

**Republika e Kosovës**

**Republika Kosova-Republic of Kosovo**

 ***Qeveria –Vlada-Government***

*Ministria e Arsimit, Shkencës, Teknologjisë dhe Inovacionit / Ministarstvo Obrazovanja,Nauke,Tehnologije i Inovacija / Ministry of Education,Science, Technology and Innovation*

**Financial support for NGO projects that support and promote children / students with exceptional abilities, talents and gifts.**

Guidelines for applicants

Opening date of call 17th Maj 2022

Deadline for submission of applications 17th June 2022

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1. FINANCIAL SUPPORT FOR NGO PROJECTS THAT SUPPORT AND PROMOTE CHILDREN/STUDENTS WITH EXCEPTIONAL ABILITIES, TALENTS AND FLAIR
	1. PROBLEMS THAT ARE INTENDED TO BE ADDRESSED THROUGH THIS PUBLIC CALL

Children / students with exceptional abilities, talents and flair, enter the group of children who require special care and attention in society, starting from the highest state, government levels to local levels.

The legal infrastructure for the education, upbringing and support of this category of children requires maximum commitment of institutions and society in general. At the moment the education, training and support of this group of children is based on and not only:

* Law no.04 / L-032 on Pre-University Education in the Republic of Kosova, Article 39, Article 40.
* Administrative Instruction no. 14/2019 for children/students with exceptional abilities, talents and flair.
* Convention on the Children's Rights 1989.
* Law no.06-L-084 on child protection
* Curriculum Framework of Pre-University Education of the Republic of Kosova.

At the same time, the education of children / students with exceptional abilities, talents and flair is based on international principles of children's rights such as: inclusion, non-discrimination, equality, achievement of potential, protection, etc. All these principles must be respected in order for these students to feel fulfilled towards their potentials.

Exceptional talents are found in children and young people of all cultural groups, all economic backgrounds, and in all areas of human endeavor. These new concepts further enable the identification and treatment of children in different dimensions and from different perspectives of exceptional abilities, talents or flair.

The development of exceptional abilities, talents and/or flair, is a vital process and influenced by many complex factors, both in terms of strengthening the development of these skills, and in terms of factors hindering the development and further support of exceptional abilities, talents and/or flair.

In Kosova there are non-governmental organizations which organize several activities and programs for children / students with exceptional abilities, talents and flair. Some of the NGOs have a considerable and much needed experience for the promotion of these children, therefore, given the role and experience of non-governmental organizations, cooperation with them in achieving priorities in this area is extremely important for the Republic of Kosova, in particular for the Ministry of Education, Science, Technology and Innovation (MESTI).

Therefore, even this public call for support of projects of non-governmental organizations which in their program are focused on supporting and supporting children / students with exceptional abilities, talents and flair, is in function of the realization of government priorities in this area as well as increasing cooperation with civil society to promote and advance children / students of this category.

1.2 CALL OBJECTIVES AND PRIORITIES FOR ALLOCATION OF FUNDS

The overall objective of this Call for Proposal is:

1. Support and promotion of children / students with exceptional abilities, talents and flair.

The overall objective of this Call for Proposals are:

1. *Capacity building for identifying, supporting and promoting children / students with exceptional abilities, talents and flair;*

Priorities for allocation of funds:

* Projects aimed at capacity building to identify and support children with exceptional abilities, talents and flair.
* Training of teachers, trainers, psychologists and other professionals to identify and support students with exceptional abilities, talents and flair;
* Specific learning and extracurricular activities with children / students with exceptional abilities, talents and flair.
* Compilation of awareness materials to identify students with exceptional abilities, talents and flair.
* Capacity building of MEDs for identifying, of children with exceptional abilities, talents and flair.

1.3 PLANNED VALUE OF FINANCIAL SUPPORT FOR PROJECTS AND TOTAL OF THE CALL

1. For the projects fundings according to this Public Call, the available amount of 170,000.00 euros is foreseen.

2. The minimum funding amount that can be allocated for each individual project is 10,000.00 euros, while the maximum amount for one project is 50,000.00 euros.

3. Projects can be financed in the amount of 95% of the total eligible project costs. Applicants and potential partners are required to provide co-funding from other (public or private) sources of funding, including volunteer work.

2. FORMAL CONDITIONS OF THE CALL

**2.1. Eligible applicants: who can apply?**

The applicant must be:

1. Non-governmental organization registered in accordance with the Law on Freedom of Association in non-governmental organizations;

2. To have legal, financial and operational capacity for project implementation;

3. To have at least 3 years of experience in implementing projects from priority areas of public call;

4. To have performed all tax obligations and other mandatory contributions in accordance with the legislation in force in the Republic of Kosova;

5. Not to be in the process of bankruptcy, in the process of liquidation, in the procedures of mandatory collection or liquidation;

6. Not to have violated the foreseen conditions of the use of public funds.

***The following have no right to compete according to this call:***

1. NGOs that have not spent funds from previous public financial support for the purpose for which they were given.
2. Bankrupt NGOs;
3. NGOs which have failed to fulfill tax obligations and other contributions according to the legislation in force in the Republic of Kosova;
4. NGOs that may have a conflict of interest;

Number of projects with which an NGO can apply:

1. An applicant can submit at most one draft proposal.
2. An applicant may not be a partner in another application at the same time.

**2.2 Eligible partners in the implementation of the project / program**

*The existence of a partnership with other organizations is not mandatory for the implementation of the project, but the same is desirable.*

1. In case of partnership, the partners can participate in at most one application as a partner and one as a project bearer.
2. *Conditions to be met by project partners.*

Partners must meet all eligibility criteria applicable to applicants, as set out in point specified in point 2.1 of these guidelines.

1. *The ratio between applicant and partners*

Upon application, the applicant must have reached a partnership agreement with partner NGOs. For this purpose a partnership statement must be signed, which must be submitted in the original copy signed by each partner in the project.

**2.3. Eligible costs to be financed through the call**

**Eligible project activities for the objective of this call** *(Capacity building for the identification and support of children with exceptional abilities, talents and flair);* **may include:**

* + Training of teachers, trainers, psychologists and other professionals to identify and support children with exceptional abilities, talents and flair;
	+ Specific learning and extracurricular activities with children / students with exceptional abilities, talents and flair.
	+ Compilation of awareness materials to identify students with exceptional abilities, talents and flair.
	+ Capacity building of MEDs for identifying, of children with exceptional abilities, talents and flair..

The list of project activities **is not closed, but is only illustrative** and also other suitable activities that contribute to the achievement of the general and specific objective of the call, which are not mentioned in the list above, will be considered for funding.

During the implementation of project activities, the applicant must ensure that it is based on the principle of providing equal opportunities, gender equality and non-discrimination and to develop activities in accordance with the needs of the community and citizens.

4. The following types of activities are not eligible for funding:

* + Activities related exclusively or mainly to individual participation in seminars, conferences, congresses and research work;
	+ Activities related exclusively or mainly to individual scholarships for studies or workshops;
	+ Activities that are not related to the objectives of the call;
	+ Activities in which the sole beneficiaries are members of the applicant NGO;

# **2.4. Eligible costs to be financed through the call**

Only real and eligible costs for the realization of the project activities can be financed through the public funds of this public call, in the time period specified by these instructions. In the project evaluation will be taken only the costs of needs related to the planned activities, as well as the real amount of these costs.

* + Planned duration of projects is from 8-10 months, starting from September 2022.
	+ Project activities must be carried out in the territory of the Republic of Kosova.

 **2.4.1. Eligible direct costs**

Costs according to eligible direct costs include costs that are directly related to the implementation of certain activities, project or program proposed, such as:

* Organization of educational activities, round tables (in particular, the type and price of each service should be identified);
* Expendable material;
* Graphic services (services for printing leaflets, brochures, magazines, etc., specifying the type and purpose of the service, quantity, unit price, etc.);
* Advertising services (television and radio presentations, website maintenance, newspaper advertisements, advertising materials, etc., determining the type of promotion, duration and cost of services);
* Representation costs related to the organization of project activities indicating the purpose and expected number of participants, etc.);
* Salary and payment costs for project managers of project contractors from organizations and / or external partners involved in the project (copyright and property rights contracts, other contracts, employment contracts), specifying the name of the persons engaged, their professional competencies, number of engagement months and gross monthly compensation amount;
* Communication costs (telephone, internet costs, etc.) these costs must be defined (fixed);
* Cost for procurement of equipment necessary for the implementation of the project, which should be determined by the type and amount;

travel expenses (where necessary specifying number of people, destination, frequency and purpose of travel and type of public transport, type of accommodation and number of nights);

* Other costs directly related to the implementation of the project or program activities.

 **2.4.2. Eligible indirect costs**

*In addition to eligible direct costs, indirect costs up to 7% of the total value of eligible direct costs will be accepted under this call. These costs include costs that are not directly related to the implementation of the project or program, but are costs that indirectly contribute to the achievement of project objectives. These costs must be specified and explained.*

**2.4.3. Non-eligible costs**

Non-eligible costs include, for example:

* Capital investments or investment loans, guarantee funds;
* Costs of purchasing equipment, furniture, and small construction works if they exceed the value of 10% of the total eligible costs of the project;
* Debt interest expense;
* Fines, financial penalties and court procedure costs;
* Bonus payments for employees;
* Bank liabilities for opening and administering accounts, fees for financial transfers and other fees of a purely financial nature;
* Costs that are already financed from public sources or expenditures in the project period financed from other sources;
* Purchase of used equipment, machinery and furniture, etc .;
* Costs not covered by the agreement (contract with the financial support provider);
* Charitable donations;
* Loans to other organizations or individuals;
* Other costs that are not directly related to the content and objectives of the project;

**3. HOW TO APPLY?**

The NGO application will be considered complete if it contains all the application forms and mandatory annexes as required in the public call and the call documentation as follows:

1. Draft-proposal form
2. Budget proposal form
3. Partnership declaration form (if applied in partnership)
4. Copy of NGO registration certificate;
5. Copy of fiscal number certificate;
6. Dual lack funding statement form;
7. Statement form of projects or programs of NGOs financed from public funding sources;
8. Statement of submission of annual financial reports;
9. The certificate from the Tax Administration of Kosova regarding the public debt situation of the applicant and partners proving that the organization has no debt and if there is public debt, it must be paid before signing the contract. The certificate must be issued within the period from the date of opening the public call (this document will be required before the publication of the final results, and after the publication of the preliminary results).

**3.1 Application form of the draft-proposal**

Filling in the draft-proposal form is part of the mandatory documentation. It contains information about the applicant and partners as well as data on the content of the project / program for which funding is sought from public sources.

In case the submitted form lacks data regarding the content of the project, the application will not be considered.

The form needs to be completed by computer. If the form is filled in by hand it will not be considered.

If the descriptive form contains defects as above, the application will be considered invalid.

**3.2 Content of the budget form**

The completed budget proposal form is part of the mandatory documentation. The submitted budget should contain information on all direct and indirect costs of the proposed project / program for funding.

If the budget form is not completed in full, or is not submitted in the relevant form the application will not be considered.

The form needs to be completed by computer. If the form is filled in by hand it will not be considered.

**3.3 Where to submit the application?**

Mandatory forms and required documentation must be submitted in hard copy, printed (one original) and in electronic form (on CD). Mandatory forms must be signed by an authorized representative and stamped with the official seal of the organization. The documentation in electronic form (on CD) must have the same content, ie be identical to the printed version. Printed and electronic documentation on CD should be placed in a sealed envelope.

The original application must be mailed or sent in person (and submitted to the relevant office). The name of the public call should be written on the outside of the envelope together with the full name and address of the applicant and the note *"Do not open before the meeting of the Evaluation Commission".*

Applications should be sent to the following address:

|  |
| --- |
| *Ministry of Education, Science, Technology and Innovation**Street: “Agim Ramadani”, Prishtina, ground floor office no. 4*"Not to be opened before the meeting of the Evaluation Commission" |

**3.4 Deadline for submitting applications**

The deadline of the call is 24 working days from the date of opening the call and lasts until June 17th, 2022. The request is submitted within the call period, if the receiving stamp indicates that it was received in the mail by the end of the call date, as the deadline for submission. In case the application is submitted in person at the office, the applicant will be issued a certificate that the application has been accepted within the competition period.

All applications submitted after the deadline will not be considered.

* 1. **How to contact if you have any questions?**

All questions regarding the call can only be made electronically by sending a request to the following address: besmira.thaqi@rks-gov.net no later than 10 days before the call expires.

Answers to specific requests will be sent directly to the address of the questions asked, and the most common answers will be published on the following website: [www.masht.rks-gov.net](http://www.masht.rks-gov.net) and no later than 5 days before the call expires.

To ensure equal treatment of all potential applicants, a public financial support provider may not provide a prior opinion on applicants' eligibility for the partners, actions or costs mentioned in the application.

1. **EVALUATION AND DISTRIBUTION OF FUNDS**
	1. **Received applications will go through the following procedure:**

4.1.1 The financial support provider will establish an evaluation commission consisting of 5 members including officials of the institution and other external experts, which has the task of evaluating applications if they meet the formal conditions of the public call.

After checking all the received applications, the commission will prepare a list of all applicants who meet the conditions to be evaluated the content of their projects, and a list of applicants who do not meet the established conditions of competition.

The financial support provider will notify in writing all applicants who do not meet the requirements and reasons for rejecting their application.

4.1.2 In the second phase, the evaluation of the applications content will be done by the Evaluation Commission composed of 5 members. Each application received will be evaluated based on the evaluation form.

Provisional list of beneficiary projects / programs selected for funding - Based on the evaluation of applications that have met the required conditions of the call, the commission will compile a temporary list of selected projects / programs, according to the points they have taken in the evaluation process. The total cost amount of the projects listed in the provisional list will not exceed the total amount offered for funding through the public call.

In addition to the provisional list, based on the points made during the evaluation, the commission will also compile a reserve list of projects / programs.

 **4.2 Additional documentation and contracting**

To avoid unnecessary additional costs when applying for the competition, a financial resource provider will require additional documentation only from those applicants who, based on the application evaluation process, have entered the provisional list of projects / programs. selected for funding.

Prior to the final signing of the contract, and based on the evaluation of the commission, the bidder may request the budget form review for the estimated costs corresponding to the actual costs associated with the proposed activities.

Additional documentation that will be required: Certificate from the tax administration that all tax obligations have been performed.

The evaluation commission will check the additional documentation.

If the applicant does not submit the required additional documentation within the specified time of 10 days, the application will be rejected.

If after checking the supporting documents is decided that some of the applicants do not meet the required conditions of the public call, then they will not be considered for signing the contract.

In such cases, the projects from the reserve list will be activated if, after checking the supporting documents and after it is ascertained by the institution that there are sufficient funds to contract other projects.

After checking the submitted documentation, the Commission will propose the final list of projects / programs selected for funding.

Notification of applicants - All applicants whose applications have entered the evaluation process will be informed about the decision to allocate projects / programs within the call.

1. **INDICATIVE CALENDAR OF CALL IMPLEMENTATION**

The call procedure stages

1. Deadline for applications *June* *17th, 2022*
2. Deadline for sending questions regarding the call, no later than 10 days before the expiration of the call.
3. Deadline for sending answers for questions regarding the call, no later than 5 days before the expiration of the call.
4. Deadline for verification of fulfillment of procedural criteria and notification of the parties *June 23rd, 2022*
5. Deadline for evaluation of applications in a meaningful way *June 30th, 2022*
6. Deadline for the request for submission of additional documents *July 6th, 2022*
7. Deadline for submission of required documentation *July 14th, 2022*
8. Deadline for publication of the decision for allocation of public funds and notification of applicants *July 21st, 2022*
9. Deadline for contracting *July 28th, 2022.*

The funder has the right to update the indicative calendar. Any changes to the indicative calendar will be published on the following website: [www.masht.rks-gov.net](http://www.masht.rks-gov.net)

1. **LIST OF PUBLIC CALL DOCUMENTS**

FORMS

1. *Project / program application form (F9)*
2. *Budget proposal form (F10)*
3. *Dual Funding Lack Declaration Form (F11)*
4. *Partnership declaration form (F12)*
5. *Declaration form of publicly funded projects (F13)*
6. *Application Evaluation Form (F15)*
7. *Contract Model Form (F16)*