



Local Works

Local Resource Organizations Assistance Activity

Selection Criteria for Local Resource Organizations



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Short project description

Local Resource Organizations Assistance (LRO/A) is a five-year USAID Local Works activity implemented by the Network for Building Peace (NBP). USAID Local Works empowers local communities to promote sustainable development, civic involvement, and resource mobilization. As part of this effort, LRO/A will expand the pool of local resource organizations (LROs) in Bosnia and Herzegovina (BiH) by developing their formal and informal capacities to engage local communities. This activity will be implemented by the NBP between October 1, 2022, and September 30, 2025. [Snaga lokalnog](#) is a web platform that facilitates information sharing between all parties and maps the relationships and spheres of influence between the business sector, public institutions, and civil society in (BiH).¹

Goal of the call for project proposals

Financial support is provided with the intention of empowering local organizations and local initiatives which are bringing citizens closer together and motivating them to self-organize, participate and be inclusive in addressing issues and challenges facing their local community.

Within the LRO/A, USAID Local Works aims to:

- Strengthen informal and formal civil society groups to develop into local resource organizations within their communities by identifying and empowering local actors to address specific needs and issues by using their own resources;
- Increase civic participation of local population in community development of all cities and municipalities on territory of: Bosnian – Podrinje Canton (BPK), Herzegovina-Neretva Canton (HNK), Sarajevo Canton (KS), Posavina Canton (PK), Central Bosnia Canton (SBK), Una-Sana Canton (USK) and Zenica-Doboj Canton (ZDK), as well as from territory of Republika Srpska (RS) and Brcko District BiH (BD BiH).
- Improve living standards of the local population by providing support and concrete assistance to local actors (administrative local communities–MZ and NGOs) by engaging citizens, and other relevant interested parties (municipal administrations, business, diaspora, etc.), or by using local funding resources.

Who is eligible to apply?

The call for proposals is open, on equal grounds, for all registered civil society organizations (CSOs), like associations, foundations–registered in accordance with BiH law. Applicants must have experience in project implementation and work in territory of Federation of Bosnia and Herzegovina, precisely: territory of BPK, HNK, KS, PK, SBK, USK and ZDK, as well as from territory of RS and BD BiH.

If a signed and scanned statement of eligibility is not submitted with the project proposal, potential applicants **will not be eligible** to participate in the call or receive awards.

¹ Project is implemented by Center for Civic Cooperation Livno (CGS Livno), Network for Building Peace, Institute for Youth Development KULT, Tuzla Community Foundation and Mozaik Foundation.



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According to BiH legislation on associations and foundations, the **following are ineligible to apply**: public institutions, authority institutions, religious groups, political parties, as well as international NGOs without registered offices in BiH.

Applicants will be excluded from the grant awarding process if, at the time of application submission, they:

- a) are subject of conflict of interest;
- b) provided false information (which is a requirement for participation in public call or application submission), or provided incorrect or incomplete information;
- c) tried to obtain confidential information or, tried to influence grant awarding commission, or an authorized contract signing party, during project proposal submission or evaluation process.

Project partners

CSOs can apply independently or in partnership with other organizations. Additional partners for project implementation can be included in a proposal as associates and collaborators (like schools, kindergartens, museums).

What is an LRO?

Local resource organizations are organizations working on community problem resolution, in cooperation with citizens, non-governmental organizations, local authorities, and the private sector. LROs already have established material and human resources adequate for mobilizing resources in local communities to increase understanding and cooperation among local actors for creating and implementing successful initiatives to improve the quality of life. LROs:

- have trust and credibility from the people within their own community,
- have continuity and constituency,
- have already demonstrated capacity to act as a connector in the local community and help people to solve their problems,
- have the desire and demonstrate their commitment to sustain their own organization,
- apply democratic and inclusive methods in decision making processes,
- are ready to learn and invest their resources in philanthropy activities, and
- act as a role model for other local organizations in terms of transparency and good code of conduct.

Project grant amounts

Within the LRO A activity, the NBP will allocate \$950,000 for two types of awards: grants for local community development and grants for organizational capacity building.

Grants for local community development will finance:

- Innovative initiatives that address the needs of the local community and encompass a variety of spheres of life directly improving living conditions in BPK, HNK, KS, PK, SBK, USK and ZDK, RS and BD BiH;
- Projects promoting civic activism, volunteerism, and inter-sectoral cooperation;
- Projects intended to answer a particular demand or address a specific problem in the community;
- Projects demonstrating open collaboration and community support among local community partners (local authorities, businesses, associations, individuals, public institutions etc.). A letter of cooperation confirmation from the city, municipality, or other relevant actors that is submitted along with additional documents will be valued as an asset;
- Projects that provide clear insights into the challenge or problem the applicant(s) plans to address;
- Proposals including the primary objective that will be met and the project implementation strategy;
- Projects for rehabilitation, refurbishment, or healthcare only in limited circumstances. Grants may not fund construction.
- Implementation period is maximum of 18 months;
- Project implementation must start by June 1st 2023.

The LRO which receives the grant from the NBP keeps 30% of the grant for its administrative costs and that maximum of 70% of the total value of the grant is provided for regranting. Regarding the total values of the grant amounts, \$930,000.00 will be given to ten LROs in BiH for the first type of the grant (regranting) and the rest of the budget for grants (\$20,000) will be given to LROs for the second type of the grants (institutional grants). For the allocation of these funds, applicants can apply with only one project proposal.

Priority shall be given to projects harmonized with priority need documents in local communities in BPK, HNK, KS, PK, SBK, USK, ZDK, RS and BD BiH, that creates/empower inter-sectoral partnerships, priorities harmonized with the [UN Sustainable Development Goals](#)² and results and conclusions of the [Research on socio-economic developmental needs of local communities in BiH](#).

Condition for regranting by LROs to other NGOs, informal groups and businesses

In order to distribute funds to other NGOs, informal groups and businesses, the final beneficiaries are required to ensure the active participation of other local actors in the project's implementation in such a way that they, along with other local partners, provide and fundraise

² Sustainable Development Goals – SDG, also known as Global Goals, were adopted by the UN in 2015, as a universal call for action in decreasing poverty, planet protection and ensuring that everyone enjoys peace and prosperity – until 2030. Council of Ministers of B&H adopted “Framework for implementation of Sustainable Development Goals” at its 32nd Session held on April 8th 2021.



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at least 33% of the grant amount-exclusively in money from local authorities, local businesses, private donations, the diaspora, etc.

The suggested budget will be used to propose the precise amount of each grant while taking cost-efficiency, efficiency, and effectiveness into account. A budget increase or decrease can be recommended by the grant awarding commission.

Grants for institutional development and LRO sustainability

- are designed to increase organizational capacities and maintain institutional development and sustainability (focusing on developing organizational skills that will increase productivity and transparency, positioning the organization strategically, building advocating skills, etc.). Within this grant, applicants can apply for purchase of software, small equipment, or development of organization's website.

The total amount of institutional grants available under this activity is \$20.000,00, with a \$2.000,00 maximum grant per organization.

Organizations can submit one project proposal for this grant.

Organizations can submit project proposals for both types of grants at once.

Selected LROs, regardless of grant type, must participate in Institute for Youth Development KULT organizational capacity building program.

General information on project proposal submission process

You can apply only through the online platform, which is available at the **following [link](#)**.

After the online application is successfully submitted through the online platform, the applicant will receive a confirmation of receipt by email (PDF document of the completed application).

Please contact the NBP by email at info.lro@snagalokalnog.ba with the subject "Public call for funding of the implementation of projects/initiatives of local resource organizations in BiH" if you require assistance with the drafting of a project proposal or with completing an online application. The contact person is Dajana Čelebić.

For the project proposal to be reviewed, **additional documentation** is a crucial component of the application. The following additional documentation should be provided:

- **Declaration of eligibility** – filled out, signed, and stamped by the lead applicant and co-applicant;
- **Statute of organization** (applicant and partner, copy);
- **ID number** of organization (applicant and partner, copy);
- Statement on partnership, if there is a partnership (original);
- **Decision on registration** (applicant and partner, copy),
- **Narrative annual report for 2021**;
- Financial report for previous year (balance sheet and income statement – copy)



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- **Proof of submitted annual financial report to competent authorities** – according to the laws in BiH (copy)³
- Additional documents and authorizations from local authorities or other state authorities – if project implementation requires formal cooperation with those bodies.

Copies of the attached additional documentation do not need to be certified.

In case the project proposal is approved, the originals of the mentioned documents can be requested for inspection. Documentation submitted by applicants during the public call will not be returned upon request.

Note: Above listed documentation is obligatory, as is the submission of project proposals via the online application. The use of other forms of project proposal submission and/or incomplete documentation will be grounds for disqualification.

Project duration

Project duration can be from 12 (twelve) up to 18 (eighteen) months, with the start of the project implementation by June 1st 2023.

Location:

Projects must be implemented exclusively in the area of local communities where organizations operate, and cover the following areas: BPK, HNK, KS, PK, SBK, USK and ZDK, RS and BD BiH.

Ineligible costs/activities:

Following activities will not be financed:

- Occasional conferences (unless it is necessary for successful project implementation);
- Equipment purchasing and/or reconstructions or rehabilitation (unless it is necessary for successful project implementation);
- Activities that involve construction;
- Financing of current or finished projects;
- Projects for individual welfare – projects that do not have wide community significance;
- Projects supporting political parties, their activities, or projects;
- Humanitarian aid (humanitarian packages, direct material, or financial aid, etc.);
- Procurement of used equipment;
- Awarding monetary rewards to participants/users in the project during or after the project;
- Projects including specific healthcare services which are already part of the public healthcare system;

³ Organizations registered in FBiH – proof of annual financial report submitted to Financial–intelligence Agency (FIA), organizations registered in RS – proof of annual financial report submitted to Intermediary Agency for IT and financial services (APIF) and organizations registered in Brcko District BiH – proof of annual financial report submitted to Sector for financial reporting and licensing.



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- Financial loans to third parties;
- Debts or interest servicing;
- Any reservations for loss or potential future financial obligations.

The grant evaluation commission will reject the applications if the project proposal is based on the aforementioned activities.

Projects that do not adhere to the public call will be disqualified by the grant evaluation commission for the following reasons:

- Projects that start before April 2023, last less than 12 months, last longer than 18 months,
- Projects with a required budget that is below the minimum of \$80,000.00 or over the maximum of \$93,000.00;
- Grants for institutional development and LRO's sustainability in excess of \$2,000.00.
- Projects that are not implemented in the territory of BPK, HNK, KS, PK, SBK, USK and ZDK, RS and BD BiH;
- Projects with a discontinuity in the implementation of activities (one or more months during the duration of the project, no activities are planned for the project);
- Projects whose budget does not adhere to the requirements of this public call.

How to submit project proposals and additional documentation?

All information will be available at Local Works (www.snagalokalnog.ba) and NBP (www.mreza-mira.net) web pages.

After the online application is submitted through the online platform, the applicant will receive a confirmation of receipt by email (PDF document of the completed application).

The printed version of the PDF document of the project proposal and the required documentation are submitted in **one sealed envelope** by registered mail to the following address:

**Association Network for Building Peace
Marka Marulića no. 2
71 000 Sarajevo**

The project title, applicant's name and address, the title of the call for project proposals, and the phrase "**DO NOT OPEN**" must all be on the front of the envelope.

Applications must be submitted by **May 5 (Friday), 2023**, until 14:00h. Applications received after the deadline will only be taken into consideration if the postmark shows the date and time of mailing within the previously stated deadline.

Applications sent in any other way (e.g. by email) **will not be considered**.



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Additional information:

All questions related to the public call can be sent by email to info.lro@snagalokalnog.ba with the subject "Public call for grants for the implementation of projects/initiatives of local resource organizations in BiH". The contact person is Dajana Čelebić. Inquiries can be sent no later than **May 4, 2023 until 17h.**

Evaluation and selection of project proposals

Project proposals will be considered and evaluated by a three-member grant evaluation committee (the Commission).

Commission members will include three independent experts with prior project proposal evaluation expertise. After the Commission members review and grade received project proposals, representatives of the NBP will go through the best graded project proposals and verify the Commission's results. By doing so, the Commission will protect and foster community trust as well as transparency of the selection process.

NBP will secure that Commission members:

- Have adequate program and/or technical skills necessary for proper evaluation of applications,
- Sign statement on confidentiality regarding project proposals, and
- Sign the conflict-of-interest statement.

NOTE: The application process for the election and selection of Commission representatives will be completed after the submission deadline of the public call.

Projects proposals will be evaluated in following stages:

1) Technical/administrative requirements fulfillment

- Verification that application contains required, adequately filled in documentation – as such it can be evaluated;
- Documentation submitted in requested manner (by online platform and by post) – obligatory and additional documentation;
- The technical suitability check will be carried out by the project manager, who will review all received project proposals. Any submission of application/project proposals found to be unacceptable (e.g., incomplete information, application format not in accordance with guidelines, etc.) will be disqualified and the project manager will document the reasons for this. The project manager will complete the technical suitability checklist (available below). All project applicants will be notified of the results of the technical eligibility check as soon as the process is complete. Notices to disqualified applicants will include information on the reasons for disqualification.

2) Project quality and financial evaluation



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Evaluation of the project proposal quality, including the proposed budget, will be performed in accordance with the criteria established in the evaluation table (available below). A high level of involvement of local actors, including residents of local communities, in order to address specific community problems using their own abilities and resources, as well as obtaining sufficient financial support from the end users in the amount of at least 33% of requested funds exclusively in money (from local government, business entities, private donations, diaspora, etc.), will be the specific criteria for the support of any proposed project.

Please note the following important information:

Scoring system:

The evaluation criteria are divided into sections and subsections. **Each section in the table below must be graded between 1 and 5 as follows: 1 = very bad; 2 = bad; 3 = appropriate; 4 = good; 5 = very good.** Applications with the highest number of points will be awarded grants.

Technical suitability checklist:

	Yes	No
Control list of administrative/technical conditions		
Project proposal submitted in a timely manner		
The submitted project proposal is complete and contains all documents listed in the public call (application form, decision on registration – (copy), statute of the organization - (copy), financial report for the previous year (balance sheet and income statement - copy); proof of the submitted financial report to the competent authorities in accordance with the legal obligations for 2021 (copy); proof of an open bank account (copy); partnership statement (if available, original); declaration of eligibility (signed and stamped)		
Applicant is non-profit organization registered in BiH, Decision on registration (applicant and partner, copy)		
Project duration is 12 – 18 months		
DECISION: Project proposal is submitted to Commission for evaluation		
Comments:		



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Project proposal evaluation sheet – Grants for local initiatives aimed at local community development

	Maximum no. of points	Points
1. Financial and operational capacities	15	
1.1 Applicants and partners are sufficiently experienced in project implementation and coordination?	5	
1.2 Applicant and partner(s) have professional capacities and expertise (knowledge and experience in specific project implementation area)?	5	
1.3. Applicants and partners have sufficient management capacities (including staff, equipment and capability of budget managing)?	5	
2. Relevance	30	
2.1. How closely does the project relate to the objectives and/or one or more priorities listed in the call for project proposals? Note: Rate 5 (very good) can be given only if project concerns at least one of the priorities	5	
2.2 How clearly defined and strategically chosen are the project's intermediaries, beneficiaries, and target groups?	5	
2.3 Are the beneficiaries and the targeted group's needs clearly defined?	5	
2.4 Does the project offer additional qualities, such as innovative approach and good practice of engaging local actors? Does the project proposal foresee significant local community involvement?	5	
2.5 Does the project advocate for human rights policy and is it connected with vulnerable groups (promote gender equality and equal opportunities, protect the environment, foster inter-ethnic cooperation, resolve youth challenges etc)?	5	
2.6 Does the project treat adequate financial support and fundraising of 33% on a granted sum of money for final beneficiaries?	5	
3. Methodology	20	
3.1 Are the suggested activities reasonable, realistic, and compatible with the objectives and expected results?	5	
3.2 In general, how consistent is the project's design (particularly, does it consider the study of the difficulties that have been discovered and potential outside factors)?	5	
3.3 Is the partner or associate level of engagement and participation in the project's implementation satisfactory?	5	

3.4 Does the project involve activities with objectively measurable indicators?	5	
4. Sustainability		
4.1 Is the project likely to have a tangible impact on its target groups?	5	
4.2 Are the expected results and proposed activities sustainable?	5	
4.4 Is the action likely to have multiplier effects for exponential impact including the potential to scale, extend, build on already evident success or capacity, or share best practices?	5	
4.5 Will the anticipated long-term outcomes likely affect the target location, local economic climate and/or quality of life?	5	
5. Budget and cost efficiency		
5.1 Is there a satisfactory relation between estimated costs and anticipated results?	5	
5.2 Are estimated costs necessary for project implementation?	5	
5.3 Budget - Does it have a narrative budget and is it clear? - Is the precondition for administrative costs not to exceed 30% of the budget fulfilled? - Plan to subgrant 70% of the total budget?	5	
Maximum total:	100	

The quality of the application as well as the organization's demonstrated need for such support will be taken into consideration when evaluating submitted proposals for grants for institutional development and LRO's sustainability.

Announcement of the results

The results will be exclusively posted on the Local Works (www.snagalokalnog.ba) and NBP (www.mreza-mira.net) websites. Organizations will only be notified in writing if the decision on the funding of their project proposal is positive.

The decision to reject the project proposal will be made if:

- Applicants do not meet the conditions for participation in the public call;
- Project activities are not acceptable (e.g. the proposed activities go beyond the scope of the call for project proposals, the project by its intended duration exceeds the maximum allowed time period or is less than the minimum time period, the requested amount of money is greater than the maximum allowed amount or less than the minimum, etc.);



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- The project proposal was not assessed as relevant or the financial and operational capacities of the applicant are insufficient, or the projects that were chosen were superior in these matters;
- The project proposal was evaluated as technically and financially inferior compared to the selected project proposals.

Reports on the evaluation process and successfully evaluated projects are submitted to the USAID. The USAID makes the final decision on funding or rejecting any project within this public call.

Conditions related to the implementation of the project after the announcement of the results

After making the decision on the grant, the organization whose project was approved will be offered a grant contract for the implementation of the project by the NBP.

The NBP has the right to request specific revisions to the project proposal before signing the contract in order to comply with the guidelines for implementation of the LRO AA project.