

OPEN CALL FOR PROPOSALS**GUIDELINES FOR BOOST GRANT SCHEME**

Contracting authority: ALDA – European Association for Local Democracy

Title:

**National call: Supporting Local Impact of the Civil Society Initiatives in the
Western Balkans**

**Project: BOOST - Balkans for Optimizing Opportunities, Sustainability and
Transformation of Civil Society**

Call Reference Number: 001/25

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Deadline for submission of full application:

12th May 2025, at 14.00 CET

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1. SUB-GRANTING SCHEME

1.1. Background

[ALDA](#) – the European Association for Local Democracy – is implementing a 3-year project entitled [BOOST](#) - Balkans for Optimizing Opportunities, Sustainability and Transformation of Civil Society. This project is being carried out in six Western Balkan countries: Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia. It is financially supported by [Agence Française de Développement - AFD](#).

The purpose of the project is to promote the democratic, economic, and social development of the Western Balkans region within the context of EU enlargement, by strengthening civil society in the areas of youth and entrepreneurship, environmental protection, rural development, preservation of cultural heritage and community development. The core activity of the project consists of two rounds of a sub-granting scheme, providing regional and national support to civil society organizations (CSOs) active in six Western Balkan countries.

The national sub-granting scheme aims to enhance the capacity of CSOs in the Western Balkans by fostering cooperation between civil society and other local stakeholders. Through the establishment of partnerships at national levels, the scheme seeks to increase citizen influence in the decision-making process. This initiative is expected to contribute to long-term positive impact on communities and promote sustainable development of their societies. Active civil society participation in policy development processes is crucial for European integration.

One of the goals of the BOOST project is to support the European integration of Western Balkan countries by strengthening local cooperation and development. The project aims to foster partnerships and networking among civil society organizations, local self-government and communities to drive positive change. To support this, the BOOST project has established a National Grant Scheme that focuses on empowering local initiatives and enhancing collaboration within the country. This approach is designed to contribute to the Western Balkan's progress toward European integration by addressing key challenges and promoting sustainable development.

The present Guidelines for Applicants are intended to inform the potential applicants on the general Rules of BOOST National Grant Scheme. As such, they need to be carefully followed during all the preparatory work of the Project Proposals.

1.2. Objectives of the program and priority issues

The **overall objective** of this call for proposal is strengthening civil society in the Western Balkan countries through implementation of initiatives related to the **i) youth and entrepreneurship; ii) rural development and environment; iii) preservation of cultural heritage and community development.**

Specific Objectives of this call for proposals include:

- Strengthen the role and the capacities of civil society organizations in the Western Balkans countries, which work for the democratization and sustainable development of the region.

- Set up a network of relevant stakeholders (civil society, local authorities, universities and others) committed to the stable and democratic, economic, cultural and social development of the region.
- Promote and strengthen a shared narrative among civil society and decision-makers that reinforces European values of peace, democracy, and inclusion of young people (men and women, boys and girls) at national level.

Expected Results

- CSOs have improved their capacity to promote sustainable development initiatives in the three key pillars, at national levels
- Cooperation and partnership between civil society organizations and public institutions have been strengthened at local and national level
- Promoting and strengthening a shared discourse between civil society and decision-makers that reinforces European values of peace, democracy and inclusion of young people (men and women, boys and girls) at national level

Priority issues under this call include the three key pillars identified within the BOOST project, along with a cross-cutting focus on civic participation.

- I. Youth and entrepreneurship - Activities eligible for financial support include the empowerment of youth in the field of social entrepreneurship, national activities aimed at youth empowerment, and the active participation of youth in decision-making processes. Additionally, initiatives promoting social entrepreneurship among women and improving youth access to entrepreneurship are essential. Civic mobilization and awareness-raising activities led by youth, along with training and capacity-building for local actors in the three thematic pillars, are also key areas. Networking events for civil society organizations (CSOs) that focus on the three thematic pillars further support this pillar.
- II. Rural development and environmental protection - encompasses activities such as rural development projects and support for youth involved in rural initiatives, as well as the empowerment of women in rural development. Environmental initiatives linked to awareness-raising, research, and policy formulation are also vital. This pillar includes environmental campaigns and studies related to the thematic pillars, promoting sustainable practices and enhancing environmental stewardship. As well, networking events for civil society organizations (CSOs) are strongly encouraged.
- III. Preservation of cultural heritage and community development - under this pillar, activities should focus on promoting cultural heritage and foster community development. This includes using cultural heritage as a catalyst for local and national economic development, integrating it into tourism and other relevant sectors, and encouraging active networking among civil society organizations (CSOs). These initiatives aim to preserve cultural heritage while fostering community growth and economic opportunities.

The program aims to tackle several **cross-cutting priorities**, such as Gender equality, European values, and Citizen engagement. The projects should be "gender-sensitive," considering the distinct needs of male and female beneficiaries, and ensure both genders are well-represented

and their participation facilitated. Outcomes should be gender-differentiated if applicable, with indicators disaggregated by gender.

Projects should also align with European values such as democracy and peace, particularly in the Western Balkans' pre-accession phase to the EU, including training sessions to promote European identity and shared citizenship. Furthermore, CSOs must be able to influence local and national decisions, reflecting citizens' will through participative governance.

Projects must incorporate civic engagement initiatives and demonstrate partnerships with local authorities and national institutions. Refer to the [Council of Europe's Code of Good Practice for methodologies on participatory democracy](#). These priorities ensure alignment with the program's objectives and values.

For this call, **priority will be given to civil society organizations (CSOs) led by young people and women**. This aligns with the program's commitment to fostering youth leadership and gender equality by empowering these groups to play a more active role in social and economic development. While all eligible CSOs are encouraged to apply, applications from organizations led by young people and women will be given **preferential consideration** during the evaluation process. Also, **priority** will be given to rural organizations operating outside the capital cities.

Target groups

The **target audience for this call** is all non-state, non-profit organizations such as Civil Society Organizations that have national experience of working on the three thematic pillars of the call: youth and entrepreneurship, environmental protection, rural development, cultural heritage and community development, operating in the six Western Balkan countries targeted by the project.

When creating a project proposal, special attention should be given to the inclusion of the target **group** - young people aged 15-29 who are actively involved in civil society, start-ups, social incubators, and community initiatives, while ensuring equal participation of men and women. It is crucial to ensure gender balance, with a particular focus on disadvantaged young women from rural areas and diverse socio-economic and cultural backgrounds. The program aims to equip these young individuals with skills that enhance their civic participation and involvement in decision-making processes.

Direct beneficiaries - The Civil Society Organizations (CSOs) that will receive support through a sub-granting scheme, benefiting at the national level. Other categories of direct beneficiaries are individuals benefiting directly from activities of sub-granting schemes, networking events, and capacity building initiatives within the participating Western Balkan countries.

The **indirect beneficiaries** are citizens of communities residing in the six countries of the Western Balkans, who will experience improved quality of life, neighborly relations and enhanced national cooperation on the path towards EU integration.

1.3. Financial allocation provided by the Contracting Authority

The overall indicative amount made available under this Call for Proposals is EUR 1.800.000

ALDA shall respect and ensure balanced distribution of funds per each contracting party of the Western Balkans countries (WB6).

The selection process will choose up to 60 projects in three different LOTS

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

1.4. Size of grants

ALDA will fund up to a maximum grant per project of 24,000 EUR.

The minimum requested amount of the grant must be 20,000 EUR.

- ALDA Grant shall not exceed 80% of the 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 action
- In-kind contributions are not accepted as eligible co-financing for this Call for Proposals.

Example of the co-financing formula:

Total proposed Budget: 30.000€

Co-financing amount: $30.000\text{€} \times 0.20 = 6.000\text{€}$.

This means that for a total proposed Budget of 30.000€; 6.000€ would need to be secured from co-financing sources. The remaining amount (24.000€) could be requested from the BOOST Project.

*This call for proposals is not funded by the European Union; however, co-financing may be provided through other European Union funds.

1.5. Duration

The project duration should be 12 (twelve) months, excluding the Reporting Period (30 days after finishing of project implementation timeframe). Starting period of the project implementation is October 2025.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility of applicants

Civil society organizations from all 6 countries can apply for National Grants. The applicants must have experience in working in the Western Balkans region and with various stakeholders (state and non-state).

Applicant

In order to be eligible for a national grant, the lead applicant and its partners must:

- be legally registered in one of the 6 WB countries;
- be non-profit making;
- Must be a civil society organization (CSO) with at least two years (24 months) of experience working on one or more thematic pillars relevant to this Call for Applications. (Political, faith-based, and religious organizations are not eligible).
- Must be established¹ in one of the six targeted WB countries

Legal entities and individuals that appear on the Sanctions List:

<https://gels-avoirs.dgtresor.gouv.fr/List> of the Directorate General of the Treasury of France are not eligible to apply on this call.

For this call, the preference will be given to CSOs with experience managing budgets of a similar scale to the funding amount available under this call. While this is not a mandatory requirement, applicants with prior experience in handling comparable financial resources will be considered favorably, as it demonstrates their capacity to effectively manage and implement the proposed activities.

Partners

For this call, creation a consortium of CSOs is **NOT** mandatory, but it is highly encouraged the actions to be implemented in partnership with other national CSO's to enhance the project's impact.

Partners must meet the same eligibility criteria as the lead applicant and must be registered on the BOOST Grants Platform as the lead partner.

¹ This call is specifically aimed for supporting national Civil society organizations registered in accordance with the following laws: Albania: Law no. 8788 For the Non-Profit Organization, and Law no. 8989 For the Registration of Non – Profit Organization, Bosnia and Herzegovina: The Law on Association and Foundation at levels of BiH, FBiH, RS and DB, Youth Law of FBiH, Law on Youth Organizing of the Republic of Srpska, Kosovo: Law on Freedom of Associations and Non-Governmental Organizations, Montenegro: Law on non – governmental organization, North Macedonia: Law on Associations of Citizens and Foundations, Serbia: Law on Associations; Law on Endowments and Foundations

2.2 Number of applications per applicant

The lead applicant may not submit more than 1 application under this call for applications (and once as a partner).

The partner can participate in a maximum of 2 applications under this call for applications. (once as a lead, once as a partner in the project)

2.3. Eligibility of costs

Eligible costs will be reimbursed based on the actual expenses incurred, as outlined in the budget. The categories of costs that are eligible and non-eligible are indicated below. The budget must be well-planned, simple, and realistic, using market rates for cost estimations in EUR. Only costs listed in the budget will be financed. Applicants must provide detailed justifications for project costs and financing sources in Annex II. (Budget of the Action).

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

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

2.3.1. Eligible costs

Eligible costs are actual costs incurred by the grantees which meet all the following criteria:

- ✓ incurred during the implementation of the project
- ✓ indicated in the estimated overall budget of the project;
- ✓ necessary for the implementation of the project which is the subject of the grant;
- ✓ identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ complying with the requirements of applicable tax and social legislation;
- ✓ reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs, the following direct costs of the grantees shall be eligible:

- ✓ **Human Resources Costs:** The cost of staff assigned to the project, corresponding to actual gross salaries, including social security charges and other remuneration-related costs. Salaries shall not exceed 40% of the total project budget.

- ✓ **Travel and Subsistence Costs:** For staff and other people taking part in the project, provided they do not exceed those normally borne by the grantee according to its rules and regulations or the rates (i.e. Accommodation costs up to 65 EUR/night, Accommodation and board up to 100 EUR/night). Travel costs need to be justified as the most cost-effective option. Travel on a personal vehicle will be allowed only if properly justified and calculated on the basis of 0.25 EUR/km.
- ✓ **Purchase Costs (Equipment and supplies):** For equipment (new or used) and supplies specifically for the purposes of the project.
- ✓ **Costs for project activities: Used for budgeting of direct program expenses.**
- ✓ **Eligible VAT:** VAT that is not recoverable by any other means.
- ✓ **Other Costs:** Any other costs arising directly from the requirements imposed by the grant agreement.

The categories listed above represent possible eligible direct costs. If a project does not foresee certain costs (e.g., workshops/seminars/conferences), these categories can be left empty in the estimated budget.

To be eligible, costs must be incurred during the project duration, starting from the grant agreement entry into force until the project deadline. All eligible direct costs must be reported following the specific guidelines provided and justified by supporting documents, such as invoices, proof of payments, time sheets, evidence of travel or participation in meetings, etc... ALDA reserves the right to request any supporting documents to verify that the costs declared as eligible were actually incurred and paid.

2.3.2. Non-eligible costs

The following costs cannot be covered by the ALDA grant:

- Costs incurred for the Applicant's activities undertaken before signing the contract
- Debts and debt service charges (interest).
- Provisions for losses, or potential future liabilities.
- Applicants' activities aimed at profit making activities.
- Applicant's activities that are affiliated directly with/or supportive to political or religious agendas.
- Re-granting
- Costs declared by the beneficiary(ies) and financed through other grants
- Purchases of land, buildings and vehicles
- Currency exchange losses
- Credits to third parties
- Bonuses included in costs of staff; customs and import duties, or any other charges
- Fines, financial penalties and expenses of litigation
- Beneficiary's individual sponsorships for participation in workshops, seminars, conferences, congresses
- Alcohol and tobacco costs

This project does not foresee % of indirect 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 national events, workshops, training and capacity-building for local actors in the three pillars; networking events and advocacy efforts all of which serve to mobilize stakeholders and provoke a positive change in their communities. Any event that focuses on building a sense of community and exchanging best practices, fostering a spirit of cooperation among members, is recommended.

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

LOT 1: YOUTH AND ENTREPRENEURSHIP

- **Youth Entrepreneurship Programs:** Cross-community incubators offering training, mentorship, and resources to young entrepreneurs, fostering national collaboration, acceleration programme for established startups / social businesses.
- **Skills Development Initiatives:** Boot camps or workshops to equip young people with the skills to start and manage businesses.
- **Youth Internship Networks:** Creating networks for internships to provide hands-on experience, skill-building, and connections with potential employers.
- **Innovation and Technology Hubs:** Access to tools, technology, and mentorship for developing innovative products or services.
- **Hackathons:** Small scale events for young people to solve real-world problems using technology and innovation.
- **Social Entrepreneurship Initiatives:** Youth-led projects addressing social or environmental challenges.
- **Entrepreneurship forums:** National events to present proposals, gather comments and recommendations from relevant stakeholders.

LOT 2: RURAL DEVELOPMENT AND ENVIRONMENT

- **Green Infrastructure Projects:** Developing networks of natural areas to support wildlife and improve the environment
- **Community-Based Forestry Initiatives:** Engaging local communities in sustainable forest management through practices like selective logging, agroforestry, and reforestation.
- **Habitat Conservation Planning:** Protecting important habitats and biodiversity through community involvement and sustainable land use strategies.
- **Revitalization Projects:** Restoring native species and natural processes in degraded landscapes to enhance biodiversity and ecosystem resilience.
- **Sustainable Tourism Infrastructure:** Developing eco-friendly tourism that supports local communities, minimizes environmental impact, and raises conservation awareness.
- **Digital Innovation in Agriculture:** including Agro-Tech Solutions
- **Sustainable Waste Management:** Launching waste recycling programs and plastic reduction campaigns.

LOT 3: CULTURAL HERITAGE AND COMMUNITY DEVELOPMENT

- **Preservation of Cultural Heritage:** Safeguarding intangible cultural heritage (e.g., traditional music, dance, crafts) and creating digital archives or virtual tours

- **Cultural Education and Awareness:** Organizing workshops, exhibitions, and festivals; developing educational programs; and initiating intergenerational projects to connect elders with youth.
- **Community Engagement Through Cultural Activities:** Facilitating community-driven cultural projects, promoting cultural exchanges, and fostering collaboration between different communities.
- **Economic Development Through Cultural Heritage:** Launching cultural tourism initiatives, supporting local artisans, and creating cultural trails or heritage routes to generate income and preserve local traditions.
- **Innovation in Cultural Heritage:** Using new technologies like augmented reality for preservation, creatively reinterpreting traditional culture, and collaborating with artists and technologists for innovative cultural projects.

2.5. Cross-Cutting and Mandatory Priorities

When creating a project proposal, all projects must take into account and include the following priorities:

Active Promotion of Gender Equality

Related to activities, the projects should be undertaken from a "gender-sensitive" perspective, considering the distinct social needs of male and female beneficiaries. Design capacity-building programs with gender-specific implications and conduct a preliminary analysis of gender issues to propose relevant activities.

While designing the project, ensure both genders are well-represented. If one gender is underrepresented, take measures to facilitate their participation, such as providing accessible training hours and childcare services.

When thinking of the result of the project, differentiate project outcomes by gender if applicable. For example, offer gender-specific training programs to counter discrimination.

It is mandatory that results indicators should be disaggregated by gender to clearly show progress and project impact on different genders.

Active Promotion of European Values and Principles

Projects should align with European values, notably democracy and peace, especially in the context of the Western Balkans' pre-accession phase to the European Union. Actions must be in line with the *acquis communautaire*, particularly principles related to the rule of law, democracy, and human rights, regardless of the chosen thematic pillar.

It is recommended that Project applications should include training and information opportunities such as workshops, conferences, and seminars. For example, an activity aimed at enhancing the cultural heritage of the Western Balkans could include elements to promote European identity and link this promotion to a common history and shared European citizenship

Citizen Engagement Approach

The project must enable CSOs to influence decisions at local and national levels to ensure they are appropriate, legitimate, and reflect citizens' will. Sustainable development requires shared and participative governance.

The project must demonstrate civic engagement actions by sub-grantees, such as citizen consultation through public consultations, surveys, and focus groups. As well, collaboration with local communities and relevant public authorities is recommended and considered beneficial.

As a reference, methodologies on participatory democracy can be found in the [Council of Europe's Code of Good Practice for Civil Participation in the Decision-Making Process](#).

These priorities must be addressed in the project design and implementation to ensure alignment with the program's objectives and values.

3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

The applicants will be required to complete and submit a full Project Application form through the BOOST Grants Platform (BGP) **ONLY** the applications that pass the administrative check will be further considered to be evaluated.

Each applicant (and partner if applicable) **must** be registered in the [BOOST Grants Platform](#) prior to submitting the application documents. During the registration process all applicants will be requested to upload the following documents: Registration certificate, Statute of the CSO and financial and narrative reports for the previous two years. All requested documents must be uploaded during the process of registration. Please note that the registration process is manual and can take some time.

Important note* The registration of the CSOs on the platform **will be closed** 15 days before the deadline - 28th of April 2025.

An online info session is planned for **17.04.2025, 11:00 CET**. You can find the link for the registration for the info session [here](#).

Questions regarding this Call can be sent to the email address: boostgrants@aldaintranet.org until the deadline listed below on the Public Call Timeline, section 5.2. Answers to all questions will be published on the BGP, three days after the deadline for submitting questions and clarifications.

Where and how to send applications

The applicants are invited to submit project applications in English language, by using the online BOOST Grants Platform. This Platform is developed to further facilitate the application process and is user friendly.

The project application must be submitted electronically in the below web page:
<https://boostbalkans.com/grants.html>

The online platform will guide you through the application process, including which documents to upload. These documents will be automatically incorporated into the system. (A comprehensive list of required documents can be found at the end of this document.)

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

Upon submission of the Project Application online, the Applicants will receive confirmation of receipt (please check your spam folders regularly). Should the confirmation of the receipt be not received within 7 days after the deadline please contact the ALDA in writing by using the following email address: boostgrants@aldaintranet.org

Please note that incomplete applications will be rejected automatically by the system.

Hand-written applications will not be accepted.

Clarifications will only be requested when the information provided is not sufficient to conduct an objective assessment.

Deadline for submission of applications

The deadline for the submission of applications is: **12.05.2025. 14:00 CET**

The applicants are advised to avoid waiting until the last day to submit the full application, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission.

4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Evaluation Committee. The final approval of the awarded projects will be made by the ALDA evaluation committee. If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated above in section 2, the application will be rejected on this sole basis.

All applications will be assessed according to the following steps and criteria.

STEP 1 – Administrative check

STEP 2 – Evaluation of the applications

STEP 3 – Final evaluation and decision

STEP 1 Opening, Administrative and eligibility checks according to the eligibility criteria for the Applicant.

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the project proposal satisfies the eligibility criteria specified in Chapters 2.1 – 2.5 of this Guidelines
- If the project application was submitted through the online BOOST Grants Platform
- If the Declaration by the Lead applicant has been filled in and has been signed and stamped
- If the application is written in English
- If the Budget is completed in the format requested, and stated in EUR
- If the duration of the action is minimum 10 months and does not exceed 12 months

- If the requested contribution (amount) is not exceeding 24 000€ and ensuring the 20% of co-financing
- If the lead applicant is a legal entity registered in some of the WB countries
- If the project partners (if applicable) are non-profit organizations

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.

STEP 2 - Evaluation of the applications received

If the applications pass the administrative checks will be further evaluated in their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below.

TABLE: EVALUATION GRID

Evaluation grid Section	Max. Score
1. Relevance	15
1.1. How relevant is the proposal to the objectives and priorities of the call for applications?	5
1.2. How clearly defined and strategically chosen are those involved (target groups and beneficiaries)? How relevant is the proposal to the particular needs and constraints of the target groups (youth, women, disadvantaged people, local communities)?	5
1.3. Does the project have substantial national relevance and involves collaboration and sharing of experiences among participating organizations from the WB Region?	5
2. Design of the action	20
2.1. 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
2.2. Does the proposal include indicators/ targets and sources of verification?	5
2.3. Does the project address mandatory cross-cutting issues (Gender Equality, European values, and Citizen engagement)?	10
3. Implementation approach and sustainability	25
3.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
3.2. Does the proposal include a participatory approach?	5
3.3. Is the action likely to have a tangible impact on local communities?	5

3.4. Are the expected results of the proposed action sustainable?	5
3.5. Are plans to promote project visibility clear and effective?	5
4. Financial and operational capacity	20
4.1 Do the applicants have sufficient in-house experience of project management (Including staff, equipment and ability to handle the budget for the action)?	10
4.2. Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	10
5. Budget and cost-effectiveness of the action	20
5.1. Are the activities appropriately reflected in the budget?	10
5.2. Is the ratio between the estimated costs and the results satisfactory?	10
MAXIMUM TOTAL SCORE	100

STEP 3 – Final evaluation and decision

Provisional selection

After the evaluation, a list of the applications ranked according to their score will be created. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

The Evaluation Committee will take the final decision after negotiations have been concluded. During this stage the results of the evaluation process will be communicated officially to the applicants.

5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

Due to the high volume of expected applications, only the **awarded CSOs** will be contacted. Applicants selected for funding will receive an official notification via email.

Non-selected applicants will not receive individual notification letters.

5.2. Indicative timeline

CALL FOR APPLICATION CALENDAR	DATE
Published Call for National Grants Applications	02.04.2025
Online Info Session	17.04.2025
Deadline for registration of CSOs on Platform	28.04.2025

Last date for clarifications regarding Call for Application	24.04.2025
Deadline for Submission of National Applications (14:00h CET)	12.05.2025
Announcements of selection results	September, 2025
Signing of grant award contracts	September, 2025
National training – for awarded project partners	September, 2025

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.

6. CONDITIONS FOR IMPLEMENTATION AFTER THE DECISION TO AWARD A GRANT

National training

As part of the capacity-building component of the BOOST project, all awarded civil society organizations (CSOs) are required to participate in comprehensive national training focused on the three thematic areas outlined in the call. This training is designed to equip CSOs with the knowledge and skills necessary to effectively address these key areas, thereby enhancing their overall impact. Through the national training and mentoring sessions, participants will gain a deeper understanding of best practices, innovative approaches, and collaborative strategies.

Reporting

The grantees are obliged to update the BOOST team for their activities and expenditure through the Online BOOST Grants Platform. Grantees shall submit Intermediate narrative and financial reports at the middle of the implementation period of the project. The reporting should be accompanied by other relevant documentation supporting narrative and financial reports.

A final narrative report, financial report, and supporting documents at the end of the period of implementation of the project should be submitted. The final draft narrative report shall be submitted not later than 30 calendar days after the end of the implementation of the project activities.

Monitoring and evaluation

The grantees are expected to monitor project progress and evaluate their results, together with target groups as appropriate. Furthermore, project performance will be assessed on a regular basis by the designated Project BOOST team. Some of the key elements and approaches of ALDA monitoring and evaluation processes are technical monitoring, financial monitoring, and performance monitoring. Monitoring visits will be carried out by the designated Project BOOST Team Members and the grantee shall be notified about the monitoring visit accordingly.

7. LIST OF ANNEXES

All listed annexes are expected to be uploaded on the Online BOOST Grants Platform. The applicants will find extensive information related to uploading of documents on the Platform.

Annex I: Grant Application Form

Annex II: Budget form

Annex III: Logical framework Form

Annex IV: Declaration (Signed and stamped by the Applicant)

Documents to be submitted during the registration process:

- Registration certificate
- Statute of the CSO (English version)
- Yearly report or portfolio of the CSO for the last two years (English version)
- Financial statements/reports (last 2 years) of the CSO (English version if available)