

ANNEX 4

FULL APPLICATION FORM

**SUB-GRANTS FOR LOCAL MICRO AND SMALL
SIZED ENTERPRISES TO ENHANCE BUSINESS
LINKAGES AND INNOVATION FOR
DESTINATIONS COMPETITIVENESS**

Sub-Project title	
Applicant	

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

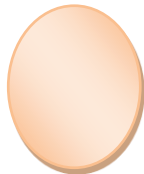
Having examined the Invitation Letter for Full Proposals and Instructions for submission of the _____ under LRCP Project, we would like to submit with this letter our proposal to LRCP Project:

Sub-project proposal title:		
1.	Proposed Sub-Grant amount (in mkd ¹):	
2.	Proposed co-financing amount (in mkd):	
3.	Percentage of our contribution from the requested sub-grant:	
4.	Total Sub-Project proposal amount (1+2):	
Table 1. Sub-project proposal title:		

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 also agree to submit all required documentation prior to the signature of sub-grant agreement. In case we don't submit all the necessary documentation as required, our Sub-Grant proposal will be disqualified from financing. We are aware and we have informed our partners, that if our institution is applying with several sub-projects (as lead or as partner), LRCP can only finance our institution once per a call, regardless whether we are applying as a partner or as a lead applicant.

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

<p><i>Name, title, stamp</i></p>		<p><i>Signature</i></p>
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¹ 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, issued by the relevant institutions)</i>	
	Sub-project number LRCP only
1.	Full Legal Name of Applicant <i>(As per registration certificate)</i>
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 <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:
14.	Applicant Sub-Project Coordinator:
	Name and position
15.	Contact details:
	Tel
	Mob.
	e-mail
Table 2. Basic information about the applicant	

Annex 4

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	
11.	Role in the project	Describe the role of your partner organization in this project. <i>(Partnership Agreement to be provided as Annex)</i>
12.	Annual Turnover	
13	Partnership Agreement is provided as annex ²	Yes
		No

Table 3. Basic information about the partner

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

Annex 4

To be filled, only 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	
11.	Role in the project	Describe the role of your partner organization in this project. <i>(Partnership Agreement to be provided as Annex)</i>
12.	Annual Turnover	
13	Partnership Agreement is provided as annex ³	Yes
		No

Table 4. Basic information about the partner

Please add tables if needed

³ This is a mandatory document. Failure to provide this document will result in administrative rejection of the application.

SECTION 2: SUB-PROJECT PROFILE

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

Table 5. Basic information about the sub-project

Please select the type of gap that the proposed sub-project is addressing⁴:

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

⁴ Please note, that you can address either non-destination specific gaps or destination specific gaps, you cannot address both types of gaps.

Destinations

- A) non-destination specific gaps** - ten destinations have been identified as the areas with strong potential for tourism development in the country.⁵ Sub-Projects addressing non-destination specific gaps may address multiple destinations or may be national. In case you're applying for A) non-destination specific gaps, in table 5, please mark the destinations⁶ 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										

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

⁵Destinations 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.

⁶ 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.

Annex 4

B) destination specific gaps - ten destinations have been identified as the areas with strong potential for tourism development in the country. In table 6, 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"/>				
Mark with X									

Table 7. Destinations where the sub-project will be implemented

1. 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
<p>Please explain, what experience you bring that is relevant to the project implementation (<i>how many years you have been in operation, what type of business experience you have, etc</i>)</p> <p>(<i>max 500 words</i>)</p>
Table 8. Business/entrepreneurial experience

Applicant's Capacity
<p>Do you have operational and managerial capacity to be actively involved in the implementation of the proposed activities? Please, specify the key personnel that will implement and manage the sub-project, their current positions, skills and competencies needed for the successful implementation. If you don't have human resources, please specify the needed positions and competencies that will be needed for successful sub-project implementation.</p> <p>(<i>max 300</i>)</p>
Table 9. Applicant's Capacity

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. (<i>financial assistance, technical expertise, know-how, business linkages etc.</i>) (<i>max. 300 words</i>)</p>
Table 10. Partnership

Annex 4

Financial Soundness

Please, state the financial soundness of your enterprise and provide financial statement for the last two or one year of operation in case of a company that has been in existence one year as of the date on which the application is submitted.

Table 11. Financial Soundness

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 clearly specify and explain all planned 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).

Development Plans
<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 (either non-destination specific or destination specific from Tourism Development Plans) the sub-project is addressing; 4. Clearly specify the sub-project activities and explain how they will address the gap/s in development plan; <ol style="list-style-type: none"> a. For non-specific gaps, please explain whether the Sub-project has multi destination impact. b. For specific gaps, please explain how the sub-project will contribute towards attracting the priority market segments 5. Describe to what extent the sub-project will improve the visitor experience for priority market segments listed in the development plans. Who are the likely users or beneficiaries of the sub-project? 6. List the expected results. <p><i>Maximum 1500 words</i></p>
Table 12. Developments plan

Technical Soundness
Please, make sure that the provided technical documentation (if applicable) is aligned with the Environmental Assessment reports (ESIA, ESMP and ESPM checklist).
<p>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 activities, indicating that all the things that must happen have been carefully thought through from the current to the end of sub-project.</p> <p><i>Maximum 1200 words</i></p>
Table 13. Technical Soundness

PROPOSAL IMPLEMENTATION PLAN

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

Proposal Implementation Plan							
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							

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.</p> <p>(max 500 words)</p>
Tabela 15. Destination impact

Sub-project expected outcomes	
Increased tourist spends	Explain if your sub-project and the proposed activities will lead towards increased tourist spend. If yes, please explain how specifically do you plan to achieve this.
Increased number of tourists	Explain whether your sub-project with the proposed activities from the implementation table will lead towards increased number of tourists. If yes, please explain how and provide an estimated number (both direct and indirect)
Sub-project enhances the tourism offer in the destination	Explain how your sub-project will further grow the current tourism offer in the destination and contribute towards destination competitiveness and attractiveness
Business Linkages	Explain in details how do you intend to stimulate business linkages in the destination and provide spillover effect (enhanced business cooperation, transfer of technology, knowledge, skills, improving business-management practices)
Innovation	Please explain to what extent is your proposed sub-project innovative?
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)
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 %
2.	Partner 1 contribution		%
3.	Partner 2 contribution		%
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 MME.xlsx

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.
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 18. Sub-Project details

5. SUSTAINABILITY

Sustainability
<p>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. (<i>max 300 words</i>)</p>
<p style="text-align: right;">Table 19. Sustainability</p>

SECTION 3: 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 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 20. Risk analysis				

SECTION 4: 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 21: 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 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.

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 22

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 23

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*).

Part 1: Institutional & Administrative	
Country	
Sub-Project title	
Scope of sub-project and particular activities	
Institutional arrangements (Name and contacts)	Project management*
Implementation arrangements (Name and contacts)	Supervision**
Site Description	
Name of site	
Describe site location Annex 1: Site information (figures from the site) <input type="checkbox"/> Yes or <input type="checkbox"/> No	
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"/> No or <input type="checkbox"/> Yes, if Yes, Annex 2 includes the capacity building information
Table 24	

Annex 4

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 ⁷	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section E below
	F. Hazardous or toxic materials ⁸	<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 25

⁷Land 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.

⁸ 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 26. Mitigation measures checklist

Annex 4

Part 3: Monitoring plan							
Phase	What <i>(Parameter will be monitored?)</i>	Where <i>(Is the parameter to be monitored?)</i>	How <i>(Is the parameter to be monitored?)</i>	When <i>(Define the frequency / or continuity?)</i>	Why <i>(Is the parameter being monitored?)</i>	Cost <i>(If not included in project budget)</i>	Who <i>(Is responsible for monitoring?)</i>
During activity preparation							
During activity implementation							
During activity supervision							
Table 27							

ANNEXES

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

EMP Checklist Annex 2 includes the capacity building information

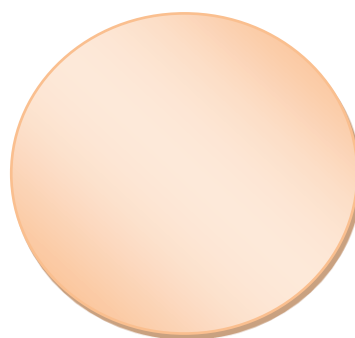
** Project management includes a) investor and b) the contractor; i.e. the persons responsible for ordering and implementing the works encompassed by the EMP Checklist*

*** 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.*

Applicant Representative:

Signature :

Date :



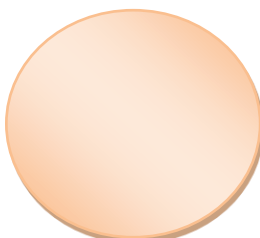
CO-FINANCING STATEMENT⁹

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)

⁹ Mandatory document

Appendix 2: Financial statements for 2016, 2017

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

Appendix 4: Applicant related documentation:

- 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 proposals which regulates the future cooperation of the parties (in accordance with the national legislation);

Appendix 6: Sub-project related documentation depending upon the type of the proposed civil works:

- 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);

Full Sub-Project Proposal Check List		
Hard Copy	mkd	eng
1. Full Proposal Application Letter	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant Profile	<input type="checkbox"/>	<input type="checkbox"/>
3. Sub-Project Profile	<input type="checkbox"/>	<input type="checkbox"/>
4. Applicant's Implementation Capacity	<input type="checkbox"/>	<input type="checkbox"/>
5. Relevance	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposal Implementation Plan	<input type="checkbox"/>	<input type="checkbox"/>
7. Expected Impact	<input type="checkbox"/>	<input type="checkbox"/>
8. Budget and Finance	<input type="checkbox"/>	<input type="checkbox"/>
9. Sustainability	<input type="checkbox"/>	<input type="checkbox"/>
10. Risk Analysis	<input type="checkbox"/>	<input type="checkbox"/>
11. Simple Procurement Plan	<input type="checkbox"/>	<input type="checkbox"/>
12. Environmental Due Diligence documentation	<input type="checkbox"/>	<input type="checkbox"/>
Electronic copy	Mkd <input type="checkbox"/>	eng <input type="checkbox"/>
Appendix 1: Co-financing statement	<input type="checkbox"/>	<input type="checkbox"/>
Appendix 2: Financial statements for the last 2 years (or one)	<input type="checkbox"/>	
Appendix 3: CV of the Sub-Project Coordinator/Lead Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Appendix 4: applicant's related documentation from Central Register (<i>Confirmation No.1, 2, 6, 7, 8 and 9</i>) and not older than 6 months	<input type="checkbox"/>	
Certificate of paid taxes, benefits and other public duties (Public Revenue Office	<input type="checkbox"/>	
Appendix 5: Partnership agreement in case of multi entities proposals)	<input type="checkbox"/>	
Appendix 6: Sub-project related documentation depending upon the type of the sub-project proposal:	<input type="checkbox"/>	
6.1 Extract from detail urban plan (obligatory for full proposal)	<input type="checkbox"/>	
6.2 Ownership: Property Certificate/Documents confirming right of use related to the application	<input type="checkbox"/>	
6.3 Complete Investment-Technical documentation and all necessary permits according to the Law on Construction;	<input type="checkbox"/>	
6.4 Certificate of object of cultural heritage if it is included in the proposal	<input type="checkbox"/>	
6.5 Complete Investment-Technical documentation according to the Law on Cultural Heritage Protection	<input type="checkbox"/>	
6.6. Construction permit, Conservation approval and all other necessary permits according to the Law on Construction, Law on Cultural Heritage Protection and other applicable Laws	<input type="checkbox"/>	
Table check list		