

**Contracting authority:**

Network of Associations of Local Authorities of South-East Europe (NALAS)

NALAS Branch in Albania

EU for Municipalities Project

**EU for Municipalities**

**Grant application form**

Reference:EU4M-CfP2

Deadline for submission of concept notes and full applications:

10 June 2022, at 17:00

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: | *<*specify country(ies), region(s), area(s) or town(s) that will benefit from the action*>* |
| Name of the lead applicant |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) |
|  |

|  |  |
| --- | --- |
| Legal status[[1]](#footnote-1) |  |
| Co-applicant [[2]](#footnote-2)  | <Name; Date of establishment; Legal status; Relation with the lead applicant > |

|  |
| --- |
| Lead applicant’s contact details for the purpose of this action |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

Contents

[Part A. CONCEPT NOTE 4](#_Toc98335572)

[1 Instructions for drafting the concept note 4](#_Toc98335573)

[1.1. Summary of the action 4](#_Toc98335574)

[1.2. Description of the action (max 2 pages) 5](#_Toc98335575)

[1.3. Relevance of the action (max 3 pages) 5](#_Toc98335576)

[Part B. Full Application Form 7](#_Toc98335577)

[1 General information 7](#_Toc98335578)

[2 The action 8](#_Toc98335579)

[2.1. Description of the action 8](#_Toc98335580)

[2.2. Lead applicant’s experience 12](#_Toc98335581)

[2.3. Co-applicant(s)'s experience (if applicable) 13](#_Toc98335582)

[2.4. Operational capacity: 14](#_Toc98335583)

[3 The LEAD applicant 15](#_Toc98335584)

[3.1. Identity 15](#_Toc98335585)

[4 The Co-applicant(s) 16](#_Toc98335586)

[5 AFFILIATED ENTITY(ies) participating in the action 19](#_Toc98335587)

[5.1. Description of the affiliated entity(ies) 19](#_Toc98335588)

[5.2. Affiliated entity(ies)'s statement 21](#_Toc98335589)

[6 Associates participating in the action 22](#_Toc98335590)

[7 Checklist for the full application form 23](#_Toc98335591)

[8 Declaration by the LEAD applicant (FULL APPLication) 25](#_Toc98335592)

[9 Assessment grid FOR the full application 27](#_Toc98335593)

# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

**Please note that this is an open call, both the concept note and the full application shall be submitted at the same time.**

There is no specific template for the concept note but the lead applicant must ensure that the text:

* includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
* includes the table of the summary of the action (without any limitation of size)
* includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action

Please complete the table below.

|  |  |
| --- | --- |
| Title of the action: |  |
| Priority areas: | ⁯ Small scale interventions to improve local government public infrastructure and services ⁯ Promote environmental protection, greening of cities, city resilience, and resource-efficiency at local level⁯ Promote youth and community empowerment and development of education, culture and sports at local level |
| Location(s) of the action: — specify municipality(ies)/ region(s) that will benefit from the action |  |
| Total duration of the action (months): |  |
| Requested EU contribution (amount) | EUR |
| Requested EU contribution as a percentage of total eligible costs of the action (indicative) [[3]](#footnote-3) | %  |
| Total indicative budget | <EUR> |
| Objectives of the action | <Overall objective *(i.e. impacts)*><Specific objective(s) *(i.e. outcome(s))*> |
| Target group(s)[[4]](#footnote-4) |  |
| Final beneficiaries[[5]](#footnote-5) |  |
| Expected outputs |  |
| Main activities |  |

### Description of the action (max 2 pages)

Please provide all the following information:

Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact for the local communities as well as underlying the main risks and assumptions towards their achievement, including key mitigation measures.

Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters and consider the maturity and feasibility of the technical project and the investment component of the action.

Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights[[6]](#footnote-6), gender equality[[7]](#footnote-7), democracy, good governance, , support to youth, children’s rights and indigenous peoples, environmental sustainability[[8]](#footnote-8) and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Outline the broad timeframe of the action and describe any specific factor taken into account.

### Relevance of the action (max 3 pages)

#### Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
3. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

#### Relevance to the particular needs and constraints of the target municipality(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target municipality(ies), region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans, in particular to the municipal strategic development objectives and plans, approved by the municipal council.

Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others)

Explain how the action will be promoting the EU values and standards and improve the municipalities structures and performance towards EU Integration issues?

#### Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

Explain how problem analysis ensures the perspectives and contributions of stakeholders and/or endorsement of the local communities/target beneficiaries.

#### Particular added-value elements

Indicate any specific added-value elements of the action, e.g. innovative approaches, partnerships with local stakeholders, innovation, best practices, regional focus, cross-municipal partnerships, co-financing and complementarity or scaling up with other initiatives supported by the EU or other donors, environmental/climate change issues, sustainable local economic development, gender equality youth empowerment, social inclusion?

# Part B. Full Application Form[[9]](#footnote-9)

**To be submitted by all applicants**

## General information

|  |  |
| --- | --- |
| **Reference of the call for proposals**  | EU4M-CfP2 |
| **Title of the call for proposals** | <Enter the title of the call for proposals> |
| **Name of the lead applicant** |  |
| **Number of the proposal**[[10]](#footnote-10) | not applicable |
| **Title of the action** |  |
| **Location of the action** | **<**specify municipality(ies), region(s) that will benefit from the action> |
| **Duration of the action** |  |

## The action[[11]](#footnote-11)

### Description of the action

#### Description (max 8 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s), possible intermediary outcomes and outputs.

* Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target municipality(ies), and local community(ies), including synergy with other development initiatives and avoidance of duplication)
* Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[12]](#footnote-12) and finally the outcome(s) to the expected impact[[13]](#footnote-13), making explicit the main assumptions and risks along this chain of results.
* Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant (and associates or contractors or recipients of financial support where applicable) in the activities. The titles of the key activities must be included in the Table of Activities in Section 2.1.3. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
* If financial support is allowed by the guidelines for applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the guidelines for applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities (not applicable).
* Indicate the main studies conducted in view of defining the scope of the action.

#### Implementation approach (max 3 pages)

Describe in detail:

* the methods of implementation (including the main means proposed – e.g. capital investments works, equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
* Does the investment component of the proposed action demonstrate sufficient maturity to allow swift implementation, supported by technical support documents? (Refer to Section 2.2.5 of the guidelines)
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions highlighting and recommendations of any evaluations carried out);
* where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);
* whether the action proposes an innovative, smart and green approach, including digitalization of services etc.
* the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
* the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
* the planned monitoring arrangements and subsequent follow up
* the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.
* how the action will be promoting the EU values and standards and improve the municipalities performance towards EU Integration and EU processes?

#### Indicative action plan for implementing the action (max 3 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

The action plan will be drawn up using the following format:

|  |
| --- |
| Year 1 |
|  | Half-year 1 | Half-year 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Implementing body |
| Example | example |  |  |  |  |  |  |  |  | Example |
| Opening of the bank account (title) |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Procurement plan\* |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Visibility actions |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Expenditure verification |  |  |  |  |  |  |  |  |  | Lead applicant  |
| Monitoring and Reporting |  |  |  |  |  |  |  |  |  | Lead applicant or/and co-applicant  |
| Etc. |  |  |  |  |  |  |  |  |  |  |

\*A procurement plan for the action shall be detailed in Table 2 – Procurement Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Object of the procurement | Estimated max amount (in EUR) | Type of procurement procedure | Estimated time for the realisation of the procedure  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?). Describe the improvement of citizens and community access to and quality of local public infrastructure and services, with qualitative and quantitative data, including their official sources.
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, including development of maintenance plan for the infrastructure investment, to be approved in the annual/medium term budget etc.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction.

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment? Is the municipality using environmentally friendly technology and products for the project investment component?

* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

#### Logical framework

Please fill in Annex C[[14]](#footnote-14) to the guidelines for applicants.

#### Budget, amount requested from the contracting authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.2.5).

[Where the guidelines for applicants allow the contracting authority to finance the action in full, you must justify any request for full financing by showing that it is essentialto carry out the action.]

[Please list below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR.

### Lead applicant’s experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past five years.

Maximum 1 page per action.

|  |
| --- |
| **Name of the lead applicant:** |
| **Project title:** | **Sector :** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity**  | **Donors to the action (name)**[[15]](#footnote-15) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 5 actions.

|  |
| --- |
| **Name of the lead applicant:** |
| **Project title:** | **Sector :** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity**  | **Donors to the action (name)**[[16]](#footnote-16) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

### Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |
| --- |
| **Name of the co-applicant:** |
| **Project title:** | **Sector :** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity**  | **Donors to the action (name)**[[17]](#footnote-17) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 5 actions.

|  |
| --- |
| **Name of the co-applicant:** |
| **Project title:** | **Sector :** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity**  | **Donors to the action (name)**[[18]](#footnote-18) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

### Operational capacity:

1. Municipal Performance on EU Integration issues of the lead applicant
* Please provide a copy of the organisational structure (list of position and number of staff allocated to each department/unit) of the municipality, as approved by the Mayor;
* Please provide a brief report with list of performed activities related to EU integration, with respective web-links where possible) demonstrating municipal performance on EU related issues and reporting, during the past year, until the date of submission of the full proposal;

## The LEAD applicant[[19]](#footnote-19)

|  |  |
| --- | --- |
| **Name of the entity** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number**[[20]](#footnote-20) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[21]](#footnote-21)**/ Nationality** [[22]](#footnote-22) |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |

**The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **Name of the entity** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number[[23]](#footnote-23)** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration[[24]](#footnote-24)/ Nationality[[25]](#footnote-25)**  |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Legal status**  |  **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based**  | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:  (please specify its EuropeAid ID:…………………………)**□** Yes, controlled entity(ies)**□** Yes, family organisation / network entity[[26]](#footnote-26)**□** No, independent |
| **History of cooperation with the lead applicant** |  |

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

**Mandate (for co-applicant(s))**

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> (‘contracting authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

##

## Associates participating in the action

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name**  |  |
| **Country of registration** |  |
| **Legal status**[[27]](#footnote-27) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## ADMINISTRATIVE DATA

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **Nationality**[[28]](#footnote-28)**/country and date of registration**[[29]](#footnote-29) |  |
| **Legal entity file number**[[30]](#footnote-30) |  |
| **Legal status**[[31]](#footnote-31) |  |
| **Co-applicant[[32]](#footnote-32)** |  |
| **Name of the co-applicant** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Co-applicant[[33]](#footnote-33)** |  |
| **Name of the co-applicant** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |

## Checklist for the full application form

|  |  |
| --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)** |  |  |
| 1. **The correct grant application form has been used.**
 |  |  |
| 1. **The declaration by the lead applicant has been filled in and signed.**

 **The lead applicant, the co-applicants have filled in the declaration on honour on exclusion criteria and selection criteria**  |  |  |
| 1. **The proposal is typed and is in English.**
 |  |  |
| 1. **One original and 3 copies are included**
 |  |  |
| 1. **An electronic version of the proposal is enclosed in USB stick/CD Rom**
 |  |  |
| 1. **Each co-applicant has completed and signed the mandate and the mandate is included. Please write ‘Not applicable’ (NA) if you have no co-applicant(s)**
 |  |  |
| 1. **The budget is enclosed, in balance, presented in the format requested, and stated in EUR.**
 |  |  |
| 1. **The logical framework has been completed and is enclosed.**
 |  |  |
| 1. **Supporting documents have been enclosed to the full application, as prescribed in Section 2.2.5 of the Guideline for applicants.**
 |  |  |
| **Technical Supporting Documents:** | Yes | No |
| * 1. Works design/technical project, main or detailed works design in accordance with the type of works for which the Grant is being requested;
 |  |  |
| * 1. Indicative priced bill of quantities – calculated in ALL or EUR.
 |  |  |
| * 1. Technical specifications, in the case of equipment etc.
 |  |  |
| * 1. Proof of ownership of the land/assets;
 |  |  |
| * 1. If applicable, feasibility study (with cost-benefit analyses which includes economic and financial analysis),;
 |  |  |
| **Administrative Supporting Documents:** |  |  |
| * 1. Copy of the organisational structure (list of position and number of staff allocated to each department/unit) of the municipality, as approved by the Mayor;
 |  |  |
| * 1. Brief report with list of performed activities related to EU integration, with respective links where possible) demonstrating municipal performance on EU related issues and reporting, during the past year, until the date of submission of the application;
 |  |  |
| * 1. Supporting documents showing that the proposed actions are part of the municipal strategy for community development, medium term budgets, territorial development plan, or other sectorial plans, to ensure achievement of development objectives and policies.
 |  |  |
| * 1. Supporting documents (agenda, presence list, report/minutes of meetings, pictures, weblinks etc.) showing that the proposed actions are the results of proper consultations with the local community.
 |  |  |
| **Financial Supporting documents** |  |  |
| * 1. Copy of the initial Annual Budget for 2021, as approved by the municipal council, confirming the planned investments by the municipality;
 |  |  |
| * 1. Copy of the 2021 Annual Budget Execution Monitoring Report (with Annexes), as submitted to the Municipal Council and the Ministry of Finance and Economy, confirming the actually spent investments by the municipality for 2021;
 |  |  |
| * 1. Copy of the Expenditure Reconciliation Act (s) with the Treasury Office for year 2021, confirming the actually spent investments, together with a table summarizing the consolidated capital expenditures for the Municipality and its subordinated spending units, as per the reconciliation acts;
 |  |  |
| **PART 2 (ELIGIBILITY)****10. The action will be implemented in an eligible municipality that has spent 70% or more of their capital investment in budget year 2021, as per the the eligibility criteria in section 2.1.1. of the guidelines.**  |  |  |
| **11. The duration of the action is between 6 months and 9 months (the minimum and maximum allowed).** |  |  |
| **12. The requested EU contribution is between 20.000 EUR and 50.000 EUR (the minimum and maximum allowed).** |  |  |
| **13. The requested EU contribution is between 70% and 90% of the total eligible costs (minimum and maximum percentage allowed).[[34]](#footnote-34)** |  |  |
| **14. The lead applicant satisfies the eligibility criteria in section 2.1.4. of the guidelines as regards the number of applications submitted;** |  |  |
| **15. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1. of the guidelines.**  |  |  |
| **16. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.4. of the guidelines as regards the number of applications submitted.** |  |  |

## Declaration by the LEAD applicant (FULL APPLication)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* if the requested amount is above EUR 60.000 the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **opening &administrative check and concept note evaluation** |  |  |
| 1. The submission deadline has been met. |  |  |
| 2. The application satisfies all the criteria specified in the checklist in Section 7 of Part B. |  |  |
| Administrative compliance has been checked by:Date: |
| **DECISION:****A.** The committee has decided to evaluate the concept note, which passed the administrative checks. |  |  |
| **B.** The committee has decided to recommend evaluation of the full application form. |  |  |
| The concept note has been evaluated by:Date:  |  |  |
| **evaluation of the full application**  |  |  |
| **decision:****A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. |  |  |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking |  |  |
| The proposal has been evaluated by:Date:  |
| **eligibility verification** |  |  |
| 3. The checklist for the full application form (part 2) has been duly completed. |  |  |
| 4. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  |  |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1 of the guidelines. |  |  |
| 6. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4) |  |  |
| a. The lead applicant's statutes or articles of association |  |  |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies)  |  |  |
| c. The lead applicant’s external audit report (if applicable), or in all other cases, the self-declaration certifying the validity of its accounts for up to the last 3 financial years available |  |  |
| d. Copy of the lead applicant’s latest accounts. |  |  |
| e. The decision of the municipal council of the lead applicant, for which the grant is awarded, with the mandate to the Mayor to sign the grant contract. |  |  |
| f. The decision of the municipal council showing the commitment of local financial resources to cover the eventual co-financing from municipalities, the VAT related costs and maintenance plan and costs for the proposed action, included in the annual/medium term budget. |  |  |
| g. All necessary legal authorisations: e.g. location and construction permits/proof that the applicant applied for necessary permits, if applicable;  |  |  |
| h. if applicable, Positive Decision on Social and Environmental Impact Assessment or a statement from the relevant public authority that the latter is not needed for the specific activities, if applicable. |  |  |
| Eligibility has been assessed by:Date: |
| **decision:**The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  |  |

1. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-1)
2. Use one row for each co-applicant. [↑](#footnote-ref-2)
3. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-3)
4. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-4)
5. ‘Final beneficiaries’ are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-5)
6. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en> [↑](#footnote-ref-6)
7. See Guidance on Gender equality at <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en> [↑](#footnote-ref-7)
8. See Guidelines for environmental integration at <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en> [↑](#footnote-ref-8)
9. The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C). [↑](#footnote-ref-9)
10. For restricted procedures only; when the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-10)
11. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-11)
12. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s) [↑](#footnote-ref-12)
13. The impact is the long-term expected effect of the action fulfilling the overall objective [↑](#footnote-ref-13)
14. Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>. [↑](#footnote-ref-14)
15. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-15)
16. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-16)
17. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-17)
18. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-18)
19. Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant and each affiliated entity together with the full application form. [↑](#footnote-ref-19)
20. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-20)
21. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-21)
22. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-22)
23. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-23)
24. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-24)
25. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-25)
26. [↑](#footnote-ref-26)
27. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-27)
28. For individuals. [↑](#footnote-ref-28)
29. For organisations. [↑](#footnote-ref-29)
30. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-30)
31. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-31)
32. Add as many rows as co-applicant(s). [↑](#footnote-ref-32)
33. Add as many rows as co-applicant(s). [↑](#footnote-ref-33)
34. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-34)