***Questions and Answers for the* (RfCP) # CEP-YESG-03 *Collected by November 17, 2017***

1. **Our organization has been registered for 4 years, but so far we have not been awarded a grant by any donator. Are we eligible to apply for the call?**

Given the fact that your organization has been registered for 4 years, and assuming that the proposed staff of the organization indicated in the application has sufficient evidence of experience in managing projects of this type, you can submit a concept paper for this call.

1. **Can a single organization apply for this call in the role of lead implementer with one concept paper and as a partner organization with another applicant?**

No. One organization can submit only one concept paper in the role of a lead implementer or in the role of a partner with another applicant.

1. **Do we need to submit documents confirming that we have experience (contracts with donors, etc.)?**

When submitting concept papers, you do not need to provide documents to confirm your previous experience, however, you will need to address this matter only in case when CEP Grant Review Committee selects your application after the Idea Competition Event presentation and invites you to submit full application based on the respective Concept Paper.

1. **Where can we find the application form?**

The Request for Concept Paper with all supporting documents is published on the Association for Democratic Initiations’ (ADI) web page [www.adimacedonia.org](http://www.adimacedonia.org) and on CEP Macedonia’s FB page <https://www.facebook.com/CEPMacedonia>

1. **May a primary school apply for this call?**

Primary schools are not eligible to apply for this call.

1. **Will it have an impact on the score if the organization submits a concept paper without a partner organization?**

The decision whether to apply with a partner organization or not is entirely up to the applicant and as such it will be evaluated only through the prism of how it will be integrated and how it will affect the collaboration posture in your application. By itself, such a decision will not increase or decrease your score in the evaluation process.

1. **What is the deadline for submitting the concept papers?**

The deadline to submit the Concept Paper Application is November 24, 2017, 13:00 o’clock.

1. **What is the date for evaluation of the concept papers?**

The evaluation of the received concept papers will be conducted by the Grants Review Committee during the last week of November 2017.

1. **What are the start and end dates of the project implementation?**

The earliest project start date is March 1, 2018. The minimum duration of the project is 9 (nine) months, and the maximum duration is 12 (twelve) months.

1. **Is it possible to expand some ideas from the previous projects and to use it as an idea for this project?**

If your previous project was a success story and if it is clearly pointed out in your application how the new idea is subsequently linked with the previous project, as well as what results and outputs from the previous project you indent to enhance and achieve, of course, you may expand some ideas from the previous projects.

1. **Macedonia has 8 planning/statistical regions and you intend to award 8 grants, does it mean that you will award one grant in each region?**

No, of course not. USAIDs Civic Engagement Project takes into account the geographical allocation of the awarded grants, however, this does not mean that grants will be awarded strictly by planning regions.

1. **In the concept paper under the section Problem Statement, do we need to list more indicators in order for the project to gain on weight?**

If you consider that it will address more the assessment of the problem that you have identified in the project, you can include as many indicators as you consider necessary. In addition, please carefully read the instructions provided in the Concept Paper Outline under each section, and please note that the sections in the Concept Paper are limited with number of words.

1. **Should we submit applications in Macedonian or English language?**

The applications must be submitted in English.

1. **What does “impact” mean in the section Evaluation Process and Criteria?**

Criteria impact implies a description of how the proposed solution will be objectively measured as it pertains to the success or extent of success in addressing the issue/problem, the effectiveness of the proposed method(s) to reach out and to engage the targeted beneficiaries in project activities, and the extent to which the project highlights, contributes to, and influences important policy issues, which may be addressed by local, regional, and national policy makers.

1. **On which basis do we need to determine the prices in the budget lines?**

You should provide justification of costs for the budgeted items according to organization’s historic payments or market rates. Applicant must comply with its internal policies or conduct market research to justify the rates.

1. **In the template for the budget there is a line called Contractual Services. Should we insert the fees for trainers in that budget line that we plan to include in the project implementation?**

In the category for Contractual Services you should insert all costs and procurements that stipulate a service contract, including trainers, lecturers, etc.

1. **How many applications/organizations will be invited at the idea competition event?**

There is no strictly determined number of applicants that will be invited at the idea competition event. It will depend on competitiveness and the quality of applications.

1. **Is an informal group required to be in a partnership with a CSO in order to be eligible to participate in this call?**

It is not necessary for the informal group to be in partnership with a CSO in order to apply for this call. Informal groups should prove their experience or the experience of the proposed project staff.

1. **Are we eligible to apply on this call if we are already USAID Grantees?**

Yes. If you are already a recipient of USAID funds you are eligible to apply for this call.

1. **Are we eligible to apply for this call if we already applied on Civic Engagement Projects’ recent call for Strategic Support Grant?**

Yes. If you already applied for the SSG call, your organization is eligible to apply for this call.

1. **Is it a requirement for the organization’s staff member proposed in the application to be youth?**

We encourage the inclusion of youth in the proposed staff, but it is not a requirement.