



INFORMATIVNA SESIJA

povodom objave Trećeg poziva za dostavljanje predloga projekata

u okviru IPA Programa prekogranične saradnje Srbija-Bosna i Hercegovina 2014-2020

finansiranog iz Instrumenta pretpristupne podrške

INFORMATIVNA SESIJA

Dnevni red

10:00 - 10:10	Uvodna obraćanja Predstavnik Ministarstva finansija Vlade Republike Srbije - Sektor za ugovaranje i finansiranje programa iz sredstava Evropske unije (CFCU)
10:10 - 11:10	Treći poziv za dostavljanje predloga projekata – Vodič za aplikante <ul style="list-style-type: none">• Presentacija• Diskusija
11:10 - 12:00	Treći poziv za dostavljanje predloga projekata – Aplikacioni paket <ul style="list-style-type: none">• Presentacija• Diskusija



**Cross-border Programme Serbia- Bosnia and Herzegovina 2014- 2020
under the Instrument for Pre-accession Assistance (IPA II), allocations
for 2018* and 2019**

3rd Call for Proposals

Information Session
Guidelines for Applicants

*Leftover from allocation for 2018 from 2nd CfP



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

Cross-border Programme Serbia – Bosnia and Herzegovina 2014-2020 under the Instrument of Pre-accession Assistance (IPA II),

Guidelines for grant applicants
3rd Call for Proposals

- Budget line(s): BGUE-B2018-22.020401* and BGUE-B2019-22.020401
- Reference: EuropeAid/173817/ID/ACT/Multi

**Leftover from allocation for 2018 from 2nd CfP*



3rd Call for Proposals

- Published on **9 March 2022**, according to the rules for **open calls for proposals**
- **Deadline for submission of Concept Notes and full application:**
7 June 2022
- Application package is available at the following websites:
 - <https://srb-bih.org/en/application-package-with-the-guidelines-for-applicants-2/>
 - cfcu.gov.rs
 - srb-bih.org
 - <http://www.dei.gov.ba>
 - evropa.gov.rs



SRBIJA

BOSNA I HERCEGOVINA

Telo za
ugovaranje

Vlada Republike Srbije, Sektor za ugovaranje i finansiranje programa iz sredstava Evropske unije (CFCU), Ministarstvo finansija Republike Srbije

CBC Body,
Control body
(BiH), HOS,
HOS Unit

Ministarstvo za evropske integracije

Direkcija za evropske integracije

Zajednički
nadzorni
odbor (ZNO)

- Sastoji se od predstavnika institucija i civilnog društva obe zemlje
- Pregleda i daje svoje mišljenje u kapacitetu savetnika u pogledu liste aktivnosti odabrane u okviru javnog poziva pre donošenja finalne odluke o dodeli nepovratnih sredstava.

Zajednički
tehnički
sekretarijat
(ZTS)

- Sedište u Užicu sa predstavništvom/antenom u Tuzli;
- Svakodnevno upravljanje programom
- Pružanje podrške i savetovanje potencijalnih aplikanata, odnosno korisnika nepovratnih sredstava;
- Kontakt i podrška potencijalnim aplikantima i korisnicima na terenu.

Open Call for Proposals

(all documents are submitted together (concept note and full application))

- In the first instance, only the concept notes will be evaluated. **(CONCEPT NOTE - PART A OF THE GRANT APPLICATION FORM)**
- Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated **(FULL APPLICATION FORM - Part B OF THE GRANT APPLICATION FORM)**
- After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

Programme area

67 Local governments

31 Local governments
4 Districts





- **Location**

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

For Republic of Serbia:

Sremski District: Sremska Mitrovica, Šid, Inđija, Irig, Ruma, Stara Pazova, Pećinci;

Mačvanski District: Šabac, Bogatić, Loznica, Vladimirci, Koceljevo, Mali Zvornik, Krupanj, Ljubovija;

Zlatiborski District: Bajina Bašta, Kosjerić, Užice, Požega, Čajetina, Arilje, Priboj, Nova Varoš, Prijepolje, Sjenica

Kolubarski District: Valjevo, Osečina, Ub, Lajkovac, Mionica and Ljig

For Bosnia and Herzegovina:

Brčko District BiH, Gradačac, Doboј Istok, Gračanica, Srebrenik, Čelić, Lopare, Ugljevik, Donji Žabar, Domaljevac-Šamac, Modriča, Odžak, Osmaci, Banovići, Bijeljina, Brod, Bratunac, Han Pijesak, Kalesija, Kladanj, Šekovići, Lukavac, Milići, Orašje, Pelagićevo, Petrovo, Sapna, Srebrenica, Šamac, Teočak, Tuzla, Vlasenica, Vukosavlje, Zvornik, Živinice, Trnovo RS, Istočna Ilidža, Istočno Novo Sarajevo, Vogošća, Istočni Stari Grad, Vareš, Visoko, Fojnica, Višegrad, Rogatica, Sokolac, Pale, Pale (FBiH), Novo Goražde, Rudo, Čajniče, Goražde, Foča (FBiH), Foča, Kalinovik, Trnovo, Hadžići, Ilidža, Novi Grad Sarajevo, Stari Grad Sarajevo, Ilijaš, Breza, Kiseljak, Kreševo, Olovo, Sarajevo Centar i (and) Novo Sarajevo.



OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Overall objective of this Call for Proposals is enhancement of socio-economic development in the cross-border area between the Republic of Serbia and Bosnia and Herzegovina, through the implementation of targeted and concrete actions, based on comparative advantages of the programmes area and the joint, efficient use of resources.



Thematic priorities of the Programme

Thematic priorities (TP)	Specific objectives (SO)
TP1: Promoting employment, labour mobility and social and cultural inclusion across the border	SO 1.2: Fostering social and economic inclusion
TP3: Encouraging tourism and cultural and natural heritage	SO 3.1: Increasing the contribution of tourism to the socio-economic development of the programme area

Thematic Priority 1

Promoting employment, labour mobility and social and cultural inclusion across the border

Specific objective 1.2: Fostering social and economic inclusion

Results (R) :

- Result 1.2.1. New sustainable social and health services are developed and/or the existing ones are upgraded by cross-border exchange, cooperation and synergies, increasing the efficiency in service delivery and the number of services' beneficiaries
- Result 1.2.2. The employability and entrepreneurship abilities of vulnerable groups are improved through joint cross-border efforts including the promotion of sustainable social entrepreneurship
- Result 1.2.3. Sustainable perspectives for social integration of vulnerable groups are created through joint initiatives at both sides of the border

Thematic Priority 3

Encouraging tourism and cultural and natural heritage

Specific objective 3.1: Increasing the contribution of tourism to the socio-economic development of the programme area

Results (R) :

- Result 3.1.1: The offer and quality of tourism products and services is furthered based on joint efforts and initiatives
- Result 3.1.2: New sustainable employment and business opportunities in the tourism sector opened by joint cross-border efforts

Mainstreaming of cross-cutting issues

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

- a) Gender equality and promotion of equal opportunities.
- b) Protection and promotion of ethnic minority rights, including their participation in decision making processes.
- c) Integration of persons with physical and mental disabilities.
- d) Safeguard and promotion of children's rights and promotion of children's participation in decision-making processes.
- e) Democratic standards, anti-discriminatory practices and good governance.
- f) Protection of environment and preservation of natural resources and biodiversity.

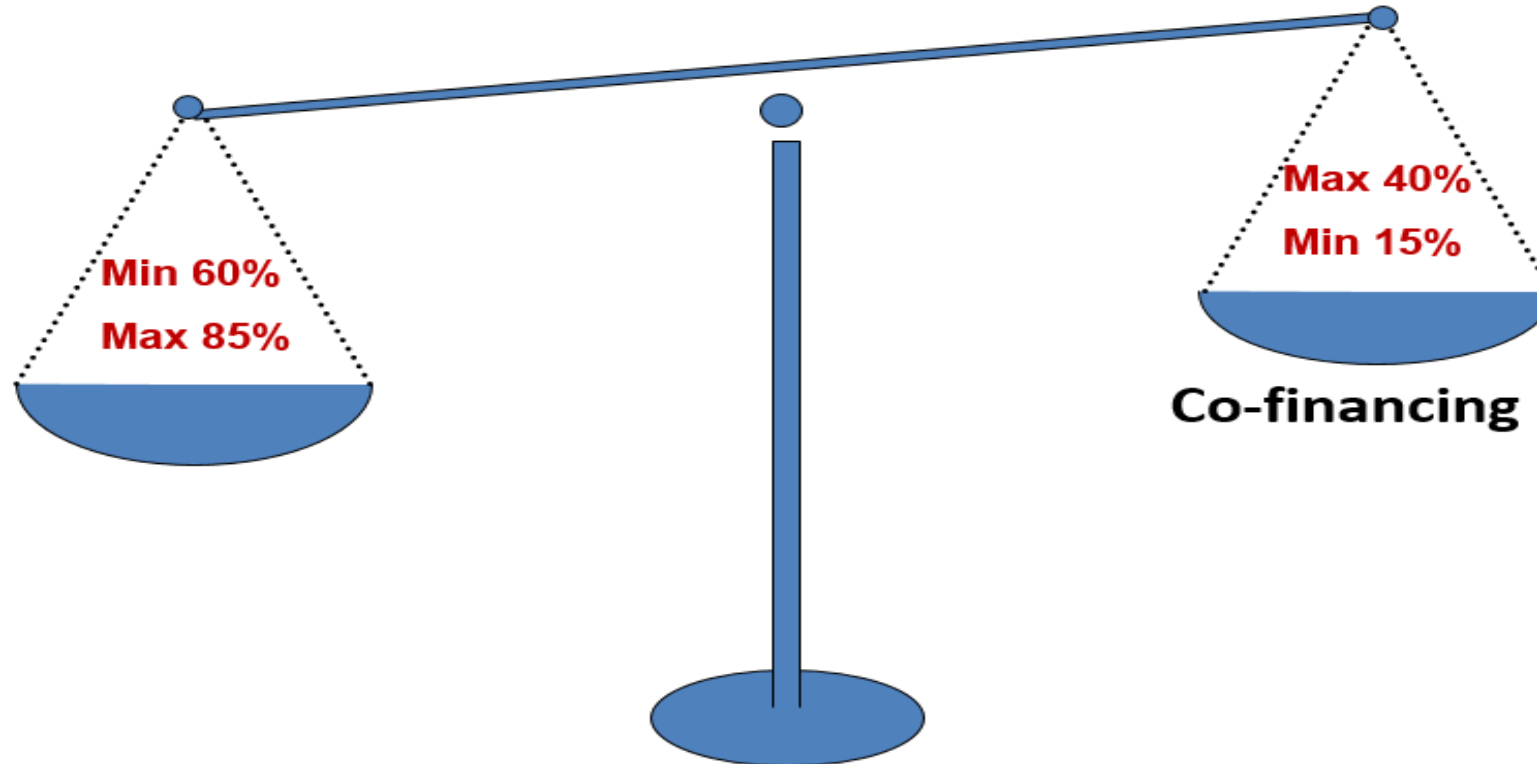
Financial allocation

Specific objective	Allocation
1.2 Fostering social and economic inclusion	EUR 1,000,000.00
3.1. Increasing the contribution of tourism to the socio-economic development of the programme area	EUR 2,207,809.95
Total	EUR 3,207,809.95

Size of grants

Specific objective	Minimum amount of EU-funded grant	Maximum amount of EU-funded grant
Specific objective 1.2 Fostering social and economic inclusion		
Result 1.2.1. New sustainable social and health services are developed and/or the existing ones are upgraded by cross-border exchange, cooperation and synergies, increasing the efficiency in service delivery and the number of services' beneficiaries	EUR 120,000	EUR 250,000
Result 1.2.2. The employability and entrepreneurship abilities of vulnerable groups are improved through joint cross-border efforts including the promotion of sustainable social entrepreneurship	EUR 120,000	EUR 200,000
Result 1.2.3. Sustainable perspectives for social integration of vulnerable groups are created through joint initiatives at both sides of the border	EUR 120,000	EUR 200,000
Specific objective 3.1 Increasing the contribution of tourism to the socio-economic development of the programme area		
Result 3.1.1: The offer and quality of tourism products and services is furthered based on joint efforts and initiatives	EUR 150,000	EUR 350,000
Result 3.1.2: New sustainable employment and business opportunities in the tourism sector opened by joint cross-border efforts	EUR 150,000	EUR 250,000

Financial structure of the action- Co-financing



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



Eligibility criteria

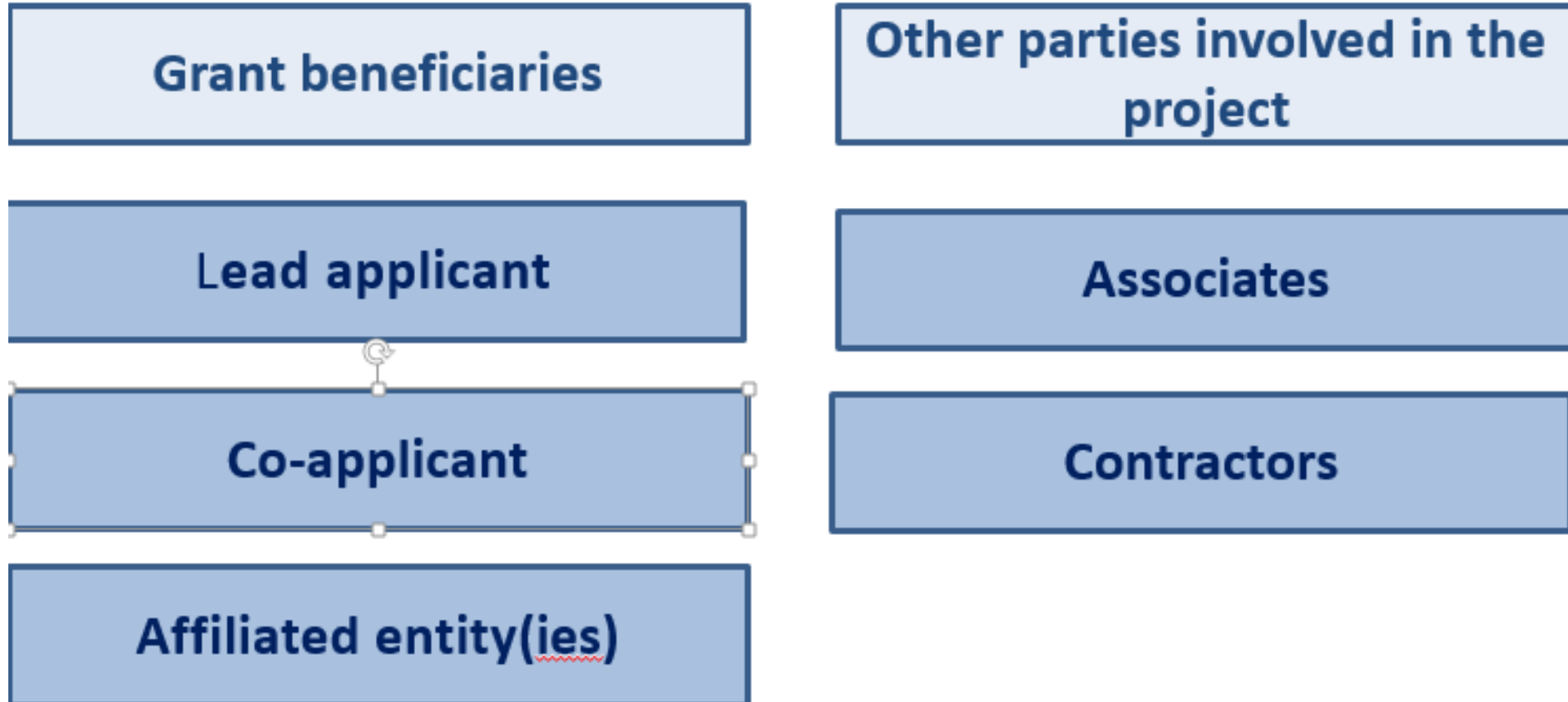
Actors

Actions

Costs



Actors



Lead applicant

In order to be eligible for a grant, the lead applicant **MUST**:

- be a legal person, **and**
- be non-profit-making, **and**
- be effectively established in either Republic of Serbia or Bosnia and Herzegovina **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**

- be a specific type of institution or organisation such as:

Under the specific objective 1.2 Fostering social and economic inclusion

- Central, regional and local government units (ministries, municipalities, departments, agencies) with competencies/responsibilities in the eligible area in the fields relevant to the call
- Social welfare institutions
- Employment services
- Health institutions
- Civil society organizations/ NGOs
- Chambers of commerce and Chambers of crafts and trades
- Professional associations, farmers associations and associations of SMEs
- Trade unions
- Educational and research institutions and organizations
- Local and regional development agencies
- Public companies and public institutions

Under the specific objective 3.1 Increasing the contribution of tourism to the socio-economic development of the programme area

- Central, regional and local government units (ministries, municipalities, departments, agencies) with competencies/responsibilities in the eligible area in the fields relevant to the call
- Sport organizations
- Tourist organizations
- Cultural institutions
- Civil society organizations
- Chambers of commerce and Chambers of crafts and trades
- Professional associations, farmers associations and associations of SMEs
- National parks
- Educational and research institutions and organizations
- Local and regional development agencies
- Public companies and public institutions

Co-applicant(s)

- The lead applicant must act with at least one co-applicant as specified hereafter.
- If the lead applicant is established in the Republic of Serbia, at least one co-applicant must be established in Bosnia and Herzegovina, and vice versa.
- At least two legal entities in the partnership, one per participating country, being the lead applicant or the co-applicant, must be effectively established or have an office in the programme eligible area.
- The maximum number of co-applicants that could be involved in the action is 3.
- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself .
- Co-applicants must sign the mandate in Part B Section 4.2 of the grant application form.

■ Affiliated entities

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

What is not an affiliated entity?

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

Associates and contractors

- **Associates**

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 'Associates participating in the action' of the grant application form.

- **Contractors**

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

Eligible actions

Duration

	Minimum number of months	Maximum number of months
Specific objective 1.2 Fostering social and economic inclusion	12	18
Specific objective 3.1 Increasing the contribution of tourism to the socio-economic development of the programme area	12	24



Eligible actions

Sectors or themes

Operations will fall under only one of the following specific objectives and will have to prove their contribution to attain one of their intended results:

SPECIFIC OBJECTIVES	RESULTS
1.2. Fostering social and economic inclusion	Result 1.2.1. New sustainable social and health services are developed and/or the existing ones are upgraded by cross-border exchange, cooperation and synergies, increasing the efficiency in service delivery and the number of services' beneficiaries
	Result 1.2.2. The employability and entrepreneurship abilities of vulnerable groups are improved through joint cross-border efforts including the promotion of sustainable social entrepreneurship
	Result 1.2.3. Sustainable perspectives for social integration of vulnerable groups are created through joint initiatives at both sides of the border
3.1. Increasing the contribution of tourism to the socio-economic development of the programme area	Result 3.1.1: The offer and quality of tourism products and services is furthered based on joint efforts and initiatives
	Result 3.1.2: New sustainable employment and business opportunities in the tourism sector opened by joint cross-border efforts

In their application, the lead applicant and its co-applicant(s) will have to refer the programme's specific objective under which their action is meant to contribute, as well as the programme's result affected by the action, and the programme's indicators that will be instrumental to measure the action's success. For the sake of consistency and aggregation, applicants must have the same units to quantify their output, outcome and impact indicators in line with the programme output, outcome and impact indicators. Applicants are requested to introduce selected indicators in Sections of Grant Application Form (1.2. Description of the action, 2.1.1. Description).

Types of actions

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

Ineligible actions

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses or research;
- actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- preparatory studies or preparation of preliminary design for works to be carried out within the project;
- actions without a real cross-border impact;
- actions linked to political parties;
- actions including commercial and profit-making activities ;
- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programmes.

Types of activities

- **Result 1.2.1: New sustainable social and health services are developed and/or the existing ones are upgraded by cross-border exchange, cooperation and synergies, increasing the efficiency in service delivery and the number of services' beneficiaries**
- Establishment of new social and/or health schemes based on innovative approaches, methods and processes increasing their accessibility, diversity and inclusiveness
- Restructuring of the current social and/or health schemes based on innovative approaches, methods and processes increasing their accessibility, diversity and inclusiveness
- Support to advisory services for vulnerable groups
- Joint capacity building of public service providers in social and health policy to improve the effectiveness and efficiency in service delivery
- Intersectoral cooperation (public, private and civil society institutions and organisations) to improve the quality of social and health services
- Small infrastructure works and procurement of supplies

Types of activities

- **Result 1.2.2: The employability and entrepreneurship abilities of vulnerable groups are improved through joint cross-border efforts including the promotion of sustainable social entrepreneurship**
- Support to advisory services for vulnerable groups
- Development of new or upgrading of social entrepreneurship initiatives
- Targeted support for the promotion of existing entrepreneurial skills amongst women, youth and people with disabled
- Assistance for the establishment of new business initiatives for vulnerable groups including social enterprises
- Provision of capacity building on specific skills and competences with proven market demand
- Development of new, innovative training modules and/or curricula (formal and non-formal)
- Training schemes aimed at vulnerable groups with emphasis in the use of modern technologies and digitalisation
- Cooperation with employers to enable internships and first-job experiences
- Small infrastructure works and procurement of supplies

Types of activities

- **Result 1.2.3: Sustainable perspectives for social integration of vulnerable groups are created through joint initiatives at both sides of the border**
- Support to advisory services for vulnerable groups
- Organisation of cultural events aimed at the enhancement of social integration
- Fostering volunteering and activism among representatives of vulnerable groups
- Targeted support for the promotion of entrepreneurial skills amongst women, youth and people with disabilities
- Innovative measures for the involvement of vulnerable groups in society (e.g. through new technologies and digitalisation)
- Promotion of dialogue and critical thinking within and among vulnerable groups for lobbying and advocacy of their rights
- Small infrastructure works and procurement of supplies

Types of activities

- **Result 3.1.1: The offer and quality of tourism products and services is furthered based on joint efforts and initiatives**
- Networking, structuring, positioning for new tourism products and/or services
- Development of niche tourism such as sport, adventure, culinary, rural tourism, etc.
- Upgrading existing tourism products and/or services
- Establishment of cross-border tourism clusters, connecting tourism with other sectors such as agriculture or food processing industry
- Promotion, communication and publicity activities to increase the attractiveness of the tourism offer
- Organisation of tourism events and campaigns
- Exchange and transfer of experiences in shaping the tourism offer and the quality of products and/or services
- Support to tourism operators for boosting the quality of their products and/or services by the introduction of higher standards
- Capacity building of tourism employees and/or unemployed
- Promotion and protection of natural resources and protected areas
- Small infrastructure works and procurement of equipment

Types of activities

- **Result 3.1.2.: New sustainable employment and business opportunities in the tourism sector opened by joint cross-border efforts**
- Support to institutions in charge of educating the human resources of the tourism sector
- Targeted support for the promotion of entrepreneurial skills amongst future and current tourism workers
- Assistance for the establishment of new business initiatives in the tourism sector
- Provision of capacity building on specific skills and competences with proven market demand in the tourism sector with emphasis in the use of modern technologies and digitalisation
- Development of new, innovative training modules and/or curricula (formal and non-formal) in the tourism sector
- Cooperation with employers in tourism sector to enable internships and first-job experiences
- Small infrastructure works and procurement of supplies



Financial support to third parties

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

Visibility

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Requirements for Visibility Communication for EU external actions specified and published by the European Commission at https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018_en.pdf).

Number of applications and grants per applicants / affiliated entities

- The lead applicant may not submit more than 1 application per specific objective under this call for proposals.
- The lead applicant may not be awarded more than 1 grant under this call for proposals.
- The lead applicant may not be a co-applicant or an affiliated entity in another application of the same specific objective at the same time.
- A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per specific objective under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

Eligibility of costs

Union contributions under this call for proposals take the following form(s):

- Financing not linked to costs of the relevant operations based on :
 - (i) either the fulfilment of conditions set out in sector specific legislation or Commission Decisions; or
 - (ii) the achievement of results measured by reference to the previously set milestones or through performance indicators;
- Reimbursement of eligible costs that may be based on any or a combination of the following forms:
 - (i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
 - (ii) one or more simplified cost options (see below).

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.



Eligible direct costs

They are: necessary for project implementation; complete documentation has to exist; directly contribute to the project; incurred during the implementation period.

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

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

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

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

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

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

Potential applicants are also reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids.



Eligible direct costs

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

Contingency reserve

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

Eligible indirect costs

- The indirect costs incurred in carrying out the action may be eligible for flat rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs.
- Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.

Contributions in kind:

- As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).
- Contributions in kind may not be treated as co-financing.
- However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.



Ineligible costs

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land not built on and land built on in the amount up to 10 % of the total eligible expenditure for the operation concerned shall be eligible for funding if it is justified by the nature of the action and provided in the annual action programme, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- in kind contributions;
- salary costs of the personnel of national administrations, unless otherwise specified in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- performance-based bonuses included in costs of staff;
- fines, financial penalties and expenses of litigation;
- negative interest charged by banks or other financial institutions.
- consultant fees between the beneficiaries/partners for services or work carried out within the project;
- value added tax (VAT) except when it is non-recoverable under national VAT legislation;
- taxes, customs and import duties and levies and/or charges having equivalent effect;
- remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants in partner's institution or vice-versa.



How to apply and the procedures to follow

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

Applicants must apply in English.

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

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the application the lead applicant also has to submit completed Organisation data form (Annex F) for the lead applicant, each co-applicant (if any) and each affiliated entity (if any).

How to apply and the procedures to follow

Please note that the following documents should be submitted together with Organisation data form and the application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants
3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted

1. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law.
2. For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000 a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed.

How to apply and the procedures to follow

If an operation contains the execution of works, please bear in mind that the following supporting documents, submitted along with the full application form, will be necessary:

- a) Proof of ownership or long-term lease
- b) A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities.

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

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

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

No additional annexes should be sent.



Where and how to send applications

- Applications must be submitted in one original and 3 (three) copies in A4 size, each bound.
- The complete application form (Part A: concept note and Part B: full application form), Organisation data form, budget (Annex B) and logical framework (Annex C) must also be supplied in electronic format (CD-ROM or a USB stick) in a separate and single file.
- The electronic file must contain **exactly the same** application as the paper version enclosed
- Hand-written applications will not be accepted.
- The declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.
- The outer envelope must bear the **reference number and the title of the call for proposals**, the title and number of the specific objective of the call, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session'
- Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery



Where and how to send applications

- **Postal and hand delivery address**

Ministry of Finance

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Division for Tender Evaluation and Contracting

3-5, Sremska Str, VII floor/office 701, 11000 Belgrade, Republic of Serbia

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

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).



Deadline for submission of applications

- The deadline for the submission of applications is **7 June 2022** 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 **7 June 2022 before 15:00 h local time**, as evidenced by the signed and dated receipt.
- Any application submitted after the deadline will automatically be rejected.
- Any application submitted after the deadline will be rejected.



Further information about applications

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

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

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published: website of DG International Partnerships: https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and the website of the contracting authority <http://www.cfcu.gov.rs> and that of the programme <http://srb-bih.org>, as the need arises.



Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals at any time that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

STEP 1:

**OPENING & ADMINISTRATIVE CHECKS
AND CONCEPT NOTE EVALUATION**



**STEP 2: EVALUATION OF THE FULL
APPLICATION**



STEP 3:

**VERIFICATION OF ELIGIBILITY OF THE
APPLICANTS AND AFFILIATED ENTITY(IES)**



CONTRACT SIGNATURE

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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

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

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

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

	Scores	
1. Relevance of the Action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5*	
1.2 How relevant is the proposal to the particular needs and constraints of the eligible programme area and/or relevant sector (including synergy with other EU initiatives, in particular with the EU Strategy for the Danube Region and the one for the Adriatic and Ionian Region, as well as avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the interest and capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and children, support to youth, democratic standards and good governance?	5	
	TOTAL SCORE	50



* Note: A score of 5 (very good) will only be allocated if the concept note clearly demonstrates how it specifically addresses one of the specific objectives of the call as indicated in Section 1.2 (objectives of the programme) of these guidelines.

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

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

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

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

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

STEP 2: EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria..

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

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.



Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
Score transferred from the Concept Note evaluation	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the full application contain objectively verifiable indicators (at impact, outcome and output level)? Are the project indicators likely to contribute to the achievement of programme indicators? Does the full application/logical framework matrix include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	20
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? Does the proposal involve genuine cross-border cooperation (joint development, joint staffing, joint implementation, joint financing)? Are the activities proposed likely to have a clear cross-border benefit and impact?	5x2
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups at cross-border level? Have assumptions and risks been well assessed?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?	5
- Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)	
- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)	
- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)	
- Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	
6. Budget and cost-effectiveness of the action	10
6.1 Are the activities appropriately reflected in the budget? Are the expenses well justified?	/ 5
6.2 Is the ratio between the estimated costs and the expected results satisfactory? Are the costs estimated based on real market prices?	/ 5
Maximum total score	100



If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected. If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list. Please see Section 1.3 above for more details.

Applications which had obtained less than 70 points as score in the ranking list will not be recommended for funding by the Evaluation Committee.

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

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

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

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals. Please see the provisions of Section 1.3 above for more details.

Submission of supporting documents for provisionally selected applications

The lead applicant should submit the documents listed in Section 2.2.1.

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents:

1. Declaration on honour that they are not in one of the exclusion situations
2. Self-evaluation questionnaire on SEA-H assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG) .
3. Furthermore, when an operation contains the execution of works, the following supporting documents shall be submitted before the contract signature:
 - a) All necessary legal authorisations (e.g.: location and construction permits).
 - b) Approved/certified detailed work design or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
 - c) An indicative priced bill of quantities drawn not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro.
4. Please bear in mind when an operation contains the execution of works, the following supporting documents, submitted along with the full application form, will be necessary:
 - a) Proof of ownership or long-term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
 - b) A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities;



- And

PLEASE PAY ATTENTION TO...!!!

DEADLINE FOR SUBMISSION OF APPLICATIONS

< 7 June 2022 >

- The envelope of the application sent by post office must evidence: 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 15 hours local time** as evidenced by the signed and dated receipt.

Indicative timetable

	DATE	TIME
1. Information meeting (if any)	Will be published separately	Will be published separately
2. Deadline for requesting any clarifications from the contracting authority	17 May 2022	15:00 h CET
3. Last date on which clarifications are issued by the contracting authority	27 May 2022	-
4. Deadline for submission of applications and, where appropriate, supporting documents for the execution of works	7 June 2022	15:00 h CET
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	August 2022	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	October 2022	-
8. Notification of award (after the eligibility check) (Step 3)	November 2022	-
9. Contract signature	December 2022	-



IPA Cross-border Cooperation Programme
Serbia-Bosnia and Herzegovina 2014-2020

PRIJAVNI OBRAZAC

GRANT APPLICATION FORM

SADRŽAJ PRIJAVNOG OBRASCA (I)

Deo A. REZIME PROJEKTA

Part A. CONCEPT NOTE

1

Instrukcije za pripremu rezimea projekta

1.1 Suština projekta

1.2 Opis projekta

1.3 Relevantnost projekta

Instructions for drafting the concept note

1.1 Summary of the action

1.2 Description of the Action

1.3 Relevance of the Action

SADRŽAJ PRIJAVNOG OBRASCA (II)

	Deo B. KOMPLETAN PRIJAVNI OBRAZAC	Part B. FULL APPLICATION FORM
1	Opšte informacije	<i>General information</i>
2	Projekat 2.1 Opis projekta 2.2 Iskustvo vodećeg aplikanta 2.3 Iskustvo ko-aplikanta (ako je primjenljivo) 2.4 Iskustvo povezanog/ih lica (ako je primjenljivo)	<i>The Action</i> 2.1 <i>Description of the Action</i> 2.2 <i>Lead applicant's experience</i> 2.3 <i>Co-applicant(s)'s experience (if applicable)</i> 2.4 <i>Affiliated entity(ies) experience (if applicable)</i>
3	VODEĆI aplikant 3.1 Identitet	<i>The LEAD applicant</i> 3.1 <i>Identity</i>
4	Ko-aplikant/i 4.1 Opis ko-aplikant/i 4.2 Mandat lista za ko-aplikant/i	<i>The Co-applicant(s)</i> 4.1. <i>Description of the co-applicant(s)</i> 4.2. <i>Mandate (for co-applicant(s))</i>

SADRŽAJ PRIJAVNOG OBRASCA (III)

	Deo B. KOMPLETAN PRIJAVNI OBRAZAC	Part B. FULL APPLICATION FORM
5	Povezano/a lice/a koja učestvuju u projektu 5.1 Opis povezanog/ih lica 5.2 Izjava/e povezanog/ih lica	<i>Affiliated Entity(ies) participating in the action 5.1 Description of the Affiliated entity(ies) 5.2 Affiliated entity(ies)'s Statement</i>
6	Saradnici koji učestvuju u projektu	<i>Associates participating in the action</i>
7	Lista provere za kompletan prijavni obrazac	<i>Checklist for the Full application form</i>
8	Deklaracija VODEĆEG aplikanta (kompletan prijavni obrazac)	<i>Declaration by the LEAD applicant (FULL APPLication)</i>
9	Principi dobrog partnerstva	<i>Principles of good partnership practice</i>
10	Tabela za ocenu kompletnog prijavnog obrasca	<i>Assessment grid for the full Application form</i>

DEO A: REZIME PROJEKTA

1 INSTRUKCIJE ZA POPUNJAVANJE REZIMEA PROJEKTA

Ako je restriktivni poziv, samo rezime projekta je potrebno podneti u prvoj fazi (ne potpuni aplikacioni formular). Ako je otvoreni poziv, rezime projekta i kompletan aplikacioni formular je potrebno podneti istovremeno.

Ne postoji specifični obrazac za podnošenje rezimea projekta ali vodeći aplikant treba da osigura da tekst:

- uključuje 1. stranu ovog dokumenta, popunjen i podnešen kao naslovna strana rezimea projekta,
- uključuje tabelu rezimea projekta (bez ograničenja veličine teksta)
- uključuje opis projekta (da ne prelazi 2 strane) i relevantnost projekta (da ne prelazi 3 strane), da je tekst u A4 formatu sa marginama od 2cm, font *Arial 10 single* proreda
- sadrži informacije koje se zahtevaju u poglavljima ispod, po traženom redosledu, u proporciji koja odgovara njihovoj relativnoj važnosti (videti relevantne poene koje nosi pojedino poglavlje u obrascu za ocenu projekata u uputstvu za aplikante)
- sadrži potpune informacije (kako bi evaluacija bila zasnovana na dostavljenim informacijama)
- da je što je moguće jasnije napisan kako bi omogućio evaluaciju
- da sadrži indikatore koji su navedeni u sekciji uputstva za aplikante

DEO A: REZIME PROJEKTA

1.1 Suština projekta

- *tabela*

1.2 Opis projekta (maksimalno 2 strane)

- Opisati kako je došlo do pripreme projekta
- Opisati ciljeve projekta koji su navedeni u tabeli sekcije 1.1
- Opisati ključne zainteresovane strane
- Ukratko opisati logiku intervencije
- Ukratko opisati tip aktivnosti koji je predložen
- Odnos projekta prema horizontalnim pitanjima (*cross-cutting issues*)
- Opisati okvirni vremenski okvir za sprovođenje projekta

DEO A: REZIME PROJEKTA

1.3 Relevantnost projekta (maksimalno 3 strane)

1.3.1 Relevantnost u odnosu na ciljeve/sektore/teme/specifične prioritete poziva

- I. Opisati relevantnost projekta u odnosu na ciljeve i prioritete poziva
- II. Opisati relevantnost projekta za sve specifične zahteve navedene u Uputstvu za aplikante, npr. lokalno vlasništvo, programski indikatori, itd. (pogledajte odeljak 2.1.4 vodiča).
- III. Opisati koje specifične rezultate navedene u Uputstvu za aplikante će projekat tretirati
- IV. Objasnite koji su od sledećih kriterijuma prekogranične saradnje ispunjeni (minimalno tri): zajednički razvoj, zajednička implementacija i/ili zajedničko osoblje ili zajedničko finansiranje, ili oboje. Molimo da date kratko obrazloženje o tome kako će se poštovati prekogranični kriterijumi. Izbegavajte upotrebu jednostavnih rečenica kao što je „aplikaciju su razvili svi projektni partneri“. Savetujemo vam da budete ubedljiviji tako što ćete opisati koja je tačna uloga svake partnerske organizacije u razvoju projekta. Ista preporuka se odnosi i na ostale kriterijume prekogranične saradnje.
- V. Objasnite kako će projekat doprineti intenziviranju susedskih odnosa, stvaranju održivih partnerstava za društveno-ekonomski razvoj i/ili uklanjanju prepreka ovom razvoju, kao i kako ćete to izmeriti ili pokazati kada projekat bude sproveden.

DEO A: REZIME PROJEKTA

1.3.2 Relevantnost u odnosu na specifične potrebe i poteškoće u ciljanim zemljama/regionima i relevantnim sektorima

- I. Jasno opisati stanje pre početka projekta u zemlji, regionima i sektorima (kvantifikovati što je više moguće)
- II. Predstaviti detaljnu analizu problema
- III. Pozvati se na relevantne postojeće planove i strategije i opisati kako se projekat odnosi prema tim planovima
- IV. Ako je projekat nastavak prethodnog projekta, opisati kako će on da se nadgradi na rezultate tog prethodnog projekta
- V. Ako je projekat deo većeg programa, jasno objasniti kako se on uklapa, ili koordiniše sa ostatkom programa
- VI. Opisati potencijalne sinergije sa drugim inicijativama, a naročito inicijativama EU

DEO A: REZIME PROJEKTA

1.3.3 Opisati i definisati ciljne grupe i krajnje korisnike, njihove potrebe i poteškoće i objasniti kako će se projekat time baviti

- I. Dati opis svake ciljne grupe i grupe krajnjih korisnika (kvantifikovati gdje je moguće), uključujući i kriterijume odabira
- II. Identifikovati potrebe i poteškoće svake od ovih grupa
- III. Opisati relevantnost projekta u odnosu na ove potrebe i poteškoće
- IV. Objasniti da li je bilo pripremnog procesa koji treba da obezbedi učešće ciljnih grupa i krajnjih korisnika

1.3.4 Posebni elementi dodatne vrednosti

Navesti sve elemente dodatne vrednosti, npr: promocija i uspostavljanje javno-privatnih partnerstva, inovacija i najbolja praksa.



DEO B: KOMPLETAN PRIJAVNI OBRAZAC

Treba da bude podnet od strane svih aplikanata

1 OPŠTE INFORMACIJE

2 PROJEKAT

2.1 Opis projekta

2.1.1 Opis (maksimalno 13 strana)

Dati opis projekta i njegovu relevantnost, uključujući informacije koje se zahtevaju u paragrafima ispod, u skladu sa opštim i specifičnim ciljevima, kao i očekivane rezultate (tj. *impact*, *outcome(s)*, međuzavisnost *outcomes* i *outputs*):

- Ukratko opišite relevantnost projekta na ciljeve/sektore/teme/specifične ciljeve poziva a posebno u odnosu na potrebe i ograničenja ciljanih zemalja i regiona....
- Ciljne grupe i krajnji korisnici, njihove potrebe i ograničenja, kako će se akcija baviti ovim potrebama i poboljšati njihovu situaciju...
- Predočite logiku intervencije povezanost aktivnosti, rezultata, ishoda i uticaja, izražavajući glavne pretpostavke i rizike duž ovog lanca rezultata...
- Pozovite se na indikatore ishoda i rezultata da biste izmerili njihovo dostignuće i naveli kako će projekat poboljšati situaciju ciljnih grupa i krajnjih korisnika i tehničke i upravljačke kapacitete ciljnih grupa i/ili bilo kojeg lokalnog ko-aplikanta i povezanog lica.
- Identifikovati i detaljno objasniti svaku od aktivnosti i grupa radnih zadataka... Ne ponavljati akcioni plan (odjeljak 2.1.3) već demonstrirati povezanost i doslednost dizajna projekta
-

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

Treba da bude podnet od strane svih aplikanata

1 OPŠTE INFORMACIJE

2 PROJEKAT

2.1 Opis projekta

2.1.1 Opis (maksimalno 13 strana)

Dati opis projekta i njegovu relevantnost, uključujući informacije koje se zahtevaju u paragrafima ispod, u skladu sa opštim i specifičnim ciljevima, kao i očekivane rezultate (tj. *impact, outcome(s)*, međuzavisnost *outcomes* i *outputs*):

- Predstavite tabelu u kojoj su prikazane sve usluge, dobra i radovi koje ćete nabaviti tokom projekta.
- Aplikanti koji planiraju građevinske radove moraće da odvoje malo prostora za opis ispod ovog odeljka aplikacije, pozivajući se detaljno na prateću dokumentaciju koju će priložiti uz ovu punu aplikaciju kao dokaz svoje spremnosti da pokrenu tendere za radove.

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

2.1.2 **Pristup** implementaciji (maksimalno 5 strana)

Detaljno opisati

- Metode sprovođenja i obrazloženje izbora metodologije
- Ukoliko se projekat nadovezuje na neki od prethodno sprovedenih projekata, objasniti kako će se rezultati predloga projekta nadovezati na prethodni – napomenuti zaključke i preporuke evaluacija sprovedenih na prethodnom projektu
- Ukoliko je projekat deo nekog šireg programa (niza projekata), objasniti kako se projekat uklapa i koordinira na nivou programa, kao i mogućnosti za implementaciju nekog drugog projekta iz istog programa (istaći moguću sinergiju sa drugim inicijativama i projektima, a naročito onim koje se finansiraju od strane EU)
- Organizacionu strukturu i tim predložen za sprovođenje akcije (po funkcijama: nema potrebe da se unose imena pojedinaca)
- Opisati ulogu svih učesnika u projektu i svih zainteresovanih strana (prema funkcijama u projektu)
- Planirani monitoring i naknadno praćenje
- Objasniti procedure interne i eksterne evaluacije projekta (treba predvideti evaluaciju za projekte iznad 500.000 evra, i toplo se preporučuje za akcije ispod ovog iznosa)
- Objasniti aktivnosti koje će osigurati vidljivost projekta i kofinansiranja EU

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

2.1.3 Trajanje projekta i indikativni plan sprovođenja projekta (maksimalno 4 strane)

- Koristiti format gantograma
- Nije potrebno odrediti tačan datum realizacije pojedine od projektnih aktivnosti
- Za prva dva šesto-mesečna perioda (prvih 12 meseci) realizaciju projektnih aktivnosti je potrebno rasporediti po mesecima realizacije projekta, npr: 1. mesec realizacije projekta, 2. mesec realizacije projekta itd.
- Za svaki naredni šesto-mesečni period (13-18 meseci) aktivnosti je potrebno navesti generalno/taksativno
- Raspored projektnih aktivnosti je potrebno usaglasiti sa detaljima opisanim u odjeljku 2.1.1 Opis projekta
- Implementing body* / Telo odgovorno za realizaciju je aplikant, ko-aplikant, povezano lice, saradnik ili podugovorarač



DEO B: KOMPLETAN PRIJAVNI OBRAZAC

2.1.4 Održivost projekta (maksimalno 3 strane)

- Uticaj na ciljne grupe/korisnike sa kvalitativnim i kvantitativnim podacima (kada je moguće) na ekonomskom, socijalnom, tehničkom i/ili nivou politike
- Analiza rizika i plan upravljanja rizicima
- Održivost “projekta” tj. njegovih rezultata nakon implementacije:
 - a. Finansijska / ekonomska održivost
 - b. Institucionalna / strukturna održivost
 - c. Održivost na nivou politika (javne politike i zakonodavstvo)
 - d. Uticaj na životnu sredinu
- Plan repliciranja tj. mogućnosti za ponavljanje, proširenje rezultata akcije (multiplikatorski efekti), kapitalizacija iskustva i razmene znanja, jasno naznačujući bilo koji planirani kanal širenja.

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2.1.5 Logička matrica – Aneks C

December 2021

Results	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	<p>As per OECD-DAC definition, the impact is "the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended."</p> <p>The impact is the long-term expected effect of the action fulfilling the overall objective to which the action <u>contributes</u> at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</p> <p>Please delete this row once the <u>logframe</u> is completed.</p>	<p>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result</p> <p>To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</p>	<p>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The intended final value of the indicator(s).</p> <p>(Ideally, to be drawn from the partner's strategy)</p>	<p>The latest available value of the indicator(s) at the time of reporting</p> <p>(* to be updated in interim and final reports)</p>	<p>Ideally to be drawn from the partner's strategy.</p>	Not applicable
	Impact indicator 1:	Baseline for impact indicator 1	Target for impact indicator 1	Current value for impact indicator 1	Sources of data for impact indicator 1	Not applicable	
	Impact indicator 2:	Baseline for impact indicator 2	Target for impact indicator 2	Current value for impact indicator 2	Sources of data for impact indicator 2		
	Impact indicator #:	Baseline for impact indicator #	Target for impact indicator #	Current value for impact indicator #	Sources of data for impact indicator #		

³ The overall objective of the action should be only one. It may well coincide with one of the specific objectives of the CBC programme as referred to in section 1.2 of the GfA. The same is applicable to the specific objective of the action that should also be only one. This specific objective may well coincide with one of the results of the CBC programme as referred to in the aforementioned section of the GfA.

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

2.1.6 Budžet projekta – Aneks B

1	1. Budget for the Action ¹	All Years			Year 1 ²				
		Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
2	Costs								
3	1. Human Resources¹⁴								
4	1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
5	1.1.1 Technical	Per month				Per month			
6	1.1.2 Administrative/ support staff	Per month				Per month			
7	1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
8	1.3 Per diems for missions/travel ⁵								
9	1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
10	1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
11	1.3.3 Seminar/conference participants	Per diem				Per diem			
12	Subtotal Human Resources								
13	2. Travel⁶								
14	2.1. International travel	Per flight				Per flight			
15	2.2 Local transportation	Per month				Per month			
16	Subtotal Travel								
17	3. Equipment and supplies⁷								
18	3.1 Purchase or rent of vehicles	Per vehicle				Per vehicle			
19	3.2 Furniture, computer equipment								

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

2	<p>Projekat</p> <p>2.2 Iskustvo vodećeg aplikanta</p> <p>2.3 Iskustvo ko-aplikanta (ako je primjenljivo)</p> <p>2.4 Iskustvo povezanog/ih lica (ako je primjenljivo)</p>	
3	<p>Vodeći aplikant</p> <p>3.1 Identitet</p>	
4	<p>Ko-aplikant/i</p> <p>Opis (tabela)</p> <p>4.1 Mandat</p> <p><i>*za svakog ko-aplikanta</i></p>	<p>Koristiti odgovaraj uće obrasce tj. tabele</p>
5	<p>Povezano/a lice/a koja učestvuju u projektu</p> <p>5.1 Opis</p> <p>5.2 Izjava/e</p>	

DEO B: KOMPLETAN PRIJAVNI OBRAZAC

6	Saradnici aplikanta koji učestvuju u projektu	
7	Lista provere za kompletan prijavni obrazac	Koristiti odgovarajuće obrasce
8	Izjava vodećeg aplikanta	
9	Principi dobrog partnerstva	
10	Tabela za ocenu kompletnog prijavnog obrasca	<ul style="list-style-type: none">• Štampaju podnosioci• Isključivo za upotrebu ugovornog tijela



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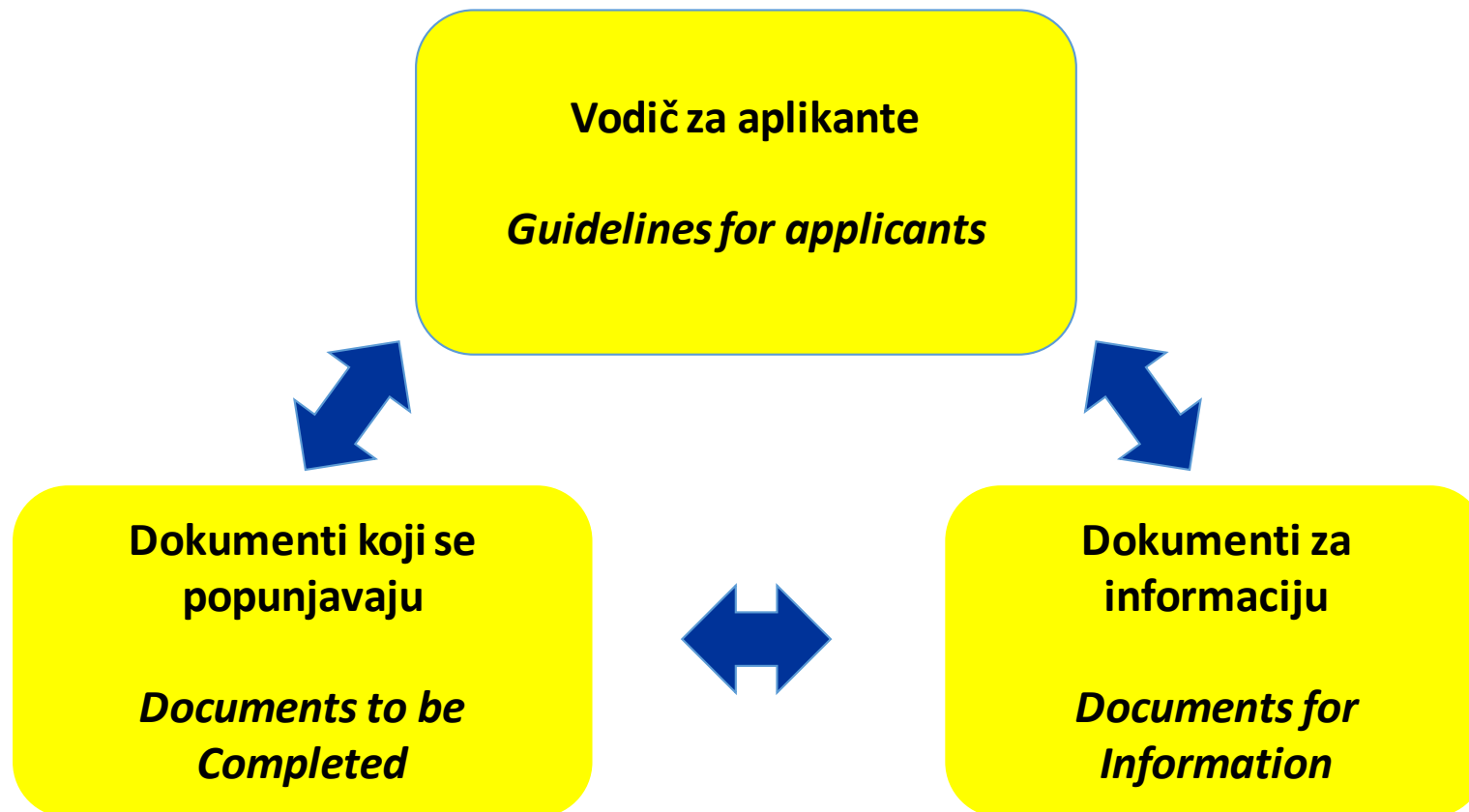


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APLIKACIONI PAKET

APPLICATION PACKAGE

SADRŽAJ APLIKACIONOG PAKETA



SADRŽAJ APLIKACIONOG PAKETA

DOKUMENTI KOJI SE POPUNJAVAJU - *DOCUMENTS TO BE COMPLETED*

Annex A: Aplikacioni formular / *Grant application form (Word)*

Annex B: Budžet / *Budget (Excel)*

Annex C: Matrica logičkog okvira / *Logical framework (Word)*

Annex D: Identifikacioni dokument / *Legal entity sheet (PDF) 5_1 & 5_2*

Annex E: Obrazac finansijske identifikacije / *Financial identification form (PDF)*

Annex F: Podaci o organizaciji / *Organization data form (PDF)*

Annex H: Deklaracija časti / *Declaration of honour*

Annex L: Upitnik / *Self-evaluation questionnaire on SEA-H*



SADRŽAJ APLIKACIONOG PAKETA

DOKUMENTA ZA INFORMISANJE - *DOCUMENTS FOR INFORMATION*

Annex G1: Standard Grant Contract

Annex II: General conditions applicable to the European Union - financed grant contracts for external actions

Annex IV: Contract award procedures

Annex V: Standard request for payment

Annex VI: Model narrative and financial report

Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action

Annex VIII: Model financial guarantee

Annex IX: Standard template for transfer of ownership of assets

Annex J: Tax regimes

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options



KORISNI LINKOVI

- **Upravljanje projektnim ciklusom - vodič**

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

- **Implementacija Ugovora o donaciji - uputstvo**

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

- **Pomoć za finansijsko upravljanje**

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



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