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| **GRANT AWARD PROCEDURE** |
| **APPLICATION FORM**  **(APPENDIX I)** |

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

8900-2025-03– Grants for Cross-Border Co-operation projects

Closing Date: **15 April 2025**

**Background**

Thank you for showing interest in this exciting project.

Funded by the Austrian Development Co-operation and implemented by the Council of Europe, the “Democratic Development, Decentralisation and Good Governance in Armenia – Phase II” 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 inter-municipal co-operation (IMC), cross-border co-operation (CBC) and economic development at local level.

The overall objective of this call for proposals is to support the development of **cross-border co-operation initiatives** between neighbouring communities from Armenia and Georgia, aimed at providing opportunities for **improved service delivery in those communities**, ensuring sound financial management and delivering value for money to citizens.

This application process is open to all **21** **communities** **from Tavush, Lori and Shirak marzes (regions) in Armenia.**

Grant awards will be made to successful applicant projects, which effectively and clearly meet the criteria for the grant projects.

**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 co-operation 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.

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:

* extent to which the proposed project meets the objective and requirements of the call (60%);
* accuracy, clarity and cost-effectiveness of the application and the estimated budget (30%);
* previous experience with grant projects (10%).

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.

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| **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)) ► |  |

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

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

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| **4. Previous experience with grant projects** |
| Please indicate below **grants** *(if any)* obtained from international institutions during the **last 3 (three) years***.* Please mention the title of each grant project implemented or in process, year(s) of its implementation, its objectives and its target groups / beneficiaries.  ▼ |
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| **5. Executive summary *(maximum 1 page)*** |
| In this part, please present a **summary** of the proposed project, including the **joint problem statement**, **goals and objectives**, **intended beneficiaries**, the **main activities** that need to be implemented and **expected results.** You are advised to prepare the executive summary at the end to be sure that you have included all the points mentioned.  ▼ |
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| **6. Description of the project *(maximum 3 pages without attachments)*** |
| 1. **Issue to be addressed and rationale**   Please present below the **description and rationale** of the proposed project. **What joint issue(s)** do you plan to address with this project? **For which Armenian and Georgian communities**? If your project aims to explore a range of issues, please provide details of all of them. Provide justification for the significance of the problem (e.g. quantitative/qualitative evidence, assessment of needs, etc.)․  ▼ |
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| 1. **Project goals and objectives**   Indicate the **background information** of the project. Provide a description of the proposed project goals, impact (overall objective) and outcomes (specific objectives), particularly the way the project will meet the goal(s). Programme **goals and objectives** should be achievable and measurable.  ▼ |
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| 1. **Intended beneficiaries**   Present the proposed project’s **intended beneficiaries**, those who will benefit in the future, explaining how they will benefit. Specify how women, youth, disadvantaged / poor will benefit from the project.  ▼ |
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| 1. **Innovative approach of the project**   Indicate the **new creative approaches** to the problem addressed in the project proposal.  ▼ |
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| 1. **Replicability of the project**   Indicate how the project proposal can be useful to **other communities across Armenian and Georgian borders**. Briefly describe how you will **disseminate** results as it is good to share success with other local authorities.  ▼ |
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| 1. **Environmental impact of the project**   Briefly describe how the project will promote **resource efficiency** during the implementation of the project.  ▼ |
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| **7. Proposed activities *(maximum 1 page)*** |
| Briefly describe the **activities** (inputs), which will be implemented **to achieve the project objectives**. This must include also how **the key stakeholders** have been engaged in developing the project proposal.  ▼ |
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| **8. Expected results and sustainability of the project *(maximum 1 page)*** |
| Indicate below the **estimated results and sustainability** of results after the completion of the project.  ▼ |
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| **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 implementation of the proposed project.  Please describe how the proposed project will be carried out *(where applicable, indicate the* ***involvement of*** *service providers).* ▼ |
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| **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.  ▼ |
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| **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. |

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| **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  ▼ |
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| **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 ► |  |