



Issue Date: December 28, 2016

Reference: RFA # CEP-SSG-01

Subject: Clarifications regarding RFA # CEP-SSG-01

Question 1: Can we, as lead applicant, apply with a partner that is already implementing projects financed by USAID?

Answer 1. Strategic Support Grants (SSGs) of USAID's Civic Engagement Project (CEP) target individual CSOs and think tanks. The applicant CSO or think tank is free to envision establishing partnerships to achieve their objectives with SSG funding and technical assistance. However, CEP will give priority to CSOs and think tanks that are insufficiently supported by other USAID programs or other donors.

Question 2. Our organization was registered this year. We would like to consult you regarding the request for financial reports. We do not have any income or spending so far. Are we still required to submit the following documents:

- A copy of the organization's Annual Report, both financial and technical (if available) or indicate an internet link where these documents can be found;
- A letter of support from relevant public institution(s) or media if the applicant plans to work with public officials or media staff;
- Auditor's report;
- Financial statements (Balance Sheet, Profit and Loss, Cash Flow).

Answer 2. SSGs require that CSOs have at least three years of substantial experience in undertaking actions in the areas of good governance, public service improvement, rule of law, anti-corruption, human rights, economic growth, and business enabling environment, and monitoring and oversight of public institutions. Organizations that have one year of experience are not eligible to apply for the Strategic Support Grants. CEP will not provide "start-up" funding, although CEP may make a rare exception if sufficient evidence is presented to show that the CSO's leadership has adequate prior experience and the CSO is capable of filling a niche that has been underserved in the past.

Question 3. Is it allowed to be a lead applicant with one proposal and a partner applicant for another proposal?

Answer 3. SSGs target individual CSOs and think tanks. CEP's Partnership Grants target CSO networks, coalitions, and alliances. Yes, a CSO or think tank can take the lead in a proposal for SSGs and be listed as a supporting partner in the proposal by another lead CSO or think tank.

Question 4. If the project activities envision cooperation with regional institutions in the country, is it needed to have their commitment at this stage?

Answer 4. The applicant must submit a letter of support from any public institution it plans to work with before it is awarded the grant.

Question 5. Can one organization be involved in more than one proposal?

Answer 5. SSGs target individual CSOs and think tanks. CEP's Partnership Grants target CSO networks, coalitions, and alliances. Yes, a CSO or think tank can take the lead in a proposal for SSGs and be listed as a supporting partner in the proposal by another lead CSO or think tank.

Question 6 Can an organization that currently doesn't have any permanent staff but only volunteers apply?

Answer 6. See answer 2 above. Moreover, if awarded the SSG, the applicant is expected to dedicate sufficient full-time staff to be able to implement the proposed project efficiently.

Question 7. Is co-funding/cost sharing needed by the CSO?

Answer 7. Cost-sharing is not required for the SSGs. However, it is welcomed.

Question 8. Is there a limit on the number of pages for the application form?

Answer 8. Please follow the word limit of each question in the Application Form.

Question 9. Is there a limit on the MBs of the proposal to be submitted over email? In case the file is larger, can a link be provided for download?

Answer 9. There is no limit on the size of the proposal submitted per se, however, the application must come in one email or it can be delivered to the offices of Metamorphosis by 16:30 on Jan 25, 2017. See the RfA for the concrete instructions on proposal's delivery options.

Question 10. Regarding the budget, can you please explain whether we need to write all budget lines in detail and specify the names of the persons that would be engaged in the project, and who would be paid for their engagement?

Answer 10. As stated in the Grant Application Cover Sheet, the applicant CSO or think tank should name the Project Director and the Finance Manager for the proposed project. Also, as indicated in the Section 6: Project Team of the Application Form, the applicant needs to attach brief biographies (maximum 250 words per bio) of the proposed project team and indicate how much work time for each will be devoted to the proposed project. The positions listed in the budget should be the same as the positions and the time that they will allocate to the project that are laid out in the proposals' Section 6.

Question 11. Is it required that the organization has employees or can the project be run by us as founders?

Answer 11. Under the Eligibility Criteria, the RfA for SSGs states: (Applicants should) have a governance structure that ensures proper rotation of leadership and delegation of power, including, at least a Board of Directors, a Chairperson, and an Executive Director. The same individual should not hold the position of the Board Chairperson and Executive Director. If this criterion is not met, the applicant must submit a proposed reform process that will work towards meeting these standards.

Question 12. Because we are a new association, established in September 2016 we still do not have any income or spending, are we required to submit a financial and auditor's report?

Answer 12. One of the eligibility criteria is that the applicant has at least three years of substantial experience in undertaking actions in the priority areas listed in the Request for Applications. Applicants must submit a copy of the organization's Annual Report, both financial and technical (if available) and Auditor's report. The Project will not provide "start-up" funding, although the Project may make a rare exception if sufficient evidence is presented to show that the CSO's leadership has adequate prior experience and the CSO is capable of filling a niche that has been underserved in the past.

Question 13. Is it necessary to have a partner organization and are they required to participate financially?

Answer 13. SSGs target individual CSOs and think tanks. CEP's Partnership Grants target CSO networks, coalitions, and alliances. However, CSO or think tanks that apply for SSGs are free to envision establishing partnerships to achieve their objectives with SSG funding and technical assistance.

Question 14. Can a certain activity be implemented outside of the Republic of Macedonia?

Answer 14. Nearly all the proposed activities should take place in Macedonia, except for (limited) participation in networking or advocacy activities that are closely related to the CSO's proposed activities, but might be taking place abroad. In any case, should the CSO propose activities that will take place abroad, it should clearly state how these activities are relevant to the proposed project goals.

Question 15. Is it obligatory to have a network of CSOs for this request for applications?

Answer 15. SSGs target individual CSOs and think tanks. CEP's Partnership Grants target CSO networks, coalitions, and alliances. However, CSO or think tanks that apply for SSGs are free to envision establishing partnerships to achieve their objectives with SSG funding and technical assistance.

Question 16. If we apply for this call will the organization still be eligible to apply for the upcoming requests for applications?

Answer 16. All applicants and grantees are eligible to apply for CEP's other grant programs.