**Contracting authority: COSV - Coordinamento delle Organizzazioni per il servizio volontario**

**Toka Jone – Re-use of confiscated land to promote social agriculture**

**Sub-Grant application form**

**Open Call**

Deadline for submission of full application: 19 January 2024

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

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# Full Application Form[[1]](#footnote-1)

General information

|  |  |
| --- | --- |
| **Title of the call for proposals** | <Enter the title of the call for proposals> |
| **Name of the lead applicant** |  |
| **Title of the action** |  |
| **Location of the action** | **<**specify country(ies), region(s) that will benefit from the action> |
| **Duration of the action** |  |

## The action

### 2.1. Description of the action

#### 2.1.1. Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective/impact and specific objective(s)/outcome(s), as well as to the possible intermediary outcomes and outputs.

* Briefly outline the **relevance of the action** to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication). State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible). Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels. 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 the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
* Define and describe the **target groups and final beneficiaries**, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants. *Explain any participatory process ensuring participation by the target groups and final beneficiaries.*
* Present the **intervention logic**, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[2]](#footnote-2) and finally the outcome(s) to the expected impact[[3]](#footnote-3), making explicit the main assumptions and risks along this chain of results.
* Identify and describe in detail each **activity (or work package)** to be undertaken to produce outputs, justifying the choice of activities and specifying the role of each co-applicant in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
* Indicate the main studies conducted in view of defining the scope of the action.

#### 2.1.2. Implementation approach (max 5 pages)

Describe in detail:

* the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations carried out);
* where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);
* the focus and main objectives of your organisation including projects, programmes and the target groups/communities that you work with. Elaborate how these align with your proposal;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); Elaborate if you need to hire additional staff for implementation of your proposal.
* the previous experience in successfully implementing and managing relevant projects, the ability to meet project goals within the set deadlines, the administration of budget allocation and management.
* the role and participation in the action of the various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
* the planned monitoring arrangements and subsequent follow up;
* the planned internal/external evaluation processes
* the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.

#### 2.1.3. Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is 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 2.1.1. The implementing body must be either the lead applicant, co-applicant(s), associates or contractors. 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 10 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods

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 |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### 2.1.4. Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction.

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.
* 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;

#### 2.1.5. Logical framework

Please fill in Annex C[[4]](#footnote-4) to the guidelines for applicants (also available as annex E3d).

#### 2.1.6. 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:

* the budget of the action (worksheet 1), for the total duration of the action
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.3 and 2.2.5).

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR.

### 2.2. Lead applicant’s experience

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.

1. For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary** | **Donors to the action (name)**[[5]](#footnote-5) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[6]](#footnote-6) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

### 2.3. Co-applicant(s)'s experience (if applicable)

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.

1. For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[7]](#footnote-7) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[8]](#footnote-8) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

## The LEAD applicant

|  |  |
| --- | --- |
| **Name of the organisation** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number**[[9]](#footnote-9) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[10]](#footnote-10)**/ Nationality** [[11]](#footnote-11) |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |

**The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number[[12]](#footnote-12)** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration[[13]](#footnote-13)/ Nationality[[14]](#footnote-14)** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:   (please specify its EuropeAid ID:…………………………)  **□** Yes, controlled entity(ies)  **□** Yes, family organisation / network entity[[15]](#footnote-15)  **□** No, independent |
| **History of cooperation with the lead applicant** |  |

**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 authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> (‘contracting authority’), as well as, to represent the co-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: |  |

## Checklist – full application form – for self-guidance

**Toka Jone – Re-use of confiscated land to promote social agriculture**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **Nationality**[[16]](#footnote-16)**/country and date of registration**[[17]](#footnote-17) |  |
| **Legal entity file number**[[18]](#footnote-18) |  |
| **Legal status**[[19]](#footnote-19) |  |
| **Co-applicant[[20]](#footnote-20)** |  |
| **Name of the co-applicant** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in English** |  |  |
| **4. One original and 1 copy are included** |  |  |
| **5. An electronic version of the proposal is enclosed** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included. <Please write ‘Not applicable’ (NA) if you have no co-applicant(s)>]** |  |  |
| **7. The budget is enclosed, in balance, presented in the format requested, and stated in [EUR]** |  |  |
| **8. The logical framework has been completed and is enclosed.** |  |  |
| **9. Supporting documents are enclosed:**  **-**  **The statutes or articles of association of the lead applicant, of each co-applicant (if any)**  **- The legal entity form**  **duly completed and signed by each of the applicants;**  **- The financial identification form of the lead applicant;**  **- The external audit report (where applicable);**  **- The copy of the lead applicant’s latest accounts (where applicable).**  **- Tax Office registration (NIPT)**  **- Certificate of tax payment obligations**  **- Document issued by the Court and the Prosecution certifying that the organization has no pending cases, not older than 3 months** |  |  |
| **PART 2 (ELIGIBILITY)**  **10. The action will be implemented in an eligible region Durrws or Tirana and only in one land parcels in Shijak or Yzberisht** |  |  |
| **11. The duration of the action is 10 months** |  |  |
| **12. The requested contribution is between 40’000 EUR and 58’000 EUR** |  |  |
| **13. The requested contribution is 100 % of the total eligible** |  |  |
| **14.**  **The amount of financing requested on the basis of result based simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget .** |  |  |
| You may add points if the guidelines for applicants foresee additional eligibility criteria for the action |  |  |

## Declaration by the LEAD applicant (FULL APPLication)

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

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) if any, and is not acting as an intermediary;
* if the requested amount is above EUR 15 000 the lead applicant, the co-applicant(s) must fill in and sign the 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 (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;
* the lead applicant and each co-applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* the lead applicant and each co-applicant 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 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** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **opening & administrative check** |  |  |
| 1. The submission deadline has been met. |  |  |
| 2. The full application satisfies all the criteria specified in the checklist in Section 4 of this Annex. |  |  |
| **DECISION:**  The committee has decided to evaluate the full application, which passed the administrative checks. |  |  |
| Administrative compliance has been checked by:  Date: | | |
| **evaluation of the full application** |  |  |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. |  |  |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking |  |  |
| The proposal has been evaluated by:  Date: | | |
| **eligibility verification** |  |  |
| 3. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  |  |
| 4. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1. of the guidelines. |  |  |
| 5. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.2.1) |  |  |
| 1. The lead applicant's statutes or articles of association |  |  |
| 1. The legal entity form |  |  |
| 1. The financial identification form |  |  |
| 1. The statutes or articles of association of the co-applicants |  |  |
| 1. The lead applicant’s external audit report (if applicable) |  |  |
| 1. Copy of the lead applicant’s latest accounts. |  |  |
| 1. Tax Office registration (NIPT) |  |  |
| 1. Certificate of tax payment obligations |  |  |
| 1. Document issued by the Court and the Prosecution certifying that the organization has no pending cases, not older than 3 months |  |  |
| Eligibility has been assessed by:  Date: | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  |  |

1. The full application is composed of this full application form, the budget (Annex B), the logical framework (Annex C) and PADOR registration form (Annex F). [↑](#footnote-ref-1)
2. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s). [↑](#footnote-ref-2)
3. The impact is the long-term expected effect of the action fulfilling the overall objective. [↑](#footnote-ref-3)
4. Explanations can be found at the following address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesE(Ch.6):Grants>. [↑](#footnote-ref-4)
5. 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-5)
6. 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-6)
7. 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-7)
8. 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-8)
9. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-9)
10. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-10)
11. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-11)
12. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-12)
13. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-13)
14. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-14)
15. [↑](#footnote-ref-15)
16. For individuals. [↑](#footnote-ref-16)
17. For organisations. [↑](#footnote-ref-17)
18. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-18)
19. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-19)
20. Add as many rows as co-applicant(s). [↑](#footnote-ref-20)