (interest).
- Provisions for losses or potential liabilities.
- In-kind contributions (except volunteers' work).
- Costs funded by another European Union action.
- Currency exchange losses.
- Credit to third parties.
- Beneficiary's activities aimed at profit making activities
- Beneficiary's activities those are directly affiliated with or supportive of political parties.

- Fines, penalties and litigation expenses.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. *Where and how to send full applications*

Lead applicants are invited to submit a full application, in the English language, by using the Online Grant Management System (OGMS). The OGMS is designed to make the application process easier and user-friendly. The online system will provide detailed information about the Annexes which are included in the system (Annex A, B and C).

A full application includes the following documents:

Annex A. Application form

Annex B. Budget

Annex C – Declaration by the Lead Applicant signed and stamped.

The full application must be submitted electronically through the designated webpage of the OGMS. Applications sent by any other means, such as fax, mail or email will not be accepted and will be rejected.

After submitting the full application online, the lead applicant will receive an email confirming that their application has been received. The email will also include a link to a survey that the Lead Applicant must complete. If the confirmation email is not received within 48 hours, the applicant should contact the WBF by email at WBFapplications@westernbalkansfund.org.

It is important to note that incomplete applications may be rejected, and hand-written applications will not be accepted.

2.2.2. *Deadline for submission of full applications*

Applications can be submitted three times per year during the specific application periods. The online system will open on the March 15th, June 1st, and October 1st, and will remain open for a period of 30 calendar days.

Applications that do not meet the eligibility requirements will be automatically rejected by the online system.

2.3. EVALUATION AND SELECTION OF PROJECT PROPOSALS

The Matching funds Grant Mechanism will open for applications three times a year, on March 15th, June 1st, and October 1st and will remain open for a period of 30 calendar days. The decision on the selected applications will be announced within 40 days after the application deadline.

Applications will be evaluated by the WBF with the potential assistance of external assessors. The final decision on the awarded projects will be made by the WBF Council of Senior Officials and endorsed by the WBF Conference of Ministers of Foreign Affairs.

All applications will be evaluated according to the criteria and steps outlined in this Section. If the application does not meet the eligibility criteria outlined in Section 2.1, it may be rejected without further evaluation.

STEP 1: Opening and Administrative and eligibility checks

During the opening, administrative and eligibility checks the following will be assessed:

- i. If the project proposal is compliant with the eligibility criteria outlined in the Chapter 2.1 of the guidelines.
- ii. If any requested information or documents are missing or incorrect, the application will be rejected and not evaluated further.

STEP 2 – Technical evaluation

The project applications that have successfully passed the administrative and eligibility checks will be evaluated on the relevance and design of the proposed action. The evaluation will be based on criteria outlined in the evaluation grid, with applications receiving a score out of 80 as presented below.

Name of the project:			
Project number:			
Evaluator			
Scoring sections:	Specific Criteria: (up to 5 points per criteria)	Score 1- 5	Justification
Relevance of the project: (up to 20 points) (Please refer mainly to the 'Relevance of the project' section, but not limited)	The project effectively addresses a well-defined topic and explains it clearly		
	The project contributes to the objective of the call and addresses at least one of the designated priority areas		
	The project includes upscaling of activity/ies from local to regional dimension, and provides an added value at regional level with the potential to ensure a wider impact		
	The project is relevant and clearly contributes to the mission and objectives of WBF		
Quality of the project and sustainability (up to 20 points) (Please refer mainly to the 'Description of the project' section, but not limited)	The project' outputs and deliverables are selected and can be linked to specific activities, allowing for easy measurement and verification		
	The project includes specific and clear activities that directly contribute to the achievement of the defined outputs and deliverables		
	Activities are feasible and can be implemented within the timeline proposed in the project		
	The project has mainstreamed cross-cutting issues such as gender equality, social inclusion, non-discrimination, and the overall promotion of human rights		
Budget and cost-effectiveness of the action (up to 10 points) (Please refer mainly to the 'Budget' section, but not limited)	The budget costs are eligible, essential, feasible and justified, and estimated to the value of up to 50% of the total project budget		
	The planned resources are necessary and sufficient to achieve the projected results of the project.		
Partnership (up to 10 points)	The quality and the geographical scope (i.e. the number of Contracting parties involved) of the project partnership contributes to the		

(Please refer mainly to the Section 1, 2, 3, 5, but not limited)	objectives of the Call and the priorities of WBF.		
	The roles of project's partners are clear and relevant to the project.		
Follow-up (Sustainability component) of the project (10 points)	The project has the potential to be sustainable and have a continuation at regional level and/or become a good practice/model of cooperation at regional level		
	The project includes follow-up activities that ensures the sharing of the results.		
Visibility (up to 10 points) (Please refer mainly to the 'Visibility and dissemination plan' section, but not limited)	The visibility objectives are specific and achievable.		
	The applicant utilizes a diverse range of visibility and communication tools, channels, and platforms. The proposed visibility plan is of high quality and has the potential for widespread dissemination and a positive impact in the region.		

Applications that received a score less than 50 points on the ranking list, will not be recommended for funding by the Evaluation Committee.

STEP 3 – Verification of additional documentation for provisionally selected applicants (including partners (if any))

The Contracting Authority will further verify additional documentation of the applicants that have been provisionally selected based on their score and the budget available for this call for proposals.

In order to confirm that the applicant and the partners are eligible, the shortlisted applicants will be asked to submit the following documents to WBF:

- Statute of the organization and registration of the Lead applicant;
- A copy of the lead applicant's latest financial statement;
- Legal entity sheet (Annex D of these guidelines) duly completed and signed by the lead applicant and (if any) by each co-applicant;
- A copy of the partnership agreement;
- Any supporting document that shall prove that the applicant had secured the pledged funds (at least 50% of the overall budget):
 - other project and its official budget (signed and stamped);
 - grant contract and/or letter of support from the donor;
 - Commitment letter by the applicants confirming that they have secured pledged funds through another project, with the references to the donor, title of the project, total budget, grant contract reference number).

The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.

The eligibility of applicants will be verified according to the criteria set out in Sections 2.1.1 and 2.1.2.

If the application is rejected, it will be replaced by the next best application on the list that fits within the budget for this call for proposals. Please refer to the provisions of Section 1.3 above for more information.

The final decision on awarding the grants will be made by the WBF Council of Senior Officials, who will consider the recommendations of the WBF Evaluation Committee after they have verified the supporting documents.

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. Content of the decision

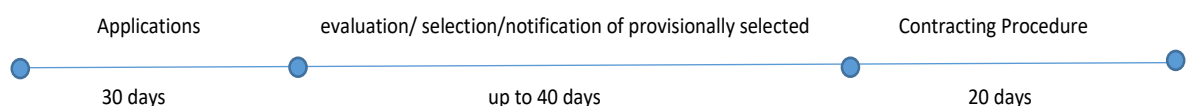
The applicant will be notified in writing, via email, by the Contracting Authority on the decision regarding their application.

If an applicant believes that an irregularity occurred during the grant application/evaluation process, they may file a complaint within 7 calendar days from the receipt of the notification. Complaint should be made via e-mail, and it should provide the arguments related to the contested quality of the evaluation and/or procedural omissions. The Contracting Authority would review the complaint and provide an official response within 10 working days upon receipt of the complaint.

2.4.2. Indicative timetable

Applicants will be notified of the outcome of their application, whether approved or denied, no later than 40 calendar days after the deadline of the call. The grant contract must be signed within 20 days of the notification of the award decision, and the project must commence on the day following the signing of the contract.

	DATE	TIME
Opening of the application system	March 15 th , June 1 st , and October 1 st	Up to 30 calendar days
Evaluation of applications / Selection / Notification of Information provisionally selected applicants	April 15 th , July 1 st , and November 1 st	Up to 40 calendar days
Contracting procedure	May, August and December	Up to 20 calendar days



All times are in the time zone of the Contracting Authority. Please refer to calendar days. This indicative timetable is an estimation and may be updated by the Contracting Authority during the implementation. In such cases, the updated timetable will be published on the WBF website <https://westernbalkansfund.org/>.