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**Open Call for Proposals**

**For Local Infrastructure Projects**

Annex G  
Check List of the Mandatory Support Documentation For Submission

Reference: Call for Proposals number (**02-EUPROPLUS-2021**)

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| The List of Mandatory Support Documentation For Submission, eligibility criteria and preconditions  1. Part 1 - Administrative | | | | |
| --- | --- | --- | --- | --- |
| BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA: | | | | |
| Title of the Proposal: <indicate the title> | | | | |
| No | Document | | Submitted | |
| Yes | No |
| 1. 1 | Proposal 1 | Infrastructure improvement of public institutions |  |  |
| 1. 2 | Proposal 2 | Infrastructure improvement of institutions from health or social service sector |  |  |
| 1. 2 | Separate sets of Application Documents are filled in and submitted for each proposal (if applicable) | |  |  |
| 1. 3 | The proposal is typed and is in English | |  |  |
| 1. 4 | Application Documents (Annexes A, B, C, D, E, F and G) submitted via Google form available on [www.euproplus.org.rs](http://www.euproplus.org.rs) in PDF format (signed and stamped where applicable and scanned) and in original editable format, while using Word/Google docs and Excel/Google Sheets. | |  |  |
| 1. 5 | Signed, stamped and scanned PDF versions contain exactly the same application documents as the electronic versions in their original editable format. In case of discrepancies, signed, stamped and scanned versions will prevail | |  |  |
| 1. 6 | Annex A: Grant Application Form (The correct grant application form, published for this call for proposals, has been used in Word/Google doc format and filled in) | |  |  |
| 1. 7 | Annex B: Project Budget, including sources of funding and narrative budget (Excel/Google Sheet format) filled in, signed and stamped | |  |  |
| 1. 8 | Annex C: Logical Framework (Excel/Google Sheet format) filled in, signed and stamped | |  |  |
| 1. 9 | Annex D: Partners of the Applicant Form filled in and Partnership Statement signed by each partner (Word/Google Docs format) | |  |  |
| 1. 10 | Annex E: The Declaration by the applicant filled in and signed | |  |  |
| 1. 11 | Annex F: Statement of Co-funding filled in and signed in Word/Google Docs format, with attached copy of the budget line from which the funds will be transferred | |  |  |
| 13. | Annex G: Check List of the Mandatory Support Documentation For Submission | |  |  |
| 1. 12 | List of the team members of the Grant Implementation Team including technical specialists with relevant expertise planned for implementation of the project, supported by the Act of employment/MA form/Contract has been enclosed | |  |  |
| 1. 13 | The CV of Grant manager and the team members submitted | |  |  |
|  | The list of two donor implemented projects , supported by the donor agreements, has been enclosed. | |  |  |
| 1. Part 2 - Eligibility | | | | |
| 1. 14 | The applicant is one of 99 local self-governments included in the EU PRO Plus Programme as is specified in Annex I | |  |  |
| 1. 15 | The grant requested under this CfP falls between the 50,000 USD and 200,000 USD | |  |  |
| 1. 16 | The applicant envisaged minimum 15% of the total eligible cost for co-funding as it is specified in the section 5 of the CfP | |  |  |
| 1. 17 | The duration of the action is up to 18 months | |  |  |
| 1. 18 | The Proposal is submitted in line with section **4 Scope** of the CfP | |  |  |
|  | The proposal only foresees eligible costs specified in section **5 Eligibility of costs that can be included** | |  |  |
| 1. Part 3 - Preconditions | | | | |
| 1. 20 | Proof that the project is part of relevant **socio-economic development priorities** of the area, as defined in the relevant national/regional/sub-regional/local strategies and plans. Reference to the relevant paragraf from the document, document full name and date of issuance is quoted in the application form (point 34) | |  |  |
| 1. 21 | Proof of funds available for project financial contribution (copy of the budget line with the exact position highlighted, contingencies or similar) | |  |  |
| 1. 22 | Building Permit or, if applicable, approval for construction works issued as per Planning and Building Law of Republic of Serbia | |  |  |
| 1. 23 | Proof of ownership for the Location (all relevant sheets from the Cadastre Registry) | |  |  |
| 1. 24 | Proof that the project has no negative impact on the environment (Study for environment protection or decision of MoEP of no need for provision of the study for environment protection) | |  |  |
| 1. 25 | The proposal includes a budget for Soft Measures equals or less than 5% of the total value of the Action | |  |  |
| 1. 26 | The proposal includes a budget for Visibility as is required in section 7. Visibility equals or less than 5% of the total value of the Action | |  |  |
|  | The Preparatory Activities (if foreseen in the budget) are equal to or less than 1% of the total value of the Action. | |  |  |
|  | The Other Costs (if foreseen in the budget) are equal to or less than 0.5 % of the total value of the Action | |  |  |
| 1. 19 | The costs of equipment is up to 50% for the proposal targeting health and social care sector | |  |  |
| 1. 19 | The costs of equipment is up to 30% for the proposal targeting all other sectors except for health and social care sector | |  |  |