



Contracting Authority: Government of the Republic of Serbia, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU)

Cross-border Programme Serbia – Bosnia and Herzegovina, 2014-2020 under the Instrument for Pre-accession Assistance (IPA II), allocations 2014, 2015 and 2016*

Restricted Call for Proposals

Guidelines
for grant applicants

1st Call for Proposals

*This Call for Proposals is launched with a suspension clause**

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BGUE-B2014-22.020401-C1-ELARG
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Reference: EuropeAid/139072/ID/ACT/Multi

Deadline for submission of concept note: **16 November 2017**

NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

SUSPENSION CLAUSE

Please note that the award of this call for proposals is subject to the adoption of a Financing Decision for 2016 by the European Commission (indicatively in the third quarter of 2017). In case of financial agreement for 2016 is not signed, the corresponding financial allocation will be cancelled and the total amount of funds available for this Call for Proposals will be reduced by the respective allocation amount.

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1. CROSS-BORDER PROGRAMME SERBIA AND BOSNIA AND HERZEGOVINA

1.1. BACKGROUND

These Guidelines are intended to be used by those applying for grants under the 1st Call for Proposals for the Cross-border Cooperation Programme Serbia and Bosnia and Herzegovina, 2014-2020 (hereinafter 'the Programme'). The Programme is implemented under the framework of the Instrument of Pre-accession Assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighbourly relations, fostering European Union integration and promoting socio-economic development. The legal provisions for its implementation are stipulated in the following pieces of legislation:

- Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II)
- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action
- Commission Implementing Regulation EU no 447/2014 of 2 May 2014 on the specific rules for implementing the IPA II regulation

The Programme analyses the socio-economic situation of the border region, sets out a common strategy for remedying problems identified and formulates joint thematic priorities for development. As specified in its programme document, its implementation is carried out through calls for proposals such as this one. These calls will be launched at regular intervals in order to fund cross-border cooperation projects that will contribute to achieving the strategic objectives agreed upon by the participating countries.

More details about this IPA II Cross-Border Cooperation Programme 2014-2020 can be found on the web page www.srb-bih.org and are available for download on the web page of www.mei.gov.rs, and on the web page of the <http://www.dei.gov.ba>.

The Programme is implemented jointly by both countries. In Republic of Serbia, the responsible institutions are:

- The Ministry of European Integration (MEI), in charge of the overall coordination of the programme, is the Operating Structure (OS) in this country;
- Government of the Republic of Serbia, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), responsible for all contract and payment issues, is the Contracting Authority (CA).

In Bosnia and Herzegovina, the responsible institution is:

- Directorate for European Integration, responsible for the overall coordination of the programme, is the OS in this country.

Moreover, the implementation of the Programme is overseen by a Joint Monitoring Committee (JMC) composed of representatives of both participating countries' institutions and civil society. The JMC will examine and provide an advisory opinion on the list of actions selected through this call for proposals before the grant award decision.

The CA, the OSs and the JMC are assisted by the Joint Technical Secretariat (JTS) based in Uzice, Republic of Serbia, and staffed with experts from Republic of Serbia and Bosnia and Herzegovina.

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The JTS is the administrative body responsible for the day-to-day management of the Programme including support and advice to potential applicants as well as grant beneficiaries. The JTS has an antenna located in Tuzla, Bosnia and Herzegovina. The JTS will assist potential applicants in partner search and project development, organising information days and workshops; develop and maintain a network of stakeholders; advise grant beneficiaries in project implementation; support the work of the evaluation committee; and prepare, conduct and report on monitoring visits to cross-border cooperation actions.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

In line with the objectives specified in the Programme Document, the **overall objective** of this Call for Proposals is **enhancement of socio-economic development in the cross-border area between the Republic of Serbia and Bosnia and Herzegovina, through the implementation of targeted and concrete actions, based on comparative advantages of the programmes area and the joint, efficient use of resources.**

As a result of a decision made by the JMC of the Programme on July 27th 2016, out of the three thematic priorities of the Programme Document,

- ☐ Priority 1: Promoting employment, labour mobility, social and cultural inclusion across the border
- ☐ Priority 2: Protecting the environment, promoting climate change adaption and mitigation, risk prevention and management
- ☐ Priority 3: Encouraging tourism and cultural and natural heritage

the following are the specific objectives and the corresponding results that the applications submitted under this call will contribute to attaining:

SPECIFIC OBJECTIVES	RESULTS
2.1. Improving sustainable environmental planning and promotion of biodiversity	Result 1 - The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border
	Result 2 - The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered
3.2. Strengthening the cultural identity of the programme area	Result 1 - Sustainable cultural and sport exchanges across the border are fostered
	Result 2 - The historical and natural heritage and traditions of the cross-border area are better preserved

Mainstreaming of cross-cutting issues:

This Call for Proposals will take into account the mainstreaming of cross-cutting issues at project level. When developing a project to address any specific objective, cross-cutting issues need to be mainstreamed in the following manner:

a) Gender equality and promotion of equal opportunities.

Equality between sexes has to be taken into consideration when setting the project objectives, defining activities (e.g. participation in capacity building activities) and expected results. Equal opportunity prevails when women and men have the same rights, obligations and opportunities.

b) Protection and promotion of ethnic minority rights, including their participation in decision making processes.

Enforcement of equal opportunities has to be secured in the project design in order to promote the integration of ethnic minorities and ensure their participation in decision-making processes in line with project activities and expected results.

c) Integration of persons with physical and mental disabilities.

Enforcement of equal opportunities has to be secured in the project in order to promote integration of persons affected by disabilities and in securing their participation in project activities (e.g. accessibility to buildings and project sites) and in decision-making processes in line with project activities and expected results.

d) Safeguard and promotion of children's rights and promotion of children's participation in decision-making processes.

The project should involve children as relevant stakeholders where and if appropriate (e.g. in case the specific project objective is in the sector mainly relating to children's needs, such as education, health, sports and culture, but also in sectors in which the project can indirectly influence their lives).

e) Democratic standards, anti-discriminatory practices and good governance.

Activities and actions cannot set up barriers in relation to religion or belief, age, gender, sexual orientation, political affiliation, racial or ethnic origin particularly regarding employment and HR policy pursued towards persons who will be employed within the projects implemented under this grant scheme. Actions must secure a wide public participation and consultation, where appropriate, throughout project activities. This may include setting up consultative processes in developing strategies/policies; executing infrastructural works; ensuring inclusion of target groups and a wide range of different stakeholders.

f) Protection of environment and preservation of natural resources and biodiversity.

The project needs to describe how it will contribute to a better environment or otherwise have a neutral impact on the environment. The concept of environment involves not only issues of pollution, but issues sustainable development (e.g. waste supply chain management and recycling), nature protection and biodiversity, renewable energy, etc.

Please note that mainstreaming cross-cutting issues will be scored through the evaluation methodology of this call as formulated in section 2.3 below.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is € 5.400.000,00. The Contracting Authority reserves the right not to award all available funds.

Indicative EU-funded allocations by specific objective:

Specific Objective	Allocation
2.1. Improving sustainable environmental planning and promotion of biodiversity	€ 3.600.000,00
3.2. Strengthening the cultural identity of the programme area	€ 1.800.000,00
Total	€ 5.400.000,00

If the allocation indicated for a specific objective cannot be exhausted due to insufficient quality or number of applications received, the Contracting Authority reserves the right to reallocate the remaining funds to those applications being higher in the ranking of the sole reserve list.

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

Specific Objective	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
2.1. Improving sustainable environmental planning and promotion of biodiversity		
Result 1 - The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border	€ 600.000,00	€ 1.000.000,00
Result 2 - The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered	€ 120.000,00	€ 300.000,00
3.2. Strengthening the cultural identity of the programme area		
Result 1 - Sustainable cultural and sport exchanges across the border are fostered	€ 120.000,00	€ 250.000,00
Result 2 - The historical and natural heritage and traditions of the cross-border area are better preserved	€ 250.000,00	€ 500.000,00

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 50 % of the total eligible costs of the action.
- Maximum percentage: 85 % of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget.

SUSPENSION CLAUSE:

The present Call for Proposals is launched with a "suspension clause" (*reference section 2.4.12 of the Procurement and Grants for European*). **The conclusion of contracts with applicants resulting from this Call for Proposals is subject to the fulfilment of the following condition:**

- *After the financing decision has been adopted by the Commission but before the related financing agreements are signed*

The signature of the Financing Agreements between the European Commission and Republic of Serbia and Bosnia and Herzegovina concerning the Cross-border Programme for Serbia – Bosnia and Herzegovina under IPA II for the year 2016.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address

<http://ec.europa.eu/europeaid/prag/document.do?locale=en>).¹

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "applicant(s)"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

LEAD APPLICANT

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person, **and**
- be non-profit-making, **and**
- be effectively established in either Republic of Serbia or Bosnia and Herzegovina, **and**
- be directly responsible for the preparation and management of the actions with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- be a specific type of institution or organisation such as:
 - Central, regional and local government units (ministries, municipalities, departments, agencies) with competencies/responsibilities in the eligible area in

¹ Note that a lead applicant (i.e. a Coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a PA Grant Agreement based on the PAGoDA template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the PAGoDA template.

the fields relevant to the call (nature protection, water supply, wastewater, solid waste management and maintenance and development of cultural and historical heritage)

- Local tourist organizations
- Civil society organizations
- National Parks
- Chambers of Commerce and Chambers of Crafts and Trades
- Professional associations, farmers associations and associations of SMEs
- Formal and non-formal education and training institutions (e.g. primary schools, VET schools, Universities, etc.)
- Research, development and innovation (RDI) institutions
- Agencies for local or regional development
- Public utility companies
- Cultural institutions such as museums, libraries, orchestras, etc.
- Sport organisations

Please note that profit making organizations and political parties are not eligible, neither as lead applicants nor as co-applicants.

- (2) Potential applicants must not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the Practical Guide;

In Part A, section 3 of the grant application form (*'Declaration by the lead applicant'*), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant must act with co-applicant(s) as specified hereafter.

When the Lead applicant and the co-applicant(s), being organisations/institutions/bodies established in Serbia or in Bosnia and Herzegovina but not having its headquarters or a local office in the eligible area, they must act with the minimum 1 or up to maximum 3 co-applicants in the partnership, ie organisation/institution/body established in the eligible area of each participating country.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex G (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary and coordinates the design and implementation of the action.

The Coordinator will assume the responsibility of Lead Beneficiary ensuring the financial implementation of the entire action, monitor that the action is implemented in accordance with the conditions set out in the contract and lay down the arrangements with other beneficiaries to guarantee the sound financial management of the funds allocated to the action, including the arrangements for recovering amounts unduly paid.

CO-APPLICANT(S)

The lead applicant must act with at least one co-applicant as specified hereafter.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

If the lead applicant is effectively established in Serbia, at least one co-applicant must be effectively established in Bosnia and Herzegovina, and vice versa.

The maximum number of co-applicants that could be involved in the action is 3. However, CBC partners must carefully bear in mind the most appropriate conditions to ensure an intra-project efficient coordination when deciding on this. The number of partners and the composition of the partnership should be coherent with the envisaged objectives and activities of the action.

In genuine cross-border actions, the applicant and co-applicant(s) shall cooperate in the development and implementation of action. In addition, they shall cooperate in either the staffing or the financing of action or both (see section 2.1.4 below).

Co-applicant(s) must satisfy the eligibility criteria as applicable to the lead applicant himself².

Co-applicant(s) must sign the *Mandate for co-applicants* in Part B section 4 of the grant application form.

If awarded the Grant contract, the co-applicant(s) will become beneficiaries in the action (together with the Coordinator).

The lead applicant and co-applicant(s) must represent different legal entities.

2.1.2. *Affiliated entities*

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;

² In line with the cross-border nature of the programme, please note that the nationality of the applicant (either country A or B) automatically determines the nationality of at least one co-applicant (country B if the applicant is effectively established in country A or country A if the applicant is effectively established in country B).

- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called "sole applicants" or "sole beneficiaries". A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

2.1.3. Associates and Contractors

The following entities are neither applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" or "affiliated entities' statement":

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Actions selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:

- take place in the specific programme area of Republic of Serbia and/or Bosnia and Herzegovina;
- have cross-border impacts and benefits in parts of the programme area of Republic of Serbia and Bosnia and Herzegovina;
- foresee cooperation of the cross-border applicant and co-applicant(s) in:
 - joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget;
 - joint implementation: grant beneficiaries coordinate, in the frame of the action, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives;
- foresee cooperation of the cross-border applicant and co-applicant(s) in either:
 - joint staffing: staff on both sides of the border act as one project team (e.g. some staffers carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.); or
 - joint financing: activities are financed by the applicant's and co-applicant(s)'s own budget;
 - or both joint staffing and financing.

Duration:

The initial planned duration of an action will meet the following requirements depending on the programme's specific objective addressed by the application, namely:

Specific Objective	Minimum number of months	Maximum number of months
2.1. Improving sustainable environmental planning and promotion of biodiversity		
Result 1 - The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border	12	18
Result 2 - The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered	12	18
3.2. Strengthening the cultural identity of the programme area		
Result 1 - Sustainable cultural and sport exchanges across the border are fostered	12	18
Result 2 - The historical and natural heritage and traditions of the cross-border area are better preserved	12	18

Sectors or themes:

As stipulated in section 1.2 above, actions will fall under only one of the following specific objectives and will have to prove their contribution to attain one or more of their intended results:

SPECIFIC OBJECTIVES	RESULTS
2.1. Improving sustainable environmental planning and promotion of biodiversity	Result 2.1.1. The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border
	Result 2.1.2. The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered
3.2. Strengthening the cultural identity of the programme area	Result 3.2.1. Sustainable cultural and sport exchanges across the border are fostered
	Result 3.2.2. The historical and natural heritage and traditions of the cross-border area are better preserved

In their application, the lead applicant and its co-applicant(s) will have to refer the programme's specific objective under which their action is meant to contribute, as well as the programme's results affected by the action, and the programme's indicators that will be instrumental to measure

the action's success (front page of Application form). Applicants must have the same units to quantify their output indicators in line with the programme output indicators. Please introduce selected indicators in Sections of Grant Application Form (1.1. Summary of the action, 1.3.1. Relevance to the thematic priorities/objectives of the call for proposals, 2.1.1. Objectives, results and activities).

The following illustrates the list of indicators that the lead applicant and co-applicant(s) will have to include, where appropriate, to estimate the project's contribution to the programme's objectives:

Programme specific objective 2.1. – Improving sustainable environmental planning and promotion of biodiversity

IMPACT INDICATORS³ :	Number of direct beneficiaries (disaggregated by gender and age) in urban and/or rural areas
	Percentage of population (disaggregated by gender and age) in the programme area having direct or indirect benefits as a result of the action undertaken
	Number of households benefiting from new and/or upgraded solid waste management systems
	Number of households benefiting from new and/or upgraded wastewater treatment systems
	Number of households benefiting from new and/or upgraded sewage systems
	Percentage (%) increase of the solid waste collected for recycling
	Number of recycling yards established by the programme's actions still active two years after their completion
	Savings (percentage reduction) in the use of water by households and businesses
	Number of platforms for the protection of these catchment areas and the promotion of their biodiversity up and running beyond the programme's action
	Percentage of the population (disaggregated by gender and age) in the eligible area made aware of the sustainable use of natural resources and environment
	At least one harmonised environmental education curriculum and/or an extra-curricular programme introduced in secondary education institutions in the participating countries
	Number of CBC agreements and/or memorandums of understanding signed and entered into effect at local and/or regional level for nature protection
	Number of new sites meeting the NATURA 2000 standards
OUTCOME INDICATORS⁴ :	Number of public enterprises dealing with municipal solid waste management and/or wastewater treatment which have upgraded their actions
	Number of people being target of an awareness raising campaign on sustainable use of resources and/or a cleaner environment
	Technically more accurate and regular controls on the levels of air, water and/or soil pollution in urban, rural and/or industrial areas
	Number of people being target of an awareness raising campaign as regards the implementation of environmental standards in solid waste management

³ Applicable to the overall objective of your action.

⁴ Applicable to the specific objective(-s) of your action.

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	Number of people being target of an awareness raising campaign as regards the implementation of environmental standards in wastewater management
	Number of people being target of an awareness raising campaign as regards the implementation of environmental standards in sewage management
	Number of palliative measures undertaken following the publication of monitoring data
	Percentage of increase in the amount of recycled solid waste
	Total surface area of rehabilitated land
	Additional population (disaggregated by gender and age) served by an improved solid waste system
	Additional population (disaggregated by gender and age) served by an improved wastewater treatment
	Additional population (disaggregated by gender and age) served by an improved sewage system
	Number of participants (disaggregated by gender and age) taking part in communication and visibility events
	Percentage of participants (disaggregated by gender and age) with respect to the target population taking part in communication and visibility events
	Number of people being target of an awareness raising campaign as regards environmental issues and biodiversity of these catchment areas
	Technically more accurate and regular controls on the levels of air, water and/or soil pollution in urban, rural and/or industrial areas along the catchment
	Total number of kilometres along the catchment areas encompassed by the action
	Additional population (disaggregated by gender and age) served by improved solid waste management systems
	Additional population (disaggregated by gender and age) served by improved wastewater treatment systems
	Additional population (disaggregated by gender and age) served by improved sewage management systems
	Number of participants (disaggregated by gender and age) taking part in communication and visibility events
	Percentage of participants (disaggregated by gender and age) with respect to the target population taking part in communication and visibility events
	Number of palliative measures undertaken following the publication of monitoring data
	Number of endangered natural sites which became protected
	Number of water, soil and/or air polluters registered in the records of the competent environmental agency
OUTPUT INDICATORS⁵ :	Number of site cleaning action plans developed
	Number of pollution hot spots identified
	Number of illegal dumping sites closed and/or removed

⁵ Applicable to the expected results of your action.

	Number of awareness raising campaigns on sustainable use of resources and/or a cleaner environment carried out
	Number of awareness raising campaigns on implementation of environmental standards in solid waste management
	Number of awareness raising campaigns on implementation of environmental standards in wastewater management
	Number of awareness raising campaigns on implementation of environmental standards in sewage system management
	Number of improved and/or implemented value chains
	Number of solid waste management systems enhanced
	Number of wastewater management systems enhanced
	Number of sewage management systems enhanced
	Number of publicity events organized for the action's promotion
	Number of investment plans developed for solid waste management systems
	Number of investment plans developed for wastewater management systems
	Number of investment plans developed for sewage management systems
	Number of common and/or compatible environmental monitoring systems developed and implemented
	Surface area covered by common environmental monitoring systems and/or common monitoring initiatives
	Number of public utility companies' staff dealing with solid waste management benefiting from capacity building
	Number of public utility companies' staff dealing with wastewater management benefiting from capacity building
	Number of public utility companies' staff dealing with sewage management benefiting from capacity building
	Number of public/private partnerships established to deal with solid waste management
	Number of public/private partnerships established to deal with wastewater management
	Number of pilot demonstration initiatives implemented promoting higher environmental protection standards
	Number of inter-municipal and/or regional solutions developed for solid waste management
	Number of inter-municipal and/or regional solutions developed for wastewater treatment
	Number of inter-municipal and/or regional solutions developed for sewage management
	Number of pre-feasibility reports drafted regarding investments on solid waste management
	Number of pre-feasibility reports drafted regarding investments on wastewater treatment
	Number of pre-feasibility reports drafted regarding investments on sewerage
	Number of new recycling yards planned and/or established

	Number of initiatives contributing to the upgrading of the environmental situation and promotion of biodiversity
	Number of action plans on sustainable use of natural resources and/or environmental protection
	Number of newly identified water, soil and/or air polluters
	Number of illegal dumping sites closed and/or removed
	Number of publicity events organized for the action's promotion
	Number of investment plans developed for solid waste management systems
	Number of investment plans developed for wastewater management systems
	Number of investment plans developed for sewage management systems
	Number of investment plans developed for protecting biodiversity
	Number of investment plans developed for soil stability
	Number of investment plans developed for promoting ecosystem services and green infrastructures
	Number of common and/or compatible environmental monitoring systems developed and implemented
	Surface area covered by common environmental monitoring systems and/or common monitoring initiatives
	Number of common management plans for nature protected areas developed
	Number of bio-diversity and geo-diversity maps developed
	Number of assessments on endemic and endangered species
	Number of awareness raising campaigns on environmental issues and biodiversity of these catchment areas carried out
	Number of sensitive eco-systems addressed by actions designed to protect them

Programme specific objective 3.2. – Strengthening the cultural identity of the programme area

IMPACT INDICATORS:	Number of direct beneficiaries (disaggregated by gender and age) in urban and/or rural areas
	Percentage of population (disaggregated by gender and age) in the programme area having direct or indirect benefits as a result of the action undertaken
	Number of cultural and sport events that become a regular tradition after the action ends
	Percentage of increase in the number of visitors to existing cultural events
	Percentage of increase in the number of visitors to existing sport events
	Number of population within the programme area benefiting for the improved network and cooperation possibilities for the preservation of the historical and natural heritage
	Percentage of increase in the number of visitors to upgraded historical sites and buildings
	Percentage of increase in the number of visitors to upgraded natural heritage sites and their buildings

	Number of visitors to newly open historical sites and buildings
	Number of visitors to newly open natural heritage sites and their buildings
OUTCOME INDICATORS:	Number of professionals (disaggregated by gender) in the cultural or sport fields participating in the implementation of actions
	Number of new temporary or permanent jobs (disaggregated by gender and age) stemming from the upgrading or introduction of new cultural or sport events
	Number of people being target of an awareness raising campaign for the promotion of cultural and/or sports events
	Number of historical sites and buildings newly open to public visits
	Number of natural heritage sites and buildings newly open to public visits
	Number of new jobs (disaggregated by gender and age) stemming from the upgrading and/or opening of historical sites and buildings
	Number of new jobs (disaggregated by gender and age) stemming from the upgrading and/or opening of natural heritage sites and their buildings
	Percentage of historical sites and buildings which have improved their publicity and visibility
	Percentage of natural heritage sites and buildings which have improved their publicity and visibility
	Number of historical sites and buildings newly open to public visits
	Number of natural heritage sites and buildings newly open to public visits
OUTPUT INDICATORS:	Number of new cultural and sport events (tournaments, concerts, festivals, exhibitions, etc.) to connect people of the programme area (disaggregated by type of event)
	Number of awareness raising campaigns for the promotion of these cultural and sport events
	Number of initiatives for the preservation of the historical heritage
	Number of upgraded historical sites and buildings
	Number of upgraded natural heritage sites and their buildings
	Number of exhibitions on historical and/or natural heritage organised
	Number of upgraded museum collections
	Number of initiatives related to the management of historical sites and buildings
	Number of initiatives related to the management of natural heritage sites and their buildings
	Number of research studies on historical heritage
	Number of research studies on environmental resources
	Number of research studies on biodiversity (flora and fauna)
	Number of initiatives aimed at protecting endangered and/or rare species
	New digitised collections and/or library funds created

Location:

Actions must have as final beneficiaries the population of the programme area. They must take place in one or more of the following territorial units:

1. For Republic of Serbia:

- Sremski District: Sremska Mitrovica, Šid, Inđija, Irig, Ruma, Stara Pazova, Pećinci,
- Mačvanski District: Šabac; Bogatić; Loznica; Vladimirci; Koceljevo; Mali Zvornik; Krupanj; Ljubovija;
- Zlatiborski District: Bajina Bašta; Kosjerić; Užice; Požega; Čajetina; Arilje; Priboj; Nova Varoš; Prijepolje; Sjenica;
- Kolubarski District: Valjevo; Osečina; Ub; Lajkovac; Mionica; and Ljig;

2. For Bosnia and Herzegovina:

- Brčko Distrikt; Gradačac; Doboj Istok; Gračanica; Srebrenik; Čelić; Lopare; Ugljevik; Donji Žabar; Domaljevac-Šamac; Modriča; Odžak; Osmaci; Banovići; Bijeljina; Brod; Bratunac; Han Pijesak; Kalesija; Kladanj; Lukavac; Milići; Orašje; Pelagićevo; Petrovo; Sapna; Srebrenica; Šamac; Šekovići; Teočak; Tuzla; Vlasenica; Vukosavlje; Zvornik; Živinice; Trnovo RS; Istočna Ilidža; Istočno Novo Sarajevo; Vogošća; Istočni Stari Grad; Vareš; Visoko; Fojnica; Višegrad; Rogatica; Sokolac; Pale; Pale Prača; Novo Goražde; Rudo; Čajniče; Goražde; Foča Ustikolina; Foča; Kalinovik; Trnovo; Hadžići; Ilidža; Novi Grad Sarajevo; Stari Grad Sarajevo; Ilijaš; Breza; Kiseljak; Kreševo; Olovo; Sarajevo Centar; and Novo Sarajevo.

Types of activity:

Indicative types of activities which may be financed under this call for proposals are given below. The following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for financing. By way of illustration projects could contain a range of the following activities in relation to the programme's results targeted in the call:

Result 2.1.1. The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border:

- Upgrading of physical facilities and equipment of public utility companies;
- Upgrading of the existing procedures of the public services dealing with solid waste and wastewater management, including public utility companies and environmental inspection;
- Cleaning and remediation of unsanitary landfills.

Result 2.1.2. The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered:

- Analysis and awareness raising on water pollution sources such as in agricultural practices;
- Informing and building capacities of citizens and companies for sustainable conduct in solid waste and water protection areas;
- Creating administrative and spatial conditions for the sustainable management of solid waste and wastewater;
- Training events and capacity building of public utility companies' staff;

Result 3.2.1. Sustainable cultural and sport exchanges across the border are fostered:

- Organisation of events, symposiums, workshops etc.

Result 3.2.2. The historical and natural heritage and traditions of the cross-border area are better preserved:

- Specific professional interventions aimed at protection and promotion of the historical heritage as well as cultural traditions
- Small infrastructure works for restoration and preservation of historical or artistic sites and procurement of equipment
- Development of new and up-grading of existing museum collections, exhibitions and similar
- Networking between different sectors to contribute to efficiency and attractiveness of tourism offer

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses or research;
- actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- preparatory studies or preparation of preliminary design for works to be carried out within the project;
- actions without a real cross-border impact;
- actions linked to political parties;
- actions including commercial and profit-making activities⁶;
- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programmes.

⁶ In case the project generates revenue, it shall be used to finance the action, together with the other sources of funding. Revenue of an action means cash in-flows directly paid by users for the goods and services provided by the action, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payment for services incurred during the period of implementation of the action.

Financial support to third parties⁷:

Applicants must not propose financial support to third parties. In other words, sub-granting is not allowed under this call for proposals.

Visibility:

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants / affiliated entities:

The lead applicant **may not** submit more than 1 application per specific objective under this call for proposals.

The lead applicant **may not** be awarded more than 1 grant per specific objective under this call for proposals.

The lead applicant **may not** be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity in more than 1 application under this call for proposals.

A co-applicant/affiliated entity **may not** be awarded more than 1 grant per specific objective under this call for proposals.

However, no legal entity shall receive more than one grant per specific objective under this call for proposals. This grant will be awarded to the application with the highest score under the technical and quality assessment per specific objective. All other applications where the legal entity is involved in any role for that specific objective will not be considered for the award of a grant.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

⁷ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM", "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount⁸
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

⁸ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

Cy

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in one of the countries where the action is implemented or a nearby country. (Where the action is implemented in several third countries there can be more than one Field Office). That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and
2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be

indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex G of the guidelines).

Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

This personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.

The total sum of the salaries of this personnel shall not exceed the amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).

Prior to the signature of a grant contract, the Contracting Authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (with names, project function and gross salaries).

Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises for the sole purpose of managing this project resulting from the grant award.

Applicants are reminded that in contracts where the EU grant exceeds €100,000 they must include in the budget the cost of **an audit or expenditure verification** carried out by an independent auditor before submitting the final financial report of the action. All grant contract requiring such an audit or expenditure verification will have the Annex G.VII referred in the list of annexes.

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the Special Conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it must not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs.

Contributions in kind must not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

According to the provisions of Article 43(2) of Commission implementing regulation (EU) No 447/2014 of 2 May 2014 and those of Article 6 of the General Conditions of the Financing Agreements for the yearly allocations of the programme, the following expenditures **are not eligible** for a contribution from IPA II:

- value added tax (VAT) except when it is non-recoverable under national VAT legislation;
- the decommissioning and the construction of nuclear power stations;
- investment to achieve the reduction of greenhouse gas emissions from activities falling under Annex I to Directive 2003/87/EC of the European Parliament and Council of 13 October 2003;
- the manufacturing, processing and marketing of tobacco and tobacco products;
- undertakings in difficulties as defined under Union State aid rules;
- investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact;
- debts and debt service charges (interest on debt);
- provisions for losses or potential future liabilities;
- cost declared by the beneficiaries and financed by another action or work programme receiving a Union grant;
- currency exchange losses;
- credits to third parties;
- fines, financial penalties and expenses of litigation;
- the purchase of land not built on and land built on in the amount of more than 10% of the total eligible expenditure of the action if it is justified by the nature of the action.

In addition, the following costs **are not eligible either**:

- consultant fees between the beneficiaries for services or work carried out within the project;
- remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants;
- taxes, customs and import duties and levies and/or charges having equivalent effect.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Information in PADOR will not be drawn upon in the present call.

2.2.1. *Concept note content*

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note must not be modified in the full application. The EU contribution in the full application must not vary from the initial estimate in the concept note by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time, with the exception of salary costs of the personnel of national, regional or local administrations.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains all relevant information concerning the action. **No additional annexes should be sent.**

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment. At the stage of administrative compliance and eligibility check, the Contracting Authority may request clarification on information/documents submitted with the project application. No request for additional information/clarification must lead to the improvement of the application.

Hand-written concept notes will not be accepted.

2.2.2. Where and how to send concept notes

The concept note together with its relating checklist⁹ and declaration by the lead applicant (to be found in **Part A sections 2 and 3** of the grant application form) must be submitted in **one original and three copies** in A4 size, each bound.

An electronic version of the concept note must also be submitted. A CD-Rom or a USB stick¹⁰ with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where lead applicants send several different concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately.

The outer envelope must bear

- ✓ the reference number and the title of the call for proposals, together with
- ✓ the number and title of the specific objective of the call under which the concept note is submitted,
- ✓ the full name and address of the lead applicant, and
- ✓ the words 'Not to be opened before the opening session' and 'Ne otvarati pre početka sastanka za otvaranje predloga projekata'.

Concept notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, V floor,
11000 Belgrade, Republic of Serbia

Address for hand delivery or by private courier service

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, V floor,
11000 Belgrade, Republic of Serbia

Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

⁹ Please note that the concept note / full application should not be rejected only because the lead applicant did not submit the checklist or the information in the checklist is not correct.

¹⁰ If you want to allow for other devices (e.g. USB sticks) make sure that appropriate IT security measures are in place.

Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3. Deadline for submission of concept notes

The deadline for the submission of concept notes is **16 November 2017** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **15:00 hours** as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any concept note sent in due time but received after the effective date of approval of the concept note evaluation (see indicative calendar under section 2.5.2)

2.2.4. Further information about concept notes

Information sessions on this call for proposals will be held in Republic of Serbia and Bosnia and Herzegovina. The dates, time and location of these sessions will be announced within 15 days of the publication of this call for proposals, on:

- The programme website <http://www.srb-bih.org>
- The website of the Contracting Authority <http://www.cfcu.gov.rs>
- The Europe Aid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of concept notes to the address below, indicating clearly the reference of the call for proposals:

E-mail address: cfcu.questions@mfin.gov.rs

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for submission of concept notes.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the website of the Contracting Authority <http://www.cfcu.gov.rs> and that of the programme <http://www.srb-bih.org>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published.

2.2.5. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the applicant in the full application form. These elements are:

- The number and title of the specific objective of the call under which the concept note was submitted;
- the objective(s) of the action;
- its intended results;
- its target groups and final beneficiaries.

The EU contribution in the full application must not vary from the initial estimate in the concept note by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3.

The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in English, the same language as their concept notes.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Part B, section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form (annex A) and the published annexes which have to be filled in (budget – annex B, logical framework – annex C) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain all the relevant information concerning the action. **No other supplementary annexes should be sent.**

2.2.6. Where and how to send full applications

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, V floor,
11000 Belgrade, Republic of Serbia

Address for hand delivery and by private courier service

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, V floor,
11000 Belgrade, Republic of Serbia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in **one original and three copies** in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom or USB stick¹¹) in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version.

The checklist (section 7 of Part B of the grant application form) and the declaration by the lead applicant (section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The outer envelope must bear

- ✓ the **reference number and the title of the call for proposals**, together with
- ✓ the number and title of the specific objective of the call under which the full application is submitted,
- ✓ the full name and address of the lead applicant, and
- ✓ the words 'Not to be opened before the opening session' and 'Ne otvarati pre početka sastanka za otvaranje projektnih predloga'.

¹¹ If you want to allow for other devices (e.g. USB sticks) make sure that appropriate IT security measures are in place.

Applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

2.2.8. Further information about full applications

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: cfcu.questions@mfin.gov.rs

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the website of the Contracting Authority <http://www.cfcu.gov.rs> and that of the programme <http://www.srb-bih.org>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application (concept note and full application) reveals at any time that the proposed action does not meet the eligibility criteria stated in section 2.1 above, the application will be rejected on this sole basis without undertaking further evaluation steps.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

1. Relevance of the action		Sub-score	30
1.1 How well justified is the relevance of the concept note to the thematic priorities and specific objectives of the Call for Proposals? Will the project contribute to the achievement of programme indicators?*	5x2**		
1.2 How relevant is the concept note to the particular needs and constraints of the eligible programme area and/or relevant sector (including, as appropriate, synergies with other EU initiatives, in particular with the EU Strategy for the Danube Region and the one for the Adriatic and Ionian Region, as well as avoidance of duplication)?	5x2**		
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5		
1.4 Does the concept note contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and children, democratic standards and good governance, or innovation and best practices?	5		
2. Design of the action		Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and have included the interest of relevant stakeholders?	5x2**		
2.2 Are the activities proposed feasible and consistent in relation to the objectives and expected results in the given timeframe of the action? In the event of works, are the explanations provided convincing to assess their maturity and feasibility?	5x2**		

TOTAL SCORE 50

* Note: A score of 5 (very good) will only be allocated if the concept note clearly demonstrates how it specifically addresses one of the specific objectives of the call as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

**These scores are multiplied by 2 because of their importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score per specific objective.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking per specific objective, to the number of concept notes whose total aggregate amount of requested contributions.

is equal to, at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each specific objective, where relevant.

After the evaluation of concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The pre-selected lead applicants will subsequently be invited to submit full applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient <u>experience of project management</u> ?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient <u>technical expertise</u> ? (especially knowledge of the issues to be addressed)	5
1.3 Does the lead applicant have sufficient <u>management capacity</u> (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have <u>stable and sufficient sources of finance</u> ?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	[20]
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Are they well methodologically developed with a clear indication of the partners' responsibilities? ¹²	5
3.2 Is the action plan clear, logically structured and feasible? ¹³	5
3.3 Does the full application contain objectively verifiable indicators for the outcomes of the action (at the level of overall objective, specific objective(s) and project results)? Are the project indicators likely to contribute to the achievement of programme indicators? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? Does the proposal involve genuine cross-border cooperation (joint development, joint staffing, joint implementation, joint financing)? Are the activities proposed likely to have a clear cross-border benefit and impact? Is the partnership convincing?	5

¹² The score of this question will be seriously affected if the application includes the execution of works and the information included in section 2.1.1 of the application form will call into question whether all preconditions to undertake works have been met by the applicants.

¹³ Idem.

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4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups? Have assumptions and risks been well assessed?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension, dissemination and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	[15]
5.1 Are the activities appropriately reflected in the budget? Are the expenses well justified?	/5
5.2 Is the ratio between the estimated costs and the expected results satisfactory? Are the costs estimated based on real market prices?	/10
Maximum total score	100

Note on section 1. Financial and operational capacity

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score per specific objective of the call and within the limits of the funds available per objective. In addition, a single reserve list will be drawn up. This list will be used if more funds become available during the validity period of the reserve list. Please see section 1.3 above for more details.

Applications which had obtained less than threshold of 70 points as score in the ranking list will not be recommended for funding by the Evaluation Committee.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in sections 2.1.1 and 2.1.2.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals per specific objective of the call. Please see the provisions of section 1.3 above for more details.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the lead applicant, of the co-applicant(s) and (if any) of their affiliated entity(ies)¹⁴:

1. The statutes or articles of association of the lead applicant, of each co-applicant and (if any) of each affiliated entity¹⁵. Where the Contracting Authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the Special Conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹⁶. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁷. A copy of the latest account is neither required from the co-applicant(s) nor from (if any) affiliated entity(ies).
3. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
4. A financial identification form of the lead applicant (not from co-applicants) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

14 No supporting document will be requested for applications for a grant not exceeding € 60,000.

15 Where the lead applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

16 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

17 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

Please bear in mind when an action contains the execution of works, the following supporting documents, submitted along with the full application form, will be necessary:

- a. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- b. Approved/certified detailed work design or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
- c. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities;
- d. All necessary legal authorisations (e.g.: location and construction permits);
- e. An indicative priced bill of quantities issued not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in the official languages of the country where the action will be implemented, a translation into English language of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents (with the exception of those submitted for actions containing the execution of works¹⁸) are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

¹⁸ Where appropriate, submitted together with the full application form.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the decision

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	Will be published separately	Will be published separately
2. Deadline for requesting any clarifications from the Contracting Authority	26 October 2017	15:00h
3. Last date on which clarifications are issued by the Contracting Authority	03 November 2017	-
4. Deadline for submission of concept notes	16 November 2017	15:00h
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	January 2018*	-
6. Invitations to submit full applications	January 2018*	-
7. Deadline for submission of full applications and, where appropriate, supporting documents for the execution of works	March 2018*	-
8. Information to lead applicants on the evaluation of the full applications (Step 2)	May 2018*	-
9. Notification of award after eligibility check (Step 3)	July 2018*	-
10. Contract signature	August 2018*	-

All times are in the time zone of the country of the Contracting Authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the websites of the programme <http://www.srb-bih.org> and the Contracting Authority <http://www.cfcu.gov.rs>.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the Coordinator is an organisation whose pillars have been positively assessed, it will sign a PA Grant Agreement based on the PAGoDA template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the PA Grant Agreement.

Beneficiaries are encouraged to develop and sign a partnership agreement before starting the implementation of the action.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Word format)

Annex D: Legal Entity Sheet¹⁹

Annex E: Financial identification form

DOCUMENTS FOR INFORMATION²⁰

Annex G: Standard Grant Contract

- Annex II: General conditions
- Annex IV: Contract award rules
- Annex V: Standard request for payment
- Annex VI: Model narrative and financial report (incl. the detailed breakdown of expenditure)
- Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex IX: Standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en (as all necessary information is available via the link the publication of the annex is optional)

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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¹⁹ Only applicable where the European Commission will make the payments under the contracts to be signed.

²⁰ These documents should also be published by the Contracting Authority.