



Contracting Authority

Delegation of the European Commission to the Republic of Serbia

Strengthening Serbia-EU Civil Society Dialogue

Guidelines for grant applicants

Budget line(s):07SER01/12/21 and 08SER01/11/21

Reference: EuropeAid/129362/L/ACT/RS

Deadline for submission of proposals: 1 March 2010

NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken 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. STRENGTHENING SERBIA-EU CIVIL SOCIETY DIALOGUE

1.1 BACKGROUND

In 2004 the European Commission defined the strong, deep and sustained dialogue between the societies of the countries in accession and EU member states as an important need to be addressed in the process of EU enlargement. Important role in conducting this dialogue facilitated by the EU was allotted to the civil society.

By bringing people together, discussing frankly and openly on their concerns and perceptions the civil society dialogue shall help to bridge information gaps and to achieve better mutual knowledge about the opportunities as well as the challenges of the accession.

The objectives of the Civil Society Dialogue summarised in the Communication of the European Commission from 29 June 2005 are to:

- Strengthen contacts and mutual exchange of experience between all sectors of civil society in the member states and candidate countries,
- Ensure a better knowledge and understanding of the candidate countries concerned within the European Union, including their history and their culture, thus allowing for a better awareness of the opportunities and challenges of future enlargement,
- Improve knowledge and understanding of the European Union within the candidate countries, including the values on which it is founded, its functioning and its policies.

The European Commission's Communication of 5 March 2008 on "Western Balkans: enhancing the European perspective" stated that civil society is an essential element of democratic public life. Its active involvement in the process of political, social and economic reform in the Western Balkans strengthens democracy and reconciliation.

The importance of increased participation of civil society organizations in the reforms in the enlargement countries has also been highlighted in Communication to the Council and European Parliament on the Enlargement Strategy and Main Challenges 2008-2009.

To ensure the successful implementation of these objectives and to promote the civil society dialogue, the European Commission decided to strengthen its support to the civil society in accession countries using the Instrument for Pre-Accession Assistance (IPA). Thematically the scope of the supported projects varies from country to country, it is closely connected with the stage of the accession negotiations and is defined with active participation of the civil society actors in the respective accession country.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to develop a sustainable civil society dialogue between Serbia and the EU Member States.

The **specific objectives** of this Call for Proposals are to:

- Support cooperation between professional organizations in Serbia and the EU in strengthening contacts and mutual exchange of experience between business community, professional organizations and social partners.

- Improve capacity of civil society organizations in formulation public policy, policy analysis and advocacy.
- Enhance new partnerships and networks between civil society organisations in Serbia and EU member states.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 3,500,000. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- minimum amount: EUR 50,000
- maximum amount: EUR 150,000

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, no grant may exceed 90 % of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partner's own resources, or from sources other than the European Community budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

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

- be legal persons **and**
- be non profit making **and**
- be specific types of organisations such as:
 - professional organisations (non-profit organisations for advancing specific profession),
 - labour-market actors (trade-unions and associations of employers),
 - organisations representing social and economic players at large (e.g. associations of consumers, patients, students, business associations, etc.),
 - non-governmental organisations or organisations at grassroots level
 - cultural, artistic clubs and associations,
 - media associations and networks **and**
- be nationals¹ of a Member State of the European Union or beneficiary country or the countries covered by the Regulations on access to Community external assistance² **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

¹ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a “Memorandum of Understanding”.

² Council Regulation (EC) N° 1085/2006 - OJ L 210/82 of 31.7.2006 could be found on the following web-site: http://ec.europa.eu/europeaid/work/procedures/implementation/eligibility/index_en.htm

2.1.2 Partnerships and eligibility of partners

Applicants must act in consortium with at least one partner organisation as specified hereafter.

Partners:

At least one of the project partners must be a civil society organisation registered and acting in a Member State of the European Union. When the applicant is not registered in Serbia, partnership with local organization is compulsory.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself. In addition to the categories referred to in section 2.1.1, the following are however also eligible: local authorities, educational and cultural institutions.

The following are not partners and do not have to sign the “partnership 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. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participate in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration: The planned duration of an action may not be less than **6** (six) nor exceed **12** (twelve) months.

Sectors or themes:

- Professional organisations contributing to Serbia's successful EU accession;
- Mutual knowledge and understanding between EU, Western Balkans and Serbia – a pre-condition for long-term cooperation;
- Civil society dialogue with Serbian public authorities on policy formulation, implementation and monitoring;
- Civil society dialogue with EU institutions and the process of EU enlargement.

Location:

Actions must take place in the Republic of Serbia.

When indispensable to the successful implementation of the project some of the activities may take place in countries outside Serbia. The expenses incurred in this way could not be more than 20% of the total project expenditures.

Types of action

All actions have to be targeted directly at achieving the objectives of the Programme as per section 1.2 above. The following list is not exhaustive and appropriate innovative actions that are not mentioned below may be considered for support:

- Transfer and practical adaptation of know-how and best practices from EU professional organisations and networks to their natural Serbian partners (associations of lawyers, judges and prosecutors, business associations, research, cultural and educational associations, health organizations, etc);
- CSOs promoting and advocating for respecting professional standards in licensing and accreditation – best EU practices;
- Adaptation of EU models for the protecting the rights of consumers, employees, patients, etc.
- Setting up new and sustaining mechanisms of the dialogue between the civil society and public authorities;
- Joint initiatives of CSOs and public authorities in drafting and implementing strategic documents and public policies;
- Strengthening the CSOs capacity in policy formulation, analysis and monitoring ;
- Promotion of sustainable partnership relations with the public sectors;
- Increasing knowledge of the benefits for the citizens at the different stages of EU integration process and informing the society about reforms to be undertaken related to that process;
- Participation in joint European CSO actions supporting diversity and EU enlargement;
- Raising the awareness of Serbian society of EU enlargement, European institutions and polices;

Types of activities

Types of activities which may be financed under this call for proposals:

- Networking and partnership building;
- Exchange of know-how and experience;
- Gathering, processing and provision of information;
- Organisation of training events and implementation of training programmes;
- Introducing new schemes of upgrading professional skills;
- Launching, dissemination and replication of effective models of EU civil society;
- Increasing volunteers' participation and promoting public participation in different social activities;
- Drafting strategic policy documents;
- Civil society participation in public monitoring on policy implementation;
- Monitoring and evaluation of services delivered by the public sector;
- Organisation of seminars, conferences, workshops, round tables, etc.
- Translation and publication of conference proceedings, print and electronic publications, brochures, broadcasting programs and other forms of information dissemination etc.
- Organization of public events (cultural events, public presentations, round tables and debates)

- Other activities in the context of the general purpose of the Programme.

Following the requirements published in the *Communication and Visibility Manual for European Union External Actions*³, all applicants **have to** plan in their projects special visibility activities for promoting the project results and the EU financial support.

Considering the specifics of each one of the projects, for the promotion of the expected results and the EU support, applicants can plan to implement some of the visibility activities in the following non exhaustive list: publishing and disseminating promotional material, distributing public announcements on project activities and results, organise press conferences and public events, promote concrete project activities in printed and electronic media through interviews/reportages/articles/clips, etc.

The costs for implementing the visibility activities must be in total between 5% and 10% of direct eligible costs for the action.

The following types of actions are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops;
- 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 fora;
- 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.

Number of applications and grants per applicant:

An applicant may not submit more than one application under this call for proposals.

An applicant may not be awarded more than one grant under this call for proposals.

At the same time, an applicant may be partner in another application.

Partners may take part in more than one application.

2.1.4 *Eligibility of costs: costs, which may be taken into consideration for the grant*

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process, which precedes the signing of the contract, does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to

³ http://ec.europa.eu/europeaid/work/visibility/index_en.htm

address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

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 F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credit to third parties;

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR⁴ for applicants and their partners for this Call for proposal is obligatory.

⁴ For further information on PADOR, please consult the following website:
http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

PADOR is an on-line database in which organisations register themselves and update regularly their data.

Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These three documents are available on the website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

Before the deadline for presenting the concept note and full proposal, organisations must fill in, save and submit information introduced in all the fields of PADOR (including the fields written with black characters) Only data registered and submitted before the dead-line for the submission of the concept note and full proposal will be taken into account by the EC.

It is by "submitting" their data that organisations engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statutes, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is carried out.

2.2.1 *Application form*

Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included 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. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing 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 the Applications*

Applications must be submitted in one original and two copies in A4 size, each bound. The complete 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 unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI 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 sesije zvaničnog otvaranja prijave**".

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:

Postal address and address for hand delivery or by private courier service

Delegation of the European Commission to the Republic of Serbia

Procurement Unit, 9th floor
GTC 19 Avenue Building
Vladimira Popovica 40
11070 Belgrade, Serbia
Fax no. +381 11 3083 201

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 V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is **1 March 2010** as evidenced by the date of dispatch, the postmark or the date of the deposit slips. In the case of hand-deliveries, the deadline for receipt is at **15:00 hour 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 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 for the Application

Information sessions on this call for proposals will be held on the following dates:

Session	Date	Start	Place	Address
1	8.12.2009	12:30	Belgrade , Media centre	Terazije 3
2	9.12.2009	12:00	Užice , Regional Development Agency	Dimitrija Tucovića 98
3	10.12.2009	11:00	Novi Sad , Executive Council of Vojvodina	Mihajla Pupina 16
4	15.12.2009	12:00	Niš , Media Centre	Obrenovićeveva 38
5	16.12.2009	12:00	Zaječar , Regional Development Agency	Nikole Pašića 37/1
6	18.12.2009	11:00	Zrenjanin , Regional Development Agency	Beogradska 11

Applicants are strongly advised to attend one of the sessions. **All interested applicants must register at the latest three days before each information session** at the addresses: ristic@mc.rs and office@dijalog.org.rs by sending an email with the subject: *Information Session* (specify the place) and indicating the name of the person and organization attending. No more than one representative per organization will be allowed to attend.

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below addressees, indicating clearly the reference of the call for proposals:

E-mail addresses:

Snjezana.DJUKIC@ec.europa.eu

and

office@dijalog.org.rs

The Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications. The

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 following Internet addresses:

- EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
- EC Delegation website: www.europa.rs
- Project website: www.dijalog.org.rs.

It is therefore highly recommended to regularly consult the abovementioned websites in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk:

europeaid-on-line-registration-hd@ec.europa.eu

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 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist section V 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.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
	5(x2)*	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.		
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for proposals, taking into account the indicative financial envelope foreseen. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out 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 partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). 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.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable, partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, 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
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 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 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 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 anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and	5

participation in the action satisfactory?	
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	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 and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : <ul style="list-style-type: none"> - 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	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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 VI 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 the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:⁵

Supporting documents must be provided through PADOR, see section 2.2

1. The statutes or articles of association of the applicant organisation⁶ and of each partner organisation. Where the Contracting Authority has recognised the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.⁷
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁸.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

⁵ No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

⁶ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁷ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

⁸ This obligation does not apply to natural persons who have received a scholarship, or to public bodies or to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

6. Preliminary Partnership agreement signed and stamped by all project partners clearly describing their roles, responsibilities and contribution in project preparation and implementation.

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. 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 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 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 applicant's eligibility, into the language of the call for proposals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

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 award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

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.

2.5.2 Indicative time table

	DATE	TIME*
Information meetings:		
• Belgrade	08.12.2009	12:30
• Užice	09.12.2009	12:00
• Novi Sad	10.12.2009	11:00
• Niš	15.12.2009	12:00
• Zaječar	16.12.2009	12:00
• Zrenjanin	18.12.2009	11:00
Deadline for request for any clarifications from the Contracting Authority	08.02.2010	17:00
Last date on which clarifications are issued by the Contracting Authority	18.02.2010	-
Deadline for submission of Application Form	01.03.2010	15:00
Information to applicants on the opening & administrative check (step 1)	22.03.2010*	-
Information to applicants on the evaluation of the Concept Notes (step 2)	11.04.2010*	-
Information to applicants on the evaluation of the Full Application Form (step 3)	06.05.2010*	-
Notification of award (after the eligibility check) (step 4)	20.05.2010*	-
Contract signature	31.05.2010*	-

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

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F 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 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 Contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, 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:

- the 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
- the 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 (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (ACROBAT READER FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- 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 EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm