

Full application form
Infrastructure Sub-grants

Sub-Project title	
Applicant	

Skopje

2017

FULL PROPOSAL APPLICATION LETTER

Infrastructure sub-grants

Date: _____

To: Project Implementation Unit-LRCP Project

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

Title of proposal (name of proposed sub-project):

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/Lead Coordinator

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.	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:	_____			
	Annual Budget for 2017:	_____			
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 sub-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 project	Describe the role of your partner organization in this sub-project. (Partnership Agreement to be provided as Annex)			
13.	Annual Turnover				

Section 2: Sub-Project Profile

1.	Sub-Project title		
2.	Lead Partner (applicant) in case of partnership		
3.	Duration of the sub-project	in - months	
4.	Location where the project will be implemented	Destination/ municipality /specific location	
5.	Sub-project Objective		
6.	Project will be realized in partnership with other public entity	Yes	No
7.	Total Budget for the sub-project (in MKD)		

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) CAPACITY OF THE APPLICANT

In this section, please briefly describe the relevant experience on implementation of project(s) similar in type of activities/scope and scale that your entity brings in relation to the successful implementation of the proposed project.

Previous experience in project implementation

Please, list the most important, relevant project/s you have implemented, provide short project description in terms of the type of the project, size, scope and scale, and list the achieved results of the implemented project/s. Please, provide a reference list.(max 500 words)

Please, provide information on the selected/appointed Sub-Project Coordinator and the relevant experience he/she has in relation to the successful implementation of the proposed sub-project.

Sub-Project Coordinator's Capacity

Name, position and CV (as attachment) of the proposed Project Coordination; or, in case of partnership, name position and CV (as attachment) of the selected Lead Coordinator. Please list 3-5 the most complex relevant project he/she has implemented, along with brief description, scale, results and a reference list, and description of the role he/she played.(max 500 words)

Transparency

Have you published the financial reports and statements for the last two years? If yes, please provide us copy of the reports or link to the website where they are disclosed.(max. 500 words)

Partnership

In case, the sub-project proposal is submitted in partnership, please explain the partner/s role in sub-project implementation, how they will add value to the proposal. (max. 300 words)

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.

Sub-project description
<ol style="list-style-type: none"> 1. Describe the main problems/issues the sub-project will address; (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 in development plan; 5. Please, state the destination or destinations you are addressing; 6. State the specific location of the sub-project; 7. List the expected results. <p><i>Maximum 1200 words</i></p>

Technical Soundness		
Sub-Project is in accordance with DUP / GUP	Yes	No
Technical documentation	List all necessary documentation needed for implementation of the proposed sub-project (please, provide copy of all documentation that you have as Appendix 8)	
Building permit	Yes	No
Permission from the relevant institutions in case of reconstruction of the buildings of cultural and archeological meaning.	Yes	No
Other permits from the relevant institutions	Yes	No
Ownership - Form of land property, plots where the project will be implemented (please, provide a copy of the documentation)	Yes	No
Table Technical Soundness		

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/realistic duration, based on relevant experience of implementation of similar activities**, 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	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 IMPACTS**Destination impact**

Please clearly explain what will be the destination impact in tourism from the proposed sub-project. Please, present what are the expected destination outcomes from the implementation of the proposed sub-projects and how they will contribute towards the overall goals of the development plans. (max 500 words)

Sub-project expected outcomes

Business Linkages	How do you intend to stimulate business linkages in the destination (the sub-project will stimulate development of partnership, synergies with the private sector, etc.)
Increased number of tourists	Explain how your sub-project will lead towards increased number of tourists, provide estimated number (both direct and indirect)
Increased number of tourist overnights	Explain how your sub-project will lead towards increased tourist overnights, provide estimated number (both direct and indirect)
Sub-project will attract further private sector investment	Explain how your sub-project proposal will contribute towards attracting private sector investment
Job creation	Describe if your sub-project proposal will create new jobs (please list all type of expected new jobs (part time, full time, seasonal)

Table Sub-project expected outcomes

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 %
	Cash:		%
	In-kind:		%
2.	Partner 1 contribution		%
	Cash:		%
	In-kind:		%
3.	Partner 2 contribution		%
	Cash:		%
	In-kind:		%
4.	Other (ex. other donors etc)_____		%
Table Budget of the sub-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.

Table 8. Detailed Budget per Budget Line (BL) per Year								
BL 1 – Incremental costs	Unit	Year 1			Year 2			Total
		Units	Unit price	Total	Units	Unit price	Total	
Project staff remuneration				0,00			0,00	0,00
				0,00			0,00	0,00
Travel costs				0,00			0,00	0,00
				0,00			0,00	0,00
Accomodation costs				0,00			0,00	0,00
				0,00			0,00	0,00
TOTAL BL 1				0,00			0,00	0,00
BL 2 – 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 2				0,00			0,00	0,00

BL 3 – 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 3				0,00			0,00	0,00
BL 4 – 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 4				0,00			0,00	0,00

BL 5 – 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
Large scale infrastructure project (attach bill of quantities)				0,00			0,00	0,00
				0,00			0,00	0,00
TOTAL BL 5				0,00			0,00	0,00
BL 6 – 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 6				0,00			0,00	0,00
TOTAL SUB-PROJECT COSTS				0,00			0,00	0,00

Table 9. Summary Breakdown

Table 9. Summary Breakdown					
	No.	Budget line	PP1 (LP)	PP2	PP3
1	Budget Line 1	Incremental costs			
2	Budget Line 2	Conferences, events, etc.			
3.	Budget Line 3	Visibility activities			

4.	Budget Line 4	Consulting service			
5.	Budget Line 5	Civil works			
6.	Budget Line 6	Goods/Non-consulting services			
7.	Total				
8.	% of Total				
Total Budget of Sub-project					

Co-financing

Type of co-financing (please state the amount)

In-kind* _____

Cash _____ MKD

Cash and in-kind _____

*If yes, please fill in the in-kind contribution form-Appendix 2. For selected sub-projects, authorized assessor must be engaged to estimate the value of the in-kind contribution.

Double co-financing

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

If yes, please shortly explain the bigger project (of how many phases it is consisted of)? Will the proposed sub-project function independently once completed? Do you think that you can successfully complete the sub-project with the above presented budget?

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)

E) SUSTAINABILITY

Sustainability

Please describe how you intend to operate the sub-project results and maintain the sustainability of the sub-project results after the end of the project? Please, provide operation and maintenance plan and make sure that it will answer the following questions:

- How the sub-project results will be used? What activities are envisaged to be implemented with use of the sub-project results? Who will be responsible for the facilities after their reconstruction/rehabilitation/renovation (the applicant itself or third entity will be engaged)? In case a third entity is engaged, please describe how this third party will be selected and engaged. What is the proposed timeframe for selection, what will be the legal agreement between the entity and the third party (i.e. how the outsourcing to the third party or involvement of the third party will be formalized), etc. Who and how will pay to the third party for maintenance? What is the estimated budget/maintenance cost?

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			

- If the maintenance is applicant's responsibility, please tell us how many people and who will be responsible for maintenance of the facility. Does your entity have skilled staff to run the site and ensure maintenance of the site, or you plan to employ additional staff with the qualification required? Will these people be part of the entity or will they be outsourced? Who will be responsible for their selection, including TOR preparation and selection process? From which budget this staff will be financed?
- Does the maintenance requires special equipment, does your organization owns that equipment? If not, do you have capacity to buy and to manage the necessary equipment?
- Please provide us a copy of the decision of municipality's council or other institution (for budget allocation) that will be responsible for maintenance of the facilities after their construction, in case the sub-grant is awarded and the sub-project is implemented;
- Please provide us an approximate annual calculation of future cost for maintenance of the facility, including staffing, equipment, suppliers/materials costs, etc.

F) RISK ANALYSIS TABLE

Management risks			
Partnership risks			
Environmental risks			
Other (political etc)			

Please describe the potential risks that might occur during 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.

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.

H) ENVIRONMENTAL MANAGEMENT DOCUMENTATION

H.1. Template for Environmental Management Plan

A 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.					
...					

H.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		

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

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?)
activity							
During preparation							
activity							
During implementation							
activity							
During supervision							

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

EMP Checklist Annex 2 includes the capacity building information

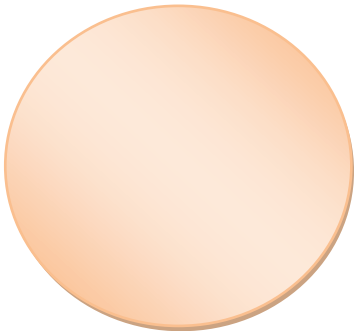
** Project management includes a) investor and b) the contractor; i.e. the persons responsible for ordering and implementing the works encompassed by the EMP Checklist*

*** 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.*

Legal Applicant Representative:

Signature :

Date :



(Official Stamp of the Applicant)

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)

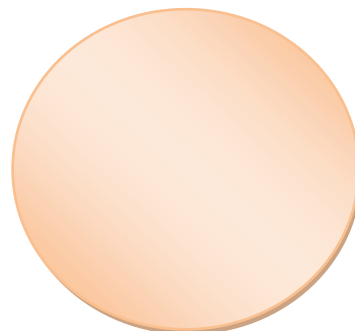
has examined and agreed on his tasks and activities described in the Full Application form, undertakes to comply with the principles of good partnership practice and to provide MKD _____ 0,00 (without VAT) as own contribution and/or other sources to the sub project budget.

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)

In-Kind Contribution Form

<i>Applicant Information</i>		
Legal name of the applicant:		
Sub-Project name:		
Beneficiary Address:		
City:	State:	Zip Code:
Telephone:	E-mail:	
<i>Contributed Goods or Services</i>		
Description of Contributed Goods or Services:		
Date(s) Contributed:		
Accounting/market Value of Contribution:	MKD	
Value determined by licensed valuator³:		
Is there a restriction on the use of this contribution?:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, what are the restrictions?:		

 Applicant's signature

 Date

³If selected, the beneficiary is responsible to obtain official assessment of the in-kind contribution value verified by a licensed valuator (the license is awarded by the Chamber of Valuers of the Republic of Macedonia. All expenses related to this assessment must be covered by the applicant.

Appendix 3: Documents to confirm financial transparency and accountability: evidence that the public entity has published its financial statements, and audit report(if applicable) for the last two years at their website (links to the website);

Appendix 4: Decision of the Applicant's governing body (Municipality Council, Board of Directors, Management Board etc.) adopted for approval of the financial contribution to the proposed sub-project.

Appendix 5: Beneficiaries planned budget for the upcoming year

Appendix 6: CV of the Sub-Project Coordinator/Lead Coordinator

Appendix 7: Partnership Agreement in case of multi entities proposals (or similar kind of document) which regulates the future cooperation of the parties (in accordance with the national legislation); (in Macedonian)

Appendix 8: Sub-project related documentation, in case the subproject includes construction work (in Macedonian):

- Extract from detail urban plan
- Complete Investment-Technical documentation and all necessary reports according to the Law on Construction, if applicable;
- Certificate of object of cultural heritage if it is included in the proposal (if present);
- Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection, if applicable;
- Conservation approval according to the Law on Cultural Heritage Protection, if applicable;
- Ownership: Property Certificate/Documents confirming right of use related to the application etc.