



**Contracting Authority:**  
Central Financing and Contracting Department (CFCD)  
**Ministry of Finance**

**FURTHER DEVELOPMENT AND FINANCIAL SUSTAINABILITY  
OF THE CIVIL SOCIETY**

National Programme for Transition Assistance and Institutional Building 2011  
Instrument for Pre-Accession Assistance (IPA)

Guidelines  
for Grant Applicants  
**Restricted Call for Proposals**

Budget line:

22.020100

Reference: Europe Aid/136-625/ID/ACT/MK

Deadline for Submission of Concept Note:

**20 February 2015**

## **NOTICE**

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a Full Application Form. 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 Applicant' sent together with the application.

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# 1 Further Development and Financial Sustainability of the Civil Society

## 1.1 Background

### Description of the historical background of the programme.

Civil society has played a notable role in the history of the Beneficiary Country. The legal framework, based on the Constitution, consists primarily of the Law on Citizen Associations and Foundations. The first Law on Citizen Associations and Foundations was adopted in 1998 as a necessity emerging from the new democratic political system. The law defined civil society organisations as associations, based on values and interests, non-partisan, not-for-profit and not for business activities. This law did not regulate trade unions, chambers of commerce, political parties, churches and religious communities regulated under different regulations.

Since April 2010 a new Law on Associations and Foundations<sup>1</sup> has been in force. The most important changes introduced with the new Law include further liberalisation and practice of the right for association, extended to legal entities, foreigners and minors. It also introduced a possibility for civil society organisations to perform directly economic activities; to obtain a status of public benefit organisation and to be entitled to perform public authorisations.

Promoting the aim for closer cooperation with the civil society and encouraging their active involvement in the process of policy development, the Government established, in 2004, the Unit for Cooperation with Non-governmental organisations (NGOs). It operates within the Sector for Policy Analysis and Coordination in the General Secretariat of the Government. In 2007, the Government adopted a Strategy for Cooperation of the Government with the Civil Sector (2007-2011). For further strengthening of this cooperation, in June 2012 the Government adopted the new Strategy for Cooperation of the Government with the Civil Sector (2012-2017)<sup>2</sup>. The primary aim of the Strategy is to promote, support and improve the partnership relations between the Government of the Republic of Macedonia and the civil society (associations and foundations) through measures for strengthening the mutual cooperation.

A Code of Good Practice for Financial Support to Citizen's Association and Foundations<sup>3</sup>, Programme for Financing Programme Activities of Citizen's Association and Foundations for 2009, 2010, 2011, 2012, 2013 and 2014 and Decision for Criteria and Procedures for Allocation of Resources for Financing Programme Activities of Citizen's Association and Foundations from the Budget were adopted by the Government to enable transparency and to define criteria and monitoring procedures of the financial assistance granted by the Government to CSOs.

Regarding the funding of the civil society the national legislation prescribes the state budget as one of the source of funding of the CSOs. Presently, the Government finances citizen associations and foundations through several sources, allocated through the budget of the ministries and other governmental institutions.

Additionally, the relevant projects under IPA National Programmes contribute to strengthening the capacity of the Unit for cooperation with NGOs and implementation of the Strategy for cooperation of the Government with the Civil Society. Under the IPA 2008, Government adopted the Strategy for Cooperation of the Government with the Civil Sector 2012-2017. The grants scheme under the IPA 2009 is currently implementing and it's about strengthening the capacities of the civil society and provide support to selected priority areas, such as: CSOs' involvement in fight against corruption and organised crime; strengthening the CSO management and networking, including joint implementation of community based activities and social services, mobilisation of resources and voluntary work, institutional cooperation among CSOs and with the local government. Under the IPA 2009, 14 applicants from the CSOs were awarded with grants.

The third strand of CSF under IPA Multi-Beneficiary are the regional Partnership Action Support Schemes - Horizontal Activities where the portfolios for 2008, 2009 and 2010 were launched to support civil society organisations in international partnership actions for transfer of knowledge, innovative practices, forming of

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<sup>1</sup> file:///C:/Documents%20and%20Settings/suzana.nikodijevic.GS.000/My%20Documents/Downloads/Zakon\_za\_zdruzenija\_i\_fondacii.pdf

<sup>2</sup> [http://www.nvosorabotka.gov.mk/index.php?option=com\\_docman&task=doc\\_view&gid=126&Itemid=37](http://www.nvosorabotka.gov.mk/index.php?option=com_docman&task=doc_view&gid=126&Itemid=37)

<sup>3</sup> file:///C:/Documents%20and%20Settings/suzana.nikodijevic.GS.000/My%20Documents/Downloads/kodeks\_slvesnik.pdf

networks portfolios. Under the 2008 IPA Multi- Beneficiary, out of 25 contracted grants in the area of environment, energy efficiency, health and safety at work, and in fight against corruption, organised crime and trafficking, in 14 contracted grants 14 CSOs from the country will participate in implementing the regional project activities, which show an excellent trend of growing capacity of the national CSOs to be successful when applying in regional programmes.

EC Guidelines for EU Support to Civil Society in Enlargement Countries 2014-2020<sup>4</sup> contributes to the Guiding principles of civil society support in the enlargement region for the period 2014-2020, developed by the Directorate General for Enlargement. Its intend is to improve the guiding principles in general, by providing contribution from a large audience of national stakeholders, but more specifically to provide areas of particular interest, including identifying which results and indicators are most relevant and should be supported in the country.

An empowered civil society is recognised in the EC Progress Report 2014<sup>5</sup> as a crucial component of any democratic system and should be recognised and treated as such by the government.

### **Institutional Framework**

As a candidate country, the Beneficiary country must achieve ‘conferral of management’ based on accreditation of the Decentralised Implementation System (DIS).

According to the DIS procedures the Central Financing and Contracting Department (CFCD) will be the contracting authority for this Call for Proposals and will be responsible for all procedural and administrative aspects of the tendering process, contracting matters and financial management including payment of project activities. The Head of CFCD will act as the Programme Authorizing Officer (PAO) of the project.

The General Secretariat, Sector for Policy Analysis and Coordination – Unit for Cooperation with NGOs - will be responsible for tasks connected with programming, technical implementation of the project, monitoring and reporting.

## **1.2 Objectives of the programme and priority issues**

The **global objective** of this Call for Proposals is to support the sustainability of the civil society.

The **specific objective (s)** of this Call for Proposals is to further enhance the environment conducive to development and financial sustainability of civil society through involvement of civil society in the creation of public opinion, policy making and participation in the decision making processes at local and national level.

The specific objectives of this Call for Proposals will be achieved by providing grants to CSOs in the following priority areas:

**Priority area 1.** Enhancing civil society involvement in creating public opinion and policy and decision making at national and local level;

**Priority area 2.** Strengthening the financial sustainability of civil society through cooperation with state and private sector.

The eligible thematic priorities and types of action that stem from the above objectives are further specified in Section 2.1.4. Moreover, if a project proposal within any of the priority areas includes some of the following aspects it would be considered as a **value-added element**:

- Actions implemented by applicants **established in the Beneficiary country**. Efforts should be made by the applicants to reach out to **marginalized communities**.
- Actions **in networks to strengthen common approaches and agendas**.
- Actions which incorporate **gender perspectives**.

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<sup>4</sup>[http://ec.europa.eu/enlargement/pdf/civil\\_society/doc\\_guidelines\\_cs\\_support.pdf](http://ec.europa.eu/enlargement/pdf/civil_society/doc_guidelines_cs_support.pdf)

<sup>5</sup> [http://ec.europa.eu/enlargement/pdf/key\\_documents/2014/20141008-the-former-yugoslav-republic-of-macedonia-progress-report\\_en.pdf](http://ec.europa.eu/enlargement/pdf/key_documents/2014/20141008-the-former-yugoslav-republic-of-macedonia-progress-report_en.pdf)

The value-added elements referred above are introduced in this Call to give weight in the technical evaluation undertaken by the Evaluation committee (Concept note evaluation grid and evaluation criteria 1.4).

For information on the eligible type of actions for each of the priority areas please refer to section 2.1.4.

### **1.3 Financial allocation provided by the contracting authority**

The overall indicative amount made available under this Call for Proposals is EUR 1.350.000. The Contracting Authority reserves the right not to award all available funds.

#### **Indicative allocation of funds by lot:**

**LOT 1: Priority area 1.** Enhancing civil society involvement in creating public opinion, policy and decision making at national and local level;

Maximum amount for Priority 1: **EUR: 675.000**

**LOT 2: Priority area 2.** Strengthening the financial sustainability of civil society through cooperation with state and private sector.

Maximum amount for Priority 2: **EUR: 675.000**

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

#### **Size of grants**

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

- **minimum amount: EUR 50.000,00**
- **maximum amount: EUR 150.000,00**

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: **60%** of the total estimated eligible costs of the action.
- Maximum percentage: **100%** of the total eligible costs of the action (see also section 2.1.5).
  - Any grant requested under this Call for Proposals must further be limited to 90% of the estimated total accepted costs<sup>6</sup>. In case that the total accepted costs are equal to the total eligible costs, the percentage applicable to the total accepted costs applies to the total eligible costs to ensure the required co-financing.

Wherever in the Call for Proposal a reference to the percentage of eligible costs is made, the further limitation to the percentage applicable to the total accepted costs will apply. As a reminder, before sending your proposal please check that the requested contribution is equal or less than maximum percentage of the estimated total accepted costs allowed.

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 or the European Development Fund.

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<sup>6</sup> Estimated total accepted costs = estimated total eligible costs + non-eligible taxes, etc.

## 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>).

### 2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **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 applicant and its co-applicant(s) are hereinafter jointly referred as the "**applicants**") (2.1.1),
- and, if any, **affiliated entity(ies)** to the 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. applicant and co-applicant(s))

##### Applicant

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

- be legal persons (individuals are not eligible, nor are informal alliances or initiatives without legal status) **registered and operational at least two years before the call is launched and**
- be non-profit-making **and**
- be specific types of organisations such as non-governmental organisations. **and**
- be established in<sup>7</sup> a Member State of the European Union or countries that are beneficiaries of the IPA instrument or the European Neighbourhood and Partnership Instrument or countries of the Economic Area<sup>8</sup>. This obligation does not apply to the international organisations **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**

In addition to the categories referred to in section 2.1.1, the following are however also eligible:

- (2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>);

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

#### The applicant must act with at least one (1) co-applicant as specified hereafter

<sup>7</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>8</sup> According to Council Regulation (EC) No 1085/2006-OJ L 210/82 of 31.7.2006

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action.

### Co-applicant(s)

Eligible applicants of the nationality of the Beneficiary Country (the country where the Call is launched and the action will be performed) **must act together with at least one (1) co-applicant established in any of the eligible countries (as defined in Section 2.1.1.)**

Eligible applicants having the nationality of a country other than that of the country of the action (as defined in Section 2.1.1) **must act together with at least one (1) national** (of the Beneficiary Country) **co-applicant**).

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

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

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

If awarded the Grant contract, the co-applicant(s) (if any) will become beneficiaries in the Action (together with the Coordinator)

### 2.1.2 Affiliated entities

Affiliated entity (ies)

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

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

Only entities having a structural link with the applicants, 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 a beneficiary may hence be:
  - Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
  - Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
  - Entities under the same direct or indirect control as the beneficiary (sister companies).
- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary 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 a beneficiary 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 an 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 a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

#### How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary 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 beneficiary constitutes or in which the beneficiary participates.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the 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 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 not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations 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 of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

The grant 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.

#### **Duration**

The initial planned duration of an action may not be **lower than 12 months nor exceed 18 months**.

## **Sectors or themes**

The specific themes to which the actions **must relate** are the following **two thematic priorities (named lots)**:

**LOT 1:** Enhancing civil society involvement in creating public opinion, policy and decision making at national and local level;

**LOT 2:** Strengthening the financial sustainability of civil society through cooperation with state and private sector.

**All proposed actions/projects** should correspond mainly to one of the lots, while some of the activities could be related to the other lot. However, the applicant should mention which is the main lot the action is corresponding to.

## **Location**

Actions must take place in the Beneficiary country.

## **Types of action**

The below listed types of action are only indicative and any other action aiming at the objectives mentioned under respective lots will also be considered for support.

**LOT 1:** Enhancing civil society involvement in creating public opinion, policy and decision making at national and local level.

1.1 Activities for enhancing institutional mechanisms for inclusive participation of CSOs in good governance and decision making, following the Code of Good Practices for CSOs participation in the decision making<sup>9</sup>;

1.2 Activities for strengthened capacities of CSOs for networking and partnership with government in policy creation and decision making, especially those related to EU reforms and following the recommendations of EC Progress Report;

1.3 Actions aiming at an enabling legal, regulatory and policy environment for enhancing human rights and media ( for eg. children, woman rights, Roma inclusion, people with disabilities, media pluralism etc.).

**LOT 2:** Strengthening the financial sustainability of civil society through cooperation with state and private sector.

2.1 Initiatives for CSOs networking in advocating policies and providing recommendations to harmonise financial legal environment;

2.2. Enhancing capacities of CSOs for diversified fund-raising activities including membership fees, corporate/individual giving, social entrepreneurship, philanthropy and economic activities;

2.3 Stimulating CSOs as social service providers and public benefit through partnership activities with central and local authorities (in the area of: for eg. social welfare, special education, preventive health etc.).

## **The following types of action are ineligible:**

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

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<sup>9</sup> [http://www.nvosorabotka.gov.mk/dmdocuments/kodeks\\_na\\_dobri\\_praktiki\\_2.pdf](http://www.nvosorabotka.gov.mk/dmdocuments/kodeks_na_dobri_praktiki_2.pdf)

- actions concerned only or mainly with academic research, feasibility studies and other one-off events with no direct impact on the target group;
- projects for the exclusive benefit of individuals or restricted groups of individuals;
- projects supporting political parties or of political/partisan nature;
- core funding of the applicant or its co-applicants/affiliated entities;
- retrospective financing for projects already in implementation or completed;
- humanitarian activities;
- actions concerned with infrastructure investments;
- actions concerned only or mainly with the procurement of equipment;
- actions where a considerable part of the budget is planned for the provision of external services and do not involve the active participation of the applicant and partner organisations.

### **Types of activity**

- drafting strategic policy documents,
- carrying out research and analysis,
- assembling and deliberating,
- exchanging know-how and applying best practices,
- introducing innovative models and approaches,
- monitoring public policies implementation,
- networking and partnership building,
- promoting citizens participation in creating and monitoring of public policies on local level and other actions in the context of the general purpose of the grant scheme

**Note: The list of types of action and activity is not exhaustive, but only illustrative and appropriate activities that are not mentioned above will also be considered for support.**

### **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 (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

In particular:

The grant beneficiaries must ensure that actions that are wholly or partially funded by the European Union (EU) 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. All visibility events as well as materials produced within the EU-funded project need to incorporate **mandatory information that actions are wholly or partially funded by the European Union (EU)**, as follows:

EU logo, the title of the project and the sentence: “This project is funded by the European Union”.

The project should allocate appropriate budget for communication activities in order to be sufficient to have a real impact, and reflect the size, and, consequently, the likely impact of the action. A **budgeted communication and visibility plan** should be included in the work plan of any EU-funded or co-funded action, highlighting the external communication activities that need to take place at key stages in the life of

the action. However, there should also be room in any plan to seize a good opportunity. A good communication reflex and the ability to exploit unexpected opportunities to the benefit of the action often are as important as more formal efforts and may often be free of cost.

Organizing a public event or participating in an event organized independently from the action (for example, conferences, workshops, seminars, fairs, exhibitions, etc.) may offer excellent opportunities for generating interest in an action's particular achievements, in addition to the EU-funded project promotional materials. Those attending EU-funded training courses, conferences, seminars, fairs, exhibitions and workshops should be made aware that the EU is financing the event and media should be informed accordingly. Before initiating any information, communication or visibility activity, the EU Delegation, Press and Information Officer and Task Manager of the EU-funded project should be advised. The EU Delegation should always be invited to participate in visibility and communication events."

#### **Number of applications and grants per applicant**

The applicant **may not submit more than 1 (one) application** under this Call for Proposals.

The applicant **may not be awarded more than 1 (one) grant** under this Call for Proposals.

The applicant **may not be a co-applicant or an affiliated entity** in another application (only 1) at the same time.

A co-applicant **may not submit more than 1 application** under this Call for Proposals.

A co-applicant **may not be awarded more than 1 grant** under this Call for Proposals.

A co-applicant **may not be the applicant or an affiliated entity** in other applications at the same time.

The affiliated entity(ies) **may take part in more than one application.**

Non-compliance with this requirement will result in exclusion.

#### **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 a 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.
- 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 Grant 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.

The applicant 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" or "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 the applicant 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 amount<sup>10</sup>
- 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 applicant, by analysing factual data of grants carried out by the applicant 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).

For the purpose of this call, the Contracting Authority authorises the use of **simplified costs options only** to the following budget sub-headings: **1.1. and 1.2. Salaries; 1.3 Per diems and 2.2. Local transportation.**

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the 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 applicant's interest to provide a **realistic and cost-effective budget.**

### **Eligible direct costs**

To be eligible under the 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).

**Visibility costs:** as the grant beneficiaries will have to respect obligation of visibility, and as visibility can be instrumental in the success of an action, the Contracting authority strongly recommends that the beneficiaries foreseen an amount of minimum 1 % of the total eligible costs as visibility costs. This can of course vary depending on the nature of the action."

### **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, 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 heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before the contract is signed. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

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<sup>10</sup> 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.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may 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 a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

Contributions in kind may 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**

The following costs are not eligible:

- debts and debt service charges;
- provision for losses or potential future liabilities
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- Purchase, rent or leasing of land and existing buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies),, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties
- Taxes, including Value Added Taxes. Nevertheless, these may be considered as part of the estimated total accepted costs of the action for the purpose of co-financing where the Beneficiary (or the Beneficiary's partners) can prove it cannot reclaim them. In such cases, the cost should be included in the Budget under the heading "taxes". Please note however that for the purpose of co- financing, taxes are the only ineligible costs that will be considered within the total accepted costs of the action;
- Customs and import duties, or any other charges;
- Fines, financial penalties and expenses of litigation;
- Operating costs, including rental costs, unless these are exclusively related to the period of co-financing of the Action;
- Second hand equipment;
- Bank charges, costs of guaranties and similar charges;
- Any leasing costs;
- Depreciation costs;
- Salary costs of the personnel of national administrations.

**Non-profit rule:** Under no circumstances may the grant give rise to profits (i.e. it must be restricted to the amount required to balance income and expenditure of the action). The non-profit rule does not apply to low value grants (i.e. grants of EUR 60.000 or less)-PRAG, Section 6.3.10.

## 2.2 How to apply and the procedures to follow

Prior registration in PADOR for this Call for Proposals is not obligatory. 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

In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and an indicative percentage of that contribution in relation to the total amount of the Action. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements outlined in the Concept Note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. 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. Own contributions by the applicants can be replaced by other donors' contributions at any time.

Any error or major discrepancy related to the points listed in 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.

Hand-written Concept Notes will not be accepted.

Please note that 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.

### 2.2.2 Where and how to send Concept Notes

The Concept Note together with its relating Checklist and Declaration by the 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 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 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 lot number and title, the full name and address of the applicant, and the words "Not to be opened before the opening session and **“Да не се отвора до сесијата за отворање на апликациите”**”.

Concept Note 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) at the address below:

#### **Postal address**

**Central Financing and Contracting Department (CFCD)**  
**Ministry of Finance**  
Dame Gruev 12,  
**1000 Skopje**

**Address for hand delivery or by private courier service**  
**Central Financing and Contracting Department (CFCD)**  
**Ministry of Finance**  
Dame Gruev 12,  
**1000 Skopje**  
**Working hours: 8.30 – 16.30 CET**

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

**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 20 February 2015** 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 **16 hours local time** 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**

An information session on this Call for Proposals will be held prior to the deadline for the submission of Concept Notes. The exact calendar will be made available on the EuropeAid website <http://ec.europa.eu/europeaid/prag/document.do?locale=en>, to the website of Unit for cooperation with NGOs <http://nvorabotka.gov.mk>, and the CFCD website <http://cfd.finance.gov.mk>. Questions may be sent by e-mail no later than 21 days before the deadline for the submission of Concept Notes to the address (es) below, indicating clearly the reference of the Call for Proposals:

E-mail address: [cfd@finance.gov.mk](mailto:cfd@finance.gov.mk)

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 applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with answers and other important notices in 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 on the web site of the Contracting Authority <http://cfd.finance.gov.mk>, 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.

### **2.2.5 Full Application forms**

An applicant invited to submit a full application form following pre-selection of their Concept Note must do so using Part B of the application form annexed to these Guidelines (Annex A). Applicants should then keep strictly to the format of the 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. The EU contribution may not vary from the initial estimate by more than 20 %, although 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.

Applicants must submit their full applications in 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 form (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 and the published annexes which have to be filled in (budget, logical framework) 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 supplementary annexes should be sent.**

### **2.2.6 Where and how to send Full Application forms**

Applications 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**

**Central Financing and Contracting Department (CFCD)**

**Ministry of Finance**

Dame Gruev 12,

**1000 Skopje**

**Address for hand delivery or by private courier service**

**Central Financing and Contracting Department (CFCD)**

**Ministry of Finance**

Dame Gruev 12,

**1000 Skopje**

**Working hours: 8.30 – 16.30 CET**

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) in a separate and single file (i.e. the full application form 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 applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope

Where 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 lot, the full name and address of the applicant, and the words 'Not to be opened before the opening session' and "Да не се отвора до сесијата на отворање"**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 Application forms**

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

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

### **2.2.8 Further information about Full Application forms**

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

E-mail address: [cfcd@finance.gov.mk](mailto:cfcd@finance.gov.mk)

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 applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of 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 website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and on the web site of the Contracting Authority <http://cfcd.finance.gov.mk>. 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 actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

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

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist Section 2 of Part A of the grant application form. 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 the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note 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 the Concept Note, which can be found in Part A of the 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**

<b>1. Relevance of the action</b>	Sub-score	<b>30</b>
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and 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 proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices <ul style="list-style-type: none"> <li>• Actions implemented by applicants <b>established in the Beneficiary country</b>. Efforts should be made by the applicants to reach out to <b>marginalized communities</b>.</li> <li>• Actions <b>in networks to strengthen common approaches and agendas</b>.</li> <li>• Actions which incorporate <b>gender perspectives</b>.</li> </ul>	5	
<b>2. Design of the action</b>	Sub-score	<b>20</b>
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 relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	
<b>TOTAL SCORE</b>		<b>50</b>

\*\* the 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.

First, only the Concept Notes with a score of a minimum of 30 points will be considered for pre-selection. Secondly, the list of Concept Notes will be reduced taking account of the ranking, 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 lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all 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 applicants will subsequently be invited to submit full applications.

## **(2) STEP 2: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.

- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 of Part B of the grant application form). 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 quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), 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 applicant's financial capacity and to ensure 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, 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
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? 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?	5
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension 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> )	5

- 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> )	
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
<b>Maximum total score</b>	<b>100</b>

#### *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 and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list and there will be one reserve list including the selected application from all lots where they will be ranked based on the scores irrespective of the lot where they belong to.

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

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

## **2.4 Submission of supporting documents for provisionally selected applications**

An applicant that 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 applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>11</sup>:

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies)<sup>12</sup>. Where the Contracting Authority has recognised the 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

<sup>11</sup> No supporting document will be requested for applications for a grant not exceeding EUR 60000.

<sup>12</sup> Where the 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.

period), unless a change in legal status has occurred in the meantime<sup>13</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

2. A copy of the 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)<sup>14</sup>. A copy of the latest account is neither required from (if any) 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 applicant and (if any) by each co-applicant(s)), accompanied by the justifying documents requested there.
4. A financial identification form of the applicant (not from co-applicant(s)) conforming to the model attached at 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 applicant is established. If the 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.
5. Adopted rules and policies of the Organization governing salary levels of staff members for different job positions, and other related allowances, and rules and policies for determining the daily subsistence allowances/ per diems for outside activities (local and international travel).

The requested supporting 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. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the applicant(s)'s 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 applicants' eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the 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 applicant has to submit the application form revised accordingly.

## **2.5 Notification of the contracting authority's decision**

### **2.5.1 Content of the decision**

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

<sup>13</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>14</sup> 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.

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*
<b>Information meeting (if any)</b>	Please refer to the point 2.2.4 of these Guidelines	/
<b>Deadline for requesting for any clarifications from the Contracting Authority</b>	30 January 2015	16:00CET
<b>Last date on which clarifications are issued by the Contracting Authority</b>	9 February 2015	-
<b>Deadline for submission of Concept Note</b>	20 February 2015	16:00CET
<b>Information to applicants on the opening &amp; administrative checks and concept note evaluation (Step 1)</b>	April 2015*	-
<b>Invitations to submit Full Application Form</b>	April 2015*	
<b>Deadline for submission of Full Application Form</b>	June 2015*	
<b>Information to applicants on the evaluation of the Full Application Form (Step 2)</b>	August 2015*	-
<b>Notification of award (after the eligibility check) (Step 3)</b>	September 2015*	-
<b>Contract signature</b>	October 2015*	-

\***Provisional date.** All times are in the time zone of the country of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and at the CFCD web page: <http://cfcd.finance.gov.mk/>

## 2.6 Conditions applicable to implementation of the action following the contracting authority's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard grant contract (see Annex G of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the standard grant contract. 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

## LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical Framework (Excel format)<sup>15</sup>
- Annex D: Legal Entity Sheet<sup>16</sup>
- Annex E: Financial identification form

### DOCUMENTS FOR INFORMATION

- Annex G: Standard Grant Contract
  - Annex II: General conditions
  - Annex IV: contract award procedures
  - Annex V: standard request for payment
  - Annex VI: model narrative and financial report
  - Annex Via: detailed list of supporting documents- List of references to supporting documents
  - 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 VIII: model financial guarantee
  - Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:

[https://ec.europa.eu/europeaid/applicable-rates-diems-framework-ec-funded-external-aid-contracts-05072013\\_en](https://ec.europa.eu/europeaid/applicable-rates-diems-framework-ec-funded-external-aid-contracts-05072013_en)

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

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

### Useful links:

#### Project Cycle Management Guidelines

[https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\\_en](https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en)

#### The implementation of grant

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

#### Financial Toolkit

[https://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit\\_en](https://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en)

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15 Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100000 or less.

16 Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.