



Ministry of Finance of Montenegro  
Directorate for Finance and Contracting of the EU assistance funds

# Cross-Border Cooperation Programme Montenegro-Albania for the years 2014 and 2015


## 1<sup>st</sup> Call for Proposals

Information session


# 1st Call for Proposals under Cross-Border Cooperation Programme Montenegro-Albania 2014-2020

- ▶ Published on **15<sup>th</sup> July 2016**, according to the rules for **restricted calls for proposals**
- ▶ Deadline for submission of Concept Notes is **13<sup>th</sup> September 2016**
- ▶ Application package is available at the following websites:
- ▶ <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1468573664935&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=138208>
- ▶ <http://www.mf.gov.me/vijesti/163130/Poziv-za-dostavljanje-predloga-projekata-u-okviru-prekogranicnog-programa-Crna-Gora-Albanija.html>

## Restricted Call for Proposals

- In the first phase, only the Concept Note shall be submitted (**CONCEPT NOTE – PART A OF THE GRANT APPLICATION FORM**)
  - The pre-selected applicants will receive the invitation to submit Full Applications (**FULL APPLICATION FORM – Part B OF THE GRANT APPLICATION FORM**)
  - After the evaluation of the full applications, the eligibility check of the provisionally selected applicants will be performed
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# 1st Call for Proposals under Cross-Border Cooperation Programme Montenegro-Albania 2014-2020

- ▶ The programme area in **Montenegro** covers municipalities: Andrijevica, Berane, Plav, Gusinje, Petnjica, Rožaje, Podgorica, Cetinje, Danilovgrad, Budva, Bar and Ulcinj.
  - ▶ The programme area in **Albania** includes the regions of Shkodra and Lezha and the district of Tropoja. Tropoja district has 1 Municipality of Bajram Curri, and 7 Communes – Bujan, Bytyc, Fierze, Lekbibaj, Llugaj, Margegaj and Tropoja.
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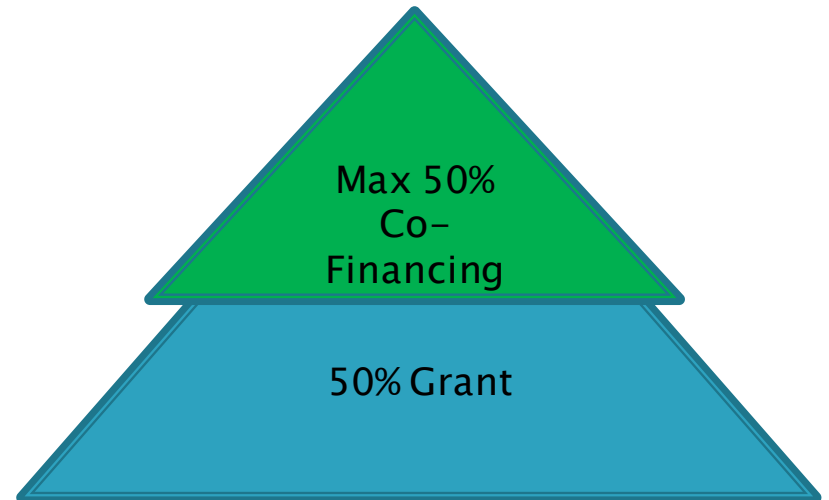
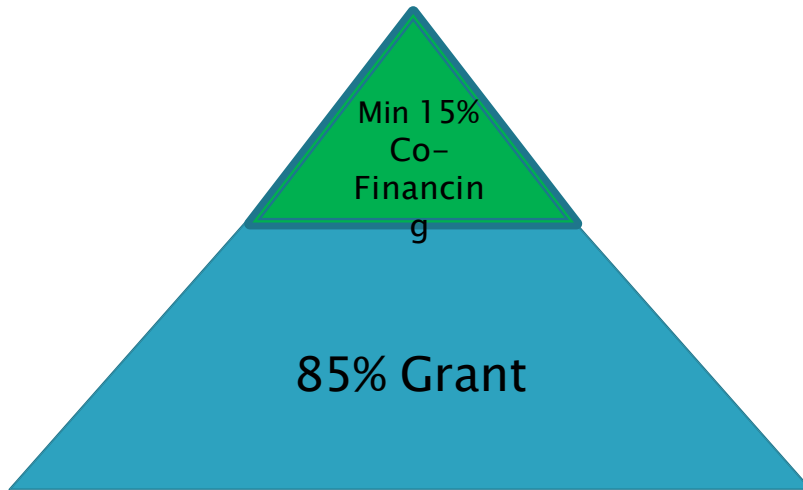
# Objectives and priority issues of the Call for Proposals

- ▶ The **global objective** of this call for proposals is to promote/strengthen good neighbourly relations and socioeconomic development of the border regions, through valorising its touristic potentials, an environmentally sustainable and socially inclusive economic development, with respect for its common cultural and natural heritage.
- ▶ The **specific objective(s)** of this call for proposals is/are the following:
  - ▶ 1. To enhance the competitiveness of the tourism sector by the economic valorisation of the cultural and natural heritage
  - ▶ 2. To further protection of environmental resources in lake and alpine areas
  - ▶ 3. To foster employability and social inclusion
- ▶ The **thematic priorities** of this grant scheme are the following:
  - ▶ 1. Encouraging tourism, culture and natural heritage
  - ▶ 2. Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management
  - ▶ 3. Promoting employment, labour mobility and social and cultural inclusion across the border

# Size of grants

- ▶ Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:
- ▶ **Thematic priority 1 : Encouraging tourism, culture and natural heritage**
  - ▶ minimum amount: EUR 100,000.00
  - ▶ maximum amount: EUR 500,000.00
- ▶ **Thematic priority 2: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management**
  - ▶ minimum amount: EUR 200,000.00
  - ▶ maximum amount: EUR 500,000.00
- ▶ **Thematic priority 3: Promoting employment, labour mobility and social and cultural inclusion across the border**
  - ▶ minimum amount: EUR 100,000.00
  - ▶ maximum amount: EUR 400,000.00

# Financial structure of the action



# Calculation of the co-financing

- ▶ **How to calculate co-financing:**

- ▶ **NO**


▶ Amount we want to “take” from EU:	100.000
▶ Co-financing 15%:	15.000
▶ Total budget of the Project:	115.000

- ▶ **YES**

▶ Total budget of the Project:	117.650
▶ Co-financing 20,7%:	17.650
▶ Grant:	100.000



# The grant actors

- ▶ The **'lead applicant'**, i.e. the entity submitting the application form
  - ▶ Its **co-applicant(s)**
  - ▶ If any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s)
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# Other grant participants

- ▶ Associates
- ▶ Contractors


# Eligibility of applicants

- ▶ In order to be eligible for a grant, the lead applicant and co-applicant(s) must:
- ▶ be a legal person **and**
- ▶ be non-profit-making **and**
- ▶ be established in Montenegro and/or Albania **and**
- ▶ be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- ▶ **Belong to one of the following categories:**
  - ▶ 1. Public Bodies (local, regional and national);
  - ▶ 2. Bodies governed by public law (such as those whose part of the income comes from providing public services);
  - ▶ 3. Private non-profit making institutions/organizations;
  - ▶ 4. Entities in education sector such as universities, schools, research and development institutions.

## Eligibility of applicants

- ▶ The lead applicant **must** act with co-applicant(s)
- ▶ Each action must involve at least **two** beneficiaries:
  - ▶ one must be established in Montenegro and one in Albania.
- ▶ The total number of beneficiaries must not exceed six (6), ensuring a balanced representations of beneficiaries from both countries.


## Duration and location of the action

- ▶ Minimum duration: 18 months
  - ▶ Maximum duration: 36 months
  - ▶ Location:
  - ▶ Actions must take place in the Programme area of one or both participating countries, Montenegro and Albania, but must provide clearly identified cross-border impacts and benefits.
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# Eligible actions

- ▶ The action must involve cross-border cooperation:
- ▶ **Joint development:** applicants and co-applicants cooperate in designing the action, filling in a joint Grant Application Form and drawing up the respective budget;
- ▶ **Joint implementation:** grant beneficiaries coordinate their activities across the border.
- ▶ In addition, they shall cooperate in either the **staffing** or the **financing** of the action or both.
- ▶
- ▶ **Joint financing:** activities are financed by both applicants' and co-applicants';
- ▶ **Joint staffing:** staff on both sides of the border act as one project team.

# Thematic priorities of this Call for Proposals

- ▶ Each proposed Action has to fall under not more than one of the three thematic priorities:
  - ▶ **THEMATIC PRIORITY 1: Encouraging tourism and cultural and natural heritage;**
  - ▶ **THEMATIC PRIORITY 2: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management;**
  - ▶ **THEMATIC PRIORITY 3: Promoting employment, labour mobility and social and cultural inclusion across the border**
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# Eligible types of actions – examples

- ▶ **THEMATIC PRIORITY 1 : Encouraging tourism and cultural and natural heritage**
- ▶ Encourage entrepreneurship and competitiveness in the tourism sector;
- ▶ Diversification of touristic offer, upgrade and promote less known tourism attractions in the program area;
- ▶ Activities to promote the cultural and natural touristic potential of the programme area.
  
- ▶ **THEMATIC PRIORITY 2: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management**
- ▶ Actions designed to deal jointly with environment protection and promotion in the programme area,
- ▶ Support to integrated protection and management of sensitive ecosystems giving priority to protected areas, giving priority to the protection of programme area;
- ▶ Encourage local government – CSO partnership.




# Examples for eligible types of actions

- ▶ **THEMATIC PRIORITY 3: Promoting employment, labour mobility and social and cultural inclusion across the border**
- ▶ Support cooperation among and between (vocational) education institutions and the private sector to improve the matching of training curricula for vulnerable groups with the labour market demand, including e-learning programmes and the use of ICT;
- ▶ Supporting initiatives and campaigns for self-employment, especially in the rural areas, including support to start up business for vulnerable groups;
- ▶ Organise youth exchange programmes, for example through school exchange programmes or other NGO initiatives.
- ▶ **NOTE: The above list of possible types of activities is indicative only and not exhaustive!!!**

# Ineligible actions

- ▶ 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 without cross-border impact;
- ▶ Actions linked to political parties;
- ▶ Actions with provisions for financing the usual (routine) activities of national, regional and local operators, related mainly to covering running costs;
- ▶ Actions confined to charitable donations;
  
- ▶ Actions related to:
  - the tobacco industry;
  - production of alcoholic distilled beverages;
  - arms and munitions
  
- ▶ **Financial support to third parties**
  
- ▶ Applicants may not propose financial support to third parties.

## Number of applications and grants per applicants / affiliated entities

- ▶ The lead applicant **may** submit more than 1 application under this call for proposals, but not more than 2 applications.
  - ▶ The lead applicant **may not** be awarded more than 1 grant under this call for proposals.
  - ▶ The lead applicant **may** be a co-applicant or an affiliated entity in another application at the same time.
  - ▶ A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity in more than 1 application under this call for proposals.
  - ▶ A co-applicant/affiliated entity **may not** be awarded more than 1 grant under this call for proposals.
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# Eligibility of costs

## ▶ Eligible direct costs

– They are: necessary for project implementation; complete documentation has to exist; directly contribute to the project; incurred during the implementation period.

▶ **Cost of staff** (actual gross salaries including social security charges and other remuneration-related costs)

▶ **Travel**

▶ **Equipment and supplies**

▶ **Local office** – established specifically for the purpose of the project, not the existing office of the organisation

▶ **Other costs, services** (dissemination of information, translation, insurance)

▶ Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.


# Eligibility of costs

- ▶ **Contingency reserve:**
  - ▶ Maximum 5 % of the estimated direct eligible costs
  - ▶ Prior written authorisation of the Contracting Authority is necessary.
- ▶ **Eligible indirect costs:**
  - ▶ Not directly linked to any of project activities
  - ▶ Not contained in any of the budget lines related to direct eligible costs
  - ▶ Calculated as a percentage of direct eligible costs – maximum 7%
  - ▶ No supporting documents are required for these costs
- ▶ **Contributions in kind:**
  - ▶ Contributions in kind are not eligible cost and may not be treated as co-financing

# Ineligible costs

- ▶ debts and debt service charges (interest);
- ▶ provisions for losses or potential future liabilities;
- ▶ costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- ▶ purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action; specifically the purchase of land not built on and land built on in the amount of more than 10% of the total eligible expenditure of the operation if it is justified by the nature of the action;
- ▶ currency exchange losses;
- ▶ value added tax (VAT) when it is recoverable under national VAT legislation;
- ▶ the decommissioning and the construction of nuclear power stations;
- ▶ investment to achieve the reduction of greenhouse gas emissions from activities falling under Annex I to Directive 2003/87/EC of the European Parliament and Council of 13 October 2003;
- ▶ the manufacturing, processing and marketing of tobacco and tobacco products;
- ▶ undertakings in difficulties as defined under Union State aid rules;
- ▶ investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact;
- ▶ fines, financial penalties and expenses of litigation;
- ▶ consultant fees between the beneficiaries for services or work carried out within the project;
- ▶ remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants;
- ▶ taxes, customs and import duties and levies and/or charges having equivalent effect.

# Submission of concept notes

- ▶ **Documents which should be submitted in the first phase:**
  - ▶ **Annex A: Grant Application Form – Section A: Concept Note (CONCEPT NOTE – PART A of the Grant Application Form)**
  - ▶ **Checklist for the concept note (Part A section 2 of the grant application form).**
  - ▶ **Declaration by the lead applicant for the concept note**
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# Submission of concept notes

- ▶ The deadline for the submission of concept notes is **13<sup>th</sup> September 2016**, as evidenced by the date of dispatch, the postmark or the date of the deposit slip.
- ▶ In the case of hand-deliveries, the deadline for receipt is at 16:00h local time, as evidenced by the signed and dated receipt. Any concept note submitted **after the deadline will be rejected**.
- ▶ The concept note together with its relating checklist and declaration by the lead applicant must be submitted in **one original and 3 copies in A4 size**, each bound, in a sealed envelope.
- ▶ An electronic version (**CD-Rom**) of the concept note must also be submitted and contain exactly the same application as the paper version.
- ▶ Applicants must apply **in English**.
- ▶ Hand written Concept Notes **will not be accepted** .
- ▶ Where lead applicants send several different concept notes each one **must be sent separately**.



# Submission of concept notes

- ▶ Concept notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:
- ▶ Postal address:
- ▶ Ministry of Finance
- ▶ Directorate for Finance and Contracting of the EU Assistance Funds (CFCU)
- ▶ Stanka Dragojevića 2,
- ▶ 81000 Podgorica, Montenegro
- ▶
- ▶ Address for hand delivery or by private courier service:
- ▶ Ministry of Finance
- ▶ Directorate for Finance and Contracting of the EU Assistance Funds (CFCU)
- ▶ Stanka Dragojevića 2, room 4,
- ▶ 81000 Podgorica
- ▶ Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.
- ▶ **Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.**

# Submission of concept notes

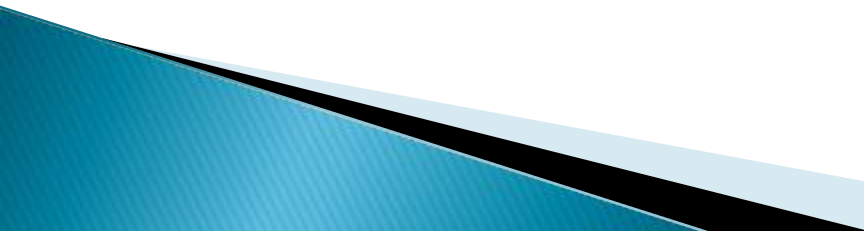
The envelope must bear:

- ▶ **reference number and the title of the call for proposals,**
- ▶ **number and title of the thematic priority,**
- ▶ **full name and address of the lead applicant,**
- ▶ **words ‘Not to be opened before the opening session’ and equivalent in Montenegrin language („Ne otvarati prije sastanka za otvaranje prijedloga projekata“)**

# Submission of Full Application

- ▶ **Lead applicants who have been pre-selected (only the concept notes with a score of at least 30) will be invited to submit a full application**
- ▶ Annex A: Grant Application Form: Section B: Full Application (FULL APPLICATION FORM – PART B of the Grant Application Form)
- ▶ Annex B: Budget (Annex B – Budget – Excel format)
- ▶ Annex C: Logframe Matrix of the Project – Annex C – Logical Framework
- ▶ Checklist for the Full Application
- ▶ Declaration of the Lead Applicant for the Full Application

# Submission of Full Application

- ▶ The EU contribution may not vary from the initial estimate (stated in the Concept Note) by more than 20 %; lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing
  - ▶ The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases; new co-applicant/affiliated entity must be of similar nature as the initial one
  - ▶ 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
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# Submission of supporting documents – eligibility check

## Supporting documents which should be submitted in the third phase – eligibility check:

- ▶ The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity
- ▶ A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
- ▶ Legal entity sheet (Annex D of the Guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant)
- ▶ A financial identification form of the lead applicant (not from co-applicant(s)) – Annex E of the Guidelines

# Evaluation and selection of applications

- ▶ Applications will be examined and evaluated by the Contracting Authority, which nominates the Evaluation Committee
- ▶ **Evaluation Committee** is composed of: chair and secretary (no voting rights) and at least three voting members
- ▶ Evaluation will be conducted in three phases:
- ▶ ***I phase:*** Concept Notes evaluation – (STEP 1: Opening & administrative check and Concept note evaluation).
- ▶ ***II phase:*** Full Application evaluation – (STEP 2: Evaluation of the full Application). **NOTE: only the concept notes with a score of at least 30 will be considered for pre-selection**
- ▶ ***III phase:*** Eligibility check (STEP 3: Verification of eligibility of the applicants and affiliated entity(ies))
- ▶ Only applicants which have been provisionally selected shall be required to submit the supporting documents

# Further information about applications

- ▶ Questions may be sent by e-mail (or by fax) no later than 21 days before the deadline for the submission of concept notes:
- ▶ **23<sup>rd</sup> August 2016**
- ▶ E-mail address: [cfpmne.al@mif.gov.me](mailto:cfpmne.al@mif.gov.me)
- ▶ Fax: + 382 (0) 20 230 643
- ▶ Replies will be given no later than 11 days before the deadline for the submission of full applications (**2<sup>nd</sup> September 2016**) and published on:
- ▶ the EuropeAid website:
- ▶ <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and
- ▶ the website of the Contracting Authority:
- ▶ [http://www.mif.gov.me/en/sections/CFCU\\_Tenders](http://www.mif.gov.me/en/sections/CFCU_Tenders)
- ▶ No individual replies will be given to questions!

Thank you for your attention!  
Good luck!

