**FIRST CALL FOR APPLICATIONS FOR GRANTS 2018**

**Guidelines for applicants**

**Final deadline: 18th of April 2018, 00:00**

1. **Introduction**

This call for applications for grants is launched by the project Culture for Change, funded by the European Union, managed by the European Union Office in Kosovo and implemented by Qendra Multimedia and Goethe-Institut. The aim of the project is to strengthen the development of cultural sector in Kosovo by supporting sustainable cultural projects and activities of cultural organizations and artists, who promote creativity, social inclusion and local and international cultural cooperation.

Culture for Change project started in January 2018 and includes a range of activities that will be implemented during a three-year period in the sector of culture and education in Kosovo.

This Call has 3 Lots and each applicant can apply in one of the Lots.

**Lot 1:** Support to existing or new bigger cultural projects, platforms and initiatives, organised in Kosovo. involving a range of public activities. The maximum funding for this lot is 20,000 EUR.

**Lot 2:** Support to existing or new cultural projects, platforms and initiatives of medium scope, organised in Kosovo, involving one or more public activities. The maximum funding for this lot is 10,000 EUR.

**Lot 3**: Support to smaller cultural projects and initiatives organised in Kosovo. Organisations and cultural initiatives from non-formal groups and individual artists can apply under this lot. The maximum funding for this lot is 5,000 EUR.

Applications can be written in either **Albanian, English or Serbian** languages**.**

Applicants can apply only under one lot. Only one application for each applicant will be approved.

The final deadline for applications is **18 April 2018, at 24:00.**

**2. Financial allocations**

Lot 1: The maximum amount of funding is 20,000 EUR

Lot 2: The maximum amount of funding is 10,000 EUR

Lot 3: The maximum amount of funding is 5,000 EUR

The total available budget for all the lots is up to 230,000 EUR.

The project Culture for Change reserves the right to not distribute the entire allocated amount, in case the submitted proposals do not fulfil the selection criteria.

**3. Eligibility**

**3.1.** **Eligibility of applicants**

Applicants must fulfil the following conditions:

* Be non-profit-making public body, legally constituted in Kosovo, NGOs, associations or other cultural operators or civil society organizations registered in Kosovo, or
* Informal groups or individual artists/creative practitioners, legally based in Kosovo

Other conditions:

* Applicants’ principal activity must be in arts and/ or culture-related fields
* 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 not eligible under this call for applications
* Regional and transnational activities are eligible under this call.
* Activities that are initiated and implemented by cultural organizations and operators outside Prishtinë/Priština, present additional value.
* In addition, priority will be given to cultural initiatives that are cooperation between two or more cultural organisations or operators, and especially those that apply as a cooperation between independent cultural scene and the public cultural institutions.
* Activities that are initiated or benefit marginalized groups will be given priority.

**3.2. Eligibility of actions**

Duration

Project activities should not extend beyond 12 months from the initial date of the project, and should be completed no later than May 2019. The applicant has to specify the dates and exact duration of the activity in the application form.

Type of action

The proposed cultural activities may cover theatre and performing arts, audio-visual arts, cinema, publishing and book sector, architectural and urban interventions, music, visual arts, handicrafts, fashion, design, and other interdisciplinary actions.

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

* Events of a purely religious or political character;
* Actions concerned only or mainly with individual scholarships for studies, research or training courses;
* Operational costs of applicant organisations (only administrative costs related to the action implementation may be eligible);
* Debts and obligations;
* Actions which consist exclusively or primarily in capital expenditure, such as infrastructure, land, or 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**

An evaluation committee will draft the list of projects selected for possible funding. The responsibility for the final decision will lie with the European Union Office in Kosovo. Eligible applications/projects will be assessed on the basis of the following criteria:

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|  | **Criteria** | **Definition** | **Max. coeficient** |
| 1. | Relevance of the action with the priorities of the project “Culture for Change” | This criterion evaluates the relevance of the content of the action, vis-à-vis the objectives of the call for proposals of the project Culture for Change. The evaluation committee will analyse the impact of the actions on the target groups and the beneficiaries of the project.  Initiatives will gain additional points in this criterion, if they include the following:   1. They create a cooperation platform with cultural public institutions locally, by ensuring a continuity of the cultural actions 2. They empower the communities locally by supporting similar initiatives with the project with which they are applying, by expanding the cultural initiative 3. They are original artistic initiatives and have a potential to develop further in the future. 4. They aim at transforming the cultural activity in a final product for sale locally or internationally. In this regard, priority will be given to fashion, musical production, graphic design, street art (graffiti) and other cultural activities which can potentially be sold in the market. 5. They lead to further cooperation between regional and international creative professionals. | 35 |
| 2. | Creative strength of  the content and  activities | This criterion assesses the overall impact of the action in terms of artistic merit, creative potential for social change and innovation. | 20 |
| 3. | Communications  strategy and impact | This criterion evaluates the dissemination and communication strategy with the public and specifically with the beneficiary. The wider the distribution of information regarding the activities and the results of the project, the higher the project will be evaluated by the evaluation committee. | 10 |
| 4. | Quality of the  financial offer | This criterion evaluates the budget and the ratio between the estimated costs of the proposed action and the real costs. In case the action proposed foresees contributions from others financial supporters, the funding body and  the funds allocated and/or expected have to  be clearly specified in the Application and  Budget Forms. | 15 |
| 5. | Project team  potential | The criterion assesses the potential of the project by evaluating the quality and the structure of the project team in culture sector. | 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 |
| **TOTAL POINTS** | | | **100** |

Applications will be assessed on a scale from 0 to 100 and will be ranked accordingly to their merit. The threshold is set at **60/100 points**.

**5. Monitoring and support to beneficiaries**

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

1. **Financial provisions**

The funding will cover 80% maximum of the total project budget. In exceptional and duly justified cases, the funding might cover up to 100% of the total project budget.

**6.1 Eligible costs**

Only “eligible costs” will be covered by a grant from Culture for Change project. 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

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.
* Costs of rental of venues linked to the performance of the action.

**6.2. 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.

1. **Contract**

The project Culture for Change 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 60% of the grant amount, will be made after the signature by both parties of the contract.

The second and final payment covering the value of 40% will be paid upon completion of the last activity within the applied project and after the approval by the Culture for change project of the final report delivered by the beneficiary.

**8. Reporting**

The beneficiary will be asked to submit the final report no later than 30 days after the end of the implementation of the action. The final report should include:

* Narrative section: in no more than 5 pages, a summary of the activities implemented, the main evidence (newspaper articles, media links, programs, leaflets, lists of participants, etc.) 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.
* The narrative and financial reporting forms, will be provided to grantees in the first phases of the implementation of the project, by the team of the project “Culture for Change”.

**9. Publicity**

Beneficiaries must acknowledge the EU-funds contribution in all publications, posters, programs, audio-visual material, online presence and social media or other products for which the funding is used. Beneficiaries must confirm the dates of the cultural activity 3 weeks in advance to the European Union Office in Kosovo and Culture for Change project.

In this respect, the Culture for Change and the European Union Office in Kosovo logos and the disclaimers to be used, will be provided to the successful applicants by the Culture for Change project team.

**10. Submission of proposals**

The applicants should visit the web-site of Qendra Multimedia and download the application pack from the sub-page Culture for Change (narrative application form and the budget form).

The narrative application form should be filled according to the guidelines for the applicants, which are specified at the end of the form. The application form can be delivered in PDF format (preferred) or Word format.

The applicant should fill the budget form, according to the budget guidelines.

Additional documents to be delivered in a scanned form include:

The certificate of the registration of the organization (for applicants for Lot 1 and 2. except for non-formal initiatives, public institutions and individual artists).

The completed documents, which include the narrative application form, the budget form, and the certificate of the registration should be attached in the email for applications. Application is only done online, by sending the documents to this email: [grants@qendra.org](mailto:grants@qendra.org).

The title on the email should be: Call for applications 1 – Culture for Change – [the name of the organization]

**Deadline:** Applications should be sent to the email at latest by **18 April 2018**, **at 00:00**. Applications sent after this time, will not be taken into consideration.

Applications shall be written in **Albanian, English or Serbian.**

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

Informative sessions regarding the application process for grants will be organized during March and April 2018, in the following locations and times:

Mitrovicë/a: 27 March 2018, 11:00, at the EU Info Centre in North Mitrovica

Ferizaj/Uroševac: 28 March 2018, at the Cultural centre

Prizren: 29 March 2018, 11:00, at the Beledije building

Pejë/Peč: 30 March 2018, 11:00, at the Youth Centre

Prishtinë/Priština: 5 April 2018, 10:00, at the EU Info and Cultural Centre

Any question related to the preparation of the application may be sent by email until **10 April 2018** to the following address: [grants@qendra.org](mailto:grants@qendra.org)

Award decision

All applicants will be notified via email about the results of the selection process by the **beginning of May 2018.**

The list of selected applications will be published via the information channels of the Culture for Change project:

Facebook page of Qendra Multimedia – <https://www.facebook.com/QendraMultimedia/>

Web-site of Qendra Multimedia - [www.qendra.org](http://www.qendra.org)