



Restricted Call for Proposals 2016:  
“Support of the implementation of the RCC Strategy and Work  
Programme 2017 -2019”

Guidelines for Applicants

Deadline for Concept Notes: 15 February 2017

The goal of these Guidelines is to provide clear and concise instructions to all potential applicants and interested subjects in the process of submitting proposals

Should any additional information and clarifications to this Guidelines be required, potential candidates may send a request with the reference to the Call for Proposals to the email address: [grants@rcc.int](mailto:grants@rcc.int) according to the timeline provided in this Guidelines.

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## INTRODUCTION

These guidelines provide the essential information necessary for the preparation and submitting of a **grant concept/application** for the **award year 2017**. You should pay particular attention to the types of actions that fall within the funding priorities of the Regional Cooperation Council (RCC), and to the aims of the priorities and Programme Grants approved by the RCC Board (for details see below).

These Guidelines are intended to be used by those applying for grants under the 2017 Call for Proposals for the Work Programme for Grants of the Regional Cooperation Council for the years 2017 - 2019 (**hereinafter ‘the Programme’**). This Programme is the result of planning efforts made by the RCC in relation to the accomplishment of the goals of the Strategy and Work Programme (SWP) 2017 -2019. The RCC SWP 2017 – 2019 sets down the priorities identified by RCC reflecting the national and regional priorities, the determination of all the governments in South East Europe to embrace the bold policy approaches required to attain the levels of socioeconomic growth necessary to improve the prosperity of all its citizens and to facilitate integration with the European Union.

Grant schemes, such as the one which is the subject of this call, are launched at regular intervals in order to select projects that contribute to achieving the strategic objectives closely interrelated with thematic objectives derived from the RCC SWP 2017- 2019. The Strategy and Work Programme 2017-2019, 'Changing with the Region', of the Regional Cooperation Council (RCC) Secretariat, endorsed at the RCC Annual Meeting, on 31 May 2016 in Pravets, Bulgaria, is designed to respond to the needs of the region and to add value to cooperation in South East Europe in the areas of joint interest. The Strategy and Work Programme outlines the organisation's vision and activities for the next three years.

The SWP 2017-2019 has been developed in close consultation and cooperation with the governments in the region. RCC Secretariat consulted other stakeholders in the process, such as the private sector representatives, relevant regional cooperation mechanisms engaged in the implementation of the priority areas of this Strategy, along with the European Commission as one of the key contributors to the development efforts in the region.

Over the next three years, RCC will work to reduce – and where possible remove – the obstacles to increased mobility, enhanced connectivity and improved competitiveness in SEE, while also contributing to better governance, improved functioning of the rule of law and enhanced security in the region.

RCC will continue to engage with all participants from SEE, guided by the South East Europe Cooperation Process, in order to ensure broad geographical scope of cooperation.

More detailed information can be obtained on the following link: <http://www.rcc.int/pages/92/strategy-and-work-programme-2017-2019brnchanging-with-the-region>

The Programme is implemented by the RCC Secretariat, responsible for the overall coordination of the Programme as well as for all contract and payment issues, acting as the Contracting Authority.

Only projects that are in accordance with the development goals and strategies of the RCC are eligible for this call.

This is a restricted Call for Proposals, two-tier process where in first instance applicants submit their Concept Notes accompanied with the Declaration and the registration related documentation for eligibility check reasons ([here](#)). The pre-selected applicants will be invited to submit a Full Application Form. The applicants with Full Applications provisionally selected, will undergo a detailed eligibility check, based on the supporting documents submitted ([here](#)).

The eligibility criteria apply to all of the following:

- a. Eligibility of the applicants ([here](#));
- b. Eligibility of actions ([here](#));
- c. Eligibility of costs ([here](#)).

## **1. OVERALL OBJECTIVE OF THE CALL FOR PROPOSALS**

### **1.1. Overall and specific objective of the Programme**

The overall objective of the Programme is to contribute towards the implementation of the RCC SWP 2017 - 2019.

The specific objectives of the Programme are:

- a) To enable interventions with a wider-ranging impact across several dimensions and policy areas, focused on reducing – and where possible removing – obstacles to mobility, connectivity and competitiveness in SEE.
- b) To support the SEE economies in implementing the related reforms to improve governance effectiveness and practices, establish consolidated public administrations, enhance the efficiency of judiciary, reduce corruption, enhance the fight against serious and organised crime, as well as facilitate practical regional and cross-border cooperation to these effects.
- c) To strengthen and deepen regional cooperation and partnership among all participants from SEE and other stakeholders, including the civil society, private sector, academia, media and others. Specific initiatives, such as the Roma Integration 2020, aiming to link Roma Strategies and National Action Plans on Roma to the socio-economic policies of individual governments in SEE, will be carried out within this area of RCC's work.

### **1.2. Priorities of the Programme**

These Guidelines for Applicants relate to the Call for Proposals under all three priorities of the RCC Grant Work Programme:

Priority 1 - Support to implementing SEE 2020 Strategy through flagship approach;

Priority 2 - Support to governance, rule of law and security cooperation;

Priority 3 - Support to horizontal and supporting activities.

## 2. FUNDS AVAILABLE FOR PROJECTS UNDER THIS CALL FOR PROPOSALS

Total funds available under this Call for Proposals (CfP) amount to 150,000 EUR.

Projects eligible for this CfP are those whose budgets are between 10,000 EUR and 60,000 EUR. The RCC reserves the right not to allocate all available funds.

Interested candidates will co-fund their projects with minimum 10% co-financing participation. Grants allocated within this call may finance administrative costs and staff costs to a maximum of 20% of the requested amount. The remaining 80% of the funds should be foreseen for costs directly related to the activities of the project.

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum: 20% of the total estimated eligible costs of the action.
- Maximum: 90% of the total eligible costs of the action (see also Section 9).

Example: Total cost of the project is EUR 60,000. Minimum co-financing of the grant applicant is EUR 6,000 (10%). From the requested RCC grant (in this case in the amount of EUR 54,000), the applicant can allocate maximum 20% for administrative and staff costs (in this case this amounts to EUR 10,100). The remaining 80% (in this case in the amount of EUR 43,200) of the funds should be foreseen for programming activities of the project.

The balance – co-financing (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from other donors.

**NB:** In kind contributions cannot be considered as co-financing. Sub-contracting is not allowed..

### **3. ELIGIBILITY OF APPLICANTS, PARTNERSHIPS**

#### **3.1. Eligibility of applicants**

Participation in this call is open to all entities on an equal basis, formally registered in eligible economies and in accordance with the valid legal regulations. Potential applicants may not participate in the call or will not receive grants unless they submit the signed Declaration with the project proposal.

Applicants may only apply individually. However, other organisations and/or institutions may be involved in the project as collaborators (see section 3.2.).

In order to be eligible for a grant, applicants must:

- belong to one of the following categories:
  - non-governmental or non-profit making organisations,
  - associations and foundations,
  - international organisations,
  - regional organisations/initiatives, such as educational, training and R&D institutions;
- a legal person;
- established in a territory of the RCC board participant <http://www.rcc.int/pages/14/structure>
- directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

Applicants will be excluded from participation in the call or from the allocation of grants if, at the time of submission of project proposals, they are in one of the below situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the economy in which they are established or with those of the economy of the Contracting Authority or those of the economy where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- f) they are subject to a conflict of interest;
- g) they are guilty of providing false information to an authorised contractual party, which are required as a precondition for participation in the call for submission of project proposals or if they fail to submit the required information;
- h) they tried to obtain confidential information, exert influence over the Evaluation Committee or authorised contractual party during project proposals evaluation process.

#### **3.2. Other organisations and/or institutions involved in the project**

##### **Collaborators**

Other organisations and/or institutions may be involved in the project. Such organisations – collaborators have an actual role in the implementation of activities but cannot receive any part of the grant.

### **3.3. Number of Concept Notes/Full Applications per applicant**

An applicant **may not**:

- Submit more than one application under one priority under this Call for Proposals,
- Be awarded more than one grant under one priority.

An applicant may at the same time be collaborator - in another application. Collaborators may take part in more than one application.

## **4. ELIGIBILITY OF ACTIONS: DURATION, LOCATION(S) AND TYPE OF ACTIVITIES**

### **4.1. Duration and location of the action**

The duration of the projects can be between 2 and 7 months, and the projects must be implemented during the period between 01/05/2017 and 30/11/2017.

The projects must be implemented exclusively on the territory of the SEE region.

The projects have to provide a solution for the specific needs of the region and the target groups identified by the project. It should consist of a set of operational activities with clearly defined operational goals, target groups and planned outcomes, in order to achieve specific results within a limited time period.

### **4.2. Type of activities**

Indicative types of activities which may be financed under this call for proposals are given below. The following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for support. By way of illustration projects could contain a range of the following activities:

#### **Priority 1 - Support to implementing SEE 2020 Strategy through flagship approach;**

Objective(s): To enable interventions with a wider-ranging impact across several dimensions and policy areas, focused on reducing – and where possible removing – obstacles to mobility, connectivity and competitiveness in SEE.

1.1. Support to the “Skills and Mobility” flagship which aims to remove obstacles for mobility of professionals and facilitate liberalisation of services within the SEE region through mutual recognition agreements, increase mobility of people in the SEE region across the board by developing standards and procedures for automatic recognition, and build capacity to address select labour markets shortcomings.

1.2. Support to the “Connectivity” flagship which aims to promote a better integrated, economically dynamic region through closer transport and trade integration in functioning economic corridors, increased interoperability of ICT services and reduced roaming charges across the region.

1.3. Support to the “Competitiveness” flagship, which aims to improve industrial structures and business/investment environment through a more coordinated investment policy and promotion, with the intention of producing a regional instrument in the area of investment.

Indicative activities:

- Providing better quality of data and analysis on topics related to trade, investment, education, innovation, infrastructure development, employment, health, governance and other social issues;
- Designing and conducting a peer review process in measures envisaged under the SEE 2020
- Strengthening capacities of national administrations to cooperate with the relevant EU agencies;
- Improving the regional dimension coordinators access to expertise in related topics relevant for the SEE2020 Strategy;
- Designing cross-sectoral solutions to engage different policy areas;
- Developing unique research and analysis contributing to implementation of measures in any of the 16 dimensions of SEE 2020 Strategy;
- Strengthening the capabilities of regional dimension coordinators and governments in monitoring SEE 2020;
- Conducting awareness raising campaigns on the SEE 2020 or specific issues related to its implementation.

#### **Priority 2 - Support to governance, rule of law and security cooperation;**

Objective(s): To support the SEE economies in implementing the related reforms to improve governance effectiveness and practices, establish consolidated public administrations, enhance the efficiency of judiciary, reduce corruption, enhance the fight against serious and organised crime, as well as facilitate practical regional and cross-border cooperation to these effects.



B.1. Support to the specific objectives of the RCC in this area which are to promote simpler and more business-friendly legislation, improve effectiveness and transparency of governmental services and judiciary, strengthen legal and practical protection of whistle-blowers and introduce and reinforce a regional instrument on data exchange in asset disclosure and conflict of interest.

B.2. In the security area, the main expected result is improvement of coordination and cooperation at national and regional level, identifying and addressing gaps and overlaps in regional actions to alleviate main security threats and challenges in the region, which are coming almost exclusively from non-state actors.

Indicative activities:

- Conducting promotion activities regarding simpler and more business-friendly legislation;
- Technical assistance/conferences and other activities to improve effectiveness and transparency of government services and judiciary;
- Supporting activities to strengthen legal and practical protection of whistle-blowers;
- Supporting activities for introduction and reinforcement of regional instrument(s) on data exchange in asset disclosure and conflict of interest;
- Supporting activities to raise awareness on violent extremism and radicalization at the level of local communities, including exchange of experiences and good practices in preventing violent extremism (P-CVE);
- Supporting specific (regional, national, local, or tailor-made) programmes in PVE and in disengagement, rehabilitation and reintegration of former foreign terrorist fighters and other terrorists and violent extremists.

### **Priority 3 - Horizontal and supporting activities;**

Objective (s): to strengthen and deepen regional cooperation and partnership among all participants from SEE and other stakeholders, including the civil society, private sector, academia, media and others. Specific initiatives, such as the Roma Integration 2020, aiming to link Roma Strategies and National Action Plans on Roma to the socio-economic policies of individual governments in SEE, will be carried out within this area of RCC's work.

Indicative activities:

- Promoting development of independent monitoring tools by civil society organisations to track progress being made in the implementation of various cooperation processes in the SEE region;
- Promoting cooperation of civil society organisations and networks from different economies of the region, working on sectoral or topical issues related to SWP 2017-2019 implementation.

The following types of actions are considered ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- purchase of land;
- actions aimed at the upgrade of infrastructure and equipment in privately owned facilities;
- actions aimed at resorts and tourism sites that are already well developed, intensively advertised and widely known;
- actions without SEE impact;
- actions related to profit making activities;
- actions linked to political parties;
- actions which fall within the general activities of competent public institutions or public administration services, including local government;

- actions with provisions for financing the usual (routine) activities of the organisations from the region, especially covering their running costs;
- actions started before the signature of a contract;
- actions covered by other donor-funded activities;
- actions confined to charitable donations;
- actions related to purchase of equipment, investments and construction works.

## 5. ELIGIBLE COSTS

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

- a) they are incurred during the implementation of the Action;
- 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 Beneficiary and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary;
- 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.

Subject to the respect of the above eligibility criteria, the following direct costs shall be eligible:

- Administrative costs, as follows:
  - 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 Beneficiary unless it is justified by showing that it is essential to carry out the Action;
  - 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 according to its rules and regulations;
  - Costs of consumables;
- Costs directly related to the activities of the project:
  - Costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);

The following costs shall not be considered eligible:

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Costs declared by the Beneficiary(ies) and financed by another action or work programme;
- Currency exchange losses;
- Credits to third parties;
- Salary costs of the personnel of national administrations;
- Individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Individual scholarships for studies or training courses;
- Occasional conferences (unless necessary for successful project implementation);
- Purchase of equipment;
- Funding of projects which are already in progress or are finalised;
- Projects for exclusive benefit of individuals;
- Projects supporting political parties;
- Primary funding of applicants or their partners;
- Duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary.

## 6. SUBMISSION OF CONCEPT NOTES AND APPLICATIONS

Documentation for call for proposals can be obtained from the RCC's web site: [www.rcc.int](http://www.rcc.int).

This is a restricted Call for Proposals. Only Concept Notes must be submitted for the evaluation, whereas applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application.

### 6.1. Concept Notes submission

The Concept Notes must be submitted using a format and instructions provided in the Grant Application Form, annexed to this Guidelines.

The documentation must contain the following:

1. Grant Application form (Concept Note) in accordance with the instructions;
2. Completed and signed Declaration (scan version);
3. A copy of a valid certificate of registration of the entity in eligible economy (for the project applicant).

The Concept Note together with the documentation should be submitted electronically by the prescribed deadline to the e-mail address: [grants@rcc.int](mailto:grants@rcc.int) with the heading "Application – CfP 3 2017" (all relevant documents are to be scanned and attached to the email).

The deadline for the submission of Concept Notes is **15/02/2017, 14:00 hrs**, date and time considered as evidenced will be the date of email received by the RCC.

Any Concept Notes submitted after the deadline, not prepared in accordance with these Guidelines or being incomplete will be rejected.

### 6.2. Full Applications submission

The applicants whose Concept Notes are pre-selected will be notified and invited to submit the Full Application.

The Full Application must contain the following:

1. Grant Application Form;
2. Budget breakdown.

In case the application is evaluated positively, prior to the signing of the contract, the applicant will be requested to provide the following administrative documents:

1. Completed Administrative Identification Form, PDF (LIF);
2. Completed Financial Identification Form, PDF (FIF);
3. A copy of organisation's statute / articles of incorporation.

Where total grant requested is **more than EUR 30,000**, the applicants are also requested to submit:

- A copy of the final annual financial report for the previous year (balance sheet and income statement) certified by a responsible agency for financial operations and licensed and authorised accountant, unless the organisation is established in the current year.

Full Application **must be** prepared using the official templates of this Call for Proposal.

Prior to signing the Grant Contract with selected applicants RCC may request original copies of the documents.

Completed applications, with all mandatory documentation, must be submitted **via e-mail**.

The deadline for submission of applications is **31/03/2017 at 14:00 hours**. Applications arriving after the specified deadline will only be considered if the postal mark indicates a sending date before the official deadline.

Applications sent by any other means (e.g. by fax) or delivered to other addresses **will not be taken into consideration**.

The RCC will keep records of any received project proposal and will issue pertinent receipts.

### 6.3. Indicative timetable\*

	<b>DATE</b>	<b>TIME*</b>
<b>Publication of 3<sup>rd</sup> Call for Proposals</b>	23/12/2016	
<b>Deadline for requesting any clarifications from the RCC</b>	22/01/2017	14:00
<b>Last date on which clarifications are issued by the RCC</b>	01/02/2017	
<b>Deadline for submission of concept notes</b>	15/02/2017	14:00
<b>Information to the applicants on the results of the concept note evaluation and invitations to the successful applicants to submit the full applications</b>	01/03/2017	
<b>Deadline for submission of full application forms</b>	31/03/2017	14:00
<b>Information to applicants on the evaluation of full application forms and notification on award and request for administrative documents</b>	14/04/2017	
<b>Complaints period</b>	14/04/2017 – 24/04/2017	
<b>Contract signature</b>	01/05/2017	

**Provisional date.** This indicative timetable may be updated by the RCC during the procedure. In such cases, the updated timetable will be published on the RCC website.

## 7. EVALUATING AND SELECTING PROJECT PROPOSALS

The first step in the evaluation procedure is the administrative check, which examines that all of the required documents were submitted on time and have been completed according to the Guidelines.

The Concept Notes and Full Applications will be considered and evaluated by the Evaluation Committee.

Each member of the Evaluation Committee undertakes individual evaluation procedure and all members sign the summary evaluation table for each project proposal. Evaluation is conducted using a scoring system, whereby the scoring criteria are divided into sections and subsections. Ranking the project proposals is carried out in a manner that the first ranked project proposal is the one with the highest score, followed by the project proposal with the next lowest score up until the project proposal with lowest scores.

Only projects with a score of 30 or more points will be taken into further consideration, as the proposals below this threshold have not met the set standards, thus questioning the efficiency of their ability for implementation.

The decision on grant approval is based on the total number of projects that can be financed within the available funds. These limits are set in order to define minimum quality of project proposals and ensure the best value for money. Projects with the highest scores will have priority in grant disbursement.

### *Evaluation grid for the Concept Note*

Section	Maximum score	Average score
<b>1. Relevance of the Action</b>	<b>30</b>	
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2	
1.2 How relevant to the particular needs and constraints of the target economy(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3. How clearly defined and strategically chosen are those involved (end beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
<b>2. Design of the Action</b>	<b>20</b>	
2.1. How coherent is the overall design of the Action? In particular, does it reflect the analysis of the problems involved and take into account external factors and relevant stakeholders?	5x2	
2.2 Is the Action feasible and consistent in relation to the objectives and expected results?	5x2	
<b>Maximum total score</b>	<b>50</b>	

\*A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in section 1 (Objectives of the programme) of these guidelines.

Only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

### *Evaluation grid for the Full Application*

Section	Maximum score	Average score
<b>1. Financial and operational capacity</b>	<b>15</b>	
1.1 Are Applicant sufficiently <b>experienced in project management</b> ?	5	
1.2 Do Applicant have sufficient <b>professional capacities</b> (specific knowledge in the relevant field)?	5	
1.3. Do Applicant have sufficient <b>management capacities</b> (including staff, equipment and capacities for financial management)?	5	
<b>2. Relevance</b>	<b>25</b>	
2.1. How relevant is the project compared to the <b>goal</b> and one or more <b>priorities</b> defined in the public call? Note: score 5 (very good) can be assigned only if the project is addressing at <b>least one of the priorities</b> .	5	
2.2 Are stakeholders clearly defined and strategically selected (agents, end beneficiaries, <b>target groups</b> )?	5	
2.3 Are the <b>needs of the target group</b> and end beneficiaries clearly defined and does the project address them in the right way?	5	
2.4 Does the project incorporate <b>added value</b> , such as innovative approach and best practice models?	5	
2.5 Does the project proposal advocate for <b>rights-based approach</b> and does it influence vulnerable groups? (Promotion of gender equality and women's empowerment, environmental protection, international cooperation, youth, etc.).	5	
<b>3. Methodology</b>	<b>20</b>	
3.1 Does the <b>plan of activities</b> and proposed <b>activities</b> logically and practically correspond to the goals and expected results?	5	
3.2 How consistent is the overall project design? (especially, does it reflect the analysis of identified problems, possible external factors)	5	
3.3 Is the level of <b>involvement of collaborators in project implementation</b> satisfactory?	5	
3.4 Are <b>objectively measurable indicators</b> included in the project?	5	
<b>4. Sustainability</b>	<b>25</b>	
4.1 Will the proposed activities have <b>concrete influence</b> on target groups?	5	
4.2 Will the project have <b>multiple effects</b> ? ( <i>including possibility for application on other target groups or implementation at a different location and/or extending the effects of the activities as well as exchange of information on the experience gained through the implementation of the project</i> )	5	
4.3 Are the expected results of suggested activities <b>institutionally sustainable</b> ? ( <i>Will the structures that enable project activities exist after the completion of the project? Will there be a local ownership over the project results?</i> )	5	
4.4 Are the expected <b>results sustainable</b> ? (If applicable, name the <i>structural impact of implemented activities – improvements of legal frameworks, methods, code of conduct, etc.</i> )	5	
4.5 Is it likely that the expected long-term results/outcomes will influence local economic conditions and/or quality of life in target areas?	5	
<b>5. Budget and cost efficiency</b>	<b>15</b>	
5.1 Is the ratio between the estimated costs and expected results satisfactory?	5	
5.2 Are the suggested costs <b>necessary</b> for project implementation?	5	

<p>5.3 Budget</p> <ul style="list-style-type: none"> <li>- is the budget clear and does it include a narrative part? (including explanations for technical equipment)</li> <li>- meets the principle that administrative and personnel costs cannot be above 20% of the total budget?</li> <li>- is the budget gender-sensitive?</li> <li>- have CVs and job descriptions been enclosed where applicable?</li> </ul>	5	
<b>Maximum total score</b>	<b>100</b>	

**Note on Section 1. Financial and operational capacity of the Applicant**

In case the total score in Section 1 is lower than 10 points, the project will be excluded from the further evaluation process, as the organisation does not have the minimum capacities to ensure quality implementation of the proposed project.

**Note on Section 2. Relevance**

In case the total score in Section 2 is lower than 18 points, the project will be excluded from further consideration as the score implies that, although the applicant meets financial and operational capacities, the project's concept is not relevant or in line with the defined priorities of the call for proposals; the project does not address the needs of the local community.

**Note on Section 4. Sustainability**

In case the total score in Section 4 is lower than 20 points, the project will be excluded from further consideration as the score implies that the activities will not benefit the objectives of the project in a long run.



## **8. NOTIFICATION ON THE DECISION**

The applicants will be notified on the Concept Note evaluation outcomes according to the timetable provided in this Guidelines. Pre-selected applicants will be notified and informed to submit the Full Application tentatively four weeks before the deadline for the Full Application submission.

Unsuccessful applicants will be notified and granted a right to appeal with the complaint, according to the timetable provided in these Guidelines.

The results will be announced on the RCC website.

A decision to reject a Full Application or deny funds will be made if:

- The applicant does not meet the conditions of the call for proposals;
- Project activities are unacceptable (e.g. proposed activities go beyond the scope of the call for proposals, the project's stipulated duration exceeds the maximum allowed time period, the requested amount of funds exceeds the maximum allowed amount or is lower than the minimum, etc.);
- The project proposal was not sufficiently relevant; financial and operational capacities of the applicant are not sufficient, or the projects selected for funding have been superior in these areas;
- The quality of the project proposal was technically and financially lower in comparison to the projects selected for funding.

### **Cancellation of a call for proposal**

The RCC Secretariat may decide to cancel a call at any stage and in particular if:

1. The call for proposals was unsuccessful, i.e. no worthwhile application has been received or there is no response at all;
2. Economic or technical data of the programme have been fundamentally altered;
3. Exceptional circumstances or force majeure case render the normal conduct of the planned action impossible;
4. Irregularities in the procedure, in particular those preventing equal treatment.

In the event of cancellation, all applicants must be notified of cancellation by the RCC and will not be entitled to any compensation.

## **9. CONDITIONS RELATED TO PROJECT IMPLEMENTATION AFTER GRANT APPROVAL**

After a decision has been made on grant approval, the applicants whose project has been approved will be offered a contract for project implementation. Before signing the contract and if needed, the RCC is entitled to request certain modifications from the organisation to the project, in order to align it with the rules and procedures of project implementation.

### **LIST OF APPENDICES**

- Grant Application Form
- Declaration by the Applicant
- Budget Template
- Legal Entity Identification Form
- Financial Identification Form
- Grant Contract
- General Terms and Conditions for Grants;
- Checklist for Assessing Action Budget and Simplified Cost Options for Grant Contracts
- Guide for the drafting of RCC documents (including Annex I and Annex II)