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Contracting Authority:
WESTERN BALKANS FUND

CN 2025/488-479
Support to the promotion of Civil
Society regional actions in the Western
Balkans (Phase III)
-
Call for Regional Applications

Grants for Grassroots Initiatives in the Western Balkans (GGI-WB)

(WBF Annual Call for Applications No.8)

Application Guideline

EU/WBF Joint Action (Phase III)

Deadline for submission of project application: **20th of April 2026, 13:00 hrs CET**



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1. Support to the promotion of civil society regional action in the Western Balkans (Phase III)

1.1. Background

The Western Balkans is characterized by deep historical, cultural, and socio-economic interlinkages, as well as a shared strategic objective of advancing along the European integration pathway. EU accession remains a central driver of reforms aimed at strengthening democratic governance, rule of law, regional cooperation, and sustainable development. At the same time, unresolved historical legacies and structural challenges continue to affect the depth and pace of regional cooperation, requiring sustained dialogue, reconciliation efforts, and confidence-building measures.

Established by the Ministries of Foreign Affairs of the Western Balkans 6 (WB6), the Western Balkans Fund (WBF), serves as a catalyst for further enhancing regional cooperation and reconciliation processes in the Western Balkans. By supporting local Civil Society Organizations (CSOs) and other key stakeholders, WBF fosters initiatives that contribute to people-to-people links, peace, stability, and strengthened collaboration across the region.

The Fund administers its Grant portfolio to **provide financial support** to third-party **regional projects** within three key areas of intervention: **Cultural Cooperation, Education and Scientific Exchange, and Sustainable Development**. This annual grant scheme, under phase III of the EU/WBF Joint Action, is **designed to empower CSOs, with a focus on grassroots organizations**¹ across the Western Balkans aiming to further foster regional and good neighborly relations.

Supported by the European Union, and in line with WBF's mandate Grants for Grass-root Initiative (GGI)² aims to strengthen regional cooperation and good neighborly relations, enhance regional cohesion through locally driven initiatives, and promote the active participation of civil society in processes contributing to inclusive and sustainable development. The scheme ensures balanced geographical outreach across WBF Contracting Parties.

GGI is implemented in accordance with WBF internal rules and applicable EU grant management standards. These Application Guidelines aim to help potential applicants to prepare and to submit their applications.

1.2. Objectives and areas of intervention

The overall objective of this Call for Applications is: Enabling young and emerging CSOs and grassroots organizations to participate and contribute to regional cooperation, peacebuilding, good neighborly relations, reconciliation, democratic governance and EU integration.

Outcomes include:

- Greater engagement of grassroots and marginalized organizations in regional initiatives.
- Strengthened local ownership and innovative approaches to regional cooperation and reconciliation.
- Enhanced participation of youth, women, and minority groups in EU-aligned regional actions.

This Call for Applications **target groups** are non-state³, non-profit organizations through which people are organized to pursue shared objectives and ideals, be it cultural, educational, social or economic. (Please refer to Article 2.1 eligibility of applicants for more information).

The **final beneficiaries** include, but are not limited to, communities in WB6, for improved good neighborly relations, and regional cooperation on the path towards EU integration.

¹ Civil society organization (CSO) that operates at a community level deeply rooted in their communities.

² A community-driven action or activity initiated by CSOs and/or grass-root organizations at the community level to address specific needs or issues affecting their communities.

³ With the exception of Local Gov. Institutions/Entities, etc.



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Areas of intervention for this call are:

- Cultural cooperation,
- Education and Scientific exchanges and
- Sustainable Development.

1.3. Financial allocation

The **overall** indicative **amount** made available under this **Call** for Applications is **EUR 360,000**.

The EU/WBF Joint Action shall respect and ensure balanced distribution of funds per each WBF CP.

**The Contracting Authority reserves the right not to award all available funds or cancel the Call, should the quality or number of applications received be insufficient.*

1.4. Size of grants

The **maximum amount of the grant** per project is up to **15,000 EUR**.

- The Grant **shall not exceed 80%** of total eligible costs of the action.
- Co-financing amount committed by the applicant must **not fall below 20%** of the total eligible costs of the action⁴.

Projects with higher co-financing levels might be prioritized for funding due to their greater potential for impact. Example of the co-financing formula: A minimum of 3,750 EUR is required as co-financing if asking the maximum (15,000 EUR) amount of grant.

(Max. Size of the Grant 15,000 EUR + 20% Co-financing 3,750 EUR = Total Amount of Eligible Costs 18,750 EUR)

1.5. Duration

The project duration may not be lower than 3 (three) months nor exceed 6 (six) months, including Reporting Period (last 30 days, within the implementation timeframe).

2. RULES FOR THIS CALL FOR APPLICATIONS

2.1. Eligibility of Applicants

To be eligible to apply for the Annual grant, the lead applicant must be:

- a legal entity, (individuals and/or not registered entities are not eligible) **and**
- established in one WBF Contracting Parties, **and** non-profitmaking, **and**

Be a specific type of organisation from one of the following categories:

- A Civil Society Organization^{5 6} (CSO/NGO)
- A local or regional public entity, or association of local or regional public entities
- A business association such as association of enterprises, agriculture association, chamber of commerce,

⁴ Clarification: Being that this Call for Applications are supported by the European Union, the co-financing amount may not come from other European Union funds.

⁵ Clarification: An organisation's must be established under the national law and its seat is in one of WBF contracting parties.

⁶ Civil society is highly heterogeneous and encompasses a wide range of actors and aims. The EU considers civil society organisations to embrace a wide range of actors with multiple roles and mandates which includes all non-State, not-for-profit, independent and non-violent structures, through which people organise to pursue shared objectives and ideals, whether political, cultural, religious, environmental, social or economic or related to health [...] They include, but are not limited to: Non-governmental organisations, organisations representing indigenous peoples, women's and youth organisations, diaspora organisations, migrants' organisations, local traders' associations and citizens' groups, cooperatives, employers' associations and trade unions (social partners), organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, environmental, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, philosophical and non-confessional organisations, the not-for-profit media and any non-governmental associations and independent foundations, including independent political foundations.



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- tourism association, etc.
- An educational institution such as university/faculty⁷, school, institute, library, research centre, academy of science/music/arts, etc.
 - Media associations such as: organizations working with media, journalism, and freedom of expression.
 - An institution of culture or sports such as museums, art galleries, theatres, libraries, or associations of cultural institutions, sport associations, etc.

Note that: Profit-making entities, Central Governmental Institutions, Political Parties, Religious Institutions are not eligible under this specific call for applications, neither as Lead Partner nor as Project Partner.

2.2. Partnership

Partnerships are an essential requirement for applying to this Call for Applications. Partnerships must include Civil Society Organizations (CSOs) and/or institutions as described in the eligibility of applicants Article 2.1:

2.2.1 Diverse Representation:

Partnerships must include participants from at least three (3) different WBF Contracting Parties (CPs).

2.2.2 Partnership Structure

Each partnership should have one (1) Lead Applicant and at least two (2) Project Partners from different WBF CPs.

However, partnerships formed from more than three (3) CPs are encouraged to apply and might be prioritized when evaluating the applications.

2.2.3 The role of the Lead Applicant

The Lead Applicant is the sole responsible, as contract signatory with WBF, for the sound implementation, funds expenditure and reporting under this Call for Applications.

The lead applicant is responsible for submitting the project proposal, signing the Declaration by the Lead Applicant, signing the grant agreement with the WBF, and representing the partnership.

The Lead Applicant shall remain committed to successfully implement all the project's actions in close cooperation with the Project Partners, by also choosing to share the project's expenditures.

The Lead Applicant is encouraged to provide (through experience cards in the WBF Online Grant Management system (OGMS)) ongoing/active experience in implementing donor funded projects in the last three (3) years.

If the Lead Applicant defines themselves as a grassroots organisation they can press the "No Experience" button in the respective module of the online application form.

2.2.4 Number of applications/grants

Under this Call for Applications, an applicant may submit multiple applications as Lead or Partner, but may receive only one grant as Lead Applicant and one grant as Project Partner (in each case the highest-scoring proposal).

2.3. Eligibility of Costs

The proposed budget must be well-planned, simple, and realistic, using market rates for cost estimations in EUR. Eligible costs are thus directly related to the project implementation and incurred within the project implementation period. Only eligible costs presented in the approved budget will be financed and reimbursed based on expenses incurred. Applicants must provide detailed justifications for each project costs and financing sources under the Budget Section in WBF OGMS.

⁷ privately owned universities can apply through this Call for Applications as well; however, their projects must not have the purpose of generating profit. Universities can apply on the level of faculties.



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2.3.1 Exclusion Criteria

Applicants must comply with WBF requirements and avoid any legal or financial issues that could disqualify them from participating in or receiving grants. The exclusion criteria are specified in Annex C: Declaration by the Lead Applicant, which must be signed and stamped by the lead applicant, where they declare that they and their project partners do not meet any exclusion criteria, ensuring legal and financial integrity.

2.3.2 Financial Principles

Funding adheres to WBF's Financial Regulation, emphasizing co-financing, prohibition of double financing, and the non-profit rule. This ensures grants do not lead to profit for beneficiaries and maintain transparency and responsibility in financial allocations.

Eligible costs

- Costs incurred by the Lead Applicant and/or Project Partners for the implementation of the project.
- Costs incurred within the timeframe of the implementation of the project.
- The Total Costs for Human Resources (HR) (WBF + Co-financing) must not exceed 30% of the Total Amount Granted by WBF.
(Ex. If Max Grant requested from WBF is 15,000 EUR -> Total HR Cost should be up to 4,500 EUR (WBF + Co-Financing))
HR cost-sharing between Lead Applicant and Project Partners is encouraged.
- Indirect costs must not exceed 7% of the subtotal direct eligible costs.
- In-kind contribution is not Eligible.

When planning the budget, it is important to adhere to the following list of eligible cost categories, i.e. costs that can be covered by the Fund:

1. Total Human resource costs should be up to 30% of the Total Amount Granted by WBF:
 - a. The cost of staff assigned to the action (gross salaries of the dedicated project personal including social security charges and other related costs, excluding bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action.
2. Travel and Accommodation (including board) costs
 - a. Travel and accommodation costs for staff and other people taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. (i.e., Accommodation board up to 100 EUR/night).
 - b. Travel costs need to be justified as the most cost-effective option.
 - c. Travel on a personal vehicle will be allowed only if properly justified and calculated in basis of 0.3 EUR/km).
3. Other direct costs, services
 - a. Rent of premises and related technical services, renting costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, costs of services and supplies purchased by the beneficiary(ies) for the purposes of the action.
 - b. Experts should not be part of the HR expenses declared in the applied project.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs (e.g. accountancy, bank charges costs, running expenses, un-foreseen costs in the direct costs of the actions (subject above eligibility of costs), etc.).

Indirect costs estimated as of the above are eligible if they do not include costs assigned to another budget heading in the standard grant contract and are related to the implementation of the project. The Lead Applicant may be asked to justify the percentage requested before the grant contract is signed. Once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided, unless the Contracting Authority deems necessary to ask justifying documents in the Reporting Phase.

Since the same cost could be treated as direct or indirect cost, the applicant will describe in the application form



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which costs have been included in the category of the indirect costs allotted to the action.

Ineligible costs

The following costs cannot be covered by the WBF grant:

1. Costs incurred for Applicant's activities undertaken before signature of the contract.
2. Debts and debt service charges (interest).
3. Provisions for losses, or potential future liabilities.
4. Applicant's activities aimed at profit making activities.
5. Applicant's activities that are affiliated directly with/or supportive to political or religious agendas.
6. Costs declared by the beneficiary/ies and financed by another action or work programme receiving a European Union grant.
7. Purchases of equipment, land or buildings.
8. Currency exchange losses.
9. Credits to third parties, unless otherwise specified in the special conditions.
10. Bonuses included in costs of staff; customs and import duties, or any other charges.
11. Fines, financial penalties and expenses of litigation.
12. Taxes⁸, including VAT. (Except when it is non-recoverable under national VAT legislation might be eligible and/or declared in the Declaration by Lead Applicant).
13. Beneficiary's individual sponsorships for participation in workshops, seminars, conferences, congresses.
14. Alcohol and tobacco costs

2.4. Eligibility of Activities

The project shall encompass a range of activities aimed at achieving its objectives and maximizing its impact. Project actions shall include regional events, awareness-raising campaigns, and networking efforts, advocacy events all of which serve to mobilize stakeholders and inform them about the project's mission. Any event that is focused on building a sense of community and exchanging best practices, fostering a spirit of cooperation among members, is recommended.

2.4.1 Mainstreaming of Cross-cutting Issues:

All activities MUST ensure non-discriminatory participation in the Events.

Project applications must consider the mainstreaming of cross-cutting issues at project level and at least three are mandatory to be part of the project proposal. When developing a project to address any of the specific objectives of the call, cross-cutting issues need to be mainstreamed. Please select at least three relevant cross cutting issues that fit in your project:

- | | |
|-------------------------|-------------------------------------|
| 1) Green Agenda | 6) Promotion of Marginalised Groups |
| 2) Regional Outreach | 7) Freedom of Expression |
| 3) Gender Sensitive | 8) EU Integration |
| 4) Conflict Sensitivity | 9) Reconciliation |
| 5) Knowledge Sharing | 10) Innovation and Digitalization |

2.4.2 Examples of Eligible types of Activities

Indicative types of activities which may be financed under this Call for Applications are given below (please note that this list is non-exhaustive):

Cultural cooperation

- Supporting regional projects aiming to increase awareness of the richness in terms of cultural heritage in the WB, including history, art, culinary, tourism, etc.

⁸ Excluding HR related Taxes and Withholding Tax



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- Promotion of regional intercultural dialogue that directly contributes to people-to-people links and good neighbourly relations.
- Supporting regional initiatives that monitor and promote the EU integration process.
- Promoting the raise of awareness for protection and preservation of archaeological sites, monuments and overall cultural heritage. Underlining the importance of regional cooperation in this respect.
- Supporting cultural and creative sectors in the region in creating and promoting authentic regional brands in their specific areas of activities.
- Encourage active cooperation between museums, art galleries, artistic and folk assemblies, film producers, etc., by supporting joint regional activities and products.

Education and Scientific exchanges

- Supporting and strengthening the cooperation among educational and research institutions in the region.
- Supporting teachers in the region, by offering concrete opportunities for sharing of the best practices.
- Supporting the development of regional initiatives in education academia and research.
- Promoting best practices of education policies and sharing of best performances in the dialogue among decision-making bodies, municipalities, schools and families.
- Supporting opportunities/actions for the researchers from the Western Balkans region ex. topic “brain drain”.
- Improving lifelong learning for better access to labour markets.
- Increasing science popularisation, with particular focus on the STEM curriculum for women and youth.

Sustainable Development

- Promoting initiatives for inclusive and sustainable economic growth and for improvement of the living conditions, competitiveness and overall economic development in the region.
- Supporting regional conferences (Start-up, Venture forums, Innovation Fairs, Business Accelerators etc.)
- Improving ecosystem for business development at the regional level.
- Facilitating science-industry cooperation and technology transfer by promoting knowledge transfer activities.
- Supporting sustainable growth through promotion of tourism; resources and products of the region.
- Promoting innovation initiatives in the region.
- Exchange of best practices to increase awareness on a healthy and active lifestyle, and for the prevention of substance abuse.
- Supporting activities for improving working skills and their adjustment to better access to the labour market.
- Supporting cross border projects among local authorities on activities that boost economic and social development, especially by sharing best practices cross-border areas.
- Promoting and supporting awareness raising initiatives on environmental protection and climate change in the region.

2.4.3 Location:

Activities should take place in the Contracting Parties of WBF (WB6). Activities outside of WB6 are not encouraged however in exceptional cases should be properly justified.

2.4.4 The following types of activities are NOT eligible:

- activities concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, and congresses.
- activities concerned only or mainly religious and/or political activities.



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2.4.5 Financial support to third parties

Applicants **may not** propose financial support to third parties. In other words, sub-granting is not allowed under this call for applications.

2.5. Visibility

The beneficiaries must take all necessary steps to publicise the fact that the European Union has financed the action. As far as possible, actions that are funded by the European Union must incorporate information designed to raise the awareness of specific or general audiences of the reasons for the action and the European Union support for the action in the contracting parties and regions concerned, as well as the results and the impact of this support.

“The envisaged visibility must be ensured with no specific expenditures other than the costs related to the implementation of the Action Activities.” Simplified, no separate budget lines for visibility costs are accepted. For further information please refer to the 2024 Guidelines on EU visibility in External Actions.

Communication and visibility activities shall be coordinated closely with the WBF Secretariat. The Fund reserves the right to make use of the project results for its promotion.

Failing to comply with the above requirement will cause lower scoring of the relevant applications.

2.6. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

The applicants will be required to complete and submit a full Project Application form through the WBF Online Grant Management System (OGMS). ONLY the applications that pass the evaluation threshold will be further considered to be evaluated.

2.6.1 Information Sessions

Information sessions on this Call for Applications will be held. Please check the WBF webpage and social media pages for the exact Info-session schedule.

2.6.2 Partnership Platform

The Western Balkans Fund has created a new Web-based Partnership Platform to assist applicants to find suitable Project Partners in the context of the preparation of this Call for Applications.

Please register: <https://wbfpartnership.com/>

2.6.3 Where and how to send applications

Lead applicants are invited to submit project application on behalf of the established partnership, in English language, by using the online WBF OGMS.

<https://wbportal.org/applicant>

The online system provides detailed information about the Annexes incorporated in the System:

1. Annex A – Application Form
2. Annex B – Budget of the Action
3. Annex C – Declaration by the Lead Applicant (to be signed and stamped)

Applications sent by other means (e.g. by fax, mail or by email) will be rejected. (In case of a system breakdown the applicants will be notified for further application instructions from the WBF Secretariat).

Upon submission of the Project Application online, the Lead Applicants will receive a confirmation of receipt with the Protocol Number (PN-8-XYZ) and the link for the survey to be completed by the applicant. Should the confirmation of the receipt be not received within 3 days after the deadline please contact the WBF in writing by



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using the following email address:

info@westernbalkansfund.org

Please note that incomplete applications won't be able to be submitted automatically by the System.

2.6.4 Deadline for submission of applications

The deadline for the submission of applications is **Monday 20th April 2026, 13:00 hrs. CET (time)**.

The lead applicant is advised to avoid waiting until the last day to submit the full application.

2.6.5 Additional information

Inquiries pertaining to this Call for Applications can be sent by e-mail no later than 15 days before the deadline to the following e-mail address:

info@westernbalkansfund.org

The WBF has no obligation to provide clarifications to questions received after this date. Only the questions sent in written will be answered (no phone inquiries). Replies will be summarised and publicised no later than 10 days before the deadline for submission of project applications at the WBF website. Please note that the replies to the questions asked during the Information Sessions will also be published at the WBF Website.

2.7. EVALUATION AND SELECTION OF PROJECT APPLICATIONS

All applications will be evaluated according to the steps and criteria specified below. If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Step 1, the application will be rejected on this sole basis without undertaking further evaluation steps.

Applications will be examined and evaluated by the Contracting Authority (WBF) with the assistance of external assessors.

The List of the recommended projects is endorsed/approved by the WBF Governing Bodies.

According to WBF internal rules, winning applications must respect and ensure balanced distribution of funds between WBF CPs.

STEP 1: Opening, Administrative and eligibility checks according to the eligibility criteria for the Lead applicant and partners.

During the opening and administrative and eligibility checks the following will be assessed:

- i. If the deadline has been met. Otherwise, the application will be automatically rejected.
- ii. If the project proposal satisfies the eligibility criteria specified in Chapters 1.4; 2.1 – 2.4 of this Guidelines.
- iii. If the project consists of minimum 3 project partners coming from three different WB6 CPs
- iv. If the project application was submitted through Online Grant Management System
- v. If the Declaration by the Lead applicant has been uploaded in OGMS and has been signed and stamped
- vi. If the application is typed and is written in English
- vii. If the Budget is completed in the format requested, and stated in EUR
- viii. If the duration of the action is minimum 3 months and does not exceed 6 months
- ix. If the requested WBF/EU contribution (amount) is not exceeding 15,000 EUR
- x. If the lead applicant is legal entity established in the WB6
- xi. If the project partners are legal entities established in the WB6
- xii. If the project partners are non-profit organizations/associations
- xiii. If any of the requested information/document is missing or is incorrect, the application may be rejected on that sole basis, and the application will not be evaluated further.



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STEP 2: Evaluation of Applications

The project applications that pass the administrative and eligibility check will be evaluated on the relevance and design of the proposed action.

Step 3: Individual Evaluation of Full Applications

Partnership (up to 20 pts)	<ol style="list-style-type: none"> Does the partnership bring together partners from different parts of the region and with complementary expertise? (10 Points) Are roles and responsibilities clearly defined and logically distributed among partners? (10 Points)
Description and Regional Relevance: (up to 20 pts)	<ol style="list-style-type: none"> The project description and context analysis presented in the project are well described. (8 Points) Does the project clearly demonstrate regional relevance and impact? (8 Points) Does the project introduce new approaches, tools, or methods that add value to regional cooperation. (4 Points)
Objective, Activities and Results: (up to 15 pts)	<ol style="list-style-type: none"> How well the project addresses the overall objective of this CfP? (Project Objectives written in a coherent and clear way.) (5 Points) Are activities described clearly and in a timely manner that do not hinder the implementation of the project within the contractual timeframe? (5 Points) Are results clearly defined, measurable, and achievable within the timeframe. (5 Points)
Capacity, Risk Management and Sustainability (up to 15 pts)	<ol style="list-style-type: none"> Is the organizational structure (team proposed for the implementation) and their tasks clearly described and with proper management capacity for the project? (5 Points) Has the applicant presented a viable risk management scenario? (5 Points) Has the applicant outlined the sustainability plan of the project and its potential impact continuation after implementation? (5 Points)
Target Audience and cross-cutting issues: (up to 10 points)	<ol style="list-style-type: none"> Does the applicant clearly present the Target Group and specify the needs, challenges, or opportunities faced with detailed outcomes and benefits that the project will bring for each target audience? (5 Points) Does the project address value-added cross-cutting issues (Green Agenda, Regional Outreach, Gender Sensitive, Conflict Sensitivity, Knowledge Sharing, Promotion of Marginalized Groups, Freedom of Expression, EU Integration, Reconciliation, Innovation and Digitalization)? (5 Points)
Visibility (Up to 5 points)	<ol style="list-style-type: none"> Does the applicant present a scenario on which will ensure the visibility of the project and Donor/s? (5 Points)
Financial Envelope: (up to 15 points)	<ol style="list-style-type: none"> Has the applicant presented a cost-realistic budget? (5 Points) Are the costs presented in line with the activities described in the project? (5 Points) Has the organization presented a budget that justifies properly the share and source of co-financing? Does the co-financing exceed minimum co-financing criteria? (5 Points)
Total score: out of 100	

As a rule, applications which obtain less than 55 points during evaluation will not be taken further in consideration.

STEP 4 – Submission of supporting documents

Only shortlisted applicants will be required to provide the following documents through OGMS:

- Partnership Agreement (WBF Format)
- Scanned statute and the registration certificate
- Proof of the lead applicant's bank account (e.g., a bank verification letter or a recent bank/account statement indicating the account name and IBAN/account number) and the latest available annual financial statements, audit report, or other equivalent financial documentation.
- A financial capacity form of the Lead Applicant (WBF Format)

The declaration by the Lead Applicant will be cross-checked with the supporting documents provided. Any missing supporting document or any incoherence may lead to the rejection of the application on that sole basis. Any rejected application will be replaced by the next best placed application for that respected CP.

2.8. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

The Lead Applicants will be informed in writing by the contracting authority's only on the status concerning their application "Approved or Rejected". The decision will be disseminated through WBF OGMS System.



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WBF will publish the list of selected winners online. Within 10 days of the publication, any applicant who believes they have been adversely affected by an error or irregularity during the award process may submit a complaint to the Contracting Authority, which will make reasonable efforts to review and investigate the matter. WBF will collect all complaints and provide a response within 10 days following the end of the complaint submission period.

Indicative timetable⁹

The grant contract shall be signed preferably within 1 month following the notification of the award decision. Implementation of the project shall begin on the day following the signing of the Grant Contract.

	DATE	TIME
Information meeting (if any)	23 Mar – 02 Apr, 2026	To be announced (WBF social media and WEB)
Deadline for requesting any clarifications for the application process	06 April 2026	COB (5 pm cet)
Date on which clarifications are issued	10 April 2026	COB (5 pm cet)
Deadline for submission of full applications	20 April 2026	13:00 hrs. CET
Contract signature	June 2026	N/A

2.9. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY’S DECISION TO AWARD A GRANT

Monitoring and Evaluation

The WBF grantees (all partners included) are expected to monitor project progress and evaluate its results, together with target groups as appropriate. Furthermore, project performance will be assessed on a regular basis by the designated WBF Project Coordinator (PC) and/or MEL Officer. Some of the key elements and approaches of WBF monitoring and evaluation processes are technical monitoring, financial monitoring, and performance monitoring. Monitoring visits will be carried out by WBF and will be organized at the WBF’s discretion. The grantee shall be notified about the monitoring visit accordingly.

The WBF MEL Officer will act as depository of best practices to be proactively established, assembled, kept up to date and shared with grantees. For such to be effective, (i) the WBF Secretariat shall perform lessons report after each selection/assignment process and (ii) awarded grantees shall provide when required an assessment of their projects including lessons identified that the EU/WBF Joint Action shall consider for future processes.

Reporting

The WBF grantees are obliged to continuously update WBF for their activities and expenditures through OGMS. Grantees shall submit a final narrative report, financial report, deliverables and scanned invoices on the eligible expenditures along with other relevant documentation of the project at the end of the period of implementation of the project. The draft final narrative report shall be submitted not later than 30 calendar days within the period of implementation of the project activities. (i.e. Last activity is Reporting.)

⁹ This indicative timetable refers to provisional dates and may be updated by the contracting authority during the procedure. In such cases, the interested parties will be informed by the Contracting Authority.