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WORKSHOP

**“A meaningful youth participation in INTERREG IPA:
How to enable young people to take action?”**

Bar, Montenegro - 21 April 2023



4th Call for Proposals

Cross-Border Cooperation Programme Montenegro-Albania 2014-2020

- Published on **17 March 2023**, according to the rules for **Open Call for Proposals**.
- Deadline for submission of Applications is **15 June 2023**.
- Application package is available at the following websites:
- <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=177415>
- <https://www.gov.me/mep>
- <https://www.kryeministria.al/newsrooms/njoftime>
- <https://www.cbc-mne-alb.org>



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Objectives and priority issues of the Call for Proposals

- The overall objective of this call for proposals is: **“To promote/strengthen good neighborly relations and socioeconomic development of the border regions, through valorizing its touristic potentials, an environmentally sustainable and socially inclusive economic development, with respect for its common cultural and natural heritage.”**

Quality of Life



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Objectives and priority issues of the Call for Proposals

- The thematic priorities of this grant scheme are the following:

- ✓ **Thematic priority 1:** Encouraging tourism, culture and natural heritage,

- ✓ **Thematic priority 3:** Promoting employment, labour mobility and social and cultural inclusion across the border.

SPECIFIC OBJECTIVES	RESULTS
1. The competitiveness of the tourism sector is enhanced by the economic valorisation of the cultural and natural heritage	Result 1.1 - The quality of tourism services and products is upgraded Result 1.2 - Cooperation in the field of cultural and natural heritage preservation is increased (e.g. around the Shkodra/Skadar Lake area)
3. Promoting employment, labour mobility and social and cultural inclusion across the border	Result 3.1 - Access to the labour market improved, especially for vulnerable groups



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Financial allocation provided by the contracting authority

- Indicative EU-funded allocations per specific objective:



Specific objective	Allocation
1. The competitiveness of the tourism sector is enhanced by the economic valorisation of the cultural and natural heritage	EUR 1.902.777,01
3. Promoting employment, labour mobility and social and cultural inclusion across the border	EUR 906.913,23
TOTAL	EUR 2,809,690.24



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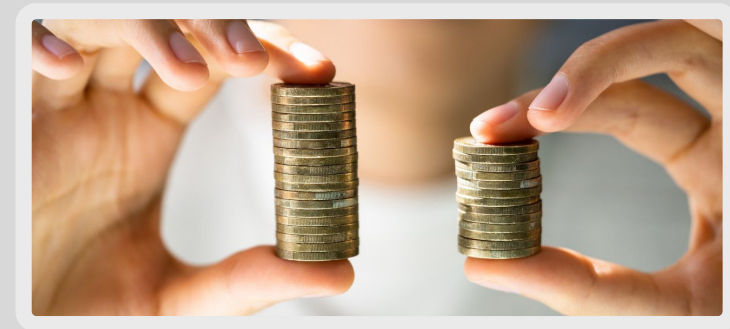
Financial allocation provided by the contracting authority

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

Specific objective	Minimum amount of EU funded grant	Maximum amount of EU funded grant
1. The competitiveness of the tourism sector is enhanced by the economic valorisation of the cultural and natural heritage	EUR 300,000.00	EUR 900,000.00
3. Employability and social inclusion is fostered	EUR 300,000.00	EUR 450,000.00

- Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

Minimum percentage: 50% of the total eligible costs of the action;
Maximum percentage: 85% of the total eligible costs of the action.



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The duration and location of the action

Specific objective	Minimum number of months	Maximum number of months
1. The competitiveness of the tourism sector is enhanced by the economic valorisation of the cultural and natural heritage	18	36
3. Employability and social inclusion is fostered	18	24

- **The Programme area in Montenegro covers the following Municipalities:**

Andrijeвица, Berane, Plav, Gusinje, Petnjica, Rožaje, Podgorica, Tuzi, Zeta, Cetinje, Danilovgrad, Budva, Bar and Ulcinj.

- **The Programme area in Albania includes:**

The Region of Shkodra, including the following municipalities: Malesi e Madhe, Shkoder, Vau i Dejes, Puke, Fushe Arres;
 Region of Lezha, including the following municipalities: Lezha, Mirdite, Kurbin; Municipality of Tropoja.



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Eligibility of applicants

- The applicant must act with at least one co-applicant as specified in the Guidelines for grant applicants.
- If the applicant is established in Montenegro, at least one co-applicant must be established in Albania, and vice versa.
- The maximum number of co-applicants and affiliated entities that could be involved in the action is 4. This means that an application cannot have more than 5 entities involved in total.



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In order to be eligible for a grant, the lead applicant must

- be a legal person, **and**
- be non-profit-making, **and**
- be effectively established in either Montenegro or Albania, **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- be one of the following institutions or organizations:
 - ✓ **Central, regional and local government units** (ministries, municipalities, agencies, departments, etc)
 - ✓ Tourism and cultural organizations,
 - ✓ Associations of municipalities,
 - ✓ Development agencies,
 - ✓ Local business support organizations,
 - ✓ **NGOs,**
 - ✓ Public and private bodies supporting the workforce,
 - ✓ **Vocational and technical training institutions,**
 - ✓ Bodies and organization for nature protection,
 - ✓ **Schools, colleges, universities and research centers including vocations and technical training institutions.**



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Eligibility of actions

- Actions or operations selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:
- Take place in the specific programme area of Montenegro and/or Albania;
- Have cross-border impacts and benefits in parts of the programme area of Montenegro and Albania;
- foresee cooperation of the cross-border applicant and co-applicant(s) in both:
 - ✓ **joint development:**
 - ✓ **joint implementation:**
 - ✓ foresee cooperation of the cross-border applicant and co-applicant(s) in either:
 - ✓ **joint staffing:** or
 - ✓ **joint financing:**
 - ✓ or both **joint staffing and financing.**



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Eligibility of actions

Indicative types of activities for TP 3, SC 3

- Support cooperation among and between (vocational) education institutions and the private sector to improve the matching of training curricula for vulnerable groups with the labour market demand, including e-learning programmes and the use of ICT;
- Supporting initiatives and campaigns for self-employment, especially in the rural areas, including support to start up business for vulnerable groups;
- Support strengthening capacities of labour promotion institutions, sharing of experiences and best models to increase employability (especially of vulnerable groups) within and across the borders;
- Actions aiming at creation of job opportunities and skills for disadvantaged groups of the society;
- Research work to promote employment, labour mobility and social inclusion;
- Encourage local government – CSO partnership on social inclusion (local actions plans on disadvantaged groups, increase capacities of local government to manage social programmes and provide for the sustainability of actions);
- Organise youth exchange programmes, for example through school exchange programmes or other NGO initiatives.



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Financial support to third parties

Applicants may propose financial support to third parties for:

- TP1: Encouraging tourism and cultural and natural heritage; and
- **TP3: Promoting employment, labour mobility and social and cultural inclusion across the border.**

The maximum amount of financial support per third party is **EUR ≤ 60 000**.

The lead applicant should define mandatorily in **Section 2.1.1** of the grant application form:

- (i) the overall objectives, the specific objective(s) and the outputs (i.e. the results) to be achieved with the financial support;
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list;
- (iii) the types of persons or categories of persons which may receive financial support;
- (iv) the criteria for selecting these entities and giving the financial support;
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.



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Financial support to third parties – Eligible Activities and Applicants

Financial support may be provided for the following activities for **TP 3**:

- Activities for capacity building of vulnerable groups (women, youth, long term unemployed persons, PWD);
- Supporting initiatives and campaigns for self-employment;
- Support to start up business for vulnerable groups;
- Activities aiming at employing vulnerable groups;
- Business initiatives promoting labour mobility across the border;
- Support cooperation among and between (vocational) education institutions and the private sector.



For the purposes of this Call for Proposals, third parties per thematic priority are:

- For TP3 - Promoting employment, labour mobility and social and cultural inclusion across the border - local SMEs, local business support organizations, NGOs, vocational and technical training institutions.



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Number of applications and grants per applicants / affiliated entities

- **The lead applicant** may not submit more than **2 applications** under this call for proposals.
- **The lead applicant** may not be awarded more than **1 grant** under this call for proposals as a lead-applicant.
- **The lead applicant** may be a co-applicant or an affiliated entity in more than 1 application at the same time.
- **A co-applicant/affiliated entity** may not be the co-applicant or affiliated entity in more than **2 applications** under this call for proposals as a co-applicant or an affiliated entity.
- **A co-applicant/affiliated entity** may not be awarded more than **1 grant** under this call for proposals as a co-applicant or an affiliated entity.

Note: in the event of failure to fulfill these requirements, the applications of all concerned entities will be rejected.



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Submission of 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:

The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds (CFCU)

Stanka Dragojevića 2, 81000 Podgorica Montenegro

Opening hours of the Contracting Authority: 07:00 – 15:00h

- **Hand delivery: 15th June 2023 by 14:30h**
- **Registered mail or private courier service: 15th June 2023**

Notes:

- Applicants must apply in English
- Hand-written applications will not be accepted;
- In case of submission by post, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the case of hand delivery it is the acknowledgment of receipt given at the time of the delivery of the application/full proposal which will serve as proof.



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Submission of Applications

- Applications must be submitted in one original and 3 copies in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), PADOR registration form, budget and logical framework must also be supplied in electronic format CD-ROM in a separate and single file (i.e. the application must not be split into several different files).
- An electronic version (CD-ROM or a USB memory stick) of the application must also be submitted. The electronic file must contain exactly the same application as the paper version enclosed.
- Application 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) and must bear following information:
 - reference number and the title of the call for proposals, together with;
 - the full name and address of the lead applicant;
 - and the words 'Not to be opened before the opening session' and 'Ne otvarati prije sastanka za otvaranje prijedloga projekata.'

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

Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).

Incomplete concept notes may be rejected.



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Additional information

Deadline for requesting any clarifications from the Contracting Authority:

25 May 2023, by 15:00h

Last date on which clarifications are issued by the Contracting Authority:

02 June 2023

Questions may be sent by e-mail:

cfpmne.al@mif.gov.me



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Additional information

Questions that may be relevant to other applicants, together with the answers, will be published on **2 June 2023** at the latest, on the following websites:

- <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=177415>
- <https://www.cbc-mne-alb.org>

Presentations from the Information session are published at the same websites:

- <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=177415>
- <https://www.cbc-mne-alb.org>



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APPLICATION PACK

GUIDELINES FOR APPLICANTS

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Word format)
- Annex D: Legal entity form
- Annex E: Financial identification form

DOCUMENTS FOR INFORMATION

- Annex F: Organisation data or PADOR registration form
- Annex G: Standard grant contract
 - Annex II: general conditions
 - Annex IV: contract award rules
 - Annex V: standard request for payment
 - Annex VI: model narrative and financial report (incl. the detailed breakdown of expenditure)
 - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:
https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.
- Annex L: Self-evaluation questionnaire on SEA-H



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Thank you for your attention!

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