



**Questions and Answers within the Public Call for Applications for Small Grants for
technical/organizational interventions
under the SMS Facility – Small Media Support in the Western Balkans**

Question	Answer
We already filled out Movat form before applying for Small grants for media production CfA. Do we need to fill it out again for this CfA?	No, no need to fill out MOVAT again.
In the eligibility criteria it says that the call is open for "small media outlets". What is the working definition of small media outlet?	Small media refers to media legally registered either as a company (e.g., a company owning a media outlet, or a media company) or as a civil society organization (CSO) owning a media outlet, registered no later than December 31, 2023. These media outlets are primarily focused on issues of smaller local communities and produce content that is relevant and meaningful to these local communities.
I am a cybersecurity enthusiast and would like to pilot a podcast on this topic to help the media outlets improve their cybersecurity practice, and I see no grants covering such media content creation? Since I am not a media outlet but an individual without any media affiliation, is there any funding mechanism outside of this grant that would be eligible for funding?	This CfA is not intended for individuals.
Is the allocation of 10 grants specified per country, or is it a total number of grants available across all countries? Is the 49,000 EUR divided among the six Western Balkan countries, or is it available to at least 10 media outlets in the whole region, which would lower the individual chances of receiving support?	We are providing 10 grant in total for all project countries.
Do you finance 100 percent or cofinancing is needed?	Yes, we finance project proposals 100%. Cofinancing is not needed, but if an applicant would like to contribute from other sources,

	this contribution cannot be more than 40% of proposed budget.
Does the implementation of project proposals need to be 12 months or can it be 8 or 6 months, for example? Does this aspect have an effect on the evaluation process?	The implementation period doesn't need to be exactly 12 months. It can be shorter and this fact doesn't have any effect on the evaluation process.
What is the minimum time period for project to last?	
Is the amount of the organization's income from previous fiscal year a factor that limits the possibility to apply?	No, the organization's total annual income from the previous year does not impose any financial limit for applying.
What is the duration of the project?	The project duration can be up to 12 months.
Is there a specific number of production contents needed and what are they (e.g., podcast or something similar).	The aim of this CfA is to provide small grants for technical/organizational interventions not for production of the media content. For information what are eligible costs, please check out the answer on the question below.
What are the eligible costs?	Eligible costs include: - Staff salaries and operating costs – up to 20% - Procurement of equipment (e.g., computers, software, recording devices, editing tools, cybersecurity solutions) - Training and capacity-building expenses - Development or upgrading of digital infrastructure (e.g., website improvements, database systems) - Professional consulting services for enhancing internal governance - Any other eligible costs that align with the project objectives.
Are the budgeted costs intended for internal staff or for external collaborators/consultants?	Training is only for employees.

Do we need to decide on just one project activity which is stated in CfA or can we plan more activities? Example: procurement of technical equipment and capacity raising activities. If staff is working on a voluntary basis, should that be included in the budget and how shall we mark that budget line?	You can include any eligible activity in your project proposal which are stated in the Call. It's allowed to combine different types of activities, such as procurement of technical equipment and capacity-building activities, as long as they are aligned with the project objective.
If staff is working on a voluntary basis, should that be included in the budget and how should we mark that budget line?	You can include volunteers in any budget line. There is no specific mark for this. For example, if you include volunteers in trainings or workshops, you will mention them in justification sheet of the budget
Can we proceed with planning the purchase of equipment under this framework?	Yes, it is permissible to purchase the equipment.
Regarding the requirement of at least one employee in the media outlet, is it necessary for this person to be employed full-time, or is it acceptable for them to work as a freelancer, with all associated costs and tax obligations accounted for?	Yes, in independent media it is enough for at least one employee to work in the media house, but it is not necessary to be a journalist. It can be any person who is employed in your organization regardless if it's a journalist or working in administration.
Is it permissible to allocate the entire project budget exclusively for the procurement of equipment and software, or should a portion be reserved for other project activities?	Yes, it is possible to allocate the entire project budget for the procurement of equipment and software.
Would it be possible to apply for licensed software (e.g., Vegas Pro or similar) as well as a portable, professionally printed background to facilitate interviews or recordings outside the studio environment?	Yes, it is possible to apply.
Would it be possible to apply for support to purchase a drone.	Yes, it is possible to apply.
Would it be eligible to apply for wireless microphones and mixers with enhanced range, as well as a new website template, specifically to improve streaming capabilities?	Yes, it is eligible to apply for wireless microphones and mixers with enhanced range, as well as a new website template to improve streaming capabilities.
In cases where the sole activity is the procurement of equipment, how should the project duration be structured? While our work will continue beyond this, what would be the appropriate way to define the project timeline?	If the sole activity is the procurement of equipment, the project duration should be defined in line with the realistic timeframe required for the procurement, installation, and putting the equipment into use. It is recommended that the project also includes a period to demonstrate how the equipment

	contributes to the project's objectives, rather than limiting the scope to the purchase only. The maximum project duration is 12 months.
Does the purchased equipment need to be directly linked to a specific event, or can it generally serve for the overall improvement and modernization of the media outlet?	The purchased equipment may be used to support the overall improvement and modernization of the media outlet.
Is it possible to include the costs of the legal registration of EETimes (including notarial, administrative, and consultancy services) as part of the project activities?	As per criteria, only registered entities can apply for a grant.
Would it be acceptable for the project to provide basic financial support for the first three months of operations, with a total budget of approximately 3,000 EUR (covering registration costs and initial organizational expenses)?	
Which language should we use to fill out the application, as all the documentation is in English?	The application should be completed in English.
Is it possible for an organization to apply for the Public Call for Small Grants for Technical/Organizational Interventions if its blog is not officially registered as a media outlet, while it constitutes a significant part of the organization's activities?	An organization cannot apply for the Public Call for Small Grants for Technical/Organizational Interventions if its blog or media platform is not officially registered as a media outlet, as registration is a fundamental eligibility criterion of the call.
Is it acceptable to submit the balance sheet and income statement certified only by the accountant and the legal representative, given that the Tax Administration is not the issuing authority and therefore cannot provide certification?	Yes, it is acceptable to submit the balance sheet and income statement certified by the accountant and the legal representative.