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**FULL APPLICATION FORM**  
**INFRASTRUCTURE SUB-GRANTS**

Sub-Project title	
Applicant	

# FULL PROPOSAL APPLICATION LETTER

## Infrastructure sub-grants

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

To: Project Implementation Unit-LRCP Project

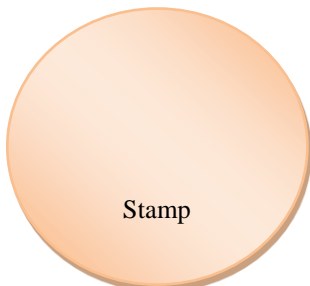
Having examined the Invitation Letter for Full Proposals and Instructions for submission of the Sub-Grant proposal under LRCP, we would like to submit our proposal to LRCP with this letter:

Basic information's		
1.	Proposed sub-grant amount (in mkd <sup>1</sup> )::	
2.	Proposed co-financing amount (in mkd):	
3.	Percentage of our contribution from requested sub-grant:	
4.	Total Sub-project proposal amount (1+2):	
Table 1. Basic information's		

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 are aware and we have informed our partners, that if our institution applies with several projects (*as a leader or as a partner*), LRCP can finance our institution only once, regardless of whether we appear as a partner or as a leader of the subproject. We also agree to submit all necessary documentation in writing and/or electronic form, in accordance with the requirements for submitting the full proposal subproject. We are aware that if we do not submit all necessary documentation our proposal will be disqualified.

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.

**Applicant Representative:**

_____ Head of Entity		_____ Signature
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<sup>1</sup> All proposed amounts are presented without VAT

## SECTION 1: THE APPLICANT PROFILE

Basic information about the applicant <i>(Please provide information as in official documents)</i>		
		Sub-project number LRCP only
1.	Full Legal Name of Applicant <i>(As per registration certificate)</i>	
2.	Name of Applicant (the entity)	
3.	Name of legal representative: (mayor, director, manager)	
4.	Address:	
5.	Contact details:	Tel. <span style="float: right;">Fax.</span>
		Mob.
		e-mail:
6.	Web page:	
7.	Date of issuance of business registration/establishment decision	
8.	Legal status of the entity <i>(public entity, shareholder's company)</i>	
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
		Email
		Mob.

Table 2. Basic information about the applicant

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.	Primary sectors of the entity's operation		
10.	Date of issuance of business registration/establishment decision		
11.	Role in the project	Describe the role of your partner organization in this sub-project. (Partnership Agreement to be provided as Annex)	
12.	Annual Turnover:		
13.	In addition, we submit partnership agreement <sup>2</sup>	Yes	No

Table 3. Basic information about the partner.

<sup>2</sup> This is a mandatory document. Failure to provide this document will result in administrative rejection of the application.

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: <input type="text"/> Fax: <input type="text"/>		
		Mob: <input type="text"/>		
		E-mail: <input type="text"/>		
7.	Registration Number:			
8.	TAX ID Number			
9.	Primary sectors of the entity's operation			
10.	Date of issuance of business registration/establishment decision			
11.	Role in the project	Describe the role of your partner organization in this sub-project. ( <i>Partnership Agreement to be provided as Annex</i> )		
12.	Annual Turnover:			
13.	In addition, we submit a contract for cooperation. <sup>3</sup>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			

Table 4. Basic information about the partner.

**Please add table, if needed**

<sup>3</sup> The document is mandatory, if you do not submit the document your application will be rejected.

**SECTION 2: SUB-PROJECT PROFILE**

Basic information about the sub-project				
1.	Sub-Project title			
2.	Applicant/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, private) entity	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
Yes	No			
7.	Total Budget for the sub-project (in MKD)			
Table 5. Basic information about the subproject				

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

**A) non-destination-specific gaps** (identified and described in the Tourism Development Plans Specifically Volume II, chapter 2). They are also referred to as cross-destination gaps, occur across multiple destinations and at the national level, and include:

- 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

or

**B) destination- specific gaps** (identified and described in the Tourism Development Plans for each of the ten destinations) are identified for each destination in the following categories:

- Gap 1 Accommodation and Hospitality
- Gap 2 Activities and Experiences
- Gap 3 Attractions
- Gap 4 Capacity Building
- Gap 5 Marketing, branding and access to information
- Gap 6 Accesibility and infrastructure

## Destinations

**A) non-destination specific gaps** - ten destinations have been identified as the areas with strong potential for tourism development in the country.<sup>4</sup> Sub-Projects addressing non-destination specific gaps may address multiple destinations or may be national. In case you are applying for A) non-destination specific gaps, in table 6, please mark the destinations<sup>5</sup> where the sub-project will be implemented. If it is national, please indicate that.

Destination/s where the sub-project will be implemented										
National	Destination 1	Destination 2	Destination 3	Destination 4	Destination 5	Destination 6	Destination 7	Destination 8	Destination 9	Destination 10
	Ohrid, Sturga, Prespa and surroundings	Skopje, Kumanovo and surroundings	Pelagonija & surroundings	Tikves & surroundings	Malesevo & surroundings	Reka regions & surroundings	Gevgelija, Dojran & surroundings	Polog region & surroundings	Strumica & surroundings	Stip, Radovis & surroundings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark with X										

Table 6. Destinations where the sub-project will be implemented

<sup>4</sup>Destinations were prioritized by the Working Group that the government formed during the design of the Local and Regional Competitiveness Project, using a methodology supplied by the World Bank.

<sup>5</sup> All municipalities in Macedonia have the potential to contribute to one or more of the above listed destinations. Please review the definition of destination in the Grant Manual on pg.4.



**B) destination specific gaps** – ten destinations have been identified as the areas with strong potential for tourism development in the country. In table 7, please, mark the destination where the sub-project will be implemented:

Location where the sub-project will be implemented									
Destination 1	Destination 2	Destination 3	Destination 4	Destination 5	Destination 6	Destination 7	Destination 8	Destination 9	Destination 10
Ohrid, Sturga, Prespa and surroundings	Skopje, Kumanovo and surroundings	Pelagonija & surroundings	Tikves &surroundings	Malesevo &surroundings	Reka regions & surroundings	Gevgelija, Dojran & surroundings	Polog region & surroundings	Strumica & surroundings	Stip, Radovis & surroundings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark with X									
Table 7. Destinations where the sub-project will be implemented									

### 1. 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. <sup>6</sup> (max 500 words)
Table 8. Previous experience in project implementation

Sub-Project Coordinator's Capacity
Name, position and CV <sup>7</sup> (as attachment, both in English and Macedonian) of the proposed Sub-Project Coordinator; 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)
Table 9. Sub-Project Coordinator's Capacity

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<sup>6</sup> The PIU reserves the right to validate the reference list provided by the applicant

<sup>7</sup> Please provide CV

Transparency
<p>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.</p>
Table 10. Transparency

Partnership
<p>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 (financial assistance, technical expertise, business linkages etc). <i>(max. 300 words)</i><sup>8</sup></p>
Table 11. Partnership

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<sup>8</sup> Please provide a copy of the contract between partners

## 2. 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 explicitly specify and explain all envisioned activities and how they are aligned to the objective of the call. The specified description of activities must correspond with the provided technical documentation and be aligned with the Environmental Assessment Reports (*ESIA, ESMP and ESPM checklist*).

Sub-project description	
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 Specific Development Plans or cross destination gaps) the sub-project is addressing 4. Clearly specify the sub-project activities and explain how they will meet the gap/s in development plan, which gap and how; 5. Please, describe the specific location of the sub-project: 5.1 Describe the touristic potential and readiness of the site (existing or emerging attraction/product/area) and likely ability to attract visitors 5.2 Describe the location of the site (accessibility, visibility and proximity to tourism resources, services or other infrastructure) 5.3 Describe the attraction base of the wider destination and how the development of this site will contribute to growth and visitor retention. 6. Describe which priority market segments listed in the specific destination plan you will be able to attract and how? Who are the likely users of the facility/service/site? <i>Maximum 1200 words</i>	
Table 12. Sub-project description	

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 ( <i>please, provide copy of all documentation that you have as Appendix 8</i> )	
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 13. Technical Soundness		

**PROPOSAL IMPLEMENTATION PLAN**

*The duration of the activities will be max 12monts 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.*

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

Tabela 14. Proposal Implementation Plan

### 3. SUB-PROJECT EXPECTED RESULTS

Destination impact
<p>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. List the expected impacts for the destination from the point of: economic, socio-cultural, environmental impact after sub-project implementation . (max 500 words)</p>
Tabela 15. Destination impact

Sub-project expected outcomes		
1.	Increased number of tourists	Explain whether your sub-project with the proposed activities will lead towards increased number of tourists and if yes, please explain how. Please, provide an estimated number ( <i>both direct and indirect</i> )
2.	Increased number of tourist overnights	Explain if your sub-project and the proposed activities will lead towards increased tourist overnights. If yes, please explain how you plan to increase tourist overnight and, provide estimated number ( <i>both direct and indirect</i> )
3.	Business Linkages	How do you intend to stimulate business linkages in the destination ( <i>the sub-project will stimulate development of partnership, synergies with the private sector, etc.</i> )?
4.	Sub-project will attract further private sector investment	Explain whether your sub-project proposal will contribute towards attracting private sector investment, and if yes, please provide clear description how.
5.	Job creation	Describe if your sub-project proposal will create new jobs (please list all type of expected new jobs ( <i>part time, full time, seasonal</i> ))

Table 16. Sub-project expected outcomes

**4. 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 17. Budget of the sub-project



### **Detailed Budget Proposal**

The below presented budget template and its components is presented in excel and it 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. Once you have filled in all the data in the sheets, please insert the tables below.



Budget  
infrastructure.xlsx

**Please fill excel table above**

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.
Table 18. Co - financing

Sub-Project details
Is the proposed sub project part of another bigger project? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide further details (organization, time of application, requested amount, activities, approval date)
Table 19: Sub-Project details

## 5. SUSTAINABILITY

Sustainability
<p>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:</p> <ul style="list-style-type: none"> <li>• 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 (<i>the applicant itself or third entity will be engaged</i>)? 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>i.e. how the outsourcing to the third party or involvement of the third party will be formalized</i>), etc. Who and how will pay to the third party for maintenance? What is the estimated budget/maintenance cost?</li> <li>• 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?</li> <li>• Does the maintenance require special equipment, does your organization owns that equipment? If not, do you have capacity to buy and to manage the necessary equipment?</li> <li>• Please provide us a copy of the decision of municipality's council or other institution (<i>for budget allocation</i>) 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;</li> <li>• Please provide us an approximate annual calculation of future cost for maintenance of the facility, including staffing, equipment, suppliers/materials costs, etc.</li> </ul>
Table 20. Sustainability

### SECTION 3: RISK ANALYSIS TABLE

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.

Risk analysis				
Risk category	Potential risk ( <i>narrative description</i> )	Potential negative impact ( <i>1-5, 1 being the lowest and 5 being the highest</i> )	Mitigation measures ( <i>narrative description</i> )	Mitigation measures ( <i>narrative description</i> )
1.	Technological risks			
2.	Market risks			
3.	Legal risks			
4.	Management risks			
5.	Partnership risks			
6.	Environmental risks			
7.	Other (political etc.)	Add rows if needed		

Table 21. Risk analysis

### SECTION 4: PROCUREMENT PLAN

#### Sample Simplified Procurement Plan

Simplified Procurement Plan					
Ref. No.	Contract Description	Estimated cost (MKD) VAT excluded	Expected date of contract signing	Expected date of contract completion	Competitive or Direct Contracting/Single source
1					
2					
3					
4					
5					
6					

Table 22: Simplified Procurement Plan

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.



## SECTION 5: ENVIRONMENTAL MANAGEMENT DOCUMENTATION

### 5.1 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.

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

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

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**

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.					
...					

Table 23

### Monitoring Plan

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

Table 24

### 5.2 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):

- a) short introduction to the project
- b) overview of impacts
- c) elaborated purpose of EMP Checklist, disclosure requirements
- d) elaborated application of EMP Checklist,
- e) 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*).

<b>Part 1: Institutional &amp; Administrative</b>	
Country	
Sub-Project title	
Scope of sub-project and particular activities	
Institutional arrangements (Name and contacts)	Project management*
Implementation arrangements (Name and contacts)	Supervision**
<b>Site Description</b>	
Name of site	
Describe site location	Annex 1: Site information ( <i>figures from the site</i> ) <input type="checkbox"/> Yes or <input type="checkbox"/> No
Who owns the land?	
Geographic description	
<b>Legislation</b>	
Identify national & local legislation & permits that apply to sub-project activity(s)	
<b>Public Consultation</b>	
Identify when / where the public consultation process took place and what were the remarks from the consulted stakeholders	
<b>Institutional Capacity Building</b>	
Will there be any capacity building?	<input type="checkbox"/> No or <input type="checkbox"/> Yes if Yes, Annex 2 includes the capacity building information
Table 25	

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 <sup>9</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section E below
	F. Hazardous or toxic materials <sup>10</sup>	<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	
			Table 26.

<sup>9</sup>Land 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.

<sup>10</sup> Toxic / hazardous material includes and is not limited to asbestos, toxic paints, removal of lead paint, etc.

Mitigation measures checklist		
Activity	Parameter	Mitigation measures checklist
A. General Conditions	Notification and Worker Safety	
B. General Rehabilitation and /or Construction Activities	Air Quality	
	Noise	
	Water Quality	
	Waste management	
C. Individual wastewater treatment system	Water Quality	
D. Historic building(s)	Cultural Heritage	
E. Acquisition of land	Land Acquisition Plan/Framework	
F. Toxic Materials	Asbestos management	
	Toxic / hazardous waste management	
G. Affects forests and/or protected areas	Protection	
H. Disposal of medical waste (not applicable)	Infrastructure for medical waste management	
I. Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	

Table 27 Mitigation measures checklist

<b>Part 3: Monitoring plan</b>							
<b>Phase</b>	<b>What</b> <i>(Parameter will be monitored?)</i>	<b>Where</b> <i>(Is the parameter to be monitored?)</i>	<b>How</b> <i>(Is the parameter to be monitored?)</i>	<b>When</b> <i>(Define the frequency / or continuity?)</i>	<b>Why</b> <i>(Is the parameter being monitored?)</i>	<b>Cost</b> <i>(If not included in project budget)</i>	<b>Who</b> <i>(Is responsible for monitoring?)</i>
During activity preparation							
During activity implementation							
During activity supervision							
							<b>Table 28 Monitoring plan</b>

## ANNEXES

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:

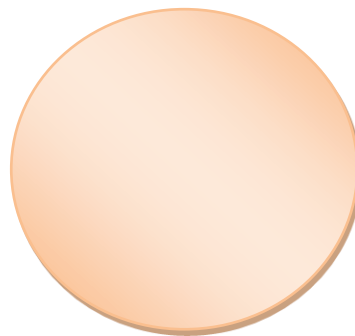
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Signature:

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Date:

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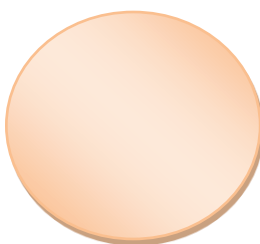
**CO-FINANCING STATEMENT<sup>11</sup>**

Sub-Project title	
Applicant	

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 (*amount in MKD 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.

**Applicant Representative:**

\_\_\_\_\_  
Head of Entity



\_\_\_\_\_  
Signature

*(Official Stamp of Applicant)*

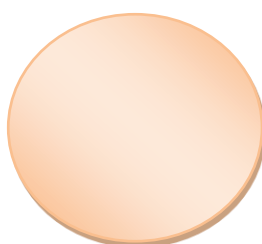
\_\_\_\_\_  
<sup>11</sup> Mandatory document

In-Kind Contribution Form<sup>12</sup>

In-Kind Contribution Form <sup>13</sup>	
<b>Applicant Information</b>	
1. Legal name of the applicant:	
2. Sub-Project name:	
3. Address	
4. Telephon:	
5. E-mail:	
<b>Contributed Goods or Services</b>	
6. Description of Contributed Goods or Services:	
7. Date(s) Contributed:	
8. Accounting/market Value of Contribution:	<i>MKD</i>
9. Value determined by licensed valuator:	<i>MKD</i>
<b>Restrictions</b>	
10. Is there a restriction on the use of this contribution?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If yes, what are the restrictions?:	
In-Kind Contribution Form	

Applicant's signature

\_\_\_\_\_



Date

\_\_\_\_\_

<sup>12</sup>Mandatory document for the applicant and / or partners, if the applicant or partners have anticipated co-financing with non-monetary funds

<sup>13</sup> If selected, the beneficiary should provide an official assessment of his non-monetary contribution, verified and validated by a licensed appraiser (the license is issued by the appraisal chamber of the Republic of Macedonia). All costs associated with this assessment are covered by the applicant.

## Appendices

**Appendix 3:** Financial statements for 2016, 2017

**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:** Applicant's planned budget for the current year

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

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

**Appendix 8:** Sub-project related documentation depending upon the type of the sub-project proposal:

- Extract from detail urban plan (obligatory for full proposal)
- Ownership: Property Certificate/Documents confirming right of use related to the application etc. (obligatory for full proposal)
- Complete Investment-Technical documentation and all necessary reports according to the Law on Construction, if applicable; (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest)
- Certificate of object of cultural heritage if it is included in the proposal (if present, obligatory for full proposal);
- Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection, if applicable (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest);
- Construction permit, Conservation approval and all other necessary permits according to the Law on Construction, Law on Cultural Heritage Protection and other applicable Laws, if applicable; (to be provided in case the Sub-Grant is awarded, before signing the Sub-Grant agreement, the latest);



## Appendices

Full Sub-Project Proposal Check List		
Hard Copy	mkd	eng
1. Full proposal Application Letter		
2. Applicant Profile		
3. Sub-Project Profile		
4. Capacity of the Applicant's		
5. Relevance		
6. Proposal Implementation Plan		
7. Sub-project Expected Impact		
8. Budget and Finance		
9. Sustainability		
10. Risk Analysis		
11. Sample Procurement Plan		
12. Environmental Due Diligence documentation		
Electronic copy		
13. Appendix 1: Co-financing statement		
14. Appendix 2: In-kind contribution form (if needed)		
15. Appendix 3: Documents to confirm financial transparency and accountability		
16. Appendix 4: Applicant's planned budget for the current year		
17. Appendix 5: Decision of the Applicant's governing body for co-financing		
18. Appendix 6: CV of the Sub-Project Coordinator/Lead Coordinator	mkd	eng
19. Appendix 7: Partnership agreement in case of multi entities proposals)		
20. Appendix 8: Sub-project related documentation depending upon the type of the sub-project proposal:		
21. Appendix 8.1 Extract from detail urban plan (obligatory for full proposal)		
22. Appendix 8.2 Ownership: Property Certificate/Documents confirming right of use related to the application		
23. Appendix 8.3 Complete Investment-Technical documentation and all necessary reports according to the Law on Construction;		
24. Appendix 8.4 Certificate of object of cultural heritage if it is included in the proposal		
25. Appendix 8.5 Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection		
26. Appendix 8.6. Construction permit, Conservation approval and all other necessary permits according to the Law on Construction, Law on Cultural Heritage Protection and other applicable Laws		
Check list		

**LRCP reserves the right to disqualify any incomplete and untimely submitted application**