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by the European Union



## **Grant Application Guidelines**

### **The Sub-Grants Scheme – SGS**

#### **ROUND I**

#### **Civil Society in Action for Protection of Child Rights in Albania**

#### **Sub Granting Authority: Save the Children (SC)**

**Deadline for submission of the full proposal: 21/07/2016**

**Reference - EuropeAid/I37298/DD/ACT/AL**

All applicants are encouraged to inform Save the Children whether they intend to submit an application for this Call for Applications by sending an email to:

[csapcra.albania@savethechildren.org](mailto:csapcra.albania@savethechildren.org)

By 13/06/2016

This is not obligatory and does not affect the evaluation of the application. However, it will enable Save the Children to mobilise the necessary resources for the evaluation of the applications.

## **NOTICE**

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

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## **I.2 SUB – GRANTING SCHEME (SGS) - SUB GRANTS TO CSO-S IN CHILD PROTECTION IN ALBANIA**

### **I.1 BACKGROUND**

Save the Children and Terre des hommes (Tdh) are implementing the project “Civil Society in Action for Protection of Child Rights in Albania - CSAPCRA”, financed by the European Union. This project is funded under European Instrument for Democracy and Human Rights (EIDHR) component Reference - EuropeAid/ 137298/DD/ACT/AL.

According to the EU guidelines, EU financial and political support should aim at improving the enabling environment and the capacity building of civil society in all beneficiary countries.

The Overall objective of the project is (I) to contribute to the protection of the rights of the child in Albania and (II) strengthen the role of civil society in the protection of the rights of the child in Albania with particular focus on rural and remote areas. The target groups of the project are: Civil society organizations (CSOs), community based groups (CBOs), youth groups, activists and citizens' initiatives, professional groups and community based service providers working for and with children among which: 30 CSOs participating in capacity building activities; 28 CSOs receiving sub-grants; 28 CSOs joining the CS network.

This is the first Call for Proposal under the above mentioned Action in fulfilment to its Sub Granting Scheme (SGS) that is one of main components of “Civil Society in Action for Protection of Child Rights in Albania - CSAPCRA” project, which aims to **support different local initiatives and to strengthen the role of civil society in the protection of the rights of the child in Albania.**

Through the “Sub Granting Scheme”, the project will be financing small and large size projects addressing related to the thematic areas. (2.1.2).

The budget allocated for this (first) Call for Proposals is **EUR 200,000**.

### I.3 OBJECTIVES OF THE CALL AND PRIORITY ISSUES

The **general objective** of this Call for Proposals is: (1) to contribute to the protection of the rights of the child in Albania; 2) to strengthen the role of civil society in the protection of the rights of the child in Albania.

The **specific objective(s)** of this Call for Proposals is: to empower civil society organizations and community based organizations active in protection of the rights of the child by ensuring a higher level of their effectiveness, inclusiveness, and pro-activeness through effective funding.

#### Priorities

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

- Monitoring the implementation of child rights; preventative and protective community based services;
- Provision of specialized services for children victims of sexual abuse, exploitation and trafficking;
- Accountability mechanism in case management;
- Advocacy at local and national level for child rights implementation;
- Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions;
- Support the implementation through outreach work to reach targeted children, ensuring access and referral to public and non-public services, and meeting their emotional, physical and social development needs.

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

<b>Strengthening child rights implementation in Albania</b>	
<b>Objectives</b>	<b>Type of interventions suggested - non exhaustive</b>
<b>1.</b> Monitoring the implementation of child rights	<b>1.1</b> Improvement of monitoring mechanism at national level <b>1.2</b> Child rights situation analysis at local and national level <b>1.3</b> Mobilize youth and facilitate empowerment of community based groups and youth/ children groups
<b>2.</b> Accountability mechanism in case management	<b>2.1</b> Local forums and establishment of complain mechanisms at local level to strengthen local accountability <b>2.2</b> Improvement of monitoring and inspection of case management of child protection based on standards for child protection
<b>3.</b> Advocacy at local and national level for child rights implementation	<b>3.1</b> Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions <b>3.2</b> Promote evidence based advocacy led by youth and community based groups following an assessment of the child rights situation in remote areas <b>3.3</b> Advocate for legislative improvement on child rights with specific focus on child protection through development of a Children's Code <b>3.4</b> National and local advocacy on child rights issues identified/raised by children and communities
<b>4.</b> Capacity building of	<b>4.1</b> Sectorial (police, education, social, health, civil status offices, justice sector, media etc)

professionals (public and non- public) on child protection	<b>4.2</b> Cross-sectorial <b>4.3</b> Peer to peer mentoring, coaching
<b>Enhancing the performance of the child protection system in Albania</b>	
<b>Objectives</b>	<b>Type of interventions suggested - non exhaustive</b>
<b>1.</b> Preventative and protective community based services	<ul style="list-style-type: none"> <li>• Service provision (drop in centres, psychosocial activities for children, income generating activities, formal and non- formal education, positive parenting counselling, access and referral to public and non- public services</li> <li>• Develop standards of services for children in street situation in line with the reform on social services already completed and in cooperation with the State Social Services and the Ministry of Social Welfare and Youth</li> </ul>
<b>2.</b> Support the implementation of the Plan of Action of the National Agency for Protection of children in street situation 2015-2017	<ul style="list-style-type: none"> <li>• Capacity building of social workers and police on the child protection protocol and the addendum protocol for the identification and protection of children in street situation</li> <li>• On the job coaching and mentoring to street teams and child protection workers in addressing the long term needs and the root causes of the problem to prevent recidivism of the child and family for the reintegration</li> <li>• Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions</li> <li>• Support the implementation through outreach work to reach targeted children, ensuring access and referral to public and non-public services, and meeting their emotional, physical and social development needs</li> </ul>
<b>3.</b> Provision of specialized services for children in street situation, children victims of sexual abuse, exploitation and trafficking	<ul style="list-style-type: none"> <li>• Establish e pilot of specialized services for children victims of sexual abuse;</li> <li>• Sector based training and capacity building to create expertise in supporting children victims of sexual abuse: social work, health, psychological treatment, judiciary etc.</li> </ul>
<b>4.</b> Improvement of legislation for children of sexual abuse and exploitation	<ul style="list-style-type: none"> <li>• Reviewing the existing legislation, bylaws and working protocols regarding emergency response and investigation of child sexual abuse cases to avoid secondary victimization of children that are victims and/or witnesses of sexual abuse.</li> </ul>

## I.4 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals must fall between the following minimum and maximum amounts:

- Small sub-grants (5,000-10,000 EUR) ( up to 6);
- Large sub-grants (20,000-30,000 EUR) (up to 8).

### Number of grants per applicant

- The applicant may not submit more than one application per round under this Call for Proposals.
- The applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not submit more than one application under this Call for Proposals.

### Co-funding

The project will fund 100% of the project budget through SGS.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Operational Manual to contract procedures for actions.

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) *the actors:*

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

(2) *the project:*

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

(3) *the costs:*

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

#### 2.1.1 Eligibility of applicants

### Applicants

The potential applicants can be CSOs that fulfil the administrative criteria as follows:

### Administrative/eligibility Criteria

- Court Registration Act in Albania;
- Founding Act of the organization;
- Statute of the organization;
- Registration at an Albanian tax office, NIPT;
- Organization registered, situated and acting in the territory of Albania;
- Organization's CV
- Latest financial statements of the organization (only for large grants).
- The results of the vetting review.

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

#### **Duration**

The initial planned duration for the small grant projects may not exceed 12 months.  
The initial planned duration of the large grant projects may not exceed 18 months.

#### **Areas/Themes**

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

- Monitoring the implementation of the rights of the child (Improving monitoring mechanisms at national level; Child rights situation analysis at local and national level; Mobilize youth and facilitate empowerment of community based groups and youth/ children groups).
- Accountability mechanism in case management (Local forums and establishment of complain mechanisms at local level to strengthen local accountability; Improvement of monitoring and inspection of case management of child protection based on standards for child protection).
- Advocacy at local and national level for child rights implementation (Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions; Promote evidence based advocacy led by youth and community based groups following an assessment of the child rights situation in remote areas; Advocate for legislative improvement on child rights with specific focus on child protection through development of a Children's Code; National and local advocacy on child rights issues identified/raised by children and communities).
- Capacity building of public and non-public professionals on child protection (Sectorial: police, education, social, health, civil status offices, justice sector, media etc.; Cross-sectorial; Peer to peer mentoring, coaching, etc.).
- Preventative and protective community based services (Service provision: drop in centres, psychosocial activities for children, income generating activities, formal and non-formal education, positive parenting counselling, access and referral to public and non-public services; Develop standards of services for children in street situation in line with the reform on social services already completed and in cooperation with the State Social Services and the Ministry of Social Welfare and Youth).
- Support the implementation of the Plan of Action of the National Agency for Protection of Children in street situation 2015-2017 (Capacity building of social workers and police on the child protection protocol and the addendum protocol for the identification and protection of children in street situation; On the job coaching and mentoring to street teams and child protection workers in addressing the long term needs and the root causes of the problem to prevent recidivism of the child and family for the reintegration; Awareness raising and

communication plan at the local level involving community and youth groups in partnership with the responsible state institutions; Support the implementation through outreach work to reach targeted children, ensuring access and referral to public and non-public services, and meeting their emotional, physical and social development needs).

- Provision of specialized services for children with disabilities, children in street situation, children victims of sexual abuse, exploitation and trafficking (Establish a pilot of specialized services for children victims of sexual abuse; Sector based training and capacity building to create expertise in supporting children victims of sexual abuse: social work, health, psychological treatment, judiciary, etc.)
- Improvement of legislation for children victims of sexual abuse and exploitation (Review the existing legislation, bylaws and working protocols regarding emergency response and investigation of child sexual abuse cases to avoid secondary victimization of children that are victims and/or witness of sexual abuse).

### **Location**

Projects are encouraged to be implemented in rural and remote areas in Albania.

### **Non-eligible actions**

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

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

### **Coverage of costs**

The Sub Grants Scheme will cover 100 % of the total project budget, within the required limits (min EUR 5,000 and maximum EUR 30,000).

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

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

### **Contract award procedures**

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

### **Monitoring and Evaluation**

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

### **Visibility**

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

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

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

The applicant may not submit more than one application under this Call for Proposals.  
The applicant may not be a co-applicant in another application at the same time.  
A co-applicant may not submit more than one application under this Call for Proposals.

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

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

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

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

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

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

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

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

#### Eligible direct costs:

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

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

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

- f. they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

#### Contributions in kind

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

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

#### Ineligible costs

The following costs are not eligible:

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

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

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

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

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

### **2.2.1 Application forms**

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

Applicants must prepare and deliver their application in English language.

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

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

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

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. The project proposal should be prepared following closely the application guideline and the published formats. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

### **2.2.2 Where and how to send Applications**

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

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

The outer envelope must bear:

- the reference number of the call for proposal
- the name of the applicant organization
- the title of the submitted Proposals
- address of the applicant
- the words ‘Not to be opened before the opening session’.

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

**Postal address:**

Save the Children  
Rruga: Mihal Popi, Ndertesa 7, ish Pallatet I Maji  
PO Box 8185, Tirane, Albania  
Tirana / Albania  
Tel: +355 4 226 1840/1929/6227/3428

**Address for hand delivery or by private courier service is the same as Postal address.**

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

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

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

The deadline for the submission of applications is **21/07/2016** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

In the case of hand-deliveries, the deadline for receipt is at 17:00 hours local time as evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

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

Questions may be sent by e-mail no later than 11 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: [csapcra.albania@savethechildren.org](mailto:csapcra.albania@savethechildren.org)

The Sub Granting Authority has no obligation to provide clarifications to questions received after this date.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the Save the Children and Tdh website no later than 07 days before the deadline for submission the applications:

Web: <http://albania/savethechildren.net>

Web: [www.tdh.ch](http://www.tdh.ch)

[www.childhub.org](http://www.childhub.org)

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

## 2.3 EVALUATION AND SELECTION OF APPLICATIONS

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

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

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

- **Compliance** with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in eligibility criteria list. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

<b>Administrative Criteria:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Is the proposal submitted within the deadline			
2. The application form published in the guidelines for this call for proposals has been used by the applicant			
3. The proposal is presented in typed writing			
4. The proposal is in English language if above 10,000 Euro. For the projects up to 10,000 Euro (>5000 and <10,000) the proposal can be presented in Albanian language with a project summary in English language			
5. The applicant has presented one original and one copy set of documents			
6. A CD is enclosed in the application set of documents			
<b>Eligibility Criteria:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Applicant eligibility : <ul style="list-style-type: none"> <li>• Is the proposal submitted by an eligible applicant</li> <li>• Court decision for the registration is provided</li> <li>• Statute and founding act of the organization is provided</li> <li>• Legal Entity Form</li> <li>• Registration in the tax office (NIPT) is provided</li> <li>• Latest financial statements</li> </ul>			

2. Physical presence of the applicant in the targeted regions: <ul style="list-style-type: none"> <li>Is the applicant situated and active in the project targeted regions?</li> </ul>			
3. Is the total project budget within the required limits (EUR 5,000 - EUR 30,000)			
4. Project duration fall within 6 to 18 months as per application guidelines			
5. The applicant has presented only one proposal for this call			

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

**STEP 2: Vetting**

Vetting is the process by which the details of all staff members, partners (and their key staff) and vendors (and their key staff) are checked to ensure that these individuals and entities do not have any connection with terrorist organizations and have not committed or been implicated in any terrorism or other financial crimes.

All the organizations which will propose an action in the process of the Project (potential sub-grantees) and which will be successful during the administrative/eligibility assessment, including their **Key Staff** (e.g. the program director) will be vetted, prior to undergoing the technical assessment.

The following details should be provided through the Vetting Form in the Annexes:

- The full name of the partner
- The location of the partner
- The full names of the partner's key staff (e.g. Board of Directors &/or Country Director)
- The date of birth (or year of birth) of the partner's key staff

If there **are no** issues, then the PMT will confirm the proceeding with the second phase of engagement.

If there **are** any issues, the PMT may ask for more information or contact you to discuss the risk with you.

**STEP 3: EVALUATION OF THE FULL APPLICATION**

First, the following will be assessed:

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

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which SC can be confident will comply with its objectives

and priorities. They cover the relevance of the project proposal, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

[Note the differences in criteria for small grants proposed actions as compared to the medium and large grants proposed actions.](#)

a	Criteria	Explanation of the criteria	Scores	Weight	Total scores: Medium & large Sub-grantes	Total scores: Small Sub-Grants
	Proposal relevance and coherency with respect to the project focus	<ul style="list-style-type: none"> <li>• How relevant to the particular needs and constraints of the target region is the proposal? (score+4)</li> <li>• How coherent is the project with the objectives and priorities of the call for proposal. (score +6)</li> </ul>	10	<b>X2</b>	20	50
	Applicants' capacity, and experience  <b>(For large grants proposed actions only)</b>	<ul style="list-style-type: none"> <li>• Has the applicant properly described staff experience and competences related to the project field. (score + 2)</li> <li>• Has the applicant organization relevant work experience in implementation of similar projects; (score +3)</li> <li>• Has the applicant the proper management and administrative resources for the successful management of this project; (score +2)</li> <li>• Will the project build on and support the development of the continuity of the organization's work and their roles. (score +3)</li> </ul>	10	<b>X1.5</b>	15	
	Quality of project proposal  <b>(For large grants proposed actions only)</b>	<ul style="list-style-type: none"> <li>• Are the project objectives and outputs achievable and feasible within the project scope and budget available; (score +2)</li> <li>• Is the proposal providing a reasonable and realistic action plan and a cost effective budget.(score +2)</li> <li>• Is the proposal indicating how the expected outputs</li> </ul>	10	<b>X2</b>	20	

	<p>and outcomes contribute to the achievement of the overall scope outlined in this call for proposal; (score +2)</p> <ul style="list-style-type: none"> <li>• Is the intervention strategy leading to sustainable long-term results even after the completion of the project; follow-up activities are planned and explained. (score +2)</li> <li>• Is the proposal in partnership with other organizations? (score +2)</li> </ul>				
Proposal Impact to the betterment of the thematic area	<ul style="list-style-type: none"> <li>• What improvements / change could the proposal bring in the sector of focus; policy making at local, regional and national level; (score +3)</li> <li>• How is the project promoting improvement for community in targeting area? (score +4)</li> <li>• How does the proposal contribute to making change and improvement of existing efforts or service/activity (score +3)</li> </ul>	10	<b>X2.5</b>	25	30
Visibility of the action and cooperation (partners and stakeholders)	<ul style="list-style-type: none"> <li>• How will the project promote movement and community participation? (score +3)</li> <li>• How far does the project consider the involvement and contribution of different stakeholders? (score +2)</li> <li>• Is the role of the key stakeholders in the project clearly defined? (score +2)</li> </ul>	10	<b>X2</b>	20	20
Total scores				<b>100</b>	<b>100</b>

#### STEP 4: Final Evaluation

The applicants who have received the best assessment and score will be announced as winners by the PMT.

The PMT gives the final approval of the winning projects based on a ranking list coming as a results of:

- The administrative/eligibility assessment of the proposal;
- The Vetting results;
- The evaluation of the proposed action, and
- Funding availability within the SGS.

The final Evaluation Report, including the results of the above, will be prepared and signed by each PMT member, including the signed assessments from the administrative/eligibility assessment, the technical Assessment and the Vetting results, will be sent to the EUD for a “non-objections opinion”.

Once the “non-objections opinion” by the EUD is received, the applicants will be notified about the final results of the process.

## **STEP 5: Complaint procedures.**

### **Complaint procedures during the Assessment of proposed actions.**

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection.

Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, he may file a complaint to SC within 5 (five) days from the day when the rejection letter/email has been received.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in the Complaints Evaluation Committee as a member or to supervise the process.

The complaints coming from the administrative/eligibility assessment will be answered within 5 (five) working days from the complaint application.

The complaints coming from the technical assessment will be answered within 5 (five) working days from the complaint application. The complaining party will receive the Technical Assessment Form, but, the decision of PEC is irreversible.

## **STEP 6: Negotiation and contracting stage**

PMT prior to signing the contract reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs;
- Reflect real market costs;
- Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather to be in line with the administrative/financial/HR/programmatic rules of the EU and of the Contracting Authority.

After reaching an agreement the sub grant contract will be signed between the relevant applicant and Save the Children.

## 2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.4.1 Content of the decision

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

### 2.4.2 INDICATIVE TIMETABLE

	DATE	TIME
Official Public Launch of the Grant Round I	06 June 2016	Not applicable
Deadline for requesting any clarifications from the Contracting Authority	10 July 2016	17:00
Last date on which clarifications are issued by the Contracting Authority	14/07/2016	-
Deadline for submission of Application	<b>21/07/2016</b>	17:00
Information to applicants on opening, administrative checks and pre-selection (Step 1)	Until 28/07/2016	
Information to applicants on the evaluation of the Full Application Form (S2)	25/08/2016	-
Notification of award (after eligibility check) (S3)	07/09/2016	-
Contract signature	<b>21/09/2016</b>	-

### **3. MONITORING AND REPORTING**

#### **3.1 Qualitative Monitoring and Reporting**

The PMT has a Quality Assurance System (the QAS) as a process for supervising CSOs assignments financed by the SGS.

The QAS will monitor the progress of work, the timely completion of deliverables, the staff months and money expended.

The quality assurance will refer to the policies, attitudes, actions and procedures necessary to ensure that quality is being maintained and enhanced"

For SC, quality assurance will imply:

- Program quality;
- Operation quality.

Monitoring will include systems which collect, document and respond to the feedback, suggestions and complaints of beneficiaries.

The Project related information will be effectively shared with stakeholders

The M&E Plan details method/standards for data collection/ reporting of progress based on indicators/ how data collection informs decision making & accountability to beneficiaries, including:

- Proposals from sub-grantees will have logical framework with smart indicators at outcome level;
- Each sub-grantee will be monitored on monthly basis in the field;
- Field trip reports on the findings from the visits will be provided;
- Quarterly progress reports and evidence attached to that, In addition to reporting on level of achievement at indicators outcome level will be submitted semi-annually;
- Beneficiary matrix will be one of the forms associated with the quarterly reports by the sub-grantees;
- A complaint/response system for the beneficiaries will be established and maintained;
- Focus group Discussions with service users to evaluate their satisfaction with the quality of services annually) based on selected sample will be established;
- Partnership assessment of the sub-grantees will be conducted in terms of their capacities (organizational, programmatic, monitoring, etc).

### 3.2 Financial Monitoring and Reporting on the progress of the project

CSOs which implement the project must prepare financial and narrative reports and submit them within deadlines defined in the project contracts.

The templates for reporting to be used will be those of SC. All these templates will be provided to the selected applicants as part of the Partnership Agreements.

The financial reports along with all the original financial supporting documents will be submitted to Save the Children every quarter. Once checked and verified by the finance team and, at the end each of the financial supporting document (invoice) stamped “Paid by SC”, the documents will be returned back to the partner. The original copies stay with the partner and SC keeps the copies.

### 3.3 Instalment payments

The reporting frequency of the project will depend on the amount of funding and its features. On an average, the reporting frequency will be every three months.

Exceptions, especially in the small-size and medium-size proposed actions, will be reflected in the signed agreements.

An example of the frequency of the instalments, especially the large size projects, is provided below:

Instalment	Earliest payment date	Conditions for payment
25 – 45 % (instalment I) for the 1 <sup>st</sup> quarter		Payment will be made within 5 days after the contract is signed.
Instalment II for the 2 <sup>nd</sup> Quarter		Payment will be made after sending and acceptance by SC of the Q1 financial and narrative report, and written request for funds.
Instalment III for the 3 <sup>rd</sup> Quarter		Payment will be made after sending and acceptance by SC of the Q2 financial and narrative report, and written request for funds.
Instalment IV for the last quarter		Payment will be made after sending and acceptance by SC of the Q3 financial and narrative report, and written request for funds.  -75% of the left amount from approved budget; -25% of the left amount will be paid after sending Q4 financial and narrative report and

		consolidated all year financial and narrative report and acceptance.
--	--	--

A further pre-financing payment (payment of the balance request) is required to be submitted by each of the partner according to the templates in Annexes.

### **3.4 The misuse/mismanagement of funds**

SC shall withhold, vary the date and/or amount of any instalment(s) otherwise due to the Partner (including off-setting against any payments due to SC) for any of the following reasons:

- Where it reasonably considers it necessary to avoid a possible violation of Donor Conditions (including in relation to a misappropriation, misuse or other irregularity in use of funds), applicable laws or regulations, or to avoid a safety or security threat to staff, contractors, beneficiaries or any other persons;
- Pending submission of satisfactory financial reports (and narrative where required) by the Partner or satisfactory response by the Partner on adverse findings of SC or the Donor following an inspection/review/audit.

### **3.5 Fraud, Bribery and Corruption**

SC has a zero tolerance approach towards fraud, bribery and corrupt practices and demands that partners fully comply with all applicable laws, statutes, regulations and codes relating to bribery and corruption.

The Partner shall notify SC immediately upon becoming aware of detected, suspected, or attempted fraud, bribery or corruption and will investigate and take action against any fraud, bribery or corruption which affects the Project.

The Partner warrants that neither the Partner nor any of its personnel, agents, partners, sub-contractors, suppliers/vendors and associates connected with the Project:

- Has given or accepted, or offered or agreed to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so; or
- Shall give or accept, or offer or agree to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so.

Neither the Partner nor its personnel, agents, partners, sub-contractors, suppliers/vendors and associates shall accept for their own benefit any trade commission, discount or similar payment or benefit in connection with this agreement.

### **3.6 Terrorism and Prohibited Parties**

The Partner shall not engage in any financial transaction or other dealing with a prohibited party (i.e. an individual or entity that is proscribed or designated on an official government, EU or UN list

because it is directly or indirectly involved in terrorism activities or activity on behalf of a sanctioned country) (“Prohibited Party”) in connection with this agreement.

The Partner shall provide to SC for vetting purposes the names and dates of birth of its key staff as well as the names of any sub-grantee groups or individuals (with dates of birth if possible) who are due to receive funds from the Partner as part of the Project. For the avoidance of doubt, this requirement does not extend to beneficiaries.

The Partner shall inform SC immediately if, during the course of this agreement, it becomes aware of any link whatsoever between the Partner and any organisation or individual who may be perceived to be linked in any way to terrorism or who appears on any sanctions list, including but not limited to any detected, suspected or attempted:

- Financial transaction or other dealing with a Prohibited Party or a terrorist group; and
- Diversion of Project assets, funds or resources to a Prohibited Party or a terrorist group.

### **3.7 Whistle blowing**

SC shall hear, respected and act appropriately upon any reports by Partner staff or third parties of serious malpractice by SC (including any suspicion of fraud) or for which SC is responsible in accordance with SC’s Whistle blowing Policy.

## 4. ANNEXES

### Annex I

#### Project Application Form

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal. Applications that do not stick to this format or lack the required information run the risk of getting disqualified right away. (The maximum number of pages to be 20).

#### I. General Information

Title of The Project	<i>The title of The Project should be short, concise and refer to the main objectives or activities of project</i>
Project geographic area	<i>The area where The Project will be implemented</i>
Thematic focus	<input type="checkbox"/> Monitoring the implementation of child rights <input type="checkbox"/> Preventative and protective community based services <input type="checkbox"/> Provision of specialized services for children victims of sexual abuse, exploitation and trafficking <input type="checkbox"/> Accountability mechanism in case management <input type="checkbox"/> Advocacy at local and national level for child rights implementation <input type="checkbox"/> Awareness raising and communication plan at the local level involving community and youth groups <input type="checkbox"/> Support the implementation through outreach work to reach targeted children, ensuring access, referral mechanism
Beneficiaries	
Name of the applicant(s)	

Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Other Partners in the project, including a signed Partnership Agreement/if any	
- Postal address - Telephone - Fax - E-mail - Webpage	
Total estimated budget	<i>amount</i>
Amount requested from the SGS	
Application date	

**2. Project description:**

- Make a brief description of your application by stating your request clearly and accurately. (Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be).

**3. Project justification / Relevance**

- Describe the current situation. Write down the needs and problems that must be solved through the required fund. (provide statistic data if possible);
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans;

- Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals. Please try to give detailed explanation?

**4. Description of the target group:**

- Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs;
- Give a description of each of the target groups and final beneficiaries (quantified where possible).

**5. Goal and specific objectives:**

- What do you expect to achieve through this project?

**6. Expected results:**

- Explain the specific results expected stating how the action will improve the situation of the target groups and final beneficiaries. What would be the final impact for you;

**7. Detailed description of project activities:**

- Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of each partner in the activities. In particular, list any publications proposed.

**8. Methodology (large-size grants proposed actions only):**

- The methods of implementation and rationale for such methodology;
- The procedures for follow up and internal/external evaluation;
- The role and participation in the action of the various actors and stakeholders, target groups, authorities, etc.);
- The organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- The planned activities in order to ensure the visibility of the action.

**9. Activity plan:**

- (Duration and indicative action plan for implementing the action).

**10. Logical framework (large-size grants proposed actions only):**

- Fill in the Logical framework in the Annexes Chapter.

**11. Project sustainability (medium & large-size grants proposed actions only):**

- Describe the expected impact of the action with quantified data where possible (will it lead to improved legislation, codes of conduct, methods, etc.?);

- Provide a brief risk analysis and contingency plan, including a range of risk types;
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

## **12. Budget**

- Budget, amount requested from the SGS.
- Fill in the Budget Form in the Annexes Chapter.

## **13. Information about the applicant:**

- Describe briefly and clearly internal structure of your organization; your financial system and the management structure; experience in implementing other projects mentioning the project title, period, time, amount and donor. Please also provide a short profile of each project staff foreseen to be involved during project implementation.

**Annex II**

**Budget Application Form**

Budget Application Form	Year			
Costs	Unit	# of units	Unit value (EUR)	Total Cost (EUR)
<b>1. Human Resources</b>				
<b>Subtotal Human Resources</b>				
<b>2. Travel</b>				
<b>Subtotal Travel</b>				<b>0.00</b>
<b>3. Equipment and supplies</b>				
<b>Subtotal Equipment and supplies</b>				<b>0.00</b>
<b>4. Local office</b>				
<b>Subtotal Local office</b>				
<b>5. Other costs, services</b>				

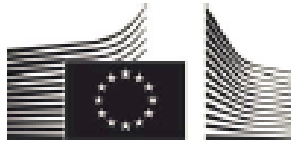
<b>Subtotal Other costs, services</b>				
<b>6. Other</b>				
<b>Subtotal Other</b>				
<b>7. Total eligible costs of the Action (1+6)</b>				

<b>Annex III</b>				
<b>Logical Framework</b>				
	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Sources and means of verification</b>	<b>Assumptions</b>
<b>Overall objectives</b>	<p>Please list them and number them.</p> <p>What are the overall broader objectives to which the action will contribute?</p> <p>O1 – "Title of objective 1"</p> <p>O2 – Title of objective 2"</p>	<p>Please indicate a <b>target value</b> for each indicator in this column whenever possible.</p> <p>What are the key indicators related to the overall objectives?</p>	<p>Please list the sources of verification for <b>each</b> indicator.</p> <p>What are the sources of information for these indicators?</p>	
<b>Specific objective</b>	<p>What specific objective is the action intended to achieve to contribute to the overall objectives?</p> <p>SO – "Title of the specific objective"</p>	<p>Which indicators clearly show that the objective of the action has been achieved?</p> <p>Please list the indicators as follows:</p> <p>SO. "Indicator 1" : target value</p> <p>SO. "Indicator 2" : target value</p> <p>...</p>	<p>What are the sources of information that exist or can be collected? What are the methods required to get this information?</p>	<p>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration?</p>

<b>Expected results</b>	<p>Results are the outputs/outcomes helping to achieve the specific objective. What are the expected results?</p> <p>R1 – "Title of result 1"</p> <p>R2 – Title of result 2"</p>	<p>What are the indicators to measure whether and to what extent the action achieves the expected results?</p> <p>Please list the indicators for each result, as follows:</p> <p>1.1 "Indicator 1" : target value (R1)</p> <p>1.2 "Indicator 2" : target value (R1)</p> <p>1.3 ....</p> <p>2.1 "Indicator 1" : target value (R2)</p> <p>2.2 "Indicator 2" : target value (R2)</p>	<p>What are the sources of information for these indicators?</p> <p>Ex:</p> <p>Source 1 (Indicator 1.2, 2.3 etc)</p> <p>Or Indicator 1.1: source 1</p> <p>Indicator 1.2: source 1</p> <p>...</p>	<p>What external conditions must be met to obtain the expected results on schedule?</p>
<b>Activities</b>	<p>What are the key activities to be carried out, to produce the expected results? (Group the activities by result and number them as follows:</p> <p>A1.1 – "Title of activity 1" (R1)</p> <p>A1.2 – Title of activity 2" (R1)</p> <p>(sub activities may also be created A1.2.1 etc)</p> <p>A2.1 – "Title of activity 1" (R2)</p> <p>A2.2 – Title of activity 2" (R2)</p>	<p><b>Means:</b></p> <p>What are the means required to implement these activities, e. g. staff, equipment, training, studies, supplies, operational facilities, etc.</p>	<p>What are the sources of information on action progress?</p> <p><b>Costs</b></p> <p>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</p>	<p>What preconditions must be met before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</p>

## Annex IV

### Legal Entity General Information



#### LEGAL ENTITY

PRIVACY STATEMENT

[http://ec.europa.eu/futurist/contracts\\_en/info\\_contract/legal\\_entity/legal\\_entity\\_en.cfm](http://ec.europa.eu/futurist/contracts_en/info_contract/legal_entity/legal_entity_en.cfm)

#### PRIVATE COMPANY

LEGAL FORM	<input type="text"/>		
NAME(S)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
ABBREVIATION	<input type="text"/>		
ADDRESS OF HEAD OFFICE / FISCAL ADDRESS	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN/CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT N° ②	<input type="text"/>		
PLACE OF REGISTRATION	<input type="text"/>		
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
	D D	M M	Y Y Y Y
REGISTRATION N° ②	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:

- ① A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT ② BELOW.
- ② A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE

## Annex V

### Legal Entity Financial Information



#### FINANCIAL IDENTIFICATION

PRIVACY STATEMENT [http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf)

##### ACCOUNT NAME

ACCOUNT NAME ①	<input type="text"/>		
	<input type="text"/>		
ADDRESS	<input type="text"/>		
	<input type="text"/>		
TOWN/CITY	<input type="text"/>	POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>		

① The name or title under which the account has been opened and not the name of the account holder

CONTACT	<input type="text"/>		
TELEPHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

##### BANK

BANK NAME	<input type="text"/>		
	<input type="text"/>		
BRANCH ADDRESS	<input type="text"/>		
	<input type="text"/>		
TOWN/CITY	<input type="text"/>	POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>		
ACCOUNT NUMBER	<input type="text"/>		
IBAN ②	<input type="text"/>		

② If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both obligatory) ③	DATE + SIGNATURE OF ACCOUNT HOLDER (Obligatory)

③ It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'.  
In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

**Annex VI**  
**Payment Request for Grant Contract**

**European Union external actions**

<Date of the payment request >

For the attention of

<Address of the Contracting Authority>

<Financial unit/section indicated in the Contract >

Reference number of the Grant Contract:

Title of the Grant Contract:

Name and address of the Coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the Contract mentioned above.

The amount requested is <according to the option indicated in the Special Conditions of the Contract/the following: ...>.

Please find attached the following supporting documents:

- Expenditure verification report or detailed breakdown of expenditure ( if required by the General Conditions of the Contract)
- Financial guarantee (if required by the Special Conditions of the Contract)
- Narrative and financial interim report (for further pre-financing payments)
- A forecast budget for the subsequent reporting period (for further pre-financing payments)
- Narrative and financial final report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract>

***Declaration on honour***

***I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.***

***I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.***

Yours faithfully,

< Signature >

## Annex X

### Declaration by the Applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal statues of the applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in this Application;
- The applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- The applicant and the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts. Furthermore, it is recognised and accepted that if the applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- The applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions;
- The applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission projects, European Union institutions or any other institutions (local, national or international) has been implemented/approved by them after the submission of this grant application.

**The applicant acknowledges that if found guilty of misrepresentation of any of the above, it may be subject to immediate cancellation of the application.**

Signed on behalf of the applicant

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

## Annex XI

### Declaration by the Co-Applicant

This section must be completed for each co-applicant, if any. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
<b>Name of the organisation</b>	
<b>The co-applicant's contact details for the purpose of this action</b>	
<b>Abbreviation</b>	
<b>Registration number in the court (or equivalent)</b>	
<b>Date of registration</b>	
<b>Place of registration</b>	
<b>Official address of registration</b>	
<b>Website and E-mail address of the organisation if applicable</b>	
<b>Telephone number:</b> Country code + city code + number	
<b>Fax number:</b> Country code + city code + number	

The co-applicant(s) authorise the Applicant < XXXXXXXXXXXXXXXXXXXX > to submit on their behalf the present application form for applicant, as well as, to be represented by the Applicant in all matters concerning this grant application.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

## Annex XII

### Declaration of Vetting

This section must be completed by each Applicant and Co-Applicant, if any.

<b>Full Name of the organisation</b>	
<b>Date of registration</b>	
<b>Place of registration</b>	
<b>Official address of registration</b>	
<b>Website and E-mail address of the organisation if applicable</b>	
<b>Telephone number: Country code + city code + number</b>	
<b>Fax number: Country code + city code + number</b>	
<b>Full names of the key staff (Board of Directors and Country Director, including their date/year/place of birth)</b>	

The applicant acknowledges that if found guilty of misrepresentation, it may be reason for the rejection of its application.

<b>Name:</b>	
<b>Organisation:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date and place:</b>	