



Contracting Authority:

**The Ministry of Regional Development, Forestry and Water  
Management or the Agency for Regional Development, when  
operational, Croatia**

and

**The European Community represented by  
The Delegation of the European Commission to Montenegro**

## **Guidelines for grant applicants**

**Cross-border programme Croatia – Montenegro**  
under the Instrument for Pre-Accession Assistance (IPA),  
Component II, allocations for 2007 and 2008

Budget lines:

For Croatia

IPA 2007 & 2008 Cross-Border Programme  
Croatia - Montenegro 22.02.04.01.

For Montenegro:

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**Deadline for submission of proposals: 18 November 2009**

## **Notice**

This is an open Call for Proposals, where all documents are submitted at one stage (Full proposal). 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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# CROSS-BORDER PROGRAMME CROATIA-MONTENEGRO

## 1.1 BACKGROUND

These Guidelines are intended to be used by those applying for grants under the 1st Call for Proposals (CfP) for the **Cross-Border Programme Croatia-Montenegro, 2007-2013 (CBP HR-MNE)**. The CBC Programme HR-MNE analyses the socio-economic situation of the Croatian-Montenegrin border region, sets out a common strategy for remedying problems identified and formulates joint priorities and measures for development. The result of 1st Call for Proposals will be a selection of cross-border cooperation projects that will contribute to the strategy's objectives and fall into identified priorities and measures. A cross-border co-operation project is defined as a project involving final beneficiaries financed from the IPA CBC financial allocation to either Croatia or Montenegro cooperating in at least one of the following ways: joint development, joint implementation, joint staffing and joint financing.

Based on the CBC Programme HR-MNE, single calls for proposals will be launched at regular intervals on both sides of the border in order to select cross-border cooperation projects that contribute to the strategy's objectives and fall into identified priorities and measures.

The programme area lies mainly on the coast of the Adriatic Sea. The Croatian eligible area is the Dubrovnik-Neretva County, which has land and maritime border with Montenegro, and the Split-Dalmatia County as adjacent area. The Montenegrin eligible area includes the coastal municipalities of Herceg Novi, Kotor, Tivat, Budva, Bar, Ulcinj and Municipality of Cetinje, which is the only one not situated on the coast, but with close connections and gravitation toward the coastal area. The adjacent area includes the following municipalities: Nikšić, Podgorica and Danilovgrad.

Both sides of the border share the adherence to Mediterranean cultural circle and traditions and have a long history of commercial and cultural exchange. There is a significant Croatian minority in Kotor and Tivat. The war in the 1990s severed the numerous cultural, social and commercial links across the border. Since that time these links have been slowly recovering but have yet to return to their former levels.

The CBC Programme HR-MNE is implemented jointly by Croatia and Montenegro.

In Croatia, the responsible institution is:

- ❑ The Ministry of Regional Development, Forestry and Water Management (or the Agency for Regional Development, when operational) which will bear overall responsibility for coordination and implementation of the programme and be responsible for all contract and payment issues, including the signature of contracts.

In Montenegro, the responsible institutions are:

- ❑ The Ministry for European Integration (MEI) responsible for the overall coordination and implementation of the programme; and
- ❑ The Delegation of the European Commission to Montenegro (ECD) responsible for all contract and payment issues including signature of contracts.

Moreover, the implementation of the CBC Programme is overseen by a Joint Monitoring Committee (JMC) composed of officials from Croatia and Montenegro. The JMC is also responsible for selecting projects to be financed under the programme.

Both countries are assisted by a Joint Technical Secretariat (JTS) based in Kotor and composed of Montenegrin and Croatian nationals. The JTS is responsible for the day-to-day management of the programme including support and advice to all potential applicants. The JTS has an antenna located in Dubrovnik (Croatia). The JTS will be the main contact point for applicants to the CBC Programme HR-MNE.

Additional information regarding the programme area, related development strategy, priority measures and implementation system are available in the Cross-Border Programme, which can be downloaded from the website of the Programme <http://www.cbccro-mne.org>, that of the Ministry of Regional Development, Forestry and Water Management in Croatia, on <http://www.mrrsvg.hr>, and the web site of the Ministry for European Integration in Montenegro on <http://www.mei.gov.me/>

## **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The Cross-Border Co-operation Programme HR-MNE addresses the need to re-establish and strengthen cross-border connections with the aim of promoting good neighbourly relations and the sustainable economic and social development of the border areas.

The overall Priority Objective of the CBC Programme HR-MNE is therefore to **improve quality of life in the cross border area between Croatia and Montenegro**

These Guidelines for Applicants (GfA) relate to the 1<sup>st</sup> Call for Proposals (CfP) under the CBC Programme HR-MNE Priority Axis 1: 'Creation of favourable environmental and socio-economic conditions in the programming area by improvement of the co-operation in the jointly selected sectors and good neighbourly relations in the eligible area'.

The specific objectives of this Priority Axis are:

1. To establish cooperation between institutions in charge of environment protection, as well as natural and cultural heritage protection through implementation of joint programs, education, know-how transfer and awareness raising activities;
2. To create recognizable tourist products based on the natural and cultural assets of the Programming area and re-establish social connections in cross-border area through supporting traditional and contemporary culture;
3. To increase and enhance cooperation between institutions, citizens and civic organizations in the areas such are tourism, education, culture and other that are in line with Programme objective, in order to boost community development and improve neighbourhood relations

These objectives of the priority will be achieved through the implementation of actions under the following set of Measures<sup>1</sup>:

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<sup>1</sup> As regards Croatia, care will be taken to ensure that there is no operational or financial overlap, including at the participant level, with any of the measures incorporated in the Operational Programmes for Croatia under IPA Components III, IV and V (Regional, Human Resources, and Agriculture and Rural Development).

## Cross-Border Programme Croatia-Montenegro 2007-2013 (CBC Programme HR-MNE)

**Priority 1:** 'Creation of favourable environmental and socio-economic conditions in the programming area by improvement of the co-operation in the jointly selected sectors and good neighbourly relations in the eligible area'

*Measure 1.1:* Joint actions for environment, nature and cultural heritage protection

*Measure 1.2:* Joint tourism and cultural space

*Measure 1.3:* Small cross-border community development projects

### 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals (CfP) for actions implemented in the eligible and adjacent areas<sup>2</sup> is € 1,620,000, out of which € 720,000 originate from the CBC allocation for Croatia and € 900,000 from the Montenegrin one. The best actions will be funded until exhaustion of available funds.

**European Community funding in adjacent areas:** In duly justified cases, the proportion of funds available for actions or part of actions to be implemented in the adjacent areas<sup>3</sup> is limited to 20% of the respective allocation for each country under the Cross-Border Programme. Under this Call for Proposals, an indicative amount of € 144,000 for Croatia and € 180,000 for Montenegro may be assigned to finance applications with activities totally or partially taking place in adjacent areas. The selection of applications within the adjacent area shall be in all cases confirmed by the European Commission.

Applications that have project activities in the Croatian and/or the Montenegrin adjacent areas will be treated as "adjacent areas projects". Applications with activities in adjacent areas must meet all the eligibility criteria set up at these Guidelines for Applicants (GfA). All applications (irrespective of whether they have as beneficiaries the population of the adjacent and/or the eligible areas) will be evaluated according to the evaluation grid as per section 2.3 below. The projects with highest scores will be recommended for financing. The best actions with activities in adjacent areas will be funded until exhaustion of funds available for these areas under this Call for Proposals.

The JMC will monitor the percentage of funds committed to the adjacent areas at the level of this CfP in order to ensure compliance with the 20% rule.

The CBC Programme HR-MNE Contracting Authorities, the Ministry of Regional Development, Forestry and Water Management (or the Agency for Regional Development, when operational) in Croatia and the EC Delegation in Montenegro, reserve the right not to award all the available programme funds in this CfP.

#### *SUSPENSION CLAUSE:*

*The conclusion of contracts with Croatian applicants resulting from this call for proposals is subject to the fulfilment of the following condition:*

*The entering into effect of the Financing Agreement between the European Commission and the Republic of Croatia concerning the Cross-border Programme for the Republic of Croatia and Montenegro under the IPA Component II for the year 2008.*

<sup>2</sup> See below 2.1.3 location for more information about the eligible and adjacent areas.

<sup>3</sup> Applicants must indicate in the Application Form which activities will take place in the adjacent areas and the costs associated to these activities.

## Size of Grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts as shown below. Each action will consist of two grants: one awarded in Croatia and one in Montenegro. When submitting the project proposal, the application must contain two separate budgets (one per country allocation), and one combined budget for the entire action (for further information see Annex A - Grant Application Form, section 2). The Budget should show the estimated expenditures relating to actions in the adjacent areas, for information purposes.

Measure	Size of Available Grant (€) <sup>4</sup>
<i>Measure 1.1:</i> Joint actions for environment, nature and cultural heritage protection	Maximum amount: 300.000 Minimum amount: 50.000
<i>Measure 1.2:</i> Joint tourism and cultural space	Maximum amount: 300.000 Minimum amount: 50.000
<i>Measure 1.3:</i> Small cross-border community development projects	Maximum amount: 75.000 Minimum amount: 10.000

## Co-financing rules

The grant requested by an applicant may not be for less than 50% of the total eligible costs included in the applicant's budget.

In addition, no grant may exceed 85% of the total eligible costs included in the applicant's budget (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.

## Payment of the Action

Payments by the Contracting Authority under the EU funded grant will be carried out in line with one of the two options below<sup>5</sup>:

	<b>Option 1:</b> <u>Actions with an implementation period not exceeding 12 months or where the financing provided by the Contracting Authority does not exceed € 100,000</u>	<b>Option 2:</b> <u>Actions with an implementation period of more than 12 months and where the financing provided by the Contracting Authority is more than € 100,000.</u>
Pre-financing	80% of the total grant amount	80% of the estimated budget for the first 12 months

<sup>4</sup> The minimum and maximum amounts refer to the value of each of the two grants separately, i.e. not to the sum of the 2 grants.

<sup>5</sup> The description of the payment options listed here is to be intended for informative purposes only. In no way it can substitute or contradict the legal setup contained in the "General Conditions applicable to European Community-financed grant contracts for external actions" (Annex II to the standard grant contract).

	<b>Option 1:</b> <u>Actions with an implementation period not exceeding 12 months or where the financing provided by the Contracting Authority does not exceed € 100,000</u>	<b>Option 2:</b> <u>Actions with an implementation period of more than 12 months and where the financing provided by the Contracting Authority is more than € 100,000.</u>
Further pre-financing	Not due	When at least the 70% of the previous payment (and at least 100% of all other payments before the last one) is spent, further pre-financing installments will cover the Beneficiary's financing needs for the following 12 month period of implementation of the action. Payment requests must be accompanied by an interim report and an expenditure verification (if required)
Balance payment	The balance payment within 45 days of the Contracting Authority approving the final report, accompanied by a request for payment of the balance.	The balance payment within 45 days of the Contracting Authority approving the final report accompanied by a request for payment and an expenditure verification report.



## 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 partly and selectively to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)).<sup>6</sup>

### 2.1 ELIBILITY 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 established in Croatia, Montenegro, a Member State of the European Union, other IPA beneficiary country, a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area, **and**
- be non profit making legal persons, excluding private educational centres and research institutes, established by public or private law for the purposes of public interest or specific purpose of meeting needs of general interest, **and**
- belong to one of the following categories:

##### ***For measures 1.1 & 1.2:***

- Public companies or bodies in charge of communal infrastructure and waste management (utility companies - *komunalna preduzeća/poduzeća*)<sup>7</sup>;
- Fire/emergency services;
- Local and regional self-government units, local/municipal boards and their institutions;
- Agencies and other public bodies in charge of environmental and nature protection;
- Non-governmental organisations and foundations, including the Red Cross and Red Crescent national societies;
- Regional/local development agencies;

<sup>6</sup> Standard PRAG documents and procedures have been amended whenever required by the IPA Implementing Regulation and the specific nature of Cross-Border Cooperation programmes.

<sup>7</sup> In the event that an applicant or a partner is registered as a limited company (d.o.o.), their non-profit status must be proven by their statutes or articles of association or by a decision brought by the shareholders. The decision must state that the applicant's and/or partner's surplus income is used for financing their own activities and not distributed to shareholders or directors as profit/income.

- Local and regional tourist associations and organisations, including tourist boards;
- Business support institutions, such as the chambers of commerce, crafts and trades, and social partners;
- Public and private educational centres and research institutes;
- Institutions and associations in culture;
- Public social service providers (Centres for social welfare, Health centres, Labour market institutions etc.);
- National authorities/institutions or state agencies;
- International inter-governmental organisations;

***For measure 1.3:***

- Educational and research institutions;
- Non-governmental organisations;
- Social service providers (such as Centres for social welfare, Health centres, etc.)
- Local and regional self-government units and local/municipal boards;
- Local/regional tourism organisations;
- Regional/local development agencies;
- International inter-governmental organisations;

**and**

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary, **and**
- not be affected by potential conflict of interest with the Joint Structures of the Programme (Joint Monitoring Committee, Joint Steering Committee, Joint Technical Secretariat) and the Operating Structures (the Ministry of Regional Development, Forestry and Water Management in the Republic of Croatia and the Ministry for European Integration in Montenegro). Should such situation arise during performance of the contract the beneficiary must immediately inform the Contracting Authority.

(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 below (or 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/practical\\_guide/documents/2008new\\_prag\\_final\\_en.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2008new_prag_final_en.pdf)

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings

concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata* (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96 (1) of the Financial Regulation.

The applicable cases referred to in point (e) above are the following:

- 1. cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;
- 2. cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997;
- 3. cases of participation in a criminal organization, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council;
- 4. cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC.

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 the above situations.

***Please note that profit making organizations and political parties are not eligible, neither as applicants nor as partners.***

*Grant 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 (2008/969/EC, Euratom) of 16 December 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 (2008/1302/EC, Euratom) of 17 December 2008 on the central exclusion database – CED (OJ L 344, 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 procurement contract or a grant agreement or decision.*

### 2.1.2 Partnerships and eligibility of partners

#### Applicants

Each proposal must always have two cross-border applicants acting in partnership. Each applicant will act as the lead partner for the part of the action financed from the IPA CBC financial allocation in either Croatia or Montenegro. **In the event that a project is approved for financing, each applicant will act as contracting party (the "Beneficiary") and sign a separate contract with the respective Contracting Authority.**

**Each proposal must include two applicants, one applying for funds from the Croatian Contracting Authority and one applying for funds from the Montenegrin Contracting Authority.**

**If the applicant for funds from the Croatian Contracting Authority is not originating from Croatia, he must have at least one partner originating from Croatia. If the applicant for funds from the Montenegrin Contracting Authority is not originating from Montenegro, he must have at least one partner originating from Montenegro.**

Applicants will appoint between themselves a Functional Lead Applicant, who will be responsible for:

- the overall coordination of the project activities on both sides of the border;
- organizing joint meetings of project partners, regular information exchange and correspondence;
- reporting to the Joint Technical Secretariat on the overall project progress.

#### Partner(s):

Each Applicant may act individually or with partner organizations, subject to above provision on partners originating from Croatia/Montenegro.

Applicant's partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead partner. They must therefore satisfy the same eligibility criteria as applicants.

In addition, each applicant may have as many other partners as they consider appropriate.

**The following are not partners and do not have to sign the "partnership statement":**

- Associates

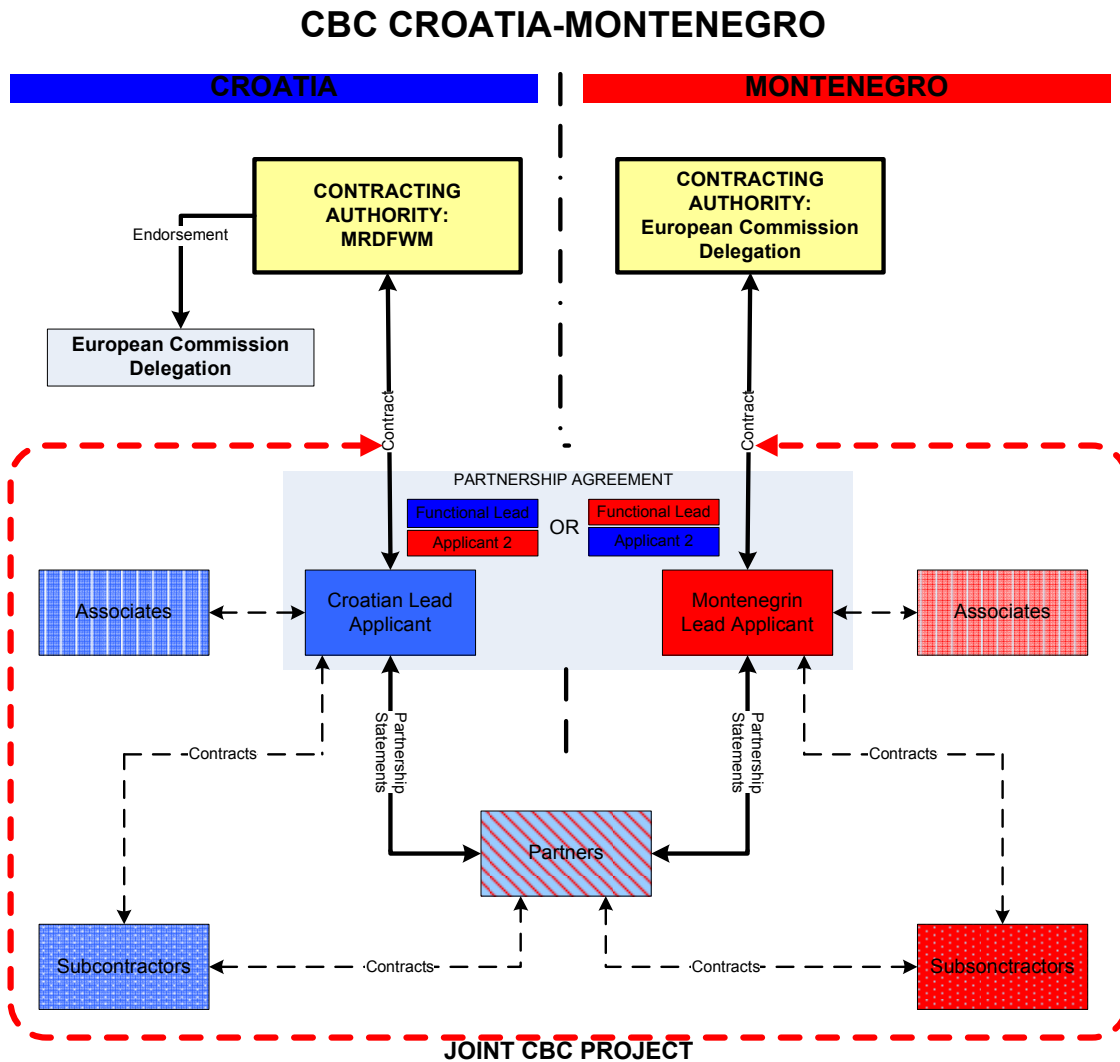
Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of *per diem* or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - "Associates of the Applicant participating 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 for subcontractors.

The chart below illustrates the relationships between the various partners of a CBC project:



### 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.

The action must involve cross-border cooperation in order to be eligible i.e. it must:

- take place in the programme area of Croatia and/or Montenegro
- have effect both in the Croatian and Montenegrin parts of the Programme Area
- foresee cooperation of the cross-border applicants/partners in at least one but preferably more than one of the following ways:
  - Joint project development: applicants cooperate in designing the action, filling in a joint application form and drawing up their respective budget;
  - Joint financing: activities are financed by both applicants' own budgets;
  - Joint staffing: staff on both sides of the border act as one project team;
  - Joint implementation: beneficiaries coordinate their activities across the border.

### Actions in “Adjacent Areas” in Croatia and Montenegro

It has been decided that the Split-Dalmatia County in Croatia and the municipalities of Nikšić, Podgorica and Danilovgrad in Montenegro, though not in the designated Cross-border areas, will qualify as “adjacent areas” for the purpose of the Cross Border Cooperation Programme Croatia/Montenegro and up to 20% of the financial allocation to Croatia (€ 144,000) and to Montenegro (€ 180,000) can be spent in these adjacent areas.

The actions or part of actions taking place in the adjacent areas must meet all the eligibility qualifications (Applicants, Actions and Costs) that apply in the cross-border areas. The accumulated value of all the activities in the adjacent areas cannot exceed 20% of the total Croatian grant allocation, i.e. it cannot exceed € 144,000, and of the Montenegrin grant allocation, i.e. it cannot exceed € 180,000.

Project applications for projects involving activities in the adjacent areas must specify and justify the need for the activities that are to take place in the adjacent areas, in the Application Form section 1.7 “Description of the Action and its Effectiveness” and in the Budget Form (Annex B) the costs relating to these activities must be shown in the memo column “Adjacent” and they must be justified in the attachment to the budget “Justification of the Budget for the Action”.

### Duration

The planned duration of an action may not be shorter than 6 months nor may it exceed 24 months.

### Sectors or themes

Actions must fall under only one of the 3 priority measures described below:

Priority 1: *Creation of favourable environmental and socio-economic conditions in the programming area by improvement of the co-operation in the jointly selected sectors and good neighbourly relations in the eligible area*

<b>Measure 1.1. Joint actions for environment, nature and cultural heritage protection</b>
--------------------------------------------------------------------------------------------

This measure will support sustainable cross-border networks for joint environmental, nature and cultural protection. It is intended to encourage cross-border cooperation in projects related to finding solutions to joint environmental problems. The development of waste management (solid waste and waste water management), land based and sea based pollution reduction, improvement of the monitoring and reporting on the state of marine and coastal eco-systems, taking into account importance of cross-border pollution reduction and control, fire protection systems and joint intervention systems in ecological threats at land and sea, including technical capacities building for realization of those measures are of utmost priority. The aim of cooperation under this measure is also to stimulate the development of other innovative measures and strategies for joint environmental, nature and cultural heritage protection and to educate and raise awareness of the local population and local/regional government units about environmental protection and need for cooperation in that sector through public information and participation. In order to implement EU horizontal policies related to innovation and technology, this measure will support actions that bring new innovative solutions and strategies for environmental and nature protection.

### Measure 1.2. Joint tourism and cultural space

Measure 1.2 is the main economic measure of this Programme since tourism and tourism related services are the main impetus for economic development of the area. These services represent the highest share in regional GDP. Tourism related services also employ the highest number of people in the force, therefore it is essential to broaden the spectra of services, prolong tourist season, offer higher quality of services based on authentic local products, tradition and culture. The measure is intended to enhance and improve cross-border cooperation between tourism and cultural institutions in the region.

### Measure 1.3. Small cross-border community development projects

This measure aims at improving cooperation between people, educational institutions and civil society organizations from both sides of the border in order to boost community development and to improve neighbourhood relations. It will support people-to-people actions organized by different organizations in fields such as culture, tourism, education and others that are in line with the Programme's objective, and will be particularly supporting marginalized groups, local democracy and the development of civil society.

#### Location

Actions must have as final beneficiaries the population of the programme area and their activities must mainly take place in this area as well. The programme area consists of the following regional and local government units of Croatia and Montenegro:

**In Croatia** this includes the Dubrovnik-Neretva County as eligible area and the Split-Dalmatia County as adjacent area.

**In Montenegro** the programme area includes the following municipalities: Herceg Novi, Kotor, Tivat, Budva, Bar, Ulcinj and Cetinje. The adjacent area includes the following municipalities: Nikšić, Podgorica and Danilovgrad.

Croatia (NUTS III, Counties)		Montenegro (Municipalities)	
Eligible area	Adjacent area	Eligible area	Adjacent area
Dubrovnik-Neretva County	Split-Dalmatia County	Herceg Novi Kotor Tivat Budva Bar Ulcinj Cetinje	Nikšić Podgorica Danilovgrad

#### Types of action/activity

The following list of possible types of action is indicative only and not exhaustive. Appropriate innovative activities that are not mentioned below may also be considered for support:

### Measure 1.1. Joint actions for environment, nature and cultural heritage protection

Types of activities eligible under this measure are:

- Joint planning and capacity building activities for solid waste management and waste water management systems;
- Joint planning and capacity building activities for water supply, waste water and solid waste systems with cross border impacts;
- Planning and establishment of networks for joint environmental interventions on land and sea (joint fire fighting schemes, joint interventions in case of sea pollution, purchase of equipment of joint interest/use, etc);
- Joint environmental programmes and initiatives (river catchments management, air pollution, sea pollution etc.);
- Identification and clean-up of uncontrolled waste disposal sites and development of prevention measures;
- Cross-border studies and direct actions on applicability of renewable energy sources;
- Environmental impact assessment studies;
- Environmental strategic impact assessment studies;
- Environmental remediation activities;
- Awareness raising activities – public information and participation;
- Education and know how transfer in environmental protection;
- Elaboration of cross-border regional plans and programs for interventions related to environment protection;
- Elaboration of joint plans and programs for management of protected areas and NATURA 2000 sites;
- Small-scale reconstruction of cultural/architectural heritage.

### **Measure 1.2. Joint tourism and cultural space**

#### Types of activities eligible under this measure are:

- Education schemes for SMEs and work force in tourism, particularly language training, hospitality training, researches;
- Promotion of the attractiveness of the region through tourist events;
- Support to development of new tourism products (development of thematic routes, joint promotional events and materials, site exploitation etc);
- Establishment of cross border clusters in tourism;
- Quality improvement schemes;
- Quality certification of local products and services;
- Support to joint certification of local products;
- Joint marketing initiatives;
- Archaeological research in bordering areas;
- Detection and documentation of common cultural heritage, scientific cave exploration;
- Promotion of border region cultural heritage;
- Promotion of the Programming area as an integral tourist destination;
- IUCN zoning and mapping of natural locations;
- IT for regional centres;
- Development of UNWTO indicators using UNWTO Book of indicators.

### **Measure 1.3. Small cross-border community development projects**

#### Types of activities eligible under this measure are:

- Common cross-border educational programs between educational institutions;
- Community building programs with emphasis on interethnic cooperation;



- Cooperation between national minorities;
- Assistance to marginalised groups;
- Local campaigns focused on raising awareness regarding the meaning of the CBC activities as a development instrument;
- Implementation of national equality instruments on local and regional level (gender equality policies, youth policy, national minority policies etc.);
- Developing cross-border cooperation among organizations providing social and welfare services;
- Actions supporting local democracy;
- Small-scale collaborative projects and pilot actions between local self-governments;
- Development of joint local development plans and strategies in areas of local governance;
- Education schemes in culture;
- Creation of cross border culture networks;
- Development of cultural exchange programmes;
- Joint preservation of tradition;
- Creation and implementation of sustainable joint culture programs (except one off events);
- Establishment of cooperation and joint implementation of programs in new media culture;
- Establishment of youth cross border networks and joint culture production centres;
- Capacity building of NGOs and support to inter sector cooperation.

**The following types of action are *ineligible*:**

- 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;
- Actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- Preparatory studies or preparation of preliminary design for works to be carried out within the project;
- Actions without cross-border impact;
- Actions related to profit making activities;
- Actions linked to political parties;
- Actions which fall within the general activities of competent state institutions or state administration services, including local government;
- Actions with provisions for financing the usual (routine) activities of the local organisations, especially covering their running costs;
- Actions confined to charitable donations;
- Actions related to:
  - The tobacco industry (CAEN code 16);
  - Production of alcoholic distilled beverages (CAEN code 1591);
  - Arms and munitions (CAEN code 296).

**Number of applications and grants per applicant**

An applicant may submit more than 1 application under this call for proposals.

An applicant may not be awarded more than two grants under this call for proposals, limited to a maximum of one grant per measure.

An applicant may at the same time be a partner in one or more other applications.

Partners may take part in more than one application.

#### 2.1.4. Eligibility of costs: costs which may be taken in 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).

As a general rule, amounts indicated in the budget should always indicate a unit rate and a number of units. Applicants are therefore advised against the use of lump sums. However, the applicant may request lump sums in well justified cases.

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 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**.

The European Commission places a great deal of importance to the visibility of the Operation. Therefore the applicants are encouraged to set aside some financial resources for marking of buildings, goods, locations, etc. with the EU logo as well as for brochures or other visibility activities such as reasonable costs associated with opening ceremonies and other such functions. For more information on requirements for the visibility please visit [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)

#### Eligible direct costs

Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:

- they are incurred during the implementation of the action as specified in Article 2 of the Special Conditions with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award subcontracts for goods/services/works used/provided/delivered during the implementation period, as referred to in the article 1.3 paragraph 3, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the Action, provided the provisions of Annex IV were respected,
- must be indicated in the estimated overall budget of the action,
- must be necessary for the implementation of the action which is the subject of the grant,
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary,
- must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Subject to the above and, where relevant, to the provisions of Annex IV of the Standard Grant Contract (see Annex F of the Guidelines), the following direct costs of the Beneficiary and its partners shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the

Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;

- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III of the Standard Grant Contract (see Annex F of the Guidelines), which correspond to the scales published by the European Commission at the time of signing this contract;
- purchase costs of supplies and new equipment and rental costs for equipment and supplies specifically for the purposes of the Action, and costs of services, provided they correspond to market rates;
- cost of consumables;
- subcontracting expenditure;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.);
- value added taxes, if the following conditions are fulfilled:
  - they are not recoverable by any means;
  - it is established that they are borne by the final beneficiary; and
  - they are clearly identified in the project proposal.
- charges for trans-national financial transactions;
- where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts;
- legal consultancy fees, notaries fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its implementation;
- the cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation;
- the purchase of land for an amount up to 10% of the total eligible costs of the Action.

#### 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 Beneficiaries.

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 Beneficiaries or their partners.

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

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing.

#### Ineligible costs

The following costs are not eligible:

- taxes, including value added taxes (value added taxes may exceptionally be eligible, see eligible costs above);
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second hand equipment;
- bank charges, costs of guarantees and similar charges (such charges may be eligible, see eligible costs above);
- conversion costs, charges and exchange losses associated with any of the component specific Euro accounts, as well as other purely financial expenses;
- contributions in kind;
- credits to third parties;
- interest on debt.

***Please note that:***

***The Grants may not have the purpose or effect of producing a profit for the beneficiary as the direct result of the operations/ activities financed under the Grant.***

***Civil servants or other public employees of central or local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant.***

## 2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that prior registration in PADOR for applicants and their partners for this CfP is not obligatory. However the applicants and their partners can register their organisation data, and upload supporting documents in PADOR.

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 3 documents are available on the website:

[http://ec.europa.eu/europeaid/work/oneservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/oneservices/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.

### 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 annexed to these Guidelines (Annex A).

Applicants must fill in the Concept Note and the Full Application Form jointly. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. Applicants are encouraged to provide budget estimates with figures rounded to the nearest euro cent.

Applicants must apply in English, which is the language of this call for proposals.

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 Joint Monitoring Committee or other body to whom the JMC delegate responsibility for evaluation of application 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.

The following are the documents which must be submitted as application for grant in the first place

ANNEX A: GRANT APPLICATION FORM (WORD FILE)

ANNEX B: BUDGET (EXCEL FILE)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FILE)

The application form and the entire application pack are also available:

- on the programme website (<http://www.cbccro-mne.org>);
- on the website of the Ministry of Regional Development, Forestry and Water Management ([http:// www.mrrsvg.hr](http://www.mrrsvg.hr) );
- on the website of the Ministry for European Integration in Montenegro (<http://www.mei.gov.me> );
- on the website of EuropeAid ([http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm))

Applicants must verify that the project proposal is complete on the basis of the checklist attached to the application form (section V) and that the signatures and official stamps are well visible and recognizable on both the original and the copies. **Incomplete applications may be rejected.**

The declaration of the applicant needs to be signed by both applicants (functional lead partner and cross border applicant).

Please make sure that the Declaration by the Applicant and Partnership Statements are signed by the legally authorized representative of the relevant institution or organization.

If an application is selected following the evaluation process, additional documentation will be requested but these should not be submitted at this stage. Therefore **unrequested supplementary annexes should not be sent with the Application Form.**

#### *2.2.2. Where and how to send the Application*

Applications must be submitted in one original and two (2) 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** proposal as the paper version enclosed.

The Checklist (Section V of the part B of the grant application form) and the Declarations by the applicants (Section VI of the part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications, each one has to be sent separately.

The outer envelope must bear the following information:

- **publication reference number of the call for proposals (EuropeAid/128959/L/ACT/MULTI),**
- **the title of the call for proposals,**

- the number and title of the component (Measure no. and Measure title),
- the full name and address of the applicant, and
- the words "*Not to be opened before the opening session*" and in Croatian/Montenegrin "*Ne otvarati prije početka sastanka za otvaranje prijedloga projekata*".

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:

**Joint Technical Secretariat**  
Cross-border programme Croatia- Montenegro  
Škaljari bb  
85330 Kotor  
Montenegro

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 the 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 **18 November 2009** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 local time, as evidenced by the signed and dated receipt issued by the Joint Technical Secretariat. Any application submitted after the above deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authorities may reject any application received at the office of the JTS later than 16:00 hours on the date on which the Evaluation Report for the Opening and Administrative Check (step 1) has been submitted for approval to the Ministry of Regional Development, Forestry and Water Management (or The Agency for Regional Development, when operational) in Croatia and the EC Delegation in Podgorica (see indicative calendar under section 2.5.2).

#### **2.2.4. *Further information for the applicant***

Information sessions on this call for proposals will be held in Montenegro and in Croatia.

- **Kotor**, Palata Bizanti, Hall of Kotor Municipality, Kotor Old Town, **31/08/2009 at 10:00 hours**;
- **Bar**, Small Hall of Bar Municipality, **03/09/2009 at 10:00 hours**;
- **Dubrovnik**, University of Dubrovnik, 4, **10/09/2009 at 10:00 hours**;
- **Opuzen**, "Merlot" Hotel, **11/09/2009 at 10:00 hours**.

You may obtain more details about these information sessions on the programme website <http://www.cbccro-mne.org>

Questions may in addition be sent by e-mail or by fax only in English language no later than 21 days before the deadline for the submission of applications to the address listed below, indicating clearly the reference of the call for proposals (EuropeAid/128959/L/ACT/MULTI):

E-mail address: [office@cbccro-mne.org](mailto:office@cbccro-mne.org)

Fax: +382 32 322 215

The Contracting Authorities have 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.

In the interest of equal treatment of applicants, the Contracting Authorities 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 internet at:

- on the programme website (<http://www.cbccro-mne.org>);
- on the website of the Ministry of Regional Development, Forestry and Water Management ([http:// www.mrrsvg.hr](http://www.mrrsvg.hr));
- on the website of the Ministry for European Integration in Montenegro (<http://www.mei.gov.me>);
- on the website of EuropeAid ([http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm)).



### 2.3. EVALUATION AND SELECTION OF APPLICATIONS

The evaluation and selection of applications under cross-border programmes is the responsibility of the Joint Monitoring Committee (JMC), composed of representatives of both participating countries. The JMC may delegate the evaluation to a Joint Steering Committee. Both committees are assisted in their tasks by the Joint Technical Secretariat (JTS).

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 submission deadline has not been respected, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in 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 JTS 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 JMC 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.

1. Relevance of the action	Scores	
	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. <i>How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? How appropriately are the problems and the needs identified?</i>	5	
1.2	Relevance to the priorities and objectives mentioned in the Guidelines. <i>Does the proposed action generate added value by reference to other interventions? Will the project contribute to the development and strengthening of cross-border connections with the aim of promoting good neighbourly relation? Will the project contribute to the development of sustainable economic and social development in the Croatia – Montenegro border area?</i>	5(x2)*	
<b>2. Effectiveness and Feasibility of the action</b>		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. <i>Is the level of involvement and participation of partners in the action satisfactory? Is the role of the Applicants clear? Is the need for partnership justified? Is the partner(s) role in the implementation of activities reasonable and realistic?</i>	5(x2)*	
<b>3. Sustainability of the action</b>		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. <i>Are the expected results of the action likely to have a sustainable impact on the target groups? Will it have a multiplier effect?</i>	5	
<b>TOTAL SCORE</b>			<b>50</b>

\*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 at least twice the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen by lot. The JMC 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 applicants and their 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 applicants.

**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 (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](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
<b>SELECTION CRITERIA</b>	
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> (notably knowledge of the issues to be addressed)?	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>AWARD CRITERIA</b>	
<b>2. Relevance</b>	<b>30</b>
<p>2.1 How relevant is the proposal to any of the specific <b>objectives</b> of the <b>priority axis</b> inspiring this call for proposals?  <i>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses any the following specific objectives:</i></p> <ul style="list-style-type: none"> <li>▪ <i>To establish cooperation between institutions in charge of environment protection, as well as natural and cultural heritage protection through implementation of joint programs, education, know-how transfer and awareness raising activities;</i></li> <li>▪ <i>To create recognizable tourist products based on the natural and cultural assets of the Programming area and re-establish social connections in cross-border area through supporting traditional and contemporary culture;</i></li> <li>▪ <i>To increase and enhance cooperation between institutions, citizens and civic organizations in the areas such are tourism, education, culture and other that are in line with Programme objective, in order to boost community development and improve neighbourhood relations</i></li> </ul> <p><i>and contains specific added-value elements, such as promotion of gender equality and equal opportunities...</i></p>	5
2.2 How relevant to the particular <b>needs and constraints</b> of the target territorial units in Croatia and Montenegro 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, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately? Does the proposal address the needs of target groups on both sides of the border?	5
2.4 Does the proposal involve <b>genuine cross-border cooperation</b> (at least one of the following: joint development, joint staffing, joint implementation, joint financing)? Proposals with more than one form of cooperation and convincing cross-border partnership (joint	5(x2)

development, joint financing, joint staffing and joint implementing) will receive higher score.	
2.5 Are the activities proposed likely to have a clear <b>cross-border</b> benefit?	5
<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> 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 <b>evaluation</b> )?	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> (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 <b>sustainable</b> : - 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
<b>5. Budget and cost-effectiveness</b>	<b>10</b>
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

**If the total average score is less than 12 points for section 1 (financial and operational capacity), the application will be rejected.**

*Note on Section 2. Relevance*

**If the total average score is less than 20 points for section 2 (relevance), 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.

#### **(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND PARTNERS**

The eligibility verification, based on the supporting documents requested by the JTS (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 applicants (Section VI of the grant application form) will be cross-checked with the supporting documents provided by the applicants. Any missing supporting document or any incoherence between the Declaration by the applicants and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicants, 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 applicants and the partners.

## 2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONNALLY SELECTED APPLICATIONS

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

1. The statutes or articles of association of the applicants<sup>8</sup> and of each partner.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: [http://ec.europa.eu/europeaid/work/procedures/implementation/international\\_organisations/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm)

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)<sup>9</sup>.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicants, accompanied by the justifying documents which are requested therein. If the applicants have 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.

***For all the applicants whose project involves the execution of works***, the following documents will be required in addition to the aforementioned ones:

- Positive Decision on Environmental Impact Assessment or a statement from the relevant public authority that the latter is not needed for the specific activities;
- Proof of ownership or long term lease (10 years after the signature of the contract) of the land /assets
- Preliminary works design or detailed works design
- All necessary legal authorisations (e.g.: location and construction permits).
- Indicative priced bill of quantities – calculated in EUR.

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 one of 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.

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<sup>8</sup> 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

<sup>9</sup> This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor 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.

Where these documents are in an official language of the European Union other than English, 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 English.

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

Based on the verification of the supporting documents, the JMC will make a final recommendation to the Contracting Authorities which will decide on the award of grants.



## 2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1. Content of the decision

The Joint Monitoring Committee recommends the selected applicants to the Contracting Authorities for the award of grant contracts.

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.

The JTS will send the letters to the successful applicants within 15 calendar days of the award decision and letters to the unsuccessful ones within a further 15 calendar days of the dispatch of the award letters.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority shall reply within 90 days of receipt of the complaint (*see further Sect. 2.4.15 of the "Practical Guide to Contract procedures for EC external actions"*).

### 2.5.2. Indicative time-table

	DATE	TIME*
<b>Information meeting in Kotor</b>	31 August 2009	10:00
<b>Information meeting in Bar</b>	3 September 2009	10:00
<b>Information meeting in Dubrovnik</b>	10 September 2009	10:00
<b>Information meeting in Opuzen</b>	11 September 2009	10:00
<b>Deadline for request for any clarifications from the Contracting Authority</b>	28 October 2009	16:00
<b>Last date on which clarifications are issued by the Contracting Authority</b>	6 November 2009	16:00
<b>Deadline for submission of Application Form</b>	<b>18 November 2009</b>	<b>16:00</b>
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	14 December 2009*	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	15 January 2010*	-
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	12 February 2010*	-
<b>Notification of award (after the eligibility check) (step 4)</b>	26 February 2010*	-
<b>Contract signature</b>	March 2010*	-

\* **Provisional date.** All times are in the time zone of the country of the Joint Technical Secretariat.

## **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, each 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 applicants declare accepting, in case where they are awarded a grant, the Contractual conditions as laid down in the Standard Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

### **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.

### **3 LIST OF ANNEXES**

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

- ANNEX A: GRANT APPLICATION FORM (WORD FILE)
- ANNEX B: BUDGET (EXCEL FILE)
- ANNEX C: LOGICAL FRAMEWORK (EXCEL FILE)
- ANNEX D: LEGAL ENTITY FILE (PDF)
- ANNEX E: FINANCIAL IDENTIFICATION FORM (PDF)

#### **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, INTERIM 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: CURRENT PER DIEM RATES, available at the following address:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)
- ANNEX H: STANDARD CONTRIBUTION AGREEMENT (applicable in case where the beneficiary is an international organisation)

#### **PROJECT CYCLE MANAGEMENT GUIDELINES**

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)