



**Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government**

**Ministria e Industrisë, Ndërmarrësisë dhe Tregtisë
Ministarstvo Industrije, Preduzetništva i Trgovine
Ministry of Industry, Entrepreneurship and Trade**

Agjencia për Investime dhe Përkrahjen e Ndërmarrjeve në Kosovë
Agencija za Investicije i Podršku Preduzeča na Kosovu
Kosovo Investment and Enterprise Support Agency

**ANSWERS TO FREQUENTLY ASKED QUESTIONS REGARDING THE PUBLIC
CALL FOR FINANCIAL SUPPORT FOR MSMEs IN THE
CREATIVE INDUSTRY SECTOR**

1. What is the basic document that proves the legal existence of the enterprise?

Answer: Company registration certificate with all accompanying information according to the legislation in force.

2. When is a separate a fiscal number certificate not required?

Answer: When the enterprise registration number and fiscal number are on a single certificate.

3. How do I prove that the company has no tax debts?

Answer: By submitting a tax certificate from TAK indicating that there are no outstanding tax debts or that there is an agreement for debt repayment.

4. Which document is used to determine the category of the enterprise and the points for women employees?

Answer: List of employees for 2024, issued by TAK, including the name of the enterprise and the NUI.

5. What personal document is required from the company representative?

Answer: Copy of the ID card of the person in whose name the company is registered.

6. How do I prove that the company is not bankrupt or under judicial administration?

Answer: By submitting evidence from the Basic Court, no older than 30 days, in original form.

7. How do I prove that the company has an active bank account?

Answer: By submitting proof of an active checking account in a bank licensed by the CBK.

8. Is a bank account statement required?

Answer: For the year 2024 – unless the company is newly established in 2025.

9. What does the offer for the implementation of the project contain?

Answer: Expenses that must necessarily be incurred with other (external) business entities.

10. How do I prove that the project activities have not been financed from other sources?

Answer: By submitting a sworn statement, downloaded from the KIESA website and uploaded to e-Kosova.

11. How do I prove that the enterprise has fulfilled its obligations from previous public funding?

Answer: By submitting a sworn statement proving fulfilment of obligations to MINT for the last two years.

12. Are financial statements required for previous years?

Answer: Yes. Enterprises registered before 2023 are required to present their turnover for the years 2023 and 2024. Enterprises registered after 2023 are required to present their turnover since registration. Enterprises registered in 2025 are required to present their turnover since the date of registration.

13. What does the project proposal contain and how is it submitted?

Answer: The Project Proposal Form is downloaded from the KIESA website, completed and uploaded to e-Kosova. It should include:

- Overview of business activity
- The purpose and innovative concept of the project
- Activities and expected outcomes
- Costs and financial resources
- Organizational structure and objectives
- Current capacities and growth targets

14. Is it mandatory to submit a video proposal?

Answer: Yes, a video of up to 2 minutes describing the project concept is required, uploaded via a link to e-Kosova (from Youtube, Google Drive, Vimeo, One Drive or DropBox).

15. What are some of the categories of eligible expenses for financial support?

Answer: Eligible expenses include:

- Purchase of equipment and technology
- Materials and supplies for production
- Branding and marketing
- Creative content
- Specialized materials
- Participation in fairs, exhibitions, festivals, networks
- Export expenses

16. Are there any restrictions on promotional activities in the project budget?

Answer: Yes, promotional activities should not exceed 30% of the requested budget.

17. How should expenses be planned and justified in the application?

Answer: All expenses should be:

- Carefully planned according to the duration of the project
- Clearly justified in the application
- Supported by valid documentation, such as: quotes and/or offers.

18. What are some of the ineligible expenses for financing?

Answer: The following expenses are not eligible:

- Rent for workspaces
- Administrative staff salaries
- Ordinary operating expenses
- Any expenditure incurred before the signing of the grant agreement

19. Who verifies the final project budget?

Answer: The Contracting Authority is responsible for verifying the final approved budget.

20. In which languages should the application and budget be completed?

Answer: The application and budget should be completed online on the e-Kosova platform, in Albanian, Serbian, or English.

21. Can a company that has benefited from any KIESA scheme apply in 2023 or 2024?

Answer: No. Enterprises that have benefited from KIESA schemes in 2023 or 2024 are not eligible to benefit from this call in 2025, excluding only the scheme for digitalization services.

22. Can the application be disqualified if a document is missing?

Answer: Yes. Any application missing even one required document will be disqualified.

23. Can a company registered after the opening of the call apply?

Answer: No. Enterprises registered with KBRA after the opening of the public call are automatically disqualified.

24. Are changes to the KBRA allowed during the application phase or after the selection of beneficiaries?

Answer: No. Changes to the KBRA are not allowed during the application phase or after the announcement of the preliminary list, until payment is made.

25. How are the beneficiary enterprises selected?

Answer: Beneficiary enterprises are selected according to the points assessed by the commission. There may be up to 10 reserve enterprises depending on the budget.

26. Are consulting companies allowed to represent applicant companies?

Answer: No. Consulting companies representing enterprises will be disqualified,

because the process is the obligation of the Enterprise to apply and prove that it has potential and ideas. The process is simple, free of charge, and completely online.

27. Are there any reimbursable expenses before signing the agreement?

Answer: No. Any expenses incurred before the signing of the agreement are not justifiable/eligible.

28. What obligations do beneficiary enterprises have before signing the agreement?

Answer: They must submit a guarantee from a bank or insurance company for the full value of the financial support.

29. When are the funds transferred for the project?

Answer: After signing the agreement, 100% of the approved value is transferred to the beneficiary enterprise, within a period of 14 days.

30. Is VAT an acceptable expense?

Answer: No, for VAT declaring companies.

31. Given that the funds are provided by UNDP, is the company exempt from customs duties for equipment purchased outside of Kosovo?

Answer: No. The implementation of the Financial Instrument is carried out by KIESA, therefore all taxes are applied according to the laws and regulations in force.

32. How should expenses be proven during project implementation?

Answer: With invoices, contracts and bank transactions, in accordance with the offer presented in the draft proposal.

33. What happens if the application contains incorrect data?

Answer: The company does not benefit and will bear legal responsibility for all consequences.

34. What happens if a category does not meet the quota?

Answer: Unspent funds may be distributed to other categories as needed. MINT/KIESA reserves the right not to distribute all available funds.

35. Project Duration and Implementation

Answer: Maximum deadline for project implementation: 12 months from the date of signing the contract. Reporting obligation: Businesses must report at least 30 days before the expiration of the agreement.

36. Is there a requirement for companies to have an annual turnover of over 30 thousand euros to be eligible for this fund?

Answer: No. This condition does not exist within the framework of this call.

37. Are applications from consortia of two or more companies allowed?

Answer: No. Within the framework of this call for financial support, applications from consortia of companies are not allowed.