

Sub-Granting Authority: **Ana and Vlade Divac Foundation**

Open Call for Proposals

Stronger Voices for Better Choices - Youth Hub for WB&T



Reference Number: IPAIII/2024/459-226

Guidelines for Applicants

Deadline for submission of full applications: **September 30th, 2025, CEST16.00 hrs**

NOTICE

This is an open Call for Proposals within regional project: “Stronger Voices for Better Choices – Youth Hub for WB&T” (further: Project) implemented by Ana and Vlade Divac Foundation – Serbia (lead implementer), Beyond Barriers Association - Albania, Institute for Youth Development KULT – Bosnia and Herzegovina, NGO Prima – Montenegro, Democracy for Development - Kosovo*, Youth Alliance Kruševo – North Macedonia and Community Volunteers Foundation (TOG) - Türkiye.

The instructions described in this document will help all the applicants to successfully submit their applications.

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence. It applies to the whole text within this document.

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1. THE PROJECT SUB-GRANTING SCHEME

1.1. BACKGROUND

According to Eurostat, the total youth population in the WB6 is over 3,6 million (21.27% of the total population), while the youth population in Türkiye is 12 million (15.2% of the total population). Countries covered by the Project are struggling with the EU approximation process, fragile democratic institutions, human rights violations, media freedom and pluralism, and a huge (particularly youth) emigration to EU and other countries. Although young people constitute such a huge % of population and are crucial for the future of the WB&T region, their participation in the above listed developments, and consequently the influence in the transition societies remains sideways and inadequate. In some areas and countries, the youth support system is partially working, but tends to benefit youth that are already active or/and engaged, leaving the majority of young people left behind the opportunities, information, knowledge and skills, particularly young women and marginalized youth. These young people face unique challenges and barriers, including a lack of quality jobs, inadequate education opportunities, a high risk of poverty, and exclusions with the absence of political representatives who would advocate on their behalf. [2023 Youth Participation Index](#) (YPI) published by the Youth Hub for WB&T – YHWBT (further Network), highlights persistent youth underrepresentation in political life (particularly women), exclusion from employment and education, and a high risk of poverty. Index provided gender data/analyses for several indicators, showing that significant gender gaps in all countries, particular when it comes to labor activity, NEET¹ rates, and in women entrepreneurship. Although all countries have made progress in the youth policy framework, adoption of relevant strategies and action plans, main weaknesses remain (from wider political issues to data collection, evaluation and monitoring) in developing the functional youth-focus systems that would advance the well-being of young people in the region. In line with the stated, the Council of Europe 2022 statement on protecting civil society and young people highlighted “the importance of the genuine and meaningful participation of young people in democratic life, in particular through youth civil society, for building more democratic, peaceful and inclusive societies”.

About the Network:

Youth Hub for Western Balkans and Türkiye, initially founded in 2016, is a network of currently 68 youth and for youth organizations from Western Balkans and Türkiye, whose objective is to ensure greater involvement of young people in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Türkiye. Network collects data on youth position, monitor and follow the involvement of youth in all countries. It supports youth policy changes to achieve higher participation of young people in political, economic and social life in each country.

About Ana and Vlade Divac Foundation (further Divac foundation)

Founded in 2007 as an independent and nonprofit organization with the mission of securing quality life to vulnerable groups and their integration into a local and wider community by strengthening equality, solidarity and tolerance in society. Divac foundation has achieved significant results in promotion of philanthropy, economic empowerment of vulnerable groups, gender equality and labor rights, promotion of sustainable development goals, empowerment of young people to become more actively involved in the social, economic and political life of the country and the region, while investing in education was one of the organization’s strategic priorities from the very beginning.

¹ Not in Education, Employment, or Training

The Foundation was also over the years dedicated to economic empowerment of women and small farms and provided active support to civil society organizations through grants, capacity building and mentoring.

About the Project:

The project is grounded in the hypothesis that civic participation and active citizenship, particularly those involving youth, is essential for sustainable reform processes in any society, and it is particularly relevant for the context of EU integration of the region. Non-governmental organisations (NGOs) in the region remain as key actors in these processes that ensure citizens participation, policy debate, sustainability of the necessary changes, and overseeing and monitoring of the reform process. With adequate capacities and networking, NGOs can mobilise citizens, and contribute to addressing the burning issues and problems brought by the transition. One such problem is the **youth inclusion** in societal changes and transformation– political, economic and social. The Project is supported by the European Commission, as part of its efforts towards continuous upgrading of the relationship of public authorities with the youth. Gender equality is one of the key elements of the Project.

Specific objectives:

SO1: To provide evidence-based advocacy for improved policymaking and reform process implementation,

SO2: To increase capacities and regional collaboration of NGOs to influence decision-making and societal debate, particularly on young women and men, via Youth Hub for WB&T Network (YHWBT)

SO3: To increase engagement, visibility and influence of NGOs in raising public awareness, mobilizing citizens and promoting broadest civic participation.

The main component of the project is *the sub-granting scheme* to provide financial support to the non-profit organizations in each of the countries.

The total budget for the sub granting scheme in Serbia is **EUR 58,000, including co-finance from the grant applicants**. This amount will be distributed in one round of grants.

The specific objective of this Call for Proposals is: to support NGOs who are focused on increasing political, economic and social participation of young people, especially from marginalized communities.

1.2. SPECIFICATIONS OF THE CALL FOR PROPOSALS

Divac Foundation invites mostly small and medium local non-governmental organizations which have an innovative idea, who are committed and actively involved in increase of youth participation, especially under-represented and vulnerable groups of youth (to name some: young women and girls, Roma youth, youth with disabilities, NEET youth, etc.) to apply to this Call for Proposal. **50% of the sub-granting scheme will be focused on increased participation of young women and girls.**

The main goal of this Call is to strengthen the current Network member's capacities to keep contributing to process of improving the position of youth (LOT 1) and to expand the Network in order to enable pathway for smaller, local CSOs to directly engage in different activities on local,

national and regional level regarding increase of systematic and meaningful youth participation (LOT 2). The decision is based on the commitment for keeping continuity of work of local NGOs necessary in order to align processes on national and local level and increase the adequate response to challenges that youth are faced with (especially vulnerable, under-represented ones). We don't want to expand the Network just for the sake of expanding.

Particular focus of the activities will be given to involving marginalized youth (young girls and women, Roma, youth with disabilities, minorities, youth from rural areas, etc.) to ensure participation of those without information/access to initiatives, not active in local communities or indifferent to EU accession process. These groups are additionally disadvantaged by geographic distance, social exclusion and physical obstacles, while young women especially in more traditional environments, such as the WB&T region, tend to be socially discouraged or disadvantaged to take part in civic activities; they **need** information on the existing opportunities for knowledge, cooperation and activism; they need encouragement for assuming an active role in their local communities and societies, that would benefit from more favorable youth policies. These groups need to be directly approached and provided with information about the existing opportunities; provided with options for civic activism and exchange; they need to be empowered to undertake an active approach to reverse the effects of their marginalisation, active policy measures are required, both as part of regional, nation-wide youth policies, and as local-level policy measures tailored to their particular needs and local context in each of the seven participating countries.

The applicants should clearly indicate in the proposal the ways how they plan to ensure the sustainability of the services/products that will be developed and delivered, after the project implementation period. Creation of local networks (formal or informal) and partnerships with different stakeholders in the targeted area as the project activities and as an indicator of the sustainable project is encouraged under this call for proposals.

Beside financial support, selected applicants will participate in the in - person and online country-specific and regional trainings on different topics, including the financial and operational management of EU funded projects.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE SUB-GRANTING AUTHORITY

The overall indicative amount for Serbia made available under this Call for Proposals is **EUR 58,000, including the co-finance from the grant applicants**. The Sub-Granting Authority reserves the right not to award all available funds and/or to reallocate the funds between LOTs in case of insufficient quality or number of proposals received.

Size of Sub-Grant and total project amount: Any grant requested under this call for proposals must be in the up to following amounts:

LOT 1: Maximum project amount: EUR 8,000 per grant (with particular focus on involving and supporting some current members of Youth Hub for WB&T informal Network). This amount includes the co-finance from the grant applicants. The grant from the Sub-granting Authority may cover a maximum of 90% of the total eligible costs of the project. The rest of 10% needs to be covered by selected organizations from sources other than the general budget of the European Union. *Please note that there is a strict prohibition of double funding from the EU budget*

LOT 2: Maximum project amount: EUR 5,000 per grant (with particular focus on small, grassroots and local NGOs). This amount includes the co-finance from the grant applicants. The grant from the Sub-granting Authority may cover a maximum of 90% of the total eligible costs of the project. The rest of 10% needs to be covered by selected organizations from sources other than the general budget of the European Union. *Please note that there is a strict prohibition of double funding from the EU budget*

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Sub Grant Management Manual to contract procedures for actions, applicable to this call for proposals.

2.1. ELIGIBILITY CRITERIA

2.2. The Eligibility of Applicants

In order to be eligible for a sub-grant, the applicant must:

- (1) Be a local non-governmental, non-profit making organization, registered in accordance with applicable laws, not established by the state, political parties, trade unions, religious communities, or as part of international humanitarian structures with a special status (e.g., the Red Cross)
- (2) Be established and acting in the territory of Serbia
- (3) Not implement exclusively religious and/or political party activities
- (4) Not have any history of legal proceedings related to fraud or corruption
- (5) NGOs with turnover maximum in 20.000 EUR (in 2024), for LOT 2 only
- (6) NGOs who are current member of YHWBT Network, for LOT 1 only
- (7) Have the credibility, capacity and capability to quality deliver proposed activities in cost effective way
- (8) Committed and actively involved in the increase of youth participation, especially under-represented and vulnerable groups of youth (to name some: young women and girls, Roma youth, youth from rural areas, youth with disabilities, etc.)

2.3. NUMBER OF GRANTS PER APPLICANT

Due to the specifications of the call, the Sub-Granting Authority will accept the following:

- An organization may submit **only one application** under this Call for Proposals.
- An organization may be awarded only one grant under this Call for proposals.

2.3.1. The Eligibility of Actions

Duration: The duration of the project awarded under this call for proposals may not be less than **6 months** nor exceed **12 months**.

Location: Actions must take place across Serbia

Types of actions: The proposed strategies should focus on delivering results against the objectives set out in section 1 and must include, but not limited to:

- analyses and monitoring of public policies regarding youth participation
- advocacy for the revision of existing legislation and adoption of new legislation in accordance with EU standards and requirements as well as with the Council of Europe standards and the ECtHR case law.
- promotion of the implementation of adopted laws and regulations
- organization of citizens' panels, round tables, multi-stakeholder forums and other forms of direct/deliberative engagement with the constituencies and relevant stakeholders
- organization of public awareness campaigns
- publication of online leaflets and manuals on best practice.
- organization of advocacy actions and campaigns and testing innovative approaches to advocacy
- organization of educational activities, youth - exchange programs, training and capacity development actions for youth, study visits, field trips, etc.
- conduction of research on the local level on the position of youth (especially vulnerable and under-represented). Possible options that will be given additional consideration: 1. In-depth exploration of selected indicators within the Youth Participation Index (YPI) developed by the YHWBT Network <https://youthwbt.eu/wp-content/uploads/2025/04/YPI-2023-Report.pdf>; 2. Proposals that include in-depth analysis of YPI indicators, with a focus on amplifying the voices and experiences of vulnerable and underrepresented youth; 3. Meaningful deepening of selected Youth Participation Index (YPI) indicators to strengthen evidence-based advocacy and youth voices in the region; 4. Initiatives focused on advocacy for changes in the organization and collection of data on youth, in accordance with valid legal solutions related to young people in respective country (ministries, entity ministries (if applicable), agencies dealing with data collection) - these initiatives may be related (but not exclusively) to youth MPs, youth unemployment, self-employed young people, youth beneficiaries of social care, youth in prisons, youth supported by some level of government in starting their businesses, youth in risk of poverty, etc.
- networking and coalitions building on local and national level focused on increased participation of youth (especially vulnerable and under-represented), and experience/knowledge sharing activities
- activities that contribute to the socio-economic development of the local communities where the project will be implemented
- activities that mobilizes the work and expertise of local resources and makes use of their traditional abilities

- activities that create social cohesion and foster inclusiveness and linkages among people and community, including different stakeholders
- activities that last no less than 6 and no more than 12 months

Integrated and holistic approaches combining different types of activities are encouraged.

Target group: Please note that the main eligible target group under this call are young people from 15 to 29 years old². Participation of teachers, youth workers, artists and decision makers, etc. over 29 years of age is also possible within planned activities, only if the purpose of that activity falls directly under the goals and objectives of this Call for Proposals.

For projects applying under objectives of this Call, decision-makers, youth workers and other relevant actors over 29 years old can also be project beneficiaries if their participation helps to strengthen the CSOs' capacities to provide meaningful and long-term participation and exchange opportunities for young people, or also other meaningful and long-term opportunities of relevance to **Project**.

The application form should indicate the exact number of targeted participants in the project, classified by gender, if possible. It should describe how the actors plan to include youth from the most excluded groups such as: NEETs (youth "not in education, employment or training"), young people with disabilities, marginalised groups based on race, ethnicity, religious identity, gender and sexual orientation, etc. or youth with fewer opportunities (youth from rural/remote areas, youth with unprivileged educational and/or economic backgrounds, etc.), as well as youth without parental care and youth exposed to conflict, violence and/or bullying. Significant involvement of the most excluded and vulnerable youth groups, particularly supporting their social inclusion and participation in decision-making, will be considered an advantage, especially the involvement of youth who did not have any opportunity to travel and participate in any similar projects. Active contribution of youth is welcome to all stages of the project, including project design and project management.

Non-eligible actions: The following types of operation are ineligible for this financial support:

- Only infrastructure reconstruction and/or purchase of equipment;
- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Projects which consist entirely, or in most part, of preparatory works or studies;
- Projects supporting political parties or illegal activities, and religious activities;
- Actions that fall within the general activities of competent state institutions or state administration services, including local government;
- Actions in relation to: the tobacco industry (CAEN code 16), production of alcoholic distilled beverages (CAEN code 1591), arms and munitions (CAEN code 296);
- Capital investments, deficit funding and capital endowments;
- Actions that are proven to generate or promote mis- or disinformation in the society;

² For the purposes of comparability in regional projects involving multiple countries, we apply the European Union (EU) standard definition of "youth," which includes individuals aged **15 to 29 years**. Although individual countries may define youth differently based on their national policies or cultural contexts, using the 15–29 age range ensures **consistency and comparability** across participating countries.

- Core funding of the applicants;
- Financial subventions to other organizations;
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Actions taking place outside Serbia;
- Humanitarian activities.

Financial support to third parties: Under this call, applicants may not provide financial support/sub-grants to other third parties.

Contract award procedures: Where implementation of the project requires awarding of a procurement contract (tender procedure must be applied if the purchasing costs are equal or more than 2,500 EUR), beneficiary must award the contract to the economically most advantageous offer; i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

Monitoring and Evaluation: Monitoring and evaluation of the approved project will be conducted by the Sub-Granting Authority.

Regular reporting will be mandatory and a crucial part of the project monitoring and evaluation. The grantee will provide all available documentation regarding the project implementation to Divac Foundation. Divac foundation will also assess the follow up, sustainability plans, and dissemination of the project results. The grantee will also document all visibility activities (e.g. newspaper articles, TV appearances, campaigns, etc.) and be obliged to send information about visibility activities implemented throughout the project implementation to Divac foundation including any communication products produced in the project: leaflets, posters, publications, photos, testimonials, etc. within the narrative report on the project implementation. The grantee might also be asked to be part of research projects that Divac foundation is implementing with its partners. Once selected, grantees must use evaluation forms (for both participants and organisers) for their activities (if applicable). Participation in the activities organized within a project shall be recorded through participants and staff lists and photos in appropriate resolution. These lists need to have the following info: name and surname of the participant, organization/institution (if applicable) address/CP, email address, and signature (if it is a physical meeting) including the date, name and venue of the activity.

Visibility: The selected applicants must take all necessary steps to publicize the fact that the European Union is funding the action through the Project. The proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support. Draft materials should be sent by email for comments or inputs to the Divac foundation staff before publishing.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing based on the Communication and Visibility Manual that will be sent to selected organizations together with contract and other relevant materials.

Eligibility of costs: Costs that can be included

Only **‘eligible costs’** can be covered by a grant. The categories of costs that are eligible and non-

eligible are indicated below. The budget presented is considered both a cost estimate and a ceiling for 'eligible costs.

The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

In Annex B, the Budget Proposal Form, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- Describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- Clearly explain the formulas for calculation of the final eligible amount

At the contracting phase, the Sub-Granting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analyzing factual data of grants carried out by the applicant or of similar projects.

Recommendations to award a sub-grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Sub-Granting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the sub-grant or the percentage of the funding by the Sub-granting Authority as a result of these corrections.

It is therefore in the applicant's interest to provide **a realistic and cost-effective budget**.

Eligible costs:

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

- they are incurred and paid during the implementation of the Project
 - Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
 - Costs incurred should be paid before the project closing date.
- they are indicated in the estimated overall budget for the Project;
- they are necessary for the implementation of the Project;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- there are no more than 30% of the total eligible costs allocated to human resources (engaged staff salaries) and office costs (rent, utilities, office supplies, etc.).

Contributions in kind:

Contributions in kind mean the provision of goods or services to a Beneficiary (ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary (ies), they are not eligible costs for this application. Contributions in kind may not be treated as co-financing.

Cost share. The co-funding concept **is applicable** for the sub grantees under this Call for Proposal. The sub grant scheme will cover 90% of the total project budget within the required limits. The selected organizations are obliged to secure the rest of 10% of the total project costs, from sources other than the general budget of the European Union or the European Development Fund.

Ineligible costs. The following costs are not eligible:

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant);
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges;
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary and covered by another action or work program;
- credit to third parties, loans;
- membership fees for any organisations, networks, etc.;
- taxes, unless the following conditions are fulfilled: a) they are not recoverable by any means; b) it is established that they are borne by the final beneficiary and c) they are clearly identified in the project proposal;
- VAT costs;
- costs declared by the beneficiary(ies) and financed by another action or work program receiving a European Union (including through EDF) grant;
- bonuses included in costs of staff;
- salary costs of the personnel of national administrations

(Note: Personal Income Tax for employees is considered eligible cost under this call for proposals)

2.4. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

The Application package must be submitted in accordance with the instructions provided in this Call for Proposals. Applications must be submitted in accordance with the instructions on the application form in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must prepare and submit their applications in **English**.

Applicants should keep strictly to the format of the grant application form and fill in the paragraphs and pages in order, respecting the maximum acceptable length of each section, as indicated in the template. Applications that do not comply with the above-mentioned requirements may be rejected.

Any error or major discrepancy related to the points listed in the instructions on the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Sub-Granting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

The project proposal should be prepared following closely the application guidelines and the published formats (the application form; budget; LEF, FIF). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

Supporting Documents

The Supporting Documents submitted with the application should include:

1. Scanned Confirmation of Registration (in PDF/JPG format) issued by a relevant public authority (not older than six months)
2. Statute and the Establishment Act of the NGO (in PDF/JPG format)
3. Scanned copy of the financial statements for the last year (2024) signed by audit (if available) or Balance sheet and Profit and Loss accounts for the last financial year (2024)
4. Scanned Bank statement, issued in September 2025, that applicant's bank account is not blocked
5. CVs of the staff engaged on the project implementation

Where and how to submit full Application

Application must be submitted through the following [LINK](#)

Applications sent by any other means (e.g. by fax, post, email) will be rejected.

Incomplete applications will be rejected.

The deadline for the submission of applications is September, 30th 2025, at 16.00 (CEST).

Any application submitted after the deadline will automatically be rejected.

Further information about Application

INFO SESSION:

Divac foundation is planning an online info session on September 15, 2025 from 11.00 till 13.00 CEST on the following link:
<https://us06web.zoom.us/j/86834490733?pwd=bYsj8QeYErloFeeIZa8nqA2C5DWNs4.1>
Meeting ID
868 3449 0733

Beside info session, questions regarding application process may be sent by e-mail **no later than 15 days before the deadline** for the submission of applications to the following address: ybh_docs@divac.com indicating clearly the reference of the Call for Proposals: IPAIII/2024/459-226

Divac foundation as the Sub-granting authority has no obligation to provide clarifications to questions received after this date.

Answers will be given no later than **8 days before the deadline** for the submission of applications. To ensure equal treatment of applicants, Divac foundation cannot give a prior opinion on the eligibility of applicants, an operation or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on <https://www.divac.com/rs/Naslovna>

It is therefore advisable to consult the above-mentioned website regularly in order to be informed about the questions and answers published.

2.5. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Project Coordination Team and the Sub-Granting Evaluation Committee. The procedure for selecting beneficiaries of financial support to third parties should comply with the principles of transparency, equal treatment and fair competition, and adequate measures should be foreseen to prevent any situation which could give rise to conflict of interests. All actions submitted by applicants will be assessed according to the following steps and criteria.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

- Compliance with the submission **DEADLINE**. If the deadline has not been met, the application will automatically be rejected.
- The Grant Application Form satisfies all the criteria specified in the eligibility criteria list.

If any of the requested information is missing or is incorrect, the application may be rejected on that SOLE basis and the application will not be evaluated further.

The answer to each of the following questions must be YES in order to make the project eligible for further assessment - Intensive Assessment based on scores and specific weights.

Administrative Criteria:	Yes	No	Comments
1. The proposal is submitted within the deadline			

2. The application form published in the guidelines for this call for proposals has been used			
3. The proposal is typed (not hand/written)			
4. The proposal is in English language			
Eligibility Criteria:	Yes	No	Comments
1. Applicants' eligibility: 1. Scanned Confirmation of Registration (in PDF/JPG format) issued by a relevant public authority, not older than 6 months 2. Scanned Statute and the Establishment Act of the NGO (in PDF/JPG format) 3. Scanned copy of the financial statements for the last year (2024) signed by audit (if available) or Balance sheet and Profit and Loss accounts for the last financial year (2024) 4. Scanned Bank statement, issued in September 2025, that applicant's bank account is not blocked 5. CVs of the staff engaged on the project implementation			
2. Range of project budget: The total project budget is within the required limits (max. EUR 5,000 with co-finance from applicant included for LOT 2 and maximum EUR 8.000 with co-finance from applicant included for LOT 1)			
3. Project duration fall within 6 to 12 months			
4. The Applicant has presented only one application			

After the evaluation of eligibility, Divac foundation will send letters to all applicants, indicating whether their application was submitted by the deadline, whether the eligibility was evaluated, and the results of that evaluation. The Sub-Granting Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected i.e. passed the administrative check.

STEP 2: EVALUATION OF APPLICATION

The quality of the applications, including the proposed budget and the capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicants' operational capacity and financial capacity and to ensure that they:

- Have stable and sufficient sources of finance to maintain their activity throughout the period during which the Action is to be carried out;

- Have the basic management capacity, professional competence and qualifications required to complete the proposed Action successfully

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of this Call for Proposals. They help to select applications which the Sub-Granting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the project proposal, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability, cost-effectiveness, etc.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

SECTION	MAXIMUM SCORE
1. Relevance	20
1.1. How relevant is the proposal to the objectives and specifications of the Call for Proposals?	
1.2. How relevant is the proposal to the needs, problems and constraints of the target region and those involved (target-groups and beneficiaries)? Have their needs been clearly defined and does the proposal address them appropriately?	
2. Target groups	10
2.1 Which specific target group(s) of young people is planned to be involved in the project and how the young people from marginalized group(s) will be reached?	
2.2. Number of young people to be informed, involved in activities (online and offline) and regional distribution?	
3. Effectiveness and feasibility of the action	30
3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Are the activities in line with the needs of the target group(s)? Is the action plan clear and feasible and timeline realistic?	
3.2. Does the project promote social inclusion and political, economic and/or social participation of young people, especially of the marginalized groups? Does it plan activities towards young women participation?	
3.3. Does the proposal include an effective and efficient monitoring and evaluation system to measure the engagement of target group(s) and outcomes of the activities taken? Are the potential risk(s) explanation and envisioned mitigation strategies realistic?	
4. Sustainability and partnership	10
4.1. Is the cooperation with relevant stakeholders included in order to maximize the effects of the project? Have community resources been used (partnerships, cooperations, existing programs, platform, etc.)? Will there be a local “ownership” of the results of the project?	
4.2. Are the activities proposed for the sustainability of the project realistic and coherent?	
5. Visibility and communication	10
5.1. Are the envisioned visibility and communication actions effective (innovative, creative, appropriate and appealing to the target group(s), etc)?	
6. Budget and cost-effectiveness of the action	20
6.1. Are the activities properly reflected in the budget?	
6.2. Is the ratio between the estimated costs and the expected results satisfactory?	

MAXIMUM TOTAL SCORE	100
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SELECTION

After the evaluation according to the criteria set out in Sections 2.1. 2.2. and 2.3.1. one table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. The highest scoring application will be selected.

IMPORTANT NOTE: If the application does not score at least 60 points in total from sections 1 to 5, it will be automatically disqualified and its budget (section 6) will not be reviewed.

STEP 4: NOTIFICATION ON THE SUB-GRANTING AUTHORITY DECISION

The applicants will be informed in writing of the Sub-Granting Authority's decision concerning their application. This information will be sent by e-mail. In case the selected applicant at the time of notification is not anymore able to sign the contract for the project implementation, it will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within *5 (five) working days* from the day when the rejection email has been received. The sub-granting Evaluation Committee will consider the complaints. The complaints will be answered within *5 (five) working days* from the receipt of the complaint.

STEP 5: CONTRACTING STAGE

The contracting process will undergo the following steps:

1. Negotiations

Prior to signing the contract, the Sub-Granting Authority reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs;
- Reflect real market costs;
- Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather be in line with the administrative/financial/HR/programmatic rules of the EU and of the Sub-Granting Authority.

Upon finalization of the above points, the sub-granting contract will be signed between the relevant applicant and the Sub-Granting Authority.

3. INDICATIVE TIMETABLE OF THE PROCESS

	DATE	TIME
Official Public Launch of the Call for Proposals	September 1st	At 12 (Noon)
Information sessions https://us06web.zoom.us/j/86834490733?pwd=bYsj8QeYErloFeeIZa8nqA2C5DWNs4.1 Meeting ID 868 3449 0733	September 15th	11.00 a.m. (until 13.00)
Deadline for requesting any clarifications from the Sub granting Authority ybh_docs@divac.com	September 15th	10.00 a.m.
Last date on which clarifications are issued by the Sub-Granting Authority https://www.divac.com/rs/Naslovna	September 22th	16.00
Deadline for submission of Applications	September 30th	16.00
Information of applicants on opening, administrative checks	October 7th	
Information of applicants on the evaluation of the full application and final selection	October 27th	
Notification of award	October 31th	
Contract signature	From November 1st	

4. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: [Grant Application Form together with Declaration of the Applicant \(Word Format\)](#)
 Annex B: [Budget Proposal Form \(Excel Format\)](#)
 Annex C: [Financial Identification Form](#)
 Annex D: [Legal Entity Sheet](#)