



Contracting Authorities:

The Delegation of the European Union to Serbia and
The Delegation of the European Union to Bosnia and Herzegovina

Cross-Border Programme Serbia – Bosnia and Herzegovina 2007-2013

under the Instrument for Pre-Accession Assistance (IPA),
Component II, allocations for 2012 and 2013

Open Call for Proposals

Guidelines
for grant applicants

3rd Call for Proposals

Budget lines

(for Serbia and Bosnia and Herzegovina):

22.020401

Reference: EuropeAid/136472 /DD/ACT/Multi

Deadline for submission of Application Forms: 20 July 2015

NOTICE

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.

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1. CROSS BORDER PROGRAMME SERBIA – BOSNIA AND HERZEGOVINA

1.1. BACKGROUND

These Guidelines are intended to be used by those applying for grants under the 3rd Call for Proposals (CfP) for the IPA **Cross-Border Programme Serbia – Bosnia and Herzegovina 2007-2013 (CBP SRB – BiH)**. The Cross-Border Programme is the result of a joint planning effort by the Serbian and Bosnia and Herzegovina governments. The CBP SRB – BiH analyses the socio-economic situation of the Serbia – Bosnia and Herzegovina border region, sets out a common strategy for remedying problems identified and formulates joint priorities and measures for development.

The CBP SRB-BiH is supported by the Cross-Border Cooperation Component (Component II) of the EU Instrument for Pre-Accession (IPA), under which € 3.6 million have been allocated for the period 2012-2013.

The programme area covers the west of Serbia including all the municipalities of Sremski, Macvanski, Zlatiborski and Kolubarski Districts and the north-eastern part of Bosnia and Herzegovina including the Sarajevo Region and the North-East Region.

The cross-border Programme Serbia-Bosnia and Herzegovina is implemented jointly by both countries. In Serbia the responsible institutions are:

- The EU Integration Office of the Government of the Republic of Serbia responsible for the overall coordination and implementation of the Programme in Serbia
- The Delegation of the European Union to the Republic of Serbia (Contracting Authority) responsible for all contracting and payment issues.

In Bosnia and Herzegovina, the responsible institutions are:

- The Directorate for European Integration in Bosnia and Herzegovina responsible for overall coordination and implementation of the Programme in Bosnia and Herzegovina and
- The Delegation of the European Union to Bosnia and Herzegovina (Contracting Authority) responsible for all contracting and payment issues.

Moreover, the implementation of the Programme is overseen by a Joint Monitoring Committee (JMC), which is composed of representatives from Serbia and Bosnia and Herzegovina. The JMC is also responsible for selecting projects to be financed under the Programme.

Both countries are assisted by a Joint Technical Secretariat (JTS), based in Užice in Serbia and composed of representatives from Serbia and Bosnia and Herzegovina. The JTS has an Antenna Office located in Tuzla in Bosnia and Herzegovina. The JTS is responsible for the day to day management of the Programme, including support and advice to potential applicants. The JTS in Užice and its Antenna Office in Tuzla are the main contact points for applicants for the CBP SRB - BiH.

More details about the programme area and the related development strategy and priority measures can be found in the Operational Programme for the CBP SRB - BiH available for download on the following websites: www.srb-bih.org, www.evropa.gov.rs and www.dei.gov.ba.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The CBP SRB - BiH addresses the need to develop and strengthen cross-border connections with the aim of promoting good neighbourly relations and the sustainable economic and social development of the Serbia - Bosnia and Herzegovina border areas.

Continuous, heavy rainfall in mid-May 2014 resulted in extensive flooding and landslides in a large area of the Balkans. Serbia and Bosnia and Herzegovina suffered the greatest damage, as the rain was the heaviest in 120 years of recorded weather measurements.

In Serbia, the floods affected some 1.6 million people. Around 32,000 people were evacuated from their homes. Health facilities, schools and agricultural lands were damaged.

In Bosnia-Herzegovina, over a million people were affected by flooding and almost 90,000 were displaced. The severe and widespread rains triggered over 3,000 landslides. Floods and/or landslides hit 75,000 houses, of which 25,000 were severely damaged or destroyed, and also caused extensive damage to livelihoods, health and water and sanitation facilities.

This Call for proposals was designed to help Serbia and Bosnia and Herzegovina in the recovery efforts allowing private persons, business and public services to resume their normal functions.

The Operational Programme for the CBP Serbia - Bosnia and Herzegovina sets out the following strategic and global objectives:

Strategic Objective:

To bring together the people, communities and economies of the border area to jointly participate in the development of a cooperative area, using its human, natural, cultural and economic resources and advantages.

Global Objective:

To stimulate the economies and reduce the relative isolation of the eligible area by strengthening joint institutional networks and capacities of human resources.

Specific objective for this Call for Proposals:

Maintaining the high quality of the environment of the eligible area as an economic resource by cooperating in joint protection and exploitation initiatives, helping Serbia and Bosnia and Herzegovina in the flood prevention, and recovery operations and emergency response

The above specific objective focuses on the establishment of a sound basis for the joint activities in the programme area.

Priority and Measures

This Call for Proposals refers to the following **Priority and Measure** identified in the Programme as follows:

Priority I	Social and economic cohesion through joint actions to improve physical, business, social and institutional infrastructure and capacity.
Measure 1.1.	Improving the productivity and competitiveness of the area's economic, rural and environmental resources.

Mainstreaming of Cross-cutting Issues

This Call for Proposals will take into account the mainstreaming of cross-cutting issues defined in the Operational Programme for the CBP SRB-BiH¹. When developing a project to address the specific measure, the following cross-cutting issues need to be mainstreamed into project activities²:

- **Gender equality safeguard and promotion:**
Equality between sexes has to be taken into consideration when setting the project objectives, defining activities and expected results. Equal opportunity prevails when women and men have the same rights, obligations and opportunities.
- **Ethnic minority rights safeguard and promotion, including promotion of their participation in decision-making processes:**
Enforcement of equal opportunity has to be secured in the project in order to promote integration of ethnic minorities and secure their participation in decision-making processes in line with project activities and expected results.
- **Integration of disabled persons:**
Enforcement of equal opportunity has to be secured in the project in order to promote integration of persons affected by disabilities and in securing their participation in project activities and in decision-making processes in line with project activities and expected results.
- **Safeguard and promotion of children's rights and promotion of children's participation in decision-making processes:**
The project should involve children as relevant stakeholders where and if appropriate (e.g. in case the specific project objective is in the sector mainly relating to children's needs, such as education, health, sports and culture, but also in sectors in which the project can indirectly influence their lives).
- **Public participation in decision-making processes:**
Securing public participation where appropriate throughout project activities, setting up consultative processes in developing strategies/policies, executing infrastructural works, or similar issues concerning the wider public and a wide range of different stakeholders.
- **Protection of environment & nature protection, preservation of biodiversity, measures to combat climate change:**
The project needs to describe how it will contribute to a better environment. The concept of environment involves not only issues of pollution, but issues of sustainable development, nature protection and biodiversity, renewable energy etc.

The purpose of the Programme is to implement long-term sustainable actions that promote cross-border cooperation. The Applicants should provide an overall description of the way in which the specific project can contribute to the preservation and sustainable use of environmental and natural resources and a description of other positive influence on the environment. The environmental impact should be assessed according to the nature and scope of the project, regional opportunities and the overall local conditions.

Please note: *Mainstreaming of cross-cutting issues will be scored in the evaluation of the project (please see below the Evaluation Grid Section STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION).*

¹ IPA CBP Serbia-Bosnia and Herzegovina, Section 3.3. Outputs and Results Indicators - The number of awarded projects, which systematically address, produce outputs, measure & report on at least 3 of the following cross-cutting issues increases by 10% per Call, so that by 2015 at least 50% of awarded projects incorporate cross-cutting issues in a quality manner.

² When considering how to mainstream cross-cutting issues in a specific project have in mind for instance:

- the accessibility of buildings;
- the method of delivery of training and other services;
- Environmentally friendly practices: recycling, use of renewable energies, reducing the carbon footprint.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

An overall indicative amount made available under this Call for Proposals is € 3.6 million, out of which € 1.8 million for Serbia and € 1.8 million for Bosnia and Herzegovina. The Contracting Authorities reserve the right not to award all available funds.

Please note that applicants have to include audit costs in their budgets.

Size of grants

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

Measure	Minimum and maximum amount of individual IPA grant
Measure 1.1	Minimum amount: € 300,000 Maximum amount: € 600,000

Please note:

Each action will be covered by two grant contracts: one awarded in Serbia and one in Bosnia and Herzegovina.

The application must contain two separate budgets (one per country allocation), and one joint budget for the entire action (see Annex B – Budget).

The minimum and maximum amounts refer to the value of each of the two grants separately, (not the sum of the two grants).

The Budget of the Action represents the total estimated eligible cost of the Action. It must include the grant requested from the Contracting Authority and the co-financing.

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

- **Minimum percentage: 50 % of the total eligible costs of the action**
- **Maximum percentage: 85 % of the total eligible costs of the action**

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.

Description of the measure	IPA 2012 and 2013 for Serbia	IPA 2012 and 2013 for Bosnia and Herzegovina
Measure 1.1 - Improving the productivity and competitiveness of the area's economic, rural and environmental resources.	€ 1,800,000	€ 1,800,000
Total	€ 1,800,000	€ 1,800,000

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.

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))
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Applicant

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

- be a legal person **and**
- be non-profit-making **and**
- be a specific type of organisation such as: public authorities and/or institutions, public sector operators, local authorities, public companies in charge of communal infrastructure and waste management and other public entities active in the field of environmental and nature protection and emergency planning **and**
- be established⁴ in Serbia when applying for the allocation for Serbia and be established in Bosnia and Herzegovina when applying for the allocation for Bosnia and Herzegovina⁵.
- 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.

⁴ 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.

⁵ According to provisions of Article 96(3) of the IPA Regulation (EC) No 718/2007 as amended by Regulation (EU) No 80/2010, "lead beneficiaries shall be established in the respective participating beneficiary country".

- (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;

In Part B sections 8.1 and 8.2 of the grant application form ('Declaration by the applicant 1 and Declaration by applicant 2'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations. Each Applicant must sign and stamp ***the Declaration by the Applicant, i.e. Applicant 1 and Applicant 2 separately***. The document must be signed and stamped by the legally authorised representative of the relevant institution or organisation.

The applicants must sign and stamp ***the Partnership Agreement between Applicants***, which defines the rules which shall govern the relationship between both applicants during the implementation of the action. By signing this agreement, both Applicants commit themselves to implementing the action as one project regardless of the two grant contracts under which it will be implemented (see Part B section 8.3 of the grant application form).

Each application will be submitted as a joint proposal formulated by two applicants acting in partnership, one applying for funds from the Contracting Authority in Serbia and one applying for funds from the Contracting Authority in Bosnia and Herzegovina.

The two Applicants submitting a joint proposal must appoint between themselves a Functional Lead Applicant who will be responsible for:

- the overall coordination of the project activities on both sides of the border and
- organizing joint meetings of project co-applicants, regular information exchange and correspondence,
- reporting to the Joint Technical Secretariat and the Contracting Authorities on the overall project progress.

Each applicant will act as the lead organisation for the part of the action whose costs they will bear, i.e. for the part of the action which will be implemented on their side of the border either by themselves or by their co-applicants.

The applicant may act individually or with co-applicant(s).

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 in Bosnia and Herzegovina and Serbia respectively. 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)

Each applicant may have as many co-applicants as they consider appropriate. The number and composition of the co-applicants should be coherent with the envisaged objectives and activities of the action.

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 itself.

Co-applicant(s) must sign, date and stamp the Mandate in Part B section 4.2 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*

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.

The action must involve cross-border cooperation in order to be eligible i.e. it must foresee cooperation of the cross-border applicants/co-applicants in at least one but preferably all of the following ways (IPA IR Art.95 (2)) :

- Joint project development: applicants cooperate in designing the action, filling in a joint grant application form and drawing up their respective budget;
- Joint financing: activities are financed by both applicants;
- Joint staffing: staff on both sides of the border act as one project team;
- Joint implementation: grant beneficiaries coordinate their activities across the border.

Duration

The initial planned duration of an action must be as follows:

- **The duration of the action may not be less than 6 months nor may it exceed 24 months.**

Sectors or themes

The measure will support infrastructure construction, rehabilitation and recovery of the area affected by floods in 2014, clean-up and restoration of polluted /damaged sites, as well as the development of more effective systems and approaches to emergency preparedness in relation to flood prevention and control.

Location

Actions must take place and have effect in both, the Serbian and Bosnia and Herzegovina parts of the programme area, as defined in the CBP SRB – BIH:

Serbia: All the municipalities of Srem, Mačva, Zlatibor and Kolubara Districts are eligible as follows: Srem District: Sremska Mitrovica, Šid, Inđija, Irig, Ruma, Stara Pazova, Pećinci; Mačva District: Šabac, Bogatić, Loznica, Vladimirci, Koceljevo, Mali Zvornik, Krupanj, Ljubovija; Zlatibor District: Bajina Bašta, Kosjerić, Užice, Požega, Čajetina, Arilje, Priboj, Nova Varoš, Prijepolje, Sjenica; Kolubara District: Valjevo, Osečina, Ub, Lajkovac, Mionica, Ljig) and

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

In case that the applicants propose the **activities** that would be implemented **outside of the programme area**, such activities may be considered to be accepted as justified only in the cases where the project objectives cannot be achieved or the project purpose cannot be met without them.

Types of action

The action should relate to the specific objective as stated in the section 1.2 above and must help Serbia and Bosnia and Herzegovina in the recovery effort allowing private persons, business and public services to resume their normal functions. The action can also contribute to risk reduction and improvement of floods control works in the cross-border area by taking joint actions and by increasing public awareness within the scope of strategic and global objectives of this Call for Proposals.

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

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- Actions concerned only or mainly with preparatory studies or preparation of Detailed Works Design;
- Actions without cross-border impact;
- Actions related to profit making activities;
- Actions aimed at supporting political activities or political parties;
- Actions confined to charitable donations;
- Actions related to:
 - the tobacco industry (CAEN code 16);
 - production of alcohol distilled beverages (CAEN code 1591);
 - arms and munitions (CAEN code 296).

Types of activity

The following list of possible types of activities is indicative only and is not exhaustive. Appropriate innovative activities that are not mentioned below may also be considered for support.

The actions shall envisage to contract not less than 60% (preferably more) of the direct eligible costs to procure works and/or supplies in the following areas:

- Joint actions in terms of reconstruction of transport infrastructure damaged by the floods;
- Joint actions in terms of reconstruction of existing flood prevention systems and facilities;
- Joint actions in terms of reconstruction of destroyed water supply, waste-water and solid waste disposal systems and facilities affected by floods;
- Small scale interventions in terms of flood relief;
- Cross-border cooperation between organisations involved in environmental protection and management of protected sites;
- Joint management and joint preservation of water resources and improvement of water quality;
- Identification and clean-up of uncontrolled waste disposal sites and development of prevention measures;
- Establishment and/or improvement of floods prevention systems in the cross-border area.

Financial support to third parties

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/work/visibility/index_en.htm).

Number of applications and grants per applicants

The applicant may not submit more than one application under this Call for Proposals.

An applicant may be awarded only one grant under this Call for Proposals.

The applicant may be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant may submit more than one application under this Call for Proposals.

A co-applicant may not be awarded more than two grants under this Call for Proposals.

A co-applicant may be the applicant or an affiliated entity in another application at the same time.

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

2.1.5. Eligibility of costs: costs that can be included

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

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

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

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 amount⁶
- 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).

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

⁶ 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.

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 and IPA Implementing Regulation).

The applicants (and where applicable its 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 Guidelines) will be carried out by an external body authorised by the Contracting Authorities (see Section 1.3. of this GfA):

Please note:

1) Applicants are reminded that PRAG Annex IV will have to be applied for acquisition of supplies/equipment, services and works, including rule of origin for supplies

2) Civil servants or other public employees of central and local administrations of the Beneficiary countries, which participate under this Call for Proposals, may not receive for their contribution to the action other than their salaries in the respective institution.

Those salaries shall be eligible for IPA financing to the extent that they relate to the cost of activities which the relevant public authorities would not carry out if the project concerned were not undertaken.

If the same salaries are already covered by assigned resources of the central and local administrations and do not generate additional costs for the beneficiary, they are ineligible for EU financing but may constitute the co-financing required by the beneficiary for the implementation of the action in question.

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 applicant may be asked to justify the percentage requested 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.

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 shall not be considered eligible:

- a) taxes, including value added taxes
- b) customs and import duties, or any other charges
- c) purchase, rent or leasing of land and existing buildings
- d) fines, financial penalties and expenses of litigation
- e) operating costs
- f) second hand equipment
- g) bank charges, costs of guarantees and similar charges
- h) conversion costs, charges and exchange losses associated with any of the action specific euro accounts, as well as other purely financial expenses
- i) contributions in kind
- j) interest on debt
- k) debts and debt service charges (interest);
- l) provisions for losses or potential future liabilities;
- m) costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- n) update and/or preparation of project documentation for works that will not be carried out during the Action.

By way of derogation from paragraph above, the following expenditure shall be eligible:

- a) value added taxes, if the following conditions are fulfilled:
 - (i) they are not recoverable by any means,
 - (ii) it is established that they are borne by financial beneficiary, and
 - (iii) they are clearly identified in the project proposal.
- b) charges for transnational financial transactions;
- c) where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts,
- d) legal consultancy fees, notarial fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation or implementation.
- e) the cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or European Union legislation,
- f) overheads, provided they are based on real costs attributable to the implementation of the operation that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed
- g) the purchase of land for an amount up to 10% of the eligible expenditure of the operation concerned.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: https://ec.europa.eu/europeaid/search/site/pador%20onlineservice_en

2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A).

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 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 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 application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL 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 2 copies in A4 size, each bound. The complete (grant) application form (Part A: concept note and Part B: 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 application form 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 the grant application form) and the Declarations by the applicants (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the full name and address of the applicant, and the words '*Not to be opened before the opening session*' and '*Ne otvarati pre sastanka za otvaranje*', i.e. '*Ne otvarati prije sastanka za otvaranje*'.

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:

**Zajednički tehnički sekretarijat za IPA Prekogranični program Srbija – Bosna i Hercegovina
Nemanjina 52
31 000 Užice
Srbija**

Applications 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 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 the submission of Applications

The deadline for the submission of applications is July 20, 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 15:00 hours 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 sessions on this Call for Proposals will be held in Serbia and in Bosnia and Herzegovina. The dates and locations of these sessions will be announced within 3 days of the launch of this Call for Proposals on the Programme website www.srb-bih.org, on the website of the Department for Cross-Border and Transnational Cooperation Programmes of the EU Integration Office of the Government of the Republic of Serbia: www.evropa.gov.rs, on the website of the Directorate for European Integration of Bosnia and Herzegovina: www.dei.gov.ba and on the websites of Contracting Authorities in the Republic of Serbia: <http://www.europa.rs/> and in Bosnia and Herzegovina: www.europa.ba

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

E-mail address: office@srb-bih.org

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 applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or 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>, on the website of the Department for Cross-Border and Transnational Cooperation Programmes of the EU Integration Office of the Government of the Republic of Serbia: www.evropa.gov.rs, on the website of the Directorate for European Integration of Bosnia and Herzegovina: www.dei.gov.ba, on the website of the Contracting Authorities in the Republic of Serbia: <http://www.europa.rs/> in Bosnia and Herzegovina: <http://europa.ba/>, and on the Programme website www.srb-bih.org as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published.

2.3. 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 Application Form satisfies all the criteria specified in points 1-15 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 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

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)? Is the proposed action likely to have a clear cross-border benefit/impact?	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 and rights of minorities [<i>and the other additional elements indicated under 1.2. of these Guidelines</i>]	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

**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 300% of the available budget for this Call for Proposals.

After the evaluation of Concept Notes, the Joint Steering Committee 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. Additionally, in order to timely prepare necessary documentation related to execution of works (see Section 2.4.), pre-selected applicants will be informed on their obligation to provide additional supporting documents during the contracting phase if their project involves the execution of works. The Joint Steering Committee will then proceed with the applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

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
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 taking into account 4 elements of cross-border cooperation (joint development, joint implementation, joint staffing and joint financing)?	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?: - 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

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.

(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

All applicants are requested to supply the following documents together with the application form in order to allow the Joint Steering Committee to verify the eligibility of the applicants, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

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)⁷. 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 period), unless a change in legal status has occurred in the meantime⁸.
2. 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. 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.
3. 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.

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 or in the language of the countries where the action is implemented, a translation into English or in the languages of the countries where the action is implemented 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 the/ language of the call for proposals, 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 the/ language of the call for proposals or the languages of the countries where the action is implemented.

If the abovementioned supporting documents are not provided, the application may be rejected.

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. For all the provisionally selected applicants whose project involves the execution of works, submission of the following documents will be requested in addition to the aforementioned ones as a precondition before entering into contracting phase::

1. Positive Decision on Environment Impact Assessment or a statement from the relevant public authority that the latter is not needed for the specific activities OR approved by the relevant authorities Environment Impact Assessment;
2. Proof of ownership or long term lease (10 years after the signature of the contract) of the land /assets;
3. Preliminary Works Design or Detailed Works Design;

⁷ 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.

⁸ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

4. All necessary legal authorisations (e.g.: location and construction permits);
5. Indicative Priced Bill of Quantities – calculated in EUR.

When the production of any or part of the above mentioned documents is foreseen during the implementation such documents should be provided to the Contracting Authority prior to launching of the respective works tender.

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.

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)	Will be published separately	Will be published separately
Deadline for requesting any clarifications from the Contracting Authority	29. 06. 2015.	n/a
Last date on which clarifications are issued by the Contracting Authority	9. 07. 2015.	n/a
Deadline for submission of Application Form	20. 07. 2015.	15.00
Information to applicants on opening, administrative checks and concept note evaluation	September 2015*	n/a
Notification of award	January 2016*	n/a
Contract signature⁹	March 2016*	n/a

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

⁹ Note that according to the financial regulation, in direct management the grant contract must be signed within 3 months following the notification of the award decision. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including Multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Delegations' websites.

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

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's 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.

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.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework

Annex D: Legal Entity Sheet¹⁰

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 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)

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

The implementation of grant contracts - A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?chapterId=497>

Financial Toolkit

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

¹⁰ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.