

To ensure transparency, determination of basic organisational criteria and effective monitoring of the financial support to citizens' associations and foundations by the Government of the Republic of Macedonia and the state administration bodies, as well as to increase accountability in the use of funds allocated to citizens' associations and foundations, in accordance with the Strategy for Cooperation of the Government with the Civil Society Sector 2007-2011, the Government of the Republic of Macedonia, on the session held on 21.10.2007, defined

CODE OF GOOD PRACTICES FOR FINANCIAL SUPPORT TO CITIZENS' ASSOCIATIONS AND FOUNDATIONS

Article 1

The good practice for providing financial support from the Government of the Republic Macedonia (hereinafter: The Government) and by the state administration bodies to citizens' associations and foundations is based on the following principles:

- Strategic financing based on previously prepared plans and programs;
- Independence of citizens' associations and foundations in implementing their activities;
- Recognition of the diversity of the activities of citizens' associations and foundations and the need to provide funding from a variety of sources;
- Transparency and openness of the procedure for allocation of funds, for the selection of the members of the body that shall decide on the distribution, the public announcement of the results and the projects that shall be financed;
- Adoption of objective criteria for enabling equal treatment, non-discrimination, stimulating competition and selection of the best projects;
- Fair and impartial decision-making and evaluation of reports by responsible persons based on objective procedure and without personal interest;
- Accountable distribution and use of funds for the purposes for which they are intended and awarded;
- The procedure and the requirements that citizens' associations and foundations should meet in the application and reporting process are commensurate with the amount of the available funds and the type of programs to be financed;
- Evaluation of projects based on indicators that shall enable determining the projects' results and the fulfilment of the foreseen plans and strategies.

Article 2

Basic organisational criteria to be met by the associations of citizens and foundations participating in a public open call to receive funds from the Budget of the Republic of Macedonia are:

- To be registered according to the Law on Citizens' Associations and Foundations;
- To implement activities for a minimum of one year;
- To engage in activities and projects of public interest;
- Not to have received funds or submitted an application from/to another body of the state administration or other sources for the same purpose and activities for which they are applying, which would imply double funding of the same activities from different sources.

The Government and each state administration body determine special programme criteria for allocation of funds according to the type of programme and the results to be achieved.

Article 3

In the procedure for distribution of funds, the Government and each state administration body shall prepare a programme for funding citizens' associations and foundations, at the same time of preparing the budget of the relevant state administration body for the next year, which contains:

- description of the priorities, allocation plan and the type of financing that will be provided (program, organisational);
- area of funding, the results to be achieved, the basic priorities and goals, process and brief description of needs, opinions of the target group, the amount of funds determined for each area, the schedule of public open calls during the year, the percentage of organisational assistance that will be provided through funding activities and length of programs to be funded (short-term or long-term programs).

The program is published on the website of the Government, i.e. the state administration body in a draft form and in a final version.

Article 4

Transparency in the procedure for providing financial support is achieved through a public open call. The open call of the Government and the state administration bodies is published 30 days after the adoption of the Budget of the Republic of Macedonia in the daily newspapers, on the websites of the state administration bodies and the General Secretariat of the Government of the Republic of Macedonia – Unit for Cooperation with Non-Governmental Organisations (hereinafter: Unit for Cooperation with NGOs).

The public call shall contain at least the following elements:

- description of the programme;
 - type of projects to be financed;
 - objectives and goals to be achieved;
 - target group, if applicable;
 - the basic criteria determined by this Code;
 - the special programme criteria determined by the Government, i.e. the state administration body related to the objectives and the projects;
 - special criteria on eligibility of citizens' associations and foundations;
 - time frame for implementation of the projects to be awarded;
 - total foreseen/available funds;
 - the amount of available funds for an individual project;
 - required application documentation;
 - the deadline for submission of applications which cannot be less than 30 days from announcement of the public call;
 - the methodology of project evaluation adopted by each state administration body;
 - required documentation to be submitted;
 - deadline when the results will be announced;
 - address to which the documents should be sent;
 - and other elements determined by the Government, i.e. the state administration body.
- Together with the public call, the Government, i.e. the state administration body also publishes the application form containing the information needed to make a credibility assessment on the work of the citizens' association or foundation, the project proposal and how much it corresponds to the needs and the objectives, the actuality of the foreseen results and how the evaluation of the projects-proposals will be done.

The Government, i.e. the state administration body, shall envisage a certain period of time in which interested citizens' associations and foundations can raise issues related to the public call. Questions and answers shall be published on the website of the Government, i.e. the state administration body.

Article 5

The selection of projects is done by a Commission. The Government Commission is composed of members of the Government, as well as appointed experts by the Government. The Commission of the state administration body is composed of persons employed in the state administration body, persons employed in other state administration bodies, as well as from experts appointed by the state administration body. The mandate of the Commission members is two years. The manner and procedure of electing the Commission members, their duties and the manner in which a possible conflict of interest will be avoided shall be determined by each state administration body.

Article 6

The Government, i.e. the state administration body, within 30 days from the application deadline, shall allocate the funds to citizens' associations and foundations. The Government, i.e. the state administration body, within 10 days from the selection made by the Commission, shall notify, in writing, each citizens' association and foundation that applied on the results from the public call.

Article 7

The Government, i.e. each state administration body announces the results from the public call on their websites with data on the name of the citizens' association and foundation and funded projects.

Article 8

The Government, i.e. the state administration body concludes contract for financial support for the citizens' association, i.e. foundation, which contains at least the following elements:

- subject of the contract;
- amount of allocated funds and funding schedule;
- time frame for contract implementation;
- possibility to change the contract provisions in case of changed circumstances in contract implementation;
- liability in case of damage caused;
- obligation to conscientiously and responsibly use the allocated funds as well as to return the unused funds;
- manner of reporting, evaluation and monitoring;
- provisions for exercising control over the implementation of the contract and the spending of allocated funds;
- provisions for subsidiary application of laws and other regulations;
- other elements provided by the Government, i.e. the state administration body.

Article 9

Citizens' associations and foundations should use the allocated funds exclusively for the purpose for which they were assigned. No later than 30 days after the project implementation, the citizens' associations and foundations should submit appropriate financial documentation for the funds spent to the government, i.e. the state administration body that allocated the funds.

Article 10

The Government, i.e. the state administration body should prepare information about the procedure for preparation of programs, for allocation of funds and for the reasons why some of the obligations set forth in this guideline have not been applied.

Article 11

The Government, i.e. the state administration body, publishes on its web-page the following information:

- programs;
- public calls;
- applications for financing;
- questions and answers related to the public call;
- templates for contracts, financial and narrative reports;
- application guidelines;
- annual calendar of public calls;
- evaluation of the procedure and results achieved by the funded activities;
- names of the persons who are members of the commission.

Article 12

The Government, i.e. the state administration body, monitors the earmarked spending of allocated funds and take appropriate measures in a timely manner for proper implementation to achieve the results and goals set in the program and the public call. The Government or the state administration body will terminate the further allocation of funds and will request a refund of the allocated funds if it determines that they are spent inappropriately and contrary to the contract.

Article 13

Each state administration body conducts a procedure for evaluation of the use of allocated funds and for the achieved results from the supported activities based on the reports submitted by citizens' associations and foundations. The results from the evaluation, in the form of an annual report, is submitted to the Unit for Cooperation with NGOs. Once a year, the Unit for Cooperation with NGOs informs the Government on the use of allocated funds and the results achieved with supported activities of the citizens' associations and foundations.

The Government and each state administration body should conduct an evaluation of the program from Article 3 of this Code and propose recommendations that will be the basis for further development and financial support to citizens' associations and foundations. The Unit for Cooperation with NGOs maintains a database of citizens' associations and foundations to which funds have been allocated from the Budget of Republic of Macedonia and the types of projects for which they received funds.

Article 14

This Code is published in the "Official Gazette of the Republic of Macedonia".

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Prime Minister
of the Republic of Macedonia,
Nikola Gruevski, M.Sc.

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