



Cross-Border Cooperation Programme
Montenegro-Albania 2021-2027
under the Instrument of Pre-Accession Assistance (IPA III)

1st Call for Proposals

INFORMATION SESSION

Guidelines for Grant Applicants

Directorate for Finance, Contracting and Implementation of the
EU Assistance Funds (CFCU), Ministry of Finance of Montenegro

***Disclaimer:** The presentations are provided as information only. The application package and guidelines remain the official documents.*

1st Call for Proposals under CBC Programme Montenegro-Albania

- **Restricted Call for Proposals – 3 steps**
- **Deadline for submission of Concept Notes (STEP 1):**
31st October 2025
- **Deadline for submission of Full Application (STEP 2):**
30th January 2026
- Application package is available at the following websites:
- <https://www.cbc-mne-alb.org/me/objavljen-prvi-poziv-u-okviru-programa-crna-gora-albanija-2021-2027/>
- <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/prospect-details/184545PROSPECTSEN>
- <https://www.gov.me/clanak/prvi-poziv-za-dostavljanje-prijedloga-projekata-za-program-prekogranicne-saradnje-crna-gora-albanija-2021-2027-u-okviru-instrumenta-pretpristupne-pomoci-ipa-iii>

THE ACTORS

Lead Applicant

- ✓ Must comply with all criteria given in the Guidelines for Applicants;
- ✓ Signs Declaration by the Lead applicant;
- ✓ PART A, SECTION 3 (Concept Note);
- ✓ PART B, SECTION 8 (Full application).

Co-applicant

- ✓ Must comply with all criteria requested for the Lead Applicant;
- ✓ Signs Mandate for co-applicant(s);
- ✓ PART B, SECTION 4 of the Grant Application Form.

Affiliated entity

- ✓ Must comply with all criteria requested for the Lead Applicant and Co-applicant;
- ✓ Signs Affiliated entity(ies) statement;
- ✓ PART B, SECTION 5 of the Grant Application Form.

Associates and Contractors

- ✓ PART B, SECTION 6 of the Grant Application Form.

OBJECTIVES AND PRIORITIES OF THE CfP

Overall objective:

To promote good neighbourly relations, foster Union integration and contribute to social, economic and territorial development by improving the quality of life of the population in the programme cross-border area by tourism development based on cultural/natural heritage and by protecting the environment.

THEMATIC PRIORITIES	SPECIFIC OBJECTIVE(S):
Thematic priority 2: Protecting the environment and promoting climate change adaptation and mitigation, risk prevention and management	2.1 The cross-border territory is more environmentally sustainable and resilient
Thematic priority 5: Tourism and cultural heritage	1.1 Cross-border tourism and cultural/natural heritage contributes more to cross-border economic development 1.2 To upgrade the competitiveness of service providers/SMEs in the tourism sector

SECTORS AND THEMES OF THE CFP

Actions will fall under **ONLY ONE** of the following thematic priorities/specific objectives and will have to prove their contribution to attain **ONE OR MORE** of their intended **RESULTS**:

SPECIFIC OBJECTIVE	RESULTS
2.1 The cross-border territory is more environmentally sustainable and resilient	Result 2.1.1 Improved capacities to adapt to climate change and respond to natural disasters and management. Result 2.1.2 Enhanced protection of the environment through pollution control and strengthened public services
1.1: Cross – border tourism and cultural/natural heritage contributes more to cross-border economic development	Result 1.1.1 Improved and diversified offer of tourism products based on joint initiatives for the utilization of cultural and natural heritage;
1.2 To upgrade the competitiveness of service providers/SMEs in the tourism sector	Result 1.2.1 Capacities of tourist entrepreneurs to provide competitive and innovative services enhanced.



Application have to refer to the programme's thematic priorities/specific objective under which action is meant to contribute, as well as the programme's result(s) affected by the action, and the programme's core and specific indicators that will be instrumental to measure the action's success.

FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

Indicative EU-funded allocations by specific objective:

Thematic priority/specific objective	Allocation
TP2: Protecting the environment and promoting climate change adaptation and mitigation, risk prevention and management	EUR 3.740.000,00
2.1 Tourism and cultural heritage	EUR 3.740.000,00
TOTAL	EUR 7.480.000,00



SIZE OF THE GRANTS

Grant minimum and maximum amounts:

Thematic priority/Specific objective	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
TP 2: Protecting the environment and promoting climate change adaptation and mitigation, risk prevention and management	EUR 350,000.00	EUR 600,000.00
TP 5: Tourism and cultural and natural heritage	EUR 350,000.00	EUR 750,000.00

Grant 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.



Please note that in the event the requested EU contribution is not between the minimum and maximum allowed, the applications will not be evaluated.

DURATION OF THE ACTION

The initial planned duration of an action or operation shall meet the following requirements:

Thematic priority/Specific objective	Minimum number of months	Maximum number of months
2.1 The cross-border territory is more environmentally sustainable and resilient	18	30
1.1 Cross – border tourism and cultural/natural heritage contributes more to cross-border economic development	18	30
1.2 To upgrade the competitiveness of service providers/SMEs in the tourism sector	18	30

LOCATION/PROGRAMME AREA



Actions must have as final beneficiaries the population of the programme area!

For Montenegro: Andrijevica, Bar, Berane, Budva, Cetinje, Danilovgrad, Gusinje, Kolašin, Petnjica, Plav, Podgorica, Rožaje, Tuzi, Ulcinj, Zeta

For Albania: Shkoder/Skadar, Malesia e Madhe, Vau I Dejes, Puke, Fushe Arrez, Lezhe, Kurbin, Mirdite, Tropoje

ELIGIBILITY OF APPLICANTS

- Applicant must act with **at least one co-applicant**
- If the applicant is established in Montenegro, at least one co-applicant must be established in Albania, and vice versa
- **Maximum number** of co-applicants/affiliated entities involved in the action is **3**
- Application **cannot have more than 4 entities** involved in total.
- **Co-applicants** must satisfy the same eligibility criteria as applicable to the lead applicant
- Co-applicants must sign the mandate in *Part B Section 4.2* of the grant application form.



See **Section 2.1.1** of the *Guidelines for Grant Applicants (GfA)*

ELIGIBILITY OF APPLICANTS

In order to be eligible for a grant, **the lead applicant MUST be:**

- Legal person, **and**
- Non-profit-making, **and**
- Effectively established in either Montenegro or Albania, **and**
- 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**
- One of the institutions or organisations **specified in the Section 2.1.1 of the GfA for each thematic priority**

ELIGIBLE TYPE OF ACTIONS

Actions selected **MUST**:

- Take place in the specific programme area of Montenegro and/or Albania
- Have cross-border impacts and benefits in parts of the programme area of Montenegro and Albania;
- Foresee cooperation of the cross-border applicant and co-applicant(s) in both:
 - **JOINT development** of the action, application form and budget
 - **JOINT implementation** of activities across the border, and carry out **most of the project activities together**
- Foresee cooperation of the cross-border applicant and co-applicant(s) in either:
 - **JOINT staffing** i.e. staff on both sides of the border act as **one project team** (e.g. staff carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.) **OR**
 - **JOINT financing** i.e. activities are financed by the applicant's and co-applicant(s)'s own budget **OR**
 - **Both joint staffing and financing.**





INELIGIBLE TYPE OF ACTION

- **Individual sponsorships** for participation in workshops, seminars, conferences and congresses OR for studies or training courses or research
- Actions that may result in **violation of human rights in partner countries or causing significant adverse effects on the environment of the climate**
- Upgrading of infrastructure and equipment in **privately owned facilities**
- **Preparatory studies or the preparation of preliminary design for works** to be carried out as part of the operation
- Actions **without a real cross-border impact and benefits**
- Actions **linked to political parties**
- Commercial and **profit-making** activities
- Actions confined to **charitable donations**
- Actions covered and **financed by other EU funded programmes**

TYPE OF ACTIVITIES



See **Section 2.1.3** of the *Guidelines for Grant Applicants (GfA)*

- List of activities provided in GfA is extracted from the IPA III CBC programme document and it is **not exhaustive**
- Appropriate activities that are not mentioned in the list may also be considered for financing when they can **clearly contribute to the achievement of the call's priorities**



Please note that applicants may not propose activities under financial support to third parties!

NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS/AFFILIATED ENTITIES

- The lead applicant **may not submit more than 2 applications** under this call for proposals as a **lead-applicant**
- The lead applicant may **not be awarded more than 1 grant** under this call for proposals as a **lead-applicant**
- The lead applicant may be a co-applicant or an affiliated entity **in 1 application at the same time**
- A co-applicant/affiliated entity **may not be** the co-applicant or affiliated entity **in more than 2 applications** [per thematic priority/specific objective] under this call for proposals
- A co-applicant/affiliated entity **may not be** awarded **more than 1 grant** under this call for proposals.



Please note that in the event of failure to fulfil these requirements, the applications of all concerned entities **will be rejected.**

EVALUATION

- Applications will be **examined and evaluated by the Contracting Authority** which establishes the Evaluation Committee with the possible assistance of external assessors
- **Evaluation Committee** consists of:
 - ✓ Chairperson
 - ✓ Secretary
 - ✓ At least 3 voting members
- If the examination of the application reveals at any time that the proposed action **does not meet the eligibility criteria stated in Section 2.1 of GfA**, the application **will be rejected** on this sole basis.
- All applications will be assessed according to the **following steps under restricted procedure**:
 - ✓ **STEP 1:** Opening & administrative checks and **Concept Note** evaluation
 - ✓ **STEP 2:** Opening & administrative checks and evaluation of the **Full Application**
 - ✓ **STEP 3: Verification of eligibility** of the applicants and affiliated entity(ies) and other supporting documents

SELECTION OF APPLICATIONS – **STEP 1**

Submission of the **CONCEPT NOTE** (PART A of the grant application form)

- Administrative check
- Evaluation of Concept Notes based on a predetermined evaluation criteria (relevance and design of the action)
- Overall score **50 points** → relevance of the action (20) and design of the action (30)
- List will be drawn up with the proposed actions ranked according to their total score
- Only the concept notes with a score of **at least 30** will be considered for pre-selection
- Number of concept notes will be reduced, considering ranking per thematic priority/specific objective, to the number of concept notes whose total aggregate amount of requested contributions is equal **to at least 200% of the available budget**
- After the evaluation of concept notes, **pre-selected lead applicants will subsequently be invited to submit full applications**

SELECTION OF APPLICATIONS – **STEP 2**

Applicants for which the Concept Note has been assessed as satisfactory **FULL APPLICATION** will be evaluated (**PART B of the grant application form**)

- **Administrative check**
- **Evaluation criteria:** selection criteria and award criteria
- Overall score **100** → distributed in line with the evaluation grid in GfA
- 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**
- Table will be drawn up listing the **applications ranked according to their score**
- Applications with **less than 70 points** as score in the ranking list **will not be recommended for funding** by the Evaluation Committee.
- The **highest scoring applications** will be provisionally selected until the available budget for this call for proposals is reached
- Reserve list will be drawn up following the same criteria (200%) in case more funds become available during the validity period

VERIFICATION OF ELIGIBILITY OF APPLICANTS- **STEP**

3

Verification of **ELIGIBILITY** upon completion of the evaluation of the full application:

- Lead applicant whose application has been provisionally selected or placed on the reserve list will be **requested to supply the supporting documents** (see *Sections 2.2.5 & 2.4 of the GfA*)
- Assessment of the supporting documents by default **ONLY** 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
- 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
- The eligibility of applicants and the affiliated entity(ies) will be **verified according to the criteria set** out in *Section 2.1.1. and 2.1.2 of the GfA*
- 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

WHERE AND WHEN TO SEND CONCEPT NOTES/FULL APPLICATION

- Applications must be submitted in a sealed envelope **by post, private courier service or by hand-delivery** (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

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The Ministry of Finance
The Directorate for Finance, Contracting and Implementation of the EU
Assistance Funds (CFCU)
Stanka Dragojevića 2, 81000 Podgorica Montenegro **(for hand delivery room 5)**
Opening hours of the Contracting Authority: 07:00 – 15:00h

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- Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses **will be rejected**
- **Submission deadline for Concept Note : 31st October 2025** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.
- **Submission deadline for Concept Note hand delivery: 31st October 2025 by 14:30h**
- The **deadline for the submission of full applications** will be indicated in the **letter** sent to the lead applicants whose application has been pre-selected
- Any application submitted after the deadline **will be rejected**

HOW TO SEND CONCEPTS NOTES/FULL APPLICATION

- The applications by the lead applicant must be submitted in **one original and 3 copies** in A4 size, each bound
- Applicants must apply **in English**
- **Hand-written applications will not be accepted**
- **Electronic version** (CD-ROM or a USB memory stick) along with the paper version in a sealed envelope. The electronic file must contain exactly the same application as the paper version enclosed.
- Where lead applicants send several different applications, each one must be sent separately.
- The envelope **MUST** have:
 - ✓ **Reference number and the title** of the call for proposals
 - ✓ **Full name and address** of the lead applicant
 - ✓ Marked with words '**Not to be opened before the opening session**' and '**Ne otvarati prije sastanka za otvaranje prijedloga projekata.**'



*Lead applicants are advised to verify that their concept note is complete using the **checklist for concept note** (Part A Section 2 of the grant application form) and **checklist for full application** (Section 7 of Part B of the grant application form). **Incomplete applications may be rejected!***

FURTHER INFORMATION

ABOUT CONCEPT NOTE/FULL APPLICATIONS

- Questions may be sent **by e-mail no later than 21 days before** the deadline for the submission of concept note/full application on the following email address: cfpmne.alb@mif.gov.me
- Replies will be given **no later than 11 days before** the deadline for submission of concept note/full application
- **No individual replies** will be given to questions.
- All questions and answers as well as other important notices will be **published** on the **following websites**:
 - ✓ The programme website <https://www.cbc-mne-alb.org/>
 - ✓ The website of the contracting authority <https://www.gov.me/mif>
 - ✓ The website of DG International Partnerships https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en or
 - ✓ Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/fundingtenders/opportunities/portal/screen/home>



*It is therefore advisable to **consult the abovementioned website regularly** in order to be informed of the questions and answers published*



INDICATIVE TIMETABLE

	DATE	TIME
1. Information meeting (if any)	TBD	TBD
2. Deadline for requesting any clarifications from the contracting authority	10 th October 2025	15:00h
3. Last date on which clarifications are issued by the contracting authority	20 th October 2025	-
4. Deadline for submission of concept notes	31 st October 2025	14:30h
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1) and invitations to submit full applications	16 th December 2025	-
6. Deadline for submission of full applications	30 th January 2026	14:30h
7. Notification of the contracting authority decision	7 th May 2026	-
8. Contract signature	15 th June 2026	-

Q&A





CBC Montenegro-Albania

THANK YOU FOR YOUR ATTENTION!

Good luck!

cfpmne.alb@mif.gov.me