Guidelines for the applicants
of the ABD Grant Scheme within LEIWW Programme

Second Call for proposals in the cross-border regions
Prespa and Sharra

Opening date of call is 25th October 2016 and
the closing date is 5th December 2016 at 16:00 Central European Time

Official language of the ABD Grant scheme is English. All application documents are also
available on the local languages: Albanian, Macedonian and Serbian. It should be NOTED that
the official version is one presented in English language and in case of contradiction and
discrepancies the English version will prevail.
The application can be submitted on English or one of the local languages.
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1. ABD grant scheme- guide for beneficiaries

1.1 General information

This Guide for the beneficiaries aims to give practical information for applicants to the 2016 ABD Grant Scheme. It helps applicants to submit project proposals and offers information’s on the application procedure, eligibility and selection criteria, as well as the decision making procedure and other aspects.

1.2 Background

The “ABD grant scheme” (named as such for the purpose of this guide) is to be implemented by the SWG Head Office/ Secretariat on behalf of the Regional Rural Development Standing Working Group within the project "Rural development through integrated forest and water resources management (LEIWW)" implemented in partnership with the German Society for International Cooperation (GIZ) and financially supported by the German Federal Ministry for Economic Development Cooperation (BMZ).

The grant scheme is designed to support small projects in the cross-border regions “Prespa” and “Sharra” related to income generation by promoting sustainable use of natural resources, improvement of production processes, technology and quality of products and services through integrated water and forest resources management.

Special attention will be devoted to the economic activities of women and young people in the cross-border areas.

This Grant Scheme is follow up of the project implemented by SWG titled “Preparation for implementation of the Area Based Development (ABD) Approach in the Western Balkans – 2nd Phase” funded by the European Union. The overall objective of the project was to continue the process of building capacities and structures within the SWG and within selected regions as a preparation for the implementation of the forthcoming Area Based Development (ABD) programmes.

Promotion and coordination of the ABD Grant Scheme in the cross-border regions “Prespa” and “Sharra” is facilitated by the ABD approach within the European Union funded project “Fostering regional cooperation and balanced territorial development of Western Balkan countries in the process towards EU integration”

1.2.1 What is Area Based Development (ABD)?

Area Based Development (ABD) is considered to be an innovative and effective approach to facilitate sustainable growth in rural areas in decline. It is suitable for geographical areas in Cross-Border regions in the Western Balkans, characterized by specific complex development problems. The approach uses a methodology which is inclusive, participatory, as well as flexible and it ensures integration and coherence.

It is suitable in particular for areas where one or several of the following situations are present: poverty gap, post-natural or human disasters, post-conflict environment and exclusion issues.
1.2.2 What is LEIWW?

In December 2014 the German Federal Ministry for Economic Cooperation and Development approved the realization of a 3-years regional programme with the title “Rural development by integrated forest and water resource management in South-East-Europe (LEIWW)”.

The programme aims to improve the regional capacities for sustainable management of forest and water resources within the framework of developing rural areas. As part of the EU (pre-) accession process, the countries of South-East Europe are faced with the necessity to harmonise their strategies, policies and legislation with those of the EU and to create the required conditions and capacities for their implementation. Since natural resources management is a cross-border issue, and the EU accession process represents a common framework for the countries, this issue affects, in addition to the national level, especially the aspect of regional coordination and cooperation.

The regional programme includes the countries Albania, Bosnia and Herzegovina, Kosovo*, Macedonia, Montenegro and Serbia. Lead executing agencies are the ministries competent for agriculture, forestry and water resources, through their membership in the regional organisation Standing Working Group for Regional Rural Development (SWG RRD), which at the same time is the main implementing partner. The three central fields of activity are 1) Regional intersectoral coordination processes at the interface between rural development/agriculture, environment, forests and water, 2) Integration of environmental objectives into national rural development and agriculture policies in line with the targets of EU accession processes, and 3) Planning and implementation of integrated forest and water management in selected cross-border pilot regions. A second focus is placed on developing models for generation and diversification of income from the use of natural resources in cross-border regions.

1.2.3 What is SWG?

The SWG is an International Intergovernmental Organisation, consisting of governmental institutions in South Eastern Europe (SEE) responsible for agriculture and rural development (Ministries of Agriculture) in countries and territories of South-East Europe (SEE).

The SWG vision is to promote innovative and sustainable agriculture and rural development through regional cooperation, to improve rural livelihoods in the SEE countries.

The main SWG work is organized through activities implemented in the following areas:

(i) networking and capacity enhancement of SWG Member Institutions; (ii) facilitating regional cooperation between rural stakeholders in the SEE region and (iii) implementing the area based development approach as a tool to foster sustainable growth in the SEE region.

At the moment, the SWG work is at an advanced stage of preparation for the implementation of the Area Based Development approach in the four target regions of “Drina-Tara”, “Drina-Sava”, “Prespa”, “Sharra”, and started the process of preparation of Baseline Analysis and Strategic Programming in three new Cross-Border regions of Southeast Europe – “Prokletije”, “Pcinja” and “Neretva”, including the establishment and capacity building of

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1 *This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence
regional structures Stakeholder Groups in the target Cross-Border regions and development strategies and programmes for economic development of the target regions.

### 1.3 Objectives of the grant scheme

General objective of the ABD Grant scheme within the LEIWW Programme is to strengthen integrated economic development of the targeted Cross-Border regions by promoting income generation from sustainable use of natural resources. This will be done through supporting entrepreneurial initiatives focusing on strengthening touristic offer of the region and improving production chains of agricultural, food and craft products, improvement of tourism services through integrated projects fostering cooperation among operators in the “green” value chains.

In particular, grant scheme General objective are:

- to improve green value chains in agriculture and food production or handcrafts with respect to responsible use of natural resources and renewable energy sources;
- to improve integrated tourism offer of the Cross-Border regions through support to entrepreneur initiatives focusing on responsible use of natural resources and renewable energy sources;
- to improve regional competitiveness through support and creation of green value chains with local and Cross-Border partnerships;
- to support economic activities, income generation, entrepreneurship of women’s and young’s;
- to support to development of rural areas through sustainable use of natural resources by improvements of integral water and forest resource management.

### 1.4 Financial allocation provided within the call

The overall indicative amount available under ABD Grant call in the Cross-Border regions “Prespa” and “Sharra” is estimated on 120,000 EUR. The SWG reserves the right not to award all available funds in this Call for proposals.

**Size of grants**

Applications are eligible as individual as well as within the partnerships, both, local and cross border.

The maximum value of grant under this Call for proposals is up to 30,000 EUR (for a project proposal of group of beneficiaries – partnership).

However, value of any grant for each individual beneficiary awarded under this Call for proposals, no matter if apply individually or in the partnership, must fall between the following minimum and maximum amounts of the eligible costs:

- minimum amount: 1,000 EUR
- maximum amount: 10,000 EUR

The value of the grant for each beneficiary might be up to 75 % of the total eligible costs of the action (see ANNEX D). The remaining cost of the action must be financed from the beneficiary’s or other resources.

It is important to NOTE that VAT is not considered as eligible cost.
2 Rules applicable under this Call for proposal

These guidelines set out the rules for the eligible beneficiaries, actions, costs, submission of applications, selection and implementation of actions financed under this Call.

2.1 Eligible area

The grant will be available in the following countries and municipalities of Cross-Border regions “Prespa” and “Sharra”:

Cross-Border region of “Prespa” (countries and municipalities):
Macedonia: Ohrid and Resen;
Albania: Pogradec, Pustec, Maliq, Korca, Devoll and Kolonje;

Cross-Border region of “Sharra” (countries and municipalities):
Albania: Kukes;
Macedonia: Jegunovce and Tearce;
Kosovo*: Dragash, Prizren and Shtrpce;

2.2 Eligibility criteria

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant and their partnership;
- actions for which a grant may be awarded;
- types of cost which may be taken into account in setting the amount of the grant.

2.2.1 Eligibility of applicants - who may apply?

In order to be eligible for a grant, applicants must be:

- Applicants from private, civil or public sector, operating as a legal entity or natural person such are:
  - agricultural and food producer, rural household, rural tourism operators, tourist facility and service provider, processing facility, local store, traditional food processing facility, traditional handcrafts;
  - non-governmental organization (NGO), civil society organization (CSO), associations, organization of farmers, organization of tourism operators, cooperatives, private forest owners’ associations, hunting associations, mountaineering and sport clubs;
  - local and regional tourism organization, chamber of commerce, local and regional development agency, public enterprises and public institutions;
  - if their activities fall under one of the eligible sectors specified in 2.2.1.3.

- be registered or have registered affiliation in one of the municipalities of the “Prespa” or “Sharra” regions and be operational in one of the eligible sectors for at least 6 months before the submission of the grant application,
be registered at the business register/register of agricultural holdings/ or other relevant registry in accordance with the legislation of the country where the applicant’s operation is registered,

must prove that he/she is the owner of the land/facility or a long term lease for at least 5 years in case of investments regarding adaptation/renovation works on buildings or purchase of equipment when specific requirements apply,

must prove that he has no outstanding liabilities towards the State in which his operation is registered at the moment of submitting the application.

**Number of applications and grants per applicant**

An applicant may not submit more than one application for a grant under this Call for proposals (may not appear as founder, owner or member of management bodies of other applicants or partners related to the project proposal). Consequently, all the applications where the repeating applicant appears will be automatically treated as not eligible. Furthermore, one applicant cannot present himself/herself more than once within one joint application form. Applications where applicants represented or owned by the same person and/or a close relative will not be considered eligible.

2.2.1.1 **Partners and partnership**

**Partners**

- Applicants who create partnership and jointly design and implement the action to be supported will be awarded additional points as provided under the ranking criteria,

- Partners can come from one, two or three different countries of the Cross-Border regions “Prespa” or “Sharra” (see a list of the eligible countries/ municipalities in 2.1). All applicants in a partnership must belong to the same ABD region,

- Partners must submit one joint application together with required documents as well as joint business strategy for the action to be supported within the grant,

- Each applicant in the partnership must satisfy the eligibility criteria separately,

- SWG will sign the contracts individually with each partner of the joint action to be supported,

- The costs to be incurred by each of the partners must be presented separately for each of them in the joint application form. The partners will be reimbursed eligible costs of the investment they have undertaken only after the finalization of the investment by all the partners included in the partnership and indicated in the application for the grant.
Partnership

The partnership for the purpose of this grant must concern cooperation between partners in a value chain with aim to improve production chains within the eligible sectors.

- The partners must clearly state the purpose of the partnership in a value chain, including specific role of each partner,
- The partnership must be concluded at least for the period of the duration of the joint action as established in the grants contract,
- The Partnership Statement, confirming interest of the applicants to cooperate in the value chain must be signed by each partner and attached to the Grant Application Form,
- The partnership among the partners must be formalized by public notary services at latest before signature of the contracts between the individual beneficiaries of the winning projects and SWG,
- Partnerships among family members will not be eligible under this Grant scheme.

2.2.1.2 Financial support of the public sector

The public sector can also be involved as a partner in the project realization with its own financial contribution in a form of financial support to partners from private or civil sector. Applications with proven interest of the public sector to finance part of the projects applications of partners from private and civil sector, will be awarded additional points as provided for under the ranking criteria. This interest will be confirmed with signed and stamped Statement of interest, with precise definition of activities and financial commitments, which need to be submitted with other application documents when applying.

2.2.1.3 Overall economic sectors eligible for support

Applications to be supported must operate in one of the following economic sectors eligible for support:

- Agricultural and food production, processing and marketing;
- forestry and forest products and processing of those products;
- handicraft production;
- tourism.

2.2.2 Environmental concerns taken into account

Interventions supported through this grant scheme should be contributing to enhancement of existing value chains and developing new “green” value chains in the selected sectors by particularly maximizing economic benefits from renewable resources and minimizing environmental harm.

Green value chains take a holistic, systemic and integrated approach to addressing environmental concerns that are sought from the inception (production) of raw materials, and during the entire process of their transformation into finished product, marketing and post-use waste disposal patterns, taking into consideration recycling and renewable resources. Typically, greening of value chains addresses organization/coordination among value chain actors, such as individual producers or service providers, producer/service provider organizations, contract farming, clustering, hubs, cooperatives, public-private collaboration, CSOs, certain public bodies and assumes that the technology in question is of an appropriate level and scale for production, handling, and processing is fundamental.
In this regard, this grant scheme will seek to support utilization of such technologies that are compliant with improving efficiency and renewable capacity in terms of water and energy use, remove harmful chemicals from production processes and reduce the waste/water footprint in the given value chain.

Under this grant scheme, all proposed actions will be considered to be contributing to “greening” of the respective value chains, if exhibiting clear consideration of the issues stated above.

Applicants who will be utilizing fair trade products, equipment and machinery with “A” level energy rating, consuming least amount of energy and water, actively work to minimize waste generation and engage in recycling, will be awarded additional points in accordance with the ranking criteria.

2.2.3 Specific objectives

To be eligible actions in the project applications must meet at least one of the general objectives (see 1.3.) and at least one of the following specific objectives:

- upgrading ecological production and/or processing and increase of quality of traditional/typical products;
- increasing competitiveness through innovations and/or marketing and/or standardization;
- improvement of conditions of facilities and quality of services for tourists;
- strengthening links in a “green” value chain of the agricultural and/or food and/or handicraft and/or touristic products or offer of the region;
- diversify offer of tourism and services of the region;
- development of new economic activities and/or innovative products and services in the region related to the “green” value chain agriculture-food processing-tourism/direct sales;
- Introduction of quality standards based on protection and/or branding of traditional agricultural and wild forest products, and tourism products and services.

2.2.4 Legal and administrative obligations to be fulfilled by the beneficiaries.

Action of the project applications must meet following rules and procedures:

- When designing activities/investments for support, the beneficiaries should consult closely the list of eligible costs under this call (ANNEX D).
- Actions must comply with the requirements of local and national law of the country where the investment takes place (if applicable). It is responsibility of the beneficiary to ensure that the action was realized in line with the legal requirements of the country where the investment took place,
- Equipment co-financed has to originate from an EU Member State, a beneficiary country of the IPA Regulation, a beneficiary country of the European Neighborhood Instrument or a country of the EU European Economic Area,
- Realization of actions can start only after signing a contract by the beneficiary with SWG. No payments done by the beneficiary prior to the signature of the contract will be reimbursed,
- The planned duration of an action must not be longer than 6 months from the moment of the signature of the contract,
- Actions must be realized respecting relevant procurement rules (see chapter 2.5.1),
• Public sector can finance (with its own resources) part of the implementation of the action of private and civil sector applicants under this call,

• Action financed under this grant cannot be subject of financial support from any other grant schemes, including GIZ/EU/national assistance. It is responsibility of each applicant to ensure that double financing will not occur.

2.2.5 Eligibility of costs within the grant

Only eligible costs incurred after the signature of the contract can be taken into account for the grant and they must be based on real costs and original supporting documents. The categories of costs considered as eligible and ineligible are indicated in Annex D.

All costs should be expressed in euros (EUR). For the conversions of the local currencies into euros the middle exchange rates shall be used, published by the National Banks of the respective countries of the applicants, valid on the day designated as a day of completion of the Application.

2.3 How to apply

2.3.1 Application form

Interested applicants apply by presenting the completed application package in English or one of the local languages: Albanian, Macedonian or Serbian language. If application submitted on local language, project summary (one page) must be submitted in English. Hand-written applications will not be accepted.

Please note that Application form, Business strategy (which have to be filled in), as well as Partnership statement (in case of partnership), as well all supporting documents will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent after submission of the application unless specifically requested by the SWG.

The following are the documents, which must be submitted when applying for a grant:

Annex A: Grant Application Form

Annex B: Business strategy and cash flow (cash flow should be filled in separate for each applicant)

Annex C: Partnership statement (in case of partnership)

Supporting documents such as:

- Copy of ID card of applicant (if group of applicants are applying in a partnership – each partner need to submit copy of ID card),
- Proof of registration of applicant in the Farmer Registry/business registry/or other relevant registry – original or certified copy of the original form,
- Confirmation from Tax Administration that the applicant has no outstanding obligations to the state (where he is registered), not older than 30 days at the date of submission the application - original,
- An excerpt from the Property/Land Registry as proof of ownership of the applicant's property not older than 3 months at the date of submission the application – original,
- The proof of the ownership or at least 5 year lease contract of the land/facility is to be requested in case of investments, regarding adaptation/renovation works on enterprise buildings, purchase of equipment when specific requirements shall apply,
- Copy of technical documentation (for the investments in renovation/adaptation of the facilities) if obligatory in the country where the investment will be realized,
- Copy of building permission (for the investments in renovation/adaptation of the facilities) if obligatory in the country where the investment will be realized,
- Proof that the applicant is not subject of civil or criminal proceedings - original,
- Three quotations from the providers for each individual investment (new valid offers need to be resubmitted before signing contracts),
- Proof of previous experience in partnership between at least two partners of the project (if applicable).

Application form and all other requested documents for applications are available at the SWG website and the web sites of the ABD cross-border regions, on following links:

http://seerural.org/
http://prespa.seerural.org/
http://sharra.seerural.org/

2.3.2 Where and how to send the Application form

Applications must be submitted in one original and one copy in A4 size, each bound, signed and stamped. The complete Application form with supporting documents, Business strategy and cash flow and Partnership statement (in case of partnership) must also be supplied in electronic format on CD or USB. Each submitted document must be presented in separate and unique file. (e.g. a document must not be split into several different files). The electronic format must contain exactly the same proposal as the enclosed paper version. For evaluation purposes the Business strategy and cash flow document must be submitted also in open source (excel) format.

The outer envelope must bear the title: **ABD Grant Scheme within LEIWW Programme**, together with the full name and address of the Project Management Units/Offices in charge where the application is submitted, and the words *"Not to be opened before the opening session"*.

Applications can be submitted to Project Management Units/Offices in a sealed envelope by mail service, private courier service or by hand at one of the addresses below. It is important that applicants request from the mail service a certificate confirming that the mail was posted.

Postal address of Project Management Units/Offices for delivery:

**Project Management Unit/Office of the SWG Secretariat for the Cross-Border region of “Prespa”:**
Rruga e Voskopojes (Desaretet),
ATTC “Agriculture Technologies Transferring Center”, 3rd floor
Korca, Albania

**Project Management Unit/Office of the SWG Secretariat for the Cross-Border region of “Sharra”:**
Zahir Pajaziti No.15
Building of the Agency for agriculture development - 2nd floor
20000 Prizren, Kosovo*

Once the application is submitted by mail or courier service, applicants should submit the certificate for sent post to the respective Project Management Unit/Offices by e-mail:

prespa@swg-seerural.org  for the projects from “Prespa” cross-border region
sharra@swg-seerural.org  for the projects from “Sharra” cross-border region
Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete and it includes all the obligatory information, annexes and supporting documents for all the applicants. Incomplete applications will be rejected.

2.3.3 Opening of call and deadline for submission of Applications
The call will be opened from 25th of October 2016 and the deadline for the submission of applications is 5th of December 2016 at 16:00 hours Central European Time.

2.3.4 Further information regarding Applications
Questions regarding application process may be sent by e-mail no later than 10 days before the deadline for the submission of proposals to the address listed below, indicating clearly in e-mail message subject the following reference: ABD Grant Scheme. The SWG has no obligation to accept questions after this date.
E-mail address:
prespa@SWG-seerural.org for the projects from “Prespa” cross-border region
sharra@SWG-seerural.org for the projects from “Sharra” cross-border region
Replies will be given no later than within the 3 working days after receiving the question.

Applicants are highly recommended to use provided expert support during the preparation of the Grant Application Form and Business Strategy. List with contact points/experts for support during preparation of the application is put as Annex E to this Guidelines.

2.4 Grant approval procedure (evaluation and selection of winning applicants)
Applications will be evaluated and ranked during the evaluation process in which the Evaluation Committee will be involved. Members will be nominated by SWG based on the objective criteria for the selection of the members of this committee.

Members of the SHG (Stakeholder Group) can be designated to participate in the meetings of the Evaluation Committee only as observers. However, they must not be in the same moment applicants under this Call for proposals.

If the examination of the application reveals that the action/applicant does not meet the eligibility criteria, the application shall be rejected on this sole basis and will not be processed further.

All proposals submitted by applicants will be assessed according to the following steps and criteria and applicants will be informed about progress in the grant approval procedure accordingly.
2.4.1 Opening of submitted applications and administrative checks

The following will be assessed:

- if the submission deadline of the application has been respected. If the deadline has not been respected the application will automatically be rejected.
- If the Grant Application Form with annexes satisfies all the criteria of the grant application form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and will not be evaluated further.
- If the supporting documents meet the following criteria:
  - Whether the documents are issued by the relevant authorities;
  - Whether the documents have all elements proving their reliability (stamp, signature of the responsible person, date, etc);
  - Whether the documents are valid according to the date of validity specified in the Guidelines for beneficiaries;

2.4.2 Evaluation of the applications: eligibility checks and ranking

The eligibility checks of submitted applications, including relevance of the proposed action/eligibility of applicant/eligible cost will be carried out in accordance with the eligibility criteria set out in the chapter 2.2.

The eligibility criteria enable the selection of applications which the SWG can be confident will comply with objectives and priorities, as well as guarantee the best quality of the proposed actions for financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

After checking compliance of applications with the eligible criteria, the successful applications (only those that meet eligibility criteria) will be further ranked according to the ranking criteria to establish the list of the projects with the highest number of obtained points. Projects with the highest number of ranking points will be proposed for financing (based on availability of financial allocation provided within this call). However, the ranking of projects might not be applied if specifically decided under this call for proposals.
Criteria for evaluation of the Business strategy are as follows:

<table>
<thead>
<tr>
<th>General criteria for assessment of business strategy</th>
<th>Scale of points</th>
<th>Criteria applied for assessment</th>
<th>Points awarded</th>
</tr>
</thead>
</table>
| 1. Completeness of the information – structure of business strategy | 0-10 (min. 7) | - Partially completed  
- Completed with short and insufficient information  
- Fully completed, with clear descriptions  
- Fully completed with clear descriptions and supporting documents presented | 0  
3  
7  
10 |
| 2. Market analyses | 0-12 (min. 7) | - Supply/demand in target market – non existing  
- Supply/demand in target market – general market information  
- Supply/demand in target market – contracted suppliers / consumers  
- Distribution Channels and promotion – not defined  
- Distribution Channels and promotion - specified | 0  
3  
5  
0  
4 |
| 3. Financial plan assessment | 0-18 (min. 13) | - Break-Even Analysis – operating at loss  
- Break-Even Analysis – operating at profit  
- Investment recovery time – within 4 years  
- Realistic financial projections (pessimistic and optimistic scenarios)  
- Clear presentation of amount, timing, type and use of funds | 0  
10  
3  
3  
2 |
| 4. Management and organization | 0-5 | - More than 1 year of working experience in the proposed business  
- Professional and advisory support - not specified  
- Professional and advisory support - specified | 2.5  
0  
2.5 |
| 5. Operational plan | 0-5 | - No real plan exists  
- Plan lays-out clear, well-conceived, workable strategy | 0  
5 |
| Total (1+2+3+4+5) Max:50 | | Total points awarded: 50 |

Eligible Business strategy must obtain at least 27 points. Ineligible Business strategies will not be taken into further ranking process.
The following ranking criteria will be applied during the ranking process:

<table>
<thead>
<tr>
<th>Ranking criteria</th>
<th>Explanation</th>
<th>Max points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Strategy evaluation</td>
<td>From 27 to 50 points</td>
<td>50</td>
</tr>
<tr>
<td>- At least two partners coming from the same country</td>
<td>If all requirements fulfilled then 16</td>
<td>3</td>
</tr>
<tr>
<td>- At least two partners of the project have previous experience in a partnership. If applicable proof must be attached</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>- Partners coming from at least two countries</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Applicant or at least one partner in a partnership is a woman registered as business operator at least 6 months before the date of application (proof to be attached)</td>
<td>if women applicant apply individually – 3 points</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>If one of the partners is women – 5 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If two or more partners are women’s – 7 points</td>
<td></td>
</tr>
<tr>
<td>Young people (below 40 years old at the day of submission the joint application) among applicants</td>
<td>if individual applicant is young – 3 points</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>If one of the partners is young – 5 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If two or more partners are young – 7 points</td>
<td></td>
</tr>
<tr>
<td>Public sector is involved as a partner in the project realization with its own financial contribution (ref ch. 2.2.1.2).</td>
<td>If “yes” than 5 if “no” than 0</td>
<td>5</td>
</tr>
<tr>
<td>Measures proposed will actively reduce environmental footprint of the intervention (waste/waste water minimization, recycling, re-use of materials, environmentally friendly disposal of materials)</td>
<td>If ‘yes’ then 5 if ‘no’ then 0</td>
<td></td>
</tr>
<tr>
<td>Project will increase the use and/or contribute to increasing the production of energy from renewable sources. (Solar, wind, water, biomass from waste)</td>
<td>If ‘yes’ then 5 if ‘no’ then 0</td>
<td>15</td>
</tr>
<tr>
<td>Equipment purchased and/or utilized follows “green” standards (fair trade products, minimum “A” level energy rating)</td>
<td>If ‘yes’ then 5 if ‘no’ then 0</td>
<td></td>
</tr>
<tr>
<td><strong>Total max points</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

**To be eligible application must obtain at least 50 points.**

In case where applications have reached same number of points, the one applying for the first time within ABD Grant Scheme will be awarded. Otherwise application with the earliest date of registration will be awarded.
2.4.3 The final list of the supported applications

After completing eligibility checks and ranking of the applications and taking into account available allocation provided within this call, a final list of the applications recommended for the support will be established.

Next, SWG will inform the applicants whether their application was recommended for the support or not. Successful applicants will be invited to sign a contract with the SWG for the realization of the investment.

2.5 Signing the contracts with the beneficiaries and implementation of the investment

The SWG HQ will sign contracts for realization of action with successful applicants. From that moment the investment might officially start and the costs related to the implementation of the investment become eligible.

The list of supported projects will be made public.

2.5.1 Rules on implementation of the action

The implementation of the action must be realized in line with the provisions stipulated in the contract to be concluded between the beneficiary and SWG.

Specific information about the rules that must be taken into account during the implementation of the actions by the beneficiary will be published on the SWG website (if relevant). However, it is important to note that the three quotations rule, the nationality and the rule of origin must be respected by the beneficiaries - the below mentioned list of rules might not be exhaustive.

2.5.1.1 Three quotations

The applicant will have to collect three offers from the suppliers for purchase of equipment and works activity that he intends to realize within his project. The originals (or copies and offers provided by e-mail) of the quotations for each applicant will have to be attached to the joint application form (new valid offers need to be resubmitted before signing contracts).

Offers from one project partner (applicant) to another project partner (applicant) for different products and/or services will not be considered as valid.

2.5.1.2 The nationally rule and the rule of origin

The beneficiaries shall respect the rules of nationality and origin when realizing the actions concerning purchase of equipment and realization of the works.

The beneficiaries when making purchase of equipment/works are allowed to approach providers from an EU Member State, a beneficiary country of the IPA II Regulation, a beneficiary country of the European Neighborhood Instrument (ENI) or a country of the EU European Economic Area (EEA) as follows:

- EU member states: Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom;
IPA II beneficiaries: Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, Macedonia, Kosovo* (under UNSCR 1244);

ENI countries: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Republic of Moldova, Morocco, occupied Palestinian territory (oPt), Syria, Tunisia, Ukraine;

EEA member states: Norway, Iceland and Liechtenstein;

Switzerland

For equipment of a unit cost on purchase of more than € 5,000, the beneficiaries must request the providers to present proof of origin at the latest when the first invoice is presented.

2.5.2 Payments within the project

- Beneficiaries will be reimbursed up to 75% of the total eligible costs after the completion of the action.
- Completion of the action should be understood as the moment when the beneficiary finalized the investment and submit to SWG original documents (invoices, bank statements, contracts, etc.) confirming purchase of the equipment/realization of the works.
- Payments are conditional to the completion of the actions by all beneficiaries of joint actions (joint application/partnership).

2.5.3 Monitoring and checks within the implementation of the investment

Realization of the investment by the beneficiary will be monitored on a regular basis by the SWG.

The final checks on the realization of the project will be done by the control team, including independent experts.

2.5.4 Modifications of the project proposals

After the contract enters into force, beneficiaries can only modify the action after receiving permission from the SWG. The beneficiary is required to ask for the permission in writing with proper explanation, and can implement requested changes only after receiving the approval in writing.

2.5.5 Noncompliance with the rules of the contracts

The grants can only be used for the approved activity presented in the Grant application form. Therefore, if the beneficiary acts contrary to the provisions of the concluded contract or the rules on the use of the grant are violated in any way, or in case of irregularities, the disbursed grant must be returned. Detailed provisions concerning breaching rules will be presented in the contact to be concluded between the beneficiary and the SWG.
3 List of annexes

Annex A: Grant Application Form

Annex B: Business strategy and cash flow projection (cash flow should be filled in separate for each applicant)

Annex C: Partnership statement (in case of partnership)

Annex D: List of eligible and ineligible costs

Annex E: Contact list of consultants/experts for providing support