



Application manual

Fund for sustainable local development

Initiatives for innovative health and environmental measures on local level

The following documents will have to be submitted by the applicants:

- **Initiative proposal:** is the detailed presentation of the proposed initiative which contains all the required fields both in terms of the information about the applicant, partners, logical framework and proposed actions.
- **Budget:** represents the expected structure of budget lines for the implementation of the initiative.
- **Statute of leading civil society organization**
- **Partnership declaration**

Initiative proposals should be prepared by filling in the attached application form. **The application form** contains a table with all the necessary questions that will provide a detailed description of the proposed initiative and logical framework, as well as an overview of all the necessary information for further selection. Also, it is necessary to state all the required information about the applicant and all formal implementation partners in the application form.

Besides initiative proposal, it is necessary to prepare a budget proposal, also by filling in the attached budget form. **The budget form** presents proposed structures of budget lines. The maximum amount of requested funds from GIZ is 30,000.00 EUR per initiative, while it is needed to provide own contribution to the initiative by a minimum of 5% of the total budget requested from GIZ. Own contribution could be in cash or in kind.

It is necessary to thoroughly consider costs for the initiative implementation and to prepare, as much as possible, a detailed budget. During the implementation of the initiative, changes between the budget lines will be permitted by GIZ only on special occasions and in case that transferring funds are not increasing the budget line by more than 20%. It is possible to finance part of the salaries of the organization's staff in charge of the initiative execution, but only within the proportionate share of their existing salaries, in line with the percentage of time spent working on



the initiative. In that case, it is obligatory to submit **CVs and working contracts** of proposed staff of the organization.

It is necessary to submit the **Statute of leading civil society organisation**.

Formal participation of local self-government is mandatory, while the additional participation of the private sector, education institutions, other CSOs, media and other development stakeholders is strongly encouraged and along with other selection criteria will be considered as an advantage when assessing the applications.

It is possible to include more than one municipality from the above list in a proposed initiative and in those cases, the same eligibility criteria will apply. This means that only one CSO from one of the targeted municipalities can be a formal applicant, but need to have a formal partner, a registered CSO, from another targeted municipality. The formal CSO partner must have a formal partnership with the local self-government from that same municipality.

All partners on the initiative have to sign a **Partnership declaration**, by using the attached form for partnership declaration or other forms as the MoU and partnerships agreements.

Initiate proposals should be submitted in **Serbian language**, by sending required documentation to the email address: milica.andrejevic@giz.de

The application deadline is **the 9th of May 2021**.

Additional documents that might be useful while preparing initiative proposal

For more information about the fund for sustainable local development, kind of initiatives which could be supported, as well as the criteria on who can apply for the fund, please refer to other attached documents.

Concept of the Fund for sustainable local development contains basic information about the fund, which kind of initiative will be supported, preferable time frame, short description of application, selection and reporting process. For more detailed clarifications please use the attached document entitled "**Fund FAQ**". This document provides more detailed insight into the fund and priority areas of action, as well as the basic criteria for selecting three initiatives that will be funded.