



This project is funded by the European Union



Budget Reference: **Financed by EU in Albania, under Civil Society Facility – Civic Initiative and Capacity Building component,**  
grant contract 2014/353 - 816

**Sub granting Authority:** Albanian Local Capacity Development Foundation (ALCDF)

## **GUIDELINES FOR APPLICANTS**

Local Initiative Fund (LIF) for the project – Round 2

*“Leveraging the Capacities of CSOs in the North of Albania for betterment of biodiversity and environment protection”*

**Deadline for submission of full application: 23/03/2016**

**If possible, applicants are encouraged to inform the Contracting Authority whether they intend to submit an application for this Call for Proposals by sending an email to:**

**[balku@alcdf.org](mailto:balku@alcdf.org)**

**by 14/03/2016**

## NOTICE

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility will be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked on the basis of the supporting documents requested by Sub granting Authority and sent together with the application.

If possible, **applicants are encouraged to inform the Sub granting Authority whether they intend to submit an application for this Call for Proposals** by sending an email to [lmanga@alcdf.org](mailto:lmanga@alcdf.org) by 26/02/2016. This is not obligatory and does not affect the evaluation of the application. However, it will enable the Sub granting Authority to mobilise the necessary resources for the evaluation of the applications.

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# 1. LOCAL INITIATIVE FUND (LIF) - SUB GRANTS TO CSO-S ASSOCIATIONS IN NORTH OF ALBANIA

## 1.1. BACKGROUND

Albanian Local Capacity Development Foundation is implementing the project “Leveraging the capacities of CSO-s in the North of Albania”, the so called “EcoNord” project, financed from European Union Delegation in Albania. This project is funded under **Civil Society Facility – Civic Initiative and Capacity Building component** (part of IPA 2013), under grant contract 2014/353 - 816. It is part of the Civil Society Facility (CSF) which was set up by the European Commission's Directorate General for Enlargement (DG ELARG) in 2008 to give financial support for the development of civil society in the Western Balkans. Moreover, during 2013 DG ELARG has largely promoted the EU guidelines for the support to civil society in Western Balkans and Albania for 2014-2020. According to the EU guidelines EU financial and political support should aim at improving the enabling environment and the capacity building of civil society in all beneficiary countries.

The goal of the project is to strengthen the technical, administrative and financial capacity of CSOs in northern Albania regions (Diber, Kukes, Lezhe, and Shkoder regions) with a goal of positively impacting Albania's SAA obligations.

This is the second Call for Proposal under the above mentioned Action in fulfilment to its Local Initiative Fund (LIF) that is one of main components of EcoNord project which aims to **support different local initiatives related to biodiversity and sustainable management of natural resources**. Through a LIF “Local Initiative Fund”, the project will be financing small projects addressing conservation and enhancement of biodiversity and sustainable management of natural resources in the targeted area. LIF is open for formalized Civil Society actors and will be physically present in North Albanian communities for those actors whose mandate is for betterment of biodiversity and environment protection.

The budget allocated for this (first) Call for Proposals is EUR 225,000.

## 1.2. OBJECTIVES OF THE CALL AND PRIORITY ISSUES

The **general objective** of this Call for Proposals is: “To strengthen the technical, administrative and financial capacity of CSOs in northern Albania (Diber, Kukes, Lezhe, and Shkoder) with a goal of positively impacting Albania's SAA obligations'

The **specific objective(s)** of this Call for Proposals is: Financing small projects addressing conservation and enhancement of biodiversity, sustainable management of natural resources and environmental protection issues, through a “Local Initiative Fund” in the targeted areas.

### Priorities

The applicant organizations should be active in the following activities (priorities) in order for the application to be considered:

- Actions that promote awareness raising, lobbying and advocacy for issues related to the main intervention areas;
- Local actions implemented through participatory process with active involvement of local people through initiatives related to biodiversity and environmental protection issues;
- Practical and appropriate trainings (as part of the intervention approach), enhancement of information, if they come with actions in the field and if have a structuring capacity on a network of NPO-s, at village, town, regional level;
- Activities which could promote income generating initiatives linked to biodiversity and/or environmental protection.

The current Call for Proposals seeks to support associations/networks/federations/foundations etc., active and situated in the targeted regions working in the following thematic areas:

**The eligible themes, concern biodiversity and environment protection, along with the improvement of local populations' living standards.**

**Biodiversity and environmental protection** are the main areas of intervention of LIF. Priority will be given to the following themes:

- Ecosystems and habitats protection and restoration;
- Rare or endangered endemic species protection, inside or outside protected areas;
- Rare resources sustainable management and valorisation with an easy-to-check impact on the protection of biodiversity, in particular local and national resources governance, marketing channels, non-timber forest production, ecotourism, firewood, valorisation of peripheral zones of protected areas, etc.
- Activities improving the population rights concerning management of natural resources are eligible;
- Ecological and fair trade certification in favour of biodiversity;
- Management and control on hunting and fisheries.

### **1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call for Proposals is EUR 225,000. The Contracting Authority reserves the right not to award all available funds.

#### **Size of Grant**

The total project budget (including own contribution) for any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 5,000
- Maximum amount: EUR 25.000

#### **Co-funding**

Each applicant should provide a minimum of 5% own contribution to the project. Therefore, EcoNord project will fund through LIF up to 95% of the project budget. For example, if the total project budget is €10,000 the minimum own contribution required from the applicant should be €500.

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Practical Guide to contract procedures for actions, which is applicable to the present call (available on the Internet at this address: [www.alcdf.org](http://www.alcdf.org); [www.prexalbania.com](http://www.prexalbania.com) and [www.anttarc.org](http://www.anttarc.org);

### **2.1. ELIGIBILITY CRITERIA**

There are three sets of eligibility criteria, relating to:

(1) *the actors:*

- The **applicant**, i.e. the entity submitting the application form (2.1.1)

(2) *the project:*

Projects for which a sub grant may be awarded (2.1.2);

(3) *the costs:*

- types of cost that may be taken into account in setting the amount of the grant (2.1.3).

### **2.1.1. Eligibility of applicants**

#### **Applicants**

The potential applicants can be different CSOs from North Albania. They must be formalized organizations, such as:

- CSOs from local areas of Northern Albania, having environmental issues under their focus of work;
- CSOs from local areas of Northern Albania, such as professional bodies, women and youth groups or associations working on biodiversity and environmental issues;
- Community Based Organizations (Forest, Irrigation, Non-Timber Forest, Medical plants, Agriculture, Bees, etc).

The applicants should fulfil the following criteria:

- The organization is situated and acting in one of the targeted regions (Shkoder, Kukes, Diber and Lezhe Qarks)
- The organization is able to provide:
  - the Court registration Act and Founding Act of the organization;
  - the Statute of the organization
  - the Registration at the regional tax office, NIPT number;
  - Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicants.
  - A financial identification form of the conforming to the model attached at Annex D of these Guidelines, certified by the bank to which the payments will be made.
  - Latest financial statements of the organization

### **2.1.2. Eligible operations: operations for which an application may be made**

#### **Duration**

The initial planned duration of the projects upon which the sub grant is awarded may not be less than 6 months and may not exceed 12 months.

#### **Areas/Themes**

Proposed strategies should focus on delivering results against the objectives set out in section 1.2 and the respective thematic areas i.e.:

**Biodiversity protection and environmental protection, alongside with the improvement of local populations' living standards.**

**Biodiversity and environmental protection** are the main areas of intervention of LIF. Priority will be given to the following themes:

1. Ecosystems and habitat protection and restoration;
2. Protection of rare or endangered endemic species, inside or outside protected areas;
3. Rare resources sustainable management and valorisation with an easy-to-check impact on the protection of biodiversity, in particular local and national resources governance, marketing channels, non-timber forest production, ecotourism, valorisation of peripheral zones of protected areas, etc.
4. Activities improving the population rights concerning management of natural resources are eligible;
5. Ecological and fair trade certification in favour of biodiversity;
6. Management and control on hunting and fisheries.
7. Other issues concerning biodiversity and/or environment protection

#### **Location**

Projects must be implemented at least in one of the four regions in North of Albania such as Shkoder, Kukes, Lezhe and Diber.

#### **Types of operation**

To be eligible for a grant, applicants under this call should carry out part of the following types of activities:

- Actions that promote awareness raising, lobbying and advocacy for issues related to the main intervention areas;
- Local actions implemented through participatory process with active involvement of local people;
- Practical and appropriate trainings (as part of the intervention approach), enhancement of information, if they come with actions in the field and if have a structuring capacity on a network of NPO-s, at village, town, regional level;
- Activities which could promote income generating initiatives linked to biodiversity and/or environmental protection.

The following types of operation are ineligible for this financial support:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one time off conference: conferences can only be funded if 1) they are duly justified and fall under objectives of the call for proposals and they form part of a wider range of activities to be implemented in the lifetime of the project. For these purposes, preparatory activities for a conference and the publication of the proceedings of a conference do not in themselves constitute such “wider activities”;
- projects which consist entirely, or in most part, of preparatory works or studies;
- co-funding of other projects;
- projects supporting political parties or illegal activities;
- core funding of the applicants or (where relevant) its partners;
- deficit funding and capital endowments;
- financial subventions to other organisations;
- purchase of land, building and offices;
- retroactive financing for projects that are already in implementation or completed;
- projects taking place outside of the targeted regions;
- purchase of equipment (unless necessary for the successful execution of the project and costing not more than 15% of the budget);
- humanitarian activities.

### **Financial support to third parties**

Applicants may not delegate or transfer parts of the implementation / finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

### **Contract award procedures**

Where implementation of the project requires awarding of a procurement contract, beneficiary must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

### **Monitoring and Evaluation**

Monitoring and evaluation of the approved projects will be implemented by ALCDF.

## **Visibility**

The Applicants must take all necessary steps to publicise the fact that the European Union is funding the action through EcoNord project implemented by ALCDF. As far as possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

## **Number of applications and grants per applicant**

The applicant may not submit more than one application under this Call for Proposals.

The applicant may not be a co-applicant in another application at the same time.

A co-applicant may not submit more than one application under this Call for Proposals.

**Note: The Civil Society Organizations that have been awarded grants during the first round of application under EcoNord project are not eligible to apply for a new grant under this call for proposals (Round 2).**

**Furthermore, the Civil Society Organizations that have been awarded grants from REC under ACHIEVE project (financed from the same budget under the call for proposal with reference number EuropeAid/136009/DD/ACT/AL “Civil Society Facility – Civic Initiative and Capacity Building, Albania”) are not eligible for to apply for a new grant under this call for proposals.**

### ***2.1.3. Eligibility of costs: costs that can be included***

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget presented is considered both a cost estimate and a ceiling for ‘eligible costs’.

***The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.***

Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount<sup>1</sup>

At contracting phase, ALCDF decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar projects.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead ALCDF to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of ALCDF funding as a result of these corrections.

It is therefore in the applicant’s interest to provide a **realistic and cost-effective budget**.

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<sup>1</sup> Examples:- for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc.



### Eligible direct costs:

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

- a. they are incurred during the implementation of the Action
  - Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
  - Costs incurred should be paid before the project closing date.
- b. they are indicated in the estimated overall budget for the Action;
- c. they are necessary for the implementation of the Action;
- d. they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e. they comply with the requirements of applicable tax and social legislation;
- f. they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

### Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

### Ineligible costs

The following costs are not eligible:

- taxes, except for value added taxes if the following conditions are fulfilled:

- (i) they are not recoverable by any means;
- (ii) it is established that they are borne by the final beneficiary; and
- (iii) they are clearly identified in the project proposal.;

(Note: Personal Income Tax for employees is considered eligible cost under this call for proposal)

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant) ;
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- credit to third parties.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 2.2.1 Application forms

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form annexes to these Guidelines (Annex A).

Applicants must prepare and deliver their application in English language.

**Note:** If an applicant presents a proposal in the amount up to 10,000 Euro (>5000 and <10,000) the proposal can be presented in Albanian language with a project summary in English language.

Any error or major discrepancy related to the points listed in the instructions on the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents ALCDF 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. The project proposal should be prepared following closely the application guideline and the published formats. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

### 2.2.2 Where and how to send Applications

Applications must be submitted in one original and one copy in A4 size, each bound and enclosed in separate envelopes where the name of the applicant organization, the title of the project proposal, and specifically “Original” and/or “Copy” is written. The complete application form (full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the application form must not be split into several different files). The electronic file must contain **exactly the same** application / documentation delivered as the paper version enclosed.

The Checklist part of the sub grant application form must be as well enclosed in the envelope.

The outer envelope must bear:

- the reference number of the call for proposal (2014/353-816/T1)
- the name of the applicant organization
- the title of the submitted Proposals
- address of the applicant
- the words ‘Not to be opened before the opening session’.

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:**

ALCDF office  
Rr. Shyqyri Ishmi, Pallati Shpresa (pas shkolles se Baletit) 24/4  
Tirana / Albania  
Tel. 0672089376

**Address for hand delivery or by private courier service**

ALCDF office  
Rr. Shyqyri Ishmi, Pallati Shpresa (pas shkolles se Baletit) 24/4  
Tirana / Albania

Tel. 0672089376

Applications sent by any other means (e.g. by fax or by e-mail only) or delivered to other addresses will be rejected.

**Applicants must verify that their application is complete using the checklist of the grant application form. Incomplete applications will be rejected.**

### ***2.2.3 Deadline for submission of Applications***

The deadline for the submission of applications is 23/03/2016 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 17:00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

### ***2.2.4 Further information about Applications***

Questions may be sent by e-mail or by fax no later than 14 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the Call for Proposals:

E-mail address: [balku@alcdf.org](mailto:balku@alcdf.org)  
[lmanga@alcdf.org](mailto:lmanga@alcdf.org)

The Contracting Authority has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 7 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, an operation or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the ALCDF website: [www.alcdf.org](http://www.alcdf.org). It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

## **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by ALCDF Project Management Team (PMT) and the Project Evaluation Committee (PEC) composed of external technical experts. All projects submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed project does not meet the eligibility criteria, the application will be rejected on this sole basis.

### **(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS The following will be assessed:**

- **Compliance** with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in eligibility criteria list. 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.

***The answer to each of the following questions must be YES in order to make the project eligible for further assessment- Intensive Assessment based on scores and specific weights.***

<b>Administrative Criteria:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Is the proposal submitted within the deadline			

2. The application form published in the guidelines for this call for proposals has been used by the applicant			
3. The proposal is presented in typed writing			
4. The proposal is in English language if above 10,000 Euro. For the projects up to 10,000 Euro (>5000 and <10,000) the proposal can be presented in Albanian language with a project summary in English language			
5. The applicant has presented one original and one copy set of documents			
6. A CD is enclosed in the application set of documents			
<b>Eligibility Criteria:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Applicant eligibility : <ul style="list-style-type: none"> <li>• Is the proposal submitted by an eligible applicant</li> <li>• Court decision for the registration is provided</li> <li>• Statute and founding act of the organization is provided</li> <li>• Legal Entity Form</li> <li>• Financial Identification Form</li> <li>• Registration in the tax office (NIPT) is provided</li> <li>• Latest financial statements</li> </ul>			
2. Physical presence of the applicant in the targeted regions: <ul style="list-style-type: none"> <li>• Is the applicant situated and active in the project targeted regions?</li> </ul>			
3. Co-financing Fund: <ul style="list-style-type: none"> <li>• Has the applicant included minimum 5% own contribution in the proposed project?</li> </ul>			
4. Range of project budget: <ul style="list-style-type: none"> <li>• Is the total project budget within the required limits (min EUR 5,000 and maximum EUR 25,000)</li> </ul>			
5. Project duration fall within 6 to 12 months as per application guidelines			
6. The applicant has presented only one proposal for this call			

After the evaluation of eligibility, ALCDF will send letters to all applicants, indicating whether their application was submitted by the deadline, whether the eligibility was evaluated and the results of that evaluation. The Project Evaluation Committee (PEC) will then proceed with the applicants whose proposals have been pre-selected.

## (2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which ALCDF can be confident will comply with its objectives and priorities. They cover the relevance of the project proposal, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good

<b>Criteria</b>	<b>Explanation of the criteria</b>	<b>Maximum Score</b>
Proposal relevance and coherency with respect to the LIF focus	<ul style="list-style-type: none"> <li>• How relevant to the particular needs and constraints of the target region is the proposal?</li> <li>• How coherent is the project with the objectives and priorities of the call for proposal.</li> </ul>	20
Applicants' capacity, and experience	<ul style="list-style-type: none"> <li>• Has the applicant properly described staff experience and competences related to the project field.</li> <li>• Has the applicant organization relevant work experience in implementation of similar projects;</li> <li>• Has the applicant the proper management and administrative resources for the successful management of this project;</li> <li>• Will the project build on and support the development of the continuity of the organization's work and their roles.</li> </ul>	15
Quality of project proposal	<ul style="list-style-type: none"> <li>• Are the project objectives and outputs achievable and feasible within the project scope and budget available;</li> <li>• Is the proposal providing a reasonable and realistic action plan and a cost effective budget.</li> <li>• Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in this call for proposal;</li> <li>• Is the implementation plan leading to sustainable long-term results even after the completion of the project; follow-up activities are planned and explained.</li> <li>• Is the proposal in partnership with other organizations?</li> </ul>	20
Proposal Impact to the betterment of the thematic	<ul style="list-style-type: none"> <li>• What improvements / change could the proposal bring in the sector of focus; policy</li> </ul>	25

area	<p>making at local, regional and national level;</p> <ul style="list-style-type: none"> <li>• How is the project promoting social-economic improvement for community in targeting area?</li> <li>• How does the proposal contributes to making change and improvement of existing efforts or service/activity</li> </ul>	
Visibility of the action and cooperation (partners and stakeholders)	<ul style="list-style-type: none"> <li>• Has the applicant presented a clear visible action plan for project visibility);</li> <li>• How will the project promote movement and community participation?</li> <li>• How far does the project consider the involvement and contribution of different stakeholders?</li> <li>• Is the role of the key stakeholders in the project clearly defined?</li> </ul>	20
Total scores given to the project proposal		<b>100</b>

### *Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

### **(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification, based on the supporting documents requested by ALCDF (see Section 2.1) will only be performed for the applications that have been provisionally selected according to their score and within the available LIF fund.

- The eligibility of applicants will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

## **2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

### ***2.4.1 Content of the decision***

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

### ***2.4.2 Indicative timetable***

	<b>DATE</b>	<b>TIME*</b>
<b>Information meeting (if any)</b>	15 – 26 February 2016	Not applicable
<b>Deadline for requesting any clarifications from the Contracting Authority</b>	07/03/2016	16:00

<b>Last date on which clarifications are issued by the Contracting Authority</b>	14/3/2016	-
<b>Deadline for submission of Application</b>	23/03/2016	17:00
<b>Information to applicants on opening, administrative checks and pre-selection (Step 1)</b>	30/03/2016	
<b>Information to applicants on the evaluation of the Full Application Form (Step 2)</b>	29/04/2016	-
<b>Notification of award (after the eligibility check) (Step 3)</b>	06/05/2016	-
<b>Contract signature</b>	27/05/2016	-

## **2.5 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Sub granting Authority's grant contract. By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### **3. LIST OF ANNEXES**

#### **DOCUMENTS TO BE COMPLETED**

Annex A: Sub Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework

Annex D: Legal Entity Sheet

Annex E: Financial identification form

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