IRI Small Grants - Building resilience to violent extremism in Western Balkans local communities

Procurement number: EUROPE2018BiH24o

Frequently asked questions – FAQ

1. **What are the experience criteria that determine the eligibility of the applicant?**

Organizations, informal groups, and individuals that have relatively little experience receiving funding from foreign donors are particularly encouraged to apply.

Applicants shall **if available** provide a list of at least five previously executed awards of a similar nature for the last three years along with the contact details for each funder.

If an applicant does not have a list of five previously executed awards of a similar nature, the applicant does not have to include the list. Applicants are still encouraged to list relevant previous grants/awards or non-grant experience even if those experiences are fewer than five awards.

2. **Is there an official application form available for the applicants?**

The is no formal application form. Applicants should follow the guidelines in the RFA.

3. **Can entities other than non-profits and individuals, such as private research agencies, apply? Do they need the DUNS number?**

Any non-profit organization, for-profit organization, individual, or group of individuals is eligible in principle. Agencies that are part of governments, either at the local or state level, and individuals who are elected officials are not eligible for this program.

Any legally registered entity/organization that is not an individual needs a DUNS number. See answer to question #4 on how to get one.

4. **Who needs a DUNS number for applying to the call, and who does not? How to register for a DUNS number?**

If someone is applying as an individual, they **do not need** a DUNS number.

If someone is applying as a group of individuals (i.e. an informal group, but not a legally registered organization), they **do not need** a DUNS number. They should indicate a team "leader" or contact person who will technically be the recipient of the subaward.

If someone is applying on behalf of a legally registered organization, that organization **does need** a DUNS number. This is the case both for for-profit and for non-profit organizations.

Any legally registered organization in any country can get a DUNS number for free via this website: https://fedgov.dnb.com/webform. If an organization does not yet have a DUNS number, they can create one within one business day. IRI advises applicants to create a DUNS number at least a few days before the January 3, 2019 deadline so that they have time to work around technical errors or delays.

5. Budget and milestones are two separate documents?

a. The budget is a list of costs associated with the proposed project. This includes items like, for example, the cost of printing materials.

b. The list of milestones is a payment schedule. For example, a milestone may be a report following a roundtable, including pictures from the roundtable.

c. The budget and the list of milestones/payment schedule may be included in the main application. They do not have to be attached separately as well.

6. Will the grant disbursement adjust to the milestones that each applicant specifies in their applications? Will number of milestones be equal to the number of payments?

Yes, disbursement depends on the milestones that each applicant specifies in their application. Applicants should use the table found on page 5 of the RFA to propose their milestones and their payment schedule.

In general the number of milestones will be equal to the number of payments. Applicants should not list milestones that do not correspond with a payment. IRI will not make a payment until it has verified that the corresponding milestone has been met.

7. How will the grant beneficiaries report and when (narrative and financial reports)? Is it after complying each of the milestones?

a. Narrative reports can be a type of milestone.

b. Applicants will propose their own schedule for when they intend to complete each milestone. We ask that they use the table on page 5 of the RFA to schedule the milestones.

c. No financial reports are necessary for these awards because they are fixed-amount subawards. However, payments are dependent on milestones; in general, IRI will disburse funds when it has verified that a milestone has been completed. Applicants will propose amounts using the table on page 5 of the RFA.

8. Which additional documents (RFA page 3) are mandatory and which are optional?

1. The first page of the application **must** show the following: **a.** The name, address, **DUNS Number** (required for legally registered organizations) and telephone and facsimile numbers of the Applicant (and electronic address if available); **b.** A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items for which prices are offered; **c.** Names, titles, and telephone and facsimile numbers, and electronic addresses of persons authorized to negotiate on the Applicant's behalf with IRI in connection with this RFA; and **d.** Name, title, and signature of person authorized to sign the proposal. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. **All items a, b, c and d are required.**

2. Applicants shall **if available** provide a list of at least five previously executed awards of a similar nature for the last three years along with the contact details for each funder. IRI may contact the funder as a reference check. **In the absence of such list** of previously executed awards, the Applicant shall submit a list of references that can be contacted to determine capability of carrying out the stated project. **If the applicant has had other awards, they must submit a list of the awards. If not, they must submit a list of references. The list of references can include, for example, other people who have previously worked on a CVE project with the applicant. They do not have to be donors or international organizations.**

3. Applicants shall provide third-party evaluations of past activities **if available**. **In general, informal groups and individuals will not have these available. If an organization does not have any third-party evaluations, then they are not required.**

4. All applications **must** include background on the organization's prior experience as it relates to the requested scope of work. **It is acceptable if the applicant includes this in the main application.**

5. Resumes of all individuals who will be responsible for the programmatic and financial management of the award **must** be attached. **This is required for all applicants.**

6. Describe current and past projects and funding sources and any potential impact current activities might have on this award. **Brief description required. In many cases this may just read "There are no current activities that might have an impact on this award." Or similar.**

7. Describe accounting practices and organizational infrastructure, as well as technology and intellectual property owned by the organization, which will be used to complete the scope of work. **Required for organizations. Not required for informal groups or individuals.**

8. Applicants shall provide audited financial statements and management letters for the last three years. **If available, required for organizations. If an organization does not have audited financial statements, the applicant should submit a statement describing why they are not available. Not required for informal groups or individuals.**

9. Applicants shall provide a statement detailing revenues from the last three years. **Required for organizations. Not required for informal groups or individuals.**