



**Cross-Border Cooperation Programme
Montenegro-Albania 2021-2027 under the Instrument
of Pre-Accession Assistance (IPA III)
1st Call for Proposals**

INFORMATION SESSION

Grant Application Package

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.*

Content of the Grant Application Package

Guidelines for Grant Applicants (GfA)

+

Annexes:

- Documents to be completed
- Documents for information



Documents to be **completed**

- ▶ **Annex A:** Grant Application Form
 - **Part A Concept Note** (STEP 1)
 - **Part B Full Application Form** (STEP 2 only pre-selected)
- ▶ **Annex B:** Budget of the Action (STEP 2)
- ▶ **Annex C:** Logical Framework Matrix (STEP 2)
- ▶ **Annex D:** Identification form (private and public) (STEP 2)
- ▶ **Annex F:** Organisation data form offline (STEP 2)
- ▶ **Annex H:** Declaration of honour (STEP 2)
- ▶ **Annex L:** Self-evaluation questionnaire (SEA-H) (STEP 2)



Documents for information

- ▶ **Annex G:** Standard Grant Contract and Special Conditions
 - Annex II: General Conditions
 - Annex IV: Contract Award Procedures
 - Annex V: Standard Request for Payment
 - Annex VI-1: Interim Narrative Report
 - Annex VI-2: Interim/Final Financial Report
 - Annex VI-3: Final Narrative Report
 - Annex VI-4: Detailed Breakdown of Expenditures
 - Annex VII: Expenditure verification report relevant templates
 - Annex IX: Standard template for transfer of ownership of assets
- ▶ **Annex J:** Information on the tax regime applicable to grant contracts signed under the call
- ▶ **Annex K:** Guidelines for Simplified cost options

STEP 1: CONCEPT NOTE

ANNEX A: GRANT APPLICATION FORM → **Part A: Concept Note**

Please follow the instructions in the document

→ **Content of the Concept note :**

- Summary of the action
- Description of the action (max 3 pages)
- Relevance of the action (max 5 or 6 pages, if there are works)

→ **Documents to be submitted with the Concept note**

- ▶ **Checklist for the Concept Note** - check whether all eligibility criteria and administrative requirements have been met
- ▶ **Declaration by the Lead Applicant** – signed and stamped



*Only the concept notes **with a score of at least 30** will be considered for pre-selection and STEP 2.*

STEP 2: FULL APPLICATION

ANNEX A: GRANT APPLICATION FORM → Part B: Full Application Form

- ▶ After the evaluation of the concept notes the CA will inform the lead applicants whether the concept note was evaluated and about the results of the evaluation.
 - ▶ Only pre-selected lead applicants will subsequently be invited to submit full applications.
 - ▶ The Evaluation committee will proceed with evaluation of the applications whose proposals have been pre-selected.
- 

STEP 2: FULL APPLICATION

ANNEX A: GRANT APPLICATION FORM → **Part B: Full Application Form**

Please follow the instructions in the document

→ **Content:**

- ▶ **Section 1** - General information
- ▶ **Section 2.1 – Description of the Action (DoA)** providing description of the methodology, action plan, sustainability, log frame matrix, budget
- ▶ **Section 2.2-2.4** – Lead applicants', co-applicants' and affiliated entity(ies) experience
- ▶ **Section 3 - Lead applicant identity**
- ▶ **Section 4 – Co-applicant description and mandate → **signed, dated, stamped****
- ▶ **Section 5 - Affiliated entity description and mandate (if any) → **signed, dated, stamped****
- ▶ **Section 6** - Associates participating in the action
- ▶ **Section 7** - Checklist for the full application form
- ▶ **Section 8 - Declaration by the lead applicant for the full application → **signed, dated, stamped****

STEP 2: FULL APPLICATION

→ Elements outlined in the concept note may not be modified in the full application **except**:

- ▶ EU contribution may not vary from the initial estimate by more than 20 % → free to adapt the percentage of co-financing required within the minimum and maximum amount
- ▶ Add, remove or replace one or more co-applicant(s) or affiliated entity(ies) → need to be justified.
- ▶ Adjust the duration of the action if unforeseen circumstances

→ An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form.

 ***!Please note that should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.***

STEP 2: FULL APPLICATION

→ Elements outlined in the concept note that **CANNOT** be modified in the full application:

- ▶ Number and title of the thematic priority/specific objective of the call under which the concept note was submitted
- ▶ Specific objective(s)/outcomes of the action
- ▶ Intended outputs
- ▶ Target groups and final beneficiaries.



*Applications which have obtained **less than 70 points** as score in the ranking list will not be recommended for funding by the Evaluation Committee.*

STEP 2: FULL APPLICATION

→ Documents to be submitted with the **Part B Full Application Form:**

- ▶ **Annex B** – Budget, amount requested from the contracting authority and other expected sources of funding → **next presentation**
- ▶ **Annex C** – Logical framework that gives intervention logic:
 - Overall objective/Impact
 - Specific objective(s)/Outcome(s)
 - Outputs
 - Activities
 - **Indicators** → please see **Annex M** with CBC indicators
 - Sources and means of verification of indicators' target values
 - Assumptions



!Please note that ***Annex C*** needs to be ***coherent*** with the ***DoA*** in ***Part B***.

STEP 2: FULL APPLICATION

→ Documents to be submitted with the **Part B Full Application Form:**

- ▶ **Annex F** – offline PADOR registration form for the lead applicant, each co-applicant (if any) and each affiliated entity (if any)
- ▶ **Statutes or articles of association** of the lead applicant, of each co-applicant and (if any) of each affiliated entity (if any)
- ▶ **Annex D – Identification form**
- ▶ - Organisation details must be followed by statute/law on the relevant body establishment and duly completed and signed by the lead applicant and by each co-applicant, if any
- ▶ - Bank details must be signed and stamped by the bank representative/bank statement

STEP 2: FULL APPLICATION

→ Documents to be submitted with the **Part B Full Application Form**:

- ▶ For grants **exceeding** EUR 750 000 → **audit report** produced by an external auditor to certify the accounts for up to the last three available financial years or **self-declaration** signed by its authorised representative
- ▶ For grants **not exceeding** EUR 750 000 → a copy of **the lead applicant's profit and loss account and the balance sheet** for up to the **three last financial years** for which the accounts were closed



!Please note that 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.

!No additional annexes being part of the application package should be sent by the applicant, ***except in case of works.***

STEP 2: FULL APPLICATION

→ Documents to be submitted with the **Part B: Full Application Form** in case of execution of **works** (*see also paragraph 3 of the Section 2.4 of the GfA*):

- ▶ **Proof of ownership OR** long-term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed
- ▶ A positive **decision on environmental impact assessment OR** otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities

Annex H - Declaration on honour (the lead applicant as well as all co-applicants and affiliated entities)

- ▶ **Self-evaluation questionnaire** (the lead applicant as well as all co-applicants and affiliated entities):
 - Part A - Self-evaluation for applicants, co-applicants and affiliated entities regarding their internal Policy and Procedures against Sexual Exploitation, Abuse and Harassment (SEA-H)
 - Part B – List of measures envisaged to improve the SEA-H policy, if any.
- ▶ **In case of execution of works**, the following before the contract signature:
 - All necessary **legal authorisations** (e.g.: location and construction permits).
 - Approved/certified **detailed work design or otherwise a statement** by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
 - An **indicative priced bill of quantities** drawn not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro.

STEP 3: ELIGIBILITY

- ▶ The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority see Section 2.2. It will by default only be performed for the applications that have been provisionally selected (including those placed on the reserve list) according to their score and within the available budget for this call for proposals. In this case:
 - ▶ The declaration by the lead applicant (Section 8 of Part B of the grant application form) and declaration of honour on selection and exclusion criteria will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
 - ▶ The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1, including exclusion criteria.
 - ▶ 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

Documents for **information**



Not subject to change!

- ▶ **Annex G will become part of the grant contract** along with the Grant Applications Form and Logframe (Annex I) and Budget (Annex III):
 - **Annex II - General conditions** applicable to European Union-financed grant contracts for external actions → Prescribes all relevant rules and procedures related to **implementation of the actions**
 - **Annex IV - Procurement** by grant Beneficiaries in the context of European Union external actions
 - **Annex V – Standard Request for Payment**
 - **Annex VI 1, 2, 3 – Narrative and Financial Reports templates**
 - **Annex VI 4 – Detail breakdown of expenditure**
 - **Annex VII – Expenditure Verification** ToR and model of factual findings (necessary for all grants above EUR 100.000)
 - **Annex IX – Transfer of ownership of assets**
- ▶ **Annex J: Information on the tax regime** (VAT is not an eligible cost, except if not recoverable by any other means)
- ▶ **Annex K: Guidelines and Checklist** for assessing action budgets and **simplified cost options** for Union financed grant contracts

Q&A





CBC Montenegro-Albania

THANK YOU FOR YOUR ATTENTION!

Good luck!

cfpmne.alb@mif.gov.me