IADSA- Italian Albanian Debt for Development SWAP Agreement

Call for Proposals

Annex A

Grant Application Form

Reference: call for proposals IADSA/2016/01

Deadline for receipt of applications: November 21, 2016 at 12:00 local time (midday)

|  |  |
| --- | --- |
| Name of the applicant Municipality: |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) | |

**NOTICE**

Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by IADSA Management Committee and its Technical Support Unit (TSU).

Please read and complete this form with all due care, in accordance with the guidelines for this Call for Proposals.

I. the PROJECT

1. **DESCRIPTION**
   1. **Title**
   2. **Location**
   3. **Cost of the Project and amount requested from IADSA CPF**

|  |  |  |
| --- | --- | --- |
| Total cost of the Project | Amount requested from IADSA CPF | Co-financing (if any) |
| Albanian LEK | Albanian LEK | Albanian LEK |

Please note that the cost of the Project and the grant requested from IADSA CPF have to be expressed in Albanian LEK.

* 1. **Summary**

Maximum 1 page **[[1]](#footnote-2)**

|  |  |
| --- | --- |
| Duration of the Project | … months (maximum 24 months) |
| Partner(s), if any |  |
| Objective(s) |  |
| Target group(s) |  |
| Beneficiaries |  |
| Expected results |  |
| Main activities |  |

* 1. **Objectives**

Maximum 1 page. Describe the objectives (Overall, Specific) to which the Project aims to contribute among those indicated in paragraph 2.2. of the Guidelines of the 5th Call for Proposals of IADSA.

* 1. **Justification**

Maximum 2 pages. Please provide the following information:

* + 1. Relevance of the Project to the strategic priorities of the Government of the Republic of Albania, included in national strategies and updated sectoral and crosscutting strategies and the National Action Plan for Implementation of the Stabilization and Association Agreement (SAA), and priority areas identified by the Italian Albanian Development Cooperation Programme;
    2. Relevance of the Project to the Specific Objectives of this Call for Proposals (please, refer to paragraph 2.2. of the Guidelines of the 5th Call for Proposals of IADSA);
    3. Reasons for the selection of the target group(s) and identification of their needs and constraints. How does the Project contribute to the needs of the target group(s) and beneficiaries?
    4. Description of the target group(s) and beneficiaries and estimated number.
  1. **Detailed description of activities**

Maximum 4 pages. Include the title and a detailed description of each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner in the activities.

* 1. **Methodology**

Maximum 2 pages. Detailed description of:

* + 1. Methods of implementation and reasons for the proposed methodology, including any proposed innovation.
    2. Where the Project is the continuation of a previous project/action, explain how the Project is intended to build on the results of this previous project/action (best practices).
    3. Where the Project is part of a larger programme, explain how it fits or is coordinated with this programme. Please specify synergies with IADSA financing.
    4. Description of the role and participation in the Project of the various partners/actors (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them.
    5. Team proposed for the Project implementation ONLY by function.
    6. Complementary with other projects/programmes, if any.
    7. Networking and/or partnerships supporting the proposed Project, if applicable.
  1. **Duration and action plan**

The duration of the Project will be \_\_\_ months (maximum 24 months).

Note: The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.7). Any weeks/months without activities must be included in the action plan and the duration of the Project. Please, consider time needed to fulfil implementation procedures established by IADSA (detailed in Annex L) for staff/expertise selection and any procurement.

The action plan must be drawn up using the annexed format (see Annex E of the Guidelines for this Call of Proposals)

1. **EXPECTED RESULTS**
   1. **Expected impact on target groups/beneficiaries**

Maximum 1 page. Indicate how the Project will improve:

* + 1. the situation of target groups/beneficiaries;
    2. the social and/or economic conditions of the direct beneficiaries;
  1. **Concrete outputs and outcomes**

Maximum 1 page. Be specific and quantify outputs and outcomes as much as possible. Both the outputs and outcomes must be measurable.

* 1. **Multiplier effects**

Maximum 1 page. Describe any multiplier effect of the Project outputs and outcomes.

* 1. **Sustainability**

Maximum 3 pages. Please distinguish between the following dimensions of the sustainability:

* + 1. The financial aspect (how will activities be financed when the IADSA grant ends?)
    2. Institutional level (how will the activities continue to be in place at the end of the Project?)
    3. At policy level, where applicable (what will be the structural impact of the Project?)
    4. Environmental level, where applicable
    5. Social level (Which will be the impact of the Project in terms of social inclusion, etc?)
  1. **Logical Framework of the Project**

Please, fill the following LogFrame Matrix (maximum 3 pages).

**Logical Framework of the Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Objective:**  *What is the overall broader objective, to which the project will contribute?* | *Indicators of progress:* *What are the key indicators related to the wider objective?* | How indicators will be measured: *What are the sources of information on these indicators?* |  |
| **Specific Project Objective/s:**  *What are the specific objectives, which the project shall achieve?* | Indicators of progress: *What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?* | **How indicators will be measured:**  *What are the sources of information that exist and can be collected? What are the methods required to get this information?* | **Assumptions & risks:**  *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* |
| **Expected results: Outputs (tangible) and Outcomes (intangible):**   * *Please provide the list of concrete DELIVERABLES - outputs/outcomes leading to the specific objective/s.:* | **Indicators of progress:**  *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* | **How indicators will be measured:**  *What are the sources of information on these indicators?* | **Assumptions & risks:**  *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* |
| **Activities:**  *What are the key activities to be carried out (****grouped by outputs/outcomes)*** *and in what sequence in order to produce the expected results?* | *Inputs:* *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* |  | **Assumptions, risks and pre-conditions:**  *What pre-conditions are required before the project starts? What conditions outside the project’s direct control have to be present for the implementation of the planned activities?* |

**3. BUDGET PLAN OF THE GRANT REQUIRED TO IADSA CPF, ONLY**

Fill in Annex D to the Guidelines for Call of Proposals to provide the overall budget breakdown of the Project by filling separately the grant required to IADSA CPF and co-financing (if applicable).

Applicants shall indicate the entire budget in Albanian LEK by detailing all costs including co-financing from the Applicant's or partners' own resources (e.g. wages, social security charges, rent and any other recurrent and capital costs) and specifying sources of finance in pre-set forms included in Annex D.

Note that the eligible costs must be detailed and based on real costs, **not** lump sums (except for subsistence costs such as per diem). Costs must be detailed and the unit costs and quantities specified for each budget item to allow the assessment of the Project cost-effectiveness.

Concerning the eligibility of costs, please refer to paragraph 3.1.4. of the Guidelines of the 5th Call for Proposals of IADSA.

II. THE APPLICANT

1. **IDENTITY**

|  |  |
| --- | --- |
| **Name of the Municipality:** |  |
| **Official address:** |  |
| **Telephone number:** City code + number |  |
| **Fax number:** City code + number |  |
| **E-mail of the Applicant:** |  |
| **Website of the Applicant:** |  |
| **Contact person for this Project and position in the Municipality :** |  |
| **Contact person’s email address :** |  |

**Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to IADSA. IADSA will not be held responsible in case it cannot contact an applicant.**

1. **SYNERGIES WITH OTHER ONGOING PROGRAMMES AND PROJECTS AND TECHNICAL CAPACITY TO IMPLEMENT PROJECTS**

Maximum 4 pages. Please provide a detailed description of programmes and projects managed by your Municipality over the past two (2) years in Albania in the fields covered by this Call for Proposals, taking care to identify for each programme/project:

* + 1. the object and location
    2. the achieved results
    3. your organisation's role (lead manager or partner) and its degree of involvement in the project
    4. involved technical expertise and staff in project’s implementation
    5. the cost
    6. financing sources, including donors or co-funding partners (name, amount contributed), if any

# III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE PROJECT

1. **DESCRIPTION OF THE PARTNERS**

This section III. must be completed **for each partner organisation, if any**. You must make as many copies as necessary to create entries for more partners to provide all the information requested in paragraph 1. and 2. of this Section III..

|  |  |
| --- | --- |
|  | Partner 1 |
| Full legal name |  |
| Nationality |  |
| Legal status |  |
| Official address |  |
| Postal address |  |
| Contact person |  |
| Telephone number |  |
| Fax number |  |
| E-mail address |  |
| Number of employees (not applicable for Italian and Albanian public institutions) |  |
| Other relevant resources |  |
| Experience of similar initiatives, in relation to role in the implementation of the proposed Project |  |
| History of cooperation with the Applicant |  |
| Role and involvement in preparing the proposed Project |  |
| Role and involvement in implementing the proposed Project |  |

2. CAPACITY TO MANAGE AND IMPLEMENT PROJECTS

Maximum 4 pages. Please provide a detailed description of programmes and projects managed by your Organisation / Entity over the past three (3) years in the fields covered by this Call for Proposals, taking care to identify for each programme/project:

a) the object and location (please, specify if in Albania and/or Western Balkans and/or EU member states)

b) the achieved results

c) your organisation's role (lead manager or partner) and its degree of involvement in the project

d) involved technical expertise and staff in project’s implementation

e) the total cost of the Project and/or Action

f) financing sources, including donors or co-funding partners (name, amount contributed), if any

This information will be used to assess whether you have adequate experience of managing projects in the same sector and of a comparable scale to the one for which you are partner of the Applicant requesting a grant.

**Important: This application form must be accompanied by a stamped, signed and dated Partnership Statement in wet-ink original, from every partner, in accordance with the model provided in ANNEX C.**

**IV. CHECKLIST**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the Applicant |
| **Name of the Applicant Municipality** |  |
|  |  |
| **Partner 1** | Name:  Nationality:  Legal status: |
| **Partner 2** | Name:  Nationality:  Legal status: |
| **Partner …**  **NB:** Add as many rows as partners | Name:  Nationality:  Legal status: |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Before sending your proposal, please check that each of the following componentS IS complete and respectS the following criteria :** | **To be filled in by the applicant** | | **To be filled in by IADSA** | |
|  | **Yes** | **No** | **Yes** | **No** |
| **1. The proposal is fully in line with the specific objectives of this Call for proposals** |  |  |  |  |
| **2. The correct grant application form (ANNEX A), published for this call for proposals, has been used** |  |  |  |  |
| **3. In all its parts, the proposal is written by using terms and definitions according to the ones provided in the Guidelines of this Call for Proposals** |  |  |  |  |
| **4. The proposal is typed and is in English** |  |  |  |  |
| **5. One original and 2 copies are included** |  |  |  |  |
| **6. A CD-Rom is enclosed with the electronic version of the Grant Application Form, the Budget and the Action Plan** |  |  |  |  |
| **7. The Applicant has completed the Legal Entity Form (ANNEX B), signed and stamped in wet-ink original** |  |  |  |  |
| **8. Each partner has completed, stamped and signed in wet-ink original a partnership statement (ANNEX C) and the statements are included (if any). Please indicate “Not applicable” (NA) if you have no partner** |  |  |  |  |
| **9. The Budget Breakdown is detailed as requested and included and filled in the three (3) forms requested, expressed in Albanian LEK (ANNEX D)** |  |  |  |  |
| **10. The duration of the Project is equal to or lower than 24 months (the maximum allowed)** |  |  |  |  |
| **11. The requested grant is equal to or higher than 200,000 Euro (the minimum allowed) and equal to or lower that 400,000 Euro (the maximum allowed), equivalent to Albanian LEK at the exchange rate issued by the Central Bank of Albania on the date of publication of the present Call for Proposals** |  |  |  |  |
| **12. The Action Plan is included (ANNEX E)** |  |  |  |  |
| **13. If applicable, the Partnership Agreement is included (ANNEX F), stamped and signed in wet-ink original by each partner and by the applicant. Please indicate “Not applicable” (NA) if you have no partner** |  |  |  |  |
| **14. Required supporting documents for Applicant and partners (if any) are included, as listed in Annexes G and H** |  |  |  |  |

|  |  |
| --- | --- |
| **Title of the Proposal** |  |

1. The number of pages mentioned is maximum, and can be reduced [↑](#footnote-ref-2)