



**Contracting Authority:** Municipality of Roskovec

## **Guidelines for Small Grant Applicants**

Reference: Grant Contract

EuropeAid/173618/DD/ACT/AL

Deadline for submission of application:

**31/05/2024 at 16:00**



Co-funded by  
the European Union

## TABLE OF CONTENTS

1. SUB GRANT UNDER THE PROJECT “REVITALIZATION OF THE COMMUNITY CENTER SCHOOL IN KURJAN FOR A BETTER ACCESS TO SOCIAL AND ECONOMIC DEVELOPMENT FOR YOUNG PEOPLE AND DISADVANTAGED GROUPS”	
1.1.Introduction.....	3
1.2 Objectives of the call for proposal.....	4
1.3 Financial allocation provided by the contracting authorityl.....	4
<b>2. RULES FOR THIS CALL FOR PROPOSALS</b>	
2.1. Who can apply?.....	5
2.2. Application process and duration of the financing support .....	5
2.3. Eligibility criteria .....	6
2.4. Ineligible criteria .....	6
2.5. Eligible and Ineligible costs and actions .....	6
2.5.1.Examples of eligible actions .....	7
2.6. Application process:.....	8
2.6.1. <i>Where and how to send the applications</i> .....	9
2.6.2. <i>Deadline for submission of applications</i> .....	9
2.6.3. <i>Further information about applications</i> .....	9
2.7. Evaluation and selection of applications.....	10
2.8. Selection of recipients of financial support (sub-grantees).....	10
2.8.1.Evaluation of applications/proposals for financial support: .....	10
2.8.2.Notification of the Contracting Authority’s decision .....	11
2.9. Indicative timetable.....	<b>Error! Bookmark not defined.</b>
<b>3. LIST OF ANNEXES</b>	



Co-funded by  
the European Union

## **1 SUB GRANT UNDER THE PROJECT “REVITALIZATION OF THE COMMUNITY CENTER SCHOOL IN KURJAN FOR A BETTER ACCESS TO SOCIAL AND ECONOMIC DEVELOPMENT FOR YOUNG PEOPLE AND DISADVANTAGED GROUPS”**

This document relates to the Subgrant call for proposal under the project “Revitalization of the Community Center School in Kurjan for a better access to social and economic development for young people and disadvantaged groups”- financed by the European Union, which is implemented by Roskovec Municipality and SCiDEV which provides an opportunity for funding: 11 subgrants provided in total (2 subgrantees for guesthouses renovation and promotion, 1 subgrant for artisanal and handmade products, 8 subgrants for hairdresser, aesthetics beauty salon, agrotourism marketing, office assistance, digital marketing etc.). These guidelines provide information about the ‘sub grant call including eligibility criteria, the application submission process, the evaluation process as well as general information about the project.

Applicants should have read through these guidelines before applying in order to ensure an adherence to the subgrant rules and criteria.

### **1.1 Introduction**

The Municipality has been awarded a grand under the EU funded Grant Scheme “EU for socio-economic development as an alternative against drug cultivation”.

The overall objective of the project is to improve social and economic development in Roskovec municipality through sustainable employment and income generation opportunities as an alternative to cannabis cultivation and trafficking and integrated public services at the local level.

Two main objectives:

1. Increase employment and income opportunities for the youth of Kurjan as an alternative to illegal activities through the revitalization of the local high school as a community center and vocational training.
2. Strengthening the capacities of Roskovec Municipality to raise public awareness against cannabis cultivation and trafficking, focusing on youth, women and vulnerable groups through integrated public services in education, vocational training and income generation.

### **1.2 Objectives of this call for proposal**



The main objective of the sub-grants scheme is *to increase the opportunities for youth, women and farmers to self-employment and increase their economic level in the society.*

The *specific objective* of the sub-grant scheme is to *provide financial support to business start-up initiatives that contributes to self-employment of the project targeted groups.*

*This call is referred to Result (2) ts; (1.4 Output 4 related to Outcome 1) Sub-grants program for third parties – at least 11 start-up initiatives will be financially supported and guided to develop their entrepreneurship will enable programs for a rich social, economic and cultural life by encouraging social interaction, creativity and learning.*

The target groups of the sub-grant scheme are *existing businesses / youth, women/ farmers/ roma & Egyptians and persons with a different ability to increase the opportunities for self-employment and increase their economic level in the society, living in the Municipality of Roskovec:*

### **1.3 Financial allocation provided by the contracting authority**

#### *The sub- grants*

- The overall indicative amount made available under the sub-grant scheme under this call for proposals is **EUR 44 000 (forty-four thousand)** respectively: **Lot 1** for guesthouses renovation and promotion 18000 (eighteen thousand Euro); **Lot 2** for artisanal and handmade products 10000 (ten thousand) EUR and **Lot 3** for Subgrants for start-ups as (for hairdresser/barber, aesthetics/manicure/pedicure beauty salon, agrotourism marketing, office assistance, digital marketing) is: 16000 (sixteen thousand) EUR

#### *Size of grants*

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts respectively:

- The maximum amount for guesthouses renovation and promotion is: 9000 (nine thousand) EUR
- The maximum amount for artisanal and handmade products is limited to: 10000 (ten thousand) EUR
- The maximum amount for Subgrants for start-ups as (for hairdresser/barber, aesthetics/manicure pedicure beauty salon, agrotourism marketing, office assistance, digital marketing etc.) is: 2000 (two thousand) EUR



Co-funded by  
the European Union

## **2 RULES FOR THIS CALL FOR subgrants**

### ***2.1 Who can apply?***

Eligible to apply for this call are as follows:

Existing businesses that want to invest and improve;  
entirely new businesses/start-ups;  
attendees form the targeted groups (boys & girls, young women and Roma and Egyptians children/adults with disabilities participants of the professional courses in the framework of the project.

### ***2.2 Application process and duration of the financing support***

The duration of the financial support should not exceed *6 months*.

### **2.3 Eligibility criteria**

The applicant must also satisfy the following eligibility criteria to be eligible for a sub-grant under this call:

- must be registered as physical person,
- or
- is a business entity
- has paid all tax obligations as well as local taxes and fees.
- is not in liquidation, bankruptcy or closing procedure;
- applications for new businesses that will be created will be accepted if individuals will register their business in Roskovec within 15 days after signing the contract with Roskovec Municipality.
- be responsible for the preparation and implementation of the activities outlined in the application.

### ***Location***

The applicants Must be located and operate only in the area of Roskovec Municipality.

### **2.4 Ineligible criteria**

Potential applicants are not eligible to receive a sub-grant grant from this project'' if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors,
- have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation, arising from a similar procedure provided for in the national legislation;



Co-funded by  
the European Union

- they have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible);
- they are guilty of serious professional misconduct proven by any means;
- they have not fulfilled obligations relating to the payment of debts to the consolidated state budget;
- they have been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the national financial interests;
- they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the national budget;
- are subject to a conflict of interests; the conflict of interests represents any circumstances that may affect the assessment or implementation process, in an objective and impartial manner. Such circumstances may result from economic interests, political or national preferences or family connections;
- have attempted to obtain confidential information or influence the assessment bodies during the assessment process of current or previous calls for proposals;
- if they do not fulfil standard requirements with regards to wages or accept the decent work agenda (i.e. adhere to offering productive work for women and men in conditions of freedom, equity, security, and human dignity), or similar;
- any entity that has been found to have misused EU Funds or other donor or public funds in the past;
- political parties, groupings, or institutions or their subsidiaries and affiliates.

### ***2.5 Eligible and Ineligible costs and actions***

The subgrant scheme aims to provide employment and economic activity for youth/farmers/women young men and women who will benefit from the grants/as well as groups in need in Roskovec municipality area.

The funds may be utilized for a variety of activities that are in line with the project objective.

#### **Eligible Costs**

- Purchasing of row materials
- Purchasing of equipment required for business purposes
- Salaries of the personnel employed to carry out activity
- Purchasing tools and programs
- Purchasing/production of packing and marketing products

#### **Ineligible costs**



Co-funded by  
the European Union

The guidelines of the call for proposals (section 2.1.5), as well as the Article 14 of the general conditions of European Union-financed grant contracts for external actions (Annex II of the grant contract), these costs are ineligible:

- purchases of land or buildings;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of national administrations;
- value added tax (VAT)
- manufacturing, processing and marketing of tobacco and tobacco products;
- debts and debt service charges (interest on debt);
- provisions for losses or potential future liabilities;
- cost declared by the recipients of financial support to third parties (sub-grantees) and financed by another operation or work program receiving a Union grant;
- currency exchange losses;
- credits to third parties;
- fines, financial penalties and expenses of litigation;
- consultant fees between the recipients of financial support to third parties for services or work carried out within the project;
- taxes, customs and import duties and levies and/or charges having equivalent effect.

As financial support to third parties does not entail the transfer of responsibility from the grant beneficiaries to the recipients of the financial support to third parties (sub-grantees), the beneficiaries of the EU grant have to ensure that the recipients of financial support comply with the restrictions on the eligibility of costs.

### 2.5.1 Examples of eligible actions

The following list offers some examples of eligible activities respectively:

- starting up a new economic activity (eg. support renovation of guesthouses who offer minimum 2 rooms with 3 beds each)
- start-up in developing new products of artisan women
- diversifying new products, processes or services;
- purchase/development of equipment and software in order to support start-ups in making technological advancement (note: if it proves to be justified (price, purchase option or the like), the purchase of used equipment from a legal entity is allowed);
- 

Eligible activity should be under the **following economic sectors:**

#### 1. Economic activity



Co-funded by  
the European Union

2. Gastronomy
3. Tourism / Gastronomy & Hospitality
4. Digital marketing
5. Creative industries/Art crafts

The following types of actions are **ineligible**:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses or research;
- preparatory studies or preparation of preliminary design for works to be carried out within the project;
- actions linked to political parties;
- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programs.

The beneficiaries of the sub-grants have to ensure that the recipients of financial support comply with the restrictions on the eligibility of actions.

### ***2.6 Application process:***

The funds shall be granted on a competitive basis by a public call launched by the Municipality of Roskovec as the contracting authority.

The Call for Proposals and the application package can be downloaded at the following sources:

1. Municipality of Roskovec: <https://bashkiaroskovec.gov.al/>

The forms for submitting the applications are:

- 1) Project Application Form
- 2) Presentation of Business Idea
- 3) Project Budget
- 4) Declaration of Applicant

<https://bashkiaroskovec.gov.al/>





Co-funded by  
the European Union

### ***2.6.1 Where and how to send the applications***

The application will be submitted via mail system or handed over to the following address

#### **Project Implementation Unit**

Municipality of Roskovec

Neighborhood No. 1, Center-Roskovec, Albania

**Website:** <https://bashkiaroskovec.gov.al/>

### ***2.6.2 Deadline for submission of applications***

The deadline for submission of applications is **30 days** from the day of announcement of the call. The deadline is: 31May 2024, 16:00.

Any application submitted after the deadline will be rejected.

### ***2.6.3 Further information about applications***

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: [info@bashkiaroskovec.gov.al](mailto:info@bashkiaroskovec.gov.al)

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 lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of the Municipality of Roskovec.

## **2.7 Evaluation and selection of applications**

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.



If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.3.1, the application will be rejected on this sole basis.

## **2.8 Selection of recipients of financial support (sub-grantees)**

The evaluation of applications/proposals for financial support must be well documented and could be, if so agreed, subject to prior approval by the Contracting Authority of sub-grant scheme.

### **2.8.1 Evaluation of applications/proposals for financial support:**

The eligible criteria that the applicant has to fulfil are:

- To be registered in accordance with domestic trade law and be equipped with a taxable identification number;
- To be an individual or micro-small enterprise (at least 1 employee).
- To be located and paid all the local taxes in Roskovec municipality geographical area;
- To not be in difficulty (unable to meet its obligations from its own sources or funds)
- Not to violate the intellectual property rights of any third parties

Only cost incurred for activities carried out during the project duration and which are in accordance with the approved project budget and the rules of the sub-granting.

## **STEP 1: OPENING & ADMINISTRATIVE CHECKS**

During the [opening and] administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If all four required documents have been submitted. 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.

For the proper evaluation of the applications/proposals, the grant beneficiaries may use the following evaluation grid and include the selection criteria

The applicants will receive a letter indicating the reference number of their application and the respective results.

## **STEP 2: EVALUATION OF THE FULL APPLICATION**

Evaluation Grid



Co-funded by  
the European Union

<b>1. Operational criteria</b>	<b>Maximum Score</b>
Quality of project proposal	15
Quality of business idea	30
Sustainability of action	10
Generation of employment	15
Support to vulnerable group (people with disability)	10
<b>2. Financial criteria</b>	
Financial proposal	20
<b>Total score</b>	<b>100</b>

If the total score (financial and operational capacity) is less than 60 points, the application will be rejected.

### ***Provisional selection***

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

### **2.8.2 Notification of the Contracting Authority's decision**

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. The letter will be sent by e-mail, followed by mailing system.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within 10 days after the official notification from the contracting Authority.

### ***2.9 Indicative timetable***

	<b>DATE</b>	<b>TIME</b>
<b>1. Information meeting</b> Avenue: Municipality of Rockovesc	8 May 2024	11.00
<b>2. Announcement of the call</b>	2 May 2024	16:00
<b>2. Deadline for requesting any clarifications from the contracting authority</b>	16 May 2024	16:00



Co-funded by  
the European Union

<b>3. Last date on which clarifications are issued by the contracting authority</b>	23 May 2024	16:00
<b>4. Deadline for submission of application</b>	31 May 2024	16:00
<b>5. Information to on opening, administrative checks</b>	3 June 2024	16:00
<b>6. Information on the evaluation applications</b>	6 June 2024	16:00
<b>9. Notification of award</b>	17 June 2024	16:00
<b>10. Contract signature</b>	20 June 2024	16:00

## 1. LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

Annex A: Presentation of Business Idea (Grant application form in Word format)

Annex B: Budget (Excel format)

Annex C: Declaration of Applicant

Annex D: Legal entity sheet

Annex E: Financial identification form