Frequently Asked Questions (FAQ)

1. Proposal Submission

Q. How can I apply for the fund?

- Proponents can submit a proposal via the [BKCF Portal](#). Click "Submit a Proposal", complete all the required documents, and submit the documents via the portal. Only proposals submitted via the portal will be considered officially submitted.

Q. Can I save a draft and continue editing my proposal later?

- Yes. Proponents may save their proposal as a draft and continue editing it prior to the final submission.

Q. Can I edit or resubmit my proposal after final submission?

- No. Once a proposal is **formally submitted, it cannot be edited or resubmitted**. Proponents are therefore encouraged to review all documents carefully before submission.

Q. Will I receive confirmation after submitting my proposal?

- Yes. A confirmation message or notification will be provided upon successful submission through the [BKCF Portal](#).

Q. When and how will I be informed of the proposal evaluation results?

- Proponents will be informed of the evaluation results following the official approval by the Senior Officials of BIMP-EAGA and the ROK during the Senior Officials' Meeting (SOM). The results will be officially announced on the [BKCF Portal,](#) and proponents will be notified via email.

Q. Will unsuccessful applicants receive feedback?

- Individual feedback will not be provided to unsuccessful applicants.

2. Application and Eligibility

Q. Where can I find the BKCF proposal templates?

- Templates are available in the Appendices of the BKCF manual. In addition, once you log in to the [BKCF Portal](#) and click "Submit a Proposal", you will be able to view the list of required documents and the corresponding templates that must be completed and submitted as part of the application process.

Q. How do I know if I am eligible to apply for the fund?

- Proponents officially registered in a BIMP country, or the Republic of Korea(ROK) are eligible to apply. Individuals are not eligible to apply for the fund.

Q. Can a consortium of two (or more) entities apply for a project?

- Yes, it is possible, but all involved entities must be registered in a BIMP country or ROK, and the leading proponent should be clearly identified in the proposal.

Q. Can one institution submit multiple proposals or apply again after being funded?

- Yes, institutions can submit more than one proposal and reapply in subsequent calls.

Q. Is it possible for an organization without GGGI project experience to apply?

- Yes. BKCF is open to any proponents, regardless of their experience with GGGI, as long as the proponent meets the eligibility requirements indicated on the [BKCF Portal](#).

Q. Can newly established organizations that do not have a history of projects apply to BKCF?

- Yes. Newly established organizations may apply if they are properly registered in a BIMP country or the ROK and can provide the required information for the Due Diligence (DD) review. Being a new organization does not negatively affect the evaluation outcome.

Q. Can local offices of International Organizations (i.e. International NGO) apply to BKCF?

- Yes, as long as the office is located and legally registered as a local organization in a BIMP country or the ROK. The DD review process will verify whether the organization is properly registered in the region.

Q. Can I get co-funding for the implementation of the BKCF project?

- Yes. BKCF allows both co-funding and in-kind contributions. All co-funding contributions must be clearly specified in the Project Proposal, with the estimated value and source indicated. If the project is selected for funding, BKCF may request additional information or details related to the proposed co-financing.

Q. Can an individual outside of the BIMP country be a part of the BKCF proponent team?

- Yes. The eligible proponent (institution) may compose its team according to the project's nature or type, provided that the proponent is registered in a BIMP country or ROK.

3. Project Activities

Q. When can project activities start?

- Project activities may commence only after official endorsement and the signing of the Grant Agreement. Any expenses incurred before the official project inception will not be covered by BKCF.

Q. Can the project location be outside of the BIMP-EAGA region?

- Yes. The project site is not limited to any subregion of the BIMP countries. However, alignment with BIMP-EAGA's Vision 2025 will be considered during the review.

Q. Is it necessary to have connections with local government officials?

- The project would need the government's support during the project implementation stage, so it is recommended to consult with the local government before submission.

Q. Do proposals addressing multiple sectors have a better chance of approval?

- Not necessarily. Proposals are assessed based on clarity, coherence, and alignment with BKCF objectives.

4. Reporting and Audits

Q. What reports must be submitted throughout the project implementation?

- Proponents are required to submit Quarterly Reports, Progress reports, and Financial Reports. Refer to Table 3 in the BKCF Manual for the detailed schedule of project report submission.

Q. What is a financial audit?

- Financial audit is a process of examining the financial management capabilities of the organization and is different from the audit of the project itself. The financial audit must be conducted by a certified public accountant or an accredited auditing firm and result in an official audit report.

Q. Does the audit cost need to be included within the proposal budget, or is it a separate cost?

- The audit cost must be included within the total project budget, so proponents are advised to plan and budget for audit costs in advance at the proposal stage. Please refer to Section 6.3 of the BKCF Manual for further information.

Q. Can the audit be conducted in the country of the field office?

- Yes, there are no regulations specifying where the audit should be conducted.

5. Project Revision

Q. How long will it take for the project review to be completed?

- The review process generally takes 3-6 months. Some projects may require additional time for thorough evaluation, depending on complexity and the need for revisions. The review process is designed to be constructive, and if feedback and revisions are required, proponents are encouraged to engage in an iterative process, which may contribute to extended timelines.

Q. Can Grant Agreements be signed before revisions are complete?

- No, all revisions, including proposal revision and due diligence review, must be finalized before signing. Please refer to the Manual Section 3.

Q. Is it possible to revise the project budget or receive additional budget allocation after a project has been approved?

- No. Once a project has been approved by the Senior Officials' Meeting (SOM), no additional budget allocation is permitted. However, depending on the overall availability and size of the BKCF fund, the total approved project budget may be adjusted if deemed necessary.

Q. Can a proponent change the disbursement rate and amount after signing the Grant Agreement?

- No, the disbursement rate and amount cannot change.

Q. Can a proponent request a revision of project activities before the project is implemented?

- Yes. If there is a strong justification for the request, the proponent can submit revised proposal documents. However, prior consultation with GGGI is essential before revising project activities.

6. Budget and Costs

Q. Can the budget be allocated to indirect costs (i.e. overhead costs)?

- BKCF allows the budget to be used only for direct costs (costs used for project implementation).

Q. If there is any remaining balance after the implementation of the projects, should it be returned?

- Yes, the unspent amount from the approved budget should be returned.

Q. What is Per Diem, and who is eligible?

- Per Diem is a daily subsistence allowance provided for a traveler to cover the cost of hotel/accommodation, meals, laundry, tips, phone calls, local transportation within the destination city, and other associated expenses. This is provided to those traveling outside their duty station overnight to conduct activities relevant to the BKCF projects (workshop, seminar, etc.)

Q. What is the procedure for disbursing the funds to each member country if the proposed project is a multi-country project?

- The assigned amount of budget based on the deliverable schedule will be transferred to one main project focal (one representative country of the multi-country project) responsible for reporting, monitoring, and managing the project.

7. Others

Q. Can a BKCF applicant request an extension to the proposal submission deadline?

- BKCF proposal submission deadline applies equally to all applicants. If an applicant cannot meet the proposal submission deadline, please apply for the next BKCF Call for Proposals.

Q. Can research programs apply for BKCF??

- Yes, provided that the research activities generate practical and measurable impacts aligned with the BIMP-EAGA's vision.

Q. Can BKCF provide any examples of successful proposals to potential proponents?

- BKCF does not provide any samples or successful proposals to prevent duplication of proposals.

Q. Can we make the budget with local currency?

- No, the budget should be prepared in USD. A budget file with domestic currency can be included as an attachment if the proponent wishes to do so. Please identify the exchange rate used within the budget template.