**Open Call for Proposals**

**For Local Infrastructure Projects**

**Annex A**

**Grant Application Form**

Publication Reference: **02-EUPROPLUS-2021**

Deadline for submission of applications: 31 January 2022

| Reference No |  |
| --- | --- |
| (for EU PRO Plus use only) | |

**General Information**

Application Data:

| Title of the action: |  | |
| --- | --- | --- |
| Number of the proposal[[1]](#footnote-0) | * Proposal 1 | * Proposal 2 |
| Location(s) of the action: | *<specify, region(s), area(s) or town(s) that will benefit from the Action>* | |
| Name of the Local Self Government |  | |

Partner Organisations[[2]](#footnote-1):

| Partner 1 | | |
| --- | --- | --- |
| Name |  | |
| Legal status[[3]](#footnote-2) |  | |
| Core business |  | |
| Please provide information on experience of the partnering organisation | |  |
|
|
| Please describe the roles and responsibilities of the partnering organisation | |  |
|

Cost and duration of the Action:

| **Total eligible cost of the action (A)** | **Amount requested from the Contracting Authority (B)** | **% of total eligible cost of action (B/Ax100)** |
| --- | --- | --- |
| [USD] | [USD] | % |
| Total duration of the action: | *<months>* | |
| Contact details for the purpose of this Action: | | |
| Postal address: |  | |
| E-mail address: |  | |
| Telephone number: Country code + city code + number |  | |
| Website of the local self-government |  | |
| Contact person for this action: |  | |
| Contact person’s telephone number: |  | |
| Contact person’s email address: |  | |
| Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant. | | |

* **Table of Content**

[**Summary**](#_heading=h.aan7x4etu588) **5**

1. [**Operational Capacity**](#_heading=h.t56edd7o2uhu) **7**

[**1.1 Relevant experience**](#_heading=h.5ebo9jcjnkje) **7**

[**1.2 Technical capacities**](#_heading=h.6jor1qyf77tf) **8**

1. [**Relevance**](#_heading=h.d8xj6jlziex3) **10**
2. [**Relevance in Relation to Integrated Territorial Dimension**](#_heading=h.vr6iq02injkv) **11**
3. [**Methodology**](#_heading=h.2ucaqeyk70vl) **13**
4. [**Outcomes and Impact**](#_heading=h.xp957j9emf5) **15**
5. [**Sustainability**](#_heading=h.i4y72ikjsvy6) **16**
6. [**Budget for the Action**](#_heading=h.6473gvzcpoql) **17**
7. [**Logical Framework**](#_heading=h.357mb2werrc) **17**
8. [**Project Budget**](#_heading=h.hkhdh0421473) **17**
9. [**Financial Capacity**](#_heading=h.jlrakolot8d6) **17**

**Full Application Form**

**To be submitted by all applicants**For economical and ecological reasons, you will submit your files electronically to the e-mail address stated in The CFP, section 10. Application procedure

# Summary

|  | Area of intervention (tick the boxes) | Health | ☐ |
| --- | --- | --- | --- |
| Social protection | ☐ |
| Education | ☐ |
| Sport | ☐ |
| Culture | ☐ |
| Public Administration | ☐ |
| Communal Services | ☐ |
|  | Method of intervention (tick the boxes) | Construction | ☐ |
| Reconstruction | ☐ |
|  | Type of intervention (tick the boxes) | Activities contributing to enhancement of energy efficiency in public buildings | ☐ |
| Activities contributing to enhanced accessibility of public infrastructure | ☐ |
| Activities contributing to protection of the environment | ☐ |
| Activities contributing to improvement of urban mobility | ☐ |
| Activities enabling expansion of the scope of public services or expansion of outreach of already existing public services | ☐ |
|  | % of costs envisaged for provision of equipment |  | |
|  | % of costs envisaged for provision of soft measures |  | |
|  | % of costs envisaged for provision of visibility material |  | |
|  | Construction permit (number and date of issuance) |  | |
|  | Impact to the environment (Environment Impact Assessment Study or decision of no need for provision of the Study issued by relevant authorities) |  | |
|  | Objectives of the action | <*Overall objective(s)*> | |
|  | |
| <*Specific objective*> | |
|  | |
|  | Estimated results |  | |
|  | Direct beneficiaries[[4]](#footnote-3) |  | |
|  | Final beneficiaries[[5]](#footnote-4)  Present the overall number of final beneficiaries and the number of women and vulnerable groups |  | |
|  | Main Activities  List the main activities in the sequence order[[6]](#footnote-5) | 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
|  | Operational Capacities:  Number of the members of the Grant Management Team (GMT), their qualifications and are they are fully employed in LSG or engaged by LSG |  | |
|  | Number of donor funded projects implemented in the past five years |  | |
|  | Years of Experience in donor funded programmes |  | |

# Operational Capacity

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested and needs to be justified with the donors' agreements.

###### 1.1 Relevant experience

Please provide a detailed description of actions for at least two donor funded projects and two infrastructure projects similar to this proposed intervention managed by your organisation over the past five years.

|  | **Donor Funded Project 1 - title** |  |
| --- | --- | --- |
| Location of the action |  |
| Cost of the action (EUR) |  |
| Lead manager or partner |  |
| Donors to the action (name) |  |
| Amount contributed (by donor) |  |
| Dates (from dd/mm/yyyy to dd/mm/yyyy) |  |
| Objectives and results of the Action |  |
|  | **Donor Funded Project 2 - title** |  |
| Location of the action |  |
| Cost of the action (EUR) |  |
| Lead manager or partner |  |
| Donors to the action (name) |  |
| Amount contributed (by donor) |  |
| Dates (from dd/mm/yyyy to dd/mm/yyyy) |  |
| Objectives and results of the Action |  |
|  | **Infrastructure Project 1- title** |  |
| Location of the action |  |
| Cost of the action (EUR) |  |
| Lead manager or partner |  |
| Donors to the action (name) |  |
| Amount contributed (by donor) |  |
| Dates (from dd/mm/yyyy to dd/mm/yyyy) |  |
| Objectives and results of the Action |  |
|  | **Infrastructure Project 2- title** |  |
| Location of the action |  |
| Cost of the action (EUR) |  |
| Lead manager or partner |  |
| Donors to the action (name) |  |
| Amount contributed (by donor) |  |
| Dates (from dd/mm/yyyy to dd/mm/yyyy) |  |
| Objectives and results of the Action |  |

|  | Describe the procedures that were used in capture and evaluation of the results of the implemented donor funded projects. |  |
| --- | --- | --- |

###### 

###### 1.2 Technical capacities

Please provide a detailed description of organisational capacity and structure of your Grant Management team.

|  | Describe the organisational structure of the Grant management team proposed for the implementation of the action (by function: there is no need to include the names of individuals), their roles and the reasons for which these roles have been assigned to them. |  |
| --- | --- | --- |

|  | **Grant Implementation Team:**  Please fill the following table with data on members of the team that will implement Grant activities and attach CVs of Grant Manager and the team members, as well as the Act of employment/MA form/Contract for each member through Google forms: |
| --- | --- |

| Name | Expertise | Function in donor funded projects | Years of experience in donor funded projects |
| --- | --- | --- | --- |
| **Grant Manager:** | | | |
|  |  |  |  |
| **Team Members** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

# Relevance

Please provide the following information:

|  | Indicate how the action will produce specific outcomes that are contributing to the objectives of the Call. |  |
| --- | --- | --- |
|  | Provide a detailed presentation and analysis of the problems and their interrelation at all levels. |  |
|  | Provide a detailed description of the direct beneficiaries and final beneficiaries and estimated number. Specify the number of women. |  |
|  | Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups. |  |
|  | Does the proposal target vulnerable groups (people with disabilities, youth, minorities, or other excluded groups)? Specify in detail impact to vulnerable groups and estimate their number. |  |
|  | Please state the development level/group to which your local self government belongs to |  |
|  | Describe how proposals address gender equality issues by targeting men and women equally in the project activities and by envisaging gender sensitive activities where appropriate and feasible considering the scope of the Call and of the proposed intervention. |  |
|  | Please select at least two Good Governance (GG)[[7]](#footnote-6) principles that relate to your infrastructure project (IP). Please elaborate on why you decided to tackle those two specific GG principles and explain what will be different, better, and improve in local governance after you finalise the governance intervention within your IP? What do you expect to change? Please reflect and elaborate the expected governance activities, outputs and outcome(s). |  |
|  | Describe the elements of innovation or creative thinking related to solutions. Relate the contribution of innovation to the outcomes and impacts (use of self-sustainable energy sources, circular economy, recycled materials or advanced innovative technical or building solutions such as BIM, 3D printing). |  |

# Relevance in Relation to Integrated Territorial Dimension

Please provide following information:

|  | Describe in detail If and how the Proposal addresses the priority areas of intervention defined in Serbia's Sustainable and Integrated Urban Development Strategy until 2030:  - Inner city urban areas  - Informal settlements  - Areas with high concentrations of social problems  - Areas with the endangered environment  - Cultural heritages |  |
| --- | --- | --- |
|  | Describe in detail If and how you align the Proposal with other relevant national sectoral strategies. Specify the relevant strategy or strategies if more than one, and name the appropriate articles from the strategy(es)[[8]](#footnote-7). |  |
|  | Describe in detail if and how you align the Proposal with regional development plans/strategies or Regional Spatial Plan or Regional plan for areas with special purpose. Specify the relevant plan/strategy and name the relevant article[[9]](#footnote-8). |  |
|  | Is the proposal in priorities defined in the local development plan or strategy (expired local/regional strategies are considered valid until new are adopted). Describe how the proposal addresses the priorities defined in the local development strategies and/or plans, elaborate if it is in line with top priorities or in line with measures with reference to a strategy/plan, date of issuance and appropriate article. |  |
|  | Does the proposal directly derive from territorial strategies (SUD, CLLD or other). State the name of the strategy, date of issuance and related paragraph[[10]](#footnote-9). |  |
|  | Does the proposal include partnership between local self-governments or others, excluding CSOs, with clearly defined roles and responsibilities? Elaborate, please. |  |
|  | Does the proposal cover the territory of beneficiaries from two or more LSGs? Elaborate, please. |  |
|  | Is the proposal part of the larger action where multiple funding sources will be integrated/involved in the planning to fulfil the final goal or measure from your strategy or plan. Describe larger action and how you plan to integrate other funding sources to fulfil objectives from development strategy/plan and planned timeline for implementation. |  |
|  | Does the proposal involve two or more different sectors? Identify the key stakeholders and clear distribution of roles and responsibilities. Please describe how a multisectoral approach contributes to sustainability of the action. |  |
|  | Does the proposal involve partnership with the Civil Society Organisation(s)? Describe how you will involve CSO. If you have already formed partnerships with CSOs describe for what purpose. What process will you use to select the CSO and how this will contribute to the project objectives. How will you ensure the sustainability of the services provided by CSO in the long run? What will be the role of CSO and what will be the impact, outcomes and relevance of the partnership to the quality of the Project and number of beneficiaries that will receive long term benefits? |  |

# Methodology

| Describe all activities[[11]](#footnote-10) in detail. Identify and describe in detail each activity to be undertaken to produce the **results**, justifying the choice of the activities, indicating their sequence and interrelation and specifying where applicable the role of each partner (or associates or subcontractors) in the activities: | | |
| --- | --- | --- |
|  | Describe Activity 1. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |
| Describe Activity 2. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |
| Describe Activity 3. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |
| Describe Activity 4. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |
| Describe Activity 5. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |
| Describe Activity 6. in detail and related results, justifying the choice and specify where applicable the role of each partner in the activity. |  |

The duration of the action will be <X> months.

Applicants should not indicate a specific start-up date for the implementation of the action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in section 43. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation 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:

|  | Year | Year 1 | | | | Year 2 | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Quarters | | | | | |  |
| Activity (Example) | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Implementing body (Example) |
| Preparation Activity 1 (title) |  |  |  |  |  |  | Local partner 1 |
| Execution Activity 1 (title) |  |  |  |  |  |  | Local partner 1 |
| Preparation Activity 2 (title) |  |  |  |  |  |  | Local partner 2 |
| Etc. |  |  |  |  |  |  |  |

Please describe in details:

|  | The methods of implementation and reasons for the proposed methodology. |  |
| --- | --- | --- |
|  | Describe the Action Plan in relation to its feasibility. |  |
|  | Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks. Identify the risks, evaluate them (high, medium, low) and propose mitigation measures. |  |
|  | Procedures for follow up and internal/external evaluation (quality control and quality assurance). |  |
|  | The monitoring and escalation mechanisms. How will you ensure that the project is being implemented in line with the Action Plan? |  |

⁭

# Outcomes and Impact

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

|  | Indicate how the action will improve the situation of direct beneficiaries/beneficiaries as well as the technical and management capacities of direct beneficiaries and/or any local partners. |  |
| --- | --- | --- |
|  | Will the proposed activities have a positive impact on a wider group of beneficiaries, beyond the level of immediate users? |  |
|  | Describe the possibilities for replication and extension of the action outcomes (multiplier effects). |  |
| Outputs, outcomes, impacts and indicators of success. Please list here what outputs and outcomes/results your project will achieve and what indicators will be used to substantiate the claims. | | |
|  | Outputs: |  |
|  | Outputs indicators and sources of verification: |  |
|  | Outcomes: |  |
|  | Outcomes indicators and sources of verification: |  |
|  | Impact: |  |
|  | Impact indicators and sources of verification: |  |

# Sustainability

|  | Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities and ownership by direct beneficiaries etc. |  |
| --- | --- | --- |
| **In doing so, please make distinction between the following dimensions of sustainability** | | |
|  | Financial sustainability (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.); |  |
|  | Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes); |  |
|  | Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.); |  |
|  | Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment). |  |

# Budget for the Action

Please provide information on the expected sources of funding for the action:

|  | Please specify if any other contribution in kind will be provided for funding of the planned activity |  |
| --- | --- | --- |
|  | If the activity is part of the larger action, please specify other funding sources and provisional funds that will be secured for overall funding of the action |  |

## 

# Project Budget

Please fill in **Annex B** to the Guidelines for applicants.

# Logical Framework

Please fill in **Annex C** to the Guidelines for applicants.

# Financial Capacity

|  | **Statement on co-funding**  Please provide the signed “Statement of co-funding” which presents the allocation of funds for co-financing of this project – Form provided in the supporting documentation of this Call as an **Annex E**. |
| --- | --- |
|  | **Financing Source(s)**  Please provide the information regarding sources of co-funding: a copy of the extract from municipal budget with marked exact budget line which will be used for this purpose (please attach this document to the “Statement of co-funding” form). |

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (mandatory): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The applicant may submit two proposals in case one of them targets health or social service sector [↑](#footnote-ref-0)
2. Insert the rows for as many partners as you have for this action [↑](#footnote-ref-1)
3. E.g. non-profit making, governmental body, international organisation [↑](#footnote-ref-2)
4. “Direct beneficiaries'' are the groups/entities who will be directly positively affected by the project at the Project Purpose level" [↑](#footnote-ref-3)
5. “Final beneficiaries'' are those who will benefit from the project in the long term at the level of the society or sector at large". [↑](#footnote-ref-4)
6. If you have more activities than offered rows, please add row for each additional activity [↑](#footnote-ref-5)
7. GG principles - accountability/rule of law, transparency, participation, non-discrimination & equality, and efficiency & effectiveness [↑](#footnote-ref-6)
8. As it is specified in Section 4. of the Public call for proposals [↑](#footnote-ref-7)
9. Regional Spatial Plan, Spatial Plan of Special Purpose Areas, RDP for Šumadija and Pomoravlje District, RDP for Jablanica and Pčinja District, RDP for Nišava, Toplica and Pirot District, RDP for Braničevo and Podunavlje District, RDP for Bor and Zaječar District [↑](#footnote-ref-8)
10. SUD Strategies are developed for the cities of Kraljevo, Kragujevac, Niš and Užice, a number of CLLD strategies are developed by Local Action Groups (LAGs), there are also other examples of documents developed in line with territorial mechanisms such is the Action Plan for Golia [↑](#footnote-ref-9)
11. If you have more activities, add row for each additional activity [↑](#footnote-ref-10)