**Frequently Asked questions (FAQ):**

**Q:** **Does every activity in workforce training has to result in new employment?**

**A:** A short answer to this question was: Yes. This is because the new employment is one of the main WHAM goals in addition to sales and export increase in supported SMEs. It is highly desirable that each co-financed activity through grants meet all three WHAM goals.

**Q:** **The companies are organizing trainings with their internal resources. Can this activity be financed through grants?**

**A:** When organizing training with internal resources only some costs can be financed through grants such as training materials, utilities costs that can be allocated to training activities, and similar. Some costs related to internal training cannot be financed through grants due to incompliance with USAID rules such as financing costs of full time employees in SMEs that are providing training to trainees, etc. However, it is legitimate to calculate those type of costs as the company’s contribution in financing activities such as workforce development programs, access to market activities and/or quality systems certifications.

**Q:** **In terms of the new employment do companies have to employ unemployed people registered at the Employment biro and to submit proofs?**

**A:** The answer was that companies do not have to employ unemployed people registered at the Employment biro since this is not USAID request. For WHAM it does not make difference from where new employees are coming. The only relevant proof is PD 3100 form about the new employment (new employment registration form with tax authorities).

**Q: Is it possible for company to use the grant for equipment purchasing or construction work related to expansion of production facilities?**

**A:** it is not possible to use WHAM grants for purchasing equipment or construction at company level due to market distortion issues, limited project grant line, etc. However, it would be possible to use the grant for the equipment purchase only in case that this equipment will be in function of multiple companies, i.e. for training centers and educational institutions.

**Q: Is it possible for company to use the grant for software purchasing?**

**A:** It is legitimate activity and possible to use the grant funds for co-financing the cost of the software that will contribute to improving the efficiency of company’s operations, design of products, optimize operations processes, etc.

**Q: How SMEs grants will work?**

**A:** On reimbursement principles. When activity completed, all deliverables submitted as well as proofs about the new employment and sales/export increase, including the relevant proofs such as reports, bank statements, etc. the costs will be reimbursed up to 50%.

**Q: Can companies which have higher than 250 employees apply for grant funding?**

**A:** Yes if the annual income of that company is less than 50 million EUR. Company may be eligible to apply for grant funding if it has less than 250 employees and/or if its annual income is less than 50 million Euros.

**Q: Can companies which have higher than 250 employees and annual income over 50 million Euros apply for grant funding?**

**A:** Yes but only as integrators in the project where the focus of the project proposal and assistance would be on smaller (SME) suppliers with which the company is working with.

**Q: Are intermediaries such as the chambers of commerce/economy and regional development agencies eligible to apply for the second round of RFAs?**

**A:** The main focus of the second round of RFAs is on application of individual companies for grant funding but intermediaries are eligible to apply and receive grant funding during the second round of RFAs.

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**Q: What types of grant applicant resources are allowed to be used as cost share?**

**A:** Grant applicant resources (cost share) can be financial and/or natural. Examples of grant applicant resources which can be used as cost share include salaries of employees, fringe benefits of employees, equipment (with amortization value), infrastructure and software/IT equipment.

**Q: What are examples of third party resources/leverage?**

**A:** Examples of third party resources/leverage can include funds received from relevant Ministries (ex. Ministry of Development, Entrepreneurship and Crafts), municipalities, government organizations, employment bureaus/institutes and international donors/programs. Funds received from other USAID funded projects cannot be considered third party resource/leverage.

**Q: How many applications for grant funding are permitted per one company?**

**A:** Since WHAM published four separate requests for applications during this second round, each company can submit one application per opened request. In total 4 applications can be submitted by each company.

**Q: How long does the proposed project have to last, and how long does WHAM monitor the progress and activities of the applicant?**

**A:** The minimum duration of the project is 12 months. WHAM monitors and follows the progress and activities of the applicant until the end of the project mandate in June 2020.

**Q: Is it possible for a private company to receive support in purchasing of the equipment?**

**A:** Yes but only if the equipment is meant for establishment and/or support of a private training center which would be open for use and training for the needs of other companies in the region and BIH as a whole. Purchasing of equipment for the single needs of one company is not allowed.

**Q: Does a company have to be a recipient of WHAM grant funding in order to be eligible to apply for technical assistance through engagement of WHAM volunteer experts?**

**A:** No. Technical assistance through the engagement of volunteer experts is opened to all companies from metal, wood and textile/footwear sectors. A company does not have to receive a grant in order to be eligible for technical assistance. Companies which have needs for technical assistance and engagement of volunteer experts should send their ideas and profile needs to WHAM via e-mail whamgrants@iesc.org.

**Q: What are examples of assistance that are available to companies from student volunteers?**

**A:** Examples of assistance that are available to companies wishing to apply for WHAM grant funding from student volunteers include assistance in preparation of concept notes, research and analysis of the market, development of grant application and administration of all necessary documentation needed for submission to WHAM. In order to receive assistance from student volunteers, applicants are required to submit their requests to whamgrants@iesc.org.

**Q: Are companies which have less than 10 employees and are less than three years old eligible to apply for grant and technical assistance?**

**A:** Yes. WHAM will review and analyze the project proposals from all applicants. Small companies which are new on the market and have less than 10 employees are also eligible to apply and receive assistance if their project proposals potential is in line with WHAM goals and objectives.

**Q: What is the maximum grant amount a company/applicant can receive?**

**A:** A maximum amount a grantee can receive is $75,000.

**Q: What is the documentation an applicant has to submit to WHAM in order to show new employment, increase in sales and/or exports?**

**A:** Documentation an applicant has to submit in order to prove and show new employment is annual JS 3100 form as well as if possible documentation from the relevant employment bureau (ex. statement of unemployment). In regard to increase in sales and/or export applicant has to submit official financial statements submitted to the relevant authorities, as well as copies of new contracts and/or proofs of new transactions (ex. statements from buyers and clients).

**Q: In the case of establishment and/or development of a training center, what minimum documentation does the applicant have to submit to WHAM in order to show duties and activities of partners/companies?**

**A:** A Memorandum of Partnership or Memorandum of Understanding must be developed outlining which companies will be initial partners in the project, what are the duties of each partner/company, training programs and modules as well as plan for sustainability of the center. In the concept note and grant application an applicant must show firm commitment from the partners/companies (minimum 3) for involvement and support of the training center.

**Q: Can the received grant be used for retroactively financing the completed activities of the applicant?**

**A:** No. WHAM cannot retroactively finance activities and employments that were completed and/or generated before.

**Q: What is the minimum amount of companies needed for a joint application?**

**A:** WHAM does not have a prescribed minimum amount but encourages that at least 3 companies are included in the case of joint applications.

**Q: If a concept note is approved by WHAM, does that mean that the grant application will also be approved?**

**A:** No. Approval of concept note does not in any way ensure approval of the grant application. The final approval of each grant application will be made by USAID.

**Q: Can a company apply for certification and introduction of standards?**

**A:** Yes. This second round of RFAs provides opportunities for metal sector companies to apply for assistance in certification and introduction of standards.

**Q: What is the average duration period from submission of concept note to signing of the grant agreement (approval of grant funds)?**

**A:** This depends on the dynamic and speed of the applicant. WHAM evaluates each received concept note and grant application 10 days from their submission. The average thus far has been two months from submission of concept note to signing of grant agreement.

**Q: What type of assistance is available from WHAM to the applicant during the process of concept note and grant application development?**

**A:** WHAM stands at the disposal of all applicants through phone and e-mail assistance as well as visits to the applicant companies and sites.

**Q: Can workers employed through service/seasonal agreements be considered as new employees?**

**A:** Yes. WHAM recognizes the importance and number of seasonal workers in BIH private sector especially those employed in textile and footwear sectors. Applicant is expected to submit legal documentation justifying the engagement and seasonal employment of these workers.

**Q: What documentation do applicants need to submit by the deadline, other than the Grant Application Template?**

**A:** Other than the grant application, applicants need to submit Grant Budget Form, Indicators, Milestones and Environmental Review. Besides these documents applicants also need to submit all other documentation relating to your project activities such as CVs, salary sheets, invoices, etc.

**Q: Under the newly published RFA WHAM-AID-168-LA-17-007, if applicants for example want to apply for co-financing and support for development and marketing of new products, is that in accordance with the RFA? Also, if the new products applicants are are developing require buying new machines that will help the manufacturing process is that that in accordance with this RFA?**

**A:** Procurement of equipment is allowed only if that equipment will be used by multiple companies or housed in private/public training center, high school, university, technology park, etc. In this case for example it could be center for product development. Applicants can and are encouraged to apply for funding for development and marketing of new products.

**Q: Under question number four (4) in the Grant Application document "List personnel who will be involved in implementing this program (CVs and salary history sheets are required for all program personnel)". Does this refer to employees of the company that will be in charge of implementation of the project or consultants on the project, or even both­?**

**A:** This refers to all those people who will be included in the project and/or whose time applicant(s) will show as their cost-share. So in that regard this can include consultants and project managers on behalf of the company.