

## Expression of Interest Form

Sub-project title	
Applicant	
Legal Representative of the Entity	Name and signature

Skopje

2017

## EXPRESSION OF INTEREST APPLICATION LETTER

*Objective of the call:*

*Date:* \_\_\_\_\_

To: Project Implementation Unit-LRCP

Having examined the Request for Expression of Interest and Instructions for submission of the **Investment in tourism-related infrastructure and linkages at destinations grants** under LRCP, we would like to submit with this letter our Expression of Interest proposal to LRCP:

Sub-project Proposal title:	
Requested sub-grant amount by LRCP:	
Co-financing amount by the applicant:	
Total sub-project amount:	

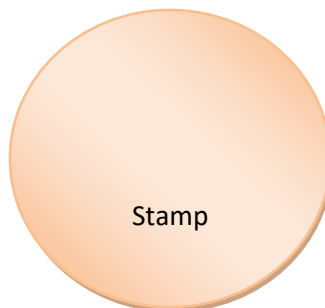
Should our proposal be selected, we are committed to develop the full sub-project proposal in adherence to the proposed contents set forth in this call for expression of interest. We also agree to submit all needed documentation in hard copy and/or in electronic copy as required for submitting the full sub-project proposal.

We, the undersigned, certify that to the best of our knowledge and belief, all information and documentation contained in this expression of interest is true and correct. We also certify that the proposed sub-project is not receiving funding from other sources for the same activities proposed in this Expression of Interest.

**Applicant Representative**

\_\_\_\_\_

Head of Entity/Lead Coordinator



Signature

### Expression of Interest Form

#### Section 1: The Applicant

Basic information about the applicant					
			Sub-project number LRCP only		
1.	<b>Full Legal Name of Applicant</b> (As per registration certificate )				
2.	Full Name of Applicant (the entity)				
3.	Name of legal representative:				
4.	Address:				
5.	Contact details:	Tel.	Fax.	Mob.	e-mail
6.	Web page:				
7.	Date of issuance of business registration/establishment decision				
8.	Legal status of the entity				
9.	Registration Number				
10.	TAX ID Number				
11.	Primary sectors of the entity's operation				
12.	Applicant Sub-project	Name and position			

	Coordinator:				
10.	Contact details:	Tel.	Fax.	Mob.	e-mail
Table 1. Basic information about the applicant					

To be filled, only in case of partnership:

Partner 1

Basic information about the partner					
1.	Legal name of the entity				
2.	Type of the institution				
3.	Name of legal representative				
4.	Address				
5.	Web page of the institution				
6.	Contact details	Tel.	Fax.	Mob.	e-mail
7.	Registration Number				
8.	TAX ID Number				
9.	Field of work				
10.	Date of issuance of business registration/establishment decision				
Table 2. Basic information about the partner					

## Partner 2

Basic information about the partner 2					
1.	Legal Name of the entity				
2.	Type of the institution				
3.	Name of legal representative				
4.	Address				
5.	Web page of the institution				
6.	Contact details	Tel.	Fax.	Mob.	e-mail
7.	Registration Number				
8..	TAX ID Number				
9.	Field of work				
10.	Date of issuance of business registration/establishment decision				
Table 3. Basic information about the partner 2					

**Please select the type of sub-project you are applying for:**

- Infrastructure Investments/Branding and promotion
- Grants for enhanced tourism service-delivery and local economic impact
- Matching grants for local micro and small sized enterprises to enhance business linkages and innovation for destinations competitiveness

## Section 2 – Expression of Interest (EOI)

Submitting an Expression of Interest (EOI) is the first phase in the sub-grant selection process. The EOI should clearly and concisely explain the proposed sub-grant activity's relevance, purpose, objectives, activities and expected results in support of filling the gaps from the Development Plans that are objectives of the LRCP as set forth in this call. After evaluating EOIs, the LRCP PIU will invite eligible applicants to enter into a second phase of the competition by submitting a full sub-project application based on the concepts and technical approaches proposed in the EOI. All EOIs must not exceed 5 pages and must be submitted in the following format:

### 1. Proposed Grant Activity Details

Sub-project Proposal			
	Sub-project Title:	Budget	
		Amount	%
I	Total Budget of the Sub-project		100%
II	Requested amount from LRCP		
III.	Applicants contribution (please state clearly cash or in-kind):		
1.	Own contribution		
2.	Partner 1 contribution		
3.	Partner 2 contribution		
4.	Other _____		
	Total duration of the proposed sub-project	Months	

Table 4. Sub-project Proposal

## 2. Sub-Project Description and Problem Statement

Please describe the proposed sub-grant activity and the main problems/issues that it will address. Please state which destination or destinations the proposed sub-project is targeting. (max. 300 words)

## 3. Relevance of the proposed sub-project to the Objectives of the LRCP

Please explain how your proposed sub-grant proposal is in line with the objectives of the Local and Regional Competitiveness Project as set forth in the Call for Proposals. You should clearly explain which gap or gaps from the Development Plans the proposed sub-project is addressing and how the proposed sub-project plans to address the gap. (max. 200 words)

## 4. Sub-Project's Goal and Objectives

Please state the overall goal and specific objectives of the proposed sub-project and briefly describe the expected results. (max. 500 words)

## 5. Proposed Activities and results

Please list and briefly describe the illustrative activities that your entity proposes to undertake to meet the objectives of the proposed sub-project proposals.

Activities and results		
Description of activity	Duration	Estimated Budget

Table 5. Activities and results

## 6. Sub-project partners:

List all partners participating in this sub-project, indicating the nature of their participation e.g. Financial, in-kind, or other (specify). Describe how strategic partnering in this sub-project will add value to the sub-proposal.

## 7. Appendices

**APPENDIX 1:** Please attach a copy of your Registration certificate from Central Registry of the Republic of Macedonia not older than 6 months showing the legal character/registration of the entity.

**APPENDIX 2:** Environmental protection questionnaire

Appendix B – Environmental Protection Questionnaire
Applicant's name (o):
Address (street and number, postal code and city):
Phone & Fax:
E-mail:
Main activity of the applicant (description of activity):
First name, last name and signature of responsible person completing the questionnaire:
Questionnaire completion date:



**Instructions for completing the questionnaire**

The questionnaire shall be completed by a highly ranked representative of your institution, who submits the questionnaire, together with other requested documents, for assessment to the CDMPE. The questionnaire shall be signed by a person authorized to represent the company. Please, whenever possible, provide complete and elaborate answers to all questions.

The questionnaire has been divided into sections as follows:

Section 1: General

Section 2: Site location

Section 3: Permits/state of the environment

In case of any doubts, or should help be needed when completing the questionnaire, feel free to contact the Environmental Focal Point for the Sub-project: [REDACTED], Ms/Mr. [REDACTED], Phone, email:

**GENERAL****Nature of the Grant request and Type of Activity**

Purpose of grant – please indicate your answer:

- Procurement of working capital
- Purchase of land
- Construction of new facilities (building/plant)
- Reconstruction of existing building
- Rehabilitation of monuments
- Extension of and/or adding stories to existing building
- Renovation and/or maintenance of existing building
- Purchase of machines and/or equipment
- Construction/reconstruction of communal infrastructure (water supply, wastewater disposal, sewerage, gas, electricity etc.)
- Purchase of transportation vehicles
- Construction, expansion, reconstruction of devices for processing exhaust gases, wastewaters and other waste materials
- Construction/reconstruction of roads, trails and similar
- Rehabilitation of roads, trails and similar
- Education provision
- Networking
- Acquiring technical support
- Capacity building

- Soft infrastructure sub-projects
- Other, please specify \_\_\_\_\_

*(If your answer is: "financing of investment in working capital", please provide answers just under General form and Planned activities at the site)*

Please provide a description of your sub-project.

Describe investment site, sub-project cost, business expansion plans, describe current status and reasons for carrying out the sub-project, provide planned annual production/service volume etc.

Please provide the name of your main activity and write down the respective code (NACE):

SITE LOCATION		
Planned Activities at Site		
Will the sub-grant proceeds be used for financing the procurement of raw materials needed for production?	<input type="radio"/> yes	<input type="radio"/> no
Will the sub-grant proceeds be used for financing the procurement of equipment?  What kind  _____	<input type="radio"/> yes	<input type="radio"/> no
<p>If the sub-grant proceeds will be used for the procurement of raw materials needed for production, please provide, for every raw material item, the specific trade name, type and chemical designation if possible (please, do not use abbreviations).</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p>		
Will the sub-grant proceeds be used for the procurement of pesticides?	<input type="radio"/> yes	<input type="radio"/> no
Is a raw material item or its constituent part included in the List of Hazardous Substances (in accordance with the regulations of the country 1)	<input type="radio"/> yes	<input type="radio"/> no
Is the sub-sub-project located in or affects a protected area/protected species?( <i>national park, nature park, nature reserve, monument of nature and horticultural monument, important landscape, protected woodland</i> )	<input type="radio"/> yes	<input type="radio"/> no
Is the sub-sub-project located in, or affects a cultural site, object, monument or building?( <i>potentially archaeologically significant site/in the vicinity of a historical site</i> )	<input type="radio"/> yes	<input type="radio"/> no
Are there any public complaints against your current or planned activities? If yes, please describe the respective complaints.	<input type="radio"/> yes	<input type="radio"/> no

\_\_\_\_\_

Is sub-sub-project located in the forest area and as such would cause damage to the forest or cutting of forest? If yes, please describe the impact.	<input type="radio"/> yes	<input type="radio"/> no
Will the sub-sub-project have trans boundary impacts? If yes, please describe how.	<input type="radio"/> yes	<input type="radio"/> no
Will the sub-sub-project cause changes in the quantity of quality of international waterway or its tributary? If yes, please describe how.	<input type="radio"/> yes	<input type="radio"/> no
Will the sub-sub-project support construction of any kind of dam or involve dam rehabilitation? If yes, please describe how.	<input type="radio"/> yes	<input type="radio"/> no
<b>Profile of the site</b>		
Please indicate the nature of your site:		
<input type="radio"/> Industrial area/business zone <input type="radio"/> Developed part of construction area (including urban areas) <input type="radio"/> Agricultural area <input type="radio"/> Protected natural area - ecological network <input type="radio"/> Coastal/riparian area		
If you have a specific sub-sub-project, please elaborate (describe) the nature of the site		
Who is the current owner of the plot / real estate, on which the sub-project is planned to be carried out?		
Please provide the number of cadastral plot and land register plot, state the cadastral municipality, the number of land register file and the name of the owner ( <i>address, contact person and telephone number if the owner is not the investor</i> ) Please submit a copy of land registry document		
Is the property being used by any other person besides the owner, i.e. does any other person (besides the owner) receives income from the use of land / site / plot? ( <i>Lease, contract, concession, protected lease-holder etc.</i> )	<input type="radio"/> yes	<input type="radio"/> no
Are there any illegal users of the land / estate? If yes, please provide details	<input type="radio"/> yes	<input type="radio"/> no

## PERMITS AND STATE OF THE ENVIRONMENT

### Permits

Have you obtained any permits for the facilities you plan to construct? *(Please indicate those you have obtained)*

- Location permit - land allocation permit
- Architecture-planning assignment (plan/design/building development permit)
- Emission permit
- Integrated ecological permit
- Licenses or agreement (contract) for use of natural resources
- Permit to use natural resources
- Special purpose water use permit
- Special permit for trans boundary risk for human health and environment
- Permit of import/export of ozone depletes
- Acceptance Commission approval (operation permit)
- Technical passport
- Other: \_\_\_\_\_

*Please, enclose the copies of all permits with the filled questionnaire.*

Please indicate sub-projects documents already prepared:

- Conceptual design
- Preliminary design
- Main design
- Final design
- EIA
- SEA
- Screening EIA

Do you have the use permit for you existing facilities? Please, enclose a copy of the permit with the questionnaire if, according to the design, works are planned to be carried out on existing facilities.

yes

no

Did your existing facility require EIA? If yes, please provide copy

yes

no

Did your existing facility require emission permit/integrated ecological permit? If yes, please provide copy

yes

no

Was your existing facility visited by the inspection (state, provincial, town ecological audit, sanitary, etc.) in the last 5 years? If yes, please

yes

no

provide copy of the finds		
<b>Status of the environment (according to national EIA legislation)</b>		
Is it necessary to carry out an environmental impact assessment procedure according to national legislation with regard to your sub-project?	<input type="radio"/> yes	<input type="radio"/> no
Have you already obtained the decision on environmental impact assessment acceptability?  Please, enclose a copy of the decision with this questionnaire.	<input type="radio"/> yes	<input type="radio"/> no
Does your sub-project require screening EIA?	<input type="radio"/> yes	<input type="radio"/> no
Is there a decision on screening EIA? Please, enclose a copy of the decision with this questionnaire.	<input type="radio"/> yes	<input type="radio"/> no

## Expression of Interest Checklist

**Please use the following questionnaire to help you present a complete Expression of Interest. Incomplete proposals run the risk of being ineligible.**

<b>TIMETABLE</b>			
	Yes/No		Answer
My proposal respects the scheduled start date:		Start date of the proposal:	
My proposal respects the maximum duration of the proposal:		End date of the proposal:	
<b>ELIGIBILITY</b>			
My proposal targets at least one of the listed destinations			
My proposal respects the legal status criteria for applicants		My proposal involves the following co-applicants	
My proposed activity is not on the list of activities that cannot be financed			
My sub-project addresses the needs /gaps identified in the call for proposal			
I have filled in the Environmental Protection Questionnaire			
<b>FINANCING</b>			
My budgetary proposal respects the minimum co-financing rate in %		My proposed co-financing rate is	
My budgetary proposal respects the maximum LRCP co-financing ceiling in MKD		The requested amount from LRCP Project in MKD	
I am not receiving financing from any other			

institutions/donors for the same activities proposed in this proposal			
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