Republika e Kosovës
Republika Kosova-Republic of Kosovo
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Ministria e Industrisë, Ndërmarrësisë, Tregtisë dhe Inovacionit
Ministarstvo Industrije, Preduzetništva, Trgovine i Inovacije
Ministry of Industry, Entrepreneurship, Trade, and Innovation

Agjencia për Investime dhe Përkrahjen e Ndërmarrjeve në Kosovë - KIESA

# FINANCIAL SUPPORT INSTRUMENT FOR THE CREATIVE INDUSTRY – PHASE 2

**Guide for Application:** Public call for financial support for Micro, Small and Medium Enterprises (MSMEs) in the Creative Industries (CI) sector.

**Contracting and implementing authority:** Ministry of Industry, Entrepreneurship, Trade and Innovation (MIETI), respectively the Kosovo Investment and Enterprise Support Agency (KIESA).

## 1. INTRODUCTION

MIETI/KIESA, in cooperation with UNDP, on 08 May 2025, signed the agreement for the establishment of the Financial Support Instrument (FSI) for MSMEs in the creative industry. The purpose of this instrument is to promote innovation, development and growth, and increase the visibility of the creative industry in Kosovo. The total value of the FSI, according to the agreement, is EUR 1.45 million, of which EUR 950,000.00 are financed by the Government of the Grand Duchy of Luxembourg, while EUR 500,000.00 is financed by MIETI/KIESA.

## 2. Purpose of the call

The creative industry is considered a sector with high potential for fostering innovation, creating new jobs, generating income and contributing to increased exports. As such, the FSI is designed to support creative industry enterprises that present innovative proposals and aim to increase the productivity, sustainability, quality and visibility of their products or services, with a focus on expanding market participation. The FSI aims to strengthen the creative industry in Kosovo, promoting its development and sustainable and inclusive social and economic contribution.

## 3. Eligible sectors

The primary or secondary field of activity of enterprises must be in line with the sub-sectors of the creative industry, according to the NACE code classification, as follows:

Table 1: Main sectors of creative industries according to international classifications

| | |
|---|---|
| **1393** | Production of carpets and rugs |
| **1399** | Manufacture of other textiles n.e.c. |
| **1413** | Manufacture of other outerwear |
| **1419** | Production of other wearing apparel and accessories (gloves, hats, scarves, etc.) |

| | |
|---|---|
| 1512 | Manufacture of luggage, handbags and the like, saddlery and harness |
| 1629 | Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials |
| 2341 | Manufacture of ceramic household and ornamental articles |
| 3212 | Manufacture of jewellery and related articles |
| 3213 | Manufacture of imitation jewellery and related articles |
| 3220 | Manufacture of musical instruments |
| 5811 | Book publishing |
| 5911 | Motion picture, video and television programme production activities |
| 5912 | Motion picture, video and television programme post-production activities |
| 5920 | Sound recording and music publishing activities |
| 7111 | Architecture activities |
| 7410 | Specialised design activities |
| 9001 | Performing arts |
| 9002 | Support activities to performing arts |
| 9003 | Artistic creation |
| 9004 | Operation of arts facilities |

*Note: The codes 5911 and 5912 exclude television programs, while code 5811 includes the publication of new works by local creators, as well as the translation of works by local creators into foreign languages.*

## 4. Supported categories and financial terms

The total value of the FSI for the second phase is EUR 450,000.00, which is planned to be distributed through three categories of enterprises, as follows:

Table 2: Support by category

| Category | Number of employees | Maximum amount of financing | Minimum co-financing | Total budget per category |
|---|---|---|---|---|
| Category 1: Micro | until 9 | €20,000.00 | 10% | €200,000.00 |
| Category 2: Small | 10 - 49 | €35,000.00 | 15% | €150,000.00 |
| Category 3: Medium | 50 - 249 | €45,000.00 | 20% | €100,000.00 |

## 5. Expected outcomes

The selected projects are expected to achieve concrete results by the end of the project implementation period, in the following areas:

- Increase manufacturing/creative capacities or productivity.
- Create, develop or update products/services through innovative concepts.
- Improve the brand or digital presence of an enterprise.
- Expand participation in the local, regional or international market.
- Increase cooperation and build new strategic partnerships.

## 6. Documents required for application according to Administrative Instruction 01/2018

1. Registration certificate of the enterprise with all accompanying information according to the requirements of the applicable legislation in the Republic of Kosovo.
2. Fiscal number certificate (does not apply to enterprises that have the enterprise registration number and fiscal number on one certificate).
3. Tax certificate confirming that the applicant has no current outstanding tax debts or other tax obligations or is in a debt settlement agreement with TAK.

4. List of employees for the years 2025 and 2026, issued by TAK, with the name of the enterprise and in accordance with the NUI (can be downloaded online from the TAK website). The list will serve to categorize and evaluate MSMEs, as well as to calculate the female employment points. For enterprises registered during 2026, they must bring the list of employees since registration.
5. Copy of the ID card of the person in whose name the company is registered.
6. Proof from the applicant that he/she is not in bankruptcy or under judicial receivership issued by the Basic Court - original copy not older than 30 days is required. The document is issued at the Commercial Court of Kosovo.
7. Proof of an active bank account in the name of the applicant company, in one of the banks licensed by the Central Bank of Kosovo.
8. Bank account balance in the name of the applicant company for the last year (2025). This is not applicable for newly established applicants.
9. The offer for the project implementation should only be proven for the expenses that must necessarily be purchased from another business entity.
10. The applicant must not have received funds from other sources of funding for the same activities (proven by a sworn statement, which must be downloaded from the KIESA website, completed with the company's data and sent to the email address: *application.ikreative@rks-gov.net*).
11. Have fulfilled all obligations from previous financial support, if they have benefited from public sources of financing from MIETI for the last two years (proven by a sworn statement, which must be downloaded from the KIESA website, completed with the company's data and sent to the email address: *application.ikreative@rks-gov.net)*.
12. For enterprises registered before 2024, they must present the turnover for 2024 and 2025, proven by a document issued by TAK. For enterprises registered during 2024 and 2025, they must present the total turnover since registration. Whereas, for enterprises registered during 2026, they must present the total turnover since registration.
13. A project proposal template can be downloaded from the KIESA website, filled out and sent via email to:*application.ikreative@rks-gov.net*, and be in harmony with the offer for project implementation, including the following points and in case of benefit, the project proposal will be fully reflected in the agreement between the parties:
    - Overview of your business activity and the main characteristics of the products or services you offer.
    - The purpose of the project including the innovative concept;
    - Activities and expected outcomes, including timeline;
    - Cost and financial resources;
    - Organizational structure and objectives of the enterprise;
    - Current manufacturing capacities and goals for increasing creative manufacture and exports.
14. A video of up to 2 minutes duration presenting the concept of the project proposal must be made via a link, only on one of the following platforms: YouTube, Google Drive, Vimeo, One Drive or Drop Box.

## 7. Information on eligible and ineligible expenses

- Eligible expenses include the purchase of equipment and technology, manufacture materials and supplies, branding and marketing, creative content, specialised materials, participation in fairs/exhibitions/festivals/networks, as well as exports.
- Manufacture materials and supplies should not exceed 30% of the requested budget, and any promotional activities should not exceed 30% of the requested budget.
- All expenses must be carefully planned for the duration of the project, clearly justified in the application and supported by valid documentation, such as quotes, bids or contracts.
- Expenses related to the rental of work space, salaries of administrative staff, or ordinary operating expenses are not considered eligible expenses for support under the FSI for the creative sector.
- Expenses incurred before the signature of the grant agreement is not eligible for funding. The final approved budget will be subject to verification by the Contracting Authority.

## 8. Additional clarifications

- The application and budget can be downloaded from the KIESA website, in one of the following languages: Albanian, Serbian or English.
- MSMEs that benefited during 2024 and 2025 from KIESA schemes, including the creative industry scheme, are not eligible to benefit from this call.
- Applications will be disqualified in the absence of any required document.
- No changes in the KBRA should be made during the public call application phase, as well as for beneficiary enterprises, after the announcement of the preliminary list until payment is made.
- Businesses are only eligible to apply once, using a single email address. Any business that submits more than one application using a different email address will be disqualified.
- The beneficiary enterprises will be ranked according to the number of points scored by the evaluation committee. Depending on the budget limits, the list of beneficiary enterprises may include a reserve list.
- The list of enterprises ranked according to the points obtained based on the evaluated application is published on the MIETI/KIESA website.
- Consulting companies that provide services to the applicant enterprises are excluded from this call. In case of identification of their involvement as representatives of the enterprises, the applicants will be disqualified. This is because the entire process is simple and without financial costs, starting from the electronic application method via email aplikimi.ikreative@rks-gov.net, to the evaluation, signing of agreements, disbursement of funds and their monitoring.
- Before signing the agreement, beneficiary enterprises are required to provide guarantees from insurance companies or banks for the total value of the financial support.
- If the company is a beneficiary, then a bilateral agreement will be signed (MIETI/KIESA and the company), part of each of which will also include the declarations made during the application.
- After signing the agreement, 100% of the approved value will be transferred to the beneficiary enterprise.
- VAT is an acceptable expense for natural persons and non-VAT declaring enterprises, while for enterprises that are VAT declaring, this is an unacceptable expense.

- During the monitoring process, beneficiary enterprises must prove expenses with invoices, supported by bank transactions according to the financial activities presented in the offer, while for activities that do not necessarily require an offer from another business entity, then the following applies: All commitments reflected by the applicants in the draft proposal and the same data will be an integral part of the agreement.
- The change of the offer can only be made by a special request submitted to MIETI/KIESA, respectively to the monitoring commission. The request must be based on solid reasons from the beneficiary and the same can be implemented only after the approval of the request, in which case the concept of the project and the amount of support from MIETI/KIESA do not change. In cases where the offer has a higher price than that presented in the applicant project, the change of price is the obligation of the beneficiary and in no case does the value of support from MINT/KIESA change.
- If the information provided in this application is proven to be incorrect, the company will not be paid and will be held responsible for all consequences, according to the relevant legislation in force.
- Priority is given to businesses with female entrepreneurs, start-up businesses, and enterprises that have declared export activity.
- If the quota in any of the categories is not met, then the remaining part of the budget may be transferred to other categories. MIETI/KIESA reserves the right not to distribute all the funds available.

## 9. Table 3: Evaluation criteria

| # | | Maximum points | | |
|---|---|---|---|---|
| | | Category 1 | Category 2 | Category 3 |
| 1 | Project proposal evaluation | 50 | 50 | 50 |
| 2 | Evaluation of creative idea/innovation | 10 | 10 | 10 |
| 3 | Assessment of the annual turnover of the applicant enterprises, according to sub-point 12 of point 6 of this Guide | 20 | 20 | 20 |
| 4 | Percentage of female employees, one (1) point for every 10% of female employees. | 10 | 10 | 10 |
| 5 | Social and Economic Impact: Number of new jobs anticipated to be created during and after the completion of the project. | Five (5) points for each (1) employee | 3.33 points for each (1) employee | Two (2) points for each (1) employee |
| | | 10 | 10 | 10 |

## 10. Duration and implementation

The maximum deadline for project implementation is 6 months from the date of signing the contract. Businesses are obliged to report at least 30 days before the expiration of the agreement.

## 11. Application

- The public call notice is published on the official website of MIETI and KIESA:
  - https://mint.rks-gov.net/
  - http://kiesa.rks-gov.net/

- The application is made only via email address: aplikimi.ikreative@rks-gov.ne
- Application deadline: from April 20, 2026 to May 12, 2026.
- **Additional information can be obtained via email address:sme.kiesa@rks-gov.net**

## 12. Complaints

After the publication of the preliminary results, applicants may address complaints within the deadline provided for in AI 01/2018 via email address:application.ikreative@rks-gov.net

Note:

- If it is proven that the information provided in the application is incorrect, the beneficiaries will not be paid and will be held liable according to applicable legislation.
- All commitments regarding the data provided to be used in the evaluation criteria must be reflected by the applicants in the draft proposal and the same data will be an integral part of the agreement.