



Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH



**Eastern Partnership Territorial Cooperation Programme
Belarus – Ukraine**

Guidelines
for grant applicants

Reference: 1st call for proposals

Deadline for submission of concept note and full application:

19th of April 2016 at 16:00 local time

NOTICE

This Call for Proposals is launched **under suspension clause** linked to exchange of letters between the European Commission and Belarus and between the European Commission and Ukraine. **In the context of this Call for Proposals, the actual award and signature of contracts for projects is therefore conditional to the abovementioned exchange of letters.**

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, 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

Table of contents

1. TERRITORIAL COOPERATION PROGRAMME BELARUS-UKRAINE	4
1.1. Background.....	4
1.2. Objectives of the programme and priority issues	5
1.3. Financial allocation provided by the contracting authority	5
2. RULES FOR THIS CALL FOR PROPOSALS	6
2.1. Eligibility criteria.....	6
2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).....	7
2.1.2. Affiliated entities.....	9
2.1.3. Associates and Contractors	11
2.1.4. Eligible actions: actions for which an application may be made.....	11
2.1.5. Eligibility of costs: costs that can be included	16
2.2. How to apply and the procedures to follow	18
2.2.1. Application forms.....	18
2.2.2. Where and how to send applications	19
2.2.3. Deadline for submission of applications	20
2.2.4. Further information about applications	20
2.3. Evaluation and selection of applications	20
2.4. Submission of supporting documents for provisionally selected applications	24
2.5. Notification of the Contracting Authority's decision	25
2.5.1. Content of the decision.....	25
2.5.2. Indicative timetable.....	26
2.6. Conditions for implementation after the Managing Authority's decision to award a grant	26
3. LIST OF ANNEXES	27

1. TERRITORIAL COOPERATION PROGRAMME BELARUS-UKRAINE

1.1. BACKGROUND

The Joint Communication ‘A New Response to a Changing Neighbourhood’¹ highlights cross border cooperation between the EaP countries as one of the instruments to tackle economic disparities between regions and raise the quality of life across the area in a sustainable manner. Territorial cooperation between the EaP countries complements bilateral and regional development programmes (including pilot regional development programmes, PRDPs), which promote a strategy-based, inclusive approach to reduce economic and social regional disparities and realise the regional (hence national) economic potential. In the Joint Declaration of the Warsaw Eastern Partnership (EaP) summit of 29-30 September 2011², the participants acknowledged multilateral cooperation and recalled that the EaP could help develop closer ties between the partner countries themselves.

The ENPI Regional East Programme Strategy Paper 2010-2013 and Indicative Programme 2010-2013 identify territorial cooperation in partner countries as one of the sub-priorities of the Priority Area 2 “Economic Development”. In this context, a total of EUR 17.5 million has been allocated to the EaP Territorial Cooperation Programmes. Two components are envisaged: 1) The Eastern Partnership Territorial Cooperation (EAPTC) Support Programme, a technical assistance programme (EUR 5 million) launched in November 2012 to strengthen the capacity of local and regional state and non-state actors along the Ukraine-Belarus, Ukraine-Moldova, Georgia-Armenia, and Georgia-Azerbaijan borders to develop and implement cross-border projects; and 2) The Eastern Partnership Territorial Cooperation Programmes.

The Eastern Partnership Territorial Cooperation Programmes will largely build on the experience of the ENPI cross border cooperation (CBC) programmes implemented along the EU external borders in what concerns focusing on local development needs as well as thematic coverage. A distinctive feature – and novelty for the EaP region – of these programmes lies in the fact that the interventions will support the creation of genuine, effective and operational cooperation between border regions of the EaP countries only, whereas ENPI CBC always include an EU Member State as one of the partners.

The eligible area of the territorial cooperation programme Belarus-Ukraine includes the following regions / administrative units situated along the Belarus-Ukraine state border of 891 km length:

Republic of Belarus (regions)	Ukraine (regions)
<ul style="list-style-type: none">• Brest• Gomel	<ul style="list-style-type: none">• Volyn• Rivne• Zhytomyr• Kyiv• Chernihiv

The implementation of the Programme is overseen by a Joint Decision Making Committee (JDMC) composed of representatives of both participating countries' institutions and civil society. The JDMC is also responsible for selecting projects to be financed under the Programme.

This action, with the objective of promoting sustainable territorial cooperation between the border regions of the EaP countries to support their social and economic development is implemented in indirect centralised management by a Member States agency, GIZ, in accordance with Article 54(2) (c) of Financial Regulation 1605/2002.

¹ COM(2011) 303 final, 25.5.2011.

² Council of the European Union, 14983/11, 30.09.2011.

Acting as Managing Authority for the Eastern Partnership Territorial Programmes, GIZ is responsible for the operational and financial management of the territorial cooperation programme. It shall perform the following functions:

- Prepare and announce calls for proposals;
- Provide informational support to applicants during the call for proposals;
- Collect and register project applications;
- Organise project selection;
- Sign grant contracts and make payments;
- Supervise the operational and financial implementation of projects;
- Report to the EC on the financial and operational implementation of projects;

In cooperation with EaPTC Support Programme, the MA shall also ensure that appropriate information about the programme is available and delivered to applicants and beneficiaries, and that technical support is provided during implementation of the grant contracts.

The Managing Authority North, headquartered in Kyiv, Ukraine, is in charge of the Territorial Cooperation Programme Belarus-Ukraine. In accomplishing its task the MA North is assisted by a contact point based in Belarus, responsible for supporting and advising the grant beneficiaries within the Programme.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The *global objective* of the Territorial Cooperation Programme Belarus – Ukraine is to strengthen cross border contacts between local authorities, communities and civil society organisations to help develop joint solutions to common social and economic development challenges.

The Territorial Cooperation Programme Belarus - Ukraine addresses local development needs that have been specified in the joint operational programme. It supports small-scale cross border projects between local partners and focuses on the following three *specific objectives (operational objectives)* and related *priority issues*:

Operational Objectives	Priorities
I. Improving the living conditions of local communities	<ul style="list-style-type: none"> ■ Support to small- and medium-size enterprises (SME) by enhancing business-related information infrastructure with special focus on cross-border trade ■ Raising the touristic and investment attraction of the regions ■ Human capital and employment, career guidance for youth, social inclusion of disabled
II. Addressing common challenges	<ul style="list-style-type: none"> ■ Joint monitoring and information exchange on environmental situation, energy saving, renewable energy sources, and waste management ■ Public health – disease prevention and early diagnostics
III. Culture, education and sports	<ul style="list-style-type: none"> ■ Preservation of cultural and historic heritage, promotion of cooperation in the areas of culture and sport

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 3,300.000**. The Contracting Authority reserves the right not to award all available funds.

➡ *The indicative financing plan (thousand EUR):*

	EU funding	%	Co-financing by project partners	Total funding
Operational objective 1	1,320.00	40	146.67	1,466.67
Operational objective 2	1,320.00	40	146.67	1,466.67
Operational objective 3	660.00	20	73.33	733.300
Total	3,300.00	100	366.67	3,666.67

► *Size of grants*

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

- minimum amount: **EUR 60.000**
- maximum amount: **EUR 250.000**

Any grant requested under this call for proposals must fall between the maximum percentages of total eligible costs of the action, which represents: **90% of the total eligible costs of the action** (see also section 2.1.5).

🔔 As a reminder, before sending your proposal please check that the requested contribution is equal or less than maximum percentage of the estimated total eligible 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 Fund³.

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:

► the actors:

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

► the actions:

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

► the costs:

³ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

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

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

Lead applicant

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

- be a legal person⁴ registered at least one (1) year before the call is launched **and**
- be non-profit-making **and**
- be a specific type of organisation such as: non-governmental and non-profit organisation implementing projects for the public general interest, regional and local public authority and institutions established by them, namely:

Belarus	Ukraine
<ul style="list-style-type: none"> ■ Executive and regulatory bodies, bodies of territorial public self-government: <ul style="list-style-type: none"> - Bodies of local government and self-government (<i>Law of the Republic of Belarus On local government and self-government in the Republic of Belarus of January 4, 2010 №108-3; Law of the Republic of Belarus On Territorial and Administrative Organization of the Republic of Belarus of May 5, 1998; № 154-3</i>) ■ Organizations and institutions established by the republican bodies of state administration or local authorities: <ul style="list-style-type: none"> - Branches or agencies, research institutes, foundations, communal organizations or enterprises established by the decision of and owned by local self-governance bodies and administrations ■ Non-governmental and non-profit organisations: <ul style="list-style-type: none"> - Public associations (<i>Law of the Republic of Belarus On Public Associations of October 4, 1994; №3254-XII</i>) - State-public associations (<i>Law of the Republic of Belarus On Republican State-Public Associations of July 19, 2006; № 1503</i>) 	<ul style="list-style-type: none"> ■ Public bodies: <ul style="list-style-type: none"> - Local self-government bodies (<i>Law of Ukraine On Local Self-government in Ukraine of May 21, 1997 № 280/97-BP</i>) - Local state administrations (<i>Law of Ukraine On Local State Administration of April 9, 1999№ 586-XIV</i>) ■ Public equivalent bodies: <ul style="list-style-type: none"> - Legal entities of public law established by the decision of local self-governance bodies or state administrations (<i>Civil Code of Ukraine of 16.01.2003, № 435-IV, Art 81</i>) ■ Non-governmental and non-profit organisations: <ul style="list-style-type: none"> - Public associations (<i>Law of Ukraine on Public Associations of March 22, 2012 № 4572-VI</i>) - Charity organisations (<i>Law of Ukraine on Charity and Charitable Organizations of July 5, 2012 № 5073-VI</i>) ■ Any other legal form in accordance with legislation of Ukraine and complying with the definition of public bodies, public equivalent bodies, non-governmental and non-profit organisations as per Directive 2004/18/EC

⁴ individuals are not eligible, nor are informal alliances or initiatives without legal status

- | | |
|--|--|
| <ul style="list-style-type: none">▪ Any other legal form in accordance with legislation of the Republic of Belarus and complying with the definition of executive and regulatory bodies, organizations and institutions established by the republican bodies of state administration or local authorities, non-governmental and non-profit organisations as per Directive 2004/18/EC | |
|--|--|

- be established in⁵ Belarus or Ukraine **and**
- the lead applicant and at least one co-applicants be registered in the eligible regions – Brest, Gomel for Belarus and Volyn, Rivne, Zhytomyr, Kyiv, Chernihiv for Ukraine
- 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**

 Please note that **political parties** are not eligible, neither as applicants nor as co-applicants or affiliated entities.

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

In Part B section 8 of the grant application form (**‘declaration by the lead applicant’**), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations:


- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they, or persons having powers of representation, decision making or control over them, have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata; (i.e. against which no appeal is possible);
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify, including by decisions of the European Investment Bank and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they, or persons having powers of representation, decision making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption,

⁵ 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.

involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;

- they are currently subject to an administrative penalty referred to in Article 109(1) of the EU Financial Regulation (for programmes funded by the EU budget and the 11th EDF) and in Article 99 of the 10th EDF Financial Regulation (for programmes funded by the 10th EDF).

- (3) In order to be eligible for a grant, applicants must not be affected by potential conflict of interest with the Structures of the Programme (Joint Decision Making Committee, Managing Authority, National Authorities). Should such a situation arise during performance of the contract, the beneficiary must immediately inform the Contracting Authority.

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

- (4) If awarded the grant contract, the lead 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-beneficiaries and coordinate the design and implementation of the action.

Co-applicant(s)

- (1) Eligible applicants of the eligible regions of the Republic of Belarus and of Ukraine **must act together with at least one (1) co-applicant** of the eligible regions of the other participating country (Belarus in case the applicant is from an eligible region of Ukraine or Ukraine in case the applicant is from an eligible region of the Belarus).
- (2) Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

 **Non-eligibility of a co-applicant implies the non-eligibility of the entire project proposal !**

- (3) Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. In the proposal, the budgetary allocation per co-applicant should be clearly identifiable in order to ensure that all partners have financial allocations in adequacy with their respective roles in the activities of the project.
- (4) Only bodies located in the eligible area can receive financial support under this programme.
- The second and further co-applicant may be registered outside the eligible regions of the Republic of Belarus or Ukraine, but should have demonstrable experience of operating in the above mentioned regions of either country.
 - Head offices of farther co-applicants might be registered outside the eligible countries (Belarus and Ukraine), provided that they operate in the above mentioned countries through registered branches or representations and have demonstrable experience of operating in the eligible regions of either country.
- (5) Legal entities not falling in any of these categories are welcome to participate in projects **as associate partners**. They will have to finance their activities from their own resources and are not entitled to receive funding from the territorial cooperation programme.
- (6) Co-applicants **must sign the mandate** in Part B section 4 of the grant application form.
- (7) If awarded the grant contract, the co-applicant(s) will become co-beneficiary(ies) in the action (together with the Coordinator)

2.1.2. *Affiliated entities*

Affiliated entity(ies)

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

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

- Only entities **having a structural link** with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link. This structural link encompasses mainly two notions:
 - (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

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

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

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

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:


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

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

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

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

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

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

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

- Affiliated entity(ies) may not be a legal body itself, however a structural link with the applicant (or co-applicant) should be clearly identifiable from the supporting documents.
- Affiliated entities may be registered outside the eligible regions of the Republic of Belarus or Ukraine, but should have demonstrable experience of operating in the above mentioned regions of either country.

2.1.3. Associates and Contractors

The following entities are not applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" 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 participating in the action' — of the grant application form.

➔ Contractors


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

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

➔ Definition:

An action is composed of a set of activities.

To be eligible, an **action** which may be financed under this call **must** fulfil the following criteria:

 All joint actions **must have a clear cross border impact** on the targeted regions demonstrated by the proposed activities, outputs and results intended to produce sustainable positive effects in the areas concerned.

The cross-border character of the action shall be demonstrated by applying at least three of the following conditions, as described below: joint development, joint staffing, joint implementation and/or joint financing.

Joint development – means that the joint action must be designed in common by partners, meaning that applications must clearly integrate the ideas, priorities and actions of all stakeholders. The Applicant (Beneficiary) is the coordinator of this process, but should include other partners from the beginning of the development process;

Joint implementation – means that the activities to be carried out for the implementation of the joint action are distributed in a balanced way among the partners. There is a clear content-based link between the

activities implemented in each country/region and regular contacts are ensured between all the sides. The Applicant (Beneficiary) is responsible for ensuring that the activities are properly coordinated, that schedules are kept and that the right quality levels are achieved;

Joint staffing – means that the joint action should not duplicate functions. Therefore, regardless of where the person is registered and located, there should be one joint action manager, one joint financial manager etc. (more staff may be required for larger projects). These staff will be responsible for project activities on all sides of the borders. The Applicant (Beneficiary) is generally the employer of core project staff;

Joint financing – means that there will be only one grant contract per joint action and there must be one common budget and common reporting. The common budget shall be divided between the partners according to a balanced distribution of activities to be carried out by them. The Applicant (Beneficiary) is responsible for the administration and distribution of the funds to the partners and for reporting on their use.

➤ **Duration**

The initial planned duration of an action may not be lower than 9 months nor exceed 18 months and/or must be completed by 1st of December 2018.

➤ **Location**

Actions must have as final beneficiaries the population of the programme area and their activities must take place exclusively in the eligible areas. The eligible areas of the territorial cooperation programme Belarus - Ukraine include the following regions/administrative units situated along the Ukraine-Belarus state border:

Belarus (area)	Ukraine (area)
<ul style="list-style-type: none"> • Brest • Gomel 	<ul style="list-style-type: none"> • Volyn • Rivne • Zhytomyr • Kyiv • Chernihiv

➤ **Types of action**

Joint actions to be financed under the territorial cooperation programme Belarus – Ukraine must relate to at least one of the following three operational objectives and a related priority:

I. Improving the living conditions of local communities

- Support to small- and medium-size enterprises (SME) by enhancing business-related information infrastructure with special focus on cross-border trade
- Raising the touristic and investment attraction of the regions concerned
- Human capital and employment, career guidance for youth, social inclusion of disabled people

II. Addressing common challenges in the fields of environment, employment, public health and any other field of common interest having a cross border dimension

- Joint monitoring and information exchange on environmental situation, energy saving, renewable energy sources, and waste management
- Public health – disease prevention and early diagnostics

III. Culture, education and sports

- Preservation of cultural and historic heritage, promotion of cooperation in the areas of culture and sport

Operational objective 1- Improving the living conditions of local communities

Within this operational objective, activities pursuing the following three priorities will be supported:

■ **Support to small- and medium-size enterprises (SME) by enhancing business-related information infrastructure with special focus on cross-border trade**

The following actions may become subject matter of joint projects (the list is not exhaustive):

- Setting up and development business information services for agrarian producers in order to enhance access to market information;
- Development of cross-border business networks for partnership between Belarusian and Ukrainian entrepreneurs;
- Encouraging networking and trade relations that contribute to joint development of higher-value-added products;
- Development of cross-border business clusters for improving efficiency and innovation in the regional economies;
- Activities aiming at rising awareness of state authorities regarding the importance of improving the business environment
- Exchange of good practices, training on innovative technologies, studies, research and development activities for enhancement of competitiveness of regional economies
- Elaboration of feasibility studies, technical projects, cost-benefit analysis or cost-effectiveness analysis related to the activities covered by the present measure
- Small-scale infrastructure⁶ development actions related to the achievement of activities covered by the present measure

■ **Raising the touristic and investment attraction of the regions concerned**

The following actions may become subject matter of joint projects (the list is not exhaustive):

- Exploring market potentials for and opportunities along the agricultural value chain;
- Promote cross-border approaches to co-operation in the production and marketing of farm products, including organic products and modern agricultural techniques and technologies (e.g. trainings and exchange of experience and best practice in modern agricultural techniques and technologies; common branding; standards harmonization; Eurostandardisation etc.)
- Support agro- business associations, cooperatives and unions growth in order to improve the economy of the target regions
- Development of skills of employees through vocational education and training;
- Promotion of entrepreneurship of young people in rural areas;
- Development and execution of training courses for staff employed in services sectors.
- Develop the potential of tourism in rural areas (cultural, agro, eco and theme tourism)
- Promote actions that promote leisure mobility at the local level (local tourism and facilities).
- Setting up and development of cross-border associations of tourism bureaus as well as hotels and other services providers
- Elaboration of feasibility studies, technical projects, environmental impact assessment, cost-benefit analysis or cost-effectiveness analysis related to the activities covered by the present measure
- Small-scale infrastructure development actions related to the achievement of activities covered by the present measure

⁶ Small scale infrastructure is defined as an investment made in infrastructure necessary for the achievement of the project objectives and implementation of the project activities, limited by the budget and programme priorities. The investment should not exceed 30% of the total project budget and includes works activities such as restoration, rehabilitation and repair works, installation of the equipment, etc.

■ **Human capital and employment, career guidance for youth, social inclusion of disabled people**

- Educational exchanges between schools, colleges and adult education institutions including both staff and students;
- Establishment of networks between professionals in the areas of labour market
- Exchanges in less formal education group such as youth groups and community groups;
- Exchanges to develop social initiatives, raising awareness campaigns in the field of social inclusion;
- Projects between educational and labour market specialists which lead to the common recognition of educational qualifications;
- Elaboration of feasibility studies, technical projects, environmental impact assessment, cost-benefit analysis or cost-effectiveness analysis related to the activities covered by the present measure
- Small scale infrastructure development actions related to the achievement of activities covered by the present measure

Operational objective 2 - Addressing common challenges in the fields of environment, employment, public health and any other field of common interest having a cross border dimension

Within this operational objective, activities pursuing the following two priorities will be supported:

■ **Joint monitoring and information exchange on environmental situation, energy saving, renewable energy sources, and waste management**

The following actions may become subject matter of joint projects (the list is not exhaustive):

- Joint monitoring and management of water resources, trans-boundary rivers between Belarus and Ukraine;
- Development of joint approaches and efforts for restoration of water supply systems along the border and addressing air, water, soil or groundwater pollution issues;
- Projects which exchange best practice and develop effective methods of fighting soil erosion and land slide, including soil monitoring systems.
- Development of joint approaches to waste collection, management and recycling;
- Raising public awareness and understanding of cross-border environmental issues and their effects on living conditions and economic activity in the bordering regions
- Actions for rapid response in the emergency situation in case of manmade and natural hazards and disasters
- Creation of an effective environment (legal, administrative and social) that ease the disaster prevention and management
- Elaboration of feasibility studies, technical projects, environmental impact assessment, cost-benefit analysis or cost-effectiveness analysis related to the activities covered by the present measure
- Small scale infrastructure development actions related to the achievement of activities covered by the present measure

■ **Public health – disease prevention and early diagnostics**

- Improvement of life expectancy programmes, support to public health surveillance and monitoring, public awareness and health education campaigns;
- Establishment of networks between professionals in the areas of health, health services and health promotion.
- Elaboration of feasibility studies, technical projects, environmental impact assessment, cost-benefit analysis or cost-effectiveness analysis related to the activities covered by the present measure
- Small scale infrastructure development actions related to the achievement of activities covered by the present measure

Operational objective 3 – Culture, education and sports

Within the operational objective, activities pursuing the following priority will be supported:

■ **Preservation of cultural and historic heritage, promotion of cooperation in the areas of culture and sport**

The following actions may become subject matter of joint projects (the list is not exhaustive):

- Organisation of joint cultural events and festivals
- Joint efforts and measures for social integration of ethnical minorities;
- Exchange of experiences and best practices across the border;
- Fostering multi-cultural diversity and heritage
- Cross-border cooperation of regional media
- Infrastructure development actions related to the achievement of activities covered by the present measure
- Vocational training and professional upgrading of operators working in the Cultural sector (museums, galleries, artists, tour guides etc...) aimed at promoting the sustainability of the sector.
- Promotion of cultural diversity and social inclusion through the use of non-formal education methods.
- Enhancing the sense of belonging and responsibility of young people towards their own societies and territories through the use of non-formal education and voluntary activities.
- Increasing the employability of young people and youth access to labour markets.
- Promotion of active and healthy lifestyle
- Creation of cross-border sports events and tournaments
- Small scale infrastructure development actions related to the achievement of activities covered by the present measure


The following types of actions are **ineligible**:

- actions without cross-border impact;
- actions implemented outside the eligible geographic area;
- actions related to profit making activities, unless they generate an income to ensure their continuity beyond the end of the Grant Contract
- actions started before the signature of a contract;
- actions implemented after the project implementation period (unless otherwise pre-approved by Contracting Authority);
- actions already covered by other European Union programmes or by other third party funding (double funding);
- actions concerned only or mainly with individual sponsorships for studies or training courses, participation in workshops, seminars, conferences and congresses;
- actions which fall within the general activities of competent state institutions or state administration services, including local government; actions with provisions for financing the usual (routine) activities of the local organisations, especially covering their running costs (i.e. operating grants);
- actions aimed at upgrading of infrastructure (small scale infrastructure)⁷ and equipment in facilities **Not** owned by applicant, co-applicant(s) or affiliated entities or leased for less than 10 years period.
- Actions confined to charitable donations;
- actions aimed at the purchase of land, real estate or essentially focused on the purchase of equipment;
- Project preparation costs;

⁷ Small scale infrastructure development actions contributing to the achievement of the operational objectives (e.g. small scale repair works, installation activities, technical facilities) - to develop and add the documents on the phase of contracting.


- actions involving sub-granting (i.e. financial support to third parties);
- actions with religious character

➔ Financial support to third parties 8

 Applicants **may not** propose financial support to third parties.

➔ Visibility

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

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

➔ Number of applications and grants per applicants / affiliated entities

- The lead applicant *may submit more than 1 application(s)* under this call for proposals.
- The lead applicant *may* be awarded *more than 1 grant* under this call for proposals if provided he has the operational and financial capacity to implement the selected projects (to be justified in part B, section 3. The Applicant, point 3.3.2 Financial and human resources of the applicant's organization). However, only *one contract per applicant per priority* could be concluded.
- The lead applicant *may* be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant/affiliated entity *may* be the co-applicant or affiliated entity in more than 1 application(s) under this call for proposals.
- A co-applicant/affiliated entity *may participate in more* than 1 grant(s) under this call for proposals.

2.1.5. Eligibility of costs: costs that can be included

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

The reimbursement of eligible costs may be based on actual costs incurred by the beneficiary(ies) and affiliated entity(ies)

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

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

⁸ These third parties are neither affiliated entity(ies) nor associates nor contractors.

- 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 amount⁹
- 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))

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

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

➡ ***Eligible direct costs***


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

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs;
- salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary(ies) according to its rules and regulations, or the rates published by the European Commission at the time of such mission if reimbursed on the basis of simplified cost options; purchase costs for equipment (new or used) and supplies specifically for the purposes of the Action, provided that ownership is transferred at the end of the Action when required in Article 7.5;
- costs of consumables;
- costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action referred to in Article 10.
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);
- duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary(ies), unless otherwise provided in the Special Conditions;
- overheads, in the case of an operating grant.

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G of the

9 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.

guidelines) will be carried out by **an external auditor selected by the beneficiary and authorised** by the Contracting Authority during the contracting phase.

 Expenditure verification costs eligible for Belarusian and Ukrainian applicants or co-applicants should be in line with the normal market rates for this type of service.

➡ **Contingency reserve**

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

➡ **Eligible indirect costs**

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

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it 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 beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, **they are not eligible costs**. Contribution in kind could **not be considered as co-financing**.

➡ **Ineligible costs**

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- salary costs of the personnel of national administrations¹⁰

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

2.2.1. Application form

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

¹⁰ The salaries of civil servants are considered as co-financing in case they relate to the costs of activities which the relevant public authority would carry out for the purposes of the Action. However, these costs cannot be financed from the EU contribution.

All fields in grant application form marked with yellow colour shall be deleted when filling it out as they are explanations, and those marked with green are examples and shall be also deleted. Applicants must apply **in English**.

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the 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 grant application** form and the published annexes which have to be filled in (**Annex B. Budget and Annex C. Logical framework**) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes should be sent!

2.2.2. Where and how to send applications

Applications must be submitted in one **original and 1 copies in A4 size, each bound**. The complete application form (Part A: concept note and Part B: full application form), budget (Annex B) and logical framework (Annex C) must also be supplied in electronic format (CD-ROM) in a separate and single file (i.e. the application must not be split into several different files).

The electronic file must contain exactly the same application as the paper version enclosed.

The checklist (section 7 of Part B of the grant application form) and the **declaration by the lead applicant** (section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope. The Declaration must be handwritten, stamped and signed by the legally authorized representative. Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

The **co-applicants mandate** (section 4.2 of Part B of the grant application form) must be handwritten, stamped and signed by all legally authorized representatives

If it is the case, the **affiliated entity statement** (section 5.4. of Part B of the grant application form) must be handwritten, stamped and signed by all legally authorized representatives

The outer envelope must bear the **Title of the Programme, the Operational objective and priority for proposals**, together with the full name and address of the lead applicant, and the words '**Not to be opened before the opening session**' and '**Не відкривати до початку тендера**'/ '**«Не открывать до начала тендера»**.'.


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) at the address below:

Postal address:

**Eastern Partnership Territorial Cooperation - Managing Authority
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
44, Velyka Vasylykivska Street
01004 Kiev
Ukraine**

Address for hand delivery or by private courier service:

**Eastern Partnership Territorial Cooperation - Managing Authority
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
44, Velyka Vasylykivska Street**

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

Lead 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.**


2.2.3. Deadline for submission of applications

The deadline for the submission of applications is **19th of April, 2016** 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 **16:00 local time** as evidenced by the signed and dated receipt.

 Any application submitted after the deadline **will automatically be rejected**.

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

2.2.4. Further information about applications

 Information and training sessions on this Call for Proposals will be held by the Contracting Authority. Further details regarding the venue and exact date and hours for the information sessions shall be published on the programme website: **www.eaptc-ma.eu**

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: **eaptc-kiev@giz.de**

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

Questions that may be relevant to other applicants, together with the answers, will be published on the EuropeAid website: **www.eaptc-ma.eu**. 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 assistance of external assessors. All applications 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 section 2.1, the application **will be rejected on this sole basis**.

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

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

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

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

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

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

Scores

1. Relevance of the action	Sub-score	30
1.1 How 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 demonstrate a cross-border character? (i.e. fulfils at least one of the following criteria: (1) joint development, (2) joint implementation, (3) joint staffing, (4) joint financing)	5*	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE **50**

* a score of 5 (very good) will only be allocated if the proposal addresses all four criteria. If none of the four criteria is addressed, the proposal will automatically be rejected.

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

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

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

Secondly, the number of concept notes will be reduced, taking account of the ranking, 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 (EUR 6,600,000.00).

After the evaluation of concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation.

The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

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

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

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

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

➡ Scoring:

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

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient 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
2. Relevance of the action	30*
<i>*Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	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
4. Sustainability of the action	15
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?: <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

**Score transferred from the Concept Note evaluation*

⚠ If the total score for section 1 (financial and operational capacity) 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. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

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

The eligibility verification will be performed on the basis of the supporting documents requested by the Managing Authority (see section 2.4).

It will **only** be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

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

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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

1. The **statutes or articles of association** of the lead applicant, of each co-applicant and (if any) of each affiliated entity¹¹. Where the Contracting Authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the Special Conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹². This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. A copy of the **lead applicant's latest accounts** (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from the co-applicant(s) nor from (if any) affiliated entity(ies).
3. **Legal entity sheet** (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.]

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

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

4. A **financial identification form** of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
5. The recent copy of **company registration certificate** or any equivalent document obtained from the respective authorities (as defined according to the local legislation) also indicating the legal address of the applicant(s) (co-applicants, affiliated entities).

In addition to the above listed supporting documents the following will be required in case the action involves renovation, landscape design, etc.

6. **Proof that land or premise** is owned by applicant, co-applicant(s) or affiliated entities or it is leased at least for 10 years.
7. **Building permit** or the proof that such permit is not necessary by law.

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

Where these documents are in national languages of the involved countries, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into the language of the call for proposals (**into English**) .

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the Managing Authority, the application may be rejected.

During the eligibility check, the Managing Authority can cooperate with national authorities and delegations of the European Union in the Republic of Belarus and Ukraine to verify legal status of applicants as well as to ensure that there is no overlapping with other EU financing. These verifications and clarifications shall comply with principles of impartiality and confidentiality.

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

The final report shall be **sent to JDMC** for final approval.

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

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the decision

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

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

2.5.2. Indicative timetable

	DATE	TIME*
Information meeting (if any)	TBD	TBD
Deadline for requesting any clarifications from the Contracting Authority	29.03.2016	16:00
Last date on which clarifications are issued by the Contracting Authority	08.04.2016	-
Deadline for submission of applications	19.04.2016	16:00
Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	June 2016*	-
Information to lead applicants on the evaluation of the full applications (Step 2)	July 2016*	-
Notification of award (after the eligibility check) (Step 3)	August 2016*	-
Contract signature	October 2016*	-

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

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the Managing Authority web site www.eaptc.ma.eu.

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

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

► *Implementation contracts*

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)]

Annex D: Legal Entity Sheet]

Annex E: Financial identification form]

DOCUMENTS FOR INFORMATION¹³

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 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:

http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en

Annex J: Guidelines and Checklist for assessing Budget

Useful links:

Project Cycle Management Guidelines

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

The implementation of grant contracts

A Users' Guide

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

Financial Toolkit

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

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

¹³ These documents should also be published by the Managing Authority.