



**2024 CALL FOR APPLICATIONS  
 TO RECEIVE FUNDING OF THE FUND FOR THE DEVELOPMENT COOPERATION  
 AND HUMANITARIAN AID**

<b>1. Call title</b>	2024 CALL FOR APPLICATIONS TO RECEIVE FUNDING OF THE FUND FOR THE DEVELOPMENT COOPERATION AND HUMANITARIAN AID (Call)
<b>2. Purpose of the Call</b>	2.1. To select and finance projects in line with the strategic directions for Lithuanian development cooperation and the concepts approved by the Governing Board of the Fund for the Development Cooperation and Humanitarian Aid (the Fund) (Annex 1) (Concepts).
<b>3. Requirements for applicants and project partners</b>	<p>3.1. Project applications can be submitted by Lithuanian and foreign legal entities, other organisations, their subdivisions and natural persons.</p> <p>3.2. In the event of project funding, the applicant becomes the project promoter.</p> <p>3.3. <b>The applicant must have at least one partner registered in the partner country(ies)<sup>1</sup>.</b> A partner in a partner country is not necessary if the project application is submitted by an applicant registered in a partner country. Project partners can be Lithuanian and foreign legal entities, other organisations, their subdivisions and natural persons. It is recommended to involve no more than 3 project partners. In the case of a funded application, the applicant will be directly responsible for the implementation and management of the project for which the application is submitted.</p> <p>3.4. Specific requirements for applicants and partners may be set out in the Concepts approved by the Governing Board of the Fund (Annex 1).</p> <p>3.5. Only one application per concept per applicant is allowed. The applicant may not be named in other concept-specific applications as a member of a joint activity group or other project partner. If the same Lithuanian and foreign legal entity, other organisation, subdivision or natural person is named as <b>an applicant or partner in more than one project application under a single concept, all applications submitted by that applicant and/or partner under a single concept shall be rejected</b> (unless the applicant and/or partner</p>

<sup>1</sup> In accordance with Article 2(12) of the Law on Development Cooperation and Humanitarian Aid of the Republic of Lithuania, “Partner country means a country receiving support from international donors”. For each concept (Annex 1 of the Call), the table under the heading “General information on the project” in paragraph 1 identifies the partner country foreseen in the concept.

withdraws in writing the other project application(s) submitted until the deadline for submission of applications).

3.6. The applicant must have the necessary administrative capacity and capability to ensure the implementation of the project.

3.7. An application will be rejected if the applicant and/or the project partner on the date of the deadline for the submission of project applications:

3.7.1. will not have repaid the Fund's previously received funds that have been declared repayable.

3.7.2. will be added to the list of sanctioned entities (as defined in Article 2(2) of the Law on International Sanctions of the Republic of Lithuania).

3.7.3. the project promoter and/or project partner and the responsible persons of the project promoter and/or project partner (manager, other member of the management or supervisory body, or other person(s) authorised to represent or control the project promoter and/or project partner, to take a decision on behalf of the project promoter and/or project partner, or to enter into a contract, or the person(s) authorised to draw up and sign the project promoter's and the project partner's (s) accounting documents) have been the subject of a criminal conviction within the last 5 years and have a valid or non-voided conviction for the following criminal offences: participating in, organising or directing a criminal organisation; corruption, influence peddling, bribery; fraud, embezzlement, misappropriation of assets, false declaration concerning the activities of a legal entity, use of credit, loans or grants not for the purposes intended or not in accordance with the procedure laid down, credit fraud, false declaration of income, profits or assets, failure to submit a declaration, report or other document, fraudulent management of accounts, or fraud or abuse, where such offences are directed against the financial interests of the European Union as defined in Article 1 of the Convention on the protection of the European Communities' financial interests; fraudulent bankruptcy; terrorist offences and offences linked to terrorist activities; money laundering; trafficking in human beings, the buying or selling of a child; an offence committed by an entity/partner of another State, as defined in the laws of other States implementing the European Union legislation listed in Article 57(1) of Directive 2014/24/EU.

3.7.4. will be included in the World Bank's listing of Ineligible Firms and Individuals and the European Bank for Reconstruction and Development's list of ineligible entities.

3.8. The amount of funding of the Fund may not be allocated if:

3.8.1. the applicant has not fulfilled its tax payment obligations in accordance with the procedure laid down by the legislation (unless the amount of the arrears does not exceed EUR 50 and/or the payment of the tax arrears has been postponed and/or deferred for a certain period of time by a decision of the tax administration, and on the basis of this decision a tax loan agreement has been concluded between the applicant and the tax administration);

	<p>3.8.2. the applicant has supplied false information or falsified documents in the application or supporting documents;</p> <p>3.8.3. the applicant is the subject of bankruptcy or liquidation proceedings and/or is subject to seizure of assets and could be subject to recovery from the Fund resources for the project.</p> <p>3.9. By submitting an application, the applicant agrees to the publication of the following information related to the project application on the website(s) of the public institution Central Project Management Agency (CPVA), the Fund and/or the Ministry of Foreign Affairs of the Republic of Lithuania:</p> <p>3.9.1. the name of the applicant and the project for which the application is submitted, the total amount of the estimate of the project application and the amount of funding requested from the Fund, a summary of the content of the project, the decision to award/not to award the funding and the reasons for this decision (content evaluation score);</p> <p>3.9.2. a list of applications for which the Fund has been allocated/not allocated, indicating for each funded project the applicant (project promoter), the title of the project, the duration of the project, the amount of funding allocated from the Fund and a summary of the content of the project.</p>
<p><b>4. The amount intended to be allocated from the Fund according to the Call:</b></p>	<p>4.1. 850.000,00 euros.</p>
<p><b>5. The minimum and maximum amount of funding that can be requested from the Fund per project application:</b></p>	<p>5.1. The minimum amount is EUR 30,000.00.</p> <p>5.2. The maximum amount is EUR 100,000.00.</p>
<p><b>6. Own contribution requirements</b></p>	<p><b>6.1. The Fund will finance up to 90 per cent of the total eligible cost of the project.</b> The remaining amount, i.e. at least 10 per cent of the total amount of the project's eligible costs, shall be the own contribution of the project promoter/applicant and/or project partner and/or other sources, as appropriate (Own contribution):</p> <p>6.1.1. the maximum amount of funding from the Fund that can be requested is no more than 90 per cent of the total amount of the project;</p> <p>6.1.2. The minimum amount of the Own contribution required to contribute to the project is 10 per cent of the total amount of the project.</p> <p><i>Example: the total value of the project (amount of funding from the Fund + amount of the Own contribution; planned and justified in the estimate of the project application) is EUR 50 000,00, in which case the maximum amount of the Fund to be requested will be not more than EUR 45 000,00 (EUR 50 000 x 90 % = EUR 45</i></p>

	<p>000,00), the minimum amount of the Own contribution to be contributed will be EUR 5 000,00 (EUR 50 000 x 10 % = EUR 5 000).</p> <p>6.2. The applicant may, on its own initiative and on its own resources and/or from other sources of funding, contribute to the implementation of the project an amount of funds higher than the required amount.</p> <p>6.3. Once the financing of a project application has been approved, all actual eligible project costs are paid in the same proportion, i.e. each project cost is always paid in the same proportion as specified in the application and the Project Implementation Agreement.</p> <p><u>Example: the applicant has indicated in the application that it will contribute 10% of its own funds to the project. Once the project application has been approved for funding, all actual eligible project costs will be paid on a 90:10 basis, with 90% from the Fund and 10% from the Own contribution.</u></p> <p>6.4. To justify the Own contribution (at least 10%), the applicant or the project partner must provide a free-form commitment for the financing of the specific project from its own resources and/or, if funds from other sources are expected to be available to cover liabilities in excess of 10 % of Own contribution, - evidence of such commitments. The applicant must ensure that the part of the project's eligible costs not covered by the Fund and the part of the project's ineligible costs are financed from its own resources or from other sources of funding. In the free-form commitment shall be included the title of the project, the name of the Call, the name of the Committing Party, the amount of the Own contribution (in euros and percentages) and the total value of the project.</p> <p>6.5. Up to 50 percent of the required Own contribution may be in the form of an in-kind contribution, valued in monetary terms, provided it meets the conditions outlined in paragraph 9 of the Terms and Conditions of the Call.</p> <p><u>Example: the applicant has indicated in the application that it will contribute 10% of its own funds to the project, and the 10% is EUR 3.000,00. In this case, 50% of €3,000.00 would be €1,500.00.</u></p>
<p><b>7. Project implementation period requirements</b></p>	<p>7.1. The maximum duration of the project activities may be:</p> <p>7.1.1. No longer than 12 months where the total value of the entire project is less than or equal to EUR 50,000.00;</p> <p>7.1.2. No longer than 24 months, where the total value of the entire project is more than EUR 50,000.00.</p> <p>7.2. Estimated date of signing of project implementation agreements: August 2024.</p>
<p><b>8. Requirements for project activities and costs</b></p>	<p>8.1. The project application must comply with all the requirements set out in the Call, its Terms and Conditions and the Concepts. Failure to comply with the requirements set out in the Call, its Terms and Conditions and/or the Concepts will result in the rejection of the project application.</p> <p>8.2. The Fund can be allocated and used for direct costs of implementing project activities and indirect costs of project management.</p> <p>8.3. Indirect project management costs cannot be more than 10 per cent of the total project cost.</p>

**8.4. The direct costs for implementing the project activities can be used for:**

- 8.4.1. expenditure on staff directly involved in the implementation of the project activities (project promoter's and/or project partner's staff or persons working under service contracts): wage costs related to the implementation of specific project activities and wage-related costs;
- 8.4.2. the cost of expert services;
- 8.4.3. business trip/travel expenses<sup>2</sup>;
- 8.4.4. the costs of training planned in the project activities (costs of organising the events: travel, accommodation, catering for the participants of training, rental of premises for events, rental of equipment and facilities for events, rental of transport, expenses on stationery, and other costs related to the event);
- 8.4.5. the costs of purchasing goods and services at market prices (translation services, publication of articles, editing services, etc.);
- 8.4.6. the cost of acquiring current assets<sup>3</sup>, provided they are necessary for the direct implementation of the project activities;
- 8.4.7. the cost of acquiring fixed assets<sup>4</sup> if this is part of the project;
- 8.4.8. the cost of carrying out the work/contracting if it is part of the project;
- 8.4.9. costs related to the publicity of the Project (presenting the results of the Project, articles, dissemination of information on social networks, posters, leaflets, representation expenses, etc.);
- 8.4.10. value added tax (VAT), if it is not recoverable by the project promoter or project partner.

**8.5. Indirect project management costs up to the limit set out in paragraph 8.3 can be used for:**

- 8.5.1. expenditure which is not directly attributable to the implementation of the project activities, but which is directly linked to them and is necessary. They may include: salaries and related costs of the project promoter and/or project partner staff (project manager, project coordinator, project financier and other members of the project team) administering the project, provided they are calculated and paid for the actual time spent for the project administration;
- 8.5.2. the cost of acquiring project administration services (e.g. of project administration, accounting, auditing);

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<sup>2</sup> Per diem and living space rental costs must be calculated in accordance with the procedure laid down in Resolution No 526 of the Government of the Republic of Lithuania of 29 April 2004 "On the payment of daily allowances and other mission expenses" or, if the project promoter or project partner is a subject of a partner country, in accordance with the legislation of the partner country concerned governing the payment of business trip expenses.

<sup>3</sup> Current assets - assets used directly for the implementation of the project activities, the acquisition value of which (for a new item) does not exceed EUR 500 (irrespective of the value at which the project promoter or partner classifies the acquired assets as non-current assets in accordance with its accounting policy), and with a useful life of no more than 1 year when used for its intended purpose.

<sup>4</sup> Fixed assets - assets which do not meet the definition of "Short-term fixed assets", i.e. assets used directly for the implementation of the project activities, the acquisition value of which (for a new item) does exceed EUR 500 (irrespective of the value at which the project promoter or partner classifies the acquired assets as non-current assets in accordance with its accounting policy), and with a useful life of more than 1 year when used for its intended purpose.

8.5.3. business trip/travel expenses for project administrators (project promoter and/or project partner staff (project manager, project coordinator, project financier and other members of the project team));

8.5.4. costs of rental and maintenance of office space, transport, costs of acquisition of current and fixed assets that are not directly attributable to the implementation of the project's activities (depreciation if the useful life of the asset is longer than the duration of the project) or rental, communications, financial services costs.

**8.6. Ineligible project costs are costs that do not comply with paragraphs 8.4 and 8.5 of the Call and:**

8.6.1. expenditure on the acquisition of fixed assets and expenditure on other investments, including (contract) works, except when that is an integral part of the project;

8.6.2. an in-kind contribution that does not meet the conditions set out in this Call;

8.6.3. expenditure already financed from other sources;

8.6.4. costs that increase the cost of a project without proportionately increasing its value;

8.6.5. VAT recoverable by the project promoter and/or project partner;

8.6.6. expenditure incurred in breach of the provisions of the legislation governing the use of funds by the project promoter or project partner;

8.6.7. expenditure on the acquisition of arms, other military equipment, nuclear technology not intended for peaceful purposes, luxury goods, services or gifts, and other activities contrary to Lithuania's foreign policy interests;

8.6.8. the cost of meals for the employees of the project promoter and/or project partner, if they have been paid a per diem allowance during their business trip;

8.6.9. the cost of meals and accommodation provided by service providers, which are included in the service rate (unless otherwise agreed in the contracts);

8.6.10. interest;

8.6.11. expenditure planned to be incurred outside the project implementation period.

8.7. The amount approved at the time of the conclusion of the Project agreement for indirect project management costs is a maximum amount and is not reduced if all the project's contracted results are actually achieved. If not all the project's contracted results have actually been achieved, the percentage of indirect project management costs shall be reduced proportionately to the amount of direct costs confirmed as eligible.

8.8. The funds allocated to the project, the documents supporting the project expenditure and the documents justifying the payment of the project expenditure must be clearly distinguished in the financial accounting of the project promoter and/or the project partner in the bookkeeping of the project promoter and/or project partner. The accounting records relating to the project must be easily distinguishable from transactions of other ongoing project, in

accordance with the requirements of the legislation governing accounting and must be ensured the traceability of the documents supporting the project's expenditures and their payment.

8.9. Project implementation costs can only be incurred by the project promoter and/or the project partner(s) as foreseen in the approved application and/or the decision(s) on the financing of the Project.

8.10. The following financial corrections are applied in the event of non-achievement of project results and indicators during the implementation of the project, which is not related to a reduction in the implementation of a specific project activity (e.g. all planned events were organised, but fewer participants took part than planned). Where it is not possible to calculate on the basis of fact:

<b>Percentage of non-achievement of the indicator (calculated from the performance target set in the project implementation agreement)</b>	<b>Amount of financial correction (percentage of the expenditure allocated to the indicator that is recognised as eligible project expenditure)</b>
Between 20% and 25% (inclusive)	5%.
More than 25% and up to 40% (inclusive)	10%.
More than 40% and up to 50% (inclusive)	20%.
More than 50% of the total number of	25% or 100%.

8.11. **The costs for the activities foreseen in in the Project (in its estimate) must be justified when submitting the project application in the following ways (documentation to be submitted with the project application):**

8.11.1. The following shall be submitted in support of the amount of expenditure planned for goods and/or services and/or works:

8.11.1.1. at least 3 commercial offers (submitted not more than 3 months before the deadline for submission of applications. In the estimate shall be indicated the calculated average price of the 3 commercial offers) and, where the estimated value of the object purchased is equal to or less than EUR 15 000,00 excluding VAT, at least 1 commercial offer; or

8.11.1.2. screenshots of at least 3 webpages of online shops showing the price of the goods, services or works, or

8.11.1.3. a copy of a signed contract for goods, services or works, if the contract for goods, services or works was concluded no earlier than 1 year before the deadline for submission of applications (where the goods, services or works are equivalent to those resulting from purchases carried out by the applicant or the project partner).

8.11.1.4. documents justifying salary cost (certificates on the rates normally applied in the institution, certificates on the 6-month average salary of a specific employee, certificates on the average total salary of employees in the relevant position (or performing similar functions), or references to publicly available information on average salaries in Lithuania and/or the partner country (institution, organisation), etc.).

	<p>8.12. At the time of the evaluation of the application, no justification is required for the costs planned in the Project Application (its estimate) when the costs are planned:</p> <p>8.12.1. for short-term experts and/or speakers working under service contracts (fees) and where such planned costs per person are not more than or equal to EUR 350 per working day or EUR 43,75 per working hour<sup>5</sup>, and include all other related costs of the short-term expert and/or speakers (e.g. travel, hotel, etc.).</p> <p>8.12.2. for travel (of more than one day's duration) to a foreign country (excluding travel to and from the foreign country by all means of transport) and where such expenditure does not exceed the European Commission's per diem rate (cover accommodation, meals, local travel, insurance and other necessary travel expenses in foreign countries)<sup>6</sup>.</p> <p><i>Note: The rates referred to in paragraph 8.12 shall be used only for the purpose of evaluating the costs planned in the project application. Actual expenditure will have to be declared at the time of implementation of the project, supported by documentation of expenditure incurred and paid.</i></p>
<p><b>9. In-kind contribution</b></p>	<p>9.1. In-kind contributions to the Project are only possible if the project promoter meets the definition of a Non-Governmental Organisation (NGO) or Social Partner. Only the project promoter and/or the project partner meeting the definition of an NGO or Social Partner may contribute in kind.</p> <p><i>Example: (1) the project promoter (applicant) is an NGO and the project partner is an NGO - in-kind contribution to the project is possible, both the project promoter and the project partner can contribute in kind; (2) the project promoter (applicant) is an NGO and the project partner is not an NGO or a Social Partner - in-kind contribution to the project is possible, but only the project promoter (NGO) can contribute in kind; (3) the project promoter (applicant) is not an NGO or a Social Partner, the project partner is an NGO - in-kind contribution to the project is not possible, because the promoter is not an NGO or Social Partner.</i></p> <p>9.2. Within the scope of this Call, the NGO and the Social Partner are:</p> <p>9.2.1. NGO - a public legal person acting on a voluntary basis, independent of state or municipal institutions and bodies, for the benefit of the public or a group of the public, the purpose of which is not to seek political power or to pursue purely religious aims, and which holds a document certifying its NGO status.</p> <p>9.2.2. Social partner - employers' association and/or trade union. Associations are recognised as social partners if, in accordance with their constituent documents, they represent the rights and interests of the employers of their members in social partnership. A trade union is a voluntary, autonomous, self-governing organisation that represents and defends workers' professional</p>

<sup>5</sup> The rate is based on the fixed rate calculated by the European Commission and applied to bilateral projects: [https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0\\_en](https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0_en)

<sup>6</sup> [https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75\\_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf](https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf)



labour, economic and social rights and interests. Eligibility of the social partner must be documented.

9.3. The in-kind contribution, expressed in monetary value, may not exceed 50 per cent of the amount of the Own contribution of the project promoter and/or partner, as provided for in paragraph 6.

9.4. Only voluntary work, where the actual time spent is expressed in monetary value, can constitute a contribution in kind. Voluntary work must be measurable and/or produce a tangible result.

9.5. Voluntary work in the Republic of Lithuania must be organised in accordance with the provisions of the Law on Volunteering of the Republic of Lithuania, and in the country of registration of the project promoter and/or partner - in accordance with the provisions of that country's legal acts.

9.6. The in-kind contribution is expressed in monetary value using the volunteering rates adopted by the Decision C (2019) 2646 of 10 April 2019<sup>7</sup> of European Commission.

9.7. Eligibility and accounting conditions for voluntary work eligible to justify part of the own contribution in kind (in the case of Project funding):

9.7.1. the nature, need and quantity of the voluntary work must be rational, measurable, necessary for the implementation of the project and justified in the application in accordance with the Volunteering Justification Statement in the form prescribed by the CPVA (Annex 6 of the Terms and Conditions of the Call);

9.7.2. Voluntary work must be documented in a written contract between the volunteer and the employer; the same person cannot be contracted for the same functions or work/position under both an employment contract or service contract and a voluntary contract (in the case of project funding, it is to be assessed at the time of declaring such expenditure);

9.7.3. The actual time spent by the volunteer in the project must be supported by supporting (accounting) documents (e.g. volunteer's project time report, timesheet, etc.). The actual time worked in the project by the volunteer must be confirmed by the volunteer's signature on the supporting document ;

9.7.4. Voluntary work expressed in monetary value must be declared in the project implementation report as expenditure by the project promoter and/or project partner, in accordance with the form of declaration of actual voluntary work in the project, as defined by CPVA;

9.7.5. A declaration of actual volunteering in the project, in the form prescribed by the CPVA, together with documents supporting the volunteer's work time, must be submitted with the project implementation report.

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<sup>7</sup> The rates for voluntary work approved by the European Commission in Decision C(2019) 2646: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-volunteers\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-volunteers_en.pdf)

## 10. Submission of applications

10.1. Applications must be completed and submitted **ONLY** in electronic format via the application submission system “Submittable”. The specific link is published in the publication of the Call at [www.CPVA.lt](http://www.CPVA.lt) under the section “Development Cooperation and Humanitarian Aid”. Applications submitted in any other way will not be included in the list of applications submitted, will not be evaluated and will be rejected.

10.2. The application can be completed in Lithuanian or English. Lithuanian legal or natural persons (applicants) shall complete and submit the project application in Lithuanian; foreign legal or natural persons (applicants) shall complete and submit the project application in English or Lithuanian. If the annexes attached to the application are issued or drawn up in other languages, they must be accompanied by translations into Lithuanian or English. In the event of doubts as to the quality of the translation of the document submitted with the application and/or its conformity with the content of the original document, the CPVA shall have the right to request a translation of the document, certified by the signature of the translator and the seal of the translation agency (if available), and/or to request that the person who carried out the translation would be notarised.

10.3. By submitting a project application, the person certifies that the information provided in the Project Application and its Annexes is correct and that there is no conflict of interest.

10.4. **Project applications must be submitted by 17:00 Lithuanian time on 7 May 2024.** Applications received thereafter will not be accepted, evaluated and they will be rejected. Please note that the project application system will automatically restrict the possibility to submit a project application after the deadline for submission of applications.

10.5. The CPVA is not responsible for applications that are not received or are received late due to the applicant’s communication and telecommunication facilities, malfunctions of the “Submittable” application system or other unforeseen circumstances. In this context, it is suggested to prepare the applications in such a way that there would be sufficient time for their submission. Applications received after the deadline for submission of applications will not be evaluated.

10.6. The **application must be accompanied by** a mandatory document - the estimate of the project application (Annex 2 of the Terms and Conditions of the Call) and the other mandatory documents (if any) referred to in the Concepts (Annex 1 of the Terms and Conditions of the Call), failing which the application will be rejected for non-compliance with the administrative eligibility assessment requirements:

10.7. Other documents to be submitted with the project application:

10.7.1. Signed confirmation of the project applicant (Annex 3 of the Call);

10.7.2. Signed declaration(s) by the project promoter and project partner(s) (if any) (Annex 4 of the Call);

10.7.3. Document certifying the legal status of the project promoter and/or project partner(s) (if any) or a copy of the passport of the natural person;

	<p>10.7.4. A free-form commitment to finance the project from own resources (Own contribution) and/or, if it is planned to obtain funds from other sources to cover the own resources commitments, evidence of such commitments.</p> <p>10.7.5. Certificate of justification for the voluntary work planned to cover part of the Own contribution (if relevant in accordance with paragraphs 6, 9 of the Terms and Conditions of the Call);</p> <p>10.7.6. Copy of the project promoter’s legal entity’s articles of association/statutes;</p> <p>10.7.7. Supporting documents for the costs referred to in paragraphs 8.11 to 8.12 of the Terms and Conditions of the Call.</p> <p>10.7.8. Plans for the implementation of the project activities and publicity of the project (Annex 5 of the Call).</p> <p>10.7.9. Cooperation agreement between the project promoter and the project partner, or the project partner’s agreement to cooperate in the implementation of the project (if there is a partner(s)).</p> <p>10.7.10. Official document confirming the status of Non-governmental organisation or Social partner (if relevant in accordance with paragraphs 9 and 10.7.5 of Terms and Conditions of the Call);</p> <p>10.7.11. Programmes of planned activities (conferences, seminars, courses, training, etc.) (if foreseen);</p> <p>10.7.12. Power of attorney to submit the project application in the “Submittable” application system (if the project application is submitted by a person other than the head of the legal entity);</p> <p>10.7.13. Power of attorney to sign the confirmation of the project applicant and/or the declaration by the project promoter and the project partner (if any) (if signed by a person other than the head of the legal entity);</p> <p>10.8. Failure to submit the documents referred to in paragraph 10.7 together with the application will not result in them being requested during the evaluation of the applications if they are available from publicly accessible sources. If the information is not available from publicly accessible sources, the CPVA evaluator has the right to request the non-provided documents within a time limit of at least 3 working days and no more than 5 working days.</p> <p>10.9. The documents submitted with the application must be signed (except for 10.7.3, 10.7.6 to 10.7.8, 10.7.10, 10.7.11) either by a physical signature, by submitting a scanned version of the signed document, or by a secure electronic signature attested by a valid qualified certification.</p>
<p><b>11. Application evaluation process</b></p>	<p>11.1. An application shall be rejected if the applicant and/or the partner (where applicable) has provided false or misleading information, if it has not met the requirements of the administrative eligibility assessment, if it scores 55 points or less in the assessment of the project’s content and the reasonableness of the costs and/or if it scores less than 50 per cent of the total score in at least one of the groups of assessment criteria.</p> <p>11.2. Project applications are evaluated in the following stages:</p>

11.2.1. Administrative eligibility assessment of the Project Application, which determines whether the Applicant, the Project Partner and the Project Application meet the administrative eligibility criteria set out in the Terms and Conditions of the Call.

11.2.2. Content and reasonableness of costs assessment of the project application, which assesses whether the Project Application meets the content and reasonableness of costs assessment criteria set out in the Terms and Conditions of the Call, and whether the Application is eligible for funding from the Fund.

11.3. Applications which do not meet the criteria for administrative eligibility, or the assessment of content and reasonableness of costs shall be rejected by decision of the CPVA and the applicants shall be informed of this decision in writing and/or via the electronic application system.

11.4. Substantial deficiencies leading to the rejection of the application after the administrative compliance eligibility assessment:

11.4.1. the application is submitted after the deadline date specified in the Call;

11.4.2. the application is submitted in a manner and/or form other than that specified in the Call;

11.4.3. the applicant and/or project partner has submitted more than one application for a concept;

11.4.4. the application is not submitted for an area(s) of cooperation set in the concept;

11.4.5. the applicant and/or partner is not eligible under the Terms and Conditions of the Call;

11.4.6. the application names a wrong partner country as provided in the Call;

11.4.7. the application is submitted without partners from the partner country (unless the application is submitted by an entity from the partner country), or the other exceptions set out in the Terms and Conditions of the Call are not met;

11.4.8. the application is not accompanied by a Project Estimate and the other required annexes specified in the Call;

11.4.9. the amount requested to be funded does not comply with the requirements set out in the Call;

11.4.10. unsecured Own contribution to the Project.

11.5. Due to the circumstances set out in the Terms and Conditions of the Call and in other justified cases (e.g. documents are not submitted for objective reasons beyond the applicant's control and the information they contain is not dependent on the date of submission; the decision of the institution is required only in the case of the financing of the Project), the CPVA may take a decision on the evaluation of the application, subject to the condition that the necessary documents and information are submitted before the conclusion of the Project implementation agreement. If the applicant fails to submit the required

documents and information within the deadline, the Project Implementation Agreement will not be concluded.

11.6. Where the applicant has to apply to another institution for the requested documents and/or information, the CPVA may decide to assess the application with the condition that the required documents and/or information be submitted before the Project Implementation Agreement is concluded.

11.7. If the application contains ambiguous or undetailed information, the CPVA shall request the applicant to provide clarifications and/or additional information within a time limit set by the CPVA of not less than 3 working days and not more than 5 working days. The CPVA can not ask for clarifications and/or information that would improve the application (improve its compliance with the evaluation criteria of the Call) or that would make an application that does not comply with the terms of the Call a compliant application.

11.8. The assessment of the content and reasonableness of costs of the project application will result in the award of a score. The overall score given to an application is the average of the scores given by the evaluators (not rounded to a whole number).

11.9. If an application scores 55 points or less (out of a possible 100) in the assessment of the content and the reasonableness of the costs, and/or if it scores less than 50 per cent of the sum of the scores in at least one of the groups of evaluation criteria, it will be rejected.

11.10. After the evaluation of all applications, the CPVA will calculate the overall average of the total amount of the Fund requested by all applications and will determine how many applications can be funded for each concept and, accordingly, will establish a separate ranking of the applications to be recommended for funding for each concept, in accordance with the following provisions:

11.10.1. Priority will be given to the funding of at least one application per concept.

11.10.2. If two project applications have the same score, the application registered earlier in the register of project applications (submitted earlier) will be given preference.

11.10.3. If no applications are submitted for a particular concept and/or if the evaluation of project applications does not result in any recommended applications for a particular concept (all applications submitted for a concept are rejected), the Governing Board of the Fund shall determine the amount of unused funds of the Fund for the relevant concept, and shall determine when a further call for applications will be published.

11.10.4. If, after evaluation of the project applications, there are recommended applications in all Concepts and/or there is a sufficient balance after the Governing Board of the Fund has determined the share of unused funds of the Fund for the Concept concerned (in accordance with paragraph 11.10.3 of the Terms and Conditions of the Call), the next highest scoring recommended

	<p>application (in order of the total number of applications for the Concepts) will be added to the list of recommended applications for financing.</p> <p>11.11. The Governing Board of the Fund takes the final decision on funding the applications. Applicants shall be informed of the decision taken by the Governing Board of the Fund in writing and/or via the electronic application system (in case applicants have not yet been informed in accordance with paragraph 11.3 of the Terms and Conditions of the Call).</p>
<p><b>12. Contact details</b></p>	<p>12.1. CPVA is consulting on how to submit the applications, by email <a href="mailto:vbfondas@cpva.lt">vbfondas@cpva.lt</a>, or tel. +370 656 59004 and +370 658 03183. The questions received by email will be replied as soon as possible, but at the latest within 3 working days from the date of receipt of the enquiry by CPVA.</p> <p>12.2. Applicants are advised to be proactive and to ask questions or request clarification of the Terms and Conditions of the Call as soon as they have been analysed, in order to have enough time to submit a suitable application before the deadline for the submission of applications. Please note that if you submit your request during the last days of the application submission period (less than 3 working days before the deadline), you may not receive a reply before the deadline for the submission of the project applications.</p> <p>12.3. When the Call is published, an information event for applicants on the launch of the Call will be organised. Registration for the event will be at <a href="http://www.CPVA.lt">www.CPVA.lt</a> under the “Development Cooperation and Humanitarian Aid” section of the website, under the information about Call. We encourage you to be proactive and register for the event as soon as registration is open.</p> <p>12.4. Please note that the event will be recorded for the information of project promoters. By participating, you agree to the processing of your personal data (image, voice, name, speeches, comments) in accordance with CPVA’s internal procedures<sup>8</sup>. A recording of the event will be published on <a href="http://www.CPVA.lt">www.CPVA.lt</a> in the “Development Cooperation and Humanitarian Aid” section of the website under the information about the Call.</p>
<p><b>13. Annexes to the Call</b></p>	<p>13.1. Annex 1 - Concepts approved by the Governing Board of the Fund.</p> <p>13.2. Annex 2 - Estimate of the project application.</p> <p>13.3. Annex 3 - Confirmation by the project applicant</p> <p>13.4. Annex 4 - Declaration by the project promoter and project partner(s) (if any).</p> <p>13.5. Annex 5 - Plans for the implementation of the project activities and publicity of the project.</p> <p>13.6. Annex 6 - Certificate of justification for the voluntary work planned to cover part of the Own contribution.</p> <p>13.7. Fund for the Development Cooperation and Humanitarian Aid project application administrative compliance assessment form.</p> <p>13.8. Fund for the Development Cooperation and Humanitarian Aid project application content and cost validity assessment form.</p>

<sup>8</sup> <https://www.cpva.lt/asmens-duomenu-apsauga/479>