Frequently Asked Questions

1. Can we call the Embassy for more information?
   • We prefer that you send us an e-mail to: projects.belgrade@mfa.no. All received questions we find relevant for other applicants will be published on the project web page throughout the call duration. Please refer to this page before contacting us.

2. How will we know if our application is received and what are the results of the assessment?
   • All applicants who send a complete application will be notified by e-mail that their application is received. Assessment lasts about 3 months. You will be notified by e-mail on assessment results. If your project is shortlisted for support, you will be invited for a meeting and further clarifications before the final decision is made.

3. Could you tell us if our project idea corresponds to the priorities of your call?
   • In order to give fair and equal treatment to all applicants, the embassy cannot give opinions on project ideas and concept notes before submission of the complete application.

4. How will assessment be done and what are the selection criteria?
   • The assessment will be done by the embassy team based on general criteria of relevance, possible impact, effectiveness of the proposed model, cost efficiency, and sustainability. The embassy will try to achieve fair sectoral and geographical distribution of the supported initiatives, but the main criterion in the selection will be the project quality.

5. When can we plan to start project activities?
   • The earliest the project may start is October 2017. The project period is starting with the date of signature.

6. What is the upper limit for individual project cost?
   • There is no pre-set maximal amount of the individual grant.

7. Is it necessary to translate to English annual financial statements, registration documents, procurement and anticorruption routines and the like?
   • No, it is not necessary.

8. We are a Serbian municipality interested to apply in the field of energy efficiency. Can we apply or not?
   • No, this field is not open for the applicants from Serbia. Only applications from Montenegro are accepted.

9. Are public universities eligible to apply to this call?
   • Yes, public universities are eligible.

10. Is Inter-sectorial Committee of the City of Belgrade eligible applicant, considering Belgrade consists of 17 municipalities?
    • We need a single contract partner who would have the legal status of public organisation and who will be responsible for project funds, activities and results.

11. The Call specifies that commercial organizations are not eligible for support, but what about public limited liability companies? Our company is founded by the Municipality and is mainly financed from the budget. The company performs activities of public interest and all the profit is used only for investing in further working process, and no dividends are shared.
    - Our non-profit limited liability company is operating as a public sector organization (large majority of the founders are public sector representatives: local self-governments, public institutions and similar, and several representatives of civil and private sector). Are we eligible to support?
      • The eligibility of such companies will be decided for each specific candidate based on their legal status, context and activities proposed for the support.
12. Our NGO is international organisation. It has headquarters in London and representation office in Belgrade. Are we eligible to apply?

13. In which currency will the grant be contracted, disbursed and reported on (NOK or EUR)?
   - The budget should be presented in EUR. The contracted amount will be stipulated in NOK. The NOK amount in the grant agreement is the maximal amount available under that agreement, regardless of currency rate fluctuations. Disbursements will be in EUR, calculated on the day of payment. The reporting will be in EUR, based on the approved budget.

14. What should the audit cover?
   - Audit report should cover the Project’s total income, not only the Norwegian support, in case there are other donors as well. Audit report should cover the Project’s total expenses – the expenses of the grant recipient and the expenses of the partners.

15. How is contribution accepted, in kind or cash?
   - If you can document that you have co-financing or in-kind contribution from own or other sources, it will be an advantage. For example, salaries of staff engaged in the project can be considered as contribution. Please note that if you include co-financing in the budget, you will have to report on it.

16. Our ministry wants to do a project in cooperation with one association/NGO. Can we be co-applicants?
   - Only one organisation can be an applicant.
   - The Ministry as public institution is eligible to apply to this call. The concrete NGO could be a preselected partner to the ministry in this cooperation, in case that Serbian/Montenegrin legislation allows this without public procurement.
   - We expect to have a call for Civil Society Organisations opened in July, so another option is that NGO applies to this call, in partnership with the Ministry.

17. We plan to have a partner organisation. Can we transfer funds to them? Do we need to sign some agreement with them?
   - All applicants are required to sign a contract with partner organizations within the first month of project application. It is to define relations between the partners and the rights and obligations during project implementation. Transferring money from the applicant’s (lead partner’s) account to the account(s) of partner organization(s) is strictly prohibited before the contract is signed.

18. Do we need predefined partners in our project of they could be selected at the beginning of project implementation through public procurement?
   - Project partners should preferably be defined in project application.
   - Partners providing goods and services may be selected through a public procurement. If you plan to do a tender, that process should described with realistic time frames.
   - For all competitions and procurements, you should present in the target, requirements, tasks and the transparent selection process.

19. Can we use this grant as a cash contribution for other grants?
   - This will be decided for each specific case.

20. Do we need to open a separate bank account for this project?
   - Opening of a separate account is not necessary; you may use your existing account for this call for proposals.

21. Can we apply with partners outside Montenegro and Serbia?
   - Yes, but it has to be well justified and explained.
22. The project team will include employees of a public institution, but on their free time. Can they receive compensation for their work within the project?
   - We cannot cover salaries, running costs or give core funding to a public institution. Topping up of salaries of public servants with the Norwegian grant is not allowed.

23. Should the VAT be paid or the project will be VAT exempted?
   - In Serbia the Grant Recipient is obliged to pay VAT and all taxes and contributions levied by the Government of Serbia. Grant Recipient in Montenegro would be exempted from paying VAT.