### ****ANNEX A – GRANT APPLICATION FORM****

**Call Title:** RIVERCLEAN – Civil Society Support for Plastic Reduction in Vjosa and Ishëm River Basins through the HAPI Index

**Deadline for submission:** September 8th 2025, 16:30

**Contracting Authority:** Milieukontakt Albania

**Funded by:** European Union

### 1. Executive Summary

*(200 words in Albanian and 200 in English)*

*Please summarize the proposed project’s objectives, location, target groups, key activities, and expected outcomes. This summary may be used for public communication.*

### 2. Applicant Information

|  |  |
| --- | --- |
| **Field** | **Description** |
| **Organization Name** |  |
| **Registration Number** |  |
| **Date of Registration** |  |
| **Legal Form** |  |
| **Registered Address** |  |
| **Phone / Email / Website** |  |
| **Contact Person (Name / Position / Email)** |  |
| **Co-Applicant(s)**  (if any) Provide same details as above |  |

### 3. Project Overview

|  |  |
| --- | --- |
| **Field** |  |
| **Project Title**  (Short, relevant, and action-oriented) |  |
| **Project Location**  (Specify municipalities/communities near Vjosa or Ishëm) |  |
| **Duration**  **(**12–14 months) |  |
| **Total Budget (EUR)** |  |
| **Amount Requested**  (EUR, between 12,000 – 15,000) |  |
| **Overall Objective** |  |
| **Specific Objectives** |  |
| **Target Groups**  (e.g. HoReCa actors, youth, tourists, CSOs) |  |
| **Final Beneficiaries**  (e.g. local communities, public institutions, consumers) |  |
| **Expected Results** |  |
| **Main Activities** |  |

### 4. Relevance of the Action (max. 1.5 pages)

*Explain why this project is important in the context of plastic pollution in Vjosa/Ishëm areas.*

* *What specific problems will be addressed?*
* *How is the action aligned with the objectives of this call and the HAPI methodology?*
* *Reference any local or national plans that the project supports.*
* *Why is this intervention timely and urgent?*

### 5. Description of Target Groups and Stakeholders (max. 1 page)

* *Identify and describe your* ***target groups*** *and* ***final beneficiaries****.*
* *Outline their specific needs in relation to plastic use.*
* *How will they participate in the project?*
* *Describe planned collaboration with public authorities, HoReCa businesses, youth groups, or other relevant actors.*

### 6. Objectives, Expected Results and Indicators (max. 1.5 pages)

* *Describe how the project will contribute to reducing plastic pollution through the implementation of the HAPI Index.*
* *Define the specific objectives and concrete results to be achieved.*
* *How will your proposal engage at least 40 HORECA businesses and demonstrate measurable change in behaviour and practices using the HAPI methodology?*

### 8. Methodology (max. 2 pages)

* *What is your implementation strategy, and why was it chosen?*
* *How will you engage the HoReCa sector, youth, and local stakeholders?*
* *What criteria were used to choose the project location?*
* *Describe your project team structure, without naming individuals.*
* *If relevant, explain how gender and inclusion will be considered.*

### 9. Activity Plan

### Activities Description (max. 3 pages)

* *Describe each activity in detail.*
* *Mention any* ***planned outputs*** *(reports, outreach materials, etc.).*
* *Describe how****visibility****will be ensured.*

*Use this simplified structure for Month-by-Month planning. Add rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Month** | **Activity** | **Expected Output** |
| Month 1 |  |  |
| Month 2 |  |  |
| … |  |  |

### 10. Project Impact (max. 2 pages)

* ***What impact will the project have on plastic reduction, consumer behaviour, and HoReCa practices – use specific indicators?***
* ***What changes are expected in public perception?***
* ***How will you ensure sustainability beyond the project period?***

### 11. Budget and Justification

*Use* ***Annex B*** *(Excel) to present the full budget and cost justification in line with EU PRAG rules.*

### 12. Financial and Operational Capacity (max.2 pages)

* *Describe the organization’s structure and relevant experience.*
* *Provide a list of previous projects for the past 3 years by completing the table below. For each project, please include the following details:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of previous projects**  *Please provide a list of your previous projects for the last 3 years.* | | | | |
| Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount  (EUR) | Website (if any) |
|  |  |  |  |  |

### 13. Applicant’s Declaration on Honour

*A signed declaration stating that the applicant is eligible, has the financial capacity, and is not in any exclusion situation, as required in* ***Annex C****.*

### 14. List of Required Annexes

* **ANNEX A** – *Grant Application Form* (Word format)
* **ANNEX B** – *Budget Proposal Form* (Excel format)
* **ANNEX C** – *Declaration on Honour on Exclusion and Selection Criteria* (signed by the applicant)
* **ANNEX D** – *Legal Entity Form*
* **ANNEX L** – *SEA-H Self-Assessment Questionnaire*

**Supporting Documentation**

* *Court registration decision (copy);*
* *Statute and Deed of Establishment of the organization (copy);*
* *Registration with the Tax Office (NIPT) (copy);*
* *Organizational Profile clearly demonstrating work experience as defined in section 2.2.1*
* *The organization's financial statements for the past year, stamped by the Regional Tax Directorate.*
* *Judicial Records Certificate (Dëshmi Penaliteti) for the legal representative*
* *CVs of Key Project Staff (for applicant and, if applicable, co-applicants)*

## Declaration by the LEAD applicant

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of this application form;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal status and the bank account details of the lead applicant, and the legal status of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application form;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of this application form;
* the lead applicant undertakes to comply with the obligations laid down in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary; ;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in detected in EU restrictive measures as laid down in Section 2.4.1. of the practical guide;
* the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately the documents and information requested by the contracting authority if awarded a grant;
* the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);
* the lead applicant and each co-applicant and affiliated entity (if any) does not have an established debt to the Union;
* the lead applicant declares that these are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action:

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<list source and amount and indicate status (i.e. applied for or awarded)>

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

**IF ANY OF THE ABOVE REQUIREMENTS IS NOT SATISFIED, PLEASE INDICATE IN ANNEX TO THIS DECLARATON WHICH AND THE NAME OF THE CONCERNED PERSON WITH A BRIEF EXPLANATION**.

We acknowledge that if we participate despite being in any of the situations listed in Section 2.4. of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to exclusion decisions and/or financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the European Public Prosecutor’s Office or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature + Stamp** |  |
| **Position** |  |
| **Date** |  |

**Mandate (for co-applicant(s))**

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

The co-applicant authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> (‘contracting authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature + Stamp** |  |
| **Date and place:** |  |