



Contracting Authority:

Delegation of the European Commission to the Republic of Serbia

European Instrument for Democracy and Human Rights

(EIDHR)

Guidelines
for grant applicants

Budget line 19.04.01

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Deadline for submission of proposals:

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1. EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR) – COUNTRY-BASED SUPPORT SCHEME/MICRO PROJECTS SCHEME

1.1 BACKGROUND

The European Instrument for Democracy and Human Rights (EIDHR) is the successor programme to the European Initiative for Democracy and Human Rights. **The European Initiative for Democracy and Human Rights** was created by an initiative of the European Parliament in 1994 with the aim to promote human rights and democracy objectives worldwide. In addition to its work in support of civil society, it has a distinguished record of supporting international human rights instruments and mechanisms and the international criminal justice system. The available Community assistance has also made possible to develop the EU's role as one of the leading actors in election observation. Building on its key strength, which lies in the scope for providing assistance independently of the consent of third-country governments and other public authorities, the main purpose of Community assistance under the financing instrument preceding the present EIDHR has been to support civil society activity in the promotion of human rights and democracy.

The country-based support scheme (CBSS) – former micro-projects scheme – as the small-scale democratization activities selected and managed by the Delegations of the European Commission, have been implemented with considerable success in Balkan countries since 1996.

The EIDHR response strategy for 2007-2010 will support an integrated approach to democracy-building and the protection and promotion of human rights, and is designed to complement geographical and thematic programmes.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The general objectives of the new financing instrument, set out formally in Article 1 of the Regulation (EC) No 1889/2006 are to contribute to the development and consolidation of democracy and the rule of law, and respect for all human rights and fundamental freedoms, within the framework of the Community's policy on development cooperation, and economic, financial and technical cooperation with third countries, and consistent with the EU's foreign policy as a whole. The response strategy under the EIDHR builds on the work being done with and through civil society organizations aimed at defending the fundamental freedoms which form the basis for all democratic processes and helping civil society to become an effective force for political reform and defence of human rights. In this way, it will complement the new generation of geographical programmes, which will increasingly mainstream democracy and human rights, through focusing primarily on public institution-building.

The 2007-2010 strategy sets out five specific EIDHR objectives:

1. Objective 1: Enhancing respect for human rights and fundamental freedoms in countries and regions where they are most at risk;
2. **Objective 2: strengthening the role of civil society in promoting human rights and democratic reform, in supporting conflict prevention and in consolidating political participation and representation;**
3. Objective 3: Supporting actions on human rights and democracy issues in areas covered by EU Guidelines, including on human rights dialogues, on human rights defenders, on the death penalty, on torture, and on children and armed conflict;
4. Objective 4: supporting and strengthening the international and regional framework for the protection of human rights, justice, the rule of law and the promotion of democracy;
5. Objective 5: Building confidence in and enhancing the reliability and transparency of democratic electoral processes, in particular through election observation.

The objectives have been identified in accordance with the EIDHR Strategy Paper 2007-2010. Document is available on the following internet address:
http://ec.europa.eu/europeaid/where/worldwide/eidhr/index_en.htm

Country-based support scheme will be covered only under the Objective 2. The Republic of Serbia is one of the countries qualified for this scheme under Objective 2. Its priorities are, therefore, strengthening the role of civil society in promoting human rights and democratic reform, supporting the peaceful conciliation of group interests and enhancing political representation and participation. Following these priorities, and in order to maximize benefits and outcomes of this Programme, strong involvement of local civil society organizations, which can address these issues in an effective and efficient manner, is foreseen. This present Guidelines set out the rules for this Objective.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall **indicative** amount made available under this Call for Proposals is **EUR 600.000** from the 2007 budget.

Subject to future decision of the Budgetary Authority, an additional amount of EUR 900.000 may be allocated to this Call for Proposals from the 2008 budget. The final amount will be decided by the Commission in the EIDHR Annual Action Programme 2008.

The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- minimum amount: EUR 25.000
- maximum amount: EUR 95.000

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, no grant may exceed 80% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 *Eligibility of applicants: who may apply ?*

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- be a specific type of organisation such as a non-governmental organisation, higher education institution, independent political foundation (not political party) etc as defined by Article 10 of Council Regulation (EC) No 1889/2006 **and**
- be established in an eligible country as defined by Article 14 of Council Regulation (EC) No 1889/2006. Given the nature of the Country-Based Support Scheme organisations established in Serbia under local law are encouraged to apply **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm);

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

2.1.2 *Partnerships and eligibility of partners*

Applicants may act individually or with partner organisations.

•Partners

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - "Associates of the Applicant participating in the Action" of the Grant Application Form. **The Applicant must provide a letter of support from the Associated Organization confirming its readiness to cooperate within the framework of the project.**

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 12 months nor exceed 24 months.

Sectors or themes

Thematic focus will be on:

Objective 2 – the emphasis will be on assisting civil society to develop greater cohesion in working on human rights, political pluralism and democratic political participation and representation, in contributing to the peaceful conciliation of group interests, combating discrimination on any ground and in developing equal participation of men and women in social, economic and political life, thus becoming an effective force for positive change, through cooperation among local civil society organizations and stakeholders.

Location

Actions must take place in Serbia.

Types of action

The following types of activity are envisaged:

1. **Building towards consensus on disputed or controversial areas of policy in deeply divided societies**, by means of civil society dialogues which seek to bridge societal divides and which bring together a wide range of stakeholders to share experience and analyse common problems. Policy issues may be related, for instance, to peaceful management, mediation or resolution of conflicts, integration of "two schools under one roof", transitional justice and reconciliation, including the specific role of women in such processes, minority rights, religion and the state, land reform, control of natural resources, in a broader perspective of strengthening democratic institutions and human rights;
2. **Enhancing political representation and participation**, including the empowerment of women and other underrepresented groups in all sectors and especially economic empowerment in economic/job creation areas and local development plans, and responsiveness and accountability. This should be achieved through the civil society initiatives in dialogue with "political society" (e.g. with political parties, groups of parliamentarians or legislative bodies);

3. **Initiatives to enhance the inclusiveness and pluralism of civil society**, for example by supporting activities and capacity-building of new or fragile civil society organisations formed by groups whose interest are underrepresented, or otherwise contributing to the empowerment of such groups (e.g. minority groups, people with disabilities, women workers, rural groups, internally displaced persons, etc), and initiatives to promote independent media excluding hate media.
4. **Fostering interethnic, inter-religious and intercultural tolerance and understanding**, by:
 - supporting awareness-raising to realise the rights of persons and minorities,
 - strengthening civil society organizations in advocacy and reinforcing their engagement in conflict prevention and resolution
 - enhancing education, training and monitoring on human rights and democratization issues,
 - developing issues on a local level through local platforms, reinforcing the grass root engagement and encouraging local civil society initiatives and networks

Mainstreaming

The mainstreaming of gender equality, the rights of the child, and the rights of persons with disabilities will be ensured through every project. All projects will need to show, whenever relevant, how these issues are taken into account in the design, implementation and monitoring of their activities.

The following types of action are 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;
- projects taking place outside of Serbia;
- purchase of buildings or vehicles;
- purchase of equipment (unless necessary for the successful execution of the project);
- retrospective financing for projects already in existence or completed;
- projects supporting individual political parties;
- core funding of the applicant or its partners;
- humanitarian activities;
- reconstruction works;

Number of proposals and grants per applicant

An applicant may not submit more than one proposal under this call for proposals.

An applicant may not be awarded more than one grant under this call for proposals.

<h4><i>2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant</i></h4>

Only "eligible costs" can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding apply).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**. Detailed information about each budget line should be given in Annex A (Grant Application Form, point I.2) of these Guidelines.

Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Any contributions in kind, which must be listed separately in Annex B, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR¹ for applicants for this Call for proposal is not obligatory. However the applicant can register its organisation data, and upload supporting documents in PADOR.

2.2.1 *Application form*

Applications must be submitted using the application form annexed to these Guidelines (Annex A). This form includes guidance for concept note, which must also be drafted. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. Please provide budget with round figures.

Applicants must apply in English.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section V of part B of the grant application form) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.2 *Where and how to send the Applications*

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery or by private courier service

Delegation of the European Commission to Serbia
Contracts and Finance Section – Procurement
Krunska 73
11 000 Belgrade
Serbia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and 2 (two) copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must

¹http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm
Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the title, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Ne otvarati pre zvaničnog otvaranja".

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is June 2nd as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 16:30 local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

2.2.4 *Further information for the Application*

Information sessions on this call for proposals will be held on Wednesday, April 9th 2008 from 12:00 to 15:00 at the Media Centre (Sava Centre, Milentija Popovica 8, Belgrade) and on Friday, April 11th 2008, from 13:00 to 16:00 at the EC Delegation (Krunska 73, Belgrade). Applicants are strongly advised to attend one of the sessions. **All interested applicants must register by April 8th 2008** at the address: Delegation-Serbia@ec.europa.eu, by sending an email with the subject: *EIDHR Information Session* and indicating the name of the person and organization attending. No more than one representative per organization will be allowed to attend.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of proposals to the address listed below, indicating clearly the reference of the call for proposals:

E-mail address: Delegation-Serbia@ec.europa.eu

Replies will be given no later than 11 days before the deadline for the submission of proposals.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <http://www.europa.org.yu>

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The Application Form satisfies all the criteria mentioned in the Checklist (section V of part B) of the grant application form. If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the criteria mentioned in the checklist and whether their Application Form has been recommended for evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to go straight to the evaluation of the corresponding full proposals.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25

2.1 Assessment of the problem identification and analysis	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to two times the available budget for this Call for proposals. The Evaluation Committee will subsequently proceed with the evaluation of the full proposals of the pre-selected applicants.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

If the examination of the proposal reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1.	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	5

5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association of the applicant organisation² and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed), certified by the relevant tax authority.
3. Legal entity sheet (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. A letter of support from the Associated Organization confirming its readiness to cooperate within the framework of this project.

The supporting documents requested must be supplied in the form of originals or photocopies of the said originals, certified as true by an authorized independent body. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent by the Contracting Authority), the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

² Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

The applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	Session 1: Wednesday, April 9 th 2008 at the Media Centre (Sava Centre, Milentija Popovica 8, Belgrade) Session 2: Friday, April 11 th 2008 at the EC Delegation (Krunska 73, Belgrade) <i>*please see section 2.2.4 for further details</i>	12:00 to 15:00 13:00 to 16:00
Deadline for request for any clarifications from the Contracting Authority	May 12 th 2008	16:30
Last date on which clarifications are issued by the Contracting Authority	May 22 nd 2008	16:30
Deadline for submission of Application Form	June 2 nd 2008	16:30
Information to applicants on the opening & administrative check	June 30 th 2008 *	
Information to applicants on the evaluation of the Concept Notes	July 30 th 2008 *	
Information to applicants on the evaluation of the Full Application Form	September 20 th 2008 *	

Notification of award (after the eligibility check)	November 2008 15 th *	
Contract signature	December 1 st 2008 *	

* **Provisional date.** All times are in the time zone of the country of the Contracting Authority

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F). By signing the Application form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

3. LIST OF ANNEXES

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

<http://www.europa.org.yu/code/navigate.php?Id=226> or <http://ec.europa.eu/europeaid/cgi/frame12.pl>

ANNEX B: BUDGET (EXCEL FORMAT)

<http://www.europa.org.yu/code/navigate.php?Id=226> or <http://ec.europa.eu/europeaid/cgi/frame12.pl>

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

<http://www.europa.org.yu/code/navigate.php?Id=226> or <http://ec.europa.eu/europeaid/cgi/frame12.pl>

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT)

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

ANNEX E: FINANCIAL IDENTIFICATION FORM (PDF FORMAT)

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (ZIP FORMAT)

<http://www.europa.org.yu/code/navigate.php?Id=226> or <http://ec.europa.eu/europeaid/cgi/frame12.pl>

ANNEX G: DAILY ALLOWANCE RATES - PER DIEM (PDF FORMAT)

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm