



## Guidelines for applicants

### CIVIL SOCIETY DEVELOPMENT IPA 2011 CIVIL SOCIETY FACILITY MONTENEGRO PROGRAMME Reference: EuropeAid/132794/L/ACT/ME

*Project: "Local Coalitions for Community Development"  
Sub-granting Programme*

***Deadline for submission of proposals: 22<sup>nd</sup> July 2013***

## 1. BACKGROUND

The two year project "Local Coalitions for Community Development" ( December 2012/ November 2014) aims to help enhance the contribution of NGO-s to Montenegro's advancement in the EU approximation process, with particular view to community development initiatives and their participation in civil dialogue on key issues related with democratic governance at local level.

The project's specific activities and their sequence are structured in the way to support the active participation of all the target groups, NGO-s, their networks and the local governments to address the key priority areas, sectors and themes defined by the present call, more specifically in public administration reform, capacity building and development of CSO-s, environment protection and sustainable development, EU approximation, social dialogue and decentralisation of government.

The action is aimed to help create partnerships at local level to further public policy planning and implementation of the co-operation agreement between NGO-s and local governments adopted in support to effective implementation of local development strategy.

## 2. Objectives and priority issues

*Main objectives and priority issues of the present call are:*

- Strengthen the capacity of CSO-s to engage in local community development strategies;
- Enhance wider participation and institutionalised forms of public consultation in policy/decision making at local level;
- Strengthen the role of grass- root CSO-s in local democracy development, human/minority rights and intercultural dialogue, empowerment of youth, gender equality, provision of social services and environment protection;
- Develop capacity of CSO-s for cross-sectoral partnership building and civil dialogue;
- Reinforce the role of CSO-s in public administration reform and EU approximation process;



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*Specific objective* : Contribute to strengthening and sustaining of the role of grass - root CSO-s in community development through capacity building and issue based networking for policy reforms.

### 3. Financial allocation

The overall amount made available for the present Sub-granting Programme is max. 80.000 EUR. The Contracting Authority – Association of Local Democracy Agencies – reserves the right not to award all the available funds.

Size of sub-grants

Any grant awarded under the present call must fall within the following minimum and the maximum amounts which will be awarded per sub-grant:

Min.: 8.000 EUR

Max.: 10.000 EUR

Any grant awarded under the present call must fall between the following minimum and maximum percentage of total eligible cost of the action:

Minimum 50% - 95% of the total estimated eligible costs of the action.

Any balance between the total cost of the action and the amount requested from the Contracting Authority must be financed by the applicant's or partners' own resources, or resources other than the EU budget or the European Development Fund.

### 4. Eligibility of Applicants, Partners

In order to be eligible for a grant, applicants **must**:

- ✚ be legal persons, non-profit making, civil society organizations **and**
- ✚ be nationals of Montenegro, registered NGO-s operating in the following municipalities: Niksic, Kotor, Bijelo Polje, Rozaje, Ulcinj and Danilovgrad,
- ✚ Locally registered CSO-s with annual turnover of less than EUR 20.000, duly evidenced for the previous three years,
- ✚ Registered CSO-s that have never been Beneficiary of an EU grant or the recipient of only one EU grant under a Contract with the European Commission duly evidenced with the Declaration of Applicant,
- ✚ be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary,

An applicant **shall not** submit more than one application under this Call for Proposals.

An applicant **shall not** at the same time be a partner in another application.

Partners **may** take part in two applications at most.

### 5. Eligibility of actions

Small-grant activities should have a duration of minimum **6 months and maximum 10 months**.

Location of the action: Montenegro, municipalities Niksic, Bijelo Polje, Kotor, Rozaje, Ulcinj and Danilovgrad



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### Eligible activities that can be supported under this call:

- Civil society participation in public monitoring on local public policy implementation;
- Civil society participation in drafting local public policy documents
- CSO-s issue based networking at intra-municipal and inter-municipal level
- Gathering, processing and provision of information on implementation of municipal Co-operation agreements between CSO-s and local authorities
- Capacity building and actions in support to effective service provision of NGO-s in areas of local sustainable development, social care, environment protection
- Actions in support to promotion of human/minority rights in local community, intercultural dialogue and understanding
- Actions in support to gender equality, empowerment of youth, social inclusion
- Actions promoting social dialogue
- Actions promoting transparency and participation in policy/decision making at local level
- CSO-s actions in support to implementing the local social, economic development or cultural policies

### Types of activity:

- Networking and partnership building for collaborative drafting of local public policy documents
- Monitoring and evaluation of the service delivered by the public sector
- Exchange of know-how and experience at local/regional level
- Gathering, processing and provision of information
- Training programmes design and delivery
- Local capacity building and awareness raising actions in support to EU integration process
- Monitoring of local harmonisation and implementation of *Acquis*
- Organising local public debates, workshops, seminars
- Conducting research work and local public surveys
- Translation, publication via internet, dissemination of project results

### The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with study visits or participation in international forums;
- infrastructure projects or projects essentially focused on the purchase of equipment;
- purchase and/or renovation of buildings or offices;
- activities undertaken before signature of the contract;
- actions aimed at profit making activities;
- actions related to charitable donations;
- actions already funded by other Community programmes.



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## 6. Eligibility of costs

The following costs are not eligible:

- debts and debt service charges
- VAT
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- currency exchange losses;
- credit to third parties;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- second hand equipment;
- bank charges and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro
- accounts, as well as other purely financial expenses;
- any leasing costs; and
- depreciation costs.

## 7. Deadline for application and application process

Applications in one original and three (3) copies in A4 size, each bound, must be submitted. The applications must contain:

- 1) application form,
- 2) budget,
- 3) logical framework;

These three documents also supplied in electronic format (CD-Rom) containing exactly the same application as the paper version.

In addition one (1) copy of the following supporting documents must be supplied:

1. Proof of Registration
2. Statute of the association
3. Balance sheet for the last three years

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand delivery before 4.00 P.M on 22<sup>nd</sup> July 2013.(signed and dated certificate of receipt will be given to the deliverer) at the address below:

*Postal address:*

*Agencija lokalne demokratije Niksic  
Karadjordjeva 29  
81400 Niksic*



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The Checklist (Section 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 of Part B of the grant application form) must be stapled separately and enclosed in the envelope. The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the number and the full name and address of the applicant, and the words "Not to be opened before the opening session" and " **Ne otvarati prije zvaničnog sastanka za otvaranje prijava projekata**".

Questions may be sent by e-mail, no later than 7 days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:

E-mail address: [ldamontenegro@aldaintranet.org](mailto:ldamontenegro@aldaintranet.org)

The Contracting Authority has no obligation to provide further clarifications after this date. Replies will be given no later than 5 days before the deadline for the submission of applications. In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities. Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website: [www.alda-europe.eu](http://www.alda-europe.eu) It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

## 8. EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. The award criteria presented below enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as 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 criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

<b>EVALUATION GRID</b>	
<b>SECTION</b>	<b>Maximum score</b>
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and its partners have sufficient experience of project management?	5
1.2 Do the applicant and its partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and its partners have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
<b>2. Relevance of the action</b>	<b>20</b>
Evaluation of the Relevance of the action, sections : 1.1 /1.2 and 1.3	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5



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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?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
<b>4. Sustainability of the action</b>	<b>20</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information)	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> )	10
<b>5. Budget and cost-effectiveness of the action</b>	<b>20</b>
5.1 Are the activities appropriately reflected in the budget?	10
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
<b>Maximum total score</b>	<b>100</b>

If any of the requested information in the Application form is missing or is incorrect, or the applicant does not provide ALL the requested supporting documents, the application may be rejected on that **sole** basis and the application will not be evaluated further.

## 9. SUBMISSION OF SUPPORTING DOCUMENTS

All applicants shall supply the following documents, along with the application form:

1. The statutes or articles of association of the applicant's organisation.
2. The copy of the Registration document of the applicant and the partners.
3. Copy of the applicant's accounts (the profit and loss account and the balance sheet for the previous three years).

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into the language of the call for proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analyzing the application.

Based on the verification of the supporting documents by the Evaluation Committee, it will make a final recommendation to the Contracting Authority which will decide on the applications which will undergo a technical assessment of their content.



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## 10. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the evaluation report including the evaluation grid.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further Section 2.4.15 of the Practical Guide.

INFORMATION SESSIONS INDICATIVE TIME TABLE	DATE/TIME	PLACE
Deadline for request for clarifications from the Contracting Authority	5th July 2013	
Deadline for the clarifications to be published on the website of the Contracting authority : <a href="http://www.alda-europe.eu">www.alda-europe.eu</a>	8th July 2013	
Information session 1	31st May	Kotor town hall
Information session 2	tbc	Niksic
Information session 3	13th June	Bijelo Polje, town hall
Information session 4	tbc	Ulcinj
Deadline for submission of the project proposals	22nd July 2013	

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the website: [www.alda-europe.eu](http://www.alda-europe.eu)

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

### Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract once it is signed by the Contracting Authority and the beneficiary.

## 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 10

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: PADOR OFF-LINE FORM11

### DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS

ANNEX IV: CONTRACT AWARD PROCEDURES

ANNEX V: STANDARD REQUEST FOR PAYMENT

ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT



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