

Regional Development Programme Albania

Call for Proposals for the Grant Scheme on Regional Development and Cohesion

Annex A – Grant Application Form - Concept Note

Deadline for submission

20 August 2021 at 14:00

Title of the action:	
Location(s) of the action:	
Name of the lead applicant	
Name of Co-applicant ¹	
Name of Associated partner ²	

Dossier No	
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(For official use only)

¹ Use one row for each co-applicant.

² Use one row for each associated partner.

CONCEPT NOTE

To be submitted by all applicants

both in English and Albanian language

1. SUMMARY OF THE ACTION

Objectives of the action	<Overall objective(s) (i.e. Impact)> <Specific objective(s) (i.e. Outcome(s))>
Target group(s)	
Final beneficiaries	
Estimated outputs	
Main activities	

2. DESCRIPTION OF THE ACTION (MAX 2 PAGES)

- Give the background to the preparation of the action, in particular on the regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)
- Explain the objectives of the action
- Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement
- Briefly outline the type of activities and timeframe proposed
- Explain how the Action will mainstream relevant cross-cutting issues such as sustainable development, equal opportunities and non-discrimination, equality between men and women

3. RELEVANCE OF THE ACTION (MAX 1 PAGE)

3.1. Relevance to the objectives of the call for proposals

- Describe the relevance of the action to the objective(s) of the call for proposals.

3.2. Relevance to the particular needs and constraints of the target micro region (including synergy

with other development initiatives and avoidance of duplication)

- State clearly the specific pre-project situation in the target region and/or sectors (include quantified data analysis where possible).
- Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.
- Where the action is the continuation of a previous action or complements ongoing action, clearly indicate how it is intended to build on the activities/results of this previous or ongoing action; refer to the main conclusions and recommendations of any evaluations carried out.
- Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project.

3.3. Particular added-value elements

- Indicate any specific added-value elements of the action (e.g. innovation and best practice) and other cross-cutting issues such as sustainable development, promotion of equal opportunities and no discrimination, equality between man and women.

3.4. Benefits of the project and its impact

- Provide information on regional impact and benefits of the project for the micro region
- Describe the multiplier effect of the project - its potential for further development.

4. PARTNERSHIP ENSURED (MAX 1/2 PAGE)

- Elaborate on the inclusion of associated partner for the implementation of the action;
- Justify the strengths and benefits of participation of associated partner for action implementation

5. LEAD APPLICANT, (CO-APPLICANTS AND ASSOCIATED PARTNER, IF ANY)

Lead applicant contact details for the purpose of this action	
Postal address of the organisation:	
Organisation email address:	
Telephone: (fixed and mobile)	
Fax: Country code + city code + number	

Contact person for this action:	
Postal address:	
Contact person's email:	
Co-applicant(s)	
Name of the co-applicant	
Legal status	
Postal address:	
Associated partner(s)	
Name of the associated partner	
Legal status:	
Postal address:	

PROJECT DETAILS

Title of the action:	
Location(s) of the action:	<i>Specify region(s), municipality(ies), village(s) to benefit from the action></i>
Total duration of the action (months):	<i>months</i>
Requested grant (amount)	<ALL>

6. DECLARATION BY THE LEAD APPLICANT

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s) and associated partner(s), in the proposed action, hereby declares that:

- the lead applicant has the sources of financing specified in section 1.3 of the call for proposals;
- the lead applicant has sufficient financial capacity to carry out the proposed action;
- the lead applicant and the co-applicant(s) if any, have the professional capacities to implement the action activities;

- the lead applicant undertakes to comply with the obligations foreseen in the co-applicant (s), if any, statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and associated partner(s), if any;
- the lead applicant and each co-applicant (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4.2 of the guidelines for applicants.
- the lead applicant each co-applicant and associated partner (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
- if recommended to be awarded a grant, the lead applicant accept the contractual conditions as laid down in the grant contract.
- The lead applicant is fully aware of the obligation to inform without delay the Contracting Authority if the same application for funding made to other calls, be it from any other donor or national budget, has been approved by them after the submission of this grant application.

Signed on behalf of the lead applicant

Name	
Signature	
Position	
Date	