



DWB 2025 - GRANT APPLICATION GUIDELINES

I. INTRODUCTION TO THE DIPLOMATIC WINTER BAZAAR

The Diplomatic Winter Bazaar (DWB) is a registered association in Bosnia and Herzegovina whose mission is to bring together local citizens and members of the international community to raise funds for children and young people throughout Bosnia and Herzegovina. The DWB holds an annual charity event on the first Saturday of December to raise funds for its mission.

The DWB is managed by an Organizing Committee, hereafter referred to as the “Committee”, that is comprised of volunteers from the international community. Following the charity event, the Committee undertakes a process to invite local organizations that support children and youth to submit applications to receive funding from the DWB. The Committee reviews applications and selects the applicants that will receive grants for that year.

II. GRANT APPLICATION PROCESS TIMELINE

The Committee is proud to announce the 2025-2026 DWB Grant Application Process. This year’s process will be run according to the following timeline:

- The window for eligible organizations to submit applications for consideration is **January 9-31, 2026**. All applications should be submitted by e-mail to the Committee and must be received by **23:00 CET on January 31, 2026**.
- The Committee will review applications and communicate decisions to all applicants by **February 27, 2026**.
- Successful applicants will be invited to attend a Handover Ceremony in early **March 2026**. The specific date and location of the ceremony will be communicated to successful applicants at a later date. Successful applicants will also receive their funds in March.

The Committee prioritizes applications that best demonstrate alignment with the mission of the DWB: to improve the lives of children and youth (“youth” defined as between 15-24 years old) in BiH. The following sections outline the guidelines for the 2025-2026 grant application process. Interested organizations are strongly encouraged to carefully read the guidelines and determine their eligibility and alignment with the mission of the DWB before submitting an application. These guidelines and the application form can be downloaded from the DWB website at dwbsarajevo.org/apply

III. ELIGIBILITY CRITERIA

1. PREREQUISITES FOR APPLICATION

- Applicants must be Associations or Non-Governmental Organizations (NGOs) that have been registered in Bosnia and Herzegovina for at least 12 months. Applicants will be required to submit copies of registration documents, and the most recent balance sheet as part of their application.
- Applicants must have a valid and official bank account to be able to accept grant payments through wire transfer. No payment can be made to an individual bank account.



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- Organizations **cannot** have any political, partisan, or military affiliation.
- Applications from individuals will **not** be considered.
- Applications from organizations located outside of and/or not registered in Bosnia and Herzegovina will **not** be considered.

2. SCOPE AND LIMITATIONS OF PROPOSED ACTIVITIES

- Applications will only be considered if the proposed activities directly fall within the following categories:
 1. Support for children and youth with special needs, including physical or mental disabilities, learning disabilities, and children and youth suffering from long-term illnesses;
 2. Support for children and youth living without parental support or living in dysfunctional support situations, defined as situations of financial hardship, abuse, neglect, or addiction;
 3. Scholarships for deserving, talented students from families who cannot afford to support their continued secondary or university level education.
- Applications should define activities and associated costs that can be completed or dispersed within the 10-month timeframe of March-December 2026, with the exception of scholarships that can be expensed over the school year.
- Grant amounts from DWB **cannot exceed a maximum of 30,000 BAM**. If the success of the proposed activities is dependent on additional funds above and beyond those requested from the DWB, then the applicant must indicate if those funds have been secured and/or clearly outline its plan to secure those additional resources.
- Cultural activities will only be considered if the application defines the direct benefit to vulnerable children and youth per the above categories.

IV. REVIEW PROCESS AND EVALUATION CRITERIA

The Committee will first review applications to ensure that organizations fully meet the eligibility requirements, and the applications are complete. Applications from ineligible organizations will **not** be further considered. Incomplete applications will **not** be further considered.

The Committee will review qualified applications based on the following criteria:

- 1) **Clear alignment of the proposed activities with the mission of the DWB:** The application must clearly indicate that the proposed activities will benefit children and youth in BiH and fit into one or more of the categories defined in the scope of activities per the previous section. If the applicant proposes activities that support families or households, the applicant must clearly explain how that support will ultimately benefit vulnerable children and youth. (The DWB believes that keeping families together in times of crisis is crucial for the overall wellbeing of children and youth.)
- 2) **Clarity and reasonableness of the proposed budget:** The application should include a budget that details the anticipated costs associated with each proposed activity. The applicant should include budget notes as applicable that demonstrate the realism of the proposed costs, e.g., price quotes obtained, costs estimated based on previous years, etc.
- 3) **Realistic timeline:** The application should include a timeline that demonstrates that proposed activities can be completed (if applicable), grant funds dispersed, and required reports submitted within the 10-month duration of the grant.



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- 4) **Past relevant experience:** The application should demonstrate that the organization has prior, relevant experience in addressing the needs of vulnerable children and youth in BiH. Past performance will be considered if applicants have received DWB grants in previous years. In the event that an organization is proposing to expand its mission to address the needs of children and youth, it must **very clearly** describe its prior experience with similar activities supporting other vulnerable populations and communities. *The Committee may request additional information or references if an applicant does not have direct, prior experience working with children and youth.*

Other considerations during the review of applications:

- The DWB is committed to supporting organizations that are representative of, and support children and youth from all ethnic and religious backgrounds. Further, the DWB specifically aims to support organizations, and thus children and youth from across Bosnia and Herzegovina. Thus, the Committee reserves the right to consider factors such as geographic location in its final funding decisions.
- The Committee seeks to support deserving organizations that may have limited access to additional resources; thus, the Committee may consider such factors in its final decisions. The Committee further reserves the right to fund only a portion of the application if deemed appropriate.
- The Committee may choose to limit the number of organizations awarded grants based on factors such as the capacity of the Committee to provide proper oversight of grant implementation.

V. SUBMISSION DEADLINE & REQUIREMENTS

The deadline for receiving completed grant applications is **January 31, 2026, 23:00 hours**. Complete applications **must be in English, and submitted by e-mail to dwb_sarajevo@hotmail.com** under subject: *Grant Competition DWB 2025-26*. Applications submitted after that time will **not** be accepted under any circumstances.

Applications **must** include the following in order to be considered complete:

1. A fully completed application form with all information provided in English.
2. A copy of the applicant's registration in BiH.
3. A copy of the organization's latest balance sheet.

Results of the review process will be communicated by February 27, 2026. All applicants will receive a formal email with the Committee's decision. Those applicants who are not successful may request feedback on their applications by submitting a formal request by e-mail to the Committee. While in-depth feedback to applicants is not feasible, the Committee will endeavor to provide high-level feedback. **All** applicants are eligible to apply again in the following year's grant process.

VI. GRANTEE OBLIGATIONS UPON AWARD

- Grant agreements between the DWB and each successful organization, hereafter referred to as "grantees", must be signed by the head of the Committee and the head of each grantee. The grant agreement will state the obligations of each party. The funds will only be transferred once the grant agreement is signed by both parties.



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- While specific reporting obligations will be detailed in the grant agreement, grantees will be required to report on implementation on a regular basis and, upon request, host at least one monitoring visit from Committee members. Reports must be written in English.

If you have any questions about the application form please get in touch with the Diplomatic Winter Bazaar, Piet Bakker at the following address: dwb_sarajevo@hotmail.com