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Support to civil society organisations within the project GEAR – Green Economy for Advanced Region

**Contracting Authority: FORS Montenegro – Foundation for the
Development of Northern Montenegro**

Reference number of the Call: GEAR/2017/394-354/MNE-1

**Deadline for submission of project proposals: 11th October
2019 at 4 p.m.**

GUIDELINES FOR GRANT APPLICANTS

Guidelines for grant applicants defines rules for submission, selection and implementation of the projects financed through this Call and in line with the rules of the Call *EuropeAid/154870/DH/ACT/Multi* within which the project ***GEAR-Green Economy for Advanced Region*** got approved and financed by the European Union within the Civil Society and Media Programme 2016-2017.

These Guidelines have been produced with the financial support of the European Union and the Ministry of Public Affairs of Montenegro. The contents of these Guidelines are the sole responsibility of FORS Montenegro and can in no way be taken to reflect the views of the European Union and the Ministry of Public Administration of Montenegro.





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1. BACKGROUND

Environmental protection is one of the most pressing issues causing significant challenges, both in the context of EU integrations and the aim of achieving sustainable development and preserving the environment for future generations. The existing economies lead to overuse of natural resources, accelerated environmental degradation, increased climate changes and its effects. Even now, it is clear that alternative models of economy which could provide sustainable development to people, countries and future generations are necessary.

The countries which are in the process of the European integrations have significant obligations the area of environmental protection and climate change in relation to negotiation process and Chapter 27 – Environment and Climate Change. The EC progress reports identify that they have made little progress and that cooperation with CSOs in environmental protection needs to be further strengthened. Due to lack of knowledge and skills, CSOs do not influence authorities and private sector to provide sustainable development and work towards transition to an economy which enables current and future generations to meet their needs and at the same time live in harmony with the environment.

It is necessary for civil society organisations to strengthen their capacities for analyses, monitoring and advocacy of public policies so as to be able to effectively take part in the process of decision making related to sustainable development and environmental protection with the emphasis on green economy and green entrepreneurship. Also, it is necessary that they build partnerships in order to implement joint actions.

In order to increase the activities and impact of civil society organisations from Montenegro, Serbia, B&H, North Macedonia and Albania in the environmental protection through networking strengthening their capacities and promoting green economy, FORS Montenegro is implementing a project **GEAR – Green Economy for Advanced Region** in partnership with organisations SMART Kolektiv from Serbia, Centre for support and development from B&H, EKO Svest from North Macedonia and Association Slap from Croatia.

The main activities of the project include trainings for representatives of civil society organisations on green economy, public advocacy and lobbying, participation in decision making, monitoring of public policies, project cycle management, etc., familiarisation with good practice models in green economy and green entrepreneurship through study visit to EU and presentations organised in the target countries, **sub-granting for civil society organisations**, regional conferences on green economy and green entrepreneurship, development of a Study on possibilities for the development of green economy in the target region, etc.

Award of small grants for the implementation of initiatives of civil society organisations from the target countries will enable implementation of projects important for local communities and at the same time, strengthening the capacity of smaller civil society organisations through a comprehensive process, including trainings, mentoring activities and practical application of the knowledge gained.





It is planned to award at least 25 organisations from the target countries¹, out of which at least 5 from each target country, with grants for the implementation of their initiatives important for local communities as well as for the promotion of the work and role of civil society organisations,

2. OBJECTIVES OF THE CALL

The Overall objective of this Call for proposals is To increase the contribution of local civil society organisation in the field of environmental protection in target countries

Specific objectives:

- ✓ To strengthen local CSOs through capacity building and implementation of their initiatives
- ✓ To increase the knowledge and awareness on the importance on green economy, green entrepreneurship and work of civil society organisations

3. EXPECTED RESULTS

- Capacities of local CSOs for preparation and development of project improved;
- At least 25² environmental projects implemented by local CSOs;
- Work and importance of local CSOs promoted among general public.

4. ELIGIBILITY CRITERIA

Within this Call there are three sets of eligibility criteria relating to:

- 1) The actors, including:
 - Applicant, i.e. the entity submitting the project proposal (eligibility defined under point 4.1.1),
 - If any, its co-applicant(s) (eligibility defined under points 4.1.1),
 - Associates, if any (eligibility defined under point 4.1.3)
- 2) Activities
 - Activities for which a grant may be awarded (eligibility defined under point 4.2.5);
- 3) Costs
 - Types of costs that may be taken into account in setting the amount of the grant (eligibility defined under points 4.3.2, 4.3.3 and 4.3.4)

4.1 GENERAL RULES OF THE CALL FOR PROPOSALS

¹ Montenegro, Serbia, Bosnia and Herzegovina, The Republic of North Macedonia and Albania

² At least 5 projects per target country





4.1.1 Who can apply?

Organisations registered in accordance with the existing laws of Montenegro, which fulfil the following conditions have the right to apply within this Call:

- Be legal persons and
- Be non profit making and
- Be civil society organisations and
- Be nationals of Montenegro
- Be directly responsible for the preparation and management of the action and
- Be registered 6 months prior to the deadline for submissions of project proposals.
- Be directly responsible for the preparation and management of the action with their co-applicant(s) not acting as an intermediary.
- Work in the following areas: Sustainable development, environmental protection and climate change, Socio-economic development, Education, Social policies and services, youth work and policies, volunteering, rural development and similar.

Potential applicants and co-applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the Practical Guide for EU external actions available at <http://ec.europa.eu/europeaid/prag/previousVersions.do> (version 2016.0).

In Annex A – Application form, section VII ('Declaration by the Applicant'), the applicant must declare that the applicant himself and the co-applicant(s) are not in any of these situations.

If awarded the grant contract, the applicant will become the beneficiary identified as the **Coordinator** in Special Conditions of the Grant Contract. The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-applicant (if any) and coordinates the design and implementation of the action.

Organisations benefitting from Civil Society Facility Multi-country programmes (i.e. beneficiaries of operating grants (Commission Implementing Decision C(2012)5705, Call reference: EuropeAid/136034/C/ACT/Multi) and beneficiaries of long-term grants (Commission Implementing Decision C(2014)9571, Call reference: EuropeAid/150147/DH/ACT/PRAREG) are not eligible as lead applicants under this Call for Proposals. They may participate as co-applicants.

Note: Individuals, political parties, international and foreign organisations, government institutions and religious organisations cannot participate in this Call for proposals.

4.1.2 Co-applicants

It is not mandatory to have co-applicants within this Call.

If they are included, the co-applicants must be civil society organisations which fulfil the criteria listed under point 4.1.1.

Co-applicants, if any, must be listed in the Application Form, section VIII – "Co-applicants" and must sign Mandate (Section IX in the Application Form).





4.1.3 Associates

It is not mandatory to have associates within this Call.

If they are included in the project, the associates may be civil society organisations, local authorities, state bodies and public institutions.

Associates, if any, must be listed in the Application Form, section X – "Associates".

4.1.4 Contractors

The beneficiaries are permitted to award contracts. Associates cannot be also contractors in the project. Contractors³ are subject to the procurement rules set out in Annex VII to the grant contract and the Practical Guide for EU External Actions <http://ec.europa.eu/europeaid/prag/previousVersions.do> (version 2016.0).

4.2 ELIGIBLE PROJECTS: ACTIVITIES FOR WHICH A PROJECT MAY BE SUBMITTED

4.2.1 Definition

An action is composed of a set of activities.

4.2.2 Duration

The planned duration of a project may not be lower than 6 months nor exceed 12 months.

4.2.3 Place of implementation

Project activities must be implemented on the territory of Montenegro, apart from the limited number of activities which can be implemented in Bosnia and Herzegovina, Serbia, Albania, The Republic of North Macedonia or an EU Member State.

4.2.4 Eligible sectors or themes

This Call is intended for civil society organisations working in one or several of the following thematic areas:

- Sustainable development, environmental protection and climate changes,

³ Suppliers of goods, service providers and executors of work



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- socio-economic development,
- education,
- social policies and services,
- youth work and policies,
- volunteering,
- rural development.

4.2.5 Types of activity which may be financed under this Call

Types of activity which may be financed under this call (the list is not exhaustive):

- Desk research (research cannot be the main purpose of the action), baseline studies
- Training actions, study visits, field trips and internships
- Facilitation of contacts, consultations and discussions between different stakeholders
- Communication and information activities aimed at supporting consultation with stakeholders
- Organisation of conferences, roundtables, workshops and seminars (a limited number in terms of days and events per proposed action)
- Promotion of the implementation of adopted laws and regulations
- Advocacy for the revision of existing legislation and adoption of new legislation in accordance with EU standards and requirements
- Establishment of dialogue with political parties, groups of parliamentarians or legislative bodies
- Monitoring activities, for example in the context of the accession process, as well as monitoring international commitments
- Publication of monitoring reports
- Drafting policy or legislation recommendations
- Public awareness raising campaigns
- Publication of leaflets, manuals on best practice
- Testing of innovative approaches
- Pilot income generating activities aimed at ensuring continuity of the action beyond the end of the contract;
- Actions aimed at ensuring adequate outreach towards grassroots and other types of local non- governmental organisations.
- Development of entrepreneurship
- Testing and implementation of business plans and sustainability strategies

4.2.6 Ineligible types of projects

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with “one-off” conferences, and similar events;
- actions concerned only or mainly with academic research and/or feasibility studies;
- actions concerned only or mainly with infrastructure investments and/or the procurement of equipment;
- actions linked to political parties or of political/partisan nature;
- actions dealing with emergency relief or charitable donations;





- actions that fall within the general activities of competent state institutions or state administration services, including local government;
- actions in relation to: the tobacco industry (CAEN code 16), production of alcoholic distilled beverages (CAEN code 1591), arms and munitions (CAEN code 296).

4.2.7 Number of applications per applicant

The applicant may not submit more than one application under this Call for proposals. The applicant may be co-applicant in no more than one another application under this Call for proposals.

A co-applicant may be involved in two applications under this Call for proposals.

4.3 FINANCIAL SUPPORT

4.3.1 Allocation of funds

The overall indicative amount available for financial support to civil society organisations for implementation of their projects under this Call for proposals is 14.522,20 EUR.

Any grant requested for individual projects must fall between the following amounts:

- Minimum amount of the grant EUR 4.500
- Maximum amount of the grant EUR 6.000

Any project proposal requesting a grant which does not fall between the above-mentioned amounts will not be accepted. Co-financing by the applicant and/or co-applicant is not envisaged under this Call.

The Contracting Authority reserves the right not to award all funds available under this Call. The Call for proposals may be launched more than once during project implementation.

It is recommended that the costs within the budget headings 1 – Human resources and 4 – Local office do not exceed 35% of the total funds requested.

4.3.2 Eligibility of costs

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

The reimbursement of eligible costs is based on actual costs incurred by the beneficiary(ies).





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 may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies.

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

4.3.3 Cost eligibility criteria

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

a) they are incurred during the implementation of the action as specified in Article 2 of the Special Conditions. In particular:

(i) Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement.

(ii) Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;

b) they are indicated in the estimated overall budget for the action;

c) they are necessary for the implementation of the action;

d) they are identifiable and verifiable, in particular being recorded in the accounting records of the Coordinator and determined according to the accounting standards and the usual cost accounting practices applicable to the Coordinator;

e) they comply with the requirements of applicable tax and social legislation;

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

4.3.4 Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex II of the Grant Contract).

a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Applicant;



- b) travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary(ies) according to the rules and regulations applicable in Montenegro;
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the Action, provided that ownership is transferred at the end of the Action when required in Article 7.5 of the General Conditions;
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the Action;
- e) costs of consumables;
- f) costs of service, supply and work contracts awarded by the Beneficiary(ies) for the purposes of the Action referred to in Article 10 of the General Conditions;
- g) costs of dissemination of information, translation, reproduction, including financial service costs in particular the cost of transfers
- h) customs, taxes, including VAT which are paid and cannot be recovered.

4.3.5 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;
- currency exchange losses;
- credit to third parties;
- purchase of land or buildings
- in kind costs;
- salary costs of the personnel of national and local administrations.

In the budget template there is a table "Justification of estimated costs" in which the applicants must provide for each budget line the following:

- narrative explanation of each budget line, demonstrating the necessity of costs and their relation to the project (e.g. by referring to project activities or results in the description of the project)
- justification of the calculation of the estimated costs (please note that the estimation should be based on real costs)

4.3.6 Payment methods

The payment of funds for project proposals which got approved will be made successively, upon the approval of the costs by the Contracting Authority, in line with Article 15 of the General Conditions.





5 HOW TO PREPARE AND SEND PROJECT PROPOSALS

Project proposals must be submitted in the local language, in accordance with the instructions provided in these Guidelines and the Application form.

Hand-written applications will not be accepted.

The applicants must submit the completed application package consisting of:

A. Application form (including signed and stamped Declaration by applicant, Mandate for co-applicants, if any, and a completed check list)

B. Budget (both sheets completed – budget and justification)

C. Logical Framework Matrix

which must be submitted in one original hard copy. The application form, budget and logical framework matrix must also be submitted in electronic form⁴ (CD or USB). An electronic form of the application package must be the same as a paper version. In case of any discrepancy between electronic version and paper version, the paper version will have the precedence.

With the application package, the applicants must submit the following supporting documents (one printed copy):

- **A copy of the Decision on the enlisting of the CSO into the Registry of the competent body for the applicant and co-applicant(s)** (with visible signature and stamp of the competent body);
- **A copy of the Statute of the organisation for the applicant and co-applicant(s)** (with visible signature and stamp of the authorised representative of the CSO);
- **A copy of the balance sheet and the profit and loss account⁵ of the organisation for 2017 and 2018 for the applicant.** (The obligation to submit balance sheet and profit and loss account does not apply to civil society organisations founded in 2018. The organisations founded in 2019 and which fulfil the obligatory criterion of being founded at least 6 months prior to the deadline for submission of the project proposals shall submit a declaration on the amount of income for that year. The Contracting Authority reserves the right to ask for additional information at a later stage where applicable during the evaluation phase).
- **Original Legal entity sheet of the applicant and co-applicant(s)** (Annex D in the application package) signed and stamped by their authorised representatives. The document is completed electronically;

⁴ Note: Documentation in electronic form shall be submitted in Word and Excel



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- **Original financial identification form of the applicant** (Annex E in the application package) signed and stamped by an authorised representative of the applicant and certified by the bank where the applicant has the account. The document is completed electronically.

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If the above-mentioned documents are not submitted with the application package, the project proposal may be rejected.

Application package (in one envelope) and supporting documents (in another envelope) jointly put in one sealed envelope with the reference „**Support to projects of civil society organisations (CSOs) within the project "GEAR – Green Economy for Advanced Region"**“ **must** be submitted by hand delivery or by post to the following address:

FORS Montenegro – Foundation for the Development of Northern Montenegro

Ul. Ivana Milutinovića 10

81 400 Nikšić

The outer part of the envelope must bear the name and address of the applicant and the sentence „Ne otvarati prije zvaničnog sastanka za otvaranje predloga projekata“ (“Not to be opened before the official opening session“).

The deadline for submission of project proposals is 11.10.2019, as evidenced by the date of the dispatch or the stamp of the post office on the envelope.

In case of hand-deliveries, the deadline for receipt is 11.10.2019. at 4 p.m., as evidenced by the receipt signed by the authorised representatives of the Contracting Authority and the applicants.

Incomplete applications, applications sent by fax or any other means which is not prescribed by these Guidelines, applications sent by post or hand-delivered after the deadline or applications made using some other templates will not be taken into consideration.

As an evidence of sending the application package and supporting documents within the deadline by post, a post confirmation must be sent to the e-mail address: mdjikanovic@forsmontenegro.org.

The Contracting Authority may reject any full application sent in due time but not received within a reasonable time, no later than the beginning of the session for opening of project proposals.

The applicants must confirm that their application packages and supporting documents are complete using the check list. Incomplete applications may be rejected.

In case of need for clarifications, additional information can be provided by sending questions to the e-mail address: mdjikanovic@forsmontenegro.org no later than 25.09.2019.

Questions and answers with important notes for applicants will be published on the website FORS Montenegro www.forsmontenegro.org no later than 01.10.2019.





Civil society organisations whose projects get awarded will be given mentoring and advisory support during project implementation.

6 EVALUATION AND SELECTION OF PROJECT PROPOSALS

Project proposals will be considered and evaluated by the Contracting Authority with the possibility to be assisted by external assessors. All applications will be evaluated in accordance with steps and criteria described in the text below.

If during evaluation of the project proposals it was determined that the project proposal does not fulfil the eligibility criteria listed in the section 4, the project proposal will be rejected on that sole basis.

The evaluation of project proposals will be done in three phases.

6.1 First phase: Opening and administrative check of the project proposals

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 package satisfies all the criteria specified in the checklist (chapter VII of the Application form). 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.

6.2 Second phase: Evaluation of project proposals

The project proposals that pass this check will be further evaluated on their quality, including the proposed budget and the capacity of the applicants. The evaluation criteria used are presented 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 operational and 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

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.

The evaluation grid is divided into sections. Each section will be given a score between 1 and 20 scores.

Criteria	Explanation	Sub score
1. Experience and capacity of the applicant	Does the applicant possess necessary expertise and experience of implementation of the action?	20
2. Relevance of the project	How relevant is the proposal to the objectives of the Call? How relevant is the proposal to the needs and constraints of the target groups and final beneficiaries?	20
3. Quality of the project proposal	Are project objectives and results achievable within the time period specified and budget available? How coherent is the overall design of the action? Do proposed activities address the needs of the target groups and final beneficiaries?	20
4. Impact of the project to the improvement of the thematic area	What improvements does the proposal bring to the thematic area? How does it improve socio-economic situation in local communities?	20
5. Cost-effectiveness	Are project activities appropriately reflected in the budget? Are prices in line with the existing prices at the market? Are expected results satisfactory compared to the budget?	10
6. Sustainability of the project	How will project results be maintained in future?	10





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Total score	100
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The criteria for determining the exact amount of financial support for each third entity include

- Cost effectiveness of proposed activities and results;
- Costs in line with average market costs;
- Impact on the target groups and final beneficiaries;
- Capacity of applicants.

Also, participants of the training programme organised within the project may have priority in the awarding process.

After the evaluation, applications will be ranked according to their score. The highest scoring applications per lot will be provisionally selected until the available budget is reached. In case of savings, the remaining funds may be used to finance additional grants according to their score

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.

6.3 Third phase: Verification of eligibility of the applicants

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority. It will only be performed for the proposals that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the applicant (section VII of the Application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants will be verified according to the criteria set out in section 4.1.

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.

Depending on the capacity of applicants to apply to this Call for proposals and the number and quality of the applications received, the call for proposals may be launched more than once during project implementation.

The list of the project awarded with grants will be published on the website www.forsmontenegro.org





7 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

7.1 Contents of the decision

The applicants will be notified on the decision of the Contracting Authority concerning their project proposals in written, and if their proposal is rejected, the reasons for such negative decision and the score grid.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide for EU External Actions <http://ec.europa.eu/europeaid/prag/previousVersions.do> (version 2016.0).

7.2 Conditions for implementation

Following the decision to award a grant, each selected applicant will be offered a contract based on the standard grant contract (Special and General Conditions). By signing the Grant Contract, the applicants accept the contractual conditions. In case of a need, the budget clarification may be done before the signing of the contract.

Also, before the signature of the Grant Contract, the applicants whose project proposals are provisionally selected will have to submit the summary of their projects in English.

The Grant contracts will be signed in Montenegrin and English.

8. VISIBILITY

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en) (both versions from 2010 and 2018 are to be followed).

Applicants are requested to pay a special attention to communication, visibility and relations with the media by dedicating funds to contract media visibility actions online and offline to a communication expert or to a specialised press and media agency/service provider.





9. INDICATIVE TIMETABLE

	Date	Time
Deadline for requesting any clarifications from the Contracting Authority	25.09.2019.	-
Last date on which clarifications are issued by the Contracting Authority	01.10.2019.	-
Deadline for submission of project proposals	11.10.2019.	16.00
Notification of applicants of the evaluation results	20.11.2019. *	-
Contract signature	05.12.2019. *	-

*The dates can be changed during the procedure of the Call for proposals

10. LIST of ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Word format)
- Annex D: Legal entity sheet
- Annex E: Financial identification form

DOCUMENTS FOR INFORMATION

- Annex F: Standard grant contract
 - Annex II: general conditions
 - Annex IV: standard request for payment
 - Annex V: model narrative and financial reports
 - Annex VI: standard template for transfer of ownership of assets
 - Annex VII: procurement rules for grant Beneficiaries





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