

# **MOVE GRANT's**

## 6th Call for Proposals

# **Guidelines for Applications**

Published on 10<sup>th</sup> of October 2025

Deadline for application: 09<sup>th</sup> of November 2025

# Contents

1.	SUMMARY OF THE MOVE GRANTS .....	3
1.2	Goal and objectives .....	3
1.3	Areas of intervention .....	3
1.4	Size of grants .....	4
1.5	Location .....	4
1.6	Duration .....	4
2.	RULES FOR MOVE GRANTS .....	4
2.1	Exclusion criteria .....	4
2.2	Eligibility criteria .....	4
2.2.1	Eligibility of applicants .....	5
2.2.2	Eligibility of partnership .....	5
2.2.3	Eligible initiatives/mobility actions .....	5
2.2.4	Eligible costs .....	7
3.	COMMUNICATION AND VISIBILITY .....	9
4.	MONITORING AND MENTORING .....	10
5.	ETHICS AND CODE OF CONDUCT CLAUSES .....	10
6.	HOW TO APPLY .....	11
6.1	Deadline for submission of full applications .....	11
6.2	Additional Information .....	11
7.	EVALUATION PROCESS .....	11
8.	FUNDING DECISION .....	13
8.1	Right to submit a complaint .....	13
9.	SIGNING OF THE GRANT CONTRACT .....	14
10.	IMPLEMENTATION PROCESS .....	14
11.	INDICATIVE TIMETABLE .....	15
12.	LIST OF ANNEXES .....	15

## DOCUMENT ACRONYMS

APP	Applicant
CSO	Civil Society Organisations
EU	European Union
MO	MOVE Grants
WBF	Western Balkans Fund
WBF CSO	WBF Council of Senior Officials
WBF CP	WBF Contracting Parties

## 1. SUMMARY OF THE MOVE GRANTS

The Western Balkans region comprises Contracting Parties (WB6)<sup>1</sup> who continue to face the challenge of deepening regional cooperation, a process that holds the key to greater regional stability, enhanced social cohesion, and the long-term goal of European Union integration. To help meet this challenge, the Western Balkans Fund (WBF) has introduced MOVE Grants, a dedicated grant-making mechanism designed to support mobility, exchange, and people-to-people cooperation across the region. As part of WBF's broader Diversified Grant Portfolio (DGP), MOVE Grants offer flexible and accessible funding to individuals and organizations seeking to pursue short-term, cross-border initiatives with long-lasting regional impact.

While WBF's annual Calls for Proposals have enabled significant progress in fostering collaboration across sectors, they have also revealed the persistent and growing demand for regional exchange far beyond the scope of traditional project formats. In response, MOVE Grants aim to bridge this gap by supporting mobility-centered initiatives that are need-driven, timely, strategic in nature and are implemented by individuals.

The MOVE Grants mechanism is built on WBF's belief that direct, in-person interactions whether through academic exchange, artistic collaboration, or professional mobility are vital to building trust, understanding, and shared values across the Western Balkans. These grants enable actors to connect, collaborate, and learn from each other, reinforcing regional solidarity and promoting a culture of cooperation. The scheme aims to nurture regional cooperation through people-to-people links by encouraging active engagement with local and regional issues and challenges. It creates a great platform for individuals to become agents of positive change, fostering a sense of responsibility toward creating a more inclusive, equitable, and sustainable WB region.

MOVE Grants are accessible to a diverse range of stakeholders, including young and senior professionals that include individual artists, cultural professionals, scholars, journalists, youth workers, CSO activists, and other changemakers. Through short-term mobility support, the Fund helps them gain exposure, enhance their skills, share their work regionally, and represent the Western Balkans beyond its borders.

MOVE Grants are awarded on a call basis, ensuring a responsive and dynamic approach to supporting emerging opportunities.

### 1.2 Goal and objectives

The overall objective of the MOVE Grant Scheme is to foster regional cooperation in the Western Balkans by supporting individual mobility initiatives that promote academic, cultural, and professional exchange. WBF by enabling short-term, needs-based opportunities for learning, collaboration, and representation, the scheme aims to build people-to-people connections, cultivate a regional mindset, and empower individuals to become agents of positive change. The initiative contributes to the development of a more inclusive, equitable, and interconnected Western Balkans, aligned with the region's broader European integration aspirations.

### 1.3 Areas of intervention

Based on the WBF statutory provisions, the thematic areas of the MOVE Grants are:

- Cultural cooperation
- Education and scientific exchange
- Sustainable development

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<sup>1</sup> \*The Western Balkans includes Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia, and Serbia, referred to collectively as Western Balkans, WB6 or WBF Contracting Parties (CP). In this document the Capitals are used for the constitutional names of the Western Balkans Contracting Parties.

\*This designation is without prejudice to position on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

The application should align with at least one of the priority areas outlined and should remain inclusive to one or more cross-cutting issues such as gender equality, human rights & rule of law, environmental sustainability & climate action, inclusion of minorities and vulnerable groups, digitalisation and innovation.

## 1.4 Size of grants

- The maximum grant that may be requested per application is **EUR 3,000.00**.
- The Western Balkans Fund (WBF) supports up to 100% of the total eligible costs of the application.

*The WBF reserves the right not to award the entire available envelope or to cancel the Call if the number or quality of applications is insufficient.*

*The WBF also reserves the right to ensure a balanced distribution of grants among the six Western Balkans Contracting Parties.*

## 1.5 Location

Eligible applicants must be based in one of the Western Balkans Fund Contracting Parties (WBF CPs).

**Only regional mobility** projects between at least two Contracting Parties (that of applicant's and at least one identified host institution/organisation of another WBF CPs) are eligible for funding. **Mobility within the applicants' place of residence will not be supported.**

Activities should primarily take place within the Western Balkans region. Only in exceptional and justified cases, activities implemented outside the region, particularly within the European Union or other relevant international contexts, may be considered if they contribute to the visibility and promotion of the Western Balkans as a cooperative and interdependent region.

## 1.6 Duration

The Call period is **6 months** while the beneficiaries are requested to implement the project within cut-off date **30 April 2026**.

# 2. RULES FOR MOVE GRANTS

These guidelines set out the rules for application, evaluation and implementation of the initiatives financed under MOVE Grants.

## 2.1 Exclusion criteria

Applicants will be excluded from participating in the MOVE Grant Scheme or from being awarded grants if they are in any of the following situations:

- They do not meet the eligibility criteria as defined by this document.
- They provide false, misleading, or incomplete information during the application process.
- They have been excluded or blacklisted from similar grant programs or public funding.

## 2.2 Eligibility criteria

There are four sets of eligibility criteria, relating to:

1. Eligibility of Applicants
2. Eligibility of Partnership
3. Eligibility of Mobility Action
4. Eligibility of Costs

## 2.2.1 Eligibility of applicants

Only **individual** application is eligible. Applications to support the mobility of a group of individuals, or individuals travelling together, **will not be supported**.

To qualify as an eligible applicant under the MOVE Grant Scheme, you must meet the following criteria:

- You are at least 18 years old on the day of the application deadline.
- You are a citizen of one of the six Western Balkans Fund Contracting Parties (WB6).
- You are either established professional (artist, researcher, journalist, activist, etc), employed or affiliated with a legal public or non-public organization established, or currently enrolled as a student on the date of the application deadline
- You have no criminal record
- You have a good command of the English language.

If awarded, the applicant will become the "MOVE Grantee".

## 2.2.2 Eligibility of partnership

For MOVE Grants, an individual must establish a formal partnership with the host institution / organisation. This partnership is essential to ensure the relevance, legitimacy, and practical feasibility of the proposed regional mobility activity of at least two WB6 Contracting Parties. It confirms that the applicant's planned mobility is grounded in a structured, mutually agreed framework between the individual and host institution / organisation.

The partnership plays a central role in validating the purpose and organization of the mobility experience, ensuring that it is more than an informal arrangement or personal visit. It provides a basis for accountability, clear expectations, and measurable outcomes that align with both the individual's professional development and the broader goals of regional cooperation as promoted by the Western Balkans Fund.

If shortlisted, the applicant must document this partnership through official and verifiable means, which may include, but are not limited to:

- An **official invitation letter** from the host institution/organisation, explicitly confirming the invitation of the applicant for a specific period and purpose.
- A **confirmed registration or acceptance into a program**, course, residency, or workshop organized by the host institution.

Such documentation demonstrates a clear commitment from both the applicant and the host, ensuring that resources, supervision, and necessary support will be available throughout the mobility period. It also confirms that the activity has been planned thoughtfully and professionally, considering logistics, objectives, and expected results.

A well-established partnership:

- Guarantees the quality and seriousness of the mobility activity.
- Ensures the applicant's integration and support at the host institution.
- Provides a foundation for monitoring and evaluation of outcomes.
- Reinforces the regional cooperation mission of the Western Balkans Fund.

## 2.2.3 Eligible initiatives/mobility actions

Under the MOVE Grants scheme, an applicant is allowed to submit only one project idea per Call for Applications. This limitation ensures a fair and balanced evaluation process, allowing all eligible applicants an equal opportunity to participate.

Furthermore:

- An applicant cannot hold more than one active grant under the MOVE Grants program at the same time.
- If an applicant is awarded a grant, they must complete or formally close that project before applying for a new one in subsequent Calls.

WBF by restricting the number of submissions and grants per applicant, the MOVE Grants program promotes diversity, inclusion, and equitable distribution of funding opportunities across the Western Balkans region.

## AREAS OF INTERVENTION

Applications for the MOVE Grants must be clearly aligned with the mission of the Western Balkans Fund and the objective of this Call. Proposals should address one or more of the following areas of intervention:

- Cultural cooperation: Enhancing regional cultural identity and fostering intercultural dialogue across the Western Balkans through initiatives, activities, and projects that promote cultural exchange, preservation of heritage, and mutual understanding among diverse communities.
- Education and Scientific exchanges: Supporting regional cooperation in education by promoting capacity building, academic and professional mobility, joint research, scientific collaboration, and the development of innovative educational approaches and programs.
- Sustainable Development: Advancing regional cohesion by encouraging institutional partnerships and collaborative projects focused on sustainable economic development, environmental protection, and social inclusion to contribute to long-term regional stability and prosperity.

Within the MOVE Grants, the applicants are encouraged to remain inclusive to cross-cutting issues throughout the initiative which can be one of the listed:

- gender equality, human rights & rule of law, environmental sustainability & climate action, inclusion of minorities and vulnerable groups, digitalisation and innovation.

Please note that mainstreaming cross-cutting issues is scored during the evaluation.

## TYPES OF MOBILITY ACTIONS

The mobility action shall encompass a range of activities aimed at achieving its objectives and maximizing its impact. Under the MOVE Grants mechanism, **application** refers to coherent sets of activities that are implemented by individuals and contribute to the achievement of WBF's strategic goals.

Eligible initiative must demonstrate clear **regional relevance**, **alignment with WBF's areas of intervention**.. Planned initiative can fall within one or more of the following categories (the list is non-exhaustive):

## CULTURAL COOPERATION:

**Objective:** To enhance regional cultural identity and fostering intercultural dialogue across the Western Balkans through initiatives, activities, and projects that promote cultural exchange, preservation of heritage, and mutual understanding among diverse communities.

- Participation in regional cultural festivals, exhibitions, or performances, showcasing artistic and cultural heritage.
- Engagement in joint artistic productions such as theatre, film, music, or visual arts cooperations with partners from WB6 CPs.
- Artist residencies and cultural exchange programs that facilitate immersive creative experiences.
- Attendance and facilitation of intercultural dialogue events, including workshops, seminars, and youth-led cultural forums.
- Involvement in cultural heritage preservation projects, including restoration or promotion activities.
- Creation or contribution to digital cultural platforms or multimedia projects promoting regional arts and culture.
- Delivery of cultural workshops or training programs for artists and cultural professionals.
- Cooperation on storytelling, oral history, and other cultural documentation initiatives to foster mutual understanding.
- Community engagement projects that use culture as a tool to enhance social cohesion and regional cooperation.
- Participation in regional sports or cultural exchange programs that promote cultural interaction and youth engagement.

## EDUCATION AND SCIENTIFIC EXCHANGES

**Objective:** To support regional cooperation in education by promoting capacity building, academic and professional mobility, joint research, scientific collaboration, and the development of innovative educational approaches and programs.

- Short-term or long-term study and research exchanges at universities, research centres, or laboratories within the WB6 region.
- Participation in workshops, seminars, training courses, or professional development programs aimed at enhancing knowledge and skills relevant to the applicant's field.
- Academic and professional internships or work placements within educational or research institutions across the region.
- Attendance and presentation at regional conferences, symposiums, and academic events to share research findings and network with peers.
- Joint scientific research projects and joint publications involving partners from different WB6 CPs.
- Development and implementation of innovative educational programs and curricula through regional cooperation.
- Field research and data collection activities conducted in various locations within the WB region to support academic inquiry.
- Networking and partnership-building activities that foster regional academic and scientific cooperation.

## SUSTAINABLE DEVELOPMENT

**Objective:** To advance regional cohesion by encouraging institutional partnerships and collaborative projects focused on sustainable economic development, environmental protection, and social inclusion to contribute to long-term regional stability and prosperity.

- Participation in joint institutional partnerships and collaborative projects aimed at sustainable economic growth and regional development.
- Mobility for environmental research and projects focused on climate change mitigation, biodiversity preservation, and natural resource management.
- Engagement in training, workshops, and capacity-building programs addressing sustainability challenges and solutions.
- Study visits, internships, or work placements in organizations leading sustainability initiatives or green economy projects.
- Development and implementation of social inclusion programs promoting equal opportunities, marginalized group empowerment, and community development.
- Attendance at regional conferences, forums, or policy dialogues on sustainable development and environmental governance.
- Field research and data collection activities related to environmental, economic, or social sustainability across WB6 countries.
- Collaborative advocacy or policy development projects supporting sustainable practices and regional cooperation.

### 2.2.4 Eligible costs

Only eligible costs can be covered by a grant. The categories of costs that are eligible and non-eligible are as indicated below.

The WBF will support grant funding requests for financial support up to 100% of the total eligible costs of the proposed action.

Per project WBF allocates **3,000.00 EUR** as maximum amount. The financial envelope per grant ranges from EUR 500 to 3,000 Euro.



The amount of the awarded grant cannot be increased. Therefore, a well-planned budget shall be simple and realistic and include approximations of the project's future expenditures in EUR (€) based on real costs in the market. All budget costs must be eligible costs, and ONLY the costs presented in the budget will be considered for financing.

Detailed project costs together with financing sources must be presented in budget form in OGMS. Applicants are recommended to use the average exchange rates from national bank at time of application preparation. All expenditures should follow the eligibility of cost criteria, no matter the source of financing (WBF or co-financing), the costs presented in the budget will be considered for financing.

## ELIGIBLE DIRECT COSTS

MOVE Grant eligible costs must meet all the following criteria:

- ⇒ BH1: **Travel costs** include transportation to and from the host location (e.g., flights, trains, buses). Local transport when related directly to the mobility activity. Travelling by any kind of mean, shall be based on the principles of the most cost-effective means of travel and cheapest option available with taking into regard the environmental impact (Please check the budget template for further details). The calculation of the travel costs by personal car must refer to the following criteria: ( $\leq 0.3$  EUR/km), calculated through "via Michelin").
- ⇒ BH2: **Travel Health Insurance and Visa Costs** (if applicable): Medical/travel insurance coverage required for the duration of the stay. Visa fees for cross-border mobility within the Western Balkans region.
- ⇒ BH3: **Accommodation costs**: Lodging expenses incurred during the period of stay in the host country. Must reflect local market rates and be cost-efficient. Accommodation costs include the expenses for securing living spaces, such as hotels, hostels, rental apartments, or other types of lodging, where project participants can stay during the project's duration (The calculation of the accommodation costs not to exceed **65 EUR** per night in WBF region and 80 EUR outside of the WBF region).
- ⇒ BH4: **Daily allowance costs**: to cover meals, local transportation, and incidental expenses during the stay. rates must follow WBF ceilings provided in the budget form. Daily allowance is **40 EUR** per day. Daily allowance should be strictly calculated only for activity and traveling days. In case of travelling half day (less than 6 hours), half daily allowance shall be calculated.
- ⇒ BH5: **Registration fees**: fees for participation in specific eligible activities (e.g., conferences, training programs, workshops, residencies) that charge a registration or participation fee.
- ⇒ BH6: **Special needs support**: additional costs incurred to ensure the full participation of applicants with disabilities. May include mobility assistance, specialized transport, or accessible accommodations.
- ⇒ BH7: **Visibility costs** (if applicable) – Up to 7% of total requested budget for visibility costs needed and intended for good promotion of the project action ensuring impact to the targeted audience.
- ⇒ BH8: **Postal costs**: Postal charges or Courier services costs related to the dispatch and receipt of correspondence, official documents, reports, and materials required for project implementation.

It is important to note that eligible costs must comply with the rules of WBF regarding financial estimations and maximum cost ceilings as indicated in this guideline and the budget form in OGMS.

NOTE: Upon agreeing on the final version of the budget, the applicant shall sign the budget and include it as an integral part of the Grant Contract.

## INELIGIBLE COSTS

Ineligible costs are expenses that cannot be financed by the Western Balkans Fund (WBF) under the MOVE Grants Scheme. These include any expenditures that fall outside the direct scope of the mobility activity, do not align with the project's objectives, or violate WBF's financial and eligibility rules.

Specifically, the following costs are ineligible:

- Costs incurred before the signing of the grant contract (with exception of confirmed payment of registration).
- Human resource and external expertise costs, including salaries, fees, or consultancy payments.



- Indirect costs incurred in carrying out the action are not eligible within the MOVE Grants.
- Expenses that are already fully covered by another source, grant, or program (double funding).
- Personal expenses.
- Debts, interest payments, or any debt service charges.
- Luxury or extravagant purchases, including high-end goods or services.
- Provisions for future losses or liabilities.
- Activities intended for profit-making purposes.
- Activities affiliated with political or religious agendas.
- Costs are already covered by another project or donor.
- Land or building purchases.
- Currency exchange losses.
- Financial credits to third parties, unless specifically allowed.
- Entertainment or leisure costs
- Fines, penalties, or legal charges due to non-compliance with laws or regulations.

### 3. COMMUNICATION AND VISIBILITY

During the implementation and upon completion of the mobility activity, individual grantees are strongly encouraged to act as ambassadors of regional cooperation by sharing their experiences, outcomes, and lessons learned within their networks and communities; by doing so, they contribute to raising visibility of the WBF and promoting its mission to a broader audience. WBF also values continued engagement with its beneficiaries and welcomes future cooperation through beneficiaries' initiatives, participation in regional events, and involvement in follow-up activities. Grantees are invited to stay connected with the Fund via its official webpage and social media platforms, where updates on upcoming mentoring sessions, dissemination activities, and further opportunities for cooperation will be regularly shared.

Applicants are required to acknowledge WBF's funding in all public-facing communications and ensure prominent placement of WBF's logo. All visibility materials must adhere to WBF's official visibility guidelines, which will be provided during contracting.

When planning communication activities funded by the WBF during and after completion of mobility activities, applicants must consider the following:

- **Cultural & Conflict Sensitivity** – the applicant when choosing the of communication and the messages to be conveyed should align with the existing social norms in the location where the communication activity is being conducted.
- **Environmental Considerations** - all activities must show respect for the environment and should not cause any harm or disruption.
- **Language Usage** – the English should be the primary language of all communication followed by the local language. This ensures that information is accessible and comprehensible to a wider audience, effectively reaching both international and local stakeholders.

The applicant shall clearly identify the channels and means of communication in the project application whether using affiliated entity or personal website and social media accounts. The WBF uses social networking sites (Facebook, Instagram, and LinkedIn) and strongly encourages applicants/beneficiaries to make references to the Fund's active accounts:

- Facebook <https://www.facebook.com/WesternBalkansFund/>
- Instagram <https://www.instagram.com/westernbalkansfund/>
- LinkedIn <https://www.linkedin.com/company/westernbalkansfund/>
- YouTube <https://www.youtube.com/channel/UCLuEaTSASEoaUu4ez5DlVnw>

The allocated budget for communication and visibility should be clearly outlined in the project funded by the Western Balkans Fund.

The Fund reserves the right to make use of the project results for its promotion.

## 4. MONITORING AND MENTORING

To ensure effective oversight and accountability during the implementation of MOVE Grants, the Western Balkans Fund will support applicants through regular mentoring and monitoring activities throughout the project cycle. This includes periodic check-ins, review of progress and participation in online mentoring meetings.

Beneficiaries are expected to maintain open communication with the WBF team, provide timely updates on the implementation of activities, and share relevant documentation as requested. The monitoring process is designed not only to ensure compliance with grant conditions but also to provide guidance, identify challenges early on, and support successful completion of each mobility initiative in alignment with WBF's objectives.

## 5. ETHICS AND CODE OF CONDUCT CLAUSES

**Absence of conflict of interest** - MOVE grantees must avoid any conflict of interest that could compromise the impartiality of their project. Applicants should not have relationships or arrangements with partners, or stakeholders that may create unfair advantage. Any attempt to improperly influence the selection or evaluation process, including misuse of confidential information or collusion, will result in immediate disqualification and may lead to further penalties in line with WBF regulations

**Respect for human rights as well as environmental legislation and core labour standards** - MOVE grantees and their collaborators must fully respect human rights and act in accordance with international and national laws. This includes adherence to environmental legislation and core labour standards as defined by the International Labour Organization (ILO), including the principles of freedom of association, the prohibition of forced or child labour, and the right to collective bargaining. Compliance with these standards is mandatory throughout the implementation of the project.

**Zero tolerance for sexual exploitation and sexual abuse** - WBF enforces a strict zero-tolerance policy on sexual exploitation, abuse, and harassment. Any physical punishment, threats of abuse, verbal intimidation, or any form of sexual misconduct by grantees or their representatives is strictly prohibited. Such behaviour will lead to immediate termination of funding and further consequences as deemed necessary.

**Physical abuse or punishment**, or threats of physical abuse, sexual abuse or exploitation, harassment, and verbal abuse, as well as other forms of intimidation shall be prohibited.

**Anti-corruption and anti-bribery** - MOVE grantees are required to abide by all applicable laws and standards concerning anti-corruption and anti-bribery. WBF reserves the right to suspend or terminate any project if any corrupt practices including bribery, kickbacks, or improper inducements are discovered whether during the application process or the implementation of the project.

**Unusual commercial expenses** - Any MOVE application or funded project may be rejected or terminated if it is found to include unusual commercial expenses. These may include unexplained commissions, payments to unidentified recipients, front companies, or transfers to tax havens. Such irregularities undermine the integrity of the MOVE program and will lead to consequences including the recovery of funds and potential exclusion from future WBF funding.

**Breach of obligations, irregularities, or fraud** - The Western Balkans Fund reserves the right to suspend or cancel a grant award if there is evidence of serious breaches, irregularities, or fraud either during the application process or the implementation of the project. If such violations are discovered after the grant has been awarded, WBF may withhold contracting or disbursement of funds and take further action as necessary.

## 6. HOW TO APPLY

Individual applicants are invited to submit a complete application in English through the **WBF Online Grant Management System (OGMS)**, which is designed to ensure a smooth and user-friendly application experience.

A complete application must include:

- Application Form – completed directly in the OGMS
- Budget – filled in within the OGMS
- Declaration by the Applicant – signed and uploaded to the platform
- To apply, follow these steps:
- Register on the OGMS portal: <https://wbportal.org/applicant/login.html>

Provide the required information, following the guidance and instructions in the system. Upon submission, you will receive an automatic confirmation email with a protocol number and a link to a short survey that must be completed.

*\*Important: Incomplete or hand-written applications will not be accepted.*

If the confirmation email is not received within 48 hours, contact WBF at: [info@westernbalkansfund.org](mailto:info@westernbalkansfund.org)

Late submissions will not be considered.

Applicants are strongly encouraged to submit their applications well before the deadline.

Applicants who are not selected may apply again in future Calls for Proposals.

### 6.1 Deadline for submission of full applications

The deadline for the submission of project applications is **November 9th, 2025, (midnight CET).**

### 6.2 Additional Information

Questions/clarifications regarding this guidelines and application process for the MOVE Grants can be sent by e-mail to the following e-mail address:

[info@westernbalkansfund.org](mailto:info@westernbalkansfund.org)

The deadline for sending any questions is till October 24<sup>th</sup>, and WBF has no obligation to provide clarifications to questions received after this date. Only the questions sent in written will be answered (no phone inquiries).

Replies to all received questions or FAQ will be published to WBF website not later than October 28<sup>th</sup>, 2025.

## 7. EVALUATION PROCESS

The MOVE Grants mechanism is intended to support initiatives coming from individuals and therefore should not overlap with other WBF mechanisms. Applications will be accepted only when they meet the specific MOVE Grants' eligibility and funding criteria.

The MOVE Grant Mechanism opens for applications twice a year, typically in February and October, with a submission window of 30 days. The final decision on selected applicants will be communicated within 40 working days after the application deadline.

Applications will be reviewed by the Western Balkans Fund (WBF). The final list of successful grantees will be approved by the WBF Council of Senior Officials.

All applications will be evaluated according to the criteria and procedures described in this section. Applications that do not meet the eligibility requirements set out in these guidelines may be rejected without further review.

## STEP 1: OPENING, ADMINISTRATIVE, AND ELIGIBILITY CHECKS

During the administrative and eligibility check, the following criteria will be assessed for each MOVE Grant application:

- The applicant is at least 18 years old on the day of the application deadline.
- The applicant is a citizen or resident of one of the Western Balkans 6 (WB6) Contracting Parties.
- The application was submitted within the stated deadline (November 9th, 2025).
- The applicant is not currently receiving funding from ongoing WBF grant scheme.
- The proposed mobility activity duration fits within the MOVE Grant parameters (cut-off date 30 April 2026).
- The proposal involves at least two Contracting Parties.
- The budget requested does not exceed the maximum MOVE Grant amount of 3,000 EUR.
- The declaration by the applicant has been filled in and signed.
- The proposal is typed and is in English.

If any of the requested information or documentation is missing, incomplete, or incorrect, the application may be rejected on that basis alone and will not be further evaluated.

## STEP 2: TECHNICAL EVALUATION

The Secretariat will finalize the assessment of projects prior to the Council of Senior Officials approvals. Approvals will take place upon completion of evaluation process.

Applications passing the initial checks will be assessed on the relevance and quality of the proposed mobility action. Evaluation will be based on a scoring system with a maximum of 100 points, using the criteria set forth in the evaluation grid.

Factors considered will include the applicant's potential impact, regional cooperation relevance, feasibility, and alignment with MOVE Grant objectives.

## EVALUATION GRID

#	Evaluation questions	Guiding principle for evaluation	Scoring	Section in application
<b>A</b> Project Description and Coherence	Project description	The project effectively addresses a well-defined topic and explains it clearly.	1–10	Total per Section A is 25 scores
	Project duration justification and realistic activities	Proposed activities are realistic, proportionate, and achievable within the timeframe	1–5	
	Defined roles	All roles (applicant's and host institution's) are clearly defined and justified.	1–10	
<b>B</b> Regional Relevance and Call objective	Regional relevance and dimension	The project addresses common regional challenges, topics and/or opportunities; there is a real need for the project in the WB6 context. The regional mobility dimension is clear, and the quality/significance of the mobility is demonstrated	1–20	Total per Section B is 50 scores
	Contribution to MOVE	The project's main objective contributes to the WBF MOVE Program within the chosen area of intervention (culture, education/science, sustainable development).	1–10	
	Personal growth potential	The project allows personal growth to explore, create, learn, participate, or connect regionally.	1–10	
	Sustainability and follow-up	The proposal includes the follow up activity and sustainability elements	1–5	
	Introduction of new practices	The project introduces new practices, relevant topics, and/or innovative solutions.	1–5	
<b>C</b> Operational	Financial planning & efficiency	The financial plan reflects value for money, transparency, and efficient use of resources.	1–10	Total per Section C is 15 scores
	Communication and Visibility	The communication approach chosen is appropriate to reach visibility objectives.	1–5	

\*Applications that received a score less than 55 points on the ranking list, will not be recommended for further elaboration at the Evaluation Panel.

## STEP 3 – EVALUATION PANEL

The WB6 Evaluation Panel will be organized upon completion of technical evaluation, where Evaluation Units will present high-ranking project proposals for each contracting party, and panel members will vote on the most successful proposal.

Following this, a shortlist of applicants along with a reserved list will be drafted and endorsed by the WB6 Council of Senior Officials, and WB6 Conference of Ministers of Foreign Affairs.

The negotiation phase and monitoring plan will then be conducted, leading to the final steps of awarding the winners, providing training, and contracting the grantees. This comprehensive process ensures a thorough and transparent evaluation of projects, ultimately contributing to the successful implementation of initiatives in the region.

## STEP 4 – VERIFICATION OF ADDITIONAL DOCUMENTATION FOR PROVISIONALLY SELECTED APPLICANTS

Provisionally selected applicants will be asked to submit additional supporting documentation, including:

- A copy of the applicant's government-issued identification card (e.g., passport or ID card).
- A document from a government agency that confirms that the applicant does not have a criminal record.
- A confirmation letter from the organization/institution where the individual applicant is employed/engaged (if applicable) that confirms their employment/involvement status.
- An official letter of invitation from the host organization located in one or more of the WB6 Contracting Parties, indicating the date, program, and reason for inviting the participant(s).
- A partnership agreement between the home and host organizations (if any).

The WB6 will verify that all supporting documents match the declarations provided in the application. Any inconsistency or missing document may lead to the rejection of the application on that sole basis.

n Should a provisionally selected application be rejected during the verification stage, WB6 will award the grant to the next best-placed application from the reserve list, within the limits of the available MOVE Grants budget.”

After verifying the supporting documents, the WB6 Secretariat will make a final recommendation to the WB6 Council of the Senior of Officials as the decision-making body for awarding the grants.

## 8. FUNDING DECISION

All applicants to the MOVE Grants Program will be notified in writing, via email, of the outcome of their application by the WB6 Secretariat.

Successful applicants will receive a formal notification email **within 5 working days** following the decision.

Unsuccessful applicants will also be informed accordingly and may request further clarifications on the outcome.

### 8.1 Right to submit a complaint

If the applicant believes an irregularity has occurred during the evaluation process, they may submit a written complaint within 7 calendar days from the date of receiving the official notification.

The complaint must be submitted via email and should clearly reference the contested evaluation elements and/or procedural concerns, substantiated with relevant arguments.

The WB6 Secretariat will review the complaint and provide a formal written response within 10 working days of receipt.

Unsuccessful applicants may also request additional clarifications related to the evaluation process within 10 working days of receiving the rejection notice.

## 9. SIGNING OF THE GRANT CONTRACT

If the applicant is selected for funding within WBF Mobility Grant Scheme for Individuals:

- The mobility budget will be reviewed, and the approved funding amount will be confirmed.
- The applicant will receive the draft of the grant agreement, to be completed with relevant information, signed and returned to the WBF.
- Once the grant contract is signed by both parties (the applicant and the WBF), the applicant officially becomes a Beneficiary of the WBF MOVE Grant Scheme and will receive 60% first instalment of the approved funding amount.
- The implementation of the mobility activity may commence after the grant contract is signed.
- Applicants requiring a visa or other administrative procedures for their travel destination are strongly encouraged to schedule the start of their mobility project at least two months after receiving the official award notification from WBF, to allow sufficient time for preparations.

The grant disbursement for selected individual mobility projects is consisted of two instalments as follows:

1. **60%** as pre-payment upon submission of required documents and signing of grant contract.
2. **40%** balance disbursed after submitting the required final supporting documents i.e. invoices/receipts (as per Grant contract template).

The beneficiary is requested to implement the project during the following period with cut-off date 30 April 2026.

- The project should start from the specified location indicated in the application form and subsequently return to the same starting point. The changes can apply only when approved by the WBF team, otherwise the costs for mobility starting from a different location other than stated in the initial application form, can't be accepted or will be recalculated and will be deducted from the final calculation.
- It will not be possible to change the destination or the number of days of the project. If the grantee is unable to go to the initial destination or to stay for the number of days requested, the grantee must inform the WBF well in advance before this happens justifying the reasons of why a smaller number of mobility days are to be conducted of initially requested/approved. If the grantee decides to stay longer in the destination planned for mobility, it will be at the grantee's own expense.
- The grantee is allowed to change the timing of the mobility (i.e., when to start the mobility project if it does not exceed the duration cutoff frame) and will be requested to inform the WBF of the new indicative dates of the project. In this case, the grantee must provide an official reason and circumstances why the planned mobility can't be implemented and after official approval by the WBF team, can start the project within the updated period. Before accepting the changes, the grantee shall deliver to the WBF an updated invitation letter from the host institution with the updated travel dates.

## 10. IMPLEMENTATION PROCESS

Grantees awarded under the MOVE Grant scheme are required to ensure transparent and accountable implementation of their initiative.

This includes the timely submission of progress and final reports outline:

- Achievements and impact
- Regional cooperation outcomes
- Visibility efforts
- Challenges encountered
- Lessons learned

Key provisions include:

- WBF will provide standardized reporting templates (narrative and financial) that must be used without alteration.
- The reporting schedule, including frequency and deadlines, will be outlined in the grant contract and must be respected by the grantee.
- Grant funding will be disbursed in tranches, aligned with the project's timeline and conditional upon:
  - Timely submission of reports
  - Satisfactory review and verification by WBF



As the Contracting Authority, WBF reserves up to 15 calendar days to review submitted reports and approve the release of the next disbursement. In the event of delays, missing information, or inconsistencies, WBF may request clarifications or additional documentation before proceeding.

## REPORTING AND FINAL PAYMENT

Grantees are required to submit a comprehensive report within project implementation period. This report must include both a **narrative and a financial report**, accompanied by all necessary supporting documents.

The remaining balance of the grant up to 40% of the approved funding will be disbursed only after WBF has reviewed and approved the submitted report.

All payments will be made in Euro (€) to the bank account specified in the grant contract.

## 11. INDICATIVE TIMETABLE

All applicants will be informed of the outcome of their application whether successful or not within 40 days of the call's deadline.

For successful applicants, the grant contract must be signed within 20 days from the date of the award notification.

The implementation of the project is expected to begin immediately after the contract is signed.

	TIME
Opening the MOVE Grants	October 2025
Evaluation of Applications	Within 40 working days
Contracting procedure	Within 20 working days
Notification of Funding Decision	Via email, post-decision

Note: All timelines refer to **calendar days** in the time zone of the WBF Secretariat.

Changes to the indicative timeline will be published on the WBF website.

## 12. LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

All annexes are foreseen to be incorporated on the WBF Website.

- Annex A:** Project Application Form (to be filled in within the OGMS)
- Annex B:** Budget Application Form (to be filled in within the OGMS)
- Annex C:** Declaration by the applicant (to be downloaded from OGMS, signed, scanned and uploaded)