



GRANT AWARD PROCEDURE

APPLICATION FORM

(APPENDIX I)

Call for proposals for “Democratic Development, Decentralisation and Good Governance in Armenia – Phase II” Project

8900-2023-01 – Feasibility studies on IMC or CBC projects

Closing Date: **5 January 2024**

Background

Thank you for showing interest in this exciting project.

Funded by the Austrian Development Cooperation and implemented by the Council of Europe, the “Democratic Development, Decentralisation and Good Governance in Armenia” Project aims to support the adoption of revised legislative framework for local self-government in line with European standards to reflect the new territorial-administrative map of Armenia and develop the capacities of local authorities of newly enlarged communities to ensure they can assume new responsibilities and competences. It also seeks to further raise awareness of good governance principles and promote cross-border co-operation (CBC), inter-municipal co-operation (IMC) and economic development at local level.

The overall objective of this call for proposals is to support the **development of feasibility studies into inter-municipal co-operation, or cross-border co-operation.**

This application process is open to **all 64 consolidated communities in Armenia**. Successful municipalities will receive grants for projects, which are focused on undertaking a feasibility study for the delivery of shared services in the frames of either inter-municipal co-operation, or cross-border co-operation.

Any project funded will be expected to focus on feasibility work, in other words, gathering the kind of evidence you need to prove that what you propose to undertake in IMC or CBC is feasible, based on documented needs or other forms of demographic, geographic, economic, social and environmental evidence.

Grant awards will be made to successful applicant projects, which effectively and clearly meet the criteria for the grant, across the following types of projects:

- Feasibility studies on specific inter-municipal cooperation projects to support the establishment of inter-community arrangements for shared service delivery.
- Feasibility studies on specific cross-border cooperation projects, for example, in economic development, or shared municipal services/infrastructural initiatives.

A consolidated community can apply for a grant under one or two categories, as appropriate, however, a separate complete application pack must be submitted for each category.

The municipality is expected to make a contribution to the value of at least 10% of the total grant.

The Best Practice Programme (BPP) methodology, which facilitates the collection and dissemination of good practices amongst communities will underpin this project. It applies a systematic approach where best practices in the selected themes are identified, celebrated, and disseminated to other communities.

The BPP is aimed at identifying, publicly recognising and disseminating best practices among consolidated communities in Armenia, with specific objectives to:

- Build the capacities of local authorities and local stakeholders to develop and implement project proposals that foster inclusive participation and provide improved service delivery to citizens;
- Raise standards in local government by identifying and recognising innovative and excellent practices in civil participation, openness and transparency in governance, and cooperation among local authorities and with their stakeholders;
- Acknowledge and reward the best performing local authorities in key areas of local government work and help disseminate these practices from which other authorities can learn.

Applicant communities confirm their willingness, if selected, to disseminate their best practice to other municipalities. Thus, an obligation incumbent on local authorities who receive sub-grants under the BPP is to transform their best practice into a training vehicle for other local authorities, thus reinforcing the sustainability and local ownership of the projects.

There will be a robust assessment process by a Grant Evaluation committee (composed of representatives of the Council of Europe, RoA Ministry of Territorial Administration and Infrastructure and local government association) to ensure the best initiatives are progressed.

Applications will be assessed against the following criteria:

- relevance of the proposed project with regard to the objective of the call (40%)
- extent to which the proposed project meets the requirements of the call (30%);
- accuracy, clarity and cost-effectiveness of the application and the estimated budget (20%);
- previous experience with grant projects (10%).

The sub-criteria to be used are as follows:

- *relevance* of the proposed feasibility study for a future IMC or CBC project for communities' needs;
- *methodology* to be used for the proposed feasibility study;
- *community involvement* (women, youth, disadvantaged / people living in poverty) in the gathering of feasibility evidence;
- presentation of *the sustainability aspects / economic, environment and social impact* of the future IMC or CBC project in the feasibility study;
- *efficiency* of spending the grant resources to be awarded;
- *sound budget proposal, including co-financing element*;
- *previous experience with grant projects*.

Support will be provided to municipalities from a local consultant to help the development of robust applications.

We really hope you participate in this project, and we look forward to working with you.

HOW TO COMPLETE THE APPLICATION FORM?

Complete each box with the information requested. The size of the box will adapt to the volume of text typed.

Once all fields are completed, print the Application Form, sign it, and send it in accordance with the requirements of the Call for Proposals.

Types of feasibility study grants

Which of these categories most closely describes what you propose to undertake with this feasibility study funding grant?

► We want to undertake a feasibility study on a specific project for **inter-municipal cooperation**

☐

Please tick one box per application.

► We want to undertake a feasibility study on a specific project for **cross-border cooperation**

☐

1. Applicant	
Official name ►	
Legal form ►	
Country of registration ►	
Full address ►	
Internet site (if any) ►	
Date on which the applicant was founded ►	
Name of the person entitled to enter into legally binding commitments on behalf of the applicant (indicate name(s) and position(s)) ►	

2. Contact details	
Contact person ►	
Position of the contact person ►	
Email address ►	
Phone number ►	

3. Bank details	
Name of the Bank ►	
Address of the Bank ►	
Account holder name ►	
Full account number (including bank codes) ►	
IBAN (or BIC Code) ►	

4. Previous experience with grant projects

Please indicate below grants obtained from international institutions during the last 3 (three) years (*if any*). Please mention the title of each grant project implemented or in process, year(s) of its implementation, its objectives and its target groups / beneficiaries.



5. Description of the project (*maximum 3 pages*)

Please indicate below the **description and rationale** of the proposed feasibility study. What **issue(s)** do you plan to address with this feasibility study? For **which communities**? If your project aims to explore a range of issues, please give details of all of these. Please specify the **goals, aim and objectives** of the proposed feasibility study. Project goal, aims and objectives should be achievable and measurable.

As a co-operative approach helps achieve maximum effectiveness and efficiency, please outline how you identified the goal, aims and objectives together as communities working **in partnership**.

Where possible, please provide indicative **evidence** of the need for the proposed feasibility study (e.g., statistics, results of surveys already carried out, environmental data, service data etc.). If you do not currently have this evidence but propose to gather this evidence supported by the feasibility study, please indicate the kinds of evidence you intend to collect. ▼

6. Proposed methodology (*maximum 1½ pages*)

Please outline what investigative **methods** you are planning to use in undertaking the feasibility study in order to achieve the objectives you have identified – both from **a technical perspective** (e.g., economic analysis, cost-benefit analysis, legal analysis, environmental analysis/assessment, community needs analysis, technical data, site visits, liaison with neighbouring local governments) and from **a citizen involvement perspective** (e.g., citizen surveys, data amalgamation, focus groups with citizens, in-depth interviews with expert reference groups).

This answer must include an indication of the rationale for proposed methods to identify and gather relevant information. ▼

7. Community involvement (*maximum 1 page*)

In undertaking a feasibility study, **community involvement** generally strengthens community ownership and the validity of the findings. Broad community consultation may identify opportunities to share resources, extend an existing service, and add new services.

Please include information on how you will involve citizens in the feasibility process and how much input the communities on the ground will have into the feasibility study (with particular reference to women, youth, disadvantaged / people living in poverty). How the consultation process with the citizens in the communities will be co-ordinated? ▼

8. Expected results and sustainability of the project (*maximum 2 pages*)

Please indicate below the **expected results** and **sustainability of results** after the completion of the feasibility study. What do you propose to achieve with the feasibility study you will undertake? Will the feasibility study include risk assessment, socio-economic assessment, environmental assessment? If yes, what aspects of the **economic, environment and social impact** of the future IMC or CBC initiative on the communities will be covered in the proposed feasibility study? Please outline how you will measure the impact of the future IMC or CBC initiative for which you are gathering feasibility evidence, specifically with regard to the likely impact on women, young people, and disadvantaged / poor.

Please note that it is expected that the future IMC or CBC initiative will enhance all three sustainability elements of **all communities** involved. ▼

9. Applicant's professional and operational capacity (*maximum ½ page*)

Indicate below the **number of permanent and temporary staff of the municipality** to be involved in the conduct of the proposed feasibility study.

Please describe how will the proposed feasibility study be carried out (where applicable, indicate the **involvement of** service providers). ▼

10. Co-funding (*maximum ¼ page*)

Indicate below how you intend to contribute to the project (either by way of your own resources or by contribution from third parties). **Co-financing** may take the form of financial or human resources, in-kind contributions or income generated by the project. ▼

11. Declaration

By signing this form I, the undersigned, authorised to represent the Grantee/Consortium, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.

I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) are not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:

- a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;
- c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;
- d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;
- e. are not an entity created to circumvent tax, social or other legal obligations (empty shell company), and have not ever created or are not in the process of creation of such an entity;
- f. have not been involved in mismanagement of the Council of Europe funds or public funds;
- g. is not and neither likely to be in a situation of conflict of interests.

12. Publication of the award decision

The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection. ▼

13. Signature

Complete the table below and sign in the last box:

First Name and Name of the Signatory ►	
Title or position of the Signatory in the applicant organisation ►	
Place and date of signature ►	Done in: On:
Signature and official stamp of the applicant organisation ►	