



**Contracting Authority:
The European Union, represented by
The Delegation of the European Union to Montenegro**

**European Instrument for Democracy & Human Rights 2010
(EIDHR)**

Country Based Support Scheme (CBSS) for Montenegro

**Guidelines
for grant applicants**

Budget line: BGUE-B2010-19.040100-C1-AIDCO

Reference: EuropeAid/130209/L/ACT/ME

Deadline for submission of concept notes:

19 August 2010 (16:00 CET)

Notice

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form and supporting documents evidencing their legal and financial status. On the basis of supporting documents and signed "Declaration by the Applicant" submitted along with the full application the provisionally selected applicants and their partners will be checked for eligibility. Finally, applications of the eligible applicants will undergo the Full Application evaluation.

Prior registration by applicants and partners in EuropeAid's on-line database, PADOR, **available at** http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm, is obligatory under the present call for proposals (see section 2.2 below for details).

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1. EUROPEAN INSTRUMENT FOR DEMOCRACY & HUMAN RIGHTS

1.1 BACKGROUND

The European Instrument for Democracy and Human Rights (EIDHR) is a financial and policy instrument providing assistance independently of the consent of third-country governments and other public authorities. The main purpose of the Community assistance under the financing instrument preceding the present EIDHR was to support civil society activity in the promotion of human rights and democracy.

The EIDHR response strategy for 2007-2010 will support an integrated approach to democracy-building and the protection and promotion of human rights, and is designed to complement geographical and thematic programmes.

The 2007-2010 strategy sets out five specific EIDHR objectives:

Objective 1: Enhancing respect for human rights and fundamental freedoms in countries and regions where they are most at risk;

Objective 2: strengthening the role of civil society in promoting human rights and democratic reform, in supporting the peaceful conciliation of group interests and in consolidating political participation and representation;

Objective 3: Supporting actions on human rights and democracy issues in areas covered by EU Guidelines, including on human rights dialogues, on human rights defenders, on the death penalty, on torture, and on children and armed conflict;

Objective 4: supporting and strengthening the international and regional framework for the protection of human rights, justice, the rule of law and the promotion of democracy;

Objective 5: Building confidence in and enhancing the reliability and transparency of democratic electoral processes, in particular through election observation.

The objectives under the Guidelines for Applicants have been identified in accordance with the EIDHR Strategy Paper 2007-2010.

The document is available on the following internet address:

http://ec.europa.eu/europeaid/what/humanrights/documents/eidhr_strategy_paper_2007-2010_en.pdf.

Montenegro is one of the countries qualified for the Country Based Support Scheme available only under the Objective 2.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is: *“Strengthening the role of civil society in promoting human rights and democratic reform, in supporting the peaceful conciliation of group interests and in consolidating political participation and representation”*.

For this Call for Proposals three **specific objectives** were identified to support the civil society in Montenegro to strengthen their involvement in the shaping of local and national policies regarding the protection and promotion of human rights and democratic reform:

1. To support and consolidate civil society efforts to bring about legislative changes and to improve state policy on fundamental human rights issues.
2. To enhance political participation and representation
3. To enhance inclusiveness and pluralism of civil society

The **priority areas** under these three specific objectives are the following:

- **Promotion and consolidation of freedom of expression, freedom of information and media freedom** (with special emphasis in independent and responsible media).
- **Promotion of political representation and fostering the participation of citizenship in democratic processes**
- **Promotion of initiatives to enhance the inclusiveness and pluralism of civil society**
- **Promotion and consolidation of the protection of children's rights and sustaining their participation to influence duty-bearers to fulfil their rights.**

Following these priorities, and in order to maximize benefits and outcomes of this Programme, strong involvement of local civil society organizations, which can address these issues in an effective and efficient manner, is foreseen.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 390.000 (EUR 300,000 and 90,000 from the budget 2010 and 2009 respectively). The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- minimum amount: EUR 50.000
- maximum amount: EUR 150.000

for national applicants

- *no grant can exceed 95% of the total eligible costs of the Action*

for applicants having the nationality of a country other than that of the country of action

- *no grant can exceed 50% of the total eligible costs of the Action*

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

In addition, no grant may exceed 95% of the total eligible costs of the action (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 Union budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

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

In addition to the Glossary, the following definitions apply:

Partnership the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action

Applicant the organisation responsible for submitting the application

Partner member organisation of the partnership other than the applicant

Associate organisation that plays an active role in the action but which cannot benefit from funding under the grant

Subcontractor organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 Eligibility of applicants: who may apply?

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

- be legal persons **and**
- be non profit making, except media entities **and**
- be a specific type of organisations such as a civil society organisation, registered at least twelve months prior to the deadline for submission, as defined by Article 10 of Council Regulation (EC) No 1889/2006¹ or a media entity, registered at a Commercial Court at least twelve months prior to the deadline for submission for applications **and**
- be established in an eligible country as defined by Article 14 of Council Regulation (EC) No 1889/2006¹. Given the nature of the Country-Based Support Scheme organizations established in Montenegro under the local law are encouraged to apply **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be able to demonstrate that they have regularly carried out activities in the field covered by this call at least during the last year at the time of submission of an application

¹ See <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:386:0001:0011:EN:PDF>

(2) Potential applicants may not participate in call for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

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

2.1.2 Partnerships and eligibility of partners

Eligible applicants of Montenegro nationality may act individually or with partner organizations.

Eligible applicants having the nationality of a country other than that of the country of action (Montenegro) must act together with at least one national Montenegrin partner organisation.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

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 (the "Beneficiary").

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

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

Duration

The planned duration of an action may not be lower than **6 months** nor exceed **18 months**.

Themes

Project proposals will need to address **at least one of the listed areas of activity under the following themes:**

- 1. Promotion and consolidation of freedom of expression, freedom of information and media freedom** (with special emphasis in independent and responsible media).
- 2. Promotion of political representation and fostering the participation of citizenship in a democratic process** (including the empowerment of women and other underrepresented groups, and

responsiveness and accountability, by means of initiatives by civil society in dialogue with “political society”, *e.g.* with the Parliament of Montenegro).

3. **Promotion of initiatives that enhance the inclusiveness and pluralism of civil society** (supporting activities and capacity-building of civil society organisations formed by groups whose interests are underrepresented and discriminated, or otherwise contributing to the empowerment of such groups (*e.g.* minority groups, people with disabilities, internally displaced persons, *etc.*).
4. **Promotion and consolidation of the protection of children's rights and sustaining their participation to influence duty-bearers to fulfil their rights.**

Location

Actions must take place in Montenegro

Types of action

Financial support under this Call for Proposal must be aimed at supporting **actions**, i.e. coherent and self-contained sets of activities designed to achieve a specific objective listed under chapter 1.2 above within a specific time frame.

Types of activity

The following list is **not exhaustive and appropriate innovative activities that are not mentioned below will also be considered for support**. By way of illustration, projects could contain a range of the following activities:

1. **Promotion and consolidation of freedom of expression, freedom of information and media freedom** (with special emphasis in independent and responsible Media).
 - Organisation of discussion fora (seminars, conferences, round tables) to improve dialogue between civil society organisations and decision-makers
 - Advocacy for and support to the development of awareness-raising activities for relevant state agents (judges, prosecutors, lawyers, social workers) about various forms of rights' violations
 - Actions to monitor and promote freedom of expression in Montenegro
 - Training activities, education, notably related to situation analysis, advocacy skills, access to media and networking
 - Training techniques on investigative journalism on analysis of documents, such as legal documents, government reports, regulatory reports.
 - Capacity building to develop civil society capacity to exercise their right to freedom of information and to improve the relevant legislative framework
 - Awareness raising and public communication activities.
2. **Promotion of political representation and fostering the participation of citizenship in a democratic process**
 - Lobbying activities directed towards decision-makers, authorities in charge of promoting adequate legislation
 - Awareness-raising seminars and lobbying activities directed towards decision-makers, authorities (at central and local levels) in charge of promoting adequate legislation
 - Awareness-raising, provision of trainings for relevant state agents promoting solutions on divisive matters or controversial areas
 - Actions to increase citizens' participation in politics and policymaking
 - Actions to promote women's rights and equal opportunities through training of women's NGOs

- Actions to promote the advancement of women's rights and their full participation on the basis of equality in all spheres of society
- Awareness and capacity-building leading to greater participation and decision-making on power of women
- Actions to enhance political representation and participation of various groups of stakeholders, including the empowerment of women and equal participation of women and men
- Actions to institutionalise training for youth on human rights issues
- Actions to establish civil society systems for monitoring the implementation of international human rights commitments
- Actions to enhance responsiveness and accountability
- Monitoring and watchdog activities on the promotion of transparency and combating corruption
- Advocacy campaigns to support grassroots-based organisations around national policy issues.

3. Promotion of initiatives to enhance the inclusiveness and pluralism of civil society

- Actions to support the peaceful conciliation of groups interests
- Advocacy and supporting peace policy through education and the process of confrontation with the past
- Capacity building activities for the mobilisation of underrepresented groups
- Providing support to NGO activity aimed at promoting group identity rights, in particular of the most discriminated and vulnerable
- Establishing regular civil society dialogue on the situation of minority groups such as: ethnic minorities, disabled people
- Actions to support awareness-raising to realise the minorities' rights
- Capacity-building of grass-roots organisations of disabled persons to enable them to develop life-skills, self-esteem, and the understanding of their rights
- Advocacy activities to promote the rights of Roma people
- Supporting activities and capacity-building of new or fragile society organisations formed by groups whose interests are underrepresented or otherwise contributing to the empowerment.

4. Promotion and consolidation of the protection of children's rights and sustaining their participation to influence duty-bearers to fulfil their rights.

- Actions to strengthen cooperation between the state and civil society organisations in ensuring the protection of children's rights, particularly those who are at risk and in difficult circumstances and who are in conflict with the law
- Actions to strengthen the capacity of duty bearers and rights defenders in improving targeting, database and monitoring national and international commitment to children's rights
- Promote and sustain inclusive participation of children enabling equal opportunities for all groups of interested children regardless their age, gender, abilities, ethnicity and social background
- Actions to strengthen children's knowledge, life skills, and capacity to ensure their own protection and claim of their human rights
- Capacity building and strengthening of child-led and/or child participatory associations, movements and networks to form partnerships or alliances at local and national level.
- Actions to strengthen the abilities of organised and representative children's clubs/associations/networks to influence decision-making related to children rights.

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
- one-off conferences: conferences may only be funded if they form part of a wider range of activities to be

implemented over the life-time of the action. For this purpose, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities"

- actions supporting individual political parties

Number of applications and grants per applicant

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

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

An applicant may at the same time be **partner** in another application.

Partners may take part in more than **one application**.

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

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

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

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

Eligible indirect costs (overheads)

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

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

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;

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

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR both for applicants and their partners for this Call for proposal is obligatory.

-Phase 1, The concept note: Registration in PADOR is obligatory for the applicants of grants above 25.000 €.

Registration is optional but recommended for:

- Applicants with grants of 25.000 € or lower
- The partners

- Phase 2, The full proposal: Registration in PADOR is obligatory for all pre-selected applicants and all their partners.

PADOR is an on-line database in which organisations register themselves and update regularly their data, through the Europeaid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate on the paper version of the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

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

Please note that the requested supporting documents (statutes, financial reports, and audit reports) **must be uploaded in PADOR before the submission deadline of Full Application**. By letter from the European Commission, applicants will be reminded that these documents will have to be loaded in PADOR for the **eligibility check**. Nevertheless, we strongly advise you to upload these documents while registering in PADOR..

2.2.1 *Concept Note content*

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the total costs of the action together with the amount of contribution and percentage requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send concept notes*

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in one original and 3 (three) copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and the words "Not to be opened before the opening session and *"Ne otavarati prije zvaničnog sastanka za otvaranje prijava projekata"* ".

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address
Delegation of the European Union to Montenegro
Vuka Karadžica 12
81000 Podgorica
Montenegro

Address for hand delivery or by private courier service
Delegation of the European Union to Montenegro
Finance, Contracts and Audit Section
Vuka Karadžica 12
81000 Podgorica

Montenegro

Concept Notes 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 Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 Deadline for submission of the Concept Notes

The deadline for the submission of Concept Note is 19 August **2010** 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 hrs local time** as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation (see indicative calendar under section 2.5.2).

2.2.4 Further information for Concept Note

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of concept notes to the below address, indicating clearly the reference of the call for proposals:

E-mail address: delegation-montenegro-fcs@ec.europa.eu

Fax: +382 20 444 666

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

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR help desk: europeaid-on-line-registration-hd@ec.europa.eu

2.2.5 Full Application form

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget without decimals) may not vary from the initial estimate by more than 20%,

while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (Part B, Section V of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the application.

Clarifications will only be requested when there are omissions in the submission or the information provided is unclear or inconsistent, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Together with their full applications the invited applicants **must submit** in hard copy the **supporting documentation** (see step 1 in section 2.3 below), that would allow the Contracting Authority to verify their eligibility and that of their partners (if any).

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 Where and how to send the Full Application form

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

Delegation of the European Union to Montenegro
Vuka Karadžica 12
81000 Podgorica
Montenegro

Address for hand delivery and by private courier service

Delegation of the European Union to Montenegro
Finance, Contracts and Audit Section
Vuka Karadžica 12
81000 Podgorica
Montenegro

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

Applications must be submitted in one original and 3 (three) copies in A4 size, each bound. The 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 full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section V of part B of the grant application form), the Declaration by the applicant (Section VI of part B of the grant application form) and the requested supporting documents must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and "*Ne otvarati prije zvaničnog sastanka za otvaranje prijave projekata*".

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 Deadline for submission of the Full Application form

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under section 2.5.2).

2.2.8 Further information for the Full Application form

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

E-mail address: delegation-montenegro-fcs@ec.europa.eu

Fax: + 382 20 444 666

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

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

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

E-mail address: delegation-montenegro-fcs@ec.europa.eu

2.3 EVALUATION AND SELECTION OF APPLICANTS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals during this step that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3 above, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-8 of the Checklist (section II of part A of the grant application form). If any of the requested administrative information is missing or is incorrect, the Contracting Authority shall clarify with the applicant the omissions identified. If the applicant does not provide an answer to the clarification letter within the deadline and/or if any of the eligibility criteria were not satisfied, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

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

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

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

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

	Scores	
	Sub-score	15
1. Relevance of the action		
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	

2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.		
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.		
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

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

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

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for proposals. The preselected applicants will subsequently be invited to submit full applications.

(3) STEP 3: OPENING SESSION, ADMINISTRATIVE AND ELIGIBILITY CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section V. of part B of the grant application form). If any of the requested administrative information/documents is missing or is incorrect, the Contracting Authority shall clarify with the applicant the omissions/discrepancies identified. If the applicant does not provide an answer to the clarification letter and/or the requested information/documents within the deadline and/or if any of the eligibility criteria were not satisfied the application may be rejected on that **sole** basis and the will not be evaluated further.
-
- The applicants and partners (if any) satisfy all the criteria specified in section 2.1.1 & 2.1.2 above and have submitted the supporting documents required by the CA as per section 2.4 below (see also the checklist in section V of the grant application form). If any of the requested administrative information is missing or is incorrect, the Contracting Authority shall clarify with the applicant the omissions/discrepancies identified. If the applicant does not provide an answer to the clarification letter and/or the requested information/documents within the deadline and/or if any of the eligibility criteria were not satisfied the application may be rejected on that **sole** basis and the will not be further evaluated.
-
- 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.

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

(4) STEP 4: EVALUATION OF THE FULL APPLICATION FORM

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

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

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

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

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20

1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

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

Minimum requirements for receiving 12 points for **Financial and operational capacity**

1.1 **3 points** for *Experience in project management*: if the applicant has project management experience in the relevant sector (section 2.2 of the application form) for a minimum duration of one year within the last five years (from 2005 onwards), having managed at least one of five projects within those last five years for an minimum accumulated amount falling at least within the range of € 50,000 to € 100,000.

1.2 **3 points** for *Technical expertise*: if the applicant demonstrates in section 2.2 of the Application Form verifiable experience during the last 5 years in the thematic area(s) of the proposed action, or at least implemented (reported) project thematically comparable with the proposed one.

1.3 **3 points** for *Management capacity*: if the applicant has a minimum of 2 to 5 persons paid staff in their headquarters (section 3.3.3 of the Application Form)

1.4 **3 points** for *Financial capacity*: if the applicant demonstrates in section 3.3.1 of the Application form an annual turnover for the last year (2009) amounting to at least 30% of the grant requested.

Note on Section 2. Relevance

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

Provisional selection

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

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

2.4 SUBMISSION OF SUPPORTING DOCUMENTS BY ALL APPLICANTS

All applicants shall supply the following documents, along with the application form, in order to allow the Contracting Authority to verify their eligibility and that of their partners ²

1. The statutes or articles of association of the applicant organisation³ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.
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)⁴.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous

² No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

³ 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

⁴ 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.

financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into the language of the call for proposals (English) of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into the language of the call for proposals.

If the abovementioned supporting documents are not provided by the submission deadline indicated in the section 2.2.7 , the application may be rejected.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the CA's decision concerning their application and, in case of rejections, the reasons for the negative decision. The letters to the successful applicants will be sent within 15 days of the award decision and letters to the unsuccessful applicants within a further 15 days of the dispatch of award letters.

In the event that the CAs could not draw a contract with any of the applicants who were awarded a grant or after budgetary revision of the applications which received an award some funds are freed, the next best placed application(-s) in the reserve list that falls within the available envelope could receive a grant award.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	N/A	N/A
Deadline for request for any clarifications from the Contracting Authority	30 July 2010	16:00 CET
Last date on which clarifications are issued by the Contracting Authority	9 August 2010	16:00 CET
Deadline for submission of Concept Notes:	19 August 2010	16:00 CET
Information to applicants on the opening & administrative check (step 1)	10 September 2010	-
Information to applicants on the evaluation of the Concept Notes (step 2)	17 September 2010	-
Invitations for submission of Full Application Form	17 September 2010	16:00 CET
Deadline for submission of Full Application Form	1 November 2010	-
Information to applicants on the Opening , Administrative and Eligibility Check of the Full Application Form (step 3)	19 November 2010	-
Information to applicants on the evaluation of the Full Application form (step 4) and notification of award	3 December 2010	-
Contract signature	20 December 2010*	-

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

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

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)⁵

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)⁶

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

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

PROJECT CYCLE MANAGEMENT GUIDELINES

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

⁵ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

⁶ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.