**CALL for APPLICATIONS**

**from KOSOVO LOCAL NON-GOVERNMENTAL ORGANISATIONS**

**APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS**

**1 APPLICATION PREPARATION INSTRUCTIONS**

* 1. **Introduction**

1.1.1 The application must consist of the following two documents, which are available on [www.drc-kosovo.org](http://www.drc-kosovo.org):

* Application Form
* Budget

1.1.2 Any other documents submitted may not be considered.

**1.2 Application Preparation Step by Step**

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| --- | --- | --- |
|  | **Preparation of the Application Form** | **Preparation of the Budget** |
| *1* | Download and save on your computer the two documents in the language in which you wish to submit your application |
| *2* | Fill out the documents in all their sections – handwritten documents may not be considered |
| *3* | Print out the two filled out documents |
| *4* | Sign the document – make sure that the person signing is legally authorised to represent the applicant organisation (their name must appear when searching for the applicant organisation here <https://ojq.rks-gov.net/>) | N/A |
| *5* | Initial all pages where a signature is not required – make sure the person initialling is legally authorised to represent the applicant organisation (their name must appear when searching for the applicant organisation here <https://ojq.rks-gov.net/>) |
| *6* | Scan the two documents and save them in pdf format – one file per document |

**2 APPLICATION SUBMISSION INSTRUCTIONS**

2.1 Applications may be submitted **by email only**, to projectassist@drc-kosovo.org.

Applications submitted through any other channels (e.g. fax, post or delivered in person) may not be considered.

2.2 Applications must include both the following:

* *Application Form*
* *Budget*

Do not include any other documents with your application – if you do so, they may not be considered.