

**Contracting authority**: **Standing Conference of Towns and Municipalities**

**EU SUPPORT TO ROMA INCLUSION**

**Strengthening Local Communities**

**Towards Roma Inclusion**

**Guidelines
for grant applicants**

Budget line(s) 2017/390-303/5.9.1

Reference: 757/1

Deadline for submission of full application: 18th February 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.

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1. EU SUPPORT TO ROMA INCLUSION - STRENGTHENING LOCAL COMMUNITIES Towards Roma Inclusion

* 1. Background

The Programme *EU Support to Roma Inclusion - Strengthening Local Communities towards Roma Inclusion* is implemented by the Standing Conference of Towns and Municipalities (SCTM) and financed by the European Union through IPA 2016. The towns and municipalities of Serbia and their Roma citizens are the primary beneficiaries of the Programme via improved planning, financial management and services delivered by local governments and local service providers who work with Roma people at the local level. The Ministry of Labour, Employment, Veteran and Social Policy, as the leading state institution responsible for Roma inclusion and therefore for coordinating the implementation of the Strategy for Social Inclusion of Roma for the 2016-2025 in the Republic of Serbia and its associated action plan, is the lead beneficiary institution providing main policy directions for the implementation of the Programme.

The Roma community is one of the poorest and most vulnerable groups in Serbia with acute social problems and with 78 % of population facing risk of poverty (Serbia: 25.4%)[[1]](#footnote-2). The data that reveal their economic powerlessness indicate that most of Roma households’ income comes from social assistance. The data from the Report on the *Implementation of the Strategy for Social inclusion of Roma in Serbia 2016-2025*, clearly presents particularly unfavourable position of Roma on the labour market with unemployment rates of 41,8% in 2016 (Serbia: 15.3%). Since Roma employment is one of the major policy areas recognised within the Strategy for Social Inclusion of Roma in the Republic of Serbia 2016 – 2025, with the stipulated measures focused on inclusion of Roma in working age into the formal labour market and on increase of their employability and economic empowerment, the Programme give special attention to this topic. According to the *First National Report on Social Inclusion and Poverty Reduction*, Roma constitute a particularly vulnerable group on the labour market. The majority of Roma are excluded from the employment system, formally they are not economically active and are predominantly registered as unemployed. Data on Roma economic structure demonstrate the low position of Roma in social ladder. According to the 2011 population census, as much as 72.1% Roma are economically inactive, while over a half of the active ones (59%) do not work. Roma are a community with high unemployment rate and, as a rule, perform the least paid jobs—mostly those in which skills are acquired through work, rather than formal education—which have the lowest professional reputation[[2]](#footnote-3). All problems that prevent greater inclusion and engagement of the Roma population in the formal labour market are part of a broader, multidimensional and unfavourable social status of the Roma community in the Republic of Serbia. In this sense, the segments of employment and economic empowerment should be seen as contributors to the overall improvement of the situation of Roma men and women in the Republic of Serbia, which is of crucial importance for the achieving complete inclusiveness, participation and democracy in modern society.

Issues related to the exercise of the right to work and employment among Roma are the following: the existing active employment policy measures are not enough; funds for the development of entrepreneurship among the Roma have not been established; most Roma get work engagement thanks to the "grey economy"; most Roma are outside the system of the persons registered at the National Employment Service due to different reasons; Roma men and women working the hardest and most dangerous jobs for the lowest salaries etc. The most serious systemic barriers affecting Roma employment are: discrimination; low level of education, functional literacy and knowledge of Serbian language; lack of local policies for active recruitment of Roma; absence of personal documentation. However, active employment programmes are still not sufficiently focused on members of the most vulnerable groups, and training programmes for the ones with lower education, such as Roma, have been almost completely neglected.

The financial support for the local level, within this Programme, should tackle a prioritised set of issues in the area of employment identified in line with the National Strategy for Roma inclusion, Operational conclusions from the seminar "Social inclusion of Roma in the Republic of Serbia" 2017[[3]](#footnote-4), LAPs for Roma inclusion and/or other local strategic/action planning documents covering Roma issues. In addition, set of issues in the area of anti-discrimination policy and equal opportunities should be processed in order to introduce effective and efficient mechanisms to combat discrimination and create conditions in which Roma can exercise all human and minority rights. Special focus of this Programme will be paid to the empowerment of Roma women and youth.

* 1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is:

**Strengthening the position of Roma population in local communities through implementation of prioritised national and local strategic measures.**

The **specific objective(s)** of this call for proposals is/are:

1. Improving social and economic position of Roma population through employment measures implemented by local communities.
2. Supporting activities aiming at combating discrimination and promoting equality of Roma population.
	1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is **EUR 2 000 000.** The contracting authority reserves the right not to award all available funds.

***Indicative allocation of funds by lot:***

**LOT 1:** Active **e**mployment initiatives for the Roma population. The foreseen allocation of EUR 1 400 000 will be assigned to projects proposing employment for the Roma population.

**LOT 2:** Anti-discriminationand promotion of equality for Roma population. The foreseen allocation of EUR 600 000 will be assigned to projects supporting (promoting) anti-discrimination and equality for the Roma population.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to other lot.

***Size of grants***

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

* minimum amount: EUR 40 000
* maximum amount: EUR 60 000

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

* minimum percentage: 60.0 % of the total eligible costs of the action
* maximum percentage: 90.0 % 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 or the European Development Fund[[4]](#footnote-5).

Please note that maximum 30% of the total eligible cost of the action may be used for purchase of the material or equipment.

1. 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>).[[5]](#footnote-6)

* 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),
* 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);
1. the actions:

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

1. the costs:
* types of cost that may be taken into account in setting the amount of the grant (2.1.5).
	+ 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

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

* be a legal person **and**
* be non-profit-making **and**
* be a local authority: municipality, town/city or city municipality in the Republic of Serbia **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.

 (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 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 at least one co-applicant as specified hereafter.**

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex E3h1 (special conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

**Co-applicant(s)**

**The applicant must act with at least one obligatory co-applicant**, and the obligatory co-applicant must:

* be a legal person **and**
* be non-profit-making **and**
* be a civil society organisation[[6]](#footnote-7) operating in the sectors relevant for this Call, established[[7]](#footnote-8) in the Republic of Serbia[[8]](#footnote-9), minimum one year before the launch of the Call.

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-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

In addition to the above-mentioned obligatory co-applicant, the following organizations are also eligible as co-applicants:

* Civil society organisations established, minimum one year, before the launch of the Call, in the Republic of Serbia,
* Local authority: municipality, town/city or city municipality in the Republic of Serbia,
* Regional/ District Development Agencies registered in the Republic of Serbia,
* Public companies,
* Public institutions operating in the sectors relevant to this Call (education institutions, health institutions, cultural institutions, etc.),
* Business entities (involved in project activities for the purpose of achieving the objectives of the Call and not making profit from them).

Co-applicants 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 contract[[9]](#footnote-10).

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

* + 1. Affiliated entities

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

**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 delegatees 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.]

* + 1. 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.

* + 1. 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 may not be lower than 9 (nine) months nor exceed 15 (fifteen) months.

Sectors or themes

Specific sectors or themes to which the actions must relate:

* Social inclusion;
* Employment;
* Anti-discrimination and human rights;
* Youth employment/inclusion.

Location

Actions must take place in Serbia.

Types of action

The following types of action may be financed under this Call.

**LOT 1: Active employment initiatives for the Roma population**

1. Developing capacities and competences for Roma population to enter the labour market,
2. Strengthening capacities of local authorities and local partners from public, civil and private sector to create and introduce measures and employment programmes on the local level, according to the needs of the local labour market,
3. Support to Roma inclusion through inter-sectoral partnership on the local level including cooperation between subjects from public, private and civil sector.

Actions proposed under this lot shall contribute to the fulfilment of the specific objective of this Call, measured by the following indicators:

* Number of Roma people trained and encouraged to enter the formal labour market,
* Number of employed Roma,
* Number of Roma entrepreneurs supported through the project,
* Number of Roma informed on employment opportunities,
* Number of events (trainings, workshops, round tables, etc.) delivered for non-governmental sector (business and CSO sector),
* Number of events (trainings, workshops, round tables, etc.) delivered for public sector (LSGs, public utility companies, regional agencies, etc.).

The list of indicators is not exhaustive, but it is obligatory to choose at least three indicators listed above.

**LOT 2: Anti-discrimination and promotion of equality of the Roma population**

1. Encourage positive action of the local community towards the Roma population in order to prevent discrimination, with a special focus on children and youth at risk of social inclusion, women, persons with disabilities, elderly persons.

Actions proposed under this lot shall contribute to the fulfilment of the specific objective of this Call, measured by the following indicators:

* Number of actions (trainings, workshops, round tables, etc.) aiming at positive representation of Roma population, especially Roma women,
* Number of people participating in events aiming at promoting equality and anti-discrimination of Roma population,
* Number of public actions/events to raise awareness and deepen the recognition and understanding of *antigypsyism* and its implications in relation to human rights,
* Number of Roma people trained on recognizing and combating family violence, preventing early marriages, importance of family support, etc.
* Number of visits to websites/social networks/internet pages etc.

The list of indicators is not exhaustive, but it is obligatory to choose at least three indicators listed above.

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;
* actions whose budgets consist of the purchase of material or equipment in amount more than 30% of the eligible costs;
* actions in which purchase of material or equipment is not related to activities of this Call;
* actions consisting of capital investments, such as land, buildings, vehicles;
* actions consisting solely of the development of strategies, plans or other similar documents;
* actions related to providing financial support for establishing of a private company,
* actions related to the financing of public works.

Types of activity

**LOT 1: Active employment initiatives for the Roma population**

The following activities could qualify for financing under this Call:

**1. Developing capacities and competences for Roma population to enter the labour market**:

* + Provide short trainings for unemployed Roma (especially Roma women) to improve their competences in job search,
	+ Provide psycho-social support and empowerment of Roma (especially Roma women) to enter the labour market and stay employed (trainings, group sessions, analysis and development of social skills and competences required for employment, etc.),
	+ Support to improvement of skills of low-skilled persons through more intensive, flexible and customized approach, i.e. training at work,
	+ Support the development of Roma entrepreneurship through training services, mentoring, advisory services and professional support for the improvement of the business, introduction to the laws and procedures related to business,
	+ Inform a greater number of Roma population on employment possibilities through presentations, public hearings, round tables and campaigns of CSOs (especially Roma CSOs).

**2. Strengthen capacities of local authorities and local partners from public, civil and private sector to create and introduce measures and employment programmes on the local level, according to the needs of the local labour market**:

* + Induction and increasing capacities of local mediator who would facilitate communication between Roma population job seekers and potential employers,
	+ Raise public awareness on the issues of anti-discrimination of Roma at the workplace, with a focus on employers, business sector and wider public (e.g. organization of campaigns, round tables, seminars, trainings, thematic workshops, production and dissemination of various publications, etc.).

**3. Support to Roma inclusion through inter-sectoral partnership on the local level including cooperation between subjects from public, private and civil sector**:

* + Provide support to employers (current businesses, new businesses with potential for Roma employment and Roma entrepreneurs) through subsidies in the form of equipment, training and mentoring,
	+ Support to employment through the training for a specific employer according to the needs analysis of the local labour market,
	+ Establish local/regional unit/contact point/center for business support to Roma entrepreneurs (providing business advisory services),
	+ Improve cooperation of Roma entrepreneurs with business associations and providers of business development services (regional development agencies, business incubators, clusters, etc.),
	+ Connect with employers to encourage them to provide re-training and employment opportunities for Roma people (employment fairs, internships within the companies which will provide long-term employment for unemployed Roma and help overcome prejudices that employers have towards Roma).

The list of types of activity is not exhaustive, but only illustrative, thus, appropriate activities that are not mentioned above will also be considered for financing.

**LOT 2: Anti-discrimination and promotion of equality of the Roma population**

The following activities could qualify for financing under this Call:

**1. Encourage positive action of the local community towards the Roma population in order to prevent discrimination, with a special focus on children and youth at risk of social inclusion, women, persons with disabilities, elderly persons**:

* + Educate on forms of discrimination and strengthening the awareness of the Roma community members on the existing legal mechanisms for protection of human rights, especially for the purpose of protection from domestic violence,
	+ Promote Anti-discrimination Strategy and implementation of measures which support the Strategy execution through local mechanisms to combat discrimination and hate speech (free legal assistance, mobile lawyers, mediation, etc.),
	+ Sensitize local communities for different levels and types of discrimination, encouraging interaction between different groups, encouraging interculturalism and interethnic relations at local level,
	+ Raise the awareness of journalists, civil servants and representatives of civil society on antidiscrimination policy, equal rights and discrimination of Roma (presentations, public debates, round tables, CSOs campaigns),
	+ Capacity building and improvement of competencies of civil servants through training for employees in the public sector at the local level in order to increase social and institutional capacity for prevention and protection against discrimination,
	+ Support and mentoring in overcoming the obstacles during attending of preschool and school programs (support in studying, psycho-social support to children and family, prevention of drop out from school, etc.),
	+ Trainings of Roma population (especially Roma women) on recognizing and combating family violence, preventing early marriages, importance of family support, etc.,
	+ Decreasing negative prejudice of the majority population towards the Roma by means of arts, culture, history and media,
	+ Development of social awareness on the importance of tolerance and respect of diversity in order to decrease overall level of discrimination (intensive social campaigns for institutions, local authorities, wider public, local groups, informal campaigns, etc.),
	+ Support organization of seminars for media to take more active role in promoting positive image of the Roma community,
	+ Support media campaigns for national institutions, local authorities and wider public.

The list of types of activity is not exhaustive, but only illustrative, thus, appropriate activities that are not mentioned above will also be considered for financing.

|  |
| --- |
| It is strongly encouraged to include Roma people as members of the project team staff and, in line with proposed, the application will be respectively assessed.  |

|  |
| --- |
| It is strongly encouraged to have at least 50% women and youth as beneficiaries. |

Financial support to third parties[[10]](#footnote-11)

Applicants may not propose financial support to third parties.

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 lot under this call for proposals.

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

The lead applicant may be a co-applicant in 1 another application of the same lot at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 2 applications per lot under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 2 grants per lot under this call for proposals.

* + 1. 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).

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).

**The applicants are obliged to provide expenditure verification for their projects and respective incurred costs are eligible.** **The expenditure verification should be carried out by an external body.** **The costs of expenditure verification should not exceed 2% of the project budget.**

***Important notes:***

* Salary costs of the personnel of national administrations 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 were not undertaken.

The amount of time actually spent on a given action by staff declared by the beneficiary will be checked by means of time sheets signed by the staff concerned and their immediate superior.

The cost of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the beneficiary’s usual policy on remuneration.

* Note that EU Annex IV will have to be applied for acquisition of supplies/equipment, services (analysis, training, auditing) and works, including rule on origin of supplies.

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).

Contributions in kind from third parties in the form of volunteers' work, valued on the basis of unit costs defined and authorised by the contracting authority, shall be presented in the estimated budget, separately from the other eligible costs (i.e. as an accepted cost together with other contributions in kind).

Volunteers' work may comprise up to 50% of the co-financing. For the purposes of calculating this percentage, contributions in kind and other co-financing shall be based on estimates provided by the applicant.

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

Other than the volunteers work, 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:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
* purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
* currency exchange losses;
* credit to third parties;
* taxes, including value added taxes[[11]](#footnote-12);
* second-hand equipment;
* operating costs.

**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 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 ogf obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

* 1. How to apply and the procedures to follow

To apply for this call for proposals, lead applicants need provide information about the organisations involved in the action. Please note that the registration of this data in **PADOR is obligatory** for **all lead applicants, co-applicant(s) and affiliated entitiy(ies).**

PADOR is an on-line database in which organisations register and update information concerning their entity. Organisations registered in PADOR get a unique ID (EuropeAid ID), which they must mention in their application. PADOR is accessible via the website: <http://ec.europa.eu/europeaid/pador_en>.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

If it is impossible for the organisation to register online in PADOR for technical reasons, applicants and/or affiliated entity(ies) must complete the ‘**Organisation data form’**[[12]](#footnote-13) attached to these guidelines. This form must be sent **together with the application**, by the submission deadline (see section 2.2.2.).

* + 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 submit concept note in English language only. Applicants may submit full application in English or in Serbian language.**

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.

No additional annexes should be sent.

* + 1. Where and how to send applications

Applications must be submitted in one original and two 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 the title and number of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and *‘Ne otvarati pre zvanicne sednice za otvaranje predloga projekata’*.

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

Postal address and Address for hand delivery or by private courier service

**Standing Conference of Towns and Municipalities**

**22 Makedonska St., VIII floor**

**11000 Belgrade, 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.**

* + 1. 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 **18th February 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 **18th February 2019 until 15:00 local time**, 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).

* + 1. Further information about applications

An information session on this call for proposals will be held during January 2019. Detailed information will be published on the Contracting Authority (the SCTM) website and invitations will be sent to all local authorities.

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: pitanja.grant.ir@skgo.org

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.

Questions that may be relevant to other applicants, together with the answers, will be published on the website http://www.skgo.org/strane/337 as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

* 1. 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 constraintsof 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. promotion of gender equality and equal opportunities, rights of minorities and rights of indigenous people, innovation or best practices, etc.)? | 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, to the number of concept notes whose total aggregate amount of requested contributions is equal to 200% 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 lot, where relevant.

After the evaluation of concept notes, the evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

1. **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 projectmanagement?  | 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** |
| *Score transferred from the Concept Note evaluation* |  |
| **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?- Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)*- Institutionally *(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?)*- At policy level (where applicable) *(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)*- Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)* | 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 3.3 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. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list 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.

1. **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.

* 1. 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]](#footnote-14):

The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity[[14]](#footnote-15). 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 meantime[[15]](#footnote-16). This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

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.

The external audit report is not required from (if any) the co-applicant(s)) or affiliated entities.

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]](#footnote-17). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).

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.

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.

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 orin the language of the country where the action is implemented, a translation into English 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 abovementioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

* 1. Notification of the Contracting Authority’s decision
		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 2.4.15 of the practical guide.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | Will be published separately | Check website |
| **2. Deadline for requesting any clarifications from the contracting authority** | 28th January 2019 | 15:00 |
| **3. Last date on which clarifications are issued by the contracting authority** | 7th February 2019 | - |
| **4. Deadline for submission of applications** | 18th February 2019 | 15:00 |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | April 2019 | - |
| **6. Information to lead applicants on the evaluation of the full applications (Step 2)** | April 2019 | - |
| **7. Notification of award (after the eligibility check) (Step 3)** | May 2019 | - |
| **8. Contract signature** | May 2019 | - |

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 SCTM http://www.skgo.org/strane/337.

* 1. 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).

1. 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 sheet[[17]](#footnote-18)

Annex E: Financial identification form

Annex F: Organisation data form

**DOCUMENTS FOR INFORMATION[[18]](#footnote-19)**

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 IX: standard template for transfer of ownership of assets

Annex H: 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](https://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 their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

\* \* \*

1. Report on the Implementation of the Strategy for Social Inclusion of Roma in Serbia 2016-2025 in 2016, page 89. [↑](#footnote-ref-2)
2. *Roma in Serbia*, Statistical Office of the Republic of Serbia, <http://pod2.stat.gov.rs/ObjavljenePublikacije/Popis2011/Romi.pdf> [↑](#footnote-ref-3)
3. The outcome of the Seminar is the joint preparation of the Operational Conclusions by the Government of the Republic of Serbia and the European Commission. The Operational Conclusions represent the undertaken obligations which are to be implemented to further improve the status of the Roma national minority in the Republic of Serbia. [↑](#footnote-ref-4)
4. Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing. [↑](#footnote-ref-5)
5. 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. [↑](#footnote-ref-6)
6. The broadest possible understanding about civil society organisations is applied under this call for proposals, as defined in 1999 by the European Economic and Social Committee (CES/1999/851) and further detailed by both the EESC (CES/1999/851, CES/2000/81) and the EC (COM/2002/0704 final, COM/2005/0290 final). [↑](#footnote-ref-7)
7. 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. [↑](#footnote-ref-8)
8. If registered in Serbia, nongovernmental organizations include those with a following status:”udruženje”, “savez udruženja”, “predstavništvo stranog udruženja”, “fondacija”, “predstavništvo strane fondacije”. [↑](#footnote-ref-9)
9. The updated lists of sanctions are available at [www.sanctionsmap.eu](http://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. [↑](#footnote-ref-10)
10. These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-11)
11. VAT might be considered as eligible expense if following conditions are met: a) the value added taxes are not recoverable by any means; b) it is established that they are borne by the final beneficiary, and c) they are clearly identified in the project proposal. [↑](#footnote-ref-12)
12. Which corresponds to Section 3 and 4 of Part B of the Application form. [↑](#footnote-ref-13)
13. No supporting document will be requested for applications for a grant not exceeding EUR 60 000. [↑](#footnote-ref-14)
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. [↑](#footnote-ref-15)
15. To be inserted only where the eligibility conditions have not changed from one call for proposals to the other. [↑](#footnote-ref-16)
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. [↑](#footnote-ref-17)
17. Only applicable where the European Commission will make the payments under the contracts to be signed. [↑](#footnote-ref-18)
18. These documents should also be published by the contracting authority. [↑](#footnote-ref-19)