Local PAR Citizen Engagement Small Grant Facility

Clarifications to questions received until 14 November 2023

Questions	Clarifications
1. Are businesses eligible to apply for this Call?	Please refer to section 2. Eligibility of the Call. In order to be eligible for a grant, the applicant shall be: a legal person; non-profit making, civil society organisation which can demonstrate that its work is predominantly focused on a territory of one or several local self-government units, rather than on central government level or country-level initiatives and projects; civil society organisation or grassroot working on one or more thematic areas of relevance to this CfP; registered in one of the project countries (Serbia, North Macedonia, Montenegro, Albania, Bosnia and Herzegovina, and Kosovo) at least six months before the announcement of this Call; be directly responsible for the preparation and management of the application, not acting as an intermediary; have the appropriate organisational and financial capacity.
2. We are an organisation that works in the field of environmental protection. Are we eligible to apply for this Call, in order to increase transparency and accountability in the field of environmental and climate change?	Please refer to the following sections of the Call: 3. Thematic priorities, 4. Method of implementation, and 5. Required project activities.
3. Will the formation of a larger network of organisations mean an advantage when applying?	Eligible applicants are registered, non-profit, civil society organisations. Partnerships or networks are not eligible under this Call for Proposals.
4. Are consortiums of CSOs allowed to apply in the call?	No, eligible applicants are registered, non-profit civil society organisations.
5. Is it allowed for a project proposal to be submitted by a consortium of organisations or a consortium of organisations and municipalities?	No, this call is intended for individual civil society organisations, but collaboration with the local self-government

		unit in whose territory the project is implemented is encouraged.
6.	Does the organisation need to be separately registered, or can we apply as a branch of a larger organisation? If branches cannot apply, does that mean the project would have to be implemented in the municipality where the organisation's headquarters is registered?	In order for the project applicant to be eligible, it must be a legal entity, a non-profit organisation, i.e., a civil society organisation that can prove that its activities are predominantly focused on the territory of one or more local self-government units, rather than on initiatives and projects at the central government or state level. Therefore, only registered organisations are eligible to apply – in other words, an organisation that is registered should submit the application.
7.	Considering that 13.2% of the population in Cetinje has disabilities, according to the 2011 data from Monstat, can this target group be recognised as specific, and can policies aimed at this group be financed through this Call? Additionally, do we as an organisation meet the Call requirement since we exclusively deal with issues related to persons with disabilities?	The problems of persons with disabilities can be recognised within several thematic priorities of the Call. However, when planning a project idea, it is important to consider all the information covered by the Call, especially Section 3: Thematic priorities of the Call, Section 4: Method of implementation, and Section 5: Required project activities.
8.	If the organisation has participated in the previous WeBER Small Grant Facility, could we now nominate a project that would be implemented in the same local self-government unit as the previous one?	This Call for Proposals differs significantly from the previous ones, so that is not an excluding factor. However, it is crucial that the application is new and unique, and that it complies with the criteria of the current Call.
9.	Does the organisation meet the Call requirements if it operates at the national level and has an office within the territory of one local self-government unit?	Considering that you have an office at the local level and can demonstrate that your work is directed towards that local self-government unit, in this case, it is not an excluding factor.
10.	Are schools or other public institutions at the local level (the police, health institutions, etc.) eligible for cooperation as part of the "representatives of local government" or "local authorities" mentioned in the Call? Or does "cooperation" apply only to the municipality or any local government unit?	Yes, they are eligible.

11. If there is a partnership with the local self-government unit, how is this partnership presented in the project proposal?	A partnership statement or collaboration statement can be submitted.
12. In cases where a local self-government unit consists of several municipalities (as is the case in some cities in Serbia), do organisations conducting projects have to choose only one city municipality, or can they choose the entire city as the place of project implementation?	Project activities must be carried out within the territory of one local self-government unit selected by the project applicant. If the project proposal targets a city, it is possible to choose one or two city municipalities as well.
13. In the description of mandatory activities, it is stated that conducting exit polls is an obligation for organisations implementing the project. In this sense, should funds be planned for the implementation of exit polls?	The organisation should plan the funds and resources necessary to conduct exit polls at the local level where the project is being implemented. Polling would be conducted on-site in front of institutions, so it is important to carefully plan the resources needed for this type of activity through the project budget submitted by the organisation.
14. Should the activities be implemented at the local regional level or at the national level?	The activities should be implemented at the local level, as stated in the Call. The activities should not be at the central or state level, and only one municipality should be covered. Please refer to section 3. Thematic priorities of the Call.
15. Considering the different sizes of municipalities, how many citizens need to be covered by the project?	The number of citizens to be covered by the project is determined only for one mandatory activity, which is the implementation of an exit poll where it is necessary to include 200 citizens. Regarding other project activities, there is no minimum number of citizens; rather, this number primarily depends on the project's design, goals, and proposed activities. However, it is crucial for citizens to be fundamentally involved, especially in activities that identify their needs and desires within the framework of implementing steps proposed by the Guidelines for citizen-centred local governance and PAR problem-solving.
16. Will there be any presentation from your side before the awarded project starts?	There will be a specific capacity-building workshop, where the awarded organisations will receive instructions for the implementation of the grant, covering:

	• Project management, including financial and operational aspects; • Visibility of EU-funded actions; • Application of the Guidelines for Citizen-centred Local Governance and PAR Problem Solving; • Delivery of the Local PAR Forum event; • Implementation of a survey for obtaining citizens' feedback.
17. Will grantees have further support during project implementations?	Of course, in addition to the planned capacity-building workshop for awarded grantees, you will have support from the WeBER 3.0 project partner in your country during the implementation of the project.
18. What is the shortest time frame for which we can plan the project? We know that 15 months is the maximum.	The minimum duration of the project is six months.
19. Are the local PAR Forum and exit polls mandatory activities?	They are mandatory – they should be reflected in the budget. Please refer to section 5. Required project activities.
20. Could the planned PAR activity be related to the local administration and designated for people with disabilities, specifically blind people?	The local administration is part of the public administration, and the Call supports projects at the local level. The activities designated for people with disabilities, specifically blind people, are in relation to the PAR area – delivery and availability of services. Please refer to the following sections of the Call when developing the project idea: 3. Thematic priorities, 4. Method of implementation, 5. Required project activities.
21. Do we have a specific recommendation regarding creating the budget?	There should be a clear connection between the activities shown in Annex 1 and Annex 2 of the project application, which means that the items in the budget have to be in function of the realisation of the foreseen activities.

22. Is there a restriction regarding the percentage of the budget that can be allocated to human resources?	There is no specific limitation, but it is important that the majority of the budget is not allocated solely to human resources; rather, there should be a balance in relation to project activities. This balance typically amounts to around 30% for all budget sections, but in this case, we would tolerate up to 40-45% if the project design requires greater engagement of human resources.
23. What is the maximum budget percentage that can be dedicated to salaries? Does the usual 30% apply?	The balance between the HR heading and other budget headings should be achieved. Please refer to the previous questions.
24. Will we have an advantage if we include marginalised groups and youth in the project?	It will not be considered an advantage. Marginalised groups and youth are an added value, and they should be included in the project activities, which means to identify the problem and to find a solution. Still, the mere inclusion of these groups of people does not bring additional points. The project will be evaluated as a whole.
25. Regarding the recommendations (organisational references), should these references strictly relate to PAR projects, or can they be linked to specific final outputs associated with public administration?	The organisational references or track record should focus on success in the implementation of projects in the area of local governance and PAR. Alternatively, if the organisation opts to provide CVs of proposed members of the project implementation team, the qualifications and professional experience of the proposed team members correspond to the thematic focus and activities of the proposed project.
26. Should there be an employee from the organisation who will work on the project?	The person does not have to be on the payroll. He/she can be placed in the HR category with an appropriate contract.
27. What does the financial and organisational capacity mean?	An organisation should have adequate staff to be able to implement the proposed project, and the organisation should be financially sustainable and registered at least six months before publishing this Call.
28. Considering that we want to submit the project application in English, where can we find the documentation in English?	You can find the documentation at the following link: https://www.par-monitor.org/apply-now-local-par-citizen-engagement-small-grant-facility/.

29. Since the project application can be submitted in English, does that mean that the accompanying documentation (excerpt from the Business Registers Agency, biographies of project team members, and relevant projects) should also be submitted in English?	If the project application is submitted in English, it is important that accompanying references and CVs of team members are also submitted in English. Official documentation confirming the legal status of the project applicant does not have to be in English.