**Guidelines for**

**Call for Proposals for Sub Grant Scheme**

**Enhancing rural tourism, recreation and quality farming in Novo Brdo**

**An EU funded project managed by European Union Office in Kosovo**

**Deadline for submission of applications:**

**November 30, 2018 at 17:00**

1. **BACKGROUND DESCRIPTION OF ACTIVITY**

This call for proposal for grants is launched as part of the project” Enhancing rural tourism, recreation and quality farming in Novo Brdo” implemented by LURA LLC , financed by European Union and managed by the European Union Office in Kosovo

The project started in March 2017 and will be implemented during a 24 months period The overall objective of the project “Enhancing rural tourism, recreation and quality farming in Novo Brdo” is to support ***development of alternative sources of income in agricultural and rural development***including ***improvements in productivity ad standards particularly in food safety, animal welfare and the environment as well as rural living standard*** The project has specific objectives:

* To **develop and increase** the tourist attractions in the Novo Brdo area with new guesthouses and recreational activities at Villa Lura;
* To **improve the quality** of food product used at Villa Lura by contracting and training local smallholder farmers;
* To **enhance** the quality of life in Kosovo’s rural areas in Kosovo with improved recreation and business opportunities;
* To **develop the rural and agritourism** potential in Novo Brdo, attracting new visitors from within Kosovo and from abroad;
* To **decrease the environmental impact of** the restaurant and facilities by utilizing green technologies and improved waste management;
* To attract a broader audience by using online booking and advertisement tools.

Call for grantees aims at supporting smallholder farmers by

**Enhancing the quality of life in Kosovo’s rural areas with improved recreation and business opportunities.**

Prior to designing the call for proposals,this activity has an important role in enhancing quality of life in Kosovo’s rural areas through business opportunities. After the field visit that has been organized and through training activity there have been identified the farmers needs and therefore sub-granting for farmers will have direct impact in their development and improvement of their product quality

The initiatives supported by the Sub-Grant Scheme are expected to focus on five main thematic areas of intervention:

* Livestock farmers,
* Chicken farms
* Milk producers
* Vegetable grower
* Medical herbs collectors.

All grants must serve the objective of influencing farm development and improve their product quality.

This Call for Proposal will provide 10 *small* grants for local farmers projects.

Minimum amount for financial support is **EUR 2500** and the maximum amount is **EUR 6000.**

The funding will cover 100% of the total project budget. However, priority will be given to applications with secured co-financing of at least 5% of the total cost of the actions.

The deadline for application is **30 November 2018, 17:00h.**

1. **ELIGIBILITY**
	1. **Eligibility of applicants**

Applicants must fulfil the following criteria:

The foreseen criteria to be selected for sub-grants will include:

* Local community that may receive financial support will be Meat, milk, vegetables and medical herbs collectors.
* When the case farmers have their animals, they should be registered in KVFA.

The following categories are NOT eligible for this call:

* Agri-processors
	1. **Eligible activities: desired actions within the scope of the project**

The actions proposed through this project is to develop improve and promote tourism through rural community members and also by addressing economic development for the farmers who are going to be awarded in physical assets for farming

* **Scope (geographical coverage) –** all actions under this call for proposals will be required to be implemented in Municipality of Novo Berdo and Municipality of Gjilan.

 Priority will be given to those activities implemented at Municipality of NovoBerdo

* **Duration** - activities implemented under *small* grants should not extend beyond 3months from the initial date of the project, and should be completed no later than 31 January 2019
* The applicant must specify the dates and exact duration of the activity in the application form.
* **Eligible activities/type of actions:**

Priority will be given to:

* Framers that will demonstrate that they are applying for physicalises that will support increase of product capacity and quality
* Framers that can offer supply contract with their products for at least by the end of 2021
	1. **Non-eligible activities**
* Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, etc
* Actions that are directly affiliated with or supportive of political parties
* Financial support to third parties (re-granting is not eligible activity under this call)
* Actions which consist exclusively or primarily in capital expenditures, such as land
1. **Costs Eligibility**

**3.1 Eligible costs**

Eligible costs are actual costs incurred by the Beneficiary(ies), which meet all the following criteria:

1. They are incurred during duration of the action, as specified under **2.2**
2. They are indicated in the estimated overall budget
3. They are incurred in the connection with the project which is the subject of the grant and are necessary for the implementation of the action
4. They are reasonable, justified and comply with the requirements of sound financial management, particularly in regards with economy and efficiency

**3.2 Ineligible costs**

The following costs are not eligible:

* Debt and debt service charges (interest)
* Provisions for losses or potential future liabilities
* Purchases of land or buildings
* Purchase of vehicles
* Taxes, including value added taxes (VAT)
* Costs declared by the beneficiary and covered by another action or work programme
* Credits to third parties
* Sponsorship for participation in conferences within Kosovo or abroad
* Costs related existing activities or initiatives or items that are usually part of the central or local government funding
1. **APPLICATION PROCEDURES**

The application phase is open to the public from **29 October** to **30 November 2018.**

The Application Package to be submitted includes the following three documents:

* Application Form (which will be provided together with the Application Guidelines)
* Budget Form (which will be provided together with the Application Guidelines)
* Registration Act in its original language (scanned/copied version)
* Registration certificate for farmers

The application procedure is available in two forms:

* Downloading the forms from the project website [https://visitlura.com](https://visitlura.com/) , and submitting by e-mail at villa.lura@gmail.com
* Through the hand delivery application to Villa Lura -Makresh I Eperm
* Applicants are encouraged, but not urged to use the e-tool. Those choosing to download the forms from the website and submit them by e-mail, will be treated and evaluated equally.
* The applications downloaded through the project website [https://visitlura.com](https://visitlura.com/) , and submitting by e-mail MUST be sent by e-mail to villa.lura@gmail.com , **latest by 30 November 2018, at 17:00.**

All questions and answers as well as other important notices to applicants will be published on project website [https://visitlura.com](https://visitlura.com/), no later than 7 days (**30 November 2018**) before the deadline for submission of applications.

Questions regarding the propositions of this Call for Proposals as well as all applications can be written and submitted in either Albanian, Serbian, or English language.

1. **EVALUATION AND SELECTION OF APPLICATIONS**

The selection of grant recipients will be a three step process: pre-assessment, assessment and awarding. Each application will be pre-assessed to ensure that the basic requirements are met and that the application is in compliance with the eligibility criteria, as follows:

• The applicant is a local farmer registered in Kosovo

• Application form is fully completed and includes required attachments

• Application is submitted before the deadline

• The requested financial support does not exceed the maximum grant amount of this call

An application must comply with all these criteria in order to proceed to the assessment phase. Applications not complying with the above criteria will be rejected.

Below, the table of criteria against which the evaluation will take place.

|  |  |  |
| --- | --- | --- |
|  | **Criteria**  | **Maximum coefficient** |
| **1** | **Technical approach** | **60 in total** |
|  | The applicant and/or its proposed activities qualify as a quality improvement of main product  | 30 |
|  | Relevance to the needs and issues addressed  | 10 |
|  | Registered farmer  | 10 |
|  | Experience with production more than two years | 10 |
| **2** | **Organizational capacity and past performance** | **20 in total** |
|  | Administrative, financial, and managerial capacities | 10 |
|  | Relevant past experience and results in similar grants | 10 |
| **3** | **Cost proposal** | **20 in total** |
|  | Cost-effectiveness of the budget | 10 |
|  | Adequate financial management capability/transparency | 10 |

1. **CONTRACT**

The Granting Authority Lura ShPK sign a contract with the beneficiary, which will include information of the activities to be carried out, the contract value, the modalities of payment and reporting.

The first pre-financing payment, which covers the 80% of the grant amount, will be made after the signature by both parties of the contract.

The second and final payment covering the value of 20% will be paid upon completion of the last activity within the applied project and after the approval of the final report delivered by the beneficiary.

1. **MENTORING AND SUPPORT TO BENEFICIARIES**

The Granting Authority will ensure that potential applicants receive adequate support during, both, the application process and implementation of their projects.

Moreover, coaching and mentoring sessions will be provided for successful applicants, which intend to guide and assist beneficiaries in implementing their activities related to the action.

1. **MONITORING**

The Granting Authority will monitor the work of successful applicants to ensure the correct project activity implementation. The monitoring will take place through on the spot checks, reporting, and regular meetings.

1. **VISIBILITY**

Beneficiaries must acknowledge the EU-funds contribution in all investments.

1. **REPORTING**

The beneficiary is required to submit the final report no later than 30 days after the end of the implementation of the action. The final report should include:

* Narrative section: in no more than 2 pages, a summary of the activities implemented, the main evidence supporting them and recommendations arising from them
* Financial section: includes details on the expenditures (copies of all invoices)
* Annexes: documents that can verify the implementation of the action such as, offers requested for equipment’s photos and other relevant documentations
* The narrative and financial reporting forms will be provided to grantees in the first phase of the implementation of the project
1. **INDICATIVE TIMETABLE**

|  |  |  |
| --- | --- | --- |
| **Description** | **DATE** | **TIME** |
| Public announcement of the Call for Proposal | 29 October 2018 | n/a |
| Deadline for requesting any clarifications | 09 November 2018 | 17:00 h |
| Deadline for submission of Applications | 30 November 2018 | 17:00 h |
| Notification of award to applicants after the evaluation | 03 December 2018 | 17:00 h |
| Deadline for Appeals on the Award Decision | 10 December 2018 | 17:00 h |
| Final decision on the Awards | 11 December 2018 | n/a |
| Contract preparation and provision of supporting documentation in correspondence between selected applicants and Granting Authority | December 2018 | n/a |