

APPROVED:
*Protocol No 7 of 6 March, 2023 of
the Governing Board of the Fund
for Development Cooperation and
Humanitarian Aid*



CALL FOR APPLICATIONS FOR FUNDING FROM THE FUND FOR DEVELOPMENT COOPERATION AND HUMANITARIAN AID

<p>1. Title of the call for applications</p>	<p>CALL FOR APPLICATIONS FOR FUNDING FROM THE FUND FOR DEVELOPMENT COOPERATION AND HUMANITARIAN AID (the Call)</p>
<p>2. Purpose of the Call</p>	<p>2.1. To select and finance projects that meet 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) (the Concepts) (Annex 1).</p>
<p>3. Requirements for applicants and partners</p>	<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. The applicant must have at least one partner in the partner country(ies)¹. A partner in the partner country is not required for those Concepts of whom in the point 2 “Area(s) of cooperation” is written that they are for "democracy support", or if the project application is submitted by an applicant from a partner country. Project partners can be Lithuanian and foreign legal entities, other organisations, their subdivisions, and natural persons. The number of project partners is not limited. The applicant must be directly responsible for the implementation and management of the project for which it applies for.</p> <p>3.3. Special requirements for applicants and partners can be determined in the Concepts approved by the Governing Board of the Fund (Annex 1).</p> <p>3.4. One applicant can submit only one application per one concept. The same applicant cannot submit an application as a member of a joint activity group or as a project partner acting on another legal basis. If an applicant or it’s partner submits</p>

¹ In accordance with the point 12 of the Article 2 of the Republic of Lithuania Law on Development Cooperation and Humanitarian Aid the “‘Partner country’ means a country which receives assistance provided by the international donors. The partner country for respective Concept is stated in the point 1 “Partner Country (-ies)” of the section “General information on the project” of the table of each one of the Concepts (Annex 1 to the Call).

	<p>more than one application per one concept, all applications submitted by that applicant and (or) partner are rejected (unless the applicant and (or) partner withdraws, in writing, the other project application(s) submitted until the deadline for the submission of applications).</p> <p>3.5. The applicant must have the necessary administrative abilities and capacities to ensure the implementation of the project and the ability to make effective use of the project's results after implementation of the project.</p> <p>3.6. By submitting an application, the applicant agrees that the following information related to the project application would be published on the website(s) of public institution Central Project Management Agency (CPMA), the Fund and (or) the Ministry of Foreign Affairs of the Republic of Lithuania:</p> <p>3.6.1. the name of the applicant and the title of project for which the application is submitted, the total estimated amount of the project application and the amount of funding requested from the Fund, a summary of the content of the project, the decision for funding (or refusal for funding) and the reasons of such decision (the score of the evaluation if the content);</p> <p>3.6.2. a list of the applications for which the Fund has been allocated, in which is stated applicant of each funded project application, the title of the project, the amount of the Fund allocated, and a summary of the content of the project.</p>
<p>4. The amount intended to be allocated from the Fund according to the Call:</p>	<p>4.1. Not less than 1,000,000.00 euro.</p>
<p>5. The minimum and maximum amount of funding that can be requested for the one project from the Fund:</p>	<p>5.1. Minimum amount – EUR 30,000.00</p> <p>5.2. Maximum amount – EUR 100,000.00</p>
<p>6. Requirements for the project implementation period</p>	<p>6.1. The maximum duration of the project activities can be:</p> <p>6.1.1. Not more than 12 months if the total cost of the project is less than EUR 50,000.00;</p> <p>6.1.2. Not more than 24 months if the total cost of the project is more than EUR 50,000.00.</p> <p>6.2. Planned date of signing the project implementation agreements: August 2023.</p>
<p>7. Requirements for</p>	<p>7.1. The project application should meet all the requirements</p>

project activities and costs

set out in this Call and Concepts. If the requirements set out in the Call and Concepts are not met, the project application is rejected, and project cannot be financed from the Fund.

The eligible and ineligible costs of the project are considered the costs determined in the points 66.1.1-66.1.11, 66.2, 67.1-67.3 and 67.5-67.8 of the Resolution of the Government of the Republic of Lithuania No 278 “Description of Procedure for the Implementation of Development Cooperation Activities and Provision of Humanitarian Aid by State and Municipal Institutions and Agencies” on 26 March 2014 <https://www.e-tar.lt/portal/lt/legalAct/246799f0b8ce11e3ad2eed5a4e1b7108/asr> ([to download a translation](#))

7.2. The costs for the activities foreseen in the project must be justified when submitting the application in the following ways:

7.2.1. To support the costs of goods and (or) services, the following must be submitted:

7.2.1.1. at least 3 commercial offers (provided not more than 3 months before the deadline for submission of application; the average price of the 3 commercial offers should be calculated and indicated in the respective line in the project application estimate; if the value of the good and (or) service procured is less than EUR 15,000.00 excluding VAT, at least 1 commercial offer to justify the price should be provided), or

7.2.1.2. screenshots of at least 3 online webpages.

7.2.1.3. In cases where the goods, services or works are as procurements made by the applicant in the last one year, the prices of the signed purchase contract may be used as a reference, by providing a copy of such contract.

7.2.1.4. Supporting documents for salary costs (certificates on the rates normally applied in the institution, certificates on the average salary of 6-12 months for a specific employee, certificates on the average total salaries of employees in the relevant post (or performing similar functions), or references to publicly available information on average salaries in Lithuania and (or) in the partner country (institution, organisation), etc.)

7.3. It is not required to justify the costs that are planned in the project application additionally, if the costs that are planned in the project application (project application estimate) meet the following requirements:

7.3.1. The costs for short-term experts and (or) speakers (if foreseen in the project application) are not more than EUR 350 per day or EUR 43,75 per working hour (based on the fixed rate

	<p>calculated by the European Commission and applied to bilateral projects: https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0_en indicated: https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)1122&lang=en);</p> <p>7.3.2. The cost of travel (for journeys of more than one day) to a foreign country (excluding the cost of travelling to and from the foreign country by all means of transport) does not exceed the limits set out by the European Commission in respect of daily allowances (which include the cost of accommodation, meals, local travel, insurance, and any other necessary expenses for travelling in foreign countries): https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf</p> <p>7.4. The indirect project costs cannot be more than 10 per cent of the total amount of the project.</p>
<p>8. Funding</p>	<p>8.1. The share financed by the Fund is up to 90 percent of the total eligible project costs. The remaining amount (own contribution) will have to be paid by the project promoter (not less than 10 percent of the total eligible costs of the project).</p> <p>8.2. Once the application has been approved, all the project costs are paid in equal proportion, i.e., each project cost is always paid in the same ratio as approved while evaluating the application, e.g., the 90 percent share financed by the Fund and 10 percent own contribution.</p> <p>8.3. In support of the own contribution, the applicant or partner must provide a free-form commitment to finance the specific project from its own funds and (or), if it is planned to receive funds from other sources to cover the own resources commitment, evidence of such commitment. The applicant must ensure that the share of the project's eligible costs which is not covered by funding and the share of the project's ineligible costs are financed from its own resources or from other sources of funding.</p> <p>8.4. The costs of the project, including applicant's own contribution, cannot be based on an in-kind contribution.</p>
<p>9. Submission of applications</p>	<p>9.1. Applications must be completed and submitted ONLY in the electronic submission system "Submittable" in Lithuanian or English. The specific link will be published in the Call online in the section "Development Cooperation and</p>

Humanitarian Aid” of the CPMA website www.cpva.lt. Applications submitted in any other way will not be evaluated and will be rejected.

9.2. The application can be completed in English or Lithuanian. If the application is accompanied by annexes issued / prepared in other languages, these documents must be submitted in the original language, accompanied by a translation into Lithuanian or English. In case of any doubt 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 CPMA has 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 signature of the person who carried out the translation would be notarized.

9.3. Project applications can be submitted until 16:00 of 28 April 2023 Lithuanian time. Applications received after this time will be rejected.

9.4. The CPMA is not liable for applications that were not received or were received late due to the failures of the applicant's communication and telecommunication facilities, malfunctions of the “Submittable” application system or other unforeseen circumstances. Therefore, considering the above, it is suggested to prepare the applications in such a way that there would be enough time to submit them correctly and on time. Applications received after the deadline for the submission of project applications will not be evaluated.

9.5. The application must be accompanied by the following essential documents, failing which the application will be rejected on the grounds of non-compliance with the administrative compliance evaluation requirements:

9.5.1. Signed Applicant’s confirmation (Annex 3 of the Call);

9.5.2. Signed declaration(s) by the project promoter and the project partner(s) in the partner country(ies) (if any) (Annex 4 of the Call);

9.5.3. Project application estimate (Annex 2 of the Call);

9.6. Other documents submitted with the application:

9.6.1. Document certifying the legal status of the project promoter or a copy of the passport of a natural person;

9.6.2. Free-form commitment to finance the specific project with own contribution and (or), if it is planned to obtain funds from other sources to cover the own contribution

	<p>commitment, evidence of such commitment.</p> <p>9.6.3. Supporting documents for the costs referred to in points 7.2-7.3 of the Call.</p> <p>9.6.4. Plan for the implementation of the project activities (Annex 5 of the Call).</p> <p>9.6.5. Cooperation agreement between the project promoter and the project promoter's partner in the partner country(ies) or consent by the project promoter's partner in the partner country(ies) to cooperate in the implementation of the project (if there is(are) partner(s)).</p> <p>9.7. If the documents referred to in point 9.6 are not submitted together with the application, they will not be requested during the evaluation of the application if they are available from publicly accessible sources. If the information cannot be found in publicly available sources, the evaluator has the right to request the documents, setting a deadline of not less than 3 working days.</p>
<p>10. Application evaluation process</p>	<p>10.1. The application shall be rejected when the applicant and (or) the partner (if any) did not meet the requirements for the administrative compliance.</p> <p>10.2. When evaluating the administrative compliance and the validity of the content and costs, the CPMA has the right to request the applicant to provide additional information or documentation, if this is in line with the principles of transparency and equal treatment.</p> <p>10.3. After the evaluation of all applications, the CPMA shall draw up a separate ranking of the applications recommended for funding in each Concept. Priority will be given to the funding of at least one application per Concept. If there are no applications for a particular Concept and (or) if the evaluation of the project applications does not result in a recommendation to finance any of the application within a specific Concept (all applications submitted for a Concept are rejected), the next highest scoring recommended application will be added to the list of recommended applications for funding (from the queue of all the applications submitted for Concepts).</p> <p>10.4. The Governing Board of the Fund takes the final decision for funding the applications.</p>
<p>11. Contact details</p>	<p>11.1. CPMA is consulting on how to submit the applications, by email: vbfondas@cpva.lt, or by phone No. +370 656 59004 and +370 699 29019. The questions received by email will be replied as soon as possible, but not later than 3 working days from the</p>

	<p>date of receipt of the enquiry by CPMA.</p> <p>11.2. Applicants are advised to be proactive and to ask questions or request clarification of the Call conditions as soon as they have been analysed, so there would enough time to submit a suitable application before the deadline for the submission of project applications.</p> <p>11.3. When the Call is published, training for applicants will be organised. Registration to the training will be held in the field of the Call of the section “Development Cooperation and Humanitarian Aid” of the CPMA website www.cpva.lt internet website. We encourage you to be proactive and register for the training as soon as the registration opens.</p>
<p>12. Annexes to the Call</p>	<p>12.1. Annex 1 – Concepts approved by the Governing Board of the Fund</p> <p>12.2. Annex 2 – Project application estimate.</p> <p>12.3. Annex 3 – Applicant’s confirmation</p> <p>12.4. Annex 4 – Declaration(s) by the project promoter and the project partner(s) in the partner country(ies) (if any);</p> <p>12.5. Annex 5 – Plan for the implementation of the project activities.</p> <p>12.6. Evaluation of the administrative compliance of a project application for funding from the Development Cooperation and Humanitarian Aid Fund.</p> <p>12.7. Evaluation of the content and the reasonableness of costs of the project application for funding from the Development Cooperation and Humanitarian Aid Fund.</p>