Toka Jone – Re-use of confiscated assets for social agriculture

**Sub-granting authority**: COSV

Reference: EuropeAid/171607/DD/ACT/AL

ANNEX A

Grant Application Form

Deadline for submission of full application:

27 March 2023 at 16:00

Please complete the Grant Application Form according to the Guidelines regarding each section. Applications that do not follow the given format might be disqualified.

Please delete the cursive sentences in the application form.

1. **General information**

|  |  |
| --- | --- |
| **Title of the project** |  |
| **Name of the lead applicant** |  |
| **Partners (if any)** |  |
| **Location of the action** | *specifc region(s) that will benefit from the action* |
| **Duration of the action** |  |
| **Total Budget** |  |
| **Grant Requested from the sub-granting authority** | *between 40.000 and 60.000 EUR* |
| **Overall Objective (s)** |  |
| **Specific objective** |  |
| **Target Groups** | *Describe shortly the target group(s).* |
| **Final beneficiaries** | *Describe shortly the final beneficiaries.* |
| **Expected Results** | *Describe shortly the expected results.* |
| **Main Activities** | *Describe shortly the main activities.* |

1. **Description of the project** (max 5.000 characters, spaces included)

* *Briefly describe the project.*
* *Explain the objectives of the project.*
* *Describe the key stakeholder groups, their attitude towards the action and any consultations held with them.*
* *Briefly state the types of activities proposed, and specify related outputs and results, including a description of linkages/relationships between activities.*

1. **Relevance of the Project** (max 8.000 characters, spaces included)

* *Describe the relevance of the project to the specification of the Call for Proposals (section 2.1. of the Guidelines for Applicants).*
* *State clearly the specific pre-project situation in target area / location of the project (including quantified data analysis where possible).*
* *Provide a detailed analysis of the problems / needs to be addressed by the project.*
* *Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.*
* *Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project.*

1. **Description of the target group(s) and final beneficiaries** (max 5.000 characters, spaces included)

* *Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.*
* *Identify the needs and constraints of each of the target groups and final beneficiaries and state how the project will address these needs.*
* *Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.*
* *Explain any participatory process ensuring participation by the target groups and final beneficiaries.*

1. **Overall objective(s) and specific objective** (max 4.000 characters, spaces included)

* *Provide a detailed description of the Overall Objective(s) of the project.*
* *Provide a detailed description of the Specific Objective of the project, including indicators as described in the Annex C: Logical Framework. Describe the expected impact of the project, with quantified data at economic, and social level.*

1. **Expected results** (max 5.000 characters, spaces included)

* *Explain the specific results expected, with quantified data where possible and how they contribute to the achievement of the specific objective.*
* *Explain how the project will improve the situation, the technical and management capacities of target groups and final beneficiaries.*

1. **Detailed description of project activities** (max 8.000 characters, spaces included)

* *Identify and describe in detail each activity to be undertaken to produce the results.*
* *Explain how the proposed activities will contribute to the achievement of the expected results.*
* *Describe the planned actions in order to ensure the visibility of the project.*

1. **Methodology** (max 5.000 characters, spaces included)

* *Describe the methods of implementation of the proposed activities and reasons for such methodology (explain how you intend to carry out the activities).*
* *Describe the procedures for monitoring and internal evaluation.*
* *Describe the role and participation in the action of the various actors and stakeholders (partners, target groups, local authorities, etc.), and the reasons why these roles have been assigned to them.*
* *Describe the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals).*
* *Please, specify the possible risks and mitigation measures regarding the specific objective, the expected results and the activities of the project.*

1. **Activity plan**

*The duration of the project may not exceed 10 months.*

*Applicants are recommended to base the estimated duration of each activity and the 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 match those described in detail in Section 2.1.2.*

*The action plan will be drawn up using the following format:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | |
|  | Half-year 1 | | | | | | Half-year 2 | | | | | |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For the following years: | | | | | | | | | |
| Activity | Half-year 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Example | example |  |  |  |  |  |  |  | Example |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |

**9. Sustainability of the action (max 3 pages)**

<insert text here>

* *Objective and field of action of the project;*
* *Governance structure within that makes decisions and monitors the progress of activities;*
* *Management structure (if different from the governance structure): members involved in the direct management of the activities (administrative and support staff);*
* *Assets and other resources available for the project;*
* *Competitor analysis: describe the state of the art and the added value of your entity/partnership;*
* *Final users analysis: identify exactly the profile of the potential final beneficiaries, estimate their quantity and characteristics;*
* *Marketing plan: which kind of services will be offered and their scale;*
* *Estimated costs: supposed costs based on information acquired through specific analysis;*
* *If already Social Enterprises please provide the estimated revenue: supposed revenues based on information acquired through specific analysis. As established by law on SE, at least 20% and 30% (after the third year of activity) of the annual budget must come from economic activity.*
* *SWOT analysis: identify Strength, Weaknesses, Opportunities and Threats related to the action;*
* *Communication actions: whom should be given specific information to, when that information should be delivered and what communication channels will be used to deliver the information;*
* *Social impact plan: Include aspects such as demographics, health and wellbeing. Define the number of individuals involved, among the target groups or wider communities.*

**10.Logical framework**

*Develop the logical framework of the project based on the format provided in Annex C to the Guidelines for Applicants.*

1. **Budget, amount requested from the Contracting Authority and other expected sources of funding**

Fill in Annex B to the Guidelines for Applicants to provide information on:

* 1. *the budget and its justifications of the project for the total duration of the project;*

**10.** **Experience**

The below 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.

**(i) Experience in similar actions** **in the past** **5 years** (Maximum 1 page per action)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector:** | | |
| **Location of the action** | **Cost of the action**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the action (name)[[1]](#footnote-2)** | **Amount contributed (by donor)** | **Dates** (from..to)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |

**(ii) Experience in other actions in the past 5 years** (Max. 1 page per action and max. 10 actions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector:** | | |
| **Location of the action** | **Cost of the action**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the action (name)[[2]](#footnote-3)** | **Amount contributed (by donor)** | **Dates** (from..to)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |

* **The lead applicant, the co-applicant(s) and affiliated entities**

|  |  |
| --- | --- |
| **Name of the lead applicant** |  |
| EuropeAid ID |  |
| Nationality[[3]](#footnote-4)/ Country and date of registration[[4]](#footnote-5) |  |
| Legal entity file number[[5]](#footnote-6) |  |
| Legal status[[6]](#footnote-7) | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| **Co-applicant(s) [[7]](#footnote-8)** |  |
| Name of the co-applicant |  |
| EuropeAid ID |  |
| Nationality/ Country and date of registration |  |
| Legal entity file number (if available) |  |
| Legal status | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| **Affiliated Entity(ies)[[8]](#footnote-9)** |  |
| Name of the Affiliated-Entity |  |
| EuropeAid ID |  |
| Nationality / Country and date of registration |  |
| Legal status: | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| Specify to which entity you are affiliated (lead applicant and/or the co-applicant).  Specify the kind of affiliation you have with that entity. |  |

* **Associates participating in the action**

|  |  |
| --- | --- |
|  | **Associate** <…> |
| **Full legal name** |  |
| **Country of registration** |  |
| **Legal status**[[9]](#footnote-10) | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| **Official address** |  |
| **Contact person** |  |
| **Tel**: country code + city code + number |  |
| **Fax**: country code + city code + number |  |
| **E-mail address** |  |
| **Experience of similar actions**, in relation to role in implementing the proposed action |  |
| **History of cooperation** with the applicants |  |
| **Role and involvement in preparing**  the proposed action |  |
| **Role and involvement in implementing**  the proposed action |  |

* **Declarations**
  1. **Declaration by the lead applicant (full application)**

The lead applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

1. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
2. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
3. the lead applicant certifies the legal statutes of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
4. the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
5. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
6. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
7. if the requested amount is above EUR 40 000 the lead applicant, the co-applicant(s) and the affiliated entity(ies) must fill in and sign a declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
8. the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
9. the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants; if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable).

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

* 1. **Mandate (for co-applicant(s))**

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

The co-applicant authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the European Commission (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

* 1. **Checklist for self-guidance**

*(To be filled in by the lead applicant for self-guidance purposes only)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the Proposal:** | **Yes** | **No** | **N/A** |
| **Before sending your full application**  **check that each of the criteria below have been met in full:** | **Yes** | **No** | **N/A** |
| 1. The proposal is submitted within the deadline |  |  |  |
| 2. The application forms published in the  guidelines for this call for proposals have been used |  |  |  |
| 3.The proposal is typed |  |  |  |
| 4. The proposal is in English |  |  |  |
| 5.One original and three copies of the documents  are included |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligibility Criteria:** | **Yes** | **No** | **N/A** |
| Applicants’ eligibility  ● Court decision/registration (copy);  ● Certificate of Registration released from the court with the latest updates, no older than 3 months (Original);  ● Statute and the Establishment Act of the organisation (Copy);  ● Tax Office registration (NIPT) (Copy);  ● Certificate of tax payment obligations (no debt) (Original);  ● Document issued by the Court and the Prosecution certifying that the organisation has no pending cases, no older than 3 months (Original)  ● Legal Entity Form (Original);  ● Financial Identification Form (Original). |  |  |  |
| Eligibility of operations  ● Duration: The project does not exceed 10 months.  ● Location: all the territory of Albania with the main action in Durres and Tirane area  ● The actions proposed coincide with those written in the call |  |  |  |
| Eligibility of costs  ● Costs listed in the Logframe (ANNEX C) are in line with the Eligible Costs |  |  |  |
| ● The Applicant has not presented more than one application as applicant and one as partner |  |  |  |

1. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State [↑](#footnote-ref-2)
2. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-3)
3. For individuals. [↑](#footnote-ref-4)
4. For organisations. [↑](#footnote-ref-5)
5. If the applicant has already signed a contract with the European Commission. [↑](#footnote-ref-6)
6. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-7)
7. Add as many rows as co-applicant(s) [↑](#footnote-ref-8)
8. Add as many rows as affiliated entities [↑](#footnote-ref-9)
9. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-10)