



**Contracting Authority:**

Delegation of the European Union to the Republic of Serbia

**Title of the Programme: Support for de-institutionalisation and social inclusion of persons with mental disability and mental illness**

Guidelines for grant applicants

Budget line(s) BGUE-B2011-22.020200

**Open Call for Proposals**

Reference: EuropeAid/134790/L/ACT/RS

Deadline for submission of proposals: 31<sup>st</sup> October 2013

## Notice

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

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# 1. SUPPORT FOR DE-INSTITUTIONALISATION AND SOCIAL INCLUSION OF PERSONS WITH MENTAL DISABILITY AND MENTAL ILLNESS

## 1.1. BACKGROUND

Article 168 of the Treaty on the Functioning of the European Union (TFEU) foresees that the Union action is to complement national policies and be directed towards improving public health, **preventing physical and mental illness and diseases, and obviating sources of danger to physical and mental health**. In line with this article, in June 2008, the European Commission launched “European Pact for Mental Health and Well-being” at the High Level Conference “Together for Mental Health and Well-Being” as a joint effort of the Commissioner for Health and Commissioner for Employment, Social Affairs and Equal Opportunities. The Pact recognised that the *“level of mental health and well-being in the population is a key resource for the success of the EU as a knowledge-based society and economy. It is an important factor for the realisation of the objectives of the Lisbon strategy, on growth and jobs, social cohesion and sustainable development.”* The TFEU also states that *“In defining and implementing its policies and activities, the Union shall take into account requirements linked to the promotion of a high level of employment, the guarantee of adequate social protection, the fight against social exclusion, and a high level of education, training and protection of human health”*, and that *“In defining and implementing its policies and activities, the Union shall aim to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation”*, in its Articles 9 and 10, respectively.

In line with the above, Article 101 of the Stabilisation and Association Agreement (SAA) between the EU and Serbia foresees that: *“Cooperation shall also seek to support the adaptation of the Serbian social security system to the new economic and social requirements, and shall involve the adjustment of the legislation in Serbia concerning working conditions and equal opportunities for women and men, for people with disabilities and for people belonging to minority and other vulnerable groups”*.

In December 2010, having ratified UN Convention on the Rights of Persons with Disabilities (CRPD), the EU has committed itself to *“promoting human rights and fundamental freedoms for all persons with disabilities”*, Article 19 of the CRPD particularly promotes the right of **people with disabilities to live independently and be included in the community**. Serbia has ratified the CRPD in 2009.

EU’s Disability Strategy 2010-2020 highlights that *“the EU will support national measures to ensure the quality and sustainability of social protection systems for people with disabilities”* and *“promote decent living conditions for persons with disabilities”*. One of the stated objectives is to: *“promote the transition from institutional to community-based care”*.

As a result of Vladimír Špidla, then the EU Commissioner for Employment, Social Affairs and Equal Opportunities a group of experts was set in 2009 on the Transition from Institutional to Community-based Care, that have developed the **Toolkit on the Use of European Union Funds for the Transition from Institutional to Community-based** and also **Common European Guidelines on the Transition from Institutional to Community-based Care**, providing in there the practical advice about how to make a sustained transition from institutional care to family-based and community-based alternatives.

Over the past decade and with continuous support from the international community, consecutive Governments of the Republic of Serbia put forward a pro – poor, pro-vulnerable and pro - inclusion legislative change in the social welfare system. In particular, the **Social Welfare Law** from 2011 (in its Article 27) highlights that one of the principles of social welfare is the provision of services that have a community-based nature. Pluralisation of service providers and establishment of local services has been the core of the past reforms, through Social Innovation Fund and through other similar programmes, and has also included efforts that aimed at transformation of residential institutions.

The **Strategy for Development of Mental Health**, which was adopted by the Serbian Government in 2007, also emphasizes the need for deinstitutionalization of people with mental disorders and disabilities from special psychiatric hospitals to their natural environments in community settings and the need for inter-sectoral co-operation towards social inclusion of mental health service users in the community. In May, 2013 the Serbian Parliament enacted the **Law on the Protection of people with Mental Disorders** (Zakon o

zaštiti lica sa mentalnim smetnjama). The **Law on prohibition of Discrimination of People with Disabilities** has been in power since 2006.

In spite of these positive changes, the latest Progress Report by the European Commission's progress report on Serbia reported that "**Community-based mental health services should be further supported as an alternative to institutional care, across the life-span. Further action needs to be taken to promote inclusion of people with mental health problems and ensure equal enjoyment of basic human rights and equal access to employment, education and social services.**"

Similarly, when depicting the area of social inclusion the EC's 2012 Progress report for Serbia highlighted that: "**The availability of community-based social services across the country remains limited.**"

To respond to the challenges referenced above the project "**Support for deinstitutionalisation and social inclusion of persons with mental disability and mental illness**" has been developed within the IPA 2011 financial agreement. This Call for Proposals (CfP) is a component of this project. The project focuses on 13 social protection residential care institutions for persons with mental disability and mental illnesses (in Kragujevac, Veliki Popovac, Kulina, Tutin, Stara Moravica, Pancevo, Paracin, Blace, Curug, Stari Lec, Becej, Novi Knezevac, Aleksinac) and 5 special psychiatric hospitals (in Gornja Toponica, Novi Knezevac, Vršac, Kovin and in Belgrade "Dr. Laza Lazarević")<sup>1</sup>, however the CfP is not limited to them alone.

The CfP supports the efforts of the Serbian Government in the area of provision of social protection services to various vulnerable groups, **focusing on the adults group of mentally disordered and intellectually disabled beneficiary groups.**

The aim of the CfP is two fold,

- a) to launch and/or improve community based services that function as a "gate-keeping" mechanism, in order to prevent, to the extent possible, the entry of new potential residents to current residential institutions
- b) To launch and/or improve services that enhance the process of scaling down of the current residential care institutions and transfer of current residents to newly designed services operating at the community level.

Grant contracts will be awarded to local self-governments, civil society organisations, residential institutions, service providers and other relevant institutions to develop community --based services to enable deinstitutionalisation of persons with mental disabilities and mental health disorders as well as transformation of institutions in line with their transformation plans.

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is: **to contribute to enhancing the social inclusion of persons with mental disability and mental health disorders in Serbia.**

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<sup>1</sup> Including residential institutions belonging to the social protection system: Dom za smeštaj odraslih lica "Gvozden Jovančićević", Veliki Popovac; Zavod za smeštaj odraslih lica "Male pčelice" Kragujevac; Dom za smeštaj odraslih lica "Kulina", Kulina; Dom za smeštaj odraslih lica "Tutin", Tutin; Dom za smeštaj odraslih lica "Trbunje", Trbunje; Centar za socijalni rad Paraćin, domsko odeljenje "Izvor", Paraćin; Dom za smeštaj odraslih lica "Jabuka", Pančevo; Dom za smeštaj odraslih lica "Otthon", Stara Moravica; Dom "1.Oktobar", Stari Lec; Plandište; Dom "Čurug", Čurug; Dom "Vasilije Ostroški", Novi Bečej; Gerontološki centar "Jelenac" sa radnom jedinicom za smeštaj duševno obolelih lica u Tešici, Aleksinac; Centar za socijalni rad "Novi Kneževac", domsko odeljenje "Novi Kneževac" and special psychiatric hospitals "Dr.Laza Lazarević", Beograd; "Dr.Slavoljub Bakalović", Vršac; "Sveti Vračevi", Novi Kneževac; Specijalna bolnica za psihijatrijske bolesti "Kovin", Kovin Specijalna bolnica za psihijatrijske bolesti "Gornja Toponica", Niš.

The specific objective of this Call for Proposals is: to support development, launch, improvement and/or sustainable functioning of available, affordable and accessible community-based services that respect user's rights, have adequate physical infrastructure and

- enable de-institutionalisation of persons with mental disability and mental health disorders, that are currently placed in 13 social protection residential institutions and 5 special psychiatric hospitals covered by the project, and/or
- support independent community living of people with mental disability and mental health disorders in Serbia and/or
- Reduce the need for alternative or residential care of people with mental disability and mental health disorders in Serbia by preventing unnecessary separation from the family care.

### **1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call for Proposals is € 2.550.000,00 EUR (2, 55 million EUR). The Contracting Authority reserves the right not to award all available funds.

#### Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: € 50,000
- maximum amount: € 200,000

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

- Minimum percentage: 50 % of the total eligible costs of the action.
- Maximum percentage: 85 % of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund<sup>2</sup>.

Please note that maximum 30% of the grant (i.e. EU contribution) can be used for investments (works/supplies) in development of community-based services.

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

### **2.1. ELIGIBILITY CRITERIA**

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2 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.

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **applicant**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants") (2.1.1),
- and, if any, **affiliated entity(ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

### **2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))**

#### **Applicant**

(1) In order to be eligible for a grant, the applicant must:

- be a legal person **and**
- be a non-profit-making entity **and**
- be specific type of organisations such as:
  - Non-governmental organisations, established<sup>3</sup> in Serbia<sup>4</sup>, a Member State of the European Union, or in other countries covered by the Article 19 of the IPA Regulation<sup>5</sup>
  - Local authorities, including cities, towns, municipalities or city municipalities of the Republic of Serbia,
  - Public institutions belonging to the Serbian health<sup>6</sup> and social protection<sup>7</sup> sector.

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<sup>3</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>4</sup> If registered in Serbia, nongovernmental organizations include those with a following status: "udruženje", "savez udruženja", "predstavništvo stranog udruženja", "fondacija", "predstavništvo strane fondacije".

<sup>5</sup> Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument of Pre-Accession Assistance (IPA)

<sup>6</sup> As defined in Serbian Law on Health Care, Article 46, and as further detailed in the Decree on the Network of Health Care Institutions, including those with the following statuses: „Dom zdravlja“, „Bolnica“ (including „Opšta bolnica“ and „Specijalna bolnica“ and in particular „Specijalna psihijatrijska bolnica“), „Zavod“, „Zavod za javno zdravlje“, „Klinika“, „Institut“, „Kliničko bolnički centar“, „Klinički centar“ and also „Zdravstveni centar“.

<sup>7</sup> As defined in Serbian Law on Social Protection, in particular in Articles 14, 15, 16, 17, 18 and 19, and further detailed in the Decree on the network of Social Protection Institutions, including also local centers for provision of social protection services established by local authorities or Vojvodina province.

- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), and not acting as an intermediary.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm));

In Part B section 8 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant may act individually or with co-applicants.

In case the services provided through the action are those defined in the Article 40 of the Serbian Law on Social Protection (and those responding to the objectives of this Call), the applicants must act in accordance with the provision of the said law, in particular its Articles 64 and 122. Having this in mind

- Local authorities acting as applicants will need to apply for funding in partnership with providers of the community based services they have selected in line with Article 65 of the Law on Social Protection.
- Nongovernmental organizations not established<sup>8</sup> in Serbia that are applying to the Call as applicants must act in partnership with at least one co-applicant established in Serbia.

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action.

### **Co-applicant(s)**

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

In addition to the categories referred to in section 2.1.1, the following are however also eligible:

- Public institutions belonging to the education sector.
- Independent government bodies working in the areas relevant for this Call.
- International (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation<sup>9</sup>.

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

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<sup>8</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>9</sup> International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.



If awarded the Grant contract, the co-applicant(s)(if any) will become beneficiaries in the Action (together with the Coordinator)

### **2.1.2. *Affiliated entities***

Affiliated entity(ies)

The applicant and its co-applicant(s) may act with affiliated entity(ies)

**Only the following entities may be considered as affiliated entities to the applicant and/or to co-applicant(s):**

- (i) legal entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as a applicant or co-applicant whereas the other entities as its affiliated entity(ies).
- (ii) legal entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

If the applicants are awarded a contract, their affiliated entity(ies) will not be become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).

Affiliated entity(ies) must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

### **2.1.3. *Associates and Contractors***

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

### **2.1.4. *Eligible actions: actions for which an application may be made***

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 10 months nor exceed 18 months.

### Sectors or themes

The actions fall within the social protection and health care sector and they must aim at supporting deinstitutionalisation and social inclusion of people with mental disorders and of people with mental disabilities in a community based setting.

### Location

Actions must take place in Serbia. Segments of the actions, such as study tours, when properly justified, may take place in the countries and territories covered by Article 19 of the IPA regulation<sup>10</sup>.

### Types of action

Types of action which may be financed under this call are those that support development, launch, improvement and/or sustainable functioning of available, affordable and accessible community-based services that respect user's rights, have adequate physical infrastructure and

- enable de-institutionalisation of persons with mental disability and mental health disorders, that are currently placed in 13 social protection residential institutions and 5 special psychiatric hospitals covered by the project, and/or
- support independent community living of people with mental disability and mental health disorders in Serbia and/or
- Reduce the need for alternative or residential care of people with mental disability and mental health disorders in Serbia by preventing unnecessary separation from the family care.

Actions have to contribute to the fulfillment of the specific objective of this call, measured by the following **indicators**:

- Number of beneficiaries receiving community based services through the implementation of the action, and amongst them:
  - Number of beneficiaries with mental disorders and mental disabilities and
  - Number of beneficiaries transferred from residential care into the community based care.

The target numbers must be described in the Application. Primary target groups of this Call are adults (in Serbian "*odrasla punoletna lica*") with mental disabilities and mental disorders, residing in Serbia and in need of social and/or medical support.

The term **community based services** within this Call extends to **provision of home and community-based assistance on long, medium or short term basis** that enable people to leave residential institutions and live in the community with appropriate support, and those that prevent placements into institutional care in a sustainable manner.

Such services, according to the European Common Guidelines for Transition from Residential to Community Care may include but are not limited to **family support services, foster care, respite care, personal assistance, rehabilitation, community-based residential support, independent living schemes (supported living), supported employment and employment related consultations, home care and home nursing, crisis intervention and emergency services (of non-statutory nature), self- help groups, drop in centres and day care.**

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<sup>10</sup> Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument of Pre-Accession Assistance (IPA)

**All such services, implemented within the social protection and health sector (or in an integrated manner, including also the education sector) are the types of the actions that may be supported within this Call.**

Legal aid enabling deinstitutionalisation, implementation of communication strategies and community working, that enhances potentials for deinstitutionalisation **may also be a part of such services.**

Services may be provided within the **health sector, social protection sector or can have the combined, integrated nature.**

Training of institutional care staff to work in the new community based services and development of new treatment programmes within the residential institutions may be a **segment** of the proposed action, as well as advocacy for legislative change, or change of institutional practices, independent monitoring, and promotion of regional, European or global best issue-related practices.

All community based services supported shall include **direct provision of assistance** to beneficiaries from either of the Call's two target groups, primarily, however they may be extended to beneficiaries from other vulnerable groups or to people affected by such vulnerability indirectly (i.e. family members). Adult people with mental disabilities and mental disorders (illness) are explicit, but not exclusive beneficiaries of the community based services that will be supported.

Applicants may decide to plan implementation of several above-mentioned services, or choose to implement less (only one, for example), depending on the needs. The applicants are advised to be aware of the "financial sustainability" issue when applying for the funds, and should assure that services will survive after the finalisation of the grant action. Submission of required supporting documentation guarantying such sustainability will be required prior to the signing of the contract, from institutions in charge of such funding.

The term **residential** care (institutional care) within the Call relates to any residential care provided by the institution where: residents are isolated from the broader community and/or compelled to live together; residents do not have sufficient control over their lives and over decisions which affect them; and the requirements of the organization itself tend to take precedence over the residents' individual needs, in line with Common European Guidelines on transition from Institutional to Community based care (Page 10 of Common European Guidelines on transition from Institutional to Community based care see Annex page 23).

**Please note that maximum 30% of the grant can be used for investments (works/supplies) in development of community-based services (30% of the EU contribution to the project).**

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions not having a tangible benefit to the target group of the Call and actions not including direct work with the representatives of these groups,
- actions supporting the building of new long-stay residential institutions or the renovation and modernisation of existing residential facilities,
- actions that look into developing services physically located in the community but aim at replicating institutional care, not taking into account the human rights and dignity of users, their quality of life and health and not promoting autonomy and social inclusion of users,
- actions diminishing citizen's security, disabling freedom of expression, and acting against the will of beneficiaries and of their legal representatives and guardians.
- Public servants cannot be used as staff/project coordinators/experts

## Types of activity

Types of activity which may be financed under this call include:

- Delivery of community based care, which is a **mandatory activity within each action**, and optionally (all below).
- Advocacy actions and legal aid,
- Monitoring of residents rights (patients, service users, clients) and public policies implementation,
- Implementation of communication strategies, awareness raising and campaigning,
- Needs analysis, carrying out research and empirical studies,
- Creating and promoting products of arts and culture,
- Drafting legislation, bylaws and other regulatory documentation,
- Education, training and capacity building,
- Exchanging know-how and applying best practices,
- Introducing of innovative models and approaches,
- Organisation of public events, performances and competitions, other community related work,
- Promoting citizens participation and exercising public control,
- Refurbishment, reconstruction or other enhancement of “social infrastructure”
- Other activities in the context of the general purpose of the Programme.

This list is not an exhaustive list and optional activities not mentioned above and in line with the specific objective of the Call and its overall objective can also be planned.

All activities must be designed in a sustainable manner, i.e. it must be ensured and described in the application how the impact from the activities will continue beyond the duration of the project.

Activities which are already funded by other Community programmes, or are undertaken before the date of contract signature will not be financed through this Call.

## Financial support to third parties

Applicants may not propose financial support to third parties.

## Visibility

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

## Number of applications and grants per applicants

The applicant may not submit more than 1 application under this Call for Proposals.

The applicant may not be awarded more than 1 grant under this Call for Proposals.

The applicant may at the same time be a co-applicant or an affiliated entity in maximum two applications.

A co-applicant may not submit more than 2 application(s) under this Call for Proposals.

A co-applicant may not be awarded more than 2 grants under this Call for Proposals.

A co-applicant may be an affiliated entity in maximum two other applications at the same time.

The affiliated entity(ies) may take part in two applications.

### **2.1.5. Eligibility of costs: costs that can be included**

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount<sup>11</sup>
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

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11 Examples:- for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc.

**For the purpose of this Call, the Contracting Authority authorizes the use of simplified cost options only to the following budget subheadings: 1.1 and 1.2 Salaries.**

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

#### Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines).

The applicants (and where applicable its affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines) will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority.

#### Important notice:

Salary costs of personnel of national administrations (local government employees, employees working in schools, health care centres, centres for social work, residential institutions etc.) may be considered as eligible costs, to the extent that they relate to the costs of activities which the relevant administration would not carry out if it did not undertake the action concerned. The amount of time actually spent on a given action by staff declared by the beneficiary will be checked by means of time sheets signed by the staff concerned and their immediate superior. The cost of such staff must be actual salaries earned plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration (for details, please consult the Law on salaries in state administration and public services, Article 12).

#### Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

#### Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

#### 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.

#### Ineligible costs

The following costs are not eligible:

- taxes, including value added taxes<sup>12</sup>;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second-hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- 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;
- credits to third parties;
- Auditing costs (expenditure verification will be contracted by the Contracting Authority).

## 2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory.

Registration is obligatory for all applicant, co-applicant(s) and affiliated entity(ies).

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Before starting to register your organisation in PADOR, please read the 'Quick guide' on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and 'sign' certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the 'PADOR off-line form'<sup>13</sup> attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CFP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at: [Europeaid-pador@ec.europa.eu](mailto:Europeaid-pador@ec.europa.eu).

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<sup>12</sup> VAT might be considered as eligible expense if following conditions are met: a) the value added taxes are not recoverable by any means; b) it is established that they are borne by the final beneficiary, and c) they are clearly identified in the project proposal

<sup>13</sup> Which corresponds to Sections 3 and 4 of Part B of the application form.

### **2.2.1. Application forms**

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

### **2.2.2. Where and how to send Applications**

Applications must be submitted in one original and two copies in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 7 of Part B the grant application form) and the Declaration by the applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the full name and address of the applicant, and the words 'Not to be opened before the opening session' and 'Ne otvarati pre sastanka Komisije za procenu projekata'

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery or by private courier service:

**Delegation of the European Union to the Republic of Serbia  
Contracts and Finance Section  
Vladimira Popovica 40/V  
11070 Belgrade, Serbia**

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 using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

### **2.2.3. Deadline for submission of Applications**

The deadline for the submission of applications is 31<sup>st</sup> October 2013 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 15.00 h



CET, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under Section 2.5.2)

#### **2.2.4. Further information about Applications**

Information sessions on this call for proposals will be held throughout Serbia. The schedule of the information sessions is as follows:

1. Beograd, Thursday, 01<sup>st</sup> August 2013, Medija centar Beograd, Terazije 3/I floor, big room, 12:00h CET
2. Novi Sad, Monday, 05<sup>th</sup> August 2013, City hall Novi Sad, Ul. Žarka Zrenjanina 2, big room, 12:00h CET
3. Subotica, Tuesday, 06<sup>th</sup> August 2013, City hall Subotica, Ul. Trg Slobode 1, big room, 12:00h CET
4. Kraljevo, Wednesday, 07<sup>th</sup> August 2013, City hall Kraljevo, Trg Jovana Sarića 1, big room, 12:00h CET
5. Vranje, Thursday, 08<sup>th</sup> August 2013, Pržarska bb, hall of Hotel Pržar, 12:00h CET
6. Niš, Friday, 09<sup>th</sup> August 2013, City hall Niš, Ul. Nikole Pašića 24, city hall, 12:00h CET

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the Call for Proposals:

E-mail address: [DELEGATION-SERBIA-FCS@ec.europa.eu](mailto:DELEGATION-SERBIA-FCS@ec.europa.eu)

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications, in a form of summarised frequently asked questions and answers.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the Delegation's website: <http://www.europa.rs>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.]

All questions related to PADOR registration should be addressed to the PADOR helpdesk:

[Europeaid-pador@ec.europa.eu](mailto:Europeaid-pador@ec.europa.eu)

### **2.3. EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

#### **(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION**

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (Section 7 of Part B 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 the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

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**

<b>1. Relevance of the action</b>	<b>Sub-score</b>	<b>30</b>
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 target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	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	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
<b>2. Design of the action</b>	<b>Sub-score</b>	<b>20</b>
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**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

**TOTAL SCORE** **50**

\*\*these scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

First, only the Concept Notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to 200% of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected

**(2) STEP 2: EVALUATION OF THE FULL APPLICATION**

First, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 of Part B 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 the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies) operational capacity and the applicant's financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3,4 and 5 will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation Grid**

Section	
<b>1. Financial and operational capacity</b>	<b>Yes/No</b>
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	
1.4 Does the applicant have stable and sufficient sources of finance?	
	<b>Maximum Score</b>
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	

<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?:  - financially ( <i>how will the activities be financed after the funding ends?</i> )  - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i> )  - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> ) - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
<b>Maximum total score</b>	<b>80</b>

*Note on Section 1. Financial and operational capacity*

If the answer is negative to one or more of the criteria, the application will be rejected.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

### **(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTs AND AFFILIATED ENTITY(IES)**

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope.

#### **2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>14</sup>:

Supporting documents may/must be provided through PADOR, see Section 2.2

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies).<sup>15</sup> Where the Contracting Authority has recognised the applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime<sup>16</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>17</sup>. A copy of the latest account is not required from (if any) the co-applicant(s).
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e. by the applicant and (if any) by each co-applicant(s), accompanied by the justifying

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14 No supporting document will be requested for applications for a grant not exceeding EUR 60000.

15 Where the applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

16 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

17 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

4. A financial identification form of the applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

## 2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1. *Content of the decision*

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

### 2.5.2. *Indicative timetable*

	DATE	TIME*
<b>Information meeting (if any)</b>	See section 2.2.4	See section 2.2.4
<b>Deadline for requesting any clarifications from the Contracting Authority</b>	10/10/2013	16.00 hrs
<b>Last date on which clarifications are issued by the Contracting Authority</b>	18/10/2013	-
<b>Deadline for submission of Application Form</b>	31/10/2013	15.00 hrs

<b>Information to applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	November 2013*	-
<b>Information to applicants on the evaluation of the Full Application Form (Step 2)<sup>18</sup></b>	December 2013*	-
<b>Notification of award (after the eligibility check) (Step 3)</b>	December 2013*	-
<b>Contract signature<sup>19</sup></b>	December 2013/January 2014*	-

\*Provisional date. All times are in the time zone of the country of the Contracting Authority.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and on the website of the Contracting Authority <http://www.europa.rs>

## **2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines). By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract.

## **2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE**

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

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18 Note that according to the financial regulation, notifications to the applicant on the outcome of the evaluation of their applications must take place within 6 months following the submission deadline of the full application, save in exceptional cases, in particular for complex actions, large number of proposals or where there have been delays attributable to the applicants where this limit may be exceeded. Multi-beneficiary calls can be considered as complex actions calls and therefore may benefit from an exemption to the 6 month rule. The 6 months rule only applies in case of direct centralized management.

19 Note that according to the financial regulation, the signing of a grant contract with the applicant must take place within 3 months from when it was notified the decision to award a contract. However, in exceptional circumstance, in particular for complex actions launched for large number of proposals or where there have been delays attributable to the applicants (or their applications) this limit may be exceeded. The 3 months rule only applies in case of direct centralised management.



- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)<sup>20</sup>

Annex D: Legal Entity Sheet<sup>21</sup>

Annex E: Financial identification form

Annex F: PADOR off Line Form<sup>22</sup>

#### DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

-Annex II: General conditions applicable to european union-financed grant contracts for external actions

-Annex IV: contract award procedures

-Annex V: standard request for payment

-Annex VI: model narrative and financial report

-Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Project Cycle Management Guidelines

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

20 Optional where the total amount of the grants to be awarded under the Call for Proposals is €100 000 or less.

21 Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

22 [http://ec.europa.eu/europeaid/work/online-services/pador/dispensation\\_en.htm](http://ec.europa.eu/europeaid/work/online-services/pador/dispensation_en.htm).

**DOCUMENTS AND LINKS USEFUL FOR PREPARATION OF APPLICATIONS**

**Project fiche “Support for de-institutionalisation and social inclusion of persons with mental disability and mental illness” - [http://ec.europa.eu/enlargement/pdf/serbia/ipa/2011/11\\_de-institutionalisation.pdf](http://ec.europa.eu/enlargement/pdf/serbia/ipa/2011/11_de-institutionalisation.pdf)**

**Common European Guidelines for Transition from Residential to Community Care - <http://deinstitutionalisationguide.eu>**

**UN Convention on Rights of People with Disabilities - <http://www.un.org/disabilities/convention/conventionfull.shtml>**

**European Disability Strategy 2010-2020 - <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0636:FIN:EN:PDF>**

**Law on Protection of People with Mental illnesses of the Republic of Serbia- <http://www.parlament.gov.rs/upload/archive/files/cir/pdf/zakoni/2013/1284-13.pdf>**

**Law on Social Protection of the Republic of Serbia - [http://www.parlament.gov.rs/upload/archive/files/cir/pdf/zakoni/2011/3555\\_10.zip](http://www.parlament.gov.rs/upload/archive/files/cir/pdf/zakoni/2011/3555_10.zip)**

**Bylaws within the social protection system of Serbia - <http://www.minrzs.gov.rs/sektor-za-brigu-o-porodici-zakoni.php>**

**Law on Prohibition of Discrimination of People with Disabilities of the Republic of Serbia- <http://www.parlament.gov.rs/upload/archive/files/cir/doc/zakoni/2006/2246-05.zip>**

**Law on Professional Rehabilitation and Employment of People with Disabilities of the Republic of Serbia- <http://www.parlament.gov.rs/upload/archive/files/cir/pdf/zakoni/2009/2241-08.zip>**

**Law on Health Care of the Republic of Serbia- <http://www.parlament.gov.rs/upload/archive/files/cir/pdf/zakoni/2005/1235-05-cir.zip>**

**Bylaws within the health care system of Serbia - <http://www.zdravlje.gov.rs/showpage.php?id=137>**

**Mental Health Strategy - <http://www.zdravlje.gov.rs/tmpmz-admin/downloads/zakoni1/Strategija%20Razvoja%20Zastite%20Mentalnog%20Zdravlja.pdf>**

**Social Protection Strategy - <http://www.minrzs.gov.rs/doc/porodica/strategije/Strategija%20razvoja%20socijalne%20zastite.pdf>**