

Regional Development Programme Albania

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

Annex A – Grant Application Form - Full Application Form

Deadline for submission

18 October 2021 at 16:00

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

GRANT FULL APPLICATION FORM³

To be submitted by pre-selected lead applicants

GENERAL INFORMATION

Title of the call for proposals	
Name of the Lead Applicant	
Title of the action	
Location(s) of the action	
Total duration of the action (in months)	
Requested amount	_____ ALL
Objective (s) of the action	Overall objective: _____ Specific objectives: _____
Target group(s) ⁴	
Final beneficiaries ⁵	

THE ACTION

2.1 Executive Summary (*max 2 pages, in Arial 11, single space*)

Please provide a summary of the action both in English and Albanian language as follows:

- Give the background (explain the need) to the preparation of the action;
- Explain the overall and specific objectives of the action given in the Section 1 “General Information”;
- Describe the key stakeholder groups, their interest in the action and any consultations held (if any);
- Briefly outline the type of activities proposed and specify related expected results;
- Outline the broad timeframe of the action and describe any specific factor and risks taken into account.

³ The full application is composed of this full application form and the budget (Annex B), and the additional documents required in section 2.2.4 of this application form.

⁴ “Target groups” are the groups/entities who will directly benefit from the action at the action purpose level.

⁵ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

2.2 Description of the action (max 2 pages (including Table 1) in Arial 11, single space)

Provide a description of the proposed action, referring to the overall and specific objective of the scheme; explain how the action will improve the situation of the target groups and final beneficiaries; identify and describe each activity to be undertaken to produce results, and specifying the role of the co-applicant (if any), in the activities. Do not repeat the action plan to be provided in section 2.2.3 but demonstrate coherence and consistency of project design.

2.2.1 Relevance of the action (max 1 page in Arial 11, single space)

Present the information provided for relevance of the action as provided in the concept note.

2.2.2 Implementation approach (max 2 pages in Arial 11, single space)

Describe in detail:

- Methods of implementation (incl. the main means proposed – e.g. equipment, materials, and supplies to be acquired) and rationale for such methodology;
- How the action is intended to build on the results of the previous action, if such has been implemented or under implementation;
- Where the action is part or could complement of a larger programme (incl. “100 villages” programme⁶), explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives);
- Team proposed for the implementation of the action (by function: there is no need to include the names of individuals – e.g. project coordinator, finance expert, procurement expert, communication expert etc.);
- Role and participation in the action of the various actors and stakeholders (co-applicant(s) and associated partner(s)), and the reasons why these roles have been assigned to them;
- Planned activities in order to ensure the visibility of the action and the contribution of the Donors to its funding.

2.2.3 Indicative activity plan for implementing the action (as the table 1 below, no need for narrative)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

The activities stated in the action plan should match those in section 2.2. The action plan should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan will be drawn up using the following format:

Table 1 – Indicative action plan for implementing the action

⁶ Programme for Integrated and Sustainable Development of 100+ Villages of Albania 2022-2026

Months Activity	1	2	3	4	5	6	7	8	9	10	Implementing Body (to be filled in case of co-applicant (s) and/or associated partner(s))
Activity examples:											
Opening of the dedicated bank accounts for the fund transfers											
Submission of pre-financing request											
Procurement procedure (s)											
Signing and managing contracts to deliver the project											
Visibility activities											
Implementation activities											
Submission of quarterly report											
Drafting and submission of final report											
Submission of request of the payment of the balance											

NOTE: The above table is provided for guidance purposes only. The applicant may present the timetable in the form that is most relevant for the project for which the grant is requested. The submitted timetable must however contain detailed information enabling to identify key steps in the progress of the action as well as assess the maturity of the action.

2.2.4 Procurement plan of the action (use the template table 2 below, add or delete rows as needed)

Table 2 – Procurement plan of the action

Object of the procurement	Estimated max amount (ALL)	Source of financing	Type of procurement procedure	Foreseen time for the realisation of the procedure

List all main documents prepared for procurement procedure included into the procurement plan - tender dossier - bill of quantities, drawings for works; technical specification for supplies and terms of reference for services.

Rendering, drawings or photos provided in the application form which support the technical project should comply with the copyright legal provisions.

Attach them to the application form by assigning appropriate number and title so to be traceable and properly evaluated.

2.2.5 Impact and sustainability of the action (max 1 page in Arial 11, single space)

Describe the expected impact of the action on its target group/end recipients and use quantified data where possible. Describe if there are any possible risk that may affect the implementation of the action plan and relevant mitigation measures. The risk analysis may include a range of risk types including human resources capacities, pandemic situation, political, economic and social risks.

Explain how the project's main results/ outputs are expected to provide significant and long-term contribution to solving the targeted challenges.

Explain how the action will be made sustainable after completion.

- a) Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
- b) Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.
- c) Environmental sustainability (if applicable): what impact will the action have on the environment? This information has to be provided only for interventions that may have a significant impact on the environment.

Describe a dissemination plan and the possibilities for replication of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.

2.2.6 Logical Framework and Activity Matrix

Fill in Annex A 1 to the Call for Proposals.

2.2.7 Budget, amount requested from the Contracting Authority

Fill in Annex B to the Call for Proposals to provide information on:

- Budget of the action (worksheet 1)
- Justification of the budget (worksheet 2)

In case of co-financing from associated partner please specify it as per the budget break down in separate column using the template provided.

2.2.8 Lead Applicant operational capacity (max 1/2 pages in Arial 11, single space)

Please present the team that shall be assigned to implement the action, by providing for each team member (e.g. at least: Project Manager, Procurement Manager, Financial Manager) the responsibilities to be carried out for implementing the action and the relevant experience.

THE LEAD APPLICANT

3.1 Identity

The lead applicant's and co-applicant (if any) contact details for the purpose of this action

The lead applicant	
Address of the lead applicant	
Website and e-mail address	
Telephone number: Country code + city code + number	
Name and surname of the contact person for the action	
Job position of the contact person	
Telephone number of the contact person	
Email address of the contact person	

The Contracting Authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant

THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of section 2.1.1 of the Call for Proposals. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
Name of the co-applicant	
Address	
Website and e-mail address of the co-applicant	
Telephone number: Country code + city code + number	
The co-applicant's contact person details for the purpose of this action (contact person, position, telephone/mobile number, email address)	

Mandate (to be signed from the co-applicant(s))

The co-applicant(s) authorise the lead applicant <indicate the name> to submit on their behalf the present application and to sign on their behalf the grant contract with the Contracting Authority, as well as, to be represented by the lead applicant in all matters concerning the grant contract.

I have read and approved the contents of the proposal submitted. I undertake to comply with the principles of good partnership practice.

Name of representative:	
Co-applicant:	
Position:	
Signature:	
Date and place:	

THE ASSOCIATED PARTNER(S)

This section must be completed for each associated partner within the meaning of section 2.1.1 of the Call for Proposals. You must make as many copies of this table as necessary to create entries for each additional associated partner

	Associated partner no.1
Name of the associated partner	
Address	
Website and e-mail address of the associated partner	
Telephone number: Country code + city code + number	
The associated partner's contact person details for the purpose of this action (contact person, position, telephone/mobile number, email address)	

Acceptance (to be signed from the associated partner(s))

The associated partner(s) accepts the lead applicant <indicate the name> to submit the present application, which foreseen their involvement and to be represented by the lead applicant in all matters concerning the grant contract.

I have read and approved the contents of the proposal submitted. I undertake to comply with the principles of good partnership practice.

Name of representative:	
Associated partner:	
Position:	
Signature:	
Date and place:	

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
	Yes	No
Title of the action: <indicate the title>		
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used		
2. The declaration by the lead applicant has been filled in and signed		
3. The proposal is typed and is in Albanian with executive summary in English and Albanian		
4. 1 (one) original and 2 (two) copies are included		
5. An electronic version (word and excel) of the proposal is enclosed		
6. In case of co-applicants, each co-applicant has completed and signed the mandate. [Please write 'Not applicable' (NA) if you do not have co-applicant(s)]		
7. In case of associated partner(s), each associated partner has completed and signed the acceptance. [Please write 'Not applicable' (NA) if you do not have co-applicant(s)]		
8. The logical framework has been completed and is enclosed.		
9. The budget is enclosed, presented in the requested format		
PART 2 (ELIGIBILITY)		
10. The duration of the action is below 10 months		
11. The requested grant amount is between 5.000.000 ALL and 15.000.000 ALL without VAT		
11a. The requested grant amount is between 5.000.000 ALL and 30.000.000 ALL without VAT on case of co-applicant		

CHECKLIST FOR THE FULL APPLICATION FORM

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 and the co-applicant(s) (if any) 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	