



Restricted Call for Proposals 2018:  
“Support to the implementation of the RCC Triple-P Tourism in SEE:  
Promotion, Policy, and Pilots Grants Work Programme”

Guidelines for Applicants  
**Ref.no. 3PCfP01/2018**

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

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

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## INTRODUCTION

These Guidelines are intended to be used by those applying for grants under the 1<sup>th</sup> Call for Proposals for the Work Programme for Grants of the Regional Cooperation Council, of Triple-P Tourism in SEE: Promotion, Policy, and Pilots (RCC GWP Triple-P) Project for the years 2018–2020. The guidelines provide the essential information necessary for the preparation and submitting of **grant concept notes (first stage) and full applications (second stage)** for the 1<sup>th</sup> Call for Proposals in the **award year 2018**.

While the overarching aim of the RCC's Grant Work Programme Triple P 2018-2020 is to contribute to economic growth in South East Europe by supporting increase in employment and sustainability of SEE economies through regional tourism development, the 2018 Call for Proposals is focused on thematic priority: Pilot Projects, deriving from the Triple-P Tourism in SEE: Promotion, Policy, and Pilots Project.

### Priority - Pilot Projects

Objective: To support creation of preconditions and enabling environment for tourism product development and support mitigating sector challenges on micro-localities.

In order to achieve best possible results in promotion of the joint regional tourism products, it has been determined of substantial importance to improve the tourism infrastructure and activities on the local level throughout the region, namely on the localities along the routes that will be part of the joint regional products. Local governments, small businesses and NGOs have an important role in contributing to the growth of tourism sector, and therefore need to increase their capacity in order to provide the services that would fit the needs of the tourism industry. The types of services could include information points on localities, local infrastructure network and utilities, health, security, etc. This area of intervention will engage the local community (local governments, small business and civil sector) along the routes of the joint regional tourism products and support them in capacity building in tourism destination management. In cases where specific local community is unable to develop the sufficient capacity, support will be given to multiple local governments clustering into destination management organisations. While Priority 1 and 2 will be focused on development and promotion of regional tourism products and improvement of the policies pertaining to SEE's tourism, respectively, Priority 3 will create preconditions and enabling environment for tourism product development and mitigating sector challenges on micro-localities. Namely, it will directly support small-scale projects in the local community(ies) on the tourism routes through the region, aiming to improve tourist infrastructure and services, ensure growth of tourist operations both within public and private sector, and ultimately create new jobs and income generation opportunities in target localities. Key beneficiaries of the assistance under this activity will be local authorities, local and regional tourism development agencies, civil sector, NGOs, small businesses, and tourism clusters in selected areas. The financial assistance to beneficiaries will be provided based on open and competitive selection processes and selection criteria. From the viewpoint of the action's internal coherence, this activity will, through particular approach through tourism, further reinforce implementation of local strategies from the viewpoint of economic development and competitiveness.

The proposed actions are to be implemented in Albania, Bosnia and Herzegovina, Kosovo<sup>\*</sup>, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia.

The Call for Proposals 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.

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 submitting the Full Application Form will undergo a detailed eligibility check, based on the supporting documents submitted ([here](#)) and the following criteria.

The eligibility criteria apply to all of the following:

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

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<sup>\*</sup> *This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence*

## **1. OBJECTIVE AND PRIORITIES OF THE CALL FOR PROPOSALS**

### **1.1. Objective of the Call for Proposals (CfP)**

The specific objective of the CfP is to achieve the objectives/results stipulated by the Triple P Tourism in SEE: Promotion, Policy, and Pilots project.

Generally, the CfP aims to contribute to the economic growth in SEE with the contribution of tourism industry to the region's GDP, exports, and employment. More specifically, the CfP aims to increase employment and sustainability of the regional tourism through development of value added regional tourism products and their international promotion towards increased number of tourist visits and their spending. Thus created increase in business activity is to lead to increase in employment along the developed regional tourism routes.

Specifically, objectives of the published CfP respond to the initial stage in product development under the identified priority themes (more information below under 1.2) and as such seek to identify and support actions that will provide key inputs on the product status, information regarding the opportunities and specific needs and secure initial planning for full blown product development and promotion to follow. In addition, where the product development has already made certain progress (i.e. Via Dinarica and related programmes) the 1<sup>st</sup> CfP will also seek to support actions that develop and provide solutions to the needs identified such as regional cooperation, training needs and targeted promotional efforts.

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

These Guidelines for Applicants relate to the 1<sup>th</sup> Call for Proposals under the third priority of the RCC Triple-P Tourism in SEE: Promotion, Policy, and Pilots Grants Work Programme, and Conclusions from the 6<sup>th</sup> and 7<sup>th</sup> meeting of the SEE Investment Committee's Tourism Expert Group, held on 28<sup>th</sup> November 2016 and 27<sup>th</sup> June 2018 respectively.

The confirmed priority areas of intervention, as per above conclusions, are:

**Cultural tourism**, and in particular the **themes** of

- a. the Crossroads of Civilizations as regional identity – fortifications to be the first product archipelago to introduce the identity
- b. Archaeological sites from Roman period
- c. Art and design of post-World War II monuments – establishing the new product regional route

**Adventure tourism:**

- a. Via Dinarica including related programmes (i.e. Trans Dinarica)

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

Total funds available under this Call for Proposals (CfP) amount to EUR 540,000.

Projects eligible for this CfP are those whose budgets are between EUR 20,000 and EUR 54,000. 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 30% of the requested amount. The remaining 70% of the funds should be foreseen for costs directly related to the implementation of project activities.

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 30,000. Minimum co-financing of the grant applicant is EUR 3,000 (10%). From the requested RCC grant (in this case in the amount of EUR 27,000), the applicant can allocate maximum 30% for administrative and staff costs (in this case this amounts to EUR 8,100). The remaining 70% (in this case in the amount of EUR 18,900) of the funds should be foreseen for operational 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 own resources.

**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 or foundations;
- be a legal person or a local authority;
- be established in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia or The Former Yugoslav Republic of Macedonia,<sup>1</sup>
- be directly responsible for the preparation and management of the action, not acting as an intermediary.

Elaboration of the above type of organisations that are eligible would include, but not be limited to: local and regional tourism development organisations, tourism clusters, educational and training organisations actively engaged in tourism development and national and nature parks.

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:

- 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;

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\* *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.*

<sup>1</sup> Beneficiary economies from the Western Balkans on a territory of the RCC Triple-P Tourism in SEE: Promotion, Policy, and Pilots

- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- 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;
- 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;
- they are subject to a conflict of interest;
- 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;
- 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.

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 30/10/2018 and 30/05/2019.

The projects must be implemented in Albania, Bosnia and Herzegovina, Kosovo<sup>\*</sup>, Montenegro, Serbia and/or The Former Yugoslav Republic of Macedonia,<sup>2</sup>.

Regional projects implemented on territories of 3 and more economies will be considered an asset.

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. The proposed projects should demonstrate relevance in addressing regional impact and aim to achieve principles of all-inclusiveness.

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<sup>2</sup> Beneficiary economies from the Western Balkans on a territory of the RCC Triple-P Tourism in SEE: Promotion, Policy, and Pilots

## 4.2. Type of eligible activities

Indicative types of activities which may be financed under this call for proposals are given below.

As per decision of Tourism Expert Group, dated 27<sup>th</sup> June 2018 the priority areas of intervention are:

**Cultural tourism**, and in particular the **themes** of

- the Crossroads of Civilizations as regional identity – fortifications to be the first product archipelago to introduce the identity
- Archaeological sites from Roman period
- Art and design of post-World War II monuments – establishing the new product regional route

**Adventure tourism:**

- Via Dinarica including related programmes (i.e. Trans Dinarica)

The list below provides an indicative list of activities that address the needs as they are recognised in the current stage of product development and market readiness. 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 indicative activities:

- Mapping out trails, sites and locations of interest for priority themes above, either as each route separately or as all routes together within a specific geographic area;
- Assessment of tourism readiness for specific sites and locations of interest for priority themes, (in particular the cultural heritage priority themes), either as each route separately or as all routes together within a specific geographic area;
- Storytelling as a vehicle for heritage promotion and interpretation in relation to the priority themes above;
- Comparative analysis of Roman heritage sites against the requirements of the certified cultural routes of the Council of Europe that are active and present in the WB6 region, and that deal with heritage of the Roman period;
- Analysis and development of a regional coordination structure for Via Dinarica, including proposals for long-term business models;
- Identification of needs and development of training programmes for specialised adventure guides (i.e. hiking, rafting, mountain biking, kayaking, climbing, paragliding, etc..) or other service providers;
- Development of plan of promotion for Via Dinarica and/or related programmes for 2018/2019 promotion period, that could include but not be limited to development of promotional materials, attendance at trade events (fairs), organisation of promotional visits by trade or media and similar.

## 4.3. Ineligible activities

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 infrastructure investments at tourism facilities that are already well established and have dedicated promotion and marketing resources;
- 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 confined to charitable donations.

## 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);
- Costs arising directly from requirements linked to the implementation of the project, including small procurement of goods, works or services as described in the action.

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 (unless necessary for successful project implementation);
- 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 website: [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 these 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: [tourism.grants@rcc.int](mailto:tourism.grants@rcc.int) with the heading "Application – Cfp 1 2018" (all relevant documents are to be scanned and attached to the email).

The deadline for the submission of Concept Notes is **16/08/2018, 14:00 hours**, 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.
4. 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 (for Grant Applications above EUR 30,000)

Any additional information specific to the action will be requested upon approval of Grant Application Form.

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 full applications is **27/09/2018 at 14:00 hours**, date and time considered as evidenced will be the date of email received by the RCC.

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\*

	DATE	TIME*
<b>Publication of 1<sup>st</sup> Call for Proposals</b>	16/07/2018	
<b>Info sessions</b>	16/07/2018 – 26/07/2018	
<b>Deadline for requesting any clarifications from the RCC</b>	26/07/2018	14:00
<b>Last date on which clarifications are issued by the RCC</b>	02/08/2018	
<b>Deadline for submission of concept notes</b>	16/08/2018	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>	10/09/2018	
<b>Deadline for submission of full application forms</b>	08/10/2018	14:00
<b>Information to applicants on the evaluation of full application forms and notification on award and request for administrative documents</b>	23/10/2018	
<b>Complaints period</b>	23/10/2018-06/11/2018	
<b>Contract signature</b>	06/11/2018	

\* **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.

### 6.3. Further Information

Information days related to 1st Call for proposals will be held in all Triple-P Tourism in SEE: Promotion, Policy, and Pilots beneficiary economies: Albania, Bosnia and Herzegovina, Kosovo<sup>\*</sup>, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The exact dates and locations of Information days will be published in advance on the following web sites: [www.rcc.int](http://www.rcc.int)

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## 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 (CN) and Full Applications (FA) 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 CN/FA. Evaluation is conducted using a scoring system, whereby the scoring criteria are divided into sections and subsections. Ranking the CN/FA is carried out in a manner that the first ranked CN/FA is the one with the highest score, followed by the CN/FA with the next lowest score up until the CN/FA with lowest scores.

Only CN/FA 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 CN/FA and ensure the best value for money. CN/FA 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 Is the Applicant sufficiently <b>experienced in project management</b> ?	5	
1.2 Does the Applicant have sufficient <b>professional capacities</b> (specific knowledge in the relevant field)?	5	
1.3. Does the 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	
5.3 Budget - is the budget clear and does it include a narrative part? (including explanations for technical equipment) - is the budget gender-sensitive? - have CVs and job descriptions been enclosed where applicable?	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 region.

### **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 according to the timetable provided in the Guidelines.

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.

Contracts with the Applicants of the selected Applications will be prepared on the standard template. Model of Grant Contract is available as part of Application Package.

Additional supporting documents:

For all Full Applications, whose activities involve **infrastructure**, the following additional documents will be required prior to Grant Contract signature (contracting phase):

- Positive Decision on Environmental Impact Assessment OR a Statement from the relevant public authority that the EIA is not needed for the specific activities;
- Proof of ownership or long-term lease (10 years) of the land /assets (if applicable);
- Preliminary design OR detailed design including indicative bill of quantities in EUR;
- All necessary legal authorisations (e.g. location and construction permits, etc.).

Please note that in case all necessary documents (permits, etc.) are not provided to the Contracting Authority (CA) prior to the contracting, Contracting Authority reserves the right to withdraw from contracting.

### **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
- Communication and Visibility Requirements for EU External Actions
- Regional Cooperation Council Visual Guidelines For External Parties