

IOM MISSION – HUNGARY

CALL FOR GRANT APPLICATIONS – Q&A

Ref. No.: CGA HU-2024-02

Date: 07 October 2024

Technical

1. Project duration:

Q: What is the implementation period? Is there a prospect to run the projects into 2025? Is there a project duration limit?

A: The project implementation period should last between 1 and 3 months, with an implementation start date on 1 November 2024 and a maximum implementation end date on 31 January 2025. Please note that a one-off activity (including necessary preparation, monitoring and reporting) could also qualify under this call as a 1-month project.

2. Mandatory documentation

2.1 Q: Do we need to complete and submit again the mandatory documentation (e.g. Annex C, D, E, F, Proof of legal registration, Policies and regulations, organigramme) under this call if these documents have already been submitted to IOM during previous applications/cooperations?

A: As the Call for Grant Applications is a separate process, applicants are expected to submit all the required documentation, even if it has been previously shared with IOM, by email to iombudapestip@iom.int

2.2 Q: In the Declaration of Conformity, if we are not involved in any of the prohibited activities listed, should we tick “Yes”?

A: The form stipulates that as the duly authorized representative of the organization, you declare that the following statements (e.g. “the Organization and its Management are not involved in any of the following: fraud, corruption [...]”) are correct. Therefore, whenever they are correct, please tick “Yes”.

2.3 Q: Are the court records sufficient in Hungarian?

A: Yes, there is no need to translate official or supporting documentation if such translation is not available yet (e.g. the court registration, relevant policies or financial reports if they are officially submitted in Hungarian to the Court).

3. Applications under previous calls for applications and/or expression of interest

Q: Is this call related in any way to the previous call? Can an organization that already applied to a previous call for applications / expressions of interest still apply for this one?

A: This Call for Grant Applications is independent from previous calls. Applications are welcome from all eligible entities, regardless of previous applications.

4. Eligibility

4.1 Q: Is this call targeting mainly small and/or grassroots organizations? Our foundation is not a local organization but a national one, are we eligible to apply?

A: This call aims to identify and empower local actors to enhance their ability to deliver contextually appropriate, needs responsive and sustainable interventions to support affected populations in Hungary, with a particular focus on highly vulnerable communities. Due to the emphasis on capacity building, the call is mainly aimed at smaller and/or grassroots organizations as part of IOM Hungary's localization efforts. However, applications from all eligible entities (i.e. government agencies, government owned or controlled corporations, non-profit entities/foundations, non-governmental or other civil society entities, or companies that meet the definition of micro, small and medium enterprise – please refer to section 4 of the Call for Grant Applications) including national organizations are welcome, especially in case sufficient justification is provided on the need to retain and/or strengthen capacity in areas where vital services have been curtailed due to insufficient funding.

4.2 Q: Our programme aims to strengthen the capacity of local organizations helping refugees from Ukraine. Are we eligible to apply for a project that is not primarily aimed at strengthening our own organizational capacity, but at building the capacity of local actors helping refugees?

A: As the Call for Grant Applications itself aims to build the capacity of local organizations and empower local actors directly by strengthening their capacity to deliver, proposals primarily focusing on capacity building for other actors will not be eligible.

5. Multiple applications

Q: Is it possible to submit multiple applications (e.g. one per thematic sector)?

A: There is no counterindication to submitting multiple applications under different sectors. However, a clear distinction between the different proposals, objectives and sectors of intervention must be made, and an entity may only be awarded one contract under this call.

Eligible expenses

1. Capacity and organization development

Q: Is it possible to use this grant for capacity and organizational development for staff members to be able to support our beneficiaries more effectively?

A: Capacity building and organization development, as well as capacity retention can qualify under this call as long as the application provides sufficient justification on how the grant will be used to strengthen the operational and institutional capacity of the organization to provide essential services to target populations and/or maintain its ability to deliver in case vital services have been significantly curtailed due to insufficient funding.

2. Volunteer expenses

Q: Are expenses related to volunteers eligible under the project and how should they be reported?

A: Yes, expenses for volunteers are eligible, provided that they have a formal volunteer contract in place. This contract should clearly outline the volunteer's role, responsibilities, and the terms of any expense reimbursements, such as for travel, meals etc. To ensure eligibility, all reimbursements must be properly documented with receipts, proof of payments and records of volunteer hours. Reporting should detail how these expenses directly support the project's objectives, ensuring transparency for donors and auditors.

3. Donations to individuals

Q: Are donations to individuals eligible under the project and how should they be reported?

A: Donations to individuals can only be eligible if they are directed to the most vulnerable refugees. To justify this, a vulnerability assessment must be conducted, and its results must clearly demonstrate the individual's need. Additionally, proper documentation must be maintained to prove that the donation was received by the individual, including signed receipts or other relevant proof.

Finance / budget

1. Budget currency

Q: Which currency should be used for budgeting and reporting purposes?

A: The currency should be Hungarian Forint (HUF).

2. Co-funding

2.1 Q: Can the contribution of the prospective GRE (own contribution) be zero?

A: Yes, it can.

2.2 Q: We are considering a financial model that would be partially funded by the grant, partially funded by the organization's own contribution (e.g. venue) and supported by small contributions from donations. Would such model be acceptable within the grant framework?

A: Such financial model is acceptable and demonstrates sustainability. Applications should however make it clear what contribution is expected from IOM and what is the organization's own contribution in the framework of the submitted application (e.g. venue, donations) using the relevant columns in the budget template.

3. Costs categories

3.1 Q: Do personnel/staff costs include contractor costs (e.g. trainer)?

A: Contractor and consultant costs should be reported under operational costs.

3.2 Q: Which category of cost can be charged for a secondment order?

A: If the travel on duty/secondment is in connection with the activity then it should be budgeted under Operational costs.

4. Direct/support costs

Q: In column D of the budget table, what is covered by direct/support costs?

A: Direct Costs are expenses that can be directly attributed to the specific project or activity. These costs are essential for the execution of the project and include:

- **Personnel Costs:** Salaries and wages for staff working directly on the project, such as project coordinators and assistants, case workers, trainers.
- **Consultant Fees:** Payments to external experts or consultants who provide services directly related to the project.
- **Project Activities:** Costs associated with specific project activities, such as workshops, training sessions, community outreach programs, Non-Food Items (NFIs).

Support Costs are expenses that are not directly related to the project activities and deliverables but are necessary for its implementation. These costs are incurred when providing administrative, management or support functions and include:

- **Administrative Salaries:** Wages for administrative staff who support multiple projects, such as finance, procurement and HR personnel. Since these staff members work across various projects, the allocation of their salaries to this project should be justified based on a ratio or days. For example, if 20% of their time is dedicated to tasks directly supporting this project, then 20% of their salary should be charged to the project. Or if the administrative staff work a limited number of days specifically on the project, their salary can be allocated based on a daily rate. In this case, only the days directly spent on project-related tasks should be charged, ensuring that costs are directly tied to the actual time spent on the project.
- **Office Rent, utilities and supplies:** Costs for office space, electricity, water, and other utilities, as well as items like stationery, laptops, mobile phones, office furniture and other supplies that are necessary for the implementation of the project. Similarly, these expenses should be allocated based on the proportion of resources used for the project. For instance, if the project team occupies 20% of the office space and utilities, then 20% of these costs should be attributed to the project.