



QUESTIONS AND ANSWERS

INSTITUTIONAL SUPPORT GRANTS REF.N. INSG 2025-2

1. Regarding the application for Institutional Grants, can we include individuals from other countries in the activities, as well as international exchange?
 - Yes.
2. Could you please clarify whether the required 50% own contribution must consist only of financial resources recorded in the organization's annual financial statement, or if other forms of support—such as copyrights for films provided by embassies, sponsorships in the form of food and beverages, hotel accommodation, or similar in-kind contributions—can also be included?
 - The criterion stating that the grant should not exceed 50% of the organization's total annual budget refers only to funds included in the organization's official annual financial statement. Other forms of support that are not part of the financial statement are not taken into account for this criterion.
 - For the criterion requiring at least 20% own contribution of the total amount requested from Heartefact, both cash and in-kind contributions, co-funding from other donors, or funds raised independently by the organization, can be included. These do not have to be recorded in the organization's annual financial statement.
3. In which currency should we plan the budget?
 - The Proposed budget and Organizational Budget for the Institutional Grants call must be expressed in Macedonian denars (MKD).
4. Regarding audit reports, are they required at the end of each year (i.e., 3 reports) or is one audit report required at the end of the project?
 - The Proposed budget should include an audit project report at the end of each year, meaning 3 annual audit project reports are required.
5. Can activities related to equipping a new gallery space (labor and/or materials/equipment) be considered eligible costs under the institutional grant?
 - Construction activities are not eligible costs.
6. The support from the Institutional Grant must not exceed 50% of the organization's total budget over the three-year period, including on an annual level. Could you please clarify whether this refers to the total amount of support from Heartefact (for ex. 60,000 CHF) in relation to our total three-year budget or our annual budget, or if the

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- yearly allocation (for ex. 20,000 CHF per year) must not exceed 50% of the total three-year budget?
- The total budget over the three years (for ex. 60,000 CHF) must not exceed 50% of your organization's total three-year budget. Therefore, your organization must have a minimum budget of for ex. 180,000 CHF over the three years to be eligible to request for ex. 60,000 CHF.
 - The annual budget (for ex. 20,000 CHF) must not exceed 50% of your organization's total annual budget, meaning your organization must have at least for ex. 40,000 CHF in annual budget to request for ex. 20,000 CHF.
7. We work on cultural projects that aim to affirm, develop, and engage with several socially significant topics, but we are registered as a business entity (LLC), not as a civil society organization. Are we eligible to apply for the Institutional Grants call?
- As stated in the Public Call for Institutional Grants, eligible applicants are exclusively "Cultural and artistic organizations registered in the Republic of North Macedonia with proven experience in cultural and artistic activities for a period of at least three years." This call is intended only for civil society organizations.

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