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Sub Grant Operational Manual

Civil Society in Action for Protection of Child Rights in Albania

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I. PREFACE

This Sub Grant Operational Manual is prepared by Save the Children (SC) and Terre des homes (Tdh) in the framework of the implementation of The Project

“Civil Society in Action for Protection of Child Rights in Albania”, financed from European Union under Reference EuropeAid/137298/DD/ACT/AL.

II. ACRONYMS

AEC	Administrative Eligibility Committee
CB	Capacity Building
CBO	Capacity Building Officer
CEC	Complaints Evaluation Committee
CRPANO	Child Rights Protection Area & Network Officer
CSAPCRA	Civil society in action for the protection of child rights in Albania
CSO	Civil Society Organization
EU:	European Union
FIF	Financial Identification Form
LEF	Legal Entity Form
NIPT	Taxpayer Identification Number
NPO	Non - Profit Organizations
OAS	Organizational Assessment Study
OM	Operational Manual
PEC	Proposals Evaluation Committee
PM	Project Manager
PMT	Project Management Team
QAS	Quality Assurance System
SC	Save the Children
SSG	Small Sub-Grants
MSG	Medium Sub-Grants
LSG	Large Sub-Grants
TdH	Terre des Hommes

III. BACKGROUND

This Sub Grant Operational Manual has been developed by Save the Children (SC) and the Terre des Hommes (TdH) to outline the operational guidelines and procedures for the implementation of the Sub Grant Scheme (SGS) embedded in the Project “Civil society in action for protection of child rights in Albania” (here after called “The Project”), Financed by EU in Albania, under European Instrument for Democracy and Human Rights (EIDHR) component Reference-EuropeAid/ 137298/DD/ACT/AL

The Overall objectives of the project are:

- I. To contribute to the protection of the rights of the child in Albania and
- II. To 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.

Specifically, the Project aims at empowering 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 innovative capacity development and effective funding.

The Project action includes three main activity clusters:

- Capacity development of CSOs and community based service providers working for and with children;
- Sub-Grant fund management (herewith in referred to as the Local Grants Initiative) to release funding to CSOs that will implement activities related to the selected thematic areas and;
- Networking and advocacy to achieve the synergy of efforts in protection of children rights.

These clusters are closely linked and support each other. Capacity development will increase the capacity of CSOs to develop and implement relevant, effective, efficient, and sustainable projects. The SGS scheme will enable CSOs to transform their project ideas into fundable actions. Capacity development will also contribute to greater effectiveness of networking and advocacy activities which, in turn, will reinforce and complement the actions implemented through the sub-grant scheme.

The Project will be implemented during a 30 months period.

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.

The Project is expected to finance up to 28 sub grants addressing the strengthening of the civil society organizations in protection of the rights of the child by ensuring a higher level of their effectiveness, inclusiveness, and pro-activeness through innovative capacity development and effective funding.

PART 1: SUB GRANT SCHEME, PARTICIPATION, EVALUATION AND SELECTION PROCEDURES

1. FINANCIAL ALLOCATION

The sub-grant scheme will be organized in two rounds that will be detailed in specific Call for Proposals.

The overall indicative amount made available under this sub grant scheme is **EUR 407,000**.

Any sub grant under this scheme must fall under the following Lots:

Lot 1: Small- size that must fall between the minimum amounts of EUR 5, 000 and the maximum amount of EUR 10,000;

Lot 2: Mid-size, that must fall between the minimum amounts of EUR 10,000 and the maximum amount of EUR 20,000;

Lot3: Large-size that must fall between the minimum amounts of EUR 20,000 and the maximum amount of EUR 30,000.

The sub-granting scheme will award **100% of eligible cost** for a maximum of **407, 000 EUR** as follow:

Lot 1: Up to 15 Small sub-grants (SSG)	(EUR 5, 000-10,000);
Lot 2: Up to 8 Mid-size sub-grants (MSG)	(EUR 10,000-20,000);
Lot 3: Up to 5 Large sub-grants (LSG)	(EUR 20,000-30,000).

Each applicant may not submit more than one (1) application under each Call for Proposal (Round).

1.1 Availability of funds

Before initiating any procedure, the funds must be available. Calls may exceptionally be launched with a suspension clause after prior approval of the relevant services. The call is then launched before the financing decision or before the signature of the financing agreement between the SCI and the SG-partner. The call is cancelled if the final decision is not taken or if the SG-Partnership agreement is not signed. The contract cannot be signed until the funds are available.

2. SUB GRANT MANAGEMENT STRUCTURE

The key structures for the management of the Sub Grant Scheme are as follows:

**The Administrative Eligibility Committee (AEC),
The Proposals Evaluation Committee (PEC),
The Complaints Evaluation Committee (CEC),
The Project Management Team (PMT)**

All committee members will attend all meetings. Any absence will be recorded and explained in the evaluation report.

2.1 Administrative Eligibility Committee (AEC)

The AEC is responsible for the sound management of the sub grant allocation process, by ensuring an appropriate administrative and eligibility control.

The AEC is composed by:

- The Award Management Specialist/SC
- The Support Services Manager/SC,
- The Finance Assistant/TdH

The AEC's responsibilities are:

- AEC is responsible to make a pre-screening of the applications based on the Administrative Eligibility Criteria and Vetting Form (**Annex II & IV**), in order to make sure that the proposals that undergo the Technical Evaluation by PEC are eligible to apply for sub grants;
- AEC is responsible to report preparation with the results of the first screening of the documentation of the applicants
- AEC undertakes the final administrative control of winning projects after technical assessment from PEC;
- AEC endorses final decision of winning projects after receiving SC Italy sign off and EUD non-objection.

The administrative eligibility control process will last 5 working days. Observers from EUD may be present throughout this process.

2.2 Proposals Evaluation Committee (PEC)

The PEC is responsible for the technical evaluation of the applications for sub-grants according to the evaluation criteria (**Annex V**) hereafter specified (STEP 2).

The PEC is composed by

- The PDQ Manager/SC (without voting right), as the Committee's chairman in charge of facilitating the technical evaluation process;
- The Sub-Grant Coordinator/SC (member);
- Project Manager/SC (member);
- The Capacity Building Officer/TdH (member);

The PEC's responsibilities are:

The chairperson is responsible for:

- coordinating the evaluation process in accordance with the EU procedures and for ensuring its impartiality and transparency;
- collecting the Declarations of Impartiality and Confidentiality;
- keeping the minutes of all meetings of the evaluation committee and the relevant records and documents;
- recording attendance at meetings and compiling the evaluation reports and their supporting annexes.

The voting members of the evaluation committee have collective responsibility for decisions taken by the committee.

- PEC meets based on each round of applications.

- PEC is responsible to conduct the technical evaluation of project proposals based on the scoring system described in STEP 2.
- PEC prepares the final Technical Evaluation Report including the Scoring Grid for each Proposal and the Lists of Recommended, Not Recommended Applicants and Reserve List

All members have equal voting rights, and the PEC's decision is made on broad consensus facilitated by the chairman.

Observers from EUD may be present throughout the technical evaluation process.

2.3 The Complaints Evaluation Committee (CEC)

The CEC is responsible for addressing all the complaints and request of additional clarifications in reference with the process of applicants' selection.

The CEC is composed by:

- Albania Country Director/SC who will chair the committee and responsible to guarantee quality and transparent complaining process and maintain the relations with the applicants
- Director of Program/SC, will provide technical and programming inputs to the complaining process

The CEC is responsible for addressing the complaints and/or the request of additional clarifications coming from as a result of the administrative/eligibility evaluation and the Final Evaluation of the proposals.

SC Italy- Grant Unit - will ensure the compliance with procedures and approve communication with complainers.

Observers from EUD may be present throughout the complaints evaluation process.

2.4 The Project Management Team

The **Project Management Team** refers to the overall project team proposed for the implementation of this Project, which includes: the Project Manager (SCiA), Capacity Building Officer (TdH), Child Rights Protection area and network officer TdH, Sub grant coordinator (SCiA), Finance Coordinator (SCiA), and Finance Assistant (TdH).

Among others, the PMT is responsible to

- Promote information campaign
- Prepare specific call for Proposal and consults the EUD
- Negotiate and contract the sub grant with the winner applicants;
- Ensure regular monitoring of the sub-granted projects.

2.5 Impartiality and Confidentiality

Each AEC/PEC/CEC member and any observer shall sign the Declaration of Impartiality and Confidentiality as attached in the **Annex III**.

In case any of the AEC/PEC/CEC members has a personal or economic relationship/interest related to any of the applicants (be it organization or any of its

members) he/she shall declare such relationship and withdraw from the decision making process.

There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the applicant. Should the conflict of interests be proven, the member or observer will be excluded from participating further in any capacity in the evaluation meetings.

Acts likely to be affected by a conflict of interest may, inter alia, take one of the following forms:

- granting oneself or others unjustified direct or indirect advantages;
- refusing to grant an applicant the rights or advantages to which that applicant is entitled;
- committing undue or wrongful acts or failing to carry out acts that are mandatory.

Moreover, any attempt by a candidate or applicant to influence the process in any way (whether by making contact with members of the evaluation committee or otherwise) will result in the immediate exclusion of its proposal from further consideration.

The chairperson of the evaluation committee decides whether the evaluation process must be restarted. That decision must be recorded and reasons must be included in the evaluation report.

The proceedings from the opening of proposals to the conclusion of the work of the evaluation committee, are conducted in camera and are confidential.

In duly justified cases, proceedings can be done using videoconference systems. The system to be used must ensure the confidentiality of the communication. Any electronic transfer of information needed under this modality must also guarantee its confidentiality. In order to keep the proceedings confidential, attendance at evaluation committee meetings is strictly limited to the committee members and to any authorized observer.

3. PARTICIPATION IN SUB GRANT FUNDS: ELIGIBILITY CRITERIA

There are three sets of eligibility criteria relating to:

- a) The Applicant;
- b) The Actions;
- c) The costs.

3.1 Eligibility of applicants

In order to be eligible for a sub grant, the applicant must be a Civil Society Organization established and acting in the territory of **Albania**, compliant with all the clauses below listed. Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on **nationality**, as well as **exclusion criteria**.

Any applicant will be excluded from participation in procurement and grant procedures if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the European commission delegation are located or those of the country of the performance of the contract;

c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

- i) - fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
- ii) - entering into agreement with other economic operators with the aim of distorting competition;
- iii) - violating intellectual property rights;
- iv) - attempting to influence the decision-making process of the contracting authority during the procurement procedure;
- v) - attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

d) it has been established by a final judgment that the economic operator is guilty of any of the following:

- i) - fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995¹;
- ii) - corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997², and in Article 2(1) of Council Framework Decision 2003/568/JHA³, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;
- iii) - participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA⁴;
- iv) - money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council⁵;
- v) - terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA⁶ respectively, or inciting or aiding or abetting or attempting to commit such offences, as referred to in Article 4 of that Framework Decision;
- vi) - child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council⁷;

e) the applicant has shown previous significant deficiencies in complying with main obligations in the performance of a contract financed by the EU, which has led to its early termination or to the application of liquidated damages or other contractual penalties or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

¹ OJ C 316, 27.11.1995, p.48.

² OJ C 195, 25.6.1997, p. 1.

³ OJ L 192 , 31.07.2003, p. 54.

⁴ OJ L 300, 11.11.2008, p. 42.

⁵ OJ L 309, 25.11.2005, p. 15.

⁶ OJ L 164, 22.6.2002, p. 3.

⁷ OJ L 101, 15.4.2011, p. 1.

f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95⁸.

Consequently, the applicant should be able to provide evidence of such establishment by presenting the following documents under the Albanian law:

- Court Registration Act in Albania (notarized within the last three months);
- Statute of the organization (notarized within the last three months);
- Court Extract (with the Court seal and within the last three months);
- NIPT (notarized within the last three months);
- A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;
- A document issued by the Department of Justice certifying that the organization/ its legal representative have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;
- Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;
- CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;
- The Declaration by the Applicant (Annex XIII);
- Last two years' financial statements of the organization, in the case of large-size grants, and last years' financial statement in the case of mid-size grants. No financial statement is required by organizations applying for small-size grants.
- The Declaration of vetting (Annex IV)

If SCI become aware of any situation of exclusion and this situation is confirmed, the relevant entity will be rejected from the procedure.

3.2 Eligible and priority actions

Duration:

The planned duration of **Lot 1-Small sub grants** and **Lot 2-Medium sub grants** may not be lower than 6 months nor exceed 12 months.

The planned duration of **Lot 3- Large sub grants** may not exceed 18 months.

Location

Actions must take place in Albania. Actions targeting rural and remote areas will be considered of particular relevance, and therefore will be given an advantage under relevance of the action (STEP 2, Section 1. of Evaluation grid).

Type of actions:

Example of field of intervention (this is non- exhaustive list)

⁸ OJ L 312, 23.12.1995, p. 1

Sector 1 **Strengthening child rights implementation in Albania**

Sector 2 **Enhancing the performance of the child protection system in Albania**

Objectives

Type activities:

Activities (non-exhaustive) for which an applications may be submitted:

- *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).

3.3 Non-eligible actions

The following types of actions are non-eligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses
- actions concerned only or mainly with individual scholarships for studies or training courses
- one-off conferences: conferences can only be funded if 1) they are duly justified and they fall under objectives of the point 3.2 *Eligible and priority actions (type of actions)* above; and 2) they form part of a wider range of activities to be implemented in the lifetime of a 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;
- projects supporting individual political parties;
- 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 Albania;
- purchase of equipment (unless necessary for the successful execution of the project);
- humanitarian activities.

3.4 Eligibility of costs

Only eligible costs can be covered by this sub grant scheme.

The categories of costs that are eligible and non-eligible are indicated below.

The reimbursement of eligible costs is based on the agreed budget specified in units and unit costs as per template specified in Annex X.

The budgeted cost should be oriented to the most cost-efficient level to achieve the programme expected results, and therefore it will be given an advantage under the evaluation stage.

Eligible costs are actual costs incurred by the Applicants 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 and regular records and accounts of the Applicants and determined according to the accounting standards and the usual cost accounting practices applicable to the Applicants and by using an appropriate cash book;

- e) Cash payment will be allowed only up to a ceiling of 300 EUR maximum.
- f) They comply with the requirements of applicable tax and social legislation;
- g) They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

3.5 Ineligible costs

The following costs are **not** eligible:

- a) 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; Customs and import duties, or any other charges;
- b) Purchase, rent or leasing of land and existing buildings, except for the purchase of land for an amount below 10% of the eligible expenditure of the operation concerned;
- c) Fines, financial penalties and expenses of litigation;
- d) Operating costs, except for overheads, provided they are based on real cost attributable to the implementation of the operation concerned. Flat-rates based on average costs may not exceed 25% of those direct costs of an operation that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed;
- e) Second hand equipment;
- f) Bank charges, costs of guarantees and similar charges, except for:
 - (i) the bank charges for opening and administering the accounts, where the implementation of an operation requires a separate account or accounts to be opened;
 - (ii) the costs of guarantee provided by a bank or other financial institutions, to the extent that the guarantees are required by nation or community legislation;
- g) Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- h) Contribution in kind;
- i) Depreciation costs;
- j) Debts and debt service charges
- k) Provisions for losses or potential future liabilities;
- l) Interest owed;
- m) Costs declared by the Applicants and covered by another action or work programme;
- n) Credit to third parties.

4. THE CYCLE OF THE SUB GRANTING PROCESS

The sub-granting process is divided in the following stages:

4.1 Promotion and information sharing about the SGS

The PMT will ensure appropriate promotion and dissemination of information to all interested CSOs in Albania.

The information campaign will include but not be limited to: publications in local and/or national newspapers, web publications (SC, TdH, project web pages, SC and TdH Facebook, etc.), emails, as well as information sessions in cities and towns of the country. CSOs will be notified in advance on date, time and place where the sessions will be held.

4.2 Sub Grants Application Process

The Project expects to launch two SG Rounds. Each Round will be announced through specific SGS Call for Proposals.

Proposal applications must be submitted in accordance with the instruction of this Manual and specific guidelines and timeline contained in the SGS Call for Proposals- Guidelines for Applicants.

4.3 Announcement of Call for Proposals for the SGS

An announcement of the Call for Proposals will be published on the website and will remain opened for six weeks, unless different specifications will be provided in the Call for Proposals-Guidelines for Applicants.

The announcement will be followed by an information campaign which may include:

- publications in local and/or national newspapers;
- web publications (SC, TdH, project web pages, Facebook, etc.);
- emails, and information sessions in cities and towns of the country.

CSOs will be notified in advance on the date, time and place where these sessions will be held in each city and town.

4.3.1 How to apply and procedures to follow

Applicant must fulfil the **eligibility criteria** as per paragraph 3 of this Manual.

Applications must be submitted in accordance with the instructions contained in this Manual and in the Guidelines for Applicants Call for Proposal. .

Applications must contain all documents listed in **Annex I** and in the format provided in this Manual.

Applications must be submitted **in one printed copy**. All documents presented for application should be delivered also in an electronic form included in a CD/USB;

The envelope and the CD/USB should be enclosed in an envelope where the applicant should write: **SGS/THE PROJECT, the name of the Applicant organization and Project proposal title.**

Proposals must be prepared in **English**. Only the application of small grants (5,000-10,000 EUR); will be accepted in the Albanian language, with only a narrative page in the English language.

Applicants must verify that their application is complete using the checklist (**Annex I**). Incomplete applications may be rejected.

4.3.2 Submission of applications

The applications must be submitted to the SC office in Tirana within the deadline specified by the Call for Proposals.

Applications received after the effective date and hours indicated by the Call for Proposal will **be rejected**.

The AC will register all the received applications, number them and register them in a database. Each applicant who submits the proposal within the published deadline will receive a receipt confirming that their application is submitted on time. The receipt will show the number of the application in the database, the date and time when it is delivered, the name of the applicant organization and the title of the Project proposal.

The applications submitted by regular or fast mail (post) should use the following address:

*Save the Children
Rruga Mihal Popi (Ish Pallatet 1 Maji)
Ndërtesa 7 (Vila Lami), Kodi Postar 1021,
Kutia Postare 8185
Tiranë – Shqipëri
Tel: 042261849 & 2261929*

4.4 Evaluation and selection of applications

All applications will be assessed according to the following steps and criteria.

A representative from the EUD in Tirana will be invited to be part as observer of each step of the Evaluation and Selection process.

STEP 1 – Opening and Administrative check

The AEC is in charge of assessing the following:

- Compliance with the submission deadline. If the deadline has not been met, the application will **automatically be rejected**.
- The applicant fulfils the administrative eligibility criteria as described in the Checklist in **Annex I- Part A** of this Manual. If any of the requested information is missing or is incorrect, the AEC **will request** that additional documents be supplied. If the additional documents will not be supplied within **3 working days** from the request, the proposal **will be rejected on this sole basis**.
- **To Vet the organization**. Vetting is the process by which the details of key staff (the founding members, the board of directors, the program director) 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. The following details should be provided through the Vetting Form in the **Annex IV**:

- Full name of the Organization
- Location of the Organization
- Full names of the key staff (e.g. the founding members, the board of directors & the country director) and their date of birth

At the issue of the vetting process, the AEC may ask for more information or contact the applicant to discuss it further. In case of grave alert undermining the legal clearance of the Applicant, the proposal will be rejected on this sole basis.

- The application fulfils the eligibility criteria as described in the Checklist in **Annex I-Part B** of this Manual. If any of the requested information is missing or is incorrect, the proposal will be rejected on this sole basis.

The applicants who **are successful** in the administrative/eligibility assessment will be notified in writing to have passed the first selection, and undergo to the technical assessment.

The applicants who have **not been successful** in the administrative/eligibility assessment and vetting will be rejected and notified in writing.

STEP 2- The Technical Evaluation

The PEC is in charge of assessing the relevance and design of the proposals.

Only Applicants which fulfil the administrative criteria undergo the technical evaluation.

The applications that will undergo the technical evaluation will receive an overall score out of 100 using the breakdown in the evaluation grids below according to the size of grants. Each score will be coupled with narrative justification (**Annex V**).

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.

LARGE AND MEDIUM GRANTS- EVALUATION GRID

Criteria Total scores	Explanation of the criteria	Max. Score	100
Proposal relevance and coherency with respect to the project focus	<ul style="list-style-type: none"> • How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5) • How coherent is the project with the objectives and priorities of the call for proposal (score 1-5) 	10*2	20
Applicants' capacity, and experience	<ul style="list-style-type: none"> • Has the applicant organization relevant work experience in implementation of similar projects? Has the applicant properly described staff experience and competences related to the project field (score 1-5) • Has the applicant the proper management and administrative resources for the successful management of this project; (score 1-5) 	10*2	20
Quality of project proposal design	<ul style="list-style-type: none"> • Are the project objectives and outputs achievable and feasible within the project scope and budget available; (score 1-5) • Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in this call for proposal; (score 1-5) • Does the proposal contain specific measures (indicators) for sustainability within the country? (score 1-5) • Does the project consider the involvement and contribution of different stakeholders and clearly define each other role ? (score 1-5) • Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices? (score 1-5) 	25	25
Proposal Impact to the betterment of the thematic area	<ul style="list-style-type: none"> • What improvements / change could the proposal bring in the sector of focus in term of policy making at local, regional and national level; (score 1-5) • How is the project promoting improvement for community in targeting area? (score 1-5) • How does the proposal contribute to improvement and/or linkage of existing service/activity (score 1-5) 	15	15
Community Participation and awareness	<ul style="list-style-type: none"> • Does the project promote community mobilization and participation? (score 1-5) 	5	5
Visibility of the action and cooperation	<ul style="list-style-type: none"> • Has the applicant presented how to ensure the project visibility? (score 1-5) 	5	5
Budget and cost-effectiveness of the action	<ul style="list-style-type: none"> • Are the activities appropriately reflected in the budget? (score 1-5) • Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5) 	10	10

SMALL GRANTS- EVALUATION GRID

Criteria	Explanation of the criteria	Max. score	
Proposal relevance and coherency with respect to the project focus	<ul style="list-style-type: none"> How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5) How coherent is the project with the objectives and priorities of the call for proposal (score 1-5) 	10*2	20
Applicants' capacity, and experience	<ul style="list-style-type: none"> Has the applicant organization previous experience or staff with proven competences in the field of the proposal? (score 1-5) 	5*2	10
Quality of project proposal design	<ul style="list-style-type: none"> How coherent and feasible is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? (score 1-5) Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices? (score 1-5) 	10*2	20
Proposal Impact to the betterment of the thematic area	<ul style="list-style-type: none"> How is the project promoting improvement for community in targeting area? (score 1-5) How does the proposal contribute to improvement and/or linkage of existing service/activity (score 1-5) 	10*2	20
Community Participation and awareness	<ul style="list-style-type: none"> Does the project promote community mobilization and participation? (score 1-5) 	5*2	10
Budget and cost-effectiveness of the action	<ul style="list-style-type: none"> Are the activities appropriately reflected in the budget? (score 1-5) Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5) 	10*2	20
Total scores			100

The results will be displayed in a table in which the applications will be ranked **per Lot**, in a top list, starting with the project that has received the highest score and ending with the project that has received the lowest one.

The PEC will prepare the List of Recommended, Reserve and Non Recommended List of Applicants per each Lot.

Proposals that are successful in the technical evaluation but with lower score are placed in a Reserve List. The Reserve list is valid only for the round from which they have applied. These applications are held in the event of other candidates within the recommended list withdrawing from their places, or in case of further budget availability at the issue of the negotiation process (STEP 5).

All three lists and relevant documentation will be submitted to **Save the Children Italy for recommendations, inputs and eventually sign off.**

The PEC prepares the Technical Evaluation Report duly signed by each PEC member, to be submitted to the AEC for final evaluation and decision.

STEP 3- Final Evaluation, decision and notification

The AEC undertakes the final control to validate the Technical Evaluation Report and relevant documentations, to ensure full compliance with the regulations and criteria set by this manual, SC Policy and Donor procedures.

The final Administrative Eligibility Report prepared and signed by the AEC members and the Technical Evaluation Report prepared and signed by each PEC member, are sent to **Save the Children Italy Senior Program Officer for recommendations, inputs and sign off.**

Any request for clarification requiring communication with the applicants during the evaluation process must be conducted in writing. Copies of any such communication must be annexed to the Final Evaluation report. The Final Evaluation Report is hence submitted to the **EUD for a non-objection.**

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

The applicant will be informed within **15 working days** from the Final Evaluation report approval, on the outcome of the evaluation of its application. The notification letter will be sent to the applicants (mail/e-mail) announcing if it has been successful selected or rejected and the reasons for the rejection.

A report of the successful projects, and a brief information on each project will be published in the SC and project website.

STEP 4- Complaints and Response Mechanism (CRM)

SC is committed to the provision of high quality, fair and transparent evaluation and selection procedures for all SG applicants.

Without prejudice, an applicant believing that it has been harmed by an error or irregularity during the assessment/evaluation process may ask in written for additional explanations and/or lodge a complaint. An applicant is also entitled to provide written feedback to SC.

In this context, **feedback** is a positive or negative statement of opinion about the SG Scheme (procedures and evaluation) and the behaviour of SC/TdH staff for information or action but not with the intention of lodging a formal complaint. A **complaint** is defined as an expression of dissatisfaction either about the way in which an application has been handled or the outcome of the selection process.

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.

A request of further information and/or complaint must be made in written form by email to csapcra.albania@savethechildren.org **within 5 (five) days** from the day when the rejection email/notification has been received as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 3).

The Complaints Evaluation Committee (CEC) is responsible to address feedback requests and complaints. The CEC will seek to ensure that all request/complaints are treated seriously and constructively. It will also seek to ensure that complaints are dealt promptly with fairness and consistency, and with due regard to the *SC anti-fraud and corruption policy*.

The request of further information and/or complaint will be answered in written within 5 (five) working days from the complaint application.

Requests for **feedback** on a particular applicant will receive a response indicating as much details as possible but information about the individual applicants will not be divulged.

Applicants lodging a **complaint** and those against whom complaints are made may expect complaints to be dealt with confidentially and with respect for their privacy. However, it may be necessary to disclose information to others in order to deal with the complaint and in these circumstances the parties concerned will be informed of such disclosure.

SC Italy will be timely informed about the Feedback and Complaints process and may be asked for an advice.

Advice about the Complaints Procedure and process may be obtained from the representative of EUD in Tirana.

For archive purpose, the CEC will prepare a Feedback and Complaint Report that will set out briefly: the nature of the complaint/request received; the steps taken; details of the response and a statement if and why the applicant remains dissatisfied. All relevant documentation will be enclosed in the here above mentioned report.

STEP 5- Negotiation and contracting stage.

The PMT, namely the Project Manager and Sub – Granting Coordinator and Award Grant Specialist prior to signing the contract will conduct a pre-award partner assessment to assess the capacities and the financial/administrative management system of the SG-Partner prior to design and details all requirements in the SG Partner Agreement. SC reserves the right to negotiate the budget breakdown 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;
- Agree an operational and financial monitoring plan and schedule;
- According with the availability of funds.

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 as detailed in the specific articles under 5. *Contract rules and legal conditions* section of this manual.

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

The contract takes effect on the date of the last signature. The contract cannot cover earlier services or costs or enter into force before that date, unless in duly substantiated exceptional cases.

The project contract cannot be for less than 6 (six) months for the small grants and not more than 18 (eighteen) months for the large grants.

PART 2 CONTRACTING, SG PROJECT IMPLEMENTATION AND OTHER ESSENTIAL POINTS

5. CONTRACT RULES AND GENERAL LEGAL CONDITIONS

All contracts financed by SG-grants funds must obey the principles of transparency, proportionality, equal treatment and non-discrimination.

Contracts take effect from the date of signature of the last signatory of the two Parties (SC and SG Partners). All contracts must show the true dates on which the contracting parties signed them. Exceptionally, they are applicable from an earlier date (in cases of retroactive financing for instance).

The contract agreement shall list and include, among the others, the following elements:

- Starting date and implementation period of the SG Project
- The total eligible costs granted
- Reporting and payment arrangement
- A detailed operational and financial monitoring plan and schedule
- Contact addresses
- Specific conditions to be apply to the Sub-grantees scheme, as per European Commission rules and compliance.

Contracts may need to be modified if the circumstances of project implementation have changed since the contract was signed. However, the subject matter of the contract cannot be altered. Contracts can only be modified during their execution period. Any changes to the contract must be made officially by means of an administrative order or an addendum in accordance with the clauses detailed in the contracts.

The following specific conditions (not exhaustive) applying to the sub-granted project and SG- Partner and will be integral part of the contract agreement:

5.2 Liability

1. SC cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the SG- Partner while the SG Project is being carried out or as a consequence of the SG Project. SC cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury.
2. The SG- Partner shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the SG project is being carried out or as a consequence of the SG Project. The SG- Partner shall discharge the SC of all liability arising from any claim or SG Project brought as a result of an infringement of rules or regulations by the SG- Partner or the SG- Partner 's employees or individuals for whom those employees are responsible, or as a result of violation of a third party's rights. For this purpose, employees of the SG- Partner shall be considered third parties.

5.3 Conflict of interests and good conduct

1. The SG- PARTNER shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract agreement. Such conflict of interests may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interest will be treated following the procedures stated in the Contract agreement.

2. The SG- PARTNER shall respect human rights and applicable environmental legislation including multilateral environmental agreements, as well as internationally agreed core labour standards.

5.4 Confidentiality

SC and the SG- PARTNER undertake to preserve the confidentiality of any information, notwithstanding its form, disclosed in writing or orally in relation to the implementation of the Contract agreement and identified in writing as confidential until at least 5 years after the payment of the balance.

5.5 Visibility

1. Unless the European Commission agrees or requests otherwise, the SG- Partner shall take all necessary steps to publicise the fact that the European Union has financed the SG Project. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, that can be found at: https://ec.europa.eu/europeaid/funding/communicationand-visibility-manual-eu-external-actions_en or with any other guidelines agreed between the European Commission and the SG- Partner .
2. In particular, the SG- Partner shall mention the Project *Civil Society in Action for Protection of Children Rights in Albania* and the European Union's financial contribution in information given to the final recipients of the Project, in its internal and annual reports, and in any dealings with the media. It shall display the European Union logo wherever appropriate. All the needed elements will be detailed in the contract agreement.

5.6 Ownership/use of results and assets

1. Unless otherwise stipulated in the Contract agreement, ownership of, and title and intellectual and industrial property rights to, the SG Project's results, reports and other documents relating to it will be vested in the SG- Partner
2. Without prejudice to the previous article, the SG- Partner grant the SC (and the European Commission) the right to use freely and as it sees fit, and in particular, to store, modify, translate, display, reproduce by any technical procedure, publish or communicate by any medium all documents deriving from the SG Project whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
3. The SG- Partner shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement the Contract agreement.
4. In case natural, recognizable persons are depicted in a photograph or film, the SG- Partner shall, in the final report to SC, submit a statement of these persons giving their permissions for the described use of their images. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.
5. Unless otherwise clearly specified in the Contract Agreement, the equipment, vehicles and supplies paid for by the Budget for the SG Project shall be transferred to the final beneficiaries, at the latest when submitting the final report.

6. MONITORING AND REPORTING

A specific system will be set to ensure the monitoring and reporting of the SG Project, the timeframe and schedule will be agreed and implemented with each SG- Partner, according with the size of the sub-grant and under the responsibility of the PMT.

1. SC will ensure a **periodical monitoring** of the financial and programme progress of the SG project. A report will be produced in order to record all pending issue and difficulties met and share and agreed approach to solve and improve the financial management to be aligned with the financial requirement specified in the present manual and the contract agreement.
2. CSOs which implement the SG project must prepare **financial and narrative reports** and submit them within deadlines defined in the Contract Agreement. Reporting timeframe and schedule are usually set on a quarterly basis, starting from the first instalment pre-financing payment. Specific timeframe will be defined in the contract agreement and established according with the size of the SGS funded and following the recommendations coming from the SG-partner technical and financial assessment
3. The financial and narrative reports shall provide the following information:
 - a) Cover the progress of SG-project during the reporting period;
 - b) The SG Partner shall provide SC with all required information on the implementation of the SG Project and the monitoring shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed, the results expected and obtained and the budget details for the SG Project on the base of agreed indicator set in the contract agreement.
 - c) For easier reference, each contract agreement will include a minimum set of indicators to be monitored
 - d) Provide a full account of all aspects of the activities' implementation for the period covered, including all the information needed to demonstrate the expenditure incurred with the SGS funds, following the conditions established in the Contract agreement ;
 - e) Include any relevant documentations, publications, press releases and updates related to the Project;
4. Reports shall be submitted with the payment requests of related instalment. If the SG Partner fails to provide any report or fails to provide any additional information requested by SC within the set deadline without an acceptable and written explanation of the reasons, SC may terminate the Contract agreement

7. ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

7.1 Accounts

The SG Partner(s) shall keep accurate and regular accounts of the implementation of the Project using an appropriate accounting and double-entry book-keeping system.

The accounts:

- a) may be an integrated part of or an adjunct to the SG Partner's regular system;
- b) shall comply with the accounting and bookkeeping policies and rules that apply in Albania;

- c) shall enable income and expenditure relating to the SG Project to be easily traced;
- d) identified and verified.

SC shall ensure that any financial report as required by SC can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose the SG Partner(s) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.

7.2 Right of access

Each SG- Contract agreement will provide expressly for the Commission and the Court of Auditors to exercise their powers of control, concerning documents premises and information, including that stored on electronic media, over all SG- CSOs who have received Union funds.

7.3 Record keeping

1. The SG Partner(s) shall keep all records, accounting and supporting documents related to the Contract agreement for seven (7) years following the payment of the final balance and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of. More detailed information will be provided in the Contract Agreement

2. In addition to the reports mentioned under section 6 of this manual, the documents referred for the record keeping include:

- a. Accounting records (computerised or manual) from the SG Partner(s)'s accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
- b. Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
- c. Proof of commitments such as contracts and order forms;
- d. Proof of delivery of services such as approved reports, time sheets, transport tickets, proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates) etc;
- e. Proof of receipt of goods such as delivery slips from suppliers;
- f. Proof of completion of works, such as acceptance certificates;
- g. Proof of purchase such as invoices and receipts;
- h. Proof of payment such as bank statements, debit notices, proof of settlement by the contractor;
- i. Proof that taxes and/or VAT that have been paid cannot actually be reclaimed;
- j. For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
- k. Staff and payroll records such as contracts, salary statements and time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary.

8. PAYMENT PROCEDURES

SC will disburse the funds to the SG Partner following specific pre-funding payment agreed by both parties in the Contract Agreement:

- a) A Pre-funding instalment will be disbursed within **5 working days** after the signature of the contract agreement;
- b) The following instalments will be made after sending and acceptance by SC of the quarterly narrative and financial reports and within 30 days after a written cash request submitted by the SG-partner.
- c) The last instalment will be made after sending and acceptance by SC of the Final financial and narrative reports, and within 30 days after a written payment request for funds.

8.1 Suspension of the period for payment

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

- a) the amount indicated in its request of payments is not due, or;
- b) proper supporting documents have not been supplied, or;
- c) SC needs to request clarifications, modifications or additional information to the narrative or financial reports, or;
- d) SC has doubts on the eligibility of expenditure and needs to carry out additional checks, including on-the-spot checks to make sure that the expenditure is eligible, or;
- e) it is necessary to verify whether presumed substantial errors, irregularities or fraud have occurred in the grant award procedure or the implementation of the Project, or;
- f) it is necessary to verify whether the SG-Partner(s) have breached any substantial obligations under the SG-Contract agreement;

9. 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 SG 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 SG Partner warrants that neither the SG 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.

10. TERRORISM AND PROHIBITED PARTY

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.

11. WHISTLE BLOWING

SC shall hear, respect 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.

LIST OF ANNEXES:

- Annex I: ADMINISTRATIVE CHECK LIST FORM
- Annex II: ADMINISTRATIVE/ELIGIBILITY ASSESSMENT FORM
- Annex III DECLARATION OF IMPARTIALITY AND CONFIDENCIALITY
- Annex IV Declaration of Vetting
- Annex V: Technical Evaluation Form (Small Sub Grant- LOT1)
- Annex VI: Technical Evaluation Form (Medium and Large Sub Grant- LOT2 and LOT3)
- Annex VII Project Application Form
- Annex VIII Project Abstract (Small grant only)
- Annex IX Project Logical Framework (Mid and Large Grants)
- Annex X Budget Application Form
- Annex XI Public Evaluation report
- Annex XII Full Application Evaluation
- Annex XIII Declaration by the Applicant

Annex I: CHECK LIST FORM

Title of the Proposal:	Yes	No
Part A		
1. Court Registration Act in Albania (notarized within the last 3 months);		
2. Statute of the organization (notarized within the last 3 months);		
3. Court Extract (with the Court seal and within the last 3 months);		
4. Active NIPT (notarized within the last 3 months);		
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;		
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;		
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;		
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;		
9. Financial statements (Last two years' financial statements of the organization, in the case of large-size grants, and last years' financial statement in the case of mid-size grants. No financial statement is required by organizations applying for small-size grants).		
10. The Declaration by the Applicant		
11. The Vetting Declaration Form.		
PART B		
12. The Project Application Form (In English for large and medium grants only).		
13. The Budget Application Form, within the Call limits.		
14. The proposal is presented in type writing		
15. The Project Logical Framework (large and medium grants only).		
16. An electronic version of the proposal (USB/CD-Rom) is enclosed		

Annex II: ADMINISTRATIVE/ELIGIBILITY ASSESSMENT FORM

Nr. of the Proposal		Name of Applicant	
Proposal Title			

Applicant's eligibility Criteria:	Yes	No	Comments
1. Court Registration Act in Albania (notarized within the last 3 months);			
2. Statute of the organization (notarized within the last 3 months);			
3. Court Extract (with the Court seal and within the last 3 months);			
4. Active NIPT (notarized within the last 3 months);			
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;			
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;			
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;			
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;			
9. Financial statements of the organization as required for each grant.			
10. The Declaration by the Applicant			
11. The Vetting Declaration Form.			
Application's eligibility Criteria:			
12. Is the proposal submitted within the deadline			
13. The application forms published in the guidelines for this call for proposals have been used by the applicant			
14. The proposal is presented in typed writing			
15. The proposal is in English language if above 10,000 Euro. <i>For the projects up to 10,000 Euro (lot1, >5000 and <10,000) the proposal can be presented in Albanian language with a project summary in English language</i>			
16. A CD/USB is enclosed in the application set of documents			
17. The requested budget is between 5.000 and 10.000 EURO (LOT 1) and between 10.000 and 20.000 EURO (LOT2) and between 20.000 and 30.000 EURO (LOT3).			
18. Project duration fall within 6 months and 12 months (LOT1 and LOT2) or up to 18 months (LOT3)			

Administrative Committee's decision for this application is:

- Application eligible for technical evaluation
- Applicant were required to provide additional documents/clarifications at the issue of which, it has been evaluated eligible for the technical evaluation
- Application Rejected

Date of Assessment: _____

Assessed by: _____

Annex III DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned call for proposals.

By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the European Union.

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorizing officer by delegation and inform his or her hierarchical superior. The authorizing officer shall confirm in writing whether a conflict of interests exists. . Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorizing officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have applied to participate for this contract, including persons or members of a consortium, or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee.

I confirm that I have familiarized myself with the information available to date concerning this call for proposals, including the provisions of the Operational Manual for the Sub-Grants Scheme relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the application(s).

I shall maintain the strictest confidentiality in respect of all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

I undertake neither to disclose such information to any person who is not already authorized to have access to such information, nor to discuss it with any person in any public place or where others could overhear it.

I furthermore undertake to use this information only in the context, and for the purposes of, the evaluation of this specific call.

After the conclusion of the evaluation I undertake not to retain copies of any written information, as well as any templates or models used in the course of my duties.

I understand that any unauthorized disclosure by me will result in the termination of my role as a member of this evaluation committee and may also render me liable to legal action.

I undertake to maintain this duty of confidentiality after the conclusion of my term as a member of this evaluation committee.

Name of the AEC/PEC/CEC member: _____
Signature: _____
Date: _____

Annex IV Declaration of Vetting

This section must be completed by each Applicant

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

The applicant acknowledges that if found guilty of misrepresentation, it may be subject to penalties.

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

Annex V: Technical Evaluation Form (Small Sub Grant- LOT1)

Grid completed by _____

Date: ____/____/____

I. IDENTIFICATION DATA

Reference number:	
Title of action:	
Region(s) targeted:	
Amount requested (EUR)/Lot	
Duration (months):	

II. EVALUATION GRID

Criteria	Explanation of the criteria	Applicant's score*	Total score	Justification
Proposal relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)		X*2	
	2. How coherent is the project with the objectives and priorities of the call for proposal (score 1-5)		X*2	
Applicants' capacity, and experience	3. Has the applicant organization previous experience or staff with proven competences in the field of the proposal? (score 1-5)		X*2	
Quality of project proposal design	4. How coherent and feasible is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? (score 1-5)		X*2	
	5. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices? (score 1-5)		X*2	
Proposal Impact to the betterment of	6. How is the project promoting improvement for community in targeting area? (score 1-5)		X*2	

the thematic area	7. How does the proposal contribute to improvement and/or linkage of existing service/activity (score 1-5)		X*2	
Community Participation and awareness	8. Does the project promote community mobilization and participation? (score 1-5)		X*2	
Budget and cost-effectiveness of the action	9. Are the activities appropriately reflected in the budget? (score 1-5)		X*2	
	10. Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)		X*2	
Total score (out of 100)			/100	

***Scoring guidelines:** This evaluation grid is divided into **sections** (criteria) and **subsections** (explanation of the criteria). Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Annex VI: Technical Evaluation Form (MEDIUM AND LARGE Sub Grant- LOT2- LOT3)

I. IDENTIFICATION DATA

Reference number:	
Title of action:	
Region(s) targeted:	
Amount requested (EUR)/Lot	
Duration (months):	

II. EVALUATION GRID

Criteria	Explanation of the criteria	Applica tion's score*	Total score	Justification
Proposal relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)		X*2	
	2. How coherent is the project with the objectives and priorities of the call for proposal (score 1-5)		X*2	
Applicants' capacity, and experience	3. Has the applicant organization relevant work experience in implementation of similar projects? Has the applicant properly described staff experience and competences related to the project field (score 1-5)		X*2	
	4. Has the applicant the proper management and administrative resources for the successful management of this project; (score 1-5)		X*2	
Quality of project proposal design	5. Are the project objectives and outputs achievable and feasible within the project scope and budget available; (score 1-5)			
	6. Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in this call for proposal; (score 1-5)			
	7. Does the proposal contain specific measures (indicators) for sustainability within the country? (score 1-5)			
	8. Does the project consider the involvement and contribution of different stakeholders and clearly define each other role? (score 1-5)			

	9. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices? (score 1-5)			
Proposal Impact to the betterment of the thematic area	10. What improvements / change could the proposal bring in the sector of focus in term of policy making at local, regional and national level; (score 1-5)			
	11. How is the project promoting improvement for community in targeting area? (score 1-5)			
	12. How does the proposal contribute to improvement and/or linkage of existing service/activity (score 1-5)			
Community Participation and awareness	13. Does the project promote community mobilization and participation? (score 1-5)			
Visibility of the action and cooperation	14. Has the applicant presented a clear visible action plan for project visibility); (score 1-5)			
Budget and cost-effectiveness of the action	15. Are the activities appropriately reflected in the budget? (score 1-5)			
	16. Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)			
Total score (out of 100)			100	

***Scoring guidelines:** This evaluation grid is divided into **sections** (criteria) and **subsections** (explanation of the criteria). Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Annex VII 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.

1. 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>
Lots	<input type="checkbox"/> LOT1 <input type="checkbox"/> LOT2 <input type="checkbox"/> LOT3
Name of the applicant	<i>Official name of your organization in Albanian and English</i>
Target project area	<i>The area where The Project will be implemented</i>
Thematic focus	<i>Please refer to the priority Actions and Activities listed in the Call for proposal</i>
Beneficiaries	<i>Provide information about the beneficiaries of your project (type of groups, age) and quantify it</i>
Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Total budget	<i>Budget requested for this Sub Grant scheme- call for proposal. NOTE Project duration fall within 6 months and 12 months (LOT1 and LOT2) or up to 18 months (LOT3)</i>
Duration of the project	<i>NOTE Project duration fall within 6 months and 12 months (LOT1 and LOT2) or up to 18 months (LOT3)</i>
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;
- Refer how the project will promote community participation
- 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? Please list and explain

- Project Overall Objective (goal)
- Project Specific Objective:

6. Expected results:

Explain the specific results expected, stating how the project will improve the situation of the target groups and final beneficiaries. Please list and explain the result of your project:

- *Result 1*
- *Result 2*
- *Result 3*

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 your organization and other stakeholders. Please list and explain the activities of your project, by lining them per each result mentioned above:

Result 1

- *Activity 1.1*
- *Activity 1.2*
- *Activity 1.3*

Result 2

- *Activity 2.1*
- *Activity 2.2*
- *Activity 2.3*

8. Methodology (Large-size and medium 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 organizational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

9. Visibility Plan(Large-size and medium grants proposed actions only):

Please explain how to ensure the visibility of the action

10. Activity plan:

- Duration and indicative action plan for implementing the action. For easy reference you may use a table as follow

	Month1	Month2	Month3
<i>Activity 1.1</i>			
<i>Activity 1.2</i>			
<i>Activity 1.3</i>			

11. Logical framework (large-size and medium grants proposed actions only):

- Fill in the Logical framework in the Annex VIII

12. Project sustainability (large-size and medium 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.

13. Budget

- Fill the budget form in Annex IX, only cost required for this call should be included

14. 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 (Organization's CV, if any). Please also provide a short profile of each project staff foreseen to be involved during project implementation.

Annex VIII Project Abstract (Small grant only)

This abstract must be filled in English in case of Small Grants (LOT1).

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>
Lots	<input type="checkbox"/> LOT1
Name of the applicant	<i>Official name of your organization in Albanian and English</i>
Target project area	<i>The area where The Project will be implemented</i>
Thematic focus	<i>Please refer to the priority Actions and Activities listed in the Call for proposal</i>
Beneficiaries	<i>Provide information about the beneficiaries of your project (type of groups, age) and quantify it</i>
Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Total budget	<i>Budget requested for this Sub Grant scheme- call for proposal. NOTE Project duration fall within 6 months and 12 months (LOT1)</i>
Duration of the project	<i>NOTE Project duration fall within 6 months and 12 months (LOT1)</i>
Application date	
Project description	
Description of Objectives and results	
Description of activities	

Annex IX Project Logical Framework (**Large and Medium Grants only**)

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<p>Please list them and number them</p> <p>What are the overall broader objectives to which the action will contribute? 1. Title of objective 1 2. Title of objective 2</p>	<p>OOI.1 Please indicate a target value for each indicator to this column whenever possible</p> <p>What are the key indicators related to the overall objectives (to show the project's contribution to the goal?) –</p>	<p>Please list the sources of verification for each indicator</p> <p>What are the sources of information for these indicators?</p>	
Specific objective	<p>What specific objective to the action is intended to achieve to contribute to the overall objectives?</p> <p>- The title of the specific objective</p>	<p>Which indicators clearly show that the objective of the action has been achieved</p> <p>SO. Indicator 1. Target value</p> <p>SO. Indicator 2. Target value</p>	<p>What are the sources of information that exist or can be collected to show what progress is being made towards reaching the objective?</p> <p>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)</p> <p>Which risks should be taken into consideration?</p>
Expected results	<p>Results are the outputs/outcomes helping to achieve the specific objective (within the control of project management). 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 outputs are being delivered and the action achieves the expected results:</p> <p>Please list the indicators for each results as follows:</p> <p>- Indicator 1. Target value 1 (R1)</p> <p>- Indicator 2. Target value 2 (R2)</p>	<p>What are the sources of information for these indicators?</p> <p>Ex:</p> <p>Source 1 (Indicator 1,2,3,4)</p>	<p>What external conditions must be met to obtain the expected results on schedule</p>
Activities	<p>These are the sequential steps necessary to achieve a result. They are the tasks to be carried out according to each result. The activities must be numbered in sequence according to the relevant result.</p> <ul style="list-style-type: none"> - Activity for R1 - Activity for R2 			

Annex X Budget Application Form

Budget Application Form	Project Duration (____)			
Costs	Unit	# of units	Unit value (EUR)	Total Cost (EUR)
1. Human Resources				
<i>Subtotal Human Resources</i>				
2. Travel				
<i>Subtotal Travel</i>				0.00
3. Equipment and supplies				
<i>Subtotal Equipment and supplies</i>				0.00
4. Local office				
<i>Subtotal Local office</i>				
5. Other costs, services				
<i>Subtotal Other costs, services</i>				
6. Other				
<i>Subtotal Other</i>				
7. Total (1 + 6)				

ANNEX XI Public Evaluation Report

Results of Call for Proposal- Round XX for Sub Grantees

Project **full name:** YYY

Project XXX, co-funded from the European Union's under grant agreement No XXX, launched an open call for Proposal (call ID ref XXX) for CSOs recipient for finance support

The call closed on XXX.

A total of XXX proposals were received for this call. XXX proposal successfully passed the first Administrative and Eligibility check. XXX proposals will receive funding for a total amount of XXX EUR.

The evaluation and selection has been completed. All proposers have been informed about the evaluation results for their proposal for financial support.

A reserve list of XXX has been drafted to and is valid only in case other candidates within the recommended list withdrawing from their places, or in case of further budget availability at the issue of the negotiation process

Call information

The call was published on project XXX's website (URL XXX) and XXX

Please add any other location where the call was published (if any) or any other relevant information.

Response to the call in detail

	Number of proposal total	Lot1-small grant	Lot2-med. Grants	Lot3-Large grants
Proposal				

received				
Proposal eligible				
Proposal selected				

List of selected proposal

CSOs (only progressive number)	Final score	Lot

ANNEX XII Full Application Evaluation

1.1 Administrative/Eligibility/Vetting Assessment team meetings:

	Date	Time
Meeting 1		
Meeting 2		
Meeting 3		

1.2 Proposals Evaluation Committee meetings:

	Date	Time
Meeting 1		
Meeting 2		
Meeting 3		
Meeting 4		
Meeting 5		

2. Participants

2.1 Administrative/Eligibility/Vetting Assessment

Name	Representing	Role
		Chairperson
		Member
		Member

2.2 Proposals Technical Evaluation Committee:

Name	Representing	Role
		Chairperson
		Member
		Member
		Member

3. Evaluation
 - 3.1 Check that the deadline for submission of applications has been met
 - 3.2 Check that the checklist has been duly completed

The completed administrative checklists (Annex II) for each of the applications submitted by the deadline are attached, providing information on the CSOs with missing documents and the compliance process.

Conclusions on administrative compliance

- 3.3 The Technical Evaluation process

The Project Evaluation Committee (PEC) used the Intensive/Technical Assessment format to assess the quality of the full applications, including the budget and the capacity of the applicants.

The Evaluation Committee finalised the evaluation and established a list of provisionally selected proposals. These proposals are ranked according to the total scores obtained, giving the amount of the grant requested and the rate of financing of eligible costs recommended for each application. A reserve list was also drawn up following the same approach.

The remaining applications considered during the evaluation, which were awarded lower total scores than those provisionally selected, are also listed below.

The evaluation grids of all the full applications examined are annexed to this report.

4. Conclusions
Annex III, Intensive/Technical Assessment, provides detailed information on all the applications and their scoring.

- 4.1 Full applications recommended for provisional selection

The following applications are recommended for provisional selection:

- 4.2 Full applications not for provisional selection but put on a reserve list

The following applications are recommended for the reserve list:

- 4.3 Full applications not recommended for awarding a grant contract

5. Signatures

	Name	Signature
Chairperson		
Evaluator 1		
Evaluator 2		
Evaluator 3		

Approved by the Contracting Authority:

Name & Signature:

Date:

Annex XIII Declaration by the Applicant

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for proposals 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 statuses of the applicant as reported in this Application;
- The applicant have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- The applicant is not in any of the situations excluding them from participating in contracts. Furthermore, it is recognized and accepted that if the applicant participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- the applicant is eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant accepts the contractual conditions;
- The applicant is 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 Sub Grants 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

Name	
Signature	
Position	
Date	