

Full Application Form

Matching sub-grants for local micro and small sized enterprises
to enhance business linkages and innovation for destinations
competitiveness

Sub-Project title	
Applicant	

Skopje

2017

FULL PROPOSAL APPLICATION LETTER

Matching sub-grants for local micro and small sized enterprises to enhance business linkages and innovation for destinations competitiveness

Date: _____

To: Project Implementation Unit-LRCP Project

Having examined the Invitation Letter for Full Proposals and Instructions for submission of the _____ under LRCP Project, we would like to submit with this letter our proposal to LRCP Project:

Proposal title:

Proposed Sub-grant amount:

Percentage of our contribution:

Percentage of proposed funding:

Should our proposal be selected, we are committed to implementing the proposal in adherence to the proposed contents and in compliance with the provisions set forth under the Sub-grant Agreement.

We, the undersigned, certify that to the best of our knowledge and belief, all information contained in the proposal is true and correct. Any information, if found to be incorrect, wrong or misleading, may lead to our disqualification from the application and selection in accordance with LRCP project's regulations.

Legal Applicant Representative

Name, title, stamp

Section 1: The Applicant

Basic information about the applicant <i>(Please provide information as in official documents, issued by the relevant institutions)</i>				
				Sub-project number LRCP only
1.	Full Legal Name of Applicant (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 (public entity, shareholder's company)			
9.	Registration Number			
10.	TAX ID Number			
11.	Primary sectors of the entity's operation			
12.	Number of employees:			
13.	Annual Turnover:	_____		
14.	Applicant Sub-project Coordinator:	Name and position		

15.	Contact details:	Tel.	Fax.	Mob.	e-mail

To be filled, in case of partnership:

Basic information about the partner 1					
1.	Legal name of the entity				
2.	Legal status of the entity				
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				
12.	Role in the project	Describe the role of your partner organization in this project. (Partnership Agreement to be provided as Annex)			
13.	Annual Turnover				

Basic information about the partner 2				
1.	Legal name of the entity			
2.	Legal status of the entity			
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			
12.	Role in the sub-project	Describe the role of your partner organization in this project. (Partnership Agreement to be provided as Annex)		
13.	Annual Turnover			

Section 2: Sub-Project Profile

1.	Sub-Project title			
2.	Lead Partner (in case of partnership)			
3.	Duration of the sub-project	Start date	End date	Duration - months
4.	Location of the sub-project (from DPs)	Destination/Municipality/Specific location		
5.	Sub-project Objective			
6.	Project will be realized in partnership	Yes	No	
7.	Total Budget (in MKD without VAT)			

Please select the type of gap that the proposed sub-project is addressing:

- Gap 1 Limited Service Culture
- Gap 2 Lack of guiding capacity and skills
- Gap 3 Inconsistent waste collection and waste management culture
- Gap 4 Limited online marketing and communication
- Gap 5 Lack of signage and roadside information
- Gap 6 Limited roadside visitor infrastructure

A) SUB-PROJECT'S MANAGEMENT

In this section, please briefly describe the relevant experience that your entity brings in relation to the successful implementation of the proposed project.

Business/entrepreneurial experience

Please explain, what business experience you bring that is relevant to the project implementation (how many years you have been in operation, what type of business experience you have, etc)
(max 500 words)

Applicant's Capacity

Do you have operational and managerial capacity to be actively involved in the implementation of the proposed activities? Please explain how your team will be organized to manage the sub-project and specific set of skills needed for the successful implementation.
(max 300)

Financial Soundness

Please, state the financial soundness of your enterprise and provide financial statement for the last year of operation.

B) RELEVANCE

In this section please provide detail description of the proposed sub-project. You should clearly explain the purpose of the proposed sub-project and how it is aligned to the objective of the call.

Development Plans

1. Describe the main problems/issues the sub-project will address and the need to implement the sub-project (Description of the current situation)
2. The overall goal of the proposed sub-project;
3. Describe the gap/s (from Development Plans) the sub-project is addressing;
4. Clearly present how your sub-project will meet the gap/s (provide specific details);
5. Please, state the destination the sub-project is addressing;

Maximum 1200 words

Technical Soundness

The overall quality of the project should be presented, its impact and target group with an estimate of the anticipated direct and indirect beneficiaries. The plan of activities should be clearly defined with assigned resources to fulfill each of the listed activity, expected results and timeline. You should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of project.

Maximum 1200 words

PROPOSAL IMPLEMENTATION PLAN

The duration of the activities will be max 18 month for this type of grants.

*Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.*

***The activities stated in the implementation plan should correspond to the activities described in application.** Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action. The implementation plan should be **sufficiently detailed** to give an overview of each activity. Please select specific and measurable indicators which help capture the achievement of project results. These indicators will form the basis for monitoring and evaluation.*

Task No.	Description of activity/tasks	Implementing Body	Start Date	End Date	Beneficiary	Costs	Expected Results <i>(you may merge cells if few tasks lead towards one result)</i>
1							Ex: increase of sales for 10%
2							Increase of jobs
3							
4							

C)-SUB-PROJECT EXPECTED RESULTS**Destination Outcomes**

You should clearly explain what are expected outcomes from the proposed sub-projects and how they are related to the destination gaps and how the project will contribute to the overall goals of the destination(s) as defined in the development plans.(max 500 words)

Sub-project expected outcomes

Sub-project expected outcomes	
Increased number of tourists	Explain how your sub-project will lead towards increased number of tourists, provide estimated number (both direct and indirect)
Increased tourist overnights	Explain how your sub-project will lead towards increased tourist overnights, provide estimated number (both direct and indirect)
Business Linkages	Explain in details how do you intend to stimulate business linkages in the destination and provide spillover effect
Sub-project enhances the tourism offer in the destination	Explain how your sub-project will further grow the current tourism offer in the destination
Sub-project will attract further private sector investment	Explain how your sub-project proposal will contribute towards further private sector investment
Innovation	Explain if the proposal offers an innovative solution to an existing gap, or develops new products/service offerings
Job creation	Describe if your sub-project proposal will create new jobs (please list all type and number of expected new jobs: part time, full time, seasonal)

D) BUDGET AND FINANCE (Please note that, in case of sub-grant award, the sub-project will be VAT-exempt, therefore all items in the proposed budget should be presented without VAT)

Budget of the sub-project			
Sub-Project title:		Budget	
		Amount (in mkd without VAT)	%
I	Budget of the sub-project		100%
II	Requested amount from LRCP		%
III.	Applicants contribution:	Total	Total %
1.	Own contribution	Total	Total %
2.	Partner 1 contribution		%
3.	Partner 2 contribution		%
4.	Other (ex.other donors etc)_____		%

Table Budget of the project

Detailed Budget Proposal

The below presented budget template and its components is intended to serve as a sample to assist you in writing the detailed budget proposal. Please, add any additional cost items that are necessary for sub-project implementation and please provide justification each cost element. It is of your best interest to provide realistic and cost-effective budget with unit prices that are based on the realistic market prices.

BL 1 – Conference/events	Unit	Year 1			Year 2			Total
		Units	Unit price	Total	Units	Unit price	Total	
Venue rent				0,00			0,00	0,00

				0,00			0,00	0,00
Rent of equipment				0,00			0,00	0,00
				0,00			0,00	0,00
Coffee breaks...				0,00			0,00	0,00
				0,00			0,00	0,00
Preparation of materials				0,00			0,00	0,00
				0,00			0,00	0,00
Rent of vehicle for the event				0,00			0,00	0,00
				0,00			0,00	0,00
Accommodation for participants on the event				0,00			0,00	0,00
				0,00			0,00	0,00
TOTAL BL 1				0,00			0,00	0,00
BL 2 – Visibility Activities	Unit	Year 1			Year 2			Total
		Units	Unit price	Total	Units	Unit price	Total	
Purchase of promotive materials				0,00			0,00	0,00
				0,00			0,00	0,00
Preparation, design, etc.				0,00			0,00	0,00
				0,00			0,00	0,00
Publications in mass-media, including purchase of advertising space in newspapers				0,00			0,00	0,00
				0,00			0,00	0,00
TOTAL BL 2				0,00			0,00	0,00
BL 3 – Consulting services	Unit	Year 1			Year 2			Total

		Units	Unit price	Total	Units	Unit price	Total	
Consultancy, studies, designs etc.				0,00			0,00	0,00
				0,00			0,00	0,00
Certificates				0,00			0,00	0,00
				0,00			0,00	0,00
Interpreters, lecturers, trainers				0,00			0,00	0,00
				0,00			0,00	0,00
Civil works supervision								
				0,00			0,00	0,00
Audit				0,00			0,00	0,00
TOTAL BL 3				0,00			0,00	0,00
BL 4 – Civil works	Unit	Year 1			Year 2			Total
		Units	Unit price	Total	Units	Unit price	Total	
Small scale infrastructure project (attach bill of quantities)				0,00			0,00	0,00
				0,00			0,00	0,00
TOTAL BL 4				0,00			0,00	0,00
BL 5 – Goods/Non-consulting services	Unit	Year 1			Year 2			Total
		Units	Unit price	Total	Units	Unit price	Total	
Supply of goods				0,00			0,00	0,00
				0,00			0,00	0,00
Supply of non-consulting services				0,00			0,00	0,00

				0,00			0,00	0,00
TOTAL BL 5				0,00			0,00	0,00
TOTAL SUB-PROJECT COSTS				0,00			0,00	0,00

Table 9. Summary Breakdown

Table 9. Summary Breakdown					
			PP1 (LP)	PP2	PP3
No.	Budget line				
1	Budget Line 1	Conferences, events, etc.			
2	Budget Line 2	Visibility activities			
3.	Budget Line 3	Consulting service			
4.	Budget Line 4	Civil works			
5.	Budget Line 5	Goods/Non-consulting services			
6.	Total				
7.	% of Total				
Total Budget of Sub-project					

Sub-Project details

Is the proposed sub project part of another bigger project? Yes No

If yes, please shortly explain the bigger project.

Have you applied for funding from any other institution/donor organization? Yes No

If yes, please provide further details (organization, time of application, requested amount, activities, approval date)

E) SUSTAINABILITY

Sustainability

Please describe how you intend to maintain the sustainability of the sub-project results after the end of the sub-project. Please, make sure that your sustainability plan is realistic, reasonable and effective. (max 300 words)

F) RISK ANALYSIS TABLE

Please describe the potential risks that might occur during sub-project implementation and after its completion. Please also describe the measures you would undertake in order to mitigate the anticipated risks. Please add rows under each risk category as needed.

Risk category	Potential risk (narrative description)	Potential negative impact (1-5, 1 being the lowest and 5 being the highest)	Mitigation measures (narrative description)
Technological risks			
Market risks			
Legal risks			
Management risks			
Partnership risks			
Environmental risks			
Other (political etc)			

G) PROCUREMENT PLAN**Sample Procurement Plan**

Ref. No.	Contract Description	Estimated cost (MKD) VAT excluded	Procurement/ Selection Method	Review arrangement (prior or post)	Expected date of bid opening/proposal submission	Expected date of contract signing	Expected date of contract completion

The Grant funds earmarked for the implementation of the Local and Regional and Competitiveness Project (LRCP) are NOT provided for payment of cost for Value Added Tax (VAT), all taxes, import duties and excise duties on imported goods.

G) ENVIRONMENTAL MANAGEMENT DOCUMENTATION

G.1. Template for Environmental Management Plan

A sub-project's environmental management plan (EMP) consists of the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels. The plan also includes the actions needed to implement these measures.

1. Management plans are essential elements of EA reports for Category A projects; for many Category B projects the EA may result in a management plan only. To prepare a management plan, the recipient and its EA design team (a) identify the set of responses to potentially adverse impacts; (b) determine requirements for ensuring that those responses are made effectively and in a timely manner; and (c) describe the means for meeting those requirements.

More specifically, the EMP includes the following components:

Mitigation

2. The EMP identifies feasible and cost-effective measures that may reduce potentially significant adverse environmental impacts to acceptable levels. The plan includes compensatory measures if mitigation measures are not feasible, cost-effective, or sufficient. Specifically, the EMP;

(a) Identifies and summarizes all anticipated significant adverse environmental impacts (including those involving indigenous people or involuntary resettlement);

(b) Describes with technical details each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate;

(c) Estimates any potential environmental impacts of these measures; and

(d) Provides linkage with any other mitigation plans (e.g., for involuntary resettlement, indigenous peoples, or cultural property) required for the project.

Monitoring

3. Environmental monitoring during project implementation provides information about key environmental aspects of the project, particularly the environmental impacts of the project and the effectiveness of mitigation measures. Such information enables the recipient and the Bank to evaluate the success of mitigation as part of project supervision, and allows corrective action to be taken when needed. Therefore, the EMP identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the EA report and the mitigation measures described in the EMP. Specifically, the monitoring

section of the EMP provides (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

Implementation Schedule and Cost Estimates

4. For all three aspects (mitigation, monitoring, and capacity development), the EMP provides (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and (b) the capital and recurrent cost estimates and sources of funds for implementing the EMP. These figures are also integrated into the total project cost tables.

Mitigation Plan

Construction Phase					
Activity	Expected Environmental Impact	Proposed Measure for Mitigation	Responsibility for Implementing Mitigation Measure	Period of Implementing Mitigation Measure	Cost associated with implementation of mitigation measure
1.					
2.					
...					
Operation Phase					
1.					
2.					
...					

Monitoring Plan

Construction Phase					
What	Where	How	When	By Whom	How much
<i>Parameter is to be monitored?</i>	<i>Is the parameter to be monitored?</i>	<i>Is the parameter to be monitored (what should be measured and how)?</i>	<i>Is the parameter to be monitored (timing and frequency)?</i>	<i>Is the parameter to be monitored—(responsibility)?</i>	<i>is the cost associated with implementation of monitoring</i>
1.					
2.					
...					
Operation Phase					
1.					

2.					
...					

G.2. Environmental Management Plan checklist template

The checklist is composed from the textual part and the table format. The textual part should contain (organized as chapters):

- short introduction to the project
- overview of impacts
- elaborated purpose of EMP Checklist, disclosure requirements
- elaborated application of EMP Checklist,
- description of monitoring and reporting procedures and distribution of responsibility

The table part of the EMP Checklist contains of three sections that should be developed in the EMF:

- Part 1 constitutes a descriptive part that describes the project specifics in terms of physical location, the institutional and legislative aspects, the project description, inclusive of the need for a capacity building program and description of the public consultation process. This section could be up to two pages long. Attachments for additional information can be supplemented if needed (see Part 1 below).
- Part 2 includes the environmental and social screening in a simple Yes/No format followed by mitigation measures for any given activity. If any of given actions/problems are marked “yes”, a reference to the corresponding part of the Framework Environmental Management Plan with explicitly formulated environmental management measures and impact mitigation measures appears (see Part 2 below).
- Part 3 is a monitoring plan for activities during project construction and implementation. It retains the same format required for standard World Bank EMPs. It is the intention of this checklist that Part 2 and Part 3 be included as bidding documents for contractors which are evaluated in accordance with the proposed prices and along with this that a reasonable control be provided in process of works (see Part 3 below).

PART 1: INSTITUTIONAL & ADMINISTRATIVE	
Country	
Sub-Project title	
Scope of sub-project and particular activities	
Institutional arrangements	Project management*
(Name and contacts)	
Implementation arrangements	Supervision**
(Name and contacts)	
SITE DESCRIPTION	
Name of site	
Describe site location	Annex 1: Site information (figures from the site) []Y []N
Who owns the land?	
Geographic description	
LEGISLATION	
Identify national & local legislation & permits that apply to sub-project activity(s)	

PUBLIC CONSULTATION	
Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders	
INSTITUTIONAL CAPACITY BUILDING	
Will there be any capacity building?	<input type="checkbox"/> N or <input type="checkbox"/> Y if Yes, Annex 2 includes the capacity building information

PART 2: ENVIRONMENTAL /SOCIAL SCREENING			
Will the site activity include/involve any of the following:	Activity	Status	Additional references
	A. Building rehabilitation	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section B below
	B. New construction	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section B below
	C. Individual wastewater treatment system	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section C below
	D. Historic building(s) and districts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	See Section D below
	E. Acquisition of land ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section E below
	F. Hazardous or toxic materials ²	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section F below
	G. Impacts on forests and/or protected areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section G below
	H. Handling / management of medical waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section H below
	I. Traffic and Pedestrian Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section I below

¹Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired.

² Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
A. General Conditions	Notification and Worker Safety	(a)
B. General Rehabilitation and /or Construction Activities	Air Quality	(a)
	Noise	(a)
	Water Quality	(a)
	Waste management	
C. Individual wastewater treatment system	Water Quality	(a)
D. Historic building(s)	Cultural Heritage	(a)
E. Acquisition of land	Land Acquisition Plan/Framework	(a)
F. Toxic Materials	Asbestos management	(a)
	Toxic / hazardous waste management	•
G. Affects forests and/or	Protection	(a)

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
protected areas		
H. Disposal of medical waste (not applicable)	Infrastructure for medical waste management	<ul style="list-style-type: none"> ▪
I Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	<ul style="list-style-type: none"> ▪

PART 3: MONITORING PLAN							
Phase	What (Parameter will be monitored?)	Where (Is the parameter to be monitored?)	How (Is the parameter to be monitored?)	When (Define the frequency / or continuity?)	Why (Is the parameter being monitored?)	Cost (If not included in project budget)	Who (Is responsible for monitoring?)
During activity preparation							
During activity implementation							
During activity supervision							

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EMP Checklist Annex 1: Site information (figures from the site)

EMP Checklist Annex 2 includes the capacity building information

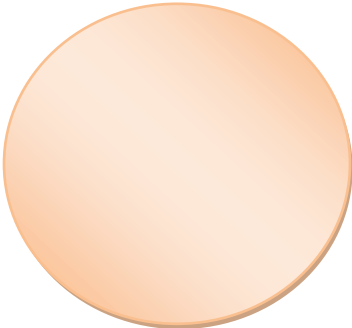
** Project management includes a) investor and b) the contractor; i.e. the persons responsible for ordering and implementing the works encompassed by the EMP Checklist*

*** The Contractor Supervision is done on two levels as well: a) state or county inspectorate with their regular mandate to supervise all construction works and b) supervising engineer, in charge for the particular site. Supervising engineer can be a licensed person (for larger works) or a person authorized by the investor to carry out the supervision, i.e. someone who is checking that the construction / rehabilitation is being done according to the design and is reporting to the investor. This is usually also the person who also supervises the implementation of EMP Checklist and provides compliance reports.*

Applicant Representative:

Signature :

Date :



CO-FINANCING STATEMENT

(Sub-Project Title) _____

In the case of approval of the above mentioned sub-project, applying for sub-grant from the LRCP we hereby declare that

(Name of Entity)

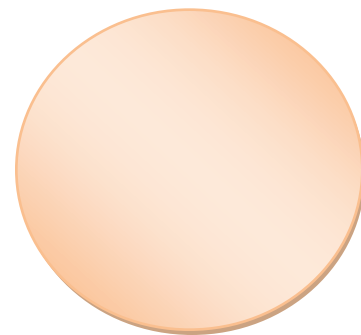
has examined and agreed on his tasks and activities described in the Full Application form, undertakes to comply with the principles of good partnership practice and to provide MKD _____ 0,00 _____ (without VAT) as own contribution and/or other sources to the sub project budget.

We furthermore confirm that any sub project activity costs related to the above mentioned sub-project will not be funded by any other Donor program.

(Name of the legal representative of the Applicant)

(Position)

(Date)



(Official Stamp of Applicant)

Appendix 1

Appendix 2: Financial statements for the last year

Appendix 3: CV of the Sub-Project Coordinator/Lead Coordinator

Appendix 4: Applicant related documentation (in Macedonian):

- Confirmation issued by Central Registry of the Republic of Macedonia that there are no liquidation nor bankruptcy cases against the Applicant;
- Certificate of paid taxes, benefits and other public duties issued by a competent body in the Republic of Macedonia;
- Confirmation from the Register of penalties for committed criminal offenses of legal entities proving that no secondary penalty-temporary or permanent ban on performing particular activity has been pronounced;
- Confirmation from the Register of penalties for committed criminal offenses of legal entities proving that no secondary penalty-ban on participating in open call procedures, awarding public procurement contracts and contracts on public-private partnership has been pronounced;

Appendix 5: Partnership Agreement in case of multi entities proposal (or similar kind of document) which regulates the future cooperation of the parties (in accordance with the national legislation);