**COMMUNITY MOBILIZATION INNOVATIVE INITIATIVES**

CALL FOR APPLICATIONS

FOR INNOVATIVE INITIATIVE GRANTS

Deadline: 30 September 2022, 16:00

QUESTIONS AND ANSWERES

received on the help desk up to the deadline 20.09.2022

and

asked during the Info session held on 14.09.2022

In the table below, you can find the Questions and Answers about the Call for Applications for Innovative initiative grants, received on the helpdesk via e-mail address: [**info2ig@mcms.mk**](mailto:info2ig@mcms.mk) up to the deadline 20.09.2022 and asked during the Info session held on 14.09.2022

The answers are provided by the team of the project *Support to Electoral Reform in North Macedonia*.

|  |  |
| --- | --- |
| **Questions received by the helpdesk via e-mail, at:** [**info2ig@mcms.mk**](mailto:info2ig@mcms.mk)  **up to 15.09.2022** | |
| Q.1.1. Is there a possibility for applying for a geographical scope of two neighboring municipalities for the same problem/question? The initiative to refers the same problem for two municipalities? | Yes, provided that the issue you are planning to address is stated in the election program of the local government and/or it is included in the current program/budget of the LSGU.  The two municipalities should be stated in the Application Form, Part B. Innovative initiative activities, 2. Summary of the Innovative initiative activities, part: Municipality/es where the innovative initiative will be implemented.  For more info about proving the status of the issue that is planning to be addressed, please see Q.1.2 below. |
| Q.1.2. Is it necessary any additional proof or confirmation to be submitted that the proposed action is promised by the LSGU and it is in the Annual budget and the program for 2022? | Yes.  In the Application Form, Part B. Innovative initiative activities, 2. Summary of the Innovative initiative activities, part: Short description of the proposed focus area, please add:   * Link to the public document (Annual program and Budget for 2022) published on the official LSGU web site, where the promise is stated and/or * Link to the Election program where the promise was given by the certain political party (which is a part of the local government) and /or * Link to the video record published in public medium (**not** a private video record) if the promise was given during the speech held during the Election campaign for Local elections 2021   **Note:** Please ensure if the promise you would like to address maybe will be realized by the end of the mandate of the LSGU; if and to which extent actions have already been taken about that issue, if it is in the process of implementation, if the question is sufficiently addressed etc. |
| Q.1.3. Is it necessary the Community mobilizers to be from the local community where the initiative will be implemented? | It is desirable, but not necessary, that the proposed mobilizers be from the local community where the initiative will be implemented.  For more about the community mobilizers’ role please see part 3.1.1 in the Guidelines for Applicants. |
| Q.2.1. What for you will be the proof that the topic which will be addressed in the application was promised during the campaign for Local elections? Do we have to provide a proof for you, or just we, as a project team to ensure that we address an issue that affects the community (in this case the Roma community from the municipality od Kocani) and it was mentioned by the actual Mayor during his campaign?  Еxample: The Mayor during his campaign gave a promise that he will work on environmental improvement in municipality of Kocani and will enable appropriate conditions for that, but the Roma community is surrounded with illegal landfills and garbage? Is the action in this context acceptable? | Concerning the question about the proof for the given promises, please see the answer to Q.1.2.  Concerning the question if the proposed action is acceptable, please see the answer to Q.2.3. |
| Q.2.2. What is the meaning of the mobilizers? Should we, as an organization, engage them for monitoring of this project and which is their role in case that they don’t have an obligation connected with the project implementation? Please provide more info in this segment. | The community mobilizers are not responsible for the grant’s management; however, they are encouraged to participate in the implementation of grant activities.  For more about the community mobilizers’ role, please see part 3.1.1 in the Guidelines for Applicants. |
| Q.2.3. Is it allowed to organize a specific environmental action with the community within the project, can we include the Municipality and the utility company in such actions and ask for additional resources from them as well... how much can we afford to spend from this project on such an environmental action? | As stated at the end of point 2.1. from the Guidelines for Applicants, the Innovative Initiatives do not aim to solve problems or implement the promised solutions from the electoral programs of the elected local authorities. Within this project, you can involve the community in activities listed in point 3.3 of the Guidelines for Applicants. |
| Q.2.4. Does the project need to be registered in Secretariat for European Affairs? | Successful grantees can register their initiatives in the Secretariat for European Affairs. If the grantees decide not to register the initiatives, they should note that VAT costs are not eligible/provided within this Call and they will have to be paid by the grantees. |
| **Questions asked during the Info session held on 14.09.2022** | |
| Q.3.1. Is it important when the organization is registered and how long has the organization existed? | No, it is not mentioned as an eligibility criterion in the Guidelines for Applicants. |
| Q.3.2. Is it allowed the mobilizers’ CVs to be written in Macedonian? | Yes, you can use the CV format in Macedonian or Albanian language. |
| Q.3.3. Is it allowed the budgeted fee for the staff engaged for implementing the proјect activities to be allocated in group *Direct costs*? | Yes. Please ensure that there is not a double financing of the human resources. For example: if a person in the budget is placed in the category of *Human resources*, the same person should not be placed in the category of *Direct costs*. |
| Q.3.4. Is it allowed the activities to be implemented on locations in Skopje? | Yes. |
| Q.3.5. How to determine the mobilizers’ salaries? Is IFES responsible for the mobilizers’ capacity building? | Regarding the fees, it’s good the mobilizers to be a part of the team, to be closely involved in the implementation of the activities that are part of the initiative. The amount of the fee is determined by the organization itself.  IFES will be responsible for the trainings. With that training the mobilizers will receive instructions how they will perform the monitoring, how they will measure the effects of the community mobilization (the initiative). The trainings will be attended by mobilizers who will be proposed by the organizations during the application phase. Their engagement will be to monitor and fill in a matrix on how many of the promises of the local authorities (that are a part of the application) are being implemented. |
| Q.3.6. Does the project need to be registered in Secretariat for European Affairs? | Please see the answer in Q.2.4. |
| Q.3.7. What is the initiative starting time period and when should it end? | The Indicative timetable is given in point 8 of the Guidelines for Applicants. According to that timeframe, we are expecting the negotiations about the Grant Agreement signatures to be concluded by the end of October 2022 and the Grants to start at November 2022. Please note that this timetable is indicative. The Project may update this timetable at any time. Applicants are therefore encouraged to regularly check the Project website <https://electoralreforms.mk/en/> |
| Q.3.8. Do the mobilizers have to be at age up to 29? | Yes. For the project, that is one of the important criteria, the mobilizers to be at age up to 29. |
| Q.3.9. How do you think it is the best to involve the mobilizers in the project activities? Whether in communication with the LSGU or in contacts with the community? How to use the mobilizers when they are considered as a part of the project team? | The mobilizers should not be seen as someone who is outside the team. Mobilizers are another additional mechanism that will monitor what happens with your activities listed in the innovative initiative vis a vis local self-government, to see if the selected issue is included in the action plan/work plan of the municipality, if that issue is budgeted, if the activities are in the procurement phase, whether or not there are obstacles in the implementation, etc. It is about specific issues for which the mobilizers will be trained. The essence of the project is not to solve the problems, but to mobilize those who are responsible to solve the stated problems. The mobilizers are two younger people who will be chosen by you, within your organization, and who will have the task for which they will be trained, on a monthly level, to monitor the extent of the issue that you will monitor and for which you will apply. If you want to hire them for something additional, it’s up to you, to integrate them into the team (and the same is desirable). |
| Q.3.10. Should the indirect costs be justified and detailly specified in the budget or they will be treated as overhead? | The Indirect costs should be detailly specified in the two Budget sheets: 1a. Budget of the 2II; 1b. Justification. Also, the successful grantees, during their financial reporting should submit a certain financial document (invoices, fiscal bills etc.) to justify the indirect costs. |
| Q.3.11. Before the local elections we made a campaign and signed a Memorandum with the candidates in which they undertake to implement the promise-is it possible that document to be used a basis for the application? | If, what is signed bilaterally is reflected in the candidate's program and after that, it’s included in the work program of the local self-government – then, that topic can be the basis for the application |
| Q.3.12. Can the organization work in another city, outside of its headquarters? | Yes. Please take into consideration that the mobilizers should be in constant communication with the community and the LSGU of that city. |
| Q.3.13. How long will the trainings for the mobilizes last? Will they will be conducted online or live? | Four trainings/workshops in total will be organized for the mobilizers. Two of them will be three full days each (Friday-from morning, Saturday and Sunday) and two of them will be one-day trainings. All trainings will be live and will be organized immediately after signing the contract. |
| Q.3.14. Regarding the innovation of the initiative-what if it is a part of the municipality’s budget, but not in a way that the organization would define it in the application? Would it be considered relevant? | If it is reflected in the work program of the municipality, it is a good example of action and mobilization of the community. That way you can put pressure on the elected representatives to implement what they promised. |
| Q.3.15. If the promise is not a part of the LSGU, can it become a part of this project? | If it has been promised and is not part of the municipality's program, then an initiative at that level should not be implemented, because there is not much time to implement such initiatives. The project will be implemented from 4 to 6 months and the Annual Program for 2022 should be followed.  Please, consider whether, in the time you have available, you can manage to include those actions in the program of the municipality, especially considering that you will start near the end of the year. It is good to pay attention to the issues that are part of the program and have not been implemented or have been implemented incompletely or inappropriately. Mobilizers will have a specific tool that will guide them in monitoring the issue for which you will mobilize the community. They will be trained, have mentoring support and know how to seek information from local government on issues that are part of your initiative. |
| Q.3.16. We have a video of a specific promise, but it has not been included into the Program for this year. Can such a promise be an initiative? | Please see the answer in Q.3.15. You also have to decide whether you will choose that question as the question you want to address. At the same time, keep in mind what are the chances that this issue will be included in the program of the local self-government now or until 2024? Also, think about what you are going to monitor in the period November/December 2022 and what in the next period? What results would you achieve at the end of the initiative? |
| Q.3.17. If, in the process of preparing the application we are not able to identify the mobilizers, is it possible to choose them later? | In point 4.1. and 4.4. from the Guidelines for Applicants, the CVs of mobilizers are listed as documents to be submitted when applying. They are mandatory documents, so the lack of those documents will mean that the organization will not pass the stage of administrative verification. |
| Q.3.18. Should the short biographies of the mobilizers be included in the application or should they be submitted as an attachment? | In the published Call there is a link to the CV formats that should be completed and submitted as separate documents (short biographies should not be placed inside the application itself). |
| Q.3.19. Is it appropriate the organization to select topics for the application from the List of recommendations given to the city of Ohrid by UNESCO? | The issues that will be monitored by the organization must be within the competence of the local self-government - the same is stated in the application documents. Care should be taken to see if those UNESCO recommendations are within the competence of the central or local government. Please note that the conditions in the call refer to the promises made in the program of the candidates during the local elections and which are part of the annual programs of the municipalities. |
| Q.3.20. Considering the specificity of the LSGU in Tetovo (new elections for the Council in August 2022)- should we refer to the Program of the new Council that was elected in August 2022? | Yes, the recommendation is to focus on the new Council and their program. |
| Q.3.21. Should the mobilizers be employees of the LSGU or they should be engaged by the organization and be knowledgeable about the problems of the LSGU, such as the members of the Council, etc. | Mobilizers should be representatives of civil society who will be able to neutrally assess the fulfillment of the promise given in the program documents of the local self-government. Due to conflict of interests, we would not recommend that representatives of local self-government and Council be mobilisers. |
| Q.3.22. Is it allowed the coordinator or the staff that will be budgeted in the section Human resources to be employed in Public administration? | In the call/project, there are no conditions that determine criteria for the persons engaged in the project. If you decide on a person who is employed in public/state administration, the contract that you conclude with that person must be in accordance with the overall legislation in the Republic of North Macedonia. We note that, according to Art. 121 of the Law on Labor Relations, there are no legal obstacles to hiring him, up to 10 hours a week, with the prior written consent of the employer/s where the person is employed full-time and the job for which you plan to hire him does not represent a conflict of interest with the position and work tasks that the person performs in the administrative/public body where he is employed.  The hiring of persons employed in public/state administration, except in accordance with the Law on Labor Relations, should also be in accordance with the Law on Administrative Servants, the Law on Public Sector Employees and the overall legislation in the Republic of North Macedonia.  As mentioned in the answer to question Q.3.21, mobilizers should NOT be employees/Council advisors in local government. |
| Q.3.23. You are mentioning the term Municipality’s Program, what does it mean? Is it about the work program and the Annual budget or about the program with which the candidates participated in the election campaign? | It means the annual work program of the municipality and the budget – they are enough official sources of information to assess which issue is planned to be implemented in 2022. Also, the election program with which they participated in the election campaign is a relevant document. |
| Q.3.24. If the problem that is promised to be solved is intertwined between the central and local government-could it be a part of the project? | The applicant itself has to assess whether the treatment of this kind of issue can achieve an effect. What is the share of the central government and how much of the local government? You will need to make an assessment based on those parameters. |
| Q.3.25. Is our obligation to open a specific bank account with at least two signatories an obligation during the application process or we can open it before signing the contract, after receiving the financial support? | Specific bank account should be opened after receiving the grant and signing the contract. |
| Q.3.26. Can only the program from the LSGU be used as a basis for the application, or both, the Municipality program and the promises from the public utility companies which are part of the local government? | Your starting point should be the promises of the candidates, the election program and further the annual program and budget of the local government. If there was a promise according to the competences of a certain public utility company and it was included in the work program of the local government/public company, it could a be part of the initiative. |
| Q.3.27. Can the mobilizers be included in the budget as hired persons, together with the project team? | Yes. It is your assessment to determine a certain amount for the mobilizers in the *Human resources* section or in the *Direct costs* section, if you engage the mobilizers directly for the action. The mobilizers should be active during the entire project duration, and apart from the honorarium they will receive from your organization, the mobilizers will not be additionally paid by the project *Support for Electoral Reforms in the Republic of North Macedonia*. |
| Q.3.28. How will we monitor the new programs that will be planed for 2023, considering that the project lasts very short? Will the project extension be allowed the monitoring to be completed? Is the reporting included in these six months? | This is an important element when deciding which question to address in your project. In the application you need to prove that you will have certain results and effects from the action you plan to take. Currently, the project is not planned to be extended beyond the planned six months. The Final reporting about the project will be immediately after the end of the six-month implementation period. Besides the Final report, the organizations will have to submit monthly reports, as well, with updates about activities and results. |
| Q.3.29. Where the trainings for the mobilizers will be held? This is important for planning the travel costs. | The locations for the workshops will be announced later. The travel expenses and accommodation for the trainings for the mobilizers (explained in the answer to Q.3.13.) will be covered by the Project and should not be budgeted. |
| Q.3.30. Are the personal tax expenses eligible? | Yes. Only the VAT is ineligible cost. As stated in point 3.2.1. from the Guidelines for Applicants, the planned budget costs should be in MKD and without VAT. |
| Q.3.31. The problem for which we would like to mobilize the community cannot be solved in 6 months-would the starting activities (that would start the solution) will be counted as a result? | In the application preparation phase, it is good to analyze the promise/problem, but also to talk to the local government. Is this question/problem included in the program for 2022 and do they plan to put it in the program for the next year or maybe they have started some preparatory activities. They may have started, for example, with preparatory activities (e.g. obtaining permits or organizing tenders). We leave it to you as representatives of that community to make a good assessment of the issue and the perspectives for solving that problem. |
| Q.3.32. If the LSGU has started with activities, would it be appropriate to apply with that problem? | If it is promised in an election program and included in the annual program of local self-government, ie. the issue that is monitored is implementating by the local self-government, it could be the subject of the initiative because the implementation of the same will be monitored. |
| Q.3.33. In co-financing, it is usually required that the funds come from a project that has been already approved. If we apply to another donor, should that information be stated in the application? | As it stated in point 2.4. in the Guidelines for Applicants, co-financing from other donors is not required but encouraged. Please be careful, if another donor is funding the same activities, please note that double funding of the same activities is not allowed. |
| Q.3.34. One NGO without a partnership apply, I think this was not mentioned that partnership is not necessary in this call. | In the Guidelines for Applicants, its not mentioned that a partnership is required. Only one organization applies. |
| Q.3.35. Considering that this budget is relatively small for the planned activities, is the co-financing allowed? | Please see the answer in Q.3.33. |
| Q.3.36. Is it necessary the project team and the mobilizers to be employed in the organization or they could be hired with Work/Author’s Agreements? Is it possible in the project a coordinator and two mobilizers to be included? Is it necessary PR to be hired? | Yes, the project can include a coordinator and two mobilizers. The number of people you will hire and their profile depends on the activities you will foresee in the project, regardless of whether the people will be employees of the organization or will be hired with a Work /Author's Agreement. |
| Q.3.37. How will we receive written responses from you? | The answers of the questions received on the helpdesk via e-mail address: [info2ig@mcms.mk](mailto:info2ig@mcms.mk) and the questions asked during the Info session held on 14.09.2022, will be published on the project’s website <https://electoralreforms.mk/> |
| Q.3.38. Will we get the video of this Information Session? | The video with explanation of the documents Guidelines for the Applicants, Application and Budget will be published on the project’s website <https://electoralreforms.mk/> |
| **Questions received by the helpdesk via e-mail, at:** [**info2ig@mcms.mk**](mailto:info2ig@mcms.mk)  **up to the deadline 20.09.2022** | |
| Q.4.1. In point 6 of the Guidelines for Applicants, we came across the section where administrative, legal and financial suitability will be required from applicants during the verification and the following: Copies of annual financial reports (or final accounts, profit/loss accounts and balance sheets) for the last three years, notably 2019, 2020 and 2021 (if applicable)!  Our question to you in this case is whether we as the newest organization established in May 2021 can apply for this call by providing the financial report for 2021 only? | Yes. Please see the answer in Q.3.1.  Regarding the documents listed in point 6 of the Guide for applicants, please do not send them when applying. They might be requested by the Grants Selection a Committee and/or by the Project and a deadline for their submission will be given if these documents are requested. The documents you need to submit when applying are listed in point 4.4. of the Guidelines for Applicants. |
| Q.4.2. Would you like to give us an information if it is possible to apply for only one municipality by including several activities of that municipality, planned according to the 2021 election platform, or more municipalities need to be included? | It can be applied for only one municipality.  More municipalities might be involved, but it’s not obligatory. |
| Q.5.1. How could I identify the topics that were promised by the Mayor during the 2021 local elections - we as Roma were not mentioned in any of the party's programs. When the program was promoted, it referred to all citizens, in general. Shall I submit a proof of all the pre-election promises that affects us, the Roma people. | Yes, you can provide proof of all pre-election promises that affect the Roma.  More about providing proof please see in the answer to question Q.1.2.  Regarding the choice of topic, please the see answers to questions: Q.3.19, 23, 26,28,31 and 32. |
| Q.6.1. Should all documents be sent scanned or should only the document Application Form (the part which should be signed and stamped) be scanned? Do other documents like budget, CVs need to be scanned or is it enough to be in Word/Excel? | All documents listed in point 4.4. of the Guidelines for Applicants should be submitted in Word/Excel, where applicable. Scans should only be submitted of:  • Annex 4. Proof of the Applicant’s legal status by provision of a Certificate of Current Status issued by the Central Registry of North Macedonia, not older than 6 months at the point of the opening date of the Call (5 September 2022); scanned versions are acceptable;   * Scanned part C. Declaration of the Applicant, signed by the applicant’s legal representative. |
| Q.7.1. In section C. Declaration of the Applicant, should only that page be taken out, signed and stamped, scanned and sent as a separate document or should the entire document Application Form be scanned? | Yes, only that page (Part C. Declaration of the Applicant) needs to be taken out, signed and stamp and scanned sent as a separate document. The complete Application form should be sent in a Word version, according to the specified parameters. |
| Q.8.1. Is it necessary the area/subject that was promised during the 2021 local elections and was published as a program, to be obligatory included in the work plan and budget of the LSGU for 2022, or is it allowed through the developed project to mobilize the public opinion and thus to force the leaders of the Local Self-Government to foresee that topic/area within the financial construction in the period of their mandate of 4-year period 2021-2024? | Please the see answers to questions: Q.3.15 and 16 |
| Q.8.2. Should the title of the subject literally correspond to the title promised in the election program, or it can be modified and supplemented according to the applicant's conceptual solution, so that it is successful, compact, complete and potential for selection by the organizer of the Call for applications? | The issue that will be monitored should be in the election program and in the program of the municipality. Also, please see the answer to question Q.3.14. |
| Q.8.3. Is the number of project team members limited, and does each member need to submit a CV separately, just like the Mobilizers? | The project team should consist of at least one member and there is no limit to the maximum number of members.  As stated in point 4.4. of the Guidelines for Applicants, brief CVs will need to be submitted for each team member and for each of the two mobilizers, separately. |
| Q.8.4. If one of the two mobilizers who meet the conditions required by the grant organizer is in a family relationship with one of the members of the project team, does it cause any violation of the rules and disqualification, or is there no restriction of that nature? | According to the Law on Associations and Foundations there is no limit, unless otherwise is regulated in the internal rules of your organization. |
| Q.9.1. Must the promises of representatives of political parties be monitored, or can the candidates from independent lists be monitored, as well? | Promises made by the candidates from independent lists can also be monitored. |
| Q.9.2. Are the members of the municipality’s Councils as valid as mayors? | Yes, if there is an election program by the members of the municipality’s Councils and the promised topic is reflected in the work program of the Local Self-Government. |
| Q.9.3. How will the fulfillment of the members of the municipality’s Councils be evaluated, due to their inability to fulfill a promise, because of their limited power? | Please see the answer to question Q.9.2. |
| Q.9.4. Taken in consideration that the term "selected grantees" is mentioned, should our current initiatives be linked to the old pre-election initiatives? | The initiatives should be linked to the election promises made during the 2021 local elections. |
| Q.9.5. Should the selection of the region be reduced to one unit of local self-government, or can it be the whole region? | Depending on the topic you will address, you can choose to act at the level of one local government unit or at the level of an entire region. |