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# **CALL FOR PROPOSALS**

## **Applicants' Guidelines**

**The Sub-Grant Scheme – Round # 2**

**The Civic Engagement for a Functional Judiciary System and Access  
to Justice in Albania**

**Reference: EuropeAid/137239/DD/ACT/AL**

**Deadline for submission of project proposals: 15<sup>th</sup> December 2017**

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# THE CIVIC ENGAGEMENT FOR A FUNCTIONAL JUDICIARY SYSTEM AND ACCESS TO JUSTICE IN ALBANIA

## 1. BACKGROUND

Save the Children (SC) and the Centre of Integrated Legal Services and Practices (CILSP) are implementing the project “**The Civic Engagement for a Functional Judiciary System and Access to Justice in Albania**” (CEFJSAJA), financed by the European Union (EU).

The project intends to contribute to the empowerment of civil society in actively participating and influencing the proper functioning of the judiciary system in Albania.

The target groups of the project are civil society organizations (CSOs) involved in monitoring the judiciary system and access to justice (community based organisations (CBOs), youth & law student associations, citizen’s initiatives, etc.) among which: 75 CSOs participating in capacity building activities; 34 CSOs receiving sub-grants; 40 CSOs joining the CS network.

The current Call for Proposal, effective as of **1<sup>st</sup> November 2017 – 15<sup>th</sup> December 2017**, is for the Sub Granting Scheme (SGS), which is one of the main components of the Project and aims at financing projects strengthening civil society organizations working on transparency and accountability of the judiciary system and improve access to justice in Albania.

## 2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **Overall objective** of the Project is to contribute to the empowerment of civil society in actively participating and influencing the proper functioning of the judiciary system in Albania. Specifically, The **Project aims** at strengthening civil society organizations in the effort of increase transparency and accountability of the judiciary system and improve access to justice for vulnerable groups in Albania.

To this end, the Action

## 3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for proposals is **EUR 435,000**.

Save the Children reserves the right not to award all available funds.

If the allocation indicated cannot be used due to insufficient quality or number of proposals received, Save the Children reserves the right to re-open the Call.

Size of grants:

- 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 10,000 and the maximum amount of EUR 15,000;
- **Lot 2: Mid-size**, that must fall between the minimum amounts of EUR 20,000 and the maximum amount of EUR 25,000;

## 4. RULES FOR THIS CALL FOR PROPOSAL

These guidelines set out the rules for the submission and selection of the actions financed under this call, in conformity with the Operational Manual, which is applicable to the present call (available on the Internet at this address <https://albania.savethechildren.net/> and <https://cefjsaja.wordpress.com/>).

### 4.1. ELIGIBILITY CRITERIA

#### 4.1.1. *Eligibility of applicants*

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

- be a legal person **and**
- be established and operating in Albania<sup>1</sup> **and**
- be directly responsible for the preparation and management of the action
- be a specific type of organisation such as:

a) Civil society organisations, including non-governmental non-profit organisations, community-based organisations; associations of young legal professionals, law student associations, Bar's associations, citizen's initiatives, etc.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.2.1. of the Operational Manual;

(3) An applicant who has been already awarded a grant through Call I, may not participate to the Second Call if the first one is still undergoing.

(4) Priority will be given to proposals submitted by local organisations with proven experience on monitoring of the judiciary system and access to justice.

(5) Potential co-applicant(s) and affiliated entity(ies), are not considered eligible actors to the present call.

#### 4.1.2. *Eligible activities: activities for which an application may be made*

##### Duration:

The initial planned duration of an action may not exceed 12 (twelve) months.

##### Location

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<sup>1</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in the country where the call is launched.

Actions must take place in regions of Albania, and preferably in rural and remoted regions, including but not limited to Dibër, Krujë, Kurbin, Lushnjë, Përmet, Pogradec, Pukë, Sarandë, Tropojë.

### Types of activities

Actions must be aimed at addressing one of the following themes:

1. Monitoring of judiciary system
2. Access to Justice

For this 2<sup>nd</sup> round, actions addressing theme 1. ‘Monitoring of judiciary system’ will be encouraged. Therefore, one additional point will be given under criteria 2. ‘Relevance of the action’.

### Type of actions:

### Monitoring Justice

Monitoring Justice – Objectives	Suggested interventions - list not exhaustive
<p><b>1.</b> Monitoring the establishing and functioning of new governing institutions of the justice system in the frame of the justice reform;</p>	<ul style="list-style-type: none"> <li>• Monitoring the procedure and legal criteria regarding the selection of members of new governing institutions of the justice system;</li> <li>• Monitoring the vetting process of judges and prosecutors and informing the public opinion on the monitoring results;</li> <li>• Monitoring the establishment and functioning of new governing bodies of the justice system.</li> <li>• Ensuring active and effective participation of CSOs in the drafting process of by-laws in the frame of the justice reform;</li> <li>• Monitoring the enforcement of the new laws and bylaws adopted in the frame of the justice reform.</li> <li>• Inclusion of the young professionals in the developments of the justice reform, and building their knowledge and capacities towards their future involvement in the new governing institutions of the justice system;</li> </ul>
<p><b>2.</b> Quality of justice</p>	<ul style="list-style-type: none"> <li>• Monitoring the functioning of specialized courts/court sections, the work of the respective judges, lawyers in civil and penal court proceedings;</li> <li>• Monitoring the continuous training and capacity building frequency and criteria of transfer for justice professionals;</li> <li>• Monitoring enforcement of Law decisions;</li> <li>• Assess the quality of court decisions;</li> <li>• Assess the quality of court services and court communication;</li> <li>• Monitoring of access to justice (with focus on vulnerable/specific target groups &amp; locations);</li> </ul>
<p><b>3.</b> Efficiency of the Judiciary System (disaggregated data)</p>	<ul style="list-style-type: none"> <li>• Length of proceedings in civil and penal court proceedings;</li> <li>• Clearance rate (ratio of resolved cases versus incoming cases);</li> <li>• Number of pending cases;</li> <li>• Efficiency of judiciary system versus budget allocations;</li> <li>• The improvement of the public trust on the efficiency of the Judiciary.</li> </ul>

Access to justice:

Access to Justice - Objectives	Suggested interventions - list not exhaustive
1. Improve access to justice through legal aid for vulnerable groups.	<ul style="list-style-type: none"> <li>• Front office (inter alia involving law students);</li> <li>• Legal clinics;</li> <li>• Support groups in needs providing legal advice on judicial matters</li> </ul>
2. Consolidating, supporting and promoting the implementation of alternative dispute resolution	<ul style="list-style-type: none"> <li>• Victim offender mediation while safeguarding the concept of restorative justice process (mediation only upon informed consent of the victim);</li> <li>• Promote and support the execution of alternative measures in schools, attending centres and community at large;</li> </ul>
3. Consolidating and promotion of victims' rights approaches to justice	<ul style="list-style-type: none"> <li>• Awareness raising and support for victim's right to information, access and protection.</li> <li>• Capacity building on victim's rights with professionals, including police, lawyers, prosecutors and judges inter alia.</li> <li>• Advocacy with all relevant stakeholders on victims' rights, inter alia right to compensation (legislative measure and their implementation);</li> </ul>
4. Enhance implementation of the law on free legal aid	<ul style="list-style-type: none"> <li>• Support the functioning of legal aid system in Albania through local and central actions</li> <li>• Public awareness for the use of free legal aid ;</li> <li>• Promote pro- bono legal aid and mediation models;</li> </ul>
5. Improve public awareness on law matters	<ul style="list-style-type: none"> <li>• Legal information and education of the public (youth, law professionals, civil society activists, journalists, etc.) on legal framework in general and on the legal framework affected by the justice reform in particular.</li> <li>• Legal information and education of disadvantaged groups as well as students, law professionals, CSO members, journalists, etc. about changes caused by the justice reform;</li> <li>• Information sessions on access to justice for the disadvantaged groups</li> </ul>

Number of applications and grants per applicants

The applicants may not submit more than one (1) application under this call for proposals. The applicants may not be awarded more than one (1) grant under this call for proposals.

**4.1.3. Eligibility of costs: costs that can be included**

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The reimbursement of eligible costs is based on actual costs incurred by the beneficiary.

At **negotiation phase**, Save the Children decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants. Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the

grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks, occurred during the evaluation, may give rise to requests for clarification and may lead SC to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

### Costs eligibility criteria

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

- (a) They are incurred during the implementation of the Action as specified in Art. 1.1 of the partnership agreement. A commitment for expenditure in the form of a contract, order or other form done within the implementation period for future completion after the implementation period is not an eligible expense.
- (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 verifiable and identifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the accounting standards and the usual cost accounting practices applicable to the Applicant and by using an appropriate cash book.

### 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 legible 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) Administrative, indirect costs.
- o) Credit to third parties;

## 4.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 4.2.1. *Proposal content*

The complete application form must include:

- a) One original of applications documents:
  - Annex A - Project Application Form including Simplified Logical Framework
  - Annex B – Budget (Excel file)
  - Annex I – Declaration of Vetting’
  - Annex II – Checklist for Applicants’ with copies of documentation requested
- b) A USB/CD-ROM that must contain **exactly the same** application as the paper version enclosed.

Applications must be written in English.

### 4.2.2. *Hand-written and incomplete applications will be rejected. Where and how to send applications*

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

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

The outer envelope must bear the **title of the call for proposals**, together with the number of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ or ‘Albanian language equivalent’. Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

### 4.2.3. *Deadline for submission of applications*

The deadline for the submission of applications is **15<sup>th</sup> December 2017** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 14:00 local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.



#### **4.2.4. Further information about applications**

All information about this call for proposal will be published on <https://albania.savethechildren.net/> and <https://cefjsaja.wordpress.com/> including the date and time of information session(s). It is therefore advisable to consult the abovementioned websites regularly in order to be timely informed.

Questions may be sent by e-mail no later than 5 (five) days before the deadline for the submission of applications to the below address, indicating clearly the reference of the call for proposals:

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

SC has no obligation to provide clarifications to questions received after this date.

## **5. EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by SC, with the assistance of external assessors if and when required. All applications will be assessed according to the procedures detailed in the operational manual.

### **1. OPENING & ADMINISTRATIVE CHECKS**

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the applicant satisfies the administrative criteria specified in ‘Annex II – Checklist for applicants’ in Part A. In case of missing documents, SC will request the incumbent to complete the application within the next 5 working days. If the request is not or partially satisfied, the application will automatically be rejected;
- If the application satisfies the eligibility criteria specified in ‘Annex II – Checklist for applicants’ in Part B. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The applicants will be informed in writing of SC’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been adversely affected during the award process may request for a clarification or lodge a complaint. See operational manual 5.3.1

### **2. EVALUATION OF THE FULL APPLICATION**

The applications that pass the administrative check will be further evaluated on their quality, including their relevance, the capacity of the applicants the quality of the project proposal and the proposed budget. They will be evaluated using the criteria listed in the evaluation grid below.

## Evaluation Grid

<i>In brackets reference to paragraph(s) in the application form</i>	<b>Maximum Score</b>
<b>1. Operational capacity (par. 13)</b>	<b>20</b>
1.1 Does the applicant have sufficient knowledge of the issues to be addressed?	5x2
1.2 Does the applicant have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5x2
<b>2. Relevance of the action (par. 3 &amp; 4)</b>	<b>25</b>
2.1 How relevant is the proposal to the particular needs and constraints of the country or region? Would the implementation take place in one of the priority regional area?	5x2
2.2 How relevant is the proposal to the objective of empowering the civil society in actively participating and influencing the proper functioning of the judiciary system in Albania (Monitoring or Access to Justice) ?	5x2
2.3 How clearly defined and strategically chosen are the final beneficiaries and/or target groups? Have their needs been clearly defined and does the proposal address them appropriately?	5
<b>3. Quality of the project proposal (par. 5-11)</b>	<b>35</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the expected results?	5x2
3.2 Are the project indicators SMART (specific, measurable, achievable, relevant, time-bound)?	5
3.3 Is the action plan clear and feasible?	5
3.4 Is the visibility of the action clearly explained and appropriate?	5
3.5 What is the degree of sustainability of the expected results?	5
3.6 Is the implementation methodology clearly explained?	5
<b>4. Budget and cost-effectiveness of the action (par. 12)</b>	<b>20</b>
4.1 Are the activities appropriately reflected in the budget?	5x2
4.2 Is the ratio between the support costs and activity costs satisfactory?	5x2

<b>Maximum total score</b>	<b>100</b>
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*Scoring:* The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

If the total score for section 1 (Operational capacity) is less than 12 points, the application will be rejected.

If the total score is below the minimum required by SC, the application will be rejected. The minimum for this call for proposal is established in 50 points.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. The other organizations are marked with 'in reserve list' (and will be contacted in case more funds are made available or another applicant either renounces or is declared ineligible) or 'Not recommended' (if their score is below the minimum score established).

**STEP 3: NOTIFICATION OF SC'S DECISIONS**

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

An applicant believing that it has been adversely affected during the award process may lodge a complaint. See operational manual 5.4.3.

## 6. INDICATIVE TIMETABLE

	DATE	TIME
<b>1. The official Opening of the Call (step1)</b>	1 <sup>st</sup> November 2017	11:00 A.M
<b>2. Information sessions (Step1)</b>	Tirana, TBA Vlora, TBA Shkodra, TBA	11:00 – 13:00 11:00 – 13:00 11:00 – 13:00
<b>3. Deadline for requesting any clarifications from SC-AO</b>	8 <sup>th</sup> December	17:00
<b>4. Last date on which clarifications are issued by SC –AO</b>	11 <sup>th</sup> December	17:00
<b>5. Deadline for submission of full applications (Step 2)</b>	15 <sup>th</sup> December	14:00
<b>6. Administrative and eligible check (Step 3)</b>	3 <sup>rd</sup> - 10 <sup>th</sup> January 2018	
<b>7. Information to applicants on the administrative check (Step 3)</b>	10 <sup>th</sup> -12 <sup>th</sup> January 2018	-
<b>• 8. Request for clarifications/complaints (Step4)</b>	17 <sup>th</sup> -19 <sup>th</sup> January 2018	Within 5 working days after the notification
<b>9. Individual expert evaluation of the full applications (Step 5)</b>	15 <sup>th</sup> -28 <sup>th</sup> January 2018	-
<b>10. Evaluation by PEC (Step 5)</b>	29 <sup>th</sup> January- 10 <sup>th</sup> February 2018	
<b>11. Notification of award (Step 5)</b>	12 <sup>th</sup> -15 <sup>th</sup> February 2018	-
<b>12. Request for clarifications/complaints (Step6)</b>	17 <sup>th</sup> -22 <sup>nd</sup> February 2018	Within 5 working days after the notification
<b>13. Final Negotiation (Step7)</b>	19 <sup>th</sup> February- 10 <sup>th</sup> March 2018	
<b>11. Partnership Agreement signature (step 8)</b>	1 <sup>st</sup> -15 <sup>th</sup> March 2018	-
<b>12. Publication (step 10)</b>	15 <sup>th</sup> March	

All times are in the time zone of the country of SC-Albania Country Office.

This indicative timetable refers to provisional dates and may be updated by SC during the procedure. In such cases, the updated timetable will be published on <https://albania.savethechildren.net/> and/or <https://cefjsaja.wordpress.com/>.

Following the decision to award a grant, the beneficiary will be offered a contract based on the standard grant contract. By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

#### Implementation contracts

Where implementation of the action requires the beneficiary to award procurement contracts, those contracts must be awarded in accordance with Annex F of the Sub-Grant Partnership Agreement.

## **7. LIST OF ANNEXES TO THE APPLICANTS' GUIDELINES**

### **Documents to be completed**

Annex A..... Project Application Form including Simplified Logical Framework

Annex B..... Standard Budget Template (Excel format inside the project application form)

### **Documents for information**

Annex I..... Declaration of Vetting

Annex II..... Checklist for applicants

### **Documents to be provided**

1. Court Extract (with the Court Seal, within the Call period) mentioning the registration and status of the CSO
2. 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
3. Bank proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization
4. Mandatory only for applications to medium grants - 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 –Optional for applications to small grants.

\* \* \*

## ANNEX A – PROJECT APPLICATION FORM incl. SIMPLIFIED LOGICAL FRAMEWORK

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. Application must be signed by legal representative of the organization and stamped.

### 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
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 (Section 1.2 of the Applicants' Guidelines)</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 in EUR and/or ALL</i>
Duration of the project	<i>Refer to Section 4.1.2 of the Applicants' Guidelines</i>
Application date	

**2. Summary (max 1 page)**

- *Make a brief description of your application by stating your request clearly and accurately.*

**3. Project justification / Relevance (max 1 page)**

- *Describe the current situation. Write down the needs and problems that must be solved through the required fund. (provide statistic data if possible);*
- *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 and beneficiaries:**

- *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. 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*

**6. 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*

**7. Methodology:**

Highlight ‘how’ you will undertake the activities: the modalities of your intervention. Explain why you want to work the way you propose and who is involved

**8. Visibility:**

Please explain how to ensure the visibility of the action

**9. Activity plan:**

Duration and indicative action plan for implementing the action. For easy reference you may use a table as follow <add as many lines as are the activities and organize columns according to project duration>

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	...	Implemented by
	<Q1>	<Q2>	<Q3>	<Q4>	<Q5>	<Q6>	<...>	



<i>Activity 1.1</i>								
<i>Activity 1.2</i>								
<i>Activity 1.3</i>								
<i>Activity 2.1</i>								
<i>Activity 2.2</i>								
<i>Activity ...</i>								

**10. Simplified Logical framework:**

- Fill in the Simplified Logical framework at the end of the document

**11. Project sustainability:**

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

**12. Budget**

- Fill the budget form in Annex B (Excel file). Respect the format, the instructions and look at the example proposed.



Annex B\_budget.xls

**13. Information about the applicant:**

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

## SIMPLIFIED LOGICAL FRAMEWORK

	<b>Logic of Intervention</b>	<b>Objectively verifiable indicators</b>	<b>Means of verification</b>	<b>Assumptions</b>
<b>Expected results</b>	<p><i>Results are direct consequences of a completed activities and the project MUST deliver them. The project team is directly accountable for them.</i></p> <p>R1-Title of Result 1</p> <p>R2-Title of Result 2</p> <p>...</p>	<p><i>These indicators define in measurable detail the performance level of your project. Use plain numbers or percentages. Max 2 indicators for each Expected result.</i></p> <p>- Indicator 1 (R1)</p> <p>- Indicator 2 (R1)</p> <p>- Indicator 1 (R2)</p> <p>- Indicator 2 (R2)</p>	<p><i>What are the sources of information for these indicators?</i></p>	
<b>Activities</b>	<p><i>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.</i></p> <p>Activity 1.1</p> <p>Activity 1.2</p> <p>...</p> <p>Activity 2.1</p> <p>Activity 2.2</p> <p>...</p>	<p><b>INPUTS</b></p> <p><i>(In this cell you will list the material inputs and resources you will need to realize your activities)</i></p>		<p><i>What external conditions must be met to obtain the expected results on schedule</i></p>

## ANNEX I – DECLARATION OF VETTING

(This section must be completed by each Applicant)

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

The applicant declares that it is not in any of the situations excluding them from participating in contracts<sup>2</sup>. Furthermore, it is recognized and accepted that if the applicant participates in spite of being in any of these situations, they may be excluded from other procedures

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

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<sup>2</sup> Operational Manual 2.2.1.

## ANNEX II – CHECKLIST FOR APPLICANTS

Title of the Proposal:	Thick the items off below	
	Yes	No
<b>Part A (administrative)</b>		
1. The correct grant application form has been used.		
2. The simplified logical framework has been completed and enclosed		
3. The budget is presented in the format requested and stated in [EUR]		
4. One original copy (signed) of documents 1, 2, 3 and 6 is included		
5. An electronic version of the proposal (USB/CD-Rom) is enclosed		
6. The Declaration of Vetting has been filled and signed.		
1. Court Extract (with the Court Seal, within the Call period) mentioning the registration and status of the CSO		
2. 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		
3. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization -		
4. 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;		
<b>Part B (eligibility)</b> (If any of the answer below is NO, the application is rejected and there is no need for further analysis. The envelope is archived for record)		
1. The proposal has been typed and is in English		
2. The amount requested is within the minimum and maximum allowed by the call for proposal		
3. The applicant is a legal person		
4. The duration of the action is within the limits of the call for proposal		
5. The action will be implemented in a region of Albania		

This checklist is intended to be a reminder for the applicant. All documents requested from Point 7 onward can be delivered in photocopy (the original copy will be requested at the moment of negotiation if the applicant results to be successful).

