



Contracting authority:

The Government of the Republic of Serbia, Ministry of Finance,
Department for Contracting and Financing of EU Funded Programmes
(CFCU)

**Cross-border Programme Serbia – Montenegro 2014-2020
under the Instrument for Pre-accession Assistance (IPA II),
allocations 2016, 2017 and 2018***

Guidelines
for grant applicants
2nd Call for Proposals

Budget line(s) BGUE-B2016-22.020401
BGUE-B2017-22.020401
BGUE-B2018-22.020401*

**This call for proposals is launched with a suspension clause*

Reference: EuropeAid/165238/IH/ACT/Multi

Deadline for submission of concept note and full application:
27 December 2019

NOTICE

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

***SUSPENSION CLAUSE**

The present call for proposals is launched with a "suspension clause" (reference Section 2.6.12 of the practical guide). The conclusion of contracts with applicants resulting from this call for proposals is subject to the fulfilment of the following condition:

The signature of the Financing Agreement between the European Commission and Republic of Serbia and Montenegro concerning the Cross-border Programme for Serbia - Montenegro under IPA II for the year 2018.

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2. CROSS-BORDER PROGRAMME SERBIA - MONTENEGRO

2.1. BACKGROUND

These guidelines are intended to be used by those applying for grants under the 2nd call for proposals for the 2014-2020 cross-border cooperation programme Serbia – Montenegro (hereinafter ‘the programme’). The programme is implemented under the framework of the instrument of pre-accession assistance (IPA II) and is the result of joint planning efforts made by the governments and other stakeholders of the two countries. IPA II supports cross-border cooperation with a view to promoting good neighbourly relations, fostering European Union integration and promoting socio-economic development. The legal provisions for its implementation are stipulated in the following pieces of legislation:

- Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action; and
- Commission Implementing Regulation EU no 447/2014 of 2 May 2014 on the specific rules for implementing the IPA II regulation.

The programme analyses the socio-economic situation of the border region, sets out a common strategy for remedying problems identified and formulates joint thematic priorities for development. As specified in its programme document, its implementation is carried out through calls for proposals such as this one. These calls will be launched at regular intervals in order to fund cross-border cooperation projects that will contribute to achieving the strategic objectives agreed upon by the participating countries.

More details about this 2014-2020 IPA II cross-border cooperation programme can be found on the programme document downloadable at the following link of the programme's web page http://cbcsrb-mne.org/wp-content/uploads/2015/10/OP_CBP-SRB-MNE-2014-2020_ENG.pdf.

The programme is implemented jointly by both countries. In the Republic of Serbia, the responsible institutions are:

- The Ministry of European Integration (MEI), in charge of the overall coordination of the programme, is part of the operating structure (OS) in this country;
- The Ministry of Finance, Department for Contracting and Financing of EU funded Programmes (CFCU), responsible for all contract and payment issues, is the contracting authority (CA).

These two institutions constitute Operating Structure (OS) in the Republic of Serbia.

In Montenegro, the responsible institutions are:

- The European Integration Office, responsible for the overall coordination of the programme, is part of the OS in this country;
- The Ministry of Finance, Directorate for Finance and Contracting the EU Assistance Funds (CFCU), as integral part of the management and control system (control body) in this country.

Moreover, the implementation of the programme is overseen by a joint monitoring committee (JMC) composed of representatives of both participating countries' institutions and civil society. The JMC will examine and provide an advisory opinion on the list of operations selected through this call for proposals before the grant award decision.

The CA, the OSs and the JMC are assisted by the joint technical secretariat (JTS) based in Prijepolje, Serbia, and staffed with experts from Serbia and Montenegro. The JTS is the administrative body responsible for the day-to-day management of the programme including support and advice to potential applicants as well as grant beneficiaries. The JTS has an antenna located in Bijelo Polje, Montenegro. The JTS will assist potential

applicants in partner search and project development, organising information days and workshops; develop and maintain a network of stakeholders; advise grant beneficiaries in project implementation; and prepare, conduct and report on monitoring visits to cross-border cooperation operations.

2.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

In line with the objectives specified in the programme document the **overall objective** of this call for proposals is to contribute to economic, social and territorial development of the programme area by fostering integration, joint development and use of potentials and opportunities to make the area attractive to live and work in.

As a result of a decision made by the JMC of the programme on 13 February 2018, out of the three thematic priorities of the programme document,

- ☐ Thematic priority 1: Promoting employment, labour mobility and social and cultural inclusion across the border;
- ☐ Thematic priority 2: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management;
- ☐ Thematic priority 3: Encouraging tourism and cultural and natural heritage;

the following are the specific objectives related to Thematic Priority 1 (Specific Objective 2) and Thematic Priority 3 (Specific Objective 1), as well as the corresponding results that the applications submitted under this call will contribute to attaining:

SPECIFIC OBJECTIVES	RESULTS
1.2. Strengthening social and cultural inclusion of vulnerable groups	Result 1.2.1: Better services – Increased access to social and cultural services for vulnerable/excluded groups
3.1. Improving capacities for exploiting tourism potentials of the programme area	Result 3.1.1: Joint tourist products enhanced
	Result 3.1.2: Complementary products and services developed

Mainstreaming of cross-cutting issues:

This call for proposals will take into account the mainstreaming of cross-cutting issues at project level. When developing a project to address any specific objective, cross-cutting issues need to be mainstreamed in the following manner:

a) **Equal opportunities and prevention of discrimination** based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation shall be observed during the preparation, design and implementation of the cooperation programme. During the programme design the needs of various target groups at risk of such discrimination were considered. The programme put attention on promoting equal opportunities for vulnerable groups (ethnic minorities, unemployed, young, elderly, women, disabled and others) under the thematic priority no 1. Equal opportunities are also promoted in the sense of addressing the specific needs of the population in the mountainous rural parts of the programme area where access to different public services is limited. During the programme implementation the inclusion of vulnerable groups as target groups or final beneficiaries shall be monitored all across its priorities.

b) **Equality between men and women** shall also be respected in all phases of the cooperation programme. In the course of preparation of the situation analysis and during public consultation the particular needs of women were highlighted in terms of access to employment and social care. The potential beneficiaries shall be encouraged to observe the situation of women and men where appropriate during planning and implementation of the projects. Gender disaggregated data shall be monitored through indicators of performance where appropriate.

c) **Environmental and climate change issues** are ranked very high in the programme. Needs and challenges regarding environmental protection, resource efficiency, risk prevention and climate action shall be addressed under the Thematic priority no 2. Environmental issues shall also be observed under the other two thematic priorities. Particular focus of the thematic priority 1 is placed on promotion of employment in the emerging green economy sector. The programme area's nature resources and protected areas shall be addressed through development of sustainable tourism offers under the Thematic priority no 3. Environmental issues shall be observed in the quality assessment of the proposed operations.

Please note that mainstreaming cross-cutting issues will be scored through the evaluation methodology of this call as formulated in section 2.3 below.

2.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 3.240.000,00. The contracting authority reserves the right not to award all available funds.

More specifically, the contracting authority might cancel the call completely or partially when only few good quality applications can be contracted and relaunch the unallocated assets in the next call for the specific objective(s) concerned.

Indicative EU-funded allocations by specific objective:

Specific objective	Allocation
1.2. Strengthening social and cultural inclusion of vulnerable groups	EUR 1 140 000
3.1. Improving capacities for exploiting tourism potentials of the programme area	EUR 2 100 000
Total	EUR 3 240 000

The applications will compete with each other for the financial resources available within each specific objective separately.

When the remaining funds per specific objective will not allow financing another application, the evaluation committee may recommend to the contracting authority to pull these funds and award a grant to the application or applications with the highest scores in the ranking of the sole reserve list irrespective of the specific objective.

If the allocation indicated for a specific objective cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to those application/s being higher in the ranking of the sole reserve list irrespective of the specific objective.

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

Specific objective	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
Specific objective 1.2. Strengthening social and cultural inclusion of vulnerable groups		
Result 1.2.1: Better services – Increased access to social and cultural services for vulnerable/excluded groups	EUR 120 000	EUR 250 000
Specific objective 3.1. Improving capacities for exploiting tourism potentials of the programme area		
Result 3.1.1: Joint tourist products enhanced	EUR 150 000	EUR 350 000
Result 3.1.2: Complementary products and services developed	EUR 150 000	EUR 300 000

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 60 % of the total eligible costs of the action.
- Maximum percentage: 85 % of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union.

SUSPENSION CLAUSE:

The present call for proposals is launched with a "suspension clause" (reference Section 2.6.12 of the practical guide).

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

The signature of the Financing Agreement between the European Commission and Republic of Serbia and Montenegro concerning the Cross-border Programme for Serbia - Montenegro under IPA II for the year 2018.

3. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).¹

3.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

3.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person, **and**
- be non-profit-making, **and**
- be established in² either the Republic of Serbia or Montenegro, **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- be a specific type of institution or organisation such as:

¹ Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

² To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

Under the specific objective 1.2 ‘Strengthening social and cultural inclusion of vulnerable groups’	Under the specific objective 3.1 ‘Improving capacities for exploiting tourism potentials of the programme area’
<ul style="list-style-type: none"> • Employment services • Educational and research institutions and organisations • Chambers of commerce and crafts, associations of enterprises, clusters • Trade unions • Civil society organisations/NGOs • National, local and regional authorities • Local and regional development agencies • Organisations providing business support environment • Local communities 	<ul style="list-style-type: none"> • Tourism and related clusters • Tourism organisations at national/regional/local levels • National/nature park organisations • Educational and research institutions and organisations • Civil society organisations/NGOs • National, local and regional authorities • Local and regional development agencies • Associations of producers and tourism providers • Cultural institutions • Chambers

Please note that profit making organizations and political parties are not eligible, neither as lead applicants nor as co-applicants.

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 60 000 or less, no declaration on honour is required.

In Part B Section 8 of the grant application form (‘declaration(s) by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant must act with co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary and coordinates the design and implementation of the action.

Co-applicant(s)

The lead applicant must act with at least one co-applicant as specified hereafter:

If the lead applicant is established in the Republic of Serbia, at least one co-applicant must be established in Montenegro, and vice versa.

At least one legal entity in the partnership (being the lead applicant or the co-applicant) must be effectively established or have an office in the programme eligible area of each participating country.

The maximum number of co-applicants that could be involved in the action is 3. However, CBC partners must carefully bear in mind the most appropriate conditions to ensure an intra-project efficient coordination when deciding on this. The number of partners and the composition of the partnership should be coherent with the envisaged objectives and activities of the action (see Section 2.1.4 below).

In genuine cross-border operations, the lead applicant and co-applicant(s) shall cooperate in the development and implementation of action. In addition, they shall cooperate in either the staffing or the financing of operation or both (see Section 2.1.4 below). The lead applicant and co-applicant(s) must represent different legal entities.

The partnership must include an applicant effectively established in the eligible area or having an office in the eligible area of every participating country.³

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the lead applicant himself⁴.

Co-applicant(s) must sign the mandate in Part B, Section 4 of the grant application form.

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract⁵.

If awarded the grant contract, the co-applicant(s) will become beneficiary(ies) in the action (together with the coordinator).

3.1.2 Affiliated entities

Affiliated entity(ies)

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

³ At least one legal entity (being the lead applicant or the co-applicant) from each participating country must be established or have an office in the programme eligible area.

⁴ In line with the cross-border nature of the programme, please note that the nationality of the lead applicant (either the Republic of Serbia or Montenegro) automatically determines the nationality of at least one co-applicant (Montenegro if the lead applicant is effectively established in the Republic of Serbia or the Republic of Serbia if the lead applicant is effectively established in Montenegro).

⁵ The updated lists of sanctions are available at www.sanctionsmap.eu.

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,...) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5 of the grant application form.

3.1.3. Associates and contractors

The following entities are not applicants nor affiliated entities and do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement':

- Associates

Other organisations or individuals 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. Associates must be mentioned in Part B Section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

3.1.4. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action or operation may not be lower than 12 months nor exceed 24 months.

Sectors or themes

As stipulated in Section 1.2 above, operations will fall under only one of the following specific objectives and will have to prove their contribution to attain one or more of their intended results:

SPECIFIC OBJECTIVES	RESULTS
1.2. Strengthening social and cultural inclusion of vulnerable groups	Result 1.2.1: Better services – Increased access to social and cultural services for vulnerable/excluded groups
3.1. Improving capacities for exploiting tourism potentials of the programme area	Result 3.1.1: Joint tourist products enhanced
	Result 3.1.2: Complementary products and services developed

In their application, the lead applicant and its co-applicant(s) will have to refer the programme's specific objective under which their action is meant to contribute, as well as the programme's result affected by the action, and the programme's indicators that will be instrumental to measure the action's success. For the sake of consistency and aggregation, applicants must have the same units to quantify their output, outcome and impact indicators in line with the programme output, outcome and impact indicators. Applicants are requested to introduce selected indicators in Sections of Grant Application Form (1.1. Summary of the action, 1.3.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals, 2.1.1. Description).

The following illustrates the list of indicators that the applicants will have to include, where appropriate, to estimate the project's contribution to the programme's objectives:

Programme specific objective 1.2 – Strengthening social and cultural inclusion of vulnerable groups

IMPACT INDICATORS	Number of direct beneficiaries involved (to be disaggregated by type of vulnerable group and gender)
	people with disabilities
	youth
	long-term unemployed
	ethnic minorities
	other
	Number of new jobs created as a result of promoting social inclusion through employment
	Number of businesses still active after two years of their establishment
	Number of new services available in the market one year after project ends
	Number of persons resolving concrete social issues and challenges through the supported social schemes
	Percentage of reduction of early school leavers and drop-outs (men, women, ethnic minorities) amongst the targeted population
	Percentage of sickness incidence reduction amongst the socially vulnerable groups being beneficiaries of the programme
	Number of final beneficiaries from vulnerable groups enrolled as new pupils or students
	Number of new beneficiaries of the upgraded social services
	Number of new beneficiaries of the upgraded health services
	Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken
OUTCOME INDICATORS	Number of organisations with increased capacities
	Number of users of digital platforms
	Number of plans implemented
	Number of new services commercialised
	Level of satisfaction of users/clients with new services
	Level of satisfaction of trainees with new training courses
	Number of new businesses established as a result of the call
	Increased level of competences among the trainees

	Number of medical staff, teachers and social welfare professionals participating in the implementation of these operations
	No. of organisations dealing with vulnerable groups with increased competences
	Number of training courses certified
	Number of innovative approaches, methods and processes put in practice through actions
	Number of participants using infrastructure/services across the border
	Number of persons from vulnerable groups with access to better services
	Number of new solutions (services, tools, programmes) developed for fostering social and cultural inclusion
	Number of existing health and social services and their accessibility improved
OUTPUT INDICATORS	Number of projects implemented in relation to this specific objective (to be disaggregated by specific objective)
	Number of organisations directly involved in the implementation of this type of projects (to be disaggregated by type of organisation)
	local government units
	national government units (ministries, agencies, offices)
	non-governmental organisations (NGOs, CSOs, associations)
	enterprises
	private
	publicly owned
	regional development agencies
	educational institutions
	cultural institutions
	public utility companies
	other type (please specify)
	Number of inter-sectoral (local authorities-CSOs-private sector-public agencies-research and educational institutions) partnerships implementing this type of projects
	Number of information/promotion campaigns implemented
	Number of information/promotion events organised
	conferences
	exhibitions
	fairs
	other information/promotion events
	Number of participants in information/promotion events (to be disaggregated by type of event, type of vulnerable group and gender)
	Number of promotion materials produced and distributed/published/broadcasted (to be disaggregated by type of promotional material)
	Number of people reached by information/promotion campaigns

Number of capacity building events organised (to be disaggregated by type of event)
trainings
workshops
seminars
other capacity building events
Number of participants in capacity building events organised (to be disaggregated by type of event, type of vulnerable group and gender)
Number of training curricula developed
Number of studies developed
Number of digital platforms (information systems) developed
Number of websites operational
Number of sets of equipment purchased and made available to target groups
Number of cross-border networks/partnerships formed
Number of organisations participating in cross-border networks/partnerships formed (to be disaggregated by type of organisation)
Number of cross-border cooperation agreements signed
Number of plans developed
strategic plans
investments plans
business plans
other plans
Number of new services developed
Number of facilities enhanced
Number of manuals, guidelines, handbooks developed
Number of study visits organised
Number of participants in study visits
Number of innovative approaches, methods and processes designed in promoting social and cultural inclusion across border
Number of events organised for the empowerment of socially vulnerable groups (to be disaggregated by type of event)
Number of health care facilities in rural areas enhanced
Number of programmes promoting healthy lifestyle and prevention activities developed
Number of social support schemes newly developed or upgraded
Number of local actors in the field of social inclusion mapped, including their expertise and resources
Number of local actors that exchange their experience in the field of social inclusion
Number of organisations participating in fairs

	Number of new cultural and sports events included socially vulnerable groups as participants
	Number of fairs visited
	Number of participants in fairs visited

Programme specific objective 3.1 - Improving capacities for exploiting tourism potentials

IMPACT INDICATORS	Number of direct beneficiaries involved (to be disaggregated by type of vulnerable group and gender)
	people with disabilities
	youth
	long-term unemployed
	ethnic minorities
	other
	Number of new jobs resulting from programme activities (to be disaggregated by type of vulnerable group and gender)
	Number of businesses still active after two years of their establishment
	Number of new services/products/offers available in the market one year after project ends
	Percentage of target groups of self-employment initiatives establishing new business initiatives in tourism and hospitality (to be disaggregated by type of vulnerable group and gender)
	Percentage of returning visitors
	Percentage of increase in the amount of financial income from tourism attractions
	Percentage of increase in the number of hotel bookings
	Percentage of increase in the length of hotel bookings
	Number of new profiles officially introduced in schools for hotels and catering
	Increase in the number of visitors to the cross-border area
	Average length of tourist stay increased (overnights)
	Percentage of increase in the number of registered SMEs with a tourism related function (tourist guide, hotel, restaurant, bar, taxi driver)
	Percentage of increase in the number of hotels and restaurants with internationally recognised certificates
	Percentage of increase in the number of clients in outdoors active tourism services and products
	Number of new jobs created by the businesses which received assistance from the scheme (including self-employment initiatives) (to be disaggregated by type of vulnerable group and gender)
	Number of students and unemployed who have finished a VET course in tourism services and products finding a job within one year after graduation
	Percentage of students and unemployed who have finished a VET course finding

	a job within one year after graduation
	Number of unemployed who went through an internship hired by the host tourism enterprises
	Percentage of unemployed who went through an internship hired by the host tourism enterprises
	Number of tourism enterprises accepting a continuing internship programme
	Number of new creative enterprises run by young people or women
	Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken
	Number of hotel bookings (to be disaggregated by national and international tourists)
	Length of hotel bookings (in days) (to be disaggregated by national and international tourists)
	Number of visitors to the cross-border area
	Number of and proceeds from visitors/users of joint rural and natural protected areas
OUTCOME INDICATORS	Number of organisations with increased capacities
	Number of users of digital platforms
	Number of plans implemented
	Number of new services commercialised
	Level of satisfaction of users/clients with new services
	Level of satisfaction of trainees with new training courses
	Number of new businesses established as a result of the call (to be disaggregated by type of vulnerable group and gender)
	Increased level of competences among the trainees
	Number of new offers commercialised
	Number of new ideas commercialised
	Number of training courses certified
	Number of new products commercialised
	Number of new sites commercialised
	Number of historical, cultural and natural sites and buildings newly open to public visits
	Percentage of tourism offers generated by the CBC initiatives adopted by tourist operators active in the area
	Number of qualified tourism workers available in the labour market
	Number of new destinations integrated in the tourism offer
	Number of new or improved tourism trails or routes
	Length of new or improved tourism trails or routes
	Number of tourists using new/improved products/services/offers/ideas
	Number of existing tourist providers with improved competences

	Number of hotels with increased standards
	Number of students from the eligible areas participating in supported VET programmes related to tourism
	Percentage of increase in the number of students deciding to go for tourism-related careers after finishing high school
	Percentage of tourism operators active in the area that adopted touristic offers generated by the CBC initiatives
	Number of people with increased capacities for the development of complementary services valorising natural and cultural potentials
	Number of people belonging to specific groups using new niche offers developed
	Number of newly included subjects (providers of tourism services) in systems for gathering statistical data related to tourism
	Number of training curricula matching the needs of the labour market demand in the tourism sector implemented in (vocational) education institutions
	Number of students and unemployed who have finished a VET course in tourism services and products
	Number of unemployed who went through an internship in host tourism enterprises
	Number of digital platforms operational
	Number of registered interventions by the mountain and water services
OUTPUT INDICATORS	Number of projects implemented in relation to this specific objective (to be disaggregated by specific objective)
	Number of organisations directly involved in the implementation of this type of projects (to be disaggregated by type of organisation)
	local government units
	national government units (ministries, agencies, offices)
	non-governmental organisations (NGOs, CSOs, associations)
	enterprises
	private
	publicly owned
	regional Development Agencies
	educational institutions
	cultural institutions
	public utility companies
	other type (please specify)
	Number of inter-sectoral (local authorities-CSOs-private sector-public agencies-research and educational institutions) partnerships implementing this type of projects
	Number of information/promotion campaigns implemented
	Number of information/promotion events organised
	conferences

exhibitions
fairs
other information/promotion events
Number of participants in information/promotion events (to be disaggregated by type of event, type of vulnerable group and gender)
Number of promotion materials produced and distributed/published/broadcasted (to be disaggregated by type of promotional material)
Number of people reached by information/promotion campaigns
Number of capacity building events organised (to be disaggregated by type of event)
trainings
workshops
seminars
other capacity building events
Number of participants in capacity building events organised (to be disaggregated by type of event, type of vulnerable group and gender)
Number of training curricula developed
Number of studies developed
Number of digital platforms (information systems) developed
Number of websites operational
Number of sets of equipment purchased and made available to target groups
Number of cross-border networks/partnerships formed
Number of organisations participating in cross-border networks/partnerships formed (to be disaggregated by type of organisation)
Number of cross-border cooperation agreements signed
Number of plans developed
Number of new services developed/introduced in the programme area
Number of facilities enhanced
Number of manuals, guidelines, handbooks developed
Number of study visits organised
Number of participants in study visits (to be disaggregated by type of vulnerable group and gender)
Number of new joint tourism offers developed/introduced in the programme area
Number of new/improved sites developed
Number of new/improved products developed
Number of new/improved ideas developed
Number of enhanced touristic sites
Number of participants in training and capacity building schemes related to the management and provision of tourism services and products
Number of participants in training and capacity building schemes interested in

creating a tourism business or developing a tourism product
Number of trainees in hospitality industry
Number of participants of capacity building events for the development of complementary services valorising natural and cultural potentials
Number of touristic maps and integrated touristic offers introduced for the areas with tourism potential on both sides of the border
Number of organisations participating in fairs
Number of people with increased capacities
Number of territorial management plans for tourism development created
Number of fairs visited
Number of participants in visibility and communication events organised in the programme area to promote the new tourism products and services developed
Number of kms of new or rehabilitated biking or hiking trails
Increase in the number of mountain lodges
Number of professional and comprehensive hospitality programmes prepared
Number of secondary professional schools for hotels and catering included in programmes aiming to introducing new professional profiles of professionals in tourism
Number of innovative niche offers focusing on specific target groups (persons with disabilities, youth, elderly) developed (to be disaggregated)
Number of systems developed for collecting and monitoring of tourist statistics developed
Number of hotels included in activities aiming to assurance of standards of international quality
Number of beneficiaries targeted by self-employment initiatives in tourism
Number of people participating to training and capacity building for sustainable tourist product development
Number of small scale investments in tourist infrastructure
Number of participants in fairs visited
Number of tourism offers generated by the CBC initiatives adopted by tourist operators active in the area
Number of buildings reconstructed and readapted
Number of CBC Coordination groups for risk management in tourism formed
Number of tourism assets mapped in project target area
Number of itineraries developed
Number of entities that are linked by the itineraries developed
Number of tourism operators that offer new itineraries
Number of people engaged in tourism guide activities
Number of municipalities in the CBC region that have updated local strategies and action plans

The contracting authority will discuss with the would-be beneficiaries the **indicators** included in their application form and eventually agree upon their revision prior to the contract signature. This is meant to improve the quality of the project indicators to capture the outcomes at the level of overall objective, specific objective(s) and results.

Applicants are advised that according to the provisions of the Article 4.3 of the special conditions of the grant contract they will quarterly have to report on the achievement of indicators to the JTS of the programme. These reports will be submitted at regular intervals on 31 March, 30 June, 30 September and 31 December every year and then upon the submission of the final report.

Baseline data surveys: All applicants will have to devote some time and resources while preparing their application to collect statistics from relevant bodies or conduct surveys by their own in order to determine the baseline data of their indicators. Expenses such as these, related to the preparation of the application, are ineligible. However, during the period of implementation of the action, the expertise costs associated to the launch of surveys (particularly recommendable for qualitative indicators) and the collection and analysis of statistics to refine or amend the baseline data of the operation indicators may be eligible. The contracting authority strongly recommends that the applicants envisage an amount in the budget for this purpose.

Location

Actions or operations must have as final beneficiaries the population of the programme area. They must take place in one or more of the following territorial units:

In the Republic of Serbia	In Montenegro
<ul style="list-style-type: none"> • Zlatiborski District: <ul style="list-style-type: none"> ▪ Nova Varoš ▪ Priboj ▪ Prijepolje ▪ Sjenica • Moravički District: <ul style="list-style-type: none"> ▪ Ivanjica • Raški District: <ul style="list-style-type: none"> ▪ Kraljevo ▪ Novi Pazar ▪ Raška ▪ Tutin ▪ Vrnjačka Banja 	<ul style="list-style-type: none"> • Andrijevice • Berane • Bijelo Polje • Gusinje • Kolašin • Mojkovac • Nikšić • Petnjica • Plav • Pljevlja • Plužine • Rožaje • Šavnik • Žabljak

Types of action

Actions selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:

- take place in the specific programme area of the Republic of Serbia and Montenegro;
- have cross-border impacts and benefits in parts of the programme area of the Republic of Serbia and Montenegro;
- foresee cooperation of the cross-border applicant and co-applicant(s) in both:
 - joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget;
 - joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives;
- foresee cooperation of the cross-border applicant and co-applicant(s) in either:
 - joint staffing: staff on both sides of the border act as one project team (e.g. some staffers carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.); or
 - joint financing: activities are financed by the applicant's and co-applicant(s)'s own budget;
 - or both joint staffing and financing.

Briefly, following the joint development of an operation by at least two cross-border partners, **full cross-border cooperation would mean the joint implementation and financing of activities by the partners resulting in the intensification of neighborly relations, sustainable partnerships for socio-economic development and/or the removal of obstacles to this development.**

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses or research;
- 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 a real cross-border impact;
- actions linked to political parties;
- actions including commercial and profit-making activities⁶;

⁶ In case the project generates revenue, it shall be used to finance the operation, together with the other sources of funding. Revenue of an operation means cash in-flows directly paid by users for the goods and services provided by the

- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programmes.

Types of activity

Indicative types of activities which may be financed under this call for proposals are given below. The following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for financing when they can clearly contribute to the achievement of the call's specific objectives and results. By way of illustration applications could contain a range of the following activities in relation to the programme's results targeted in the call:

Result 1.2.1: Better services – Increased access to social and cultural services for vulnerable/excluded groups:

- Enhancement of health care facilities, promoting access to health services in rural areas (mobile units, etc.)
- Promotion of healthy life style and prevention activities
- Exchange of experience and good practice, capacity building related to social innovation
- Demonstration/pilot projects developing new programmes and services for vulnerable groups (deinstitutionalisation, women empowerment, services for elderly, children and young, and other vulnerable groups at risk of social exclusion etc.)
- Activities fostering CB use of infrastructure/services
- Establishment of centers/facilities providing opportunities for excluded groups to work, develop talents, socialise, etc.
- Activities, events promoting cultural and social inclusion

Result 3.1.1.: Joint tourist products enhanced:

- Activities related to encourage cooperation and coordination among tourist organisations and providers from both sides of border;
- Development of joint concept, visions, and future programme development;
- Promotion of the institutional cooperation with public and nongovernmental organisations connected to tourism;
- Activities aiming at encouraging investment opportunities in tourism of the programme area
- Integration of existing individual offers into joint ones centred around main products, e.g. hiking, biking, spa, skiing, religious tourism, art and culture routes, nature protected areas, traditional food, etc.;
- Arrangement of light infrastructure to support development of key products (e.g. visitor centres, sign posting, minor renovation of historical/cultural sites for the tourism purpose, recreational facilities, etc.);
- Capacity building activities for tourist providers focusing on the development, quality and integration of offers, destination development and management;

Result 3.1.2.: Complementary products and services developed:

operation, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payment for services incurred during the period of implementation of the operation.

- Capacity building for the development of complementary services valorising natural and cultural potentials (e.g. nature interpretation, guiding programmes for specific target groups, outdoor and indoor programmes) involving local population, the potential and existing businesses and organisations;
- Activities related to diversifying the offer by inclusion of other sectors (e.g. agriculture processing, organic food supply, handicrafts and other local products, culture, sustainable transport, etc.);
- Activities encouraging supply chains and clusters;
- Development of specific offers in rural and mountainous areas, especially for involvement of women;
- Development of innovative offers and services using ICT and other available technologies (e.g. GPS routes, booking systems, etc.);
- Development of attractions;
- Increasing capacities of specific services (e.g. mountain rescuing, guiding services, etc.);
- Development of innovative niche offers focusing on specific target groups (disabled, young, elderly, etc.);
- Development of tourist statistics, and a system of monitoring of the influence of tourism on the regional;
- Assurance of the standards of international quality in hotel industry;
- Preparation and implementation of a professional and comprehensive hospitality programme;
- Improvement of system of secondary professional schools for hotels and catering with provision of new profiles of professions in tourism;
- Promotion of activities that will lead to raising the quality of destination management.

Financial support to third parties⁷

Applicants may not propose financial support to third parties. In other words, sub-granting is not allowed under this call for proposals.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application per specific objective under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals⁸.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time under this call for proposals.

⁷ These third parties are neither affiliated entity(ies) nor associates nor contractors.

⁸ In a case of two proposed project proposals by the same lead applicant, award criteria will be better overall score of the project proposals, regardless of the ranking position on the particular list.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 applications per specific objective under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals⁹.

3.1.5 Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- financing not linked to costs of the relevant operations based on: .
 - (i) either the fulfilment of conditions set out in sector specific legislation or Commission Decisions;
- or
- (ii) the achievement of results measured by reference to the previously set milestones or through performance indicators;
- actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

Simplified costs options (SCOs) are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the Beneficiary (no threshold is applicable) at proposal's stage. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

2/ "other/recurrent SCOs". This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, for which an ex-ante assessment is deemed necessary, considering the need of a consistent application of the conditions required. Examples are: an additional percentage on actual salaries to cover remuneration-related costs or the use of an allocation method to apportion costs of a project office foreseen in the Description of the Action. In order the use of systemic/recurrent SCOs, the

⁹ In a case where the lead applicants are different and co-applicant is the same, award criteria will be better overall score of the project proposals, regardless of the ranking position on the particular list.

beneficiary's cost accounting practices need to have been positively assessed by an audit firm based on standard ToRs provided by the Commission. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the previously obtained ex-ante assessment in the budget justification sheet (annex B).

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the Commission but cannot be staff of the beneficiary. The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST' (per month/flight etc.), 'LUMPSUM', 'FLAT RATE' in the Unit column (see example in Annex K).

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO.
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO¹⁰
- make reference to the previously obtained ex-ante assessment for other/recurrent SCOs.

In case of output or result based SCOs the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other/recurrent SCOs can be declared only if previously successfully ex-ante assessed.

<Specify if additional conditions as foreseen in the Commission decision or basic act or fixed by the authorising officer>

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

¹⁰ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

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

The responsible authorising officer may consider that the usual cost accounting practices of the beneficiary are compliant with the conditions applicable to simplified cost options, if they are accepted by national authorities under comparable funding schemes. In this case the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance is given.

The evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these practices as if they were ex-ante assessed by an external auditor.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

NOTE: The total costs for Human Resources (Budget Heading 1) and Local Office (Budget Heading 4) must not exceed the 30% of the total eligible costs.

Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action or operation were not undertaken.

The personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.

The total sum of the salaries of personnel shall not exceed the amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).

Prior to the signature of a grant contract, the contracting authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (indicating their names, project function and gross salaries).

Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises, for the sole purpose of managing this project resulting from the grant award.

Please also note that in-house operational capacities will be assessed and accordingly most of the work should be carried by the applicants' staff what should enforce internal capacities of the applicants.

Applicants are reminded that in contracts where the EU grant exceeds €100,000 they must include in the budget the cost of an audit or expenditure verification carried out by an independent auditor before submitting the final financial report of the action. All grant contract requiring such an audit or expenditure verification will have the Annex G.VII referred in the list of annexes.

Visibility costs: as the grant beneficiaries will have to respect the programme requirements on visibility (please see Section 2.1.4 above), and as visibility can be instrumental for the sustainability of an action, the contracting authority strongly recommends that as a general rule applicants envisage an amount of at least 1 % of the total eligible costs for visibility purposes

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs.

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost provided by the contracting authority. This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteer's work must always be excluded from the calculation of indirect costs.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Other co-financing shall be based on estimates provided by the applicant.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

According to the provisions of Article 43(2) of Commission implementing regulation (EU) No 447/2014 of 2 May 2014 and those of Article 6 of the General Conditions of the Financing Agreements for the yearly allocations of the programme, the following expenditures **are not eligible**¹¹ for a contribution from IPA II:

- value added tax (VAT) except when it is non-recoverable under national VAT legislation;
- the decommissioning and the construction of nuclear power stations;
- investment to achieve the reduction of greenhouse gas emissions from activities falling under Annex I to Directive 2003/87/EC of the European Parliament and Council of 13 October 2003;
- the manufacturing, processing and marketing of tobacco and tobacco products;
- undertakings in difficulties as defined under Union State aid rules;

¹¹ Depending on the amendments of the relevant regulations, the contracting authority could extent the list of ineligible costs

- investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact;
- debts and debt service charges (interest on debt);
- provisions for losses or potential future liabilities;
- cost declared by the beneficiaries and financed by another action or work programme receiving a Union grant;
- currency exchange losses;
- credits to third parties;
- fines, financial penalties and expenses of litigation;
- the purchase of land and existing buildings. However, by way of derogation, the purchase of land not built on and land built on in the amount up to 10 % of the total eligible expenditure for the operation concerned shall be eligible for funding. For derelict sites and for those formerly in industrial use which comprise buildings, this limit shall be increased to 15 %. In exceptional and duly justified cases, this limit may be raised above the respective preceding percentages for operations concerning environmental conservation.

In addition, the following costs **are not eligible either**:

- consultant fees between the beneficiaries for services or work carried out within the project;
- remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants;
- taxes, customs and import duties and levies and/or charges having equivalent effect¹².

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the

¹² Please see Article 28(1) of the IPA II framework agreement

conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

3.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Information in PADOR will not be drawn upon in the present call.

3.2.1. Application forms

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

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

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

Hand-written applications will not be accepted.

Please note that only the grant 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 the relevant information concerning the action.

With the application the lead applicant also has to submit completed organisation data forms (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities.

No additional annexes should be sent.

3.2.2. Where and how to send applications

Applications must be submitted in one original and 3 (three) 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 or USB stick) in a separate and single file (i.e. the application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with number and title of the specific objective of the call, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and 'Ne otvarati pre početka sastanka za otvaranje projektnih predloga'.

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

Ministry of Finance
Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, VII floor/office 701
11000 Belgrade, Republic of Serbia

Address for hand delivery

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Department for Contracting and Financing of EU Funded Programmes (CFCU)
Division for Tender Evaluation and Contracting
3-5, Sremska Str, VII floor/office 701
11000 Belgrade, Republic of Serbia

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

Lead applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

3.2.3. Deadline for submission of applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery.

In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application/full proposal which will serve as proof.

The deadline for the submission of applications is 27 December 2019 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 27 December 2019 before 15:00 hours, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the first evaluation step (i.e. concept note), if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified. (see indicative calendar under Section 2.5.2).

3.2.4. Further information about applications

Information sessions on this call for proposals will be held in Republic of Serbia and Montenegro. The dates, time and location of these sessions will be announced within 15 days of the publication of this call for proposals, on:

- The programme website <http://cbcsrb-mne.org>
- The website of the contracting authority <http://www.cfcu.gov.rs>
- The website of DG International Cooperation and Development <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

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

E-mail address: cfcu.questions@mfin.gov.rs

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website of DG International Cooperation and Development <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the website of the contracting authority <http://www.cfcu.gov.rs> and that of the programme <http://cbcsrb-mne.org>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published.

3.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications 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 Section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 7 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in 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 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores*

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	

2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
TOTAL SCORE		50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.

**this score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking per specific objective, to the number of concept notes whose total aggregate amount of requested contributions is equal to 250 % of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each specific objective, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover 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 grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from the Concept Note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?: <ul style="list-style-type: none"> - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained 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. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
Maximum total score	100

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score per specific objective. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list per each specific objective will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.4). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

3.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)¹³:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity¹⁴. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹⁵. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.
4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁶. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
5. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

¹³ No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

¹⁴ Where the lead applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

¹⁵ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

¹⁶ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.

7. Please bear in mind when an operation contains the execution of works, the following supporting documents, submitted along with the full application form, will be necessary

- a. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- b. Approved/certified detailed work design or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;¹⁷
- c. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities;
- d. All necessary legal authorisations (e.g.: location and construction permits);
- e. An indicative priced bill of quantities issued not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro.

8. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG).

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in the official languages of the country where the action will be implemented, a translation into English language of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

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 lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

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

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

NB : In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

¹⁷ At any step of the evaluation process, Contracting Authority/Evaluation Committee may require additional documentation related to the execution of the Works which are in line with a Law on Planning and Construction of the Republic of Serbia or Law on Spatial Planning and Construction of Structures of Montenegro (e.g. Preliminary design/Design for Construction permit/Construction design, Final designs, etc.

3.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

3.5.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.12 of the practical guide.

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 of early detection or exclusion, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

3.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	Will be published separately	Will be published separately
2. Deadline for requesting any clarifications from the contracting authority	6 December 2019	15:00
3. Last date on which clarifications are issued by the contracting authority	16 December 2019	-
4. Deadline for submission of applications	27 December 2019	15:00
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	March 2020	-
6. Information to lead applicants on the evaluation of the full applications (Step 2)	May 2020	-
7. Notification of award after eligibility check (Step 3)	August 2020	-
8. Contract signature	September 2020	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the websites of the programme <http://cbcsrb-mne.org/> and the contracting authority <http://www.cfcu.gov.rs>.

3.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement .

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract , such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract .

Subcontracting: Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

4. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity sheet¹⁸
- Annex E: Financial identification form
- Annex F: PADOR registration form

DOCUMENTS FOR INFORMATION¹⁹

- Annex G: Standard grant contract
 - Annex II: general conditions
 - Annex IV: contract award rules
 - Annex V: standard request for payment
 - Annex VI: model narrative and financial report
 - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
 - Annex VIII: model financial guarantee
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with

¹⁸ Only applicable where the European Commission will make the payments under the contracts to be signed.

¹⁹ These documents should also be published by the contracting authority.

their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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