



Support to projects of civil society organizations (CSOs) in Montenegro within the project  
**CSOs in Montenegro - from basic services to policy shapers - M'BASE project**

**IV Call for proposals  
 for the support for projects of civil society organisations (CSO) in Montenegro**

**CLARIFICATIONS<sup>1</sup>**

<b>Question 1</b>	<b>Can organisations that were beneficiaries of funds before and have completed all contractual obligations apply to the IV Call for proposals?</b>
Answer 1	The Call is open to all organizations that meet the criteria specified in the Guidelines, Chapter 5, which means that organisations that were beneficiaries of funds in the previous three calls if they have completed their contractual obligations, can participate in the IV Call for proposals.
<b>Question 2</b>	<b>Can organisations that are lead or partners and that participated in the II Call and have not yet completed the project, participate in the IV Call?</b>
Answer 2	Organisations that have already received support within the previous calls of this programme as lead and have not yet completed all contractual obligations related to project implementation are not entitled to participate in this Call. Partners have the right to apply to this Call.
<b>Question 3</b>	<b>Is it possible to submit the financial report for 2021 if it is not ready for 2022 by the end of the application period for the IV Call?</b>
Answer 3	In the part related to the necessary supporting documentation (article 5.7 of the Guidelines for Grant Applicants), it is stated that organisations must submit a copy of the financial report for 2022 previously submitted electronically to the Tax Administration. Therefore, it is not possible to submit the financial report for 2021.
<b>Question 4</b>	<b>Can the amounts be written in the budget header with a ballpoint pen so that they are not printed again?</b>
Answer 4	It is not possible to enter data manually in the application form and accompanying annexes. According to the rules of the Guidelines for Grant Applicants, you must also send an electronic version, which in terms of content must be identical to the printed copy of the application package.
<b>Question 5</b>	<b>Can CSOs who are associates or lead in the project and have not completed their contractual obligations participate in the IV Call? Does the entire project team undergo training, how many days and hours per day does the training last, is it live or online?</b>
Answer 5	See answer number 2.

<sup>1</sup> Clarifications were given based on questions received by email at [mbase@cgo-ccc.org](mailto:mbase@cgo-ccc.org) and during info sessions, with certain abbreviations when processing questions in order to address the essence.

	The capacity building programme, which is part of the support package, in the project management seminar requires the participation of the project coordinator and the financial manager, whereas in the other trainings there can be a project coordinator or someone of the associates, as decided by the project team. It is organised in a physical format, there is no possibility of online training. Two trainings last two days and one lasts one day.
<b>Question 6</b>	<b>Should the project budget be signed and stamped?</b>
Answer 6	It is not necessary to sign and stamp the project budget, but the application form must be signed and certified in the places marked for it.
<b>Question 7</b>	<b>Are staff costs and fees from line 4.3.4. included in the amount of 45% that must not be exceeded?</b>
Answer 7	Staff costs refer to budget heading 1. Human resources. Fees for services from heading 4. Other expenses, services are not included in the 45% limit.
<b>Question 8</b>	<b>Can an electronic signature be put on the project or it must be original?</b>
Answer 8	The signature must be original. In part 5.7 of the Guidelines for Grant Applicants, it is stated that organisations must submit two printed copies, certified by the seal of the organization and the signature of the person authorized to represent them (one original and one copy).
<b>Question 9</b>	<b>Can we include rental costs in indirect costs?</b>
Answer 9	Rental costs can be indirect costs.
<b>Question 10</b>	<b>I founded an NGO in Montenegro in 2009, and from then until last year I worked in it both on building internal capacities and on what is the programme focus of the organisation. A year ago, I moved abroad, but I care about continuing to help the organisation and therefore it is necessary for me to come for a while as an expert on projects. How should I properly present my role in the project, and primarily in the budget, given that I am still the person authorized to represent the organisation?</b>
Answer 10	You can be engaged in the project, that is, when it comes to the budget through the line of human resources, keeping in mind that there is a cost limit of up to 45% of the total project budget for that segment, and not as an external expert who would be engaged through heading 4 - Other costs, services.
<b>Question 11</b>	<b>How are payments of the approved budget made - are funds paid all at once in advance?</b>
Answer 11	Funds from the approved project are paid in three instalments, in which case the first tranche is 40%, followed by the second after the periodic report, and the third after the improvement of the final report.