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Sub-Granting Authority:
Albanian National Training and Technical Assistance Resource Centre
(ANTTARC)

GUIDELINES FOR APPLICANTS

ECSORI Fund
Round 1
Lot 1 and 2
“Empowering Civil Society Organisations for Roma Integration”
Project

Deadline for submission of full application:
October 26th, 2018

NOTICE

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility will be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked on the basis of the supporting documents requested by Sub-Granting Authority and sent together with the application.

If possible, **applicants are encouraged to inform the Sub granting Authority whether they intend to submit an application for this Call for Proposals** by sending an email to ngocenter@icc-al.org by **12/10/2018**. This is not obligatory and does not affect the evaluation of the application. However, it will enable the Sub-Granting Authority to mobilise the necessary resources for the evaluation of the applications.

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1. ECSORI FUND – SUB- GRANTS TO CIVIL SOCIETY ORGANIZATIONS

1.1 BACKGROUND

The ECSORI project targets the civil society organizations located or working in areas where Roma and Egyptian communities live. The proposed Action will contribute “to proper implementation of human rights and fundamental freedoms of Roma and Egyptian communities through advocating for good governance and accountability by the responsible public institutions”. Its specific objective is “to support Roma and Egyptian CSOs’ capacities to advocate for good governance and accountability on the rights of Roma and Egyptians”.

The **expected results** are: 1) Roma and Egyptian CSOs have increased the capacities on community participation, community mediation, and provision of legal services for Roma community to meaningfully contribute for the integration of Roma and Egyptians. 2) Roma and Egyptian CSOs have increased their capacities to network and advocate and monitor the implementation of policies and action plan for integration of Roma and Egyptians. 3) Roma and Egyptian CSOs have the possibilities and the capacities to develop and implement initiatives for integration of Roma and Egyptians through small grants.

The action will be implemented through three integrated **components**:

- (1) Capacity development
- (2) Advocacy and lobbying for implementation of Action Plan for Roma Integration.
- (3) Financing Roma and Roma-serving civil society organizations through sub granting activities

The budget allocated for this (first) Call for Proposals is EUR 150,000. An approximate number of 12 civil society organizations will be supported during this sub-granting round.

Direct beneficiaries of the ECSORI project include 30 Roma and Egyptian CSOs (13 Roma and 17 Egyptian CSOs); Roma-serving CSOs Roma and Egyptian community leaders; Representatives of local government and other local institutions; Roma and Egyptian community members; Ministry of Health and Social Protection and Ministry of Justice.

The project duration is 30 months, February 2018- July 2020. It is being implemented by ANTTARC in close cooperation with its partners- Albanian Foundation for Conflict Resolution and Reconciliation of Disputes and Amaro-Drom.

For the implementation of the Component 3, the ECSORI project has established the ECSORI Fund of 150, 000 EUR. Through the ECSORI Fund, the project will finance CSOs’ projects and initiatives focusing on promotion of Roma Rights and their promotion at central or local level during one round of sub-grants. At least 12 CS projects will be funded.

1.2 OBJECTIVES OF THE CALL AND PRIORITY ISSUES

The **general objective** of this Call for Proposals is: (1) To enable Roma and Egyptian CSOs and Roma and Egyptian -serving CSOs to implement actions that promote Roma and Egyptian rights and integration.

The **specific objective** of this Call for Proposals is “to increase the engagement of Roma and Egyptian CSOs in promoting Roma and Egyptian rights and integration at central and local level in Albania by strengthening their capacity and funding their initiatives”.

Priorities

The duration of the projects will depend on the size of the sub-grants as well as priority areas/themes they will be dealing with:

- **LOT 1**
Project proposals focusing on community awareness and participation, intercultural dialogues, etc. require for a shorter implementation period (in general 6 months). In general, these sub-grants will be from 5,000 – 10,000 EUR.
- **LOT 2**
Sub-grants focusing on monitoring, service delivery/provision of legal and mediation services and implementation of the current legislation and/or policies require for a longer-term intervention and more resources. Therefore, in general the projects focusing on these priority areas will be implemented during a 12-month period. In general, these sub-grants will be from 10,000 – 20,000 EUR.

Such organization of sub-grants also allows for:

- Implementation of a significant number of relevant projects thus supporting a great number of Roma and Egyptian and Roma and Egyptians -serving CSOs; as well as
- Dealing with a significant number of issues regarding Roma and Egyptian rights and integration.

The current Call for Proposals seeks to support centres and associations that are active and situated in the regions where Roma and Egyptian communities live and are working in the following thematic areas.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 150,000. The Contracting Authority reserves the right not to award all available funds.

Size of Grant

The total project budget (including own contribution) for any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 5,000

- Maximum amount: EUR 20,000

Co-funding

A co-financing fund is not required. ECSORI FUND will finance 100% of the project budget. For example, if the total project budget is €10,000, ECSORI Fund will provide the total amount.

RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Practical Guide to contract procedures for actions, which is applicable to the present call (available on the Internet at these addresses: <http://anttarc.org>; <http://www.mediationalb.org/> ; and www.amarodrom.al).

ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) *the actors:*

The **applicant**, i.e. the entity submitting the application form (2.1.1)

(2) *the project:*

Projects for which a sub grant may be awarded (2.1.2);

(3) *the costs:*

Types of cost that may be taken into account in setting the amount of the grant (2.1.3).

2.1.1 ELIGIBILITY OF APPLICANTS

Applicants

Potential applicants for ECSORI Fund sub-grants will be:

- Roma and Egyptian CSOs
- Roma- and Egyptian-serving CSOs

which are registered/formalized civil society organizations.

ECSORI Fund will consider as potential applicants the formalized organizations which:

- Are established and operating in areas where Roma and Egyptian communities live.
- Are registered to court (according to court extract, withdrawn not earlier than three months from the date of application and Form of Legal Entity, Annex D to Instructions, completed and signed by the applicant).
- Are registered at the Tax Office (with NIPT);
- Have no financial obligations (as certified by the tax office).
- Have valid bank account (shown in the Financial Identification Form, Appendix E to the Guidelines, certified by the bank).

Applicants are encouraged to submit the latest financial statements of the organization.

Other CS actors such as community-based organizations, grassroots, youth groups, citizen groups, and civil society activists should use the above-mentioned eligible applicants to receive funding for their proposals.

2.1.2 ELIGIBLE OPERATIONS: OPERATIONS FOR WHICH AN APPLICATION MAY BE MADE

Duration

The initial planned duration of the projects upon which the sub grant is awarded may not be less than 6 months and may not exceed 12 months.

Location

Projects must be implemented in different regions of Albania where Roma and Egyptian communities live.

Areas/Themes

Proposed strategies should focus on delivering results against the objectives set out in section 1.2 and the respective thematic areas i.e.:

Promotion of Roma Rights and Roma Communities Integration are the main areas of intervention of ECSORI Fund. Priority will be given to the following themes:

- Provision of legal aid, mediation, and mentoring services;
- Improvement of legislation on legal aid for Roma and Egyptian communities;
- Intercultural dialogue;
- Community awareness;
- Community participation;
- Monitoring of implementation of the Action Plan for Roma Integration;
- Watch dog activities, monitoring of the performance of municipalities, municipal councils, administrative units, and/or de-concentrated institutions focusing on implementation of Roma and Egyptians rights;
- Monitoring of services provided by the municipalities and other locally-based institutions for Roma and Egyptian;
- Participation of Roma and Egyptian community members in local decision-making and priority setting and service delivery;
- Community mobilization for constructive engagement with public institutions to improve their responsiveness;
- Information and awareness campaigns focusing on Roma/ Egyptian rights and integration.

Types of operation

To be eligible for a grant, applicants under this call should carry out part of the following types of activities:

- Actions that promote awareness raising, lobbying and advocacy for issues related to the main intervention areas;
- Local actions implemented through participatory process with active involvement of local people through initiatives related to Roma and Egyptian community integration.
- Practical and appropriate trainings (as part of the intervention approach), enhancement of information, if they come with actions in the field and if have a structuring capacity on a network of NPO-s, at village, town, regional level;
- Activities which could promote provision of better public services for the local Roma and Egyptian community.

The following types of operation are ineligible for this financial support:

- 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.
- One-time off conference: conferences can only be funded if (1) they are duly justified and fall under objectives of the call for proposals and (2) they form part of a wider range of activities to be implemented in the lifetime of the project. For these purposes, preparatory activities for a conference and the publication of the proceedings of a conference do not in themselves constitute such “wider activities”.
- Projects which consist entirely, or in most part, of preparatory works or studies.
- Co-funding of other projects.
- Projects supporting political parties or illegal activities.
- Core funding of the applicants or (where relevant) its partners.
- Deficit funding and capital endowments.
- Financial subventions to other organisations.
- Purchase of land, building and offices.
- Retroactive financing for projects that are already in implementation or completed.
- Purchase of equipment (unless necessary for the successful execution of the project and costing not more than 15% of the budget).
- Humanitarian activities.

Financial support to third parties

Applicants may not delegate or transfer parts of the implementation / finances of the project to third parties in order to help achieving the objectives of the operation or propose to fund other third parties through the implementation of the project.

Contract award procedures

Where implementation of the project requires awarding of a procurement contract, beneficiary must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be conducted by ECSORI/ ANTTARC.

Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union is funding the action through the ECSORI project implemented by ANTTARC. As far as possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at:

https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf

Number of applications and grants per applicant

The applicant may not submit more than one application under this Call for Proposals.

The applicant may not be a co-applicant in another application at the same time.

A co-applicant may not submit more than one application under this Call for Proposals.

2.1.3 ELIGIBILITY OF COSTS: COSTS THAT CAN BE INCLUDED

Only “eligible costs” can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget presented is considered both a cost estimate and a ceiling for ‘eligible costs’.

The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- Describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount¹

At contracting phase, ANTTARC decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar projects.

¹ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead ANTTARC to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of ANTTARC funding as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs:

Eligible costs are actual costs incurred by the Beneficiary (ies) which meet all the following criteria:

- a. they are incurred during the implementation of the Action
 - Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
 - Costs incurred should be paid before the project closing date.
- b. they are indicated in the estimated overall budget for the Action;
- c. they are necessary for the implementation of the Action;
- d. they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e. they comply with the requirements of applicable tax and social legislation;
- f. they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- taxes, except for value added taxes if the following conditions are fulfilled:
 - (i) they are not recoverable by any means;
 - (ii) it is established that they are borne by the final beneficiary; and
 - (iii) they are clearly identified in the project proposal.;

(Note: Personal Income Tax for employees is considered eligible cost under this call for proposal)

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant) ;
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 APPLICATION FORMS

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form annexes to these Guidelines (Annex A).

Applicants for sub-grants under LOT 1 of the call, 5,000-10,000 EUR can prepare and deliver their applications in Albanian language (with a project summary in English language) using the specific forms included in Annex A.1 and A.2 as well as Annexes B.1 and C.1.

Applicants for sub-grants under LOT 2 of the call, 10,000 – 20,000 EUR must prepare and deliver their application in English language.

Any error or major discrepancy related to the points listed in the instructions on the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents ANTTARC from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes (budget, logical framework) will be evaluated. The project proposal should be prepared following closely the application guideline and the published formats. It is therefore of utmost importance that these documents contain **all** the relevant information concerning the operation.

2.2.2 WHERE AND HOW TO SEND APPLICATIONS

Applications must be submitted in one original and one copy in A4 size, each bound and enclosed in separate envelopes where the name of the applicant organization, the title of the project proposal, and specifically “Original” and/or “Copy” is written. The complete application form (full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in separate and single files (i.e. the application form must not be split into several different files). The electronic file must contain **exactly the same** application / documentation delivered as the paper version enclosed.

The Checklist part of the sub grant application form must be as well enclosed in the envelope.

The outer envelope must bear:

- the reference number of the call for proposal (2017/394-892)
- the name of the applicant organization
- the title of the submitted proposal
- address of the applicant
- the words ‘Not to be opened before the opening session’.

Applications must be submitted in a sealed envelope , 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:

Qendra Kombëtare Burimore e Trajnimit dhe Asistencës Teknike- QKBTAT/ANTTARC
Rr. Reshit Collaku, Pallati Bores Sh.1, Apt. 20
Tirana, Albania

Address for hand delivery or by private courier service

Qendra Kombëtare Burimore e Trajnimit dhe Asistencës Teknike- QKBTAT/ANTTARC
Rr. Reshit Collaku, Pallati Bores Sh.1, Apt. 20
Tirana, Albania

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

Applicants must verify that their application is complete using the checklist of the grant application form. Incomplete applications will be rejected.

2.2.3 DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for the submission of applications 26/10/2018 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 17:00 hrs 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 ABOUT APPLICATIONS

Questions may be sent by e-mail no later than 14 days before the deadline for the submission of applications to the below address (es), indicating clearly the reference of the Call for Proposals:

E-mail address: ngocenter@icc-al.org; erjona.mulellari@anttarc.org.

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for the submission of applications. To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, an operation or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the ANTTARC website: <http://anttarc.org>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by ANTTARC/ ECSORI Project Management Team (PMT) and the Project Evaluation Committee (PEC) composed of PMT members. All projects submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed project does not meet the eligibility criteria, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

The following will be assessed:

- **Compliance** with the submission deadline. If the deadline has not been met, the application will automatically be rejected.

The Application Form satisfies all the criteria specified in eligibility criteria list. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further. *The answer to each of the questions included in the table below must be YES in order to make the project eligible for further assessment.*

Table 1: Eligibility Criteria

Administrative Criteria:	Yes	No	Comments
1. The proposal is submitted within the deadline.			
2. The application form published in the guidelines for this call for proposals has been used.			
3. The proposal is typed.			
4. LOT 1 (If the proposal is >5,000 and <10,000 EUR) The proposal is in Albanian with a project summary (abstract) in English.			

5. LOT 2 (If the proposal is above 10,000 EUR) The proposal is in English.			
6. One original and one copy of the documents is included.			
7. A CD is enclosed containing the same information as the written application is included.			
Eligibility Criteria:	Yes	No	Comments
1.The proposal is submitted by an eligible applicant (Roma or/and Egyptian organization or Roma and Egyptian serving civil society organization)			
2.Court decision/registration is provided (copy)			
3.Statute of the organization is provided (copy)			
4.Extract is provided (taken from the court not earlier than 3 months before the application deadline)			
5.Legal Entity Form is provided			
6. Tax Office registration (NIPT, copy) is provided			
7. Certification that the organization has no obligations from the tax office is provided. (last month)			
8.Financial Identification Form is provided			
9.Location: Applicant is located and is active in Albania, in areas where Roma and/or Egyptian communities live.			
10.Range of project budget: LOT 1- The total project budget is within 5,000 and 10,000 EUR for proposals submitted in Albanian			
11.Range of project budget: LOT 2- The total project budget is within 10,000 and 20,000 EUR for proposals submitted in English			
12.Project duration: Project duration is within 6 and 12 months.			
13.The applicant has presented only one proposal for this call.			

After the evaluation of eligibility, ANTTARC will send letters to all applicants, indicating whether they passed through the eligibility evaluation or not. The letter for the applicants that have failed to pass the eligibility evaluation should include details about the reason for rejection:

Which administrative criteria were not met (deadline for application, application format, application documents); Which eligibility criteria were not met (applicant's eligibility relating to location and formalization, amount requested, project duration, number of applications). They are informed that they can submit a written complaint with 5 working days. Project Evaluation Committee will proceed with the technical evaluation of applications passing the administrative check.

STEP 2: EVALUATION OF THE FULL APPLICATION

The quality of the applications, including the proposed budget and the capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

The award criteria help evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help select applications for which ANTTARC can be confident that they will comply with its objectives and priorities. They cover the relevance of the project proposal, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good

Criteria	Explanation of the criteria	Max Score	Wight	Scores
Proposal relevance and coherence relating to the ECSORI Fund priorities and objectives	<ul style="list-style-type: none"> - How relevant is the project to the particular needs and constraints of the target region? (score +4) - How coherent is the project with the objectives and priorities of the call for proposal? (score +6) 	10	2	20
Applicants' capacity to implement the project proposal	<ul style="list-style-type: none"> - Has the applicant properly described project staff experience and competencies related to the project field. (score + 2) - Has the applicant showed relevant experience from the implementation of similar projects? (score +3) - Has the applicant the proper management and administrative resources for the successful management of the project? (score +2) - Will the project build on and support the continuity of the organization's work and role? (score +3) 	10	1.5	15
Quality of project proposal	<ul style="list-style-type: none"> - Are the project objectives and expected results logically defined and achievable within the project scope and the budget available? (score +2) - Is the proposal providing a reasonable and realistic action plan (score +2) 	10	2	20

	<ul style="list-style-type: none"> - Is the proposal providing a reasonable and realistic/ cost effective budget? (score +2) - Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in the call for proposal? (score +2) - Is the project implementation leading to sustainable results after the completion of the project? Are any follow-up activities planned and explained? (score +2) 			
Proposal impact to the betterment of the thematic area	<ul style="list-style-type: none"> - What improvements/change can the proposal bring to the sector on focus and the policy making at local, regional, and national level? (score +3) - How does the project promote the improvement of social-economic conditions of community in targeting area? (score +4) - How does the proposal contribute to improvement of existing public services/activity? (score +3) 	10	2.5	25
Visibility of the action and cooperation (partners and stakeholders)	<ul style="list-style-type: none"> - Has the applicant presented proper and clear activities for the project visibility? (score +3) - How will the project promote Roma and Egyptian community participation? (score +3) - To which extent the project considers the involvement and contribution of different stakeholders (local government, other organizations, etc.)? (score +2) - Is the role of the key stakeholders in the project clearly defined? (score +2) 	10	2	20
Total scores given to the project proposal		50		100

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification, based on requirements underlined in Section 2.1, will only be performed for the applications that have been provisionally selected according to their score and within the available ECSORI fund. During this phase, the PMT may require more information from applicants via email and/or through on-site visit.

- The eligibility of applicants will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1 CONTENT OF THE DECISION

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. ANTTARC's procedures are based on the Section 2.4.15 of the EU Practical Guide.

2.4.2 INDICATIVE TIMETABLE

TIMETABLE	DATE	TIME*
Information meetings	17/09/2018	10.30-12.00
Deadline for requesting any clarifications from the Contracting Authority	up to 26/09/2018	17:00
Last date on which clarifications are issued by the Contracting Authority	up to 12/10/18	17.00
Deadline for submission of Application	up to 26/10/2018	17:00
Information to applicants on opening, administrative checks and transition to the technical evaluation phase (Step 1)	within 02/11/2018	17:00
Information to applicants on the evaluation of the Full Application Form (Step 2)	within 30/11/2018	17:00
Control the compliance of winners and negotiate contracts with them (Step 3)	within 31/12/2018	17:00
Contract signature	within 31/12/2018	17:00

2.5 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Sub granting Authority's grant contract. By signing the application form (Annex A of this Guideline), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Application Form (Word format)

Annex B: Budget Proposal Form (Excel format)

Annex C: Logical Framework Form

Annex D: Legal Entity Sheet

Annex E: Financial Identification Form