

GRANT & TRAINING PROGRAMME

Strengthening advocacy capacities of CSOs
for sustainable agriculture in the Western Balkans

Guidelines for applicants

Deadline for submission of Concept Note:
10 October 2016 16.00h (Belgrade date and time)

This project is funded by the European Union.



Lead partner:  **ORCA**
Organizacija za poljovnarje i brigu o životinjama

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Name of the Programme	Strengthening advocacy capacities of CSOs for sustainable agriculture in the Western Balkans
Donor	European Union, DG NEAR
Programme Coordinator	ORCA on behalf of the regional thematic network of the Action “Sustainable agriculture for sustainable Balkans: Strengthening advocacy capacities of CSOs and developing policies in the Western Balkans”
Programme objectives	To strengthen advocacy, networking and internal governance of CSOs advocating for sustainable agriculture in Programme countries (Component 1); to strengthen capacities of CSOs for developing skills and knowledge to prepare successful project proposals regarding advocacy for sustainable agriculture (Component 2); to contribute to development and implementation of sustainable agriculture policies in Programme countries (Component 3).
Programme countries	Albania, Former Yugoslav Republic of Macedonia (FYROM), Kosovo*, Montenegro and Serbia
Target group	Civil society organisations (CSOs)
Programme components	Component 1: Capacity building training for advocacy and internal governance of CSOs (training component) Component 2: Coaching of CSOs in development of Full Application (project proposals) (coaching component) Component 3: Financial support for CSOs advocating for sustainable agriculture in the Western Balkans (grant component)
Individual grant amount	Minimum 15.000 Euros; Maximum 25.000 Euros
Indicative timetable	Deadline for submission of Concept Note: 10 October 2016 Results of evaluation of Concept Notes: 30 October 2016 Capacity building trainings: 17-20 November, 24-27 November and 01-04 December 2016 Coaching period (development of Full Application Form): January – March 2017 Deadline for submission of Full Application Form: 31 March 2017 Evaluation of Full Application Forms and Contract signature: April 2017 Contract signature and start of awarded projects: May 2017 Awarded project duration: May 2017 – May 2018 (12 months) Presentation of project results at project conference: Second half of 2019

* This designation is without prejudice to positions or status, and in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

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1. BACKGROUND

Grant and Training Programme *Strengthening advocacy capacities of CSOs for sustainable agriculture in the Western Balkans* is funded under Action “SUSTAINABLE AGRICULTURE FOR SUSTAINABLE BALKANS: Strengthening advocacy capacities of CSOs and developing policies in the Western Balkans”, reference number 2015/370-487, funded by the European Union as part of the Civil Society Facility and Media Programme 2014-2015: Support to regional thematic networks of Civil Society Organisations. The Action lasts for four years (2016-2019) and its total budget is 960.760 EUR.

The Action aims to strengthen advocacy capacities in CSOs in countries in the Western Balkans (Serbia, Montenegro, former Yugoslav Republic of Macedonia, Albania and Kosovo*) using research, training and networking. Action will establish Regional Working Platform made of CSOs, public authorities and scientific community which will create regional policy in sustainable agriculture, biodiversity conservation and animal welfare for the Western Balkans. The Action has three main objectives: first, to strengthen internal governance in CSOs working on sustainable agriculture and help them advocate more forcefully; second, to facilitate cooperation between CSOs, public authorities and scientists by creating a Regional Working Platform; and lastly, to increase general public awareness of sustainable agriculture, highlighting its socio-economic importance and the role of CSOs in achieving it. **A series of capacity building workshops for CSOs and sub-granting scheme which will fund best CSO advocacy projects in sustainable agriculture in Serbia, Montenegro, Albania, FYROM and Kosovo*** will be organized as part of the Action.

The Action is coordinated by Organisation for Respect and Care of Animals – ORCA from Serbia. Project partners are: NGO AKTIV (Kosovo*), CZIP – Center for Protection and Research of Birds of Montenegro, FLOROZON – Centre for Environmental Democracy (FYROM) and Institute for Environmental Policy (Albania). 15 associate partners participate: **Serbia** - Group for Institutional Support to Rural Development, Ministry of Agriculture and Environmental Protection; Veterinary Office, Ministry of Agriculture and Environmental Protection; Environmental Protection Agency, Ministry of Agriculture and Environmental protection; **Montenegro** - Municipality of Tivat; University of Montenegro, Biotechnical Faculty Podgorica; **former Yugoslav Republic of Macedonia**: Ministry for Environment and Physical Planning of the Republic of Macedonia; Faculty for Agricultural Sciences and Food, University of Cyril and Methodius Skopje; Association of Farmers of Republic of

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Macedonia; Alliance of the Cooperatives in Macedonia; **Albania:** Agency for Rural and Agricultural Development, Kukës Municipality; Regional Directory of Agriculture - Dibër (DRB Dibër); **Kosovo*:** Ministry of Agriculture Forestry and Rural Development (ARDP); Regional Development Agency – North (RDA North); Ministry of Economic Development (MZHE)

Sustainable agriculture and CSOs in the Western Balkans

“Agriculture is the mechanism that utilizes natural resources (land, biodiversity, forests, fish, nutrients and energy) and environmental services and transforms them into agricultural products (food, feed, fibre, fuel) and the associated economic and social services (food security, economic growth and poverty reduction, health and cultural values). Sustainable agriculture conserves land, water and plant and animal genetic resources, and is environmentally non-degrading, technically appropriate, economically viable and socially acceptable“ (Food and Agriculture Organisation 1998)

Sustainable agriculture has three aspects: economic (profit), social (high quality of people working and living on farms and their local communities) and environmental protection (conservation of natural resources – soil, water, air, biodiversity). Everybody has benefits from sustainable agriculture – from agricultural producers having direct economic benefits and better approach to markets, through country economic structures (authorities, businesses, institutions) and increased profits from production of high-quality products, to consumers who can choose healthy and safe food of high quality.

There is a widespread evidence of adverse environmental impacts of agriculture because it involves the use of resources which are non-renewable or only renewable over long periods of time – resulting in the loss of habitats and declines in species numbers, the pollution of groundwater and surface waters, and extensive soil degradation. However, certain forms of agricultural production have provided a wide range of both social and environmental benefits to society in the form of public goods – such as shaping traditional agricultural landscapes, farmland biodiversity, water quality and water availability, soil functionality, climate stability (carbon storage), resilience to flooding and fire, rural vitality, food security, farm animal welfare and animal health.

Candidate countries of the Western Balkans region are committed to joining the EU and engaged in the vital process of harmonization with the EU’s legislative and strategic

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framework. In the agricultural domain, this includes farming, rural development, food safety, veterinary and phytosanitary policy, biodiversity conservation and animal welfare. Cooperation between public authorities, the scientific community and CSOs to develop and implement research-based public policies is of primary importance to make the EU accession process successful.

Civil society organisations have very important role in the process of European integrations. They research, monitor, contribute to policy development and enforcement, educate and motivate citizens to organise themselves and to collaborate in their common interest in a constructive and structured dialogue with public institutions. However, CSOs in the Western Balkans are insufficiently recognized appropriately by decision makers and citizens, and they often lack strong capacities for advocacy, monitoring and active role in processes of development and implementation of public policies in sustainable agriculture.

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2. ABOUT GRANT & TRAINING PROGRAMME

The Programme aims to strengthen advocacy and internal governance capacities of CSOs whose activities are focused on sustainable agriculture thematic areas as defined in these Guidelines. The programme supports raising their profile and their perception at authorities and citizens as relevant stakeholders in decision-making process, providing them with knowledge and skills needed for internal governance, strategic planning and sustainability.

The Programme is made of three components:

Component 1 - training: Capacity building training of CSOs for advocacy and internal governance. **Organisations will be selected based on submitted Concept Note.** They will participate in the training course covering topics of organizational development, advocacy and principles of sustainable agriculture. CSO representatives will be able to learn and apply knowledge on internal governance, structures, strategic long-term organizational planning, to use research and other forms of evidence to underpin their activities, to effectively and broadly communicate their results to the public, to monitor and evaluate the results and impact of their activities. Total of three training sessions will be organized, every applicant organization participating in one training session only. All costs will be covered by the Programme, independently of Component 3.

Component 2 - coaching: Coaching of CSOs in development of Full Application (project proposals). After training session, applicants will be provided with ongoing coaching by an expert to develop their Full Application. The coaching will provide them with necessary feedback how to improve their project proposals as well as to learn about the principles of writing project proposals, including narrative proposal and budget proposal. Applicants will be encouraged to create networks with different partners and to include relevant stakeholders (such as local authorities and media) in their Full Applications. **Coaching will be provided for all applicants participating in Component 2.**

Component 3 - grant: Financial support (grant component) for CSOs advocating for sustainable agriculture in the Western Balkans. Full Application developed under expert coaching will be evaluated by an independent Evaluation Committee consisting of independent and experienced experts in project management and sustainable agriculture.

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10 grants will be awarded under Component 3 of this Programme. Duration of awarded grant is 12 months.

In the first instance, only Concept Notes must be submitted for evaluation. Organisations will be selected based on the Concept Note evaluation to participate in Component 1 (Training) and Component 2 (Coaching). 10 grants will be awarded as part of Component 3 (Grant). Applicants will be encouraged to create networks and apply in partnerships for Component 3.

The aim of this Programme is to provide training, coaching and financial support to CSOs to implement successful, visible, participative, efficient and innovative advocacy projects. Projects should clearly and credibly present the importance and relevance of sustainable agriculture to decision makers, general public and all other relevant stakeholders.

2.1 Objectives of the Grant & Training Programme

Overall objective of the Grant & Training Programme is to contribute to development of sustainable agriculture and strengthening capacities of CSOs advocating for sustainable agriculture in the Western Balkans.

Specific objectives are to:

1. Strengthen advocacy, networking and internal governance capacities of CSOs advocating for sustainable agriculture in Programme countries (Component 1);
2. Strengthen capacities of CSOs for developing skills and knowledge to prepare successful project proposals regarding advocacy for sustainable agriculture (Component 2);
3. Contribute to development and implementation of sustainable agriculture in Programme countries (Component 3).

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2.2 Priorities of the Grant & Training Programme

Priorities of the Grant & Training Programme are:

1. CSOs have strengthened their capacities for internal governance, strategic planning and organizational development
2. CSOs have strengthened their capacities for advocacy for sustainable agriculture
3. CSOs are actively engaged in developing research-based policies in sustainable agriculture
4. CSOs monitor and evaluate development and enforcement of different legislation and strategic framework in sustainable agriculture
5. CSOs are recognized by public authorities and general public as relevant stakeholders in decision-making processes
6. CSOs actively network with relevant stakeholders in sustainable agriculture
7. Local and/or national media are actively engaged to follow CSO activities and sustainable agriculture initiatives
8. Raised awareness of general public on sustainable agriculture in local communities where CSOs are active

Prospective applicants should explain in Concept Note how their project objectives contribute to achievement of Programme objectives and priorities

2.3 Eligibility of applicants

In order to be eligible to submit the Concept Note and participate in all three Components of the Programme, the applicant must be:

1. Legal persons **and**
2. Non-profit making **and**
3. Civil-society organization or representative network of CSOs working on one or more thematic areas of relevance to this Call (proved by the Statute and list and summary of previous projects and activities) and
4. Be established in one of the Programme countries (Albania, FYROM, Kosovo*, Montenegro and Serbia) and
5. Be directly responsible for the preparation and management of the Concept Note of the action with their partners, not acting as an intermediary and
6. Registered and active for at least two years before the submission deadline.

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Project Manager of the applicant organization (representing applicant together with potential co-applicants) should be able to **communicate in English** in order to actively participate in the training (Component 1), coaching (Component 2) and implementation of awarded grant (Component 3).

Preference will be provided to applicants registered and working in rural areas of the Programme countries.

2.4 Eligibility of partner organisations

Applicants are strongly advised to prepare Concept Note which will foresee participation of two and more partner organisations.

Partner organisations participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant. Partner organisations must satisfy the eligibility criteria as applicable to the applicant himself. If awarded the Grant contract, the partner organisation will become beneficiary in the Action, together with the Applicant.

NB: Applicants (applicant + partners) composed principally of branches of the same organisation, albeit located in the same or different countries will not be considered as eligible. At least 50% of the co-applicants should be external to the applicant's existing network.

Applicant is the main point of contact for Programme Coordinator and is responsible for successful conduction of project activities, achievement of project result and spending of project budget according to project proposal activities.

2.5 Eligibility of activities

2.5.1 Location of implementation of activities

Project activities must be implemented at the territory of one of the Programme countries: Albania, FYROM, Kosovo, Montenegro and Serbia – where the applicants (applicant + partner organisation(s)) are based and active.

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2.5.2 Thematic areas

Proposed activities in the Concept Note should belong to at least one of the following thematic areas of sustainable agriculture. Applicants should have some experience in at least one of the following thematic areas of sustainable agriculture (as provided by information in the Concept Note):

- Water quality
- Soil quality
- Crop production
- Livestock production
- Energy and waste management
- Food safety and security
- Consumer protection
- Biodiversity and landscape conservation
- Welfare of people working in agriculture.

It is strongly recommended that the project activities include aspects of preserving traditional knowledge and skills. It is strongly recommended to include women, youth and local farmers' community. Special attention should be dedicated to environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities, innovation and best practices and animal welfare.

Applicants (applicant + project organization(s)) including CSOs or networks of CSOs working on other themes in addition to one or more of the thematic areas listed above may also be considered eligible. Actions addressing other themes in addition to one or more of the thematic areas listed above may also be considered eligible.

Participation of national and local public authorities and bodies in project activities is encouraged. They may not receive funding from the grant, with the exception of per diem or travel costs.

2.5.3 Types of activities

Please note that Concept Note presents local advocacy project and as such should include activities contributing to advocacy for sustainable agriculture. Please note that this list of

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types of activity is not exhaustive. Additional types of activities contributing to advocacy for sustainable agriculture can be planned for implementation.

- Research and studies
- Training actions, study visits
- Facilitation of contacts, consultations and discussions between different stakeholders
- Communication and information activities aimed at supporting consultation with stakeholders
- Organisation of conferences, roundtables, workshops and seminars
- Promotion of the implementation of adopted laws and regulations
- Advocacy for the revision of existing legislation and adoption of new legislation in accordance with EU standards and requirements
- Establishment of dialogue with political parties, groups of parliamentarians or legislative bodies
- Monitoring activities and publication of monitoring reports
- Drafting policy or legislation recommendations
- Public awareness raising campaigns
- Publication of leaflets, manuals on best practice
- Creating functional networks of different stakeholders

Communication, visibility activities and relations with the media are important for all thematic areas. When planning activities and budget, funds for media visibility actions (events, press events, articles etc.) should be foreseen. Successful applicants with awarded grant under Component 3 will be obliged to abide by the visibility rules defined by the Programme and provided by Grant Officer.

2.6 Eligibility of costs

The applicant should define the overall budget of proposed activities in the Concept Note. Breakdown of the budget in details will be needed only for Full Application (Component 3).

The amount awarded must fall between the following minimum and maximum amounts:

- **Minimum amount: EUR 15.000,00**
- **Maximum amount: EUR 25.000,00**

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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: 95% of the total eligible costs of the action**

The balance (the difference between the total cost of the action and the amount requested) must be financed from sources other than the European Union Budget or the European Development Fund¹

The following types of projects are not eligible for financial support:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects concerned only or mainly with “one-off” conferences, and similar events;
- projects concerned only or mainly with academic research and/or feasibility studies;
- activities linked to political parties or of political/partisan nature;
- activities that fall within the general activities of competent state institutions or state administration services, including local government;
- activities in relation to the tobacco industry (CAEN code 16); production of alcoholic distilled beverages (CAEN code 1591) and arms and munitions (CAEN code 296).
- credits to third parties
- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;

¹ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing

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- taxes, including VAT - please note that all spending under the Program is VAT exempt therefore should budget the costs without VAT;
- items already financed in another framework.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs. Contributions in kind may not be treated as co-financing.

2.7 Number of applications per applicants

Applicant can apply with more than one Concept Note to this Programme. Only one Concept Note per applicant will be selected. It is strongly encouraged to include partner organization(s) in the Concept Note.

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3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

- STEP 1: Submission of Concept note**
- STEP 2: Training (Component 1)**
- STEP 3: Coaching and development of Full Application (Component 2)**
- STEP 4: Submission of Full Application**
- STEP 5: Award of grants, Contract signature and start of awarded projects (Component 3)**

STEP 1: SUBMISSION OF CONCEPT NOTE

a) CONCEPT NOTE CONTENT

Applicants will be chosen to participate in training sessions (Component 1), coaching for development of Full Application (Component 2) and to submit Full Application (Component 3) based on the submitted Concept Note.

Concept Note must be written in English and using Annex A form attached to these Guidelines. Hand-written Concept Notes will not be accepted.

In the Concept Note, applicants shall only provide an estimate of the total project budget and requested contribution from the Programme (maximum 95% of the total project budget).. Only when submitting Full Application (Component 3) a detailed budget will be required to be submitted.

Additionally, applicants should submit by email together with Concept Note the following scanned version of original documents:

- 1. Certificate of registration**
- 2. Annual financial reports for the last 3 years**
- 3. Signed and stamped Declaration of Applicant (part of Concept Note)**

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note which is part of the Annex A. Incomplete concept notes may be rejected.

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b) WHERE AND HOW TO SEND CONCEPT NOTES

Concept Note should be submitted by email only at: programmes@orca.rs

Every Concept Note received by email shall be sent reply email acknowledging the reception of the Concept Note. Applicants are responsible for receiving the reply email acknowledging the reception of the Concept Note.

c) DEADLINE FOR SUBMISSION OF CONCEPT NOTES

The deadline for the submission of Concept Note is 10 October 2016 at 16:00 (Belgrade date and time). Any Concept Note submitted after the deadline will be rejected.

d) FURTHER INFORMATION ABOUT CONCEPT NOTES

Questions may be sent by e-mail no later than 26 September 2016 to the e-mail address: programmes@orca.rs

The Programme Coordinator has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 29 September 2016.

To ensure equal treatment of applicants, the Programme Coordinator cannot give a prior opinion on the eligibility of applicants, partner organisations, project or specific activities.

STEP 2: TRAINING (Component 1)

Applicants with successful Concept Notes will participate in the four-day training on advocacy, internal governance of CSOs and principles of sustainable agriculture. A total of three trainings will be organized:

- 17-20 November 2016
- 24-27 November 2016
- 01-04 December 2016

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In order to be eligible to apply for funding (Grant Component 3), participation of applicants in one of the training sessions is obligatory. Applicants with successful Concept Note will be contacted individually by email to delegate representative and agree about the dates of the training session to participate in. Minimum of one representative representing the applicant or partner organisation of the selected Concept Note shall participate in one of the training sessions.

All costs of participation in training session is covered by the Component 1 of the Programme, including travel, accommodation and food for every training participant.

STEP 3: COACHING AND DEVELOPMENT OF FULL APPLICATION (Component 2)

All trained applicants will be provided with expert support during the three-month coaching period (January – March 2017) by the experienced external expert in project proposal writing and management as a support for developing the Full Application in accordance to the Programme requirements.

Knowledge gained through the coaching process and development of the Full Application will provide applicants with knowledge and skills on how to prepare successful project proposals - to respond to donor's requests and at the same to achieve organizational goals and implement project activities of importance to the organizational development and advocacy work.

STEP 4: SUBMISSION OF FULL APPLICATION

Full Application will be submitted after the coaching component, and latest by 31 March 2017. 10 grants will be awarded in April 2017 (**Component 3**). Contract signature and start of project implementation is planned in May 2017. Project should end in May 2018. Grantees shall provide one mid-term (after 6 months of project implementation) and one final report to the Programme Coordinator. Forms for narrative and financial reporting will be provided to awarded organisations at the time of the Contract signature. Provisional narrative and budget proposals forms are presented by Annex B and Annex C and can be downloaded from the Programme Coordinator's website.

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4. EVALUATION OF CONCEPT NOTE

It is important that Concept Note provides information about the importance of the project, motivation of organization to accept new knowledge and skills and to demonstrate organizational capacities to implement proposed activities. Applicants are advised to pay special attention to relevance of the project objectives to objectives and priorities of these Guidelines, feasibility of activities, visibility activities, active involvement of public authorities, media and general public, realistic budget.

Concept Note will be examined and evaluated by the Programme Coordinator with assistance from the independent Evaluation Committee. If the examination of the Concept Note reveals that the proposed project does not meet the eligibility criteria as stated in these Guidelines, the Concept Note will be rejected on this sole basis. If the deadline has not been met, the application will automatically be rejected. If any of the requested information from the Concept Note Checklist is missing or is incorrect, the application may be rejected and will not be evaluated further.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	25
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2 How relevant to the particular needs and constraints of the local community is the proposal (<i>including avoidance of duplication and synergy with other initiatives</i>)?	5x2*	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	-

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2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	
3. Operational and financial capacity of Applicant (and Co-applicants)	Sub-score	5
3.1 How are financial and operational capacities of Applicant (and Co-applicants)? Do Applicant (and Co-applicants) have sufficient experience and/or motivation?	5	
TOTAL SCORE		50

After the evaluation of Concept Notes, the Programme Coordinator will send letters of notification only to selected (successful) applicants. Results will be publicly available at Programme Coordinator's website. **The selected applicants will subsequently be invited to participate in Components 1-3 of the Programme.**

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5. INDICATIVE TIMETABLE OF THE GRANT & TRENING PROGRAMME

	DATE	TIME*
Deadline for requesting any clarifications from the Programme Coordinator	26 September 2016	16:00 Belgrade time
Last date on which clarifications are issued by the Programme Coordinator	29 September 2016	16:00 Belgrade time
Deadline for submission of Concept Notes	10 October 2016	16:00 Belgrade time
Information to applicants on concept note evaluation (Step 1)	30 October 2015*	-
Training sessions	17-20 November 2016* 24-27 November 2016* 01-04 December 2016*	-
Invitations to submit Full Application	December 2016*	-
Coaching and development of Full Application	January – March 2017	
Deadline for submission of Full Application Form	31 March 2017*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	30 April 2017*	-
Notification of award (after the eligibility check) (Step 3)	May 2017*	-
Contract signature	May 2017*	-
Presentation of awarded projects at regional conference	Second half of 2019	

* **Provisional date.** All times are in the time zone of the country of the Programme Coordinator.

This indicative timetable may be updated by the Programme Coordinator during the procedure. Information about updated timetable will be available at Programme Coordinator website.

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LIST OF ANNEXES

Annex A: Concept Note Form – to be submitted in **STEP 1**

Annex B: Full Application Narrative Form (provisional form) – to be submitted in **STEP 3**

Annex C: Full Application Budget Form (provisional form) – to be submitted in **STEP 3**

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