



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government
Ministria e Integrimit Evropian
Ministarstvo Evropske Integracije - Ministry of European Integration

The Minister of European Integration, based on Article 8 paragraph 1, sub-paragraph 1.4 of the Regulation No. 02/2011 on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as Article 38, paragraph 6 of the Regulation No. 09/2011 of Rules of Procedure of the Government, approves:

**REGULATION (MEI) - NO. 01/2016 FOR SUBSIDIZING PROJECTS AND
ACTIVITIES PROMOTING EUROPEAN INTEGRATION PROCESS OF THE
REPUBLIC OF KOSOVO**

Article 1
Goal

The purpose of this Regulation is to regulate the procedure for subsidising and monitoring the implementation of projects and activities aimed at promoting the European integration process in the Republic of Kosovo.

Article 2
Scope

This Regulation shall apply to all parties involved in the procedure for subsidizing and monitoring the implementation of projects and activities.

Article 3
Definitions

1. Definitions and terms used in this Regulation have the following meaning:
 - 1.1. **Ministry** – means the Ministry of European Integration;

1.2. **Organizations** – means Non-governmental Organizations pursuant to the applicable legislation in the Republic of Kosovo on Freedom of Association in Non-Governmental Organisations.

1.3. **Commission** – means the Commission responsible for reviewing applications for subsidizing projects and activities;

1.4. **Secretary General** – means the Secretary General of the Ministry of European Integration;

1.5. **The Official Responsible for Monitoring** – The Official Responsible for Monitoring the implementation of beneficiaries' projects and activities.

Article 4

General area of subsidization

Ministry subsidizes projects and activities of natural persons, groups and organisations aimed at promoting the European integration process in the Republic of Kosovo.

Article 5

Public calls for application

1. In order to subsidize projects and activities pursuant to the Article 4, Ministry publishes calls for application.

2. Calls for application are published twice a year in the web of the Ministry and daily press, in March and September of the following year.

3. Ministry may publish additional calls for application during the year, depending on the need for promoting the certain issues that relate to the European Integration process.

4. Calls for application include:

4.1. The general area or certain areas of subsidizing that promote the European integration process in the Republic of Kosovo.

4.2. One-month period available to submit the applications;

4.3. The conditions to be fulfilled by applicants, and

4.4. The necessary documentation to be submitted to the Ministry.

5. Applicants may apply for subsidization of their projects and activities only during the period determined from the Ministry in the calls for application.

Article 6

Overall terms for the applicant

1. Natural persons applying for subsidization of their projects and activities should fulfil the following conditions:

1.1. Be citizens of the Republic of Kosovo;

1.2. Be over eighteen (18) years old;

1.3. Not sentenced by a final judgment, during the last five (5) years, with imprisonment for more than six (6) months for any criminal offence, and

1.4. Not sanctioned by the Ministry, as provided for in the Article 13.

2. Organizations applying for subsidization of their projects and activities should fulfil the following conditions:

2.1. Be registered in accordance with the applicable law in the Republic of Kosovo on the Freedom of Association in Non-Governmental Organizations;

2.2. The representative of the organization should not be sentenced by a final judgment, during the last five (5) years, with imprisonment for more than six (6) months for any criminal offence, and

2.3. Not sanctioned by the Ministry, as provided for in the Article 13.

Article 7

Necessary documentation

1. Natural persons applying for subsidization of their projects and activities should submit to the Ministry the following documents:

1.1. Application form determined in Annex 1;

1.2. Project-proposal with the estimated cost of project or activity presented in narrative and table form, stating the time period available to commence and conclude the project or activity. Project-proposal should be related to the general area or one of the specific areas of subsidization stipulated in the public call for application. Project-proposal should be based in the form stipulated in the Annex 3;

1.3. CV

1.4. Copy of Identity Card;

- 1.5. A copy of a valid bank card for current account, and
- 1.6. Letter of Attestation from the Court related to the criminal evidence of the applicant.
2. Groups of two or more persons applying for common project or activity, who are not registered as an organization, should assign their representative, who when applying on behalf of the group, should submit all documentation provided for in the paragraph 1 of this Article.
3. Organizations applying for subsidization of their projects and activities should submit to the Ministry the following documents:
 - 3.1. Application form stipulated in the Annex 2;
 - 3.2. Project-proposal with the estimated cost for the project presented in a narrative and table form, stating the time period available for commencing and concluding the project. Project-proposal should be related to the general area or one of specific areas of subsidization determined in the form stipulated in the Annex 4.
 - 3.3. A copy of the identity card of the representative of the organization;
 - 3.4. A copy of the organization registration certificate;
 - 3.5. A copy of the certificate of the fiscal number of the organization;
 - 3.6. A copy of the valid bank card of the current account;
 - 3.7. Letter of Attestation from the Court in relation to the criminal record of the representative of the organization.

Article 8

Submission of Application

1. Application and documentation necessary pursuant to the Article 7 shall be submitted to the Archive of the Ministry in hardcopy.
2. Application referred to in paragraph 1 is submitted even in electronic copy.
3. The applicant with his signature ensures that the application is completed and all information provided is clear and accurate.
4. The received application is registered in the protocol book and a stamped copy of the application form is submitted to applicant as an evidence of the application submission.
5. Commission shall reject incomplete applications.

Article 9

Review of applications

1. Received applications will be reviewed by the Commission within fifteen (15) working days from the day when the call for application ends.
2. The Commission shall be composed of three (3) members:
 - 2.1. One member from the Ministry, Chairman of the Commission,
 - 2.2. One member from the Ministry, internal member of the Commission, and
 - 2.3. One member from non-governmental organizations, external member of the Commission.
3. The Commission is established with a decision issued by the Secretary General.
4. The mandate of the Commission members is one (1) year.
5. Members of the Commission are not entitled to reappointment.
6. Members of the Commission may be replaced before ending their mandate.
7. The Commission is mandated for reviewing and assessing the fulfilment of conditions and compliance of applicants' proposals with the provisions of the Regulation and public call for application.
8. The Commission decides based on the majority of votes.

Article 10

Selection of beneficiaries

1. Following the review and assessment of the applications, the Commission drafts a summary report whereby recommends the Secretary General to approve or reject every application.
2. The report contains the reasoning of the recommendation for approving or rejecting every application and is signed by all members of the Commission.
3. The Commission is restricted in its recommendation due to the budget of the Ministry for subsidizing projects and activities.
4. Following the review of Commission recommendations, the Secretary General approves, with a decision, the subsidization of proposed projects and activities.

5. The decision of Secretary General shall be submitted to the applicant.
6. The ministry publishes in its official website the key information on subsidies beneficiaries' and the amount of subsidization provided, which are based on the form determined in the Annex 5 of the Regulation.
7. Ministry also informs electronically the rejected applicants, communicating the reason for rejection which is based on Commission recommendation.
8. When selecting the beneficiary, the beneficiary will be invited to sign a Memorandum of Understanding with the Ministry for the purpose of verifying the identity of the beneficiary, accepting the duties and observing the applicable legislation by both parties. The Memorandum is based on the form determined in the Annex 6 of the Regulation.
9. The Official Responsible for Monitoring ensures that the publication and notices referred in paragraphs 5, 6, 7 and 8 of this Article are done in a timely manner.

Article 11

Beneficiary obligations

1. The beneficiary is obliged to act in compliance with the plan for implementing the project or activity according to the submitted application whereby the applicant was selected as a beneficiary.
2. The beneficiary is obliged to put the logo of the Ministry in all activities carried out and especially in promoting campaigns, in decorative invitations and in all other forms of marketing.
3. The beneficiary, within 30 days from the end of the subsidized project or activity, is obliged to submit to the archive of the Ministry, electronically and in hard copy, the following:
 - 3.1. Summary written report on the implementation of the project or activity, stating the key points of undertaken actions, and
 - 3.2. Report on expenditures in the narrative and table form, with a copy of fiscalized invoices. For every payment over five (500) hundred Euro, the beneficiary should provide evidences for bank transfer.
4. The summary report for natural persons granted the subsidy should be based in the form determined in the Annex 7 of the Regulation.
5. The summary report for organizations granted subsidies should be based in the form determined in the Annex 8 of the Regulation.

6. Financial report for natural persons and organizations should be based in the form determined in the Annex 9 of the Regulation.

7. The Official Responsible for Monitoring evaluates the accuracy of the Beneficiary Reports.

Article 12

Monitoring the implementation of beneficiary projects and activities

1. Secretary General, with his decision, appoints the Official who will be responsible for monitoring.

2. The mandate of the Official Responsible for Monitoring is two (2) year.

3. The Official Responsible for Monitoring may be replaced before the end of the mandate.

4. The Official Responsible for Monitoring may request, as needed at any stage, a report from the beneficiary regarding the progress of the project or activity of the beneficiary. The beneficiary shall submit the requested reports to the archive of the ministry within ten (10) working days upon receiving the request.

5. Municipal offices for European integration will assist the Ministry in monitoring the implementation of subsidized projects or activities.

6. Ministry may conclude Memorandums of Cooperations with other institutions or organizations for monitoring on the ground the implementation of subsidized projects or activities.

Article 13

Sanctions

1. The applicants who fail to fulfil their obligations determined in the Article 11 are sanctioned with the exemption from the opportunity for application for following ten (10) years.

2. The ministry shall initiate a legal-civil dispute against applicants referred to in paragraph 1 of this Article to the competent court in order to compensate the subsidized means.

3. The ministry shall inform all other public institutions for sanctioned applicants.

4. The ministry informs bodies competent for criminal prosecution in cases of doubt that the applicant falsified any document, legalized a false content or in case of fraud.

5. The Official Responsible for Monitoring is responsible to maintain the database for sanctioned applicants.

Article 14
Conflict of interest

1. During the procedure for subsidizing the projects and activities, the Ministry implements the applicable legislation on public finance management and prevention of conflict of interest.
2. The organization, whose member is the external member of the Committee, from Article 9, during the review of applications, may not be selected as a beneficiary of subsidies.

Article 15
Repeal

Upon entry into force of this Regulation, the Regulation no. 01/2015 for subsidizing NGOs' projects promoting European integration process in the Republic of Kosovo.

Article 16
Entry into force

The Regulation shall enter into force upon its signature.

Bekim ÇOLLAKU

Minister of European Integration

Prishtina 02/03/2016



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Annex 1

APPLICATION FORM FOR SUBSIDIZATION FOR NATURAL PERSONS

Applicant (First name, Last name and Signature):

Project/activity title:

Attached, according to the Regulation (MEI) – no. 01/2016 on Subsidizing Projects and Activities Aimed at Promoting the European Integration Process in the Republic of Kosovo:

1. Project proposal based in the Annex 3 of the Regulation ☐
2. CV ☐
3. A copy of Identity Card ☐
4. A copy of the valid bank card for current account ☐
5. Letter of Attestation from the Court related to the criminal record of the applicant ☐

Note: Application and the necessary documentation shall be submitted to the Archive of the Ministry in hardcopy. The application shall be submitted also in electronic form at subvencionet.mie@rks-gov.net. The applicant, with his signature, ensures that the application is complete and all information provided are clear and accurate. Incomplete applications shall be rejected by the Commission.



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Annex 2

APPLICATION FORM FOR SUBSIDIZATION FOR NON-GOVERNMENTAL ORGANIZATIONS

Applicant (NGO name, name of the representative of the organization and the signature):

Project/activity title:

Attached, according to the Regulation (MEI) – no. 01/2016 on Subsidizing Projects and Activities Aimed at Promoting the European Integration Process in the Republic of Kosovo:

1. Project proposal based in the Annex 4 of the Regulation ☐
2. A copy of the Identity Card of the organization representative ☐
3. A copy of the organization registration certificate ☐
4. A copy of the certificate of the organization fiscal number ☐
5. A copy of the valid bank card for current account of the organization ☐
6. Letter of Attestation from the Court related to the criminal record of the organization representative ☐

Note: Application and the necessary documentation shall be submitted to the Archive of the Ministry in hardcopy. The application shall be submitted also in electronic form at subvencionet.mie@rks-gov.net. The applicant, with his signature, ensures that the application is complete and all information provided is clear and accurate. Incomplete applications shall be rejected by the Commission.



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Annex 3

Project-Proposal Form for Natural Persons

Applications not in compliance with provided guidelines shall be rejected

1. General Information	
1.1. Information on Project/Activity	
Project/Activity Title	
Project/Activity purpose (225 letters)	
Requested amount	
Other donors and the amounts already provided (if applicable)	
1.2. Information on Responsible Person	
Last name:	First name:
Tel:	Mob: E-mail:

2. Information on Project/Activity
2.1. Summary of Project /Activity
<i>Write the project/activity goal and main idea (250 – 300 words).</i>

2.2. Role and experience
<i>Write your experience related to this project/activity and your role.</i>
2.3. Project/Activity objectives and main goals
<i>List objectives and describe how these objectives achieve the project/activity main goals.</i>

2.4. Project activities

List project activities in a detailed manner, the implementation duration and expected results.

2.5. Monitoring and evaluation.

Indicate how you will monitor and evaluate results achieved during the implementation.

3. Budget

Category	Description/details	Requested amount
	Total amount:	



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Annex 4

Project-Proposal Form for Non-governmental Organizations

Applications not in compliance with provided guidelines shall be rejected

1. General Information		
1.1. Information on Project/Activity		
Organization name		
Address		
Project title		
Project purpose (225 letters)		
Requested amount		
Other donors and the amounts already provided (if applicable)		
1.2. Information on Organization Representative		
Last name:	First name:	
Tel:	Mob:	E-mail:

2. Information on Project/Activity
2.1. Summary of Project /Activity
<i>Write the project goal and main idea (250 – 300 words).</i>

2.2. Organization role and experience in implementing the Project /Activity
<i>Write the organization experience relevant to the project implementation.</i>
2.3. Project/Activity objectives and main goals
<i>List objectives and describe how these objectives achieve the project main goals.</i>

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2.4. Project activities

<i>List project activities in a detailed manner, the implementation duration and expected results.</i>
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2.5. Monitoring and evaluation.
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<i>Indicate how you will monitor and evaluate results achieved during the implementation.</i>

2.6. Key staff

List the staff that will implement the project and their role.

3. Budget

Category	Description/details	Requested amount
	Total amount:	



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Annex 5

**PUBLIC ANNOUNCEMENT ON THE DECISION FOR SUBSIDIZING
BENEFICIARIES BASED ON THE CALL FOR APPLICATION ANNOUNCED ON
XX/XX/20XX**

[illegible]



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Annex 6

MEMORANDUM OF UNDERSTANDING
BETWEEN
MINISTRY OF EUROPEAN INTEGRATION
AND
SUBSIDY BENEFICIARIES XX

Article 1
Signatory parties of this memorandum

1. Ministry of European Integration, represented by the Secretary _____,
Address: New Government Building, Floor 9, Room 905, “Nëna Terezë” Street, n.n. 10000
Prishtina, Republic of Kosovo, as the grantor of the subsidy in one hand, and
2. XX, , Address: Street..., no. 00, Republic of Kosovo, as the beneficiary of the subsidy on
the other hand

Article 2
Purpose of this Memorandum

This Memorandum of Understanding is based on the Article 10 of the Regulation (MEI) – no. 01/2016 on subsidizing projects and activities aimed at promoting the European Integration process in the Republic of Kosovo, hereinafter Regulation. This Memorandum of Understanding aims at supporting financially the project/activity XX, selected in accordance with the procedure stipulated in the Regulation.

Article 3

Obligations of the Ministry

Ministry of European Integration shall support financially the project/activity XX in the amount of _____ Euro, according to the decision of the Secretary General.

Article 4

Obligations of the beneficiary

1. All obligations provided for in this Regulation apply to the beneficiary.
2. The beneficiary is obliged to fully observe the plan for project or activity implementation according to the submitted application, whereby it was selected as a beneficiary.
3. The beneficiary shall be obliged to put the logo of the ministry in all activities carried out and especially in promoting campaigns, decorative invitations and in all other forms of marketing.
4. The beneficiary, within 30 days after the conclusion of the subsidized project or activity, is obliged to submit to the Archive of the Ministry, electronically and in hardcopy, the following:
 - 4.1. Summary written report on the implementation of the project or activity, stating the key points of undertaken actions, and
 - 4.2. Report on expenditures in the narrative and table form, with a copy of fiscalized invoices. For every payment over five (500) hundred Euro, the beneficiary should provide evidences for bank transfer.
5. The summary report should be based on the form determined in the relevant Annex of the Regulation.
6. Financial report should be based on the form determined in the relevant Annex of the Regulation.

Article 5

Copy of the Memorandum

The Memorandum is drafted in two original copies, one copy for each party.

Article 6
Entry into force

This Memorandum shall enter into force on the day of its signature by the parties.

SIGNATORY PARTIES

Secretary General
Ministry of European Integration

XX

Signed in Prishtina, on: xx/xx/20xx



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Annex 7

Summary Report Form for Subsidized Natural Persons

1. General Information	
1.1. Information on Project/Activity	
Project/Activity Title	
Project/Activity Purpose (225 letters)	
Received amount	
1.2. Information on Responsible Person	
Last name: _____ First name: _____	
Tel: _____ Mob: _____ E-mail: _____	

2. Information on Project/Activity Implementation	
2.1. Project/Activity achievements	
<i>Write implemented activities and results related to the project/activity objectives.</i>	



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Annex 8

Summary Report Form for Subsidized Non-governmental Organizations

1. General Information		
1.1. Information on Project/Activity		
Organization name		
Address		
Project title		
Project purpose (225 letters)		
Received amount		
1.2. Information on Organization Representative		
Last name:	First name:	
Tel:	Mob:	E-mail:

2. Information on Project/Activity Implementation
2.1. Project/Activity achievements
<i>Write implemented activities and results related to the project objectives.</i>

2.2. Project/Activity stagnations
<i>Write project stagnations providing detailed reasons.</i>

3. Challenges faced during the implementation		
Challenge	Impact on implementation	Identified solution



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Annex 9

Financial Report Form

Beneficiary name:

Project/Activity name:

Project/Activity duration:

[illegible]