



Questions and Answers for the (RFA) # CEP-PG-03 collected between October 25 and November 09, 2018

1. Should the applicants submit registration documents and annual financial reports for all the members of the network if it is a non-formal network?

Please refer to Eligibility Criteria section in the RfA: In cases of non-registered CSO alliances, CEP will award the grant to one CSO (lead applicant) that is a member of the respective CSO alliance. Therefore, as indicated under Application Submission Procedures section, Applicants must submit the following documents: 4) Five copies of the Annual Financial Report or final account of the legally registered CSO alliance; or of the lead CSO applicant in case of the non-registered CSO alliance; and 5) Five copies of the organization's registration document not older than six months, issued by the Central Register of the Republic of Macedonia (from the registered CSO alliance or the lead CSO applicant for the non-registered CSO alliance).

2. Does the applicant have to have a defined governance structure?

Please refer to Funding Priorities section in the RfA, in particular, CEP will give priority to CSO alliances that:

- 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 or a CSO Alliance Coordinator. The same individual should not hold the position of the Board Chairperson and Executive Director/CSO Alliance Coordinator. If this criterion is not met, the applicant must provide (in section III Organizational Background in the Application Form) a proposed reform process that will work towards meeting these standards.

3. Can the signatures in the Application Form be digital or can they be handwritten?

The Application Form is designed in such a way that it allows for the applicant to decide whether to sign it by hand, digitally, or use both signatures.. In addition, please note that, as indicated under Application Submission Procedures, Applicants must submit the following documents: 1) Five printed copies of the Application Form and the Project Budget. At least one of the copies must contain the original stamp and signature.

4. Is it expected that all five CSOs have cooperated between themselves for at least three years?

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It is expected that all CSOs representing the alliance, formal or non-formal, have previous track record of cooperation. Please refer to Eligibility Criteria section in the RfA: (iii) Be registered for at least three years (if registered as a CSO alliance) or have joint activities for at least three years (if not registered) in the priority areas of this RfA.

In addition, please refer to Funding Priorities section in the RfA, in particular, CEP will give priority to CSO alliances that:

- Have a proven track record of engaging in effective and successful joint actions related to the priority areas under this call for at least the last three years.

5. Is there a minimum threshold for external resources provided by the applicant?

There is no minimum threshold for additional external resources secured by the applicant. However, please refer to Funding Priorities section in the RfA, in particular, CEP will give priority to CSO alliances that:

- Demonstrate clearly their existing or likely co-funding from external or own sources.

For more specific information on how applications will be evaluated please refer to Evaluation Process and Criteria section in the RfA; (d.) Mobilizing external resources.

6. Should the Memorandums of Understanding (MoU) be submitted in the application phase? Can the applicant submit an old MoU (from previous projects) with the institutions that are targeted with the project proposal? Is it obligatory for the MoU to include financial support as well?

In case you are referring to an internal MoU, supposed to be signed between CSO alliance members, please refer to Eligibility Criteria section in the RfA: CSO alliances legally registered and non-registered CSO alliances operating in Macedonia are eligible to submit proposals in response to this RfA. In cases of non-registered CSO alliances, CEP will award the grant to one CSO (lead applicant) that is a member of the respective CSO alliance, based on a **Memorandum of Understanding** that is signed by all the respective CSO alliance members prior to the grant award.

In addition, please refer to the following Eligibility Criteria:

- (iv) Applicable only for non-registered CSO alliances - provide relevant proof for the existence of the CSO alliance, that could include: reports on joint initiatives by CSO alliance members submitted to respective donors; correspondence with donors or/and public institutions related to the CSO alliance's joint initiatives; minutes, list of participants, and pictures of the CSO alliance's meetings, etc.;



(v) Applicable only for non-registered CSO alliances – provide a **Memorandum of Understanding** signed by all CSO members of the CSO alliance.

Furthermore, please refer to Application Submission Procedures section in the RfA, Applicants must submit the following documents:

8) Applicable only for non-registered CSO alliances – Five copies of the **Memorandum of Understanding** signed by ALL CSO members of the alliance.

However, if you are referring to an MoU that the Applicant has/will have with the external stakeholders, please refer to Funding Priorities section in the RfA, in particular, CEP will give priority to CSO alliances that:

- Demonstrate understanding and have a concretely elaborated commitment to cooperate with a wide range of stakeholders, including the media, private sector, think tanks, academia, and public institutions.

Please refer to Application Submission Procedures section in the RfA, Applicants must submit the following documents:

3) Five copies of submitted letters of support from relevant public institution(s), MoU, media or CSOs, in cases when the applicant plans to work with public officials, media, or other CSOs.

It is not obligatory to include financial support/contributions in the MoU.

7. Do proposed activities have to be implemented by the secretariat of the alliance or divided among the members CSOs?

Please refer to Funding Priorities section in the RfA, in particular, CEP will give priority to CSO alliances that:

- In the case of non-registered CSO alliances, plan to engage staff from more than one CSO alliance member in the implementation of the proposed project; and
- Allocate relevant resources for the needs of the CSO alliance and are willing to commit for the successful implementation of this project at least one full-time staff member of the CSO alliance.

8. Are external resources expected to be financial only?

Please see answer 5 above.



9. Is a CSO that is already implementing USAID supported project applicable to apply under this RfA?

CEP will not accept or review applications by:

- Lead organizations that are currently implementing CEP's Partnership Grants;
- Lead organizations that are currently implementing or have been awarded CEP's Strategic Support Grants.

10. Is a CSO that is already a CEP grantee eligible to be a member CSO of an alliance that applies under this RfA?

Please see answer 9 above.