

BECOME PART OF THE IPARD PROGRAM

3RD CALL

WE SUPPORT THE DEVELOPMENT OF ALBANIAN AGRICULTURE

10 December 2020 - 25 January 2021

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**GRANTS SCHEMES
IPARD II 2014-2020**

Guideline for Applicants

**THIRD CALL FOR GRANT SUPPORT
10 December 2020 -25 January 2021**

**Measure 1 (All Sectors)
And
Measure 3 (Sektor of Fruits – Vegitables)
*Sector of Wine is not included**

SUPPORT OF GRANTS IS CO-FINANCED BY THE EUROPEAN UNION AND ALBANIAN GOVERNMENT

EU contribution in total - 75%

Contribution of Albanian Government in total - 25%

2020

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1. Objectives, Priorities and Measures of the IPARD II Programme

1.1 Background

The Instrument for Pre-accession Assistance (IPA II) 2014 – 2020 is the main tool used by the European Union (EU) to provide financial and technical support to enlargement countries. The overall IPA objective for Albania is to support reforms and capacity building needed to achieve compliance with EU law in order to fully prepare the country to take on the obligations of membership in the EU.

IPA has an Agriculture and Rural Development Policy area (IPARD II), which provides assistance to EU candidate countries for the implementation of multiannual programmes contributing to the sustainable development of the agricultural sector and rural areas and their preparation for the implementation of the EU policies and law.

The Management Authority within the Ministry of Agriculture Rural Development (MARD) is responsible for preparation of IPARD II programme.

The IPARD II Programme for Albania was formally adopted by Commission Decision C (2015) 5073 of 20 July 2015, following the favourable opinion of the IPA II Committee on 30 June 2015. II. The designated IPARD Operating Structure (Paying Agency – Agency for Rural Development and Agriculture/ ARDA and Managing Authority of MARD) is responsible for the management and control of the future IPARD II programme.

Maximum indicative EU contribution for IPARD II funds in EUR by year, 2014-2020*

Year	2014	2015	2016	2017	2018	2019	2020	2014-2020
Total	-	-	13,000,000	14,000,000	12,000,000	16,000,000	16,000,000	71,000,000

*The annual contributions are merely indicative, as the actual amounts will be decided annually in the framework of EU budget.

Financial plan per measure in EUR, 2014-2020

Measures	Total public aid (EUR)	EU contribution (EUR)	EU contribution rate (%)	National contribution (EUR)	National Contribution rate (%)
Investments in physical assets of agricultural holdings	41,866,667	31,400,000	75%	10,466,667	25%
Investments in physical assets concerning processing and marketing of agricultural and fishery products	35,333,333	26,500,000	75%	8,833,333	25%

Agri-environment-climate and organic farming-	-	-	-	-	-
Implementation of local development strategies –					
Farm diversification and business development	14,666,667	11,000,000	75%	3,666,667	25%
Technical assistance	2,470,588	2,100,000	85%	370,588	15%
Advisory services	-	-	-	-	-
Total	94,337,255	71,000,000	-	23,337,255	-

This Guideline for Applicants sets out the rules for the submission, selection and implementation of investment actions under the two measures “Investments in physical assets of agricultural holdings” “Investments in physical assets concerning processing and marketing of agricultural and fishery products” of the third call of the IPARD II Programme.

Further copies of this Guideline together with all information and form sheets related to the first Call for Applications can be downloaded via www.azhbr.gov.al and www.bujqesia.gov.al.

1.2 Objectives of the IPARD II Programme for the period of 2014-2020

The objectives and priorities of the selected IPARD II Programme measures are consistent with the above stated Strategy Paper objectives and contribute to them by:

- Supporting investments in agri-food sector aiming at improving competitiveness, compliance with EU standards and nature and environment preservation;
- Supporting investments in rural areas aiming at diversification of rural economy and business creation leading to improved employment opportunities and social inclusion.

Measure 1: Investments in Physical Assets of Agricultural Holdings

The general objectives of the measure are:

- To support progressive alignment to Union rules, standards, policies and practices with a view to Union membership;
- To support economic, social and territorial development, with a view to a sustainable and inclusive growth, through the development of physical capital.
- To address the challenges of climate change by promoting resource efficiency and renewable energy.

The *specific objectives* of the measure are:

- To improve the overall performance of agricultural holdings in the production of primary agricultural products;
- To be consistent with EU Standards as regards environmental protection and animal welfare;
- To encourage investments in physical assets in milk, meat, fruits, vegetables and grape sectors with the aim to:
 - o Improve raw milk and meat hygiene and quality conditions on the farm through modernisation of production, storage and transportation technologies and practices;
 - o Improve animal health and welfare through investments in animal housing and handling facilities;
 - o Support introduction of environmentally friendly and climate relevant manure handling, storage and treatment facilities;
 - o Improve production technique and technology, and also certified seedlings production to enable farmers to produce fruit, vegetables and grape of a quality that can compete in the rapidly changing Albanian marketplace and to comply with EU standards, in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels;
 - o Reduce post harvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines.

Measure 3: Investments in Physical Assets Concerning Processing and Marketing of Agricultural and Fishery Products

The *general objectives* of the measure are:

- To increase the ability of the agri-food sector to cope with competitive pressure and market forces and to help the sector to progressively align with the Union standards by supporting development of the physical assets;
- To address the challenges of climate change by promoting resource efficiency and renewable energy.

The *specific objectives* of the measure are:

- To modernise physical assets of selected priority food processing sectors in order to improve competitiveness and to gradually align with Union standards in the fields of environmental protection, food safety and public health, animal welfare, and occupational safety;

- To encourage investments in fruits and vegetable processing enterprises with the aim to:
 - o Encourage introduction and improvement of technologies and practices at food processing plants, contributing to the production of products gradually meeting Union standards and improving competitiveness;
 - o Reduce the post-harvest losses and improve storage techniques and capacities in fruits and vegetables,
 - o Support introduction and improvement of food safety and quality systems;
 - o Improve treatment and handling of waste and utilisation of by-products.

The **overall indicative budget** of the IPARD II Programme is total of **EUR 94,337,255** of which **EUR 71,000,000** is Community contribution and **EUR 23,337,255** is national contribution.

The **indicative allocation** of funds by measure is as follows:

Measure 1 – 44,4 %;

Measure 3 – 37,5 %.

Measure 7 – 15.5 %

1.3 Key Definitions

- **Applicant:** is a natural or legal person submitting an application for assistance under a Call for Applications;
- **Recipient** (or grant recipient): is a natural or legal person that receives IPARD II assistance;
- **Investment action (project):** is composed of set of activities for investment in tangible and intangible fixed assets aiming at objectives of the supported sectors;
- **General costs:** represent an expenditure referred to engineers and other consultation fees, feasibility studies, the acquisition of patent rights or licenses;
- **Assistance:** is a payment by the Contracting Authority reimbursing part of the eligible expenditures made by the recipient for the investment action (project) in tangible and intangible assets;
- **Grant Award Decision:** is a decision of a Contracting Authority to award Grant Contract to successful applicants finalising the selection process;
- **Grant Award Contract:** is the legal document based on which the total eligible public contribution shall be reimbursed to the recipient upon finalization of the investment action;
- **Union contribution:** is the amount of financial contribution provided from Budget of the European Union, which is equal to 75% of the total public contribution;
- **National contribution:** is the amount of financial contribution provided from Budget of the Government of Albania, which is equal to 25% of the total public contribution;
- **Public Contribution:** the amount of public funds whose origin is from the budget of

the public authorities (Union and National) for financing the investment actions;

- **Private Contribution:** the amount of private funds in the total amount of the investment action;
- **Eligible expenditures:** are the expenditures approved in accordance with the List of Eligible Expenditures stated in Annex 6 of this Guideline for Applicants;
- **Mountain area:** the areas in Albania listed in Annex 7 of this Guideline for Applicants;
- **Young Farmer:** a farmer under 40 years of age at the time when the decision to grant support is taken
- **Enterprise:** a legal entity that can consist of one or more establishments (local production/ processing units);
- **Establishment:** is a local production unit not registered as a legal entity, belonging to an enterprise eligible for support under this grant scheme;
- **Reconstruction:** renovation/ refurbishment of an existing building/ facility
- **Construction:** construction of a new building/ facility of an existing agricultural holding/ enterprise/ establishment;
- **Renovation:** is a construction activity in order to restore a building to a former better state (as by cleaning, repairing, or rebuilding);

2. Measure 1 - Investments in physical assets of Agricultural Holdings:

2.1 Aid Intensity under Measure 1

Under Measure 1 the total eligible expenditures for which a assistance may be requested must fall between the following minimum and maximum amounts:

- **minimum** amount of total eligible expenditures: EUR 10,000;
- **maximum** amount total eligible expenditures: EUR 500,000.

One applicant may be granted more than one project, but the total eligible cost of investments per recipient under this measure may not exceed EUR 1,500,000 for the whole programming period

Out of the total amount of EU contribution allocated to this measure, a maximum of 20% can be spent on tractors.

Aid intensity is:

- up to 60% of the total eligible cost of the investment;
- up to 65% if investments are made by young farmers (a farmer under 40 years of age at the time when the decision to grant support is taken);
- up to 70% for investments in mountain areas, when investment 100 % is established in the mountain areas territory, (see list of settlements in mountain areas in Annex 7, even in cases that applicant is under 40 years old).

EU contribution rate is 75 % of the public aid.

The table below summarises the financial conditions under Measure 1:

Grant percentage	Min. total eligible expenditures in EURO	Min. Grant in EURO	Max. total eligible expenditures in EURO	Max. Grant in EURO
Standard rate 60%	10,000	6,000	500,000	300,000
Rate for young farmers 65%	10,000	6,500	500,000	325,000
Rate for mountain areas 70%	10,000	7,000	500,000	350,000

The grant is paid in **one and/or two instalment:**

- 1) The recipient's advance payment qualifies by the contracting authority as eligible expenditure up to 10% of the public aid related to the project and shall be subject to the establishment of a bank guarantee or an equivalent guarantee (valid date will be issued not more than 6 months till the date of final investment stated on the Grant Contract) (until cleared), corresponding to 110% of the amount of the advance
- 2) **The difference after the completion of the investment action (project)** and payment of the investment expenditures by the recipient. (See Section 7.4).
- 3) Recipients are responsible for carrying-out and financing investments.

The advance payment are applicable and will be part of the contract between ARDA and the recipient under IPARD program

2.2 Eligibility of Recipients under Measure 1

Common requirements to all investment actions under Measure 1

- (1) All investments must take place in the territory of the Republic of Albania.
- (2) Recipients are farmers whether natural persons or legal entities, including cooperatives, registered in the National Business Centre included in the national farm register or - until there is a national farm register – in regional farm registers managed by the Ministry of Agriculture and Rural Development.
- (3) if investment is in animal breeding (milk or meat), the farmer must provide a copy of verification from the RUDA system (identification and registration system of animals) showing the registration number of the animal.
- (4) The applicant must prove that he/she is the owner of the land/building/s relating to the investment or

- (5) The applicant must have the right to use it for a minimum of 10 years counting from the date when the application is submitted.
- (6) The investment project must concern production of primary agricultural products from the selected sectors – milk, meat, fruit and vegetables, grapes, listed in the Annex I to the Treaty on the European Union. (See annex.10)
- (7) Before submission of application to the IPARD Agency, each project must be analysed regarding environmental protection and animal welfare, if relevant to national minimum standards by the recipient enterprise will be attained at the end no later than before final payment.(example if the investment is only for fruits and vegetables but the farm includes animals and/or food and feed hygiene, declaration that entire holding will attain NMS should be submitted).
- (8) The *entire agricultural holding* must comply with national minimum standards in force regarding environmental protection and animal welfare at the end of investment. The recipient must submit with the final payment claim a certificate from the national veterinary and environmental authorities confirming that all applicable national minimum standards are respected on the holding of the recipient.
- (9) The investment when concluded must respect the relevant Union standards as regards environmental protection and animal welfare.
- (10) Agricultural holdings whose capital of more than 25% is held by a public body or bodies are not eligible to apply. The recipient, if natural person, or in case of legal entity, the legal representative or employee at management level, must have university degree or vocational qualification diploma in the agriculture related field (agricultural or veterinary sciences, agricultural economics) or at least 3 years of work experience in agriculture production, processing or services related to agriculture .A recipient that fails to meet the above skills and competences shall commit following a training course with a minimum duration of at least 50 teaching hours in the relevant sector before applying for final payment
- (11) The applicants when submitting an application form must present:
 - a technical project proposal regarding investments below 50.000 euro proving the economic viability of the project investment at the end of the investment (use annex 3.3 of Guideline for applicants) or
 - a business plan regarding investments above 50.000 euro proving the economic viability of the project investment at the end of the investment (use annex 2.3 of Guideline for applicants);
- (12) The applicants must have fulfilled all obligations relating to the payment of taxes, including land tax, and social security (pension and health) contributions and must not be on the bad debtor list of ARDA and MARD.
- (13) The measure will support only investments in renewable energy (on-farm) for self-consumption. The applicant should confirm through a licensed energy audit that the capacity installed of small wind and PV (photovoltaic) do not produce more than its own consumption during one year energy consumption balance. The investment is considered eligible when the (theoretical) power capacity of the renewable energy plant ("the investment") does not exceed 120% of the 3 years-average (self-) consumption of the farm

- (14) For investment for on-farm-irrigation systems, before submission of claim for payment, the recipient has to prove the appropriate license, authorisation, or concession for water use. Investments in on-farm irrigation must comply with Articles 38, 39, and paragraph 1/e of article 41 of Law no. 111/2012 “On the integrated management of water sources”, as well as in the decision “On the adoption of special conditions, accompanying documents, validity deadline, application forms for issuing authorisations and permits, assessment and decision making procedures, as well as authorisation and permit templates for using of the water sources”.
- (15) Fruits and/ or vegetable propagation material and/or seedlings and/or seeds must be certified according to the relevant national legislation in force.
- (16) For the whole programming period, one recipient may receive support for purchase of only one tractor, with a maximum power not exceeding 100 KW based on scale and nature of activity. Out of the total amount of EU contribution allocated to this measure, a maximum of 20% can be spent on tractors. (refer to table 1 of LEE).
- (17) An applicant may not submit a new application under the same measure before a final payment on a previous grant contract.
- (18) Applications may include only investments in tangible and intangible assets.
- (19) The support will be granted only to investments that will be implemented **after the signature of the Grant Contract**. Only general costs which are realized prior to the submission of application and which are activities necessary for the preparation of the investment project are eligible (preparation of business plans, technical designs, etc.). Investments that have been executed in the past or started implementation before the signature of the Grant Contract are not eligible under the Grant Scheme
- (20) All supplies purchased **must be new**.
- (21) All supplies purchased under this Programme shall originate from one of the following eligible countries:
 - a) Member States, IPA II beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument, listed in Annex 9, part a and
 - (b) Countries for which reciprocal access to external assistance is established by the Commission, listed in Annex 9, part b.

However, they may originate from any country when the amount of the supplies to be purchased is below the threshold for the use of the competitive negotiated procedure (100.000 Euro). The term "origin" is defined in Article 23 and 24 of Council Regulation (EEC) N°2913/92¹.

Bidders, applicants and candidates from non-eligible countries or goods from non-eligible origin (according to Annex 9-List of eligible countries of origin) may be accepted eligible by the Commission in case of urgency or of unavailability of products and services in the markets of the countries concerned, or in other duly substantiated cases where application of the eligibility rules would make the realisation of a project, programme or action impossible or exceedingly difficult.

Specific requirements to all investment actions under Measure 1

¹ Council Regulation (EEC) N°2913/92 of 12 October 1992 establishing the Community Customs Code and other Community legislation governing non-preferential origin (OJ L 302, 19 October 1992, p. 1

At the end of the investment (before final payment) the agricultural holding of the recipient must have the following minimum size:

Milk sector:

- minimum 10 cows registered under the animal register;
- minimum 100 sheep and/or goats registered under the animal register.

Meat sector:

- 10 cattle registered under the animal register;
- 100 sheep and/or goats registered under the animal register;
- 1,000 heads of poultry (broilers and laying hens).
- 10 breeding sows

Fruit and open field vegetables sector

- minimum 0.5 ha of land cultivated with vegetables or minimum 0.5 ha of land cultivated with fruit in one or several blocks.

For Protected Crops

- Minimum of 0.2 ha of protected area in a form of glasshouses/ greenhouses/or tunnels

Vineyards

- Minimum of 0.5 ha of vineyards.

Note: No payments in cash shall be considered as eligible.

Applicants have to submit all required supporting documents which are stated in the Application Form given as Annex 1 (Annex 1.1 for Measure 1 and Annex 1.2 for Measure 3 and) proving their compliance with the above stated eligibility of applicants' rules.

Applicants must follow the instruction notes of the Application Forms in order to submit the required documents depending on the type of applicant and type of investment for which the Application Form is submitted.

2.3 Eligible Investment Actions under Measure 1

Duration

The implementation period of the investment action (project) planned shall be stipulated in the individual Grant Award Contracts (Annex 11) between ARDA and the recipients.

Location

All investments must take place in the territory of the Republic of Albania.

Eligible sectors

Under Measure 1 investments in the following primary agricultural sectors are eligible:

1. Milk sector
2. Meat sector
3. Fruits, vegetable

4. Vineyard sector

The specific objectives by sector and eligible investments are given below. One application may target one or more objectives of one sector.

A detailed List of Eligible Expenditures is provided in Annex 6.

Type of Eligible Investments

Milk and meat sector

- Construction and/or reconstruction of facilities and premises including installations of prefabricated animal housing, storage, sheds or machine sheds. facilities for the accommodation, storages and machineries and equipments, areas for milking, installation of ventilations and heating's.
- Equipment, machinery and devices for milking, cooling, storage, safe disposal of carcasses, manure handling, etc.

Fruit, vegetables and vineyards sector

- Construction and/ or reconstruction of glasshouses/ greenhouses/ tunnels, including installations encompassing also renewable energy technologies for heating or watering systems;
- Investments in harvesting and post-harvest specialised equipment and facilities on the farm (such as temporary storage facilities, pre-cooling equipment and tools, cleaning, sorting, grading, packaging lines, cooling units and cold stores, and non-conditioned potato storages);
- Purchase of new or upgrading of existing on-farm drip-irrigation and water sprinkling systems and services for digging wells, when primary irrigation is not available;
- Investments in creation of new or restructuring (rehabilitation) of existing orchards and vineyards, including cost of certified propagation material; planting, pruning, installation of trellis and other services carried out by a third party, with the exception of soil fertilizing;
- Production of energy from renewable energy sources for on-farm consumption only - heating, cooling, ventilation, irrigation or water pumps (such as solar panels or other technologies except bio-gas facilities).
- Purchase of specialised horticultural machinery and equipment (such as specialised tractors and cultivators, sprayers, harrows, trailers or other specialised equipment);
- Facilities and technologies for renewable energy generation for on farm use,
- Internal road network and parking places within a farm holding ,
- Administrative building with associated facilities.

The public funds spent on agriculture mechanisation – tractors, including their equipment (excluding attachments) shall not exceed 20% of the total available financial budget for this measure for the whole period of implementation of the Programme.

The Criterias and standarts related to gas emissions that must be complied by tractors are

foressen in EU regulation Annex 12 of the guideline.

'The eligible expenditure per sector shall be further detailed in the List of Eligible Expenditures is provided in Annex 6 of this Guideline.

3. Measure 3 - Investments in physical assets concerning processing and marketing of agricultural and fishery products

3.1 Aid intensity under Measure 3

Under Measure 3 the total eligible expenditures for which a grant may be requested must fall between the following minimum and maximum amounts:

- **minimum** amount of total eligible expenditures: EUR 25,000
- **maximum** amount of total eligible expenditures: EUR 2.000,000

Aid intensity is up to 50% of the total eligible cost of the investment. EU contribution rate is 75 % of the public aid.

The payment will be in advance and/or final installment **after the completion of the investment** (See Section 7.4).

One applicant may be granted more than one project, but the total eligible cost of the investments per recipient under this measure may not exceed EUR3,000,000 for the whole programming period.

3.2 Eligibility of Recipients under Measure 3

- Recipients are food processing enterprises, responsible for carrying-out investments in their enterprises, who employ less than 250 persons and whose annual turnover does not exceed EUR 12 million, and / or a total annual balance sheet that does not exceed EUR 10.3 million (corresponding to Annex 4. The size of enterprise shall be determined taking into account the links with the partner companies and shall be:
- Natural persons or legal entities, with no more than 25% of the capital held by public body(ies), and
- Established and registered according to the national legislation in force, at the National Business Centre, for eligible processing activity (eligible investments) under this measure.

Common requirements to all investment actions under Measure 3

- (1) The entire enterprise must comply with the main relevant national minimum standards in force regarding environmental protection, public health, animal welfare, and occupational safety, not later than at the end of the project (before the final payment).
- (2) Before submission of application to the IPARD Agency, each project must be analysed regarding environmental protection, public health, animal welfare and occupation safety by National Environmental Agency, National Food Authority,

Labour inspectorate, Veterinary Service.

- (3) Investments supported must concern the processing and/or marketing of products covered by Annex I to the Treaty on the Functioning of the European Union, and/or the development of new products, processes and technologies linked to products covered by Annex I to the Treaty on the Functioning of the European Union, (See Annex 10).
- (4) The recipient of the support, his / her legal representative or the managerial employee must have a university degree or a degree in vocational education in one of the fields such as engineering, food chemistry, food technology, economic / legal or at least 3 years of work experience in processing field.
- (5) The recipient must submit with the final payment claim a certificate from the relevant national authorities National Food Authority, National Environmental Agency, Labor inspectorate, Seed and seedlings and Veterinary Service confirming that all applicable national minimum standards are respected on the enterprise and that the investment meets the relevant EU standards.
- (6) The applicants must present a business plan proving the economic viability (as defined in Annex 2.1 and Annex 2.3) of the project at the end of the investment.
- (7) The measure will support only investments in renewable energy (on-farm) for self-consumption. The applicant should confirm through a licensed energy audit that the capacity installed of small wind and PV (photovoltaic) do not produce more than its own consumption during one year energy consumption balance. The investment is considered eligible when the (theoretical) power capacity of the renewable energy plant ("the investment") does not exceed 120% of the 3 years-average (self-) consumption of the farm.
- (8) The applicants must have fulfilled all obligations relating to the payment of taxes, including land tax, and social security (pension and health) contributions and must not be on the bad debtor list of ARDA. and MARD.
- (9) An applicant may not submit a new application under this measure before a final payment on previous grant contract (of this measure).
- (10) Support will be given only to investments that will be implemented after the signing of the Grant Contract. Only the general expenses incurred prior to the submission of the application are accepted and which are the activities needed to prepare the investment project (preparation of business plans, technical project, etc.). Investments that have been executed in the past or started to be implemented prior to the signing of the Grant Contract are not eligible under the Grant Scheme.

Specific requirements to all investment actions under Measure 3, eligible for the third call for application

At the end of the investment (before final payment) the recipient must fulfill the minimum standards.

The measure will support only investments in **renewable energy technologies** for self-

consumption.

3.3 Eligible Investment Actions under Measure 3

Duration

The implementation period of the investment action (project) planned shall be stipulated in the individual Grant Award Contracts between ARDA and the recipients.

The deadline of the planned implementation period of an investment action must be latest and the submission date of the Claim for Payment must be latest. Recipients are entitled to have an Amendment of Grant Award Contracts related to the investment action.

Location

All investments must take place in the territory of the Republic of Albania.

Eligible sectors

Under Measure 3 third call investments in the following primary agricultural sectors are eligible:

1. Fruits and vegetable sector

The specific objectives according to eligible investments are given below. One application may target **one or more objectives types** listed for one sector. A detailed List of Eligible Expenditures is provided in Annex 6.

Type of eligible investments

Fruit and vegetables sector

- Construction and/or reconstruction of facilities and premises;
- Equipment, machines and devices;

4. Measure 7:

4.1 Measure 7 is not eligible under this call

5. Rules for Eligibility of Expenditures

5.1 Eligible Expenditure

Common eligibility criteria applicable to all or several measures

- (i) the construction or improvement/ reconstruction of immovable property, up to the market value of the asset;
- (ii) the purchase of new machinery and equipment, including computer software up to the market value of the asset;
- (iii) the general costs linked to the investment related expenditure (i) and (ii), such as architects', engineers' and other consultation fees, feasibility studies, business plan preparation, shall be eligible up to a ceiling of 12 % of the costs referred to in points (i) and (ii) The expenditures for preparation of a business plan should be maximum 4% of the costs referred to in points (i) and (ii) not exceeding equivalent of EUR 5,000.

Clarification*the limit for the Buissnes Plan is included within the 12% limit.

General costs can only be considered eligible if the project to which they relate is actually selected and contracted by the IPARD Agency.

The applicant must prove that he/she is the owner of the land/building/s relating to the investment or they have the right to use it for a minimum of 10 years counting from the date when the application is submitted. In case of investments in immovable property, irrigation, perennials, the applicant has to prove ownership of the land/building/s relating to the investment concerned or the right to use it for a minimum of 10 years counting from the date when the application is submitted.

Eligible are expenditures incurred after the signature of a Contract for allocation of IPARD funds between the recipient and IPARD Agency (except for general costs linked to the investment related to expenditures according Annex 5.1 iii).

Investment projects shall remain eligible for Union financing provided they do not, within five years from the final payment by the IPARD Agency undergo a substantial modification:

- a cessation or relocation of a productive activity outside the geographical area covered by the IPARD II programme;
- a change in ownership which gives to a firm or a public body an undue advantage;
- a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

In determining the share of public expenditure as a percentage of total eligible cost of investment, account shall not be taken of national aid to facilitate access to loans granted without any Union contribution provided under Regulation (EU) No 231/2014.

All supplies purchased must be new..

All supplies purchased under this Programme shall originate from one of the following eligible countries:

(a) Member States, IPA II beneficiaries, contracting parties to the Agreement on the European Economic Area and partner countries covered by the European Neighbourhood Instrument, and, listed in annex 9. Part (a) and

(b) Countries for which reciprocal access to external assistance is established by the Commission listed in annex 9. Part (b) and

However, supplies may come from any country where the proposed investment amount is less than EUR 100,000. In cases where supplies come from countries outside the countries referred to in points (a) and (B), the applicant must certify that the relevant EU standards required will be met.

Tenderers, applicants and candidates from non-eligible countries or goods from non-eligible origin may be accepted eligible by the Commission in case of urgency or of unavailability of products and services in the markets of the countries concerned, or in other duly substantiated cases where application of the eligibility rules would make the realisation of a project, programme or action impossible or exceedingly difficult.

5.2 Non eligible Expenditure

The following expenditures **are not eligible** and will not be taken into account for calculating the grants:

- Taxes, including value added taxes;
 - Customs and import duties, or any other charges having equivalent effect;
 - Purchase, rent or leasing of land and existing buildings, irrespective of whether the lease results in ownership being transferred to the lessee;
 - Fines, financial penalties and expenses of litigation;
 - Operating costs;
 - Second hand machinery and equipment;
 - Bank charges, costs of guarantees and similar charges;
-
- Conversion costs, charges and exchange losses associated with the IPARD euro account, as well as other purely financial expenses;
 - Contributions in kind;
 - The purchase of agricultural production rights, animals, annual plants and their planting;
 - Any maintenance, depreciation and rental costs;
 - Any cost incurred and any payments made by the public administration in managing and implementing assistance, including those of the management and operating structure and, in particular, overheads, rentals and salaries of staff employed on activities of management, implementation, monitoring and control, except where duly justified by the nature of the measure in the IPARD II programme.
 - Expenditure on projects which, before completion, have charged fees to users or participants unless the fees received have been deducted from the costs claimed;
 - Promotional costs, other than in the collective interest;
 - Expenditure incurred by a recipient of whose capital more than 25% is held by a public body or bodies unless the Commission has so decided in a specific case on the basis of a

complete reasoned request from the MA. This exclusion shall not apply to expenditure on infrastructure, LEADER approach or human capital.

6. Application Procedure

6.1 Content of the Application

The applicants have to submit Application Form, Project Technical Proposals or Business Plan and supporting documents, listed in the respective measure application form approved for the third call.

Applicants must fill the application form approved for the third call, in Albanian.

Documents have to be type-written. be in hard copy rather than handwritten.

Hand-written applications will not be accepted.

Applicants must submit:

1. Application form using the template provided for the third call

:Annex 1.1 if applying for Measure 1;

Annex 1.2 if applying for Measure3.

The application form has to be filled in all its sections submitted in one original paper print, signed and in electronic format.

The electronic format must contain exactly the same application as the paper version enclosed.

2. Projects with total eligible cost of the investment not exceeding EUR 50,000 euro **have to submit Technical Project Proposal** containing simplified income statement and cash flow projection using the template provided in Annex 3 of the Guideline, approved for the third call.

2.1. **Projects with total eligible cost of the investment above EUR 50,000 euro** have to submit **Business Plan** consisting of narrative and financial part provided as Annex 2 of the Guideline, approved for the third call.

- Narrative part of the Business Plan has to be prepared using the template given in Annex 2.1 and to be submitted in one original paper print and in electronic format;
- Financial Part of the Business Plan has to be prepared using the template given in Annex 2.2 and to be submitted in printed and electronic format (CD-).

• *Table 1 of the Financial Part should contain itemized details of the proposed eligible expenditures according to the bids submitted. (detailed for each item and not as an overview) **Any error or major discrepancy related to the points listed in the instructions on the Application form and Business plan or any major inconsistency in the application form may lead to the rejection of the application.**

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

3. Applications must be accompanied by supporting documents, to allow verification of eligibility of the applicant, investments and expenditures.

The supporting documents requested must be supplied in the form of originals or photocopies certified as true by the legal representative or notary, as indicated for each document in the Application Forms given as Annex 1.1 and 1.2 depending for which measure application is submitted.

If the supporting documents are not issued in Albanian an official translation into Albanian language must be attached.

The following groups of supporting documents have to be submitted:

- 1) Documents verifying eligibility of the applicant, listed in the Application Form by measure;
- 2) Documents verifying eligibility of the investments, listed in the Application Form by measure;
- 3) Original offers for all expenditure items of the investment action, as well copies of the invoices for general cost expenditure (such as business plans, architects', engineers' and other consultation fees) incurred and paid before the application. Please note that three offers from independent suppliers are required for all expenditure items or contracts with one supplier.
- 4) **Bidders' historical extracts showing the shareholders and scope of activity in accordance with the object offered.**
- 5) **Bidders who are NPO are not accepted, as control over the links between shareholders and / or bidders is not achieved.**

Please note that for all items of expenditure or contracts with a single bidder, three bids from independent bidders are required that reflect a realistic and independent search of market prices.

Submission of unrealistic bids or by non-independent companies may result in rejection of the application.

All **offers** must contain following information:

- Reference number, protocol and date of issue;
- Name, address of the supplier (official contacts);
- Registration number of the supplier (NIUS or equivalent)(Company) _;
- Statement on the origin of goods to be supplied (Certificate of Origin is not required at the application stage but must be submitted with the Claim for payments);
- Model and technical specification, and production capacities (input / output) in case of equipment or mechanisation;
- Bill of quantities, in case of works;
- Price, VAT and other taxes quoted separately;
- Deadline of validity of the offer
- Signature of the legal representative and stamp, where applicable.

- Statement that the goods offered are new and unused.

Bids must be comparable in technical specifications voice-by-voice or capacity (Output)

In order to prove that the bids are comparable to each other, as part of the offer the applicant must request from the bidder also the most detailed technical specifications and capacities.

***Important: Contracts with bidders must be signed after the Grant Contract is signed.**

Albanian law requires that all contracts for transferring usage property rights more than 9 years to be registered in their respective property files/cartel

6.2 Submission of Applications

The **Call for Applications notice** will be published in the national media and on the website of ARDA <www.azhbr.gov.al>, of MARD www.bujqesia.gov.al. It will inform applicants about the period and the deadline, the place and address for submission of applications.

The Contracting Authority will return all applications submitted prior the publication of the Call for Applications.

The applications must be submitted in sealed envelope and must bear the title of the Call for Proposals, together with the title of the measure, the full name and address of the applicant and the words “Not to be opened before delivery”.

Applications must be submitted **either**:

- by recorded delivery by post; **or**
- hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

<Agriculture and Rural Development Agency
Street Muhamet Gjolllesha No.56
1001 Tirana, Albania>

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Any application submitted or received after the date 25 January 2021 will be rejected. The above deadline will be calculated in accordance with the Administrative Code of Procedure.

The Contracting Authority retains ownership of all applications received. Consequently, applicants have no right to have their applications returned to them.

6.3 Further Information to Applicants

In the **notice of publication of this Guideline for Applicants** the schedule of information meetings is published. It is also available on the website of ARDA<www.azhbr.gov.al> of

MARD <www.bujqesia.gov.al>

Questions may be sent by email or by fax no later than 21 days before the deadline for the submission of applications, which will be published with a separate notice.

(The questions have to be sent to the below address (es), indicating clearly the name of the Grant Scheme and the name of the person interested

E-mail address: <info@azhbr.gov.al.

Fax: < + 355 4 222 8318>

Replies will be given no later than 11 days before the deadline for the submission of applications. The Contracting Authority has no obligation to provide further clarifications after this date.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner of the business, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the above indicated internet websites. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

7. Selection, Contracting and Implementation of Actions

7.1 Selection Procedure

All applications received before the deadline for the submission of applications will be examined by the Contracting Authority. All submitted applications will be assessed according to the following steps and criteria

7.1.1 Check for Administrative Compliance and Eligibility

At this stage the eligibility of the applicant, investments and expenditures will be verified according to the criteria set out in Sections 2 and 3 aof this Guideline for Applicants.

The administrative compliance and eligibility verification will be carried out based on the submitted supporting documents (see Section 5, point 5.1).

If any of the requested supporting documents is missing or incomplete, or administratively noncompliant, the applicant will be invited in written to resubmit the document(s) within **15** working days. If documents are not provided within this deadline, the application will be rejected.

. If the 15th day is a day off, the first working day after the break becomes the last day allowed for submission of documentation to ARDA

If the application are not submitted within this deadline the application will be rejected.

.If the examination of the application reveals that the applicant or the investment action does not meet the eligibility criteria stated in Section 2 and3 , the application shall be rejected.

7.1.2 Assessment of the Technical Project Proposal and/or Business Plan

The applications that have passed the first administrative and eligibility check will be assessed for economic viability of the business plan.

Based on the information provided in the Technical Project Proposal:

The investment will be considered economically feasible and acceptable if:

- **For Investments up to 50,000 EUR**
- **Net Profit ≥ 0 ; and,**
- **Cumulative Cash Flow Amount ≥ 0 .**
- **For investments over 50,000 EUR**
- **Net Profit ≥ 0 ; and,**
- **IRR \geq at Base Rate.**

Based on the information provided in the business plan following financial ratios will be calculated:

Net Present Value (NPV): The NPV is defined as the present value of net cash flows and analyses the profitability of the planned investment. The NPV provides a discounted value of an investment's future net cash flows. For the assessment of the business plan, the cash flows generated by the investment will use a discount rate of 1%. To be considered viable the business plan must have a NPV equal or greater than zero at the 1.% discount rate.

Internal Rate of Return (IRR): The internal rate of return is computed by finding the discount rate that equates the present value of a project's net cash flow. The **IRR** is an annualized effective compounded return rate which can be earned on the invested capital. A project is a good investment proposition if its IRR is higher than the project cost of capital or if not known with the rate of return that could be earned by alternate investments.

Therefore the minimum IRR to be achieved by the investment action (project) must be equal or greater than 1.%.

Thus, the investment will be considered economically feasible and acceptable if:

- **the NPV ≥ 0 ; and,**
- **the IRR \geq discount rate (1%).**

7.1.3 On-the-Spot Verification

All applications which comply with the administrative and eligibility rules will be checked on-the-spot to verify that the information submitted in the application form is correct. The applicants will be visited by experts from ARDA and eventually by National Authorities/Technical Bodies verifying the relevant national minimum standards of the planned investment project (action). During the on-the-spot checks documents and assets will be checked.

If the on-the-spot checks reveal that the applicant or the investment action does not meet the required national minimum standards and/ or the eligibility criteria stated in Section 2 3,4 the application shall be rejected on this sole basis.

7.1.4 Ranking of Applications

All eligible and economically viable applications will be ranked according to the criteria given in the tables below:

Ranking Criteria for Measure 1: Investments in Agricultural Holdings

	Criteria	Points
1	The investment was made in one of the mountainous areas listed in Annex 7	10
2	Investment for manure storage, treatment, and / or handling / manipulation	15
3	Investment in Renwebel energy	15
4	The applicant's farm is certified for organic products in accordance with applicable law on organic agriculture.	15
5	The applicant is an agricultural cooperation company established under law no. 38 dated 05.04.2012	15
6	The applicant is a young farmer (under 40 years of age on the date of the decision to provide support)	15
7	Applicant is a woman	15
	Total (max)	100

Ranking Criteria for Measure 3: Investments in Agro-Processing

Ranking Criteria		Points
1	The investment involves the establishment of food safety standard systems	20
2	Investments are related to waste treatment, water purification, and/ or utilisation of waste products	30
3	The investment includes renewable energy technologies	20
4	The investment targets alignment of the entire establishment with all relevant Union standards	30
	Total (maximum)	100

Following the ranking, the highest scored applications will be selected up to the limits of the budget of the call..

If the budget is not sufficient to fund two or more equally ranked proposals, the grant will be

awarded on the first-come, first-served principal.

A reserve list will be also drawn. If after the completion of contracting of the main list, for whatsoever reason, the total budget of the call for applications is not contracted, the projects from the reserve list will be contracted.

7.2 Award Decision and Notification of Recipients

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants who have been qualified as eligible by ARDA, are required to submit regarding the activities foreseen the constructions / reconstructions, a Graph of works according to which the phases will be determined according to the phase in which the construction or reconstruction will take place.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. The complaint is to be submitted in written form, signed by the applicant referring to a justification of the decision taken by the Contracting Authority.

Following the reassessment of the situation for which a complaint has been submitted the Contracting Authority will issue an answer to the complaint in a period of 15 days.

7.3 Conditions Applicable to the Implementation of the Investments

Action

Following the decision to award a grant, the beneficiary will be offered a grant contract which will be available on the website of ARDA www.azhbr.gov.al and on the web site Grant Scheme of MARD www.bujqesia.gov.al.

By signing the Application form (Annex 1.1 and 1.2,), the applicant declares that it accepts, if awarded a grant, the contractual conditions set out in the grant agreement.

7.4 Payment of the Grant

The grant is paid in one and/or two instalments:

- 1) The recipient's advance payment qualifies by the contracting authority as eligible expenditure up to 10% of the public aid related to the project and shall be subject to the establishment of a bank guarantee or an equivalent guarantee (valid date will be issued not more than 6 months till the date of final investment stated on the Grant Contract) (until cleared), corresponding to 110% of the amount of the advance
- 2) the difference after conducting investment and payment of all expenditure to suppliers, entrepreneurs of works within the date specified in the Grant Contract, the recipient must submit a Claim for Payment not later than the date specified in the Grant Contract.

The Claims for payment can be downloaded from internet sites www.azhbr.gov.al or www.bujqesia.gov.al and should be submitted along with all other supporting documents required as indicated in Annex 4.1 for Measure 1, Annex 4.2 for Measure 3 approved for the third call. After submission and competition of the Claim for payment ARDA shall check the completeness, validity and admissibility of the Claims for payment during administrative control. If any of the required supporting documents is missing or is incomplete or improperly administrative, the applicant will be informed in writing in order to resubmit the document (s) within 15

working days. If the documents are not submitted within this deadline, the payment request will be rejected.

The day of receipt of the notice is the first day counted out of the 15 working days of available work. If the 15th day is a day off, the first working day, after the break, becomes the last day allowed for submission of documentation to the ARDA

If the documents are not submitted within this deadline, the payment request will be rejected.

After that an on the spot control shall be performed in order to verify that the equipment and machinery are located and put into operation, the works are completed and all payments to suppliers are made.

After completion of all administrative and on the spot controls (documentation) are performed ARDA will calculate the final amount of the grant and authorize payment to the beneficiary.

All payments made by the beneficiary after the completion of the investment specified s in Contract will be considered as **unacceptable costs**.

The grant will be transferred to the beneficiary's bank account after payment authorization. ARDA will transfer national and EU contribution as final authorized payment to the bank account of the recipient in Albanian Lek (ALL).

7.4.1 Content of the claim for payment

1. **The applicants have to submit Claim for Payment** and all the supporting documents described below. Applicants must apply in Albanian language . Documents have to be type-written. **Hand-written applications will not be accepted.**
2. **Claim for payment** using the template provided in:
 - Annex 4.1 if applying for Measure 1.
 - Annex 4.2 if applying for Measure 3.

The Claim for Payment has to be submitted in one original paper print, according to templates approved for the third call.

3. Claim for payment must be accompanied by **supporting documents**, to allow verification of eligibility of the applicant, investments and expenditures. The supporting documents requested must be supplied in the form of originals or photocopies certified as true by the legal representative or notary, as indicated for each document in the Claim for payment given as Annex 4.1 and Annex 4.2

If the supporting documents are not issued in Albanian an official translation into Albanian language must be attached. The following groups of supporting documents have to be submitted:

- Documents verifying **eligibility of the applicant**, listed in the Claim for payment by measure;
- Documents verifying **eligibility of the investments**, listed in the Claim for payment by measure;
- Original invoices for all expenditure items of the investment action (project), such as well

for general cost expenditure (such as business plans, architects', engineers' and other consultation fees) incurred and paid before the application.

7.4.2 Submission of the Claim for Payments

The Claim for payments must be submitted in sealed envelope and must bear the title of the Call for Proposals, together with the title of the measure, the full name and address of the applicant and the words "Not to be opened before delivery".

Claim for Payment must be submitted

either:

- by delivered by mailing recommended by post; **or**
- hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

<Agriculture and Rural Development Agency
Street Muhamet Gjolllesha No.56
1001 Tirana, Albania>

Note: The Claim for payments sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Any claim for payment submitted or received after the deadline (specified in the Grant Contract) will automatically be rejected.

The Contracting Authority retains ownership of all claim for payments received. Consequently, applicants have no right to have their original documentation, related to conditional payments, to retain the original documentation for as long as the Grant Contract is in force

7.4.3 Further Information to Applicants

In the **notice of publication of this Guideline for Applicants** the schedule of information meetings is published. It is also available on the website of ARDA<www.azhbr.gov.al> of MARD www.bujqesia.gov.al The questions have to be send to the below address, indicating clearly the name of the Grant Scheme:

E-mail address: <info@azhbr.gov.al>

Fax: <+ 355 4 222 8318>

Questions may be sent by e-mail or by fax no later than 10 days before the deadline for the submission of Claim for payment. Replies will be given no later than 10 days before the deadline for the submission of claim for payment. The Contracting Authority has no obligation to provide further clarifications after this date.

7.5 Ex-post Monitoring

The Ex-post verifications shall be carried out within five years of te date of final payment to the recipient All investments shall be checked at least once during the five-year period .

Ex-post verifications shall be carried out on investment operations to verify the respect of commitments laid down in the IPARD II programme.

8. Important Notes to the Applicant for Rejection of Applications

If some of the formal requirements stated above are not fully respected the reaction will be proportional to the omission identified and not distorting equal treatment of potential applicants:

A. For major omissions of the formal requirements the application will be rejected in the first phase of the procedure

The following will be considered as major omissions:

- Application submitted after the deadline;
- Application form, Narrative or Financial Part of the Business plan is missing;
- Standard template of the application form or business plan approved for the third call is not used;
- Application or business plan is handwritten;
- The detailed list of investment items is missing (*Sheet “Table of eligible expenditures”*);
- No supporting documents are attached to the application form;
- No offers are collected;
- The same applicant submitted two applications for the call for proposals under one measure.

The estimated total amount of eligible expenditure is above the limits allowed for the measure.

Measure 1 (EUR 10,000 - EUR 500,000)

Measure 3 (EUR 25,000 - EUR 2,000,000)

B. For smaller errors clarifications /resubmission of missing documents will be requested. The following will be treated as small omissions:

- Application form and Narrative part of the Business Plan/or TPP is submitted with the correct templates approved for the third call and the requested information is provided, but the way in which the document has been filed is incorrect, e.g. the information is provided in a section X of the template and such information should have been correctly provided in section Y;
- CD with Financial information to the business plan is attached, file is recorded but the Excel files cannot be opened
- Excel file opens but some of the information is incomplete and the financial ratios are not correctly calculated; If the input information is available the Experts correct the formula without requesting the information from the applicant. If the input information is incomplete
- There is a discrepancy between the data entered in the *Sheet “Table of eligible expenditures”* and the submitted offers;
 - Proposal / declaration are not signed or contain a scanned signature.
 - Part of the supporting documents are missing;

- Validity of the document has expired;
- Wrong template of the accompanied document is used or the document is not correctly entered.

The applicant will be given 15 working days deadline to resubmit missing documents, and if the documents are not delivered within the deadline or incomplete the application will be rejected.

C. Eligibility criteria

- Except for the cases specified in Chapter 8.A Applications will be rejected if one or more of the criteria for eligibility of the applicants or investments are not respected.

The application will be rejected if:

- The total eligible costs are below or above the limit stated in the guidelines for applicants approved for the third call;
- **Does not meet the criteria of Annex 5 (Other Reasons for disqualification)**

The following corrections will be made before contracting:

- Arithmetical errors corrected;
- Ineligible items deleted.
- If thresholds for the general costs or business plan are exceeded, the costs are reduced;
- Prices of the selected offer exceed the market price, the expenditure will be approved up to the market price.

D. ARDA will make case-by-case decisions for all other cases not mentioned above, always applying:

- Equal treatment of applications and
- The principle of proportionality
- Protection of EU financial interests and National Funds.

9. List of Annexes

DOCUMENTS TO BE SUBMITTED BY THE APPLICANT/

RECIPIENT Annex 1: Application Forms

Annex 1.1: Application Form for Measure 1 Investments in Agricultural Holdings (Word format)

Annex 1.2: Application Form for Measure 3 Investments in Processing and Marketing of

- Annex 2:** Agricultural Products (Word format)
Business Plan
- Annex 2.1: Business Plan Part 1 Narrative Part (Word format)
- Annex 2.2: Business Plan Part 2 Financial Tables (Excel format)
- Annex 2.3: Instructions for the Preparation of the Business Plan
- Annex 3** **Technical Project Proposal**
- Annex 3.1: Technical Project Proposal Part 1 Narrative Part (Word format)
- Annex 3.2: Technical Project Proposal Part 2 Financial Tables (Excel format)
- Annex 3.3: Instructions for the Preparation of the Technical Project Proposal
- Annex 4:** **Template of the Claim for Payment**
- Annex 4.1: Claim for Payment for Measure 1
- Annex 4.2: Claim for Payment for Measure 3

DOCUMENTS FOR INFORMATION

- Annex 5:** **Other reasons for squalification**
- Annex 6:** **List of Eligible Expenditures**
- Annex 7:** **List of Mountain and Rural Areas**
- Annex 8** **List of Eligible Fruits and Vegetable**
- Annex 9:** **List of Eligible Countries of Origin**
- Annex 10:** **List of Relevant Agricultural Products Included in Annex I of the Treaty on the Functioning of the European Union**
- Annex 11:** **Grant Contract Template**
- Annex 12:** **DECLARATION**

Application Form

Measure 1: Investments in Physical assets of Agricultural Holdings

IPARD Programme 2014 - 2020

Name of the applicant	<i>< Name and surname of the applicant, if natural person Full name by registration, if legal entity ></i>
Title of the Investment Action	<i><please give short title of your project, example: 'Investment in _____'></i>

TO BE FILLED IN BY OFFICIALS ONLY	
PROTOCOL NO.	
ID NO. OF APPLICATION	

Version 1.3

April 2019

PART 1- The Applicant

Instructions: Please fill in this form regarding all information requested. Please make sure that you provide all necessary personal information as accurate as possible in order to facilitate the process of administrative compliance of your application form. Please do not forget to sign and date this application form at the end.

1.1 Name and contacts

Name of the applicant	< Name and surname of the applicant, if natural person, <u>or</u> full name by registration, if legal entity >	
ID/Passport Number of the applicant		
Official address:	<Village/town, region>	
Correspondence address:	<Village/town, region>	
Telephone number:	<fixed and mobile: area code + number>	
Fax number:	< area code + number>	
E-mail of the applicant:		
Legal representative: (for legal entities only)		
ID/Passport Number of the legal representative: (for legal entities only)		
Correspondence address and contacts of the legal representative	<Village/town, region>	
	Tel:	e-mail

1.2 Legal status

Legal status of the applicants	Physical person registered in NBC and Regional Farm Register <input type="checkbox"/>	
	Association for Cooperation in Agriculture registered in NBC and Regional Farm Register <input type="checkbox"/>	
	Legal Entity registered in Regional Farm Register <input type="checkbox"/>	<specify legal form, ex. LTD, JSC, etc.>
		Share of private property in the capital _____%
		Share of public property _____%
	No. Of employees _____	<in words.....>
NBC registration	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	NBC number	
	Date of registration	
Tax number	< tax number >	

1.3 Bank details

Name of the bank	
Address of the bank	
SWFT/bank code	

IBAN/ account number	
----------------------	--

1.4 Specialisation and experience record

Main area of activity of the applicant	< please describe >	
Years of experience in agriculture of the applicant	<number of years>	
Does the owner or the manager of the agricultural holding has university degree or vocational qualification diploma in the agriculture related field or has proven work experience through professional service records or in case of a physical persons has document issued by Regional Directorate of Agriculture for relevant work experience.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<please provide the appropriate type of document as proof under point 13 to 15 under Section 3 of the Application Form;	

1.5 Previous grants under IPARD Programme, National or other donor funded schemes

Investment subsidies/grants received by the applicant in the last 5 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of the support, if such received in the previous 5 years	National Agency /Donor	<Specify>
	Name of the support scheme	
	Year	
	Amount of grant	
	<Short description of the support>	

PART 2 - Description of the Investment Action

2.1 General Information about the Investment Action

Title:		<please give short title of your Investment Action, example: 'Investment in milk production improvement of 'Zeta' LTD Farm'>
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Sector:		<please enter the sector and type of the Investment Action as stated in the Guideline for Applicants under each sector>	
Short Description:		<please give short description of the investment and product outputs for which the Application for is submitted as extract from the Narrative of Business Plan>	
Location(s):		<specify region(s), village/ town(s) that will benefit from the Investment Action>	
Implementation period.		<...> months	
Ranking criteria	The investment is carried out in a mountain areas listed in Annex 7 from Guideline for Applicants	10points	<input type="checkbox"/> Yes
	Investments concern manure storage, treatment, and/ or handling	15points	<input type="checkbox"/> Yes
	Investments in renewable energy production	15points	<input type="checkbox"/> Yes
	Applicant agricultural holding is certified for organic production to the national law on organic farming	15points	<input type="checkbox"/> Yes
	The applicant is an agricultural cooperation association established by Law No. 38 of 05.04.2012	15points	<input type="checkbox"/> Yes
	The applicant is young farmer (up to 40 years old at the time when decision to grant support is taken)	15points	<input type="checkbox"/> Yes
	Date of birth of the farmer ____/____/19__		
	The applicant is a women	15points	<input type="checkbox"/> Yes
Total points:	points.	
Total amount of the investment:		< _____>EUR < _____> ALL (enter amount from Table 4 of Narrative Part 1 of Business plan)	
Total amount of estimated eligible expenditures:		< _____>EUR < _____> ALL (enter amount from Business plan)	
Aid Intensity:		60% <input type="checkbox"/> 65% <input type="checkbox"/> 70% <input type="checkbox"/>	
		<% of total eligible expenditure as aid intensity>	
Total amount of Public expenditures - Grant Amount		< _____> EUR< _____> ALL (enter amount according to the Business plantable of eligible costs and selected offers)	

2.2 Project compliance with general measure objectives:

Please tag in this table by determining the project compliance with the applicable general measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№	Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:	Compliance
		(mark with X *)
	General Objectives	
1.	Support progressive alignment to Union rules, standards, policies and practices with a view to Union membership;	
2.	Support economic, social and territorial development, with a view to a smart, sustainable and inclusive a growth, through the development of physical capital.	
3.	Address the challenges of climate change by promoting resource efficiency and renewable energy.	

2.3 Project compliance with specific measure objectives:

Please tag in this table by determining the project compliance with the applicable specific measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№	Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:	Compliance
		(mark with X *)
	Specific Objectives	
1.	Improve the overall performance of agricultural holdings in the production of primary agricultural products;	
2.	Be consistent with EU Standards as regards environmental protection and animal welfare;	
3.	Encourage investments in physical assets in milk, meat, fruits, vegetables and grape agricultural sectors with the aim to:	
3.1	o Improve raw milk and meat hygiene and quality conditions on the farm through modernisation of production, storage and transportation technologies and practices;	
3.2	o Improve animal health and welfare through investments in animal housing and handling facilities;	
3.3	o Support introduction of environmentally friendly and climate relevant manure handling, storage and treatment facilities;	

3.4	o Improve production technique and technology, and also certified seedlings production to enable farmers to produce fruit, vegetables and grape of a quality that can compete in the rapidly changing Albanian marketplace and to comply with EU standards, in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels;	
3.5	o Reduce postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines.	

Expenditure code	Categories of eligible expenditure	Y ES	N A
1-1	MILK SECTOR (COWS, SHEEP AND GOATS)		
1-1.1	Construction and/or reconstruction offacilities and premises for:		
Accommodation of dairy cows, goats, and sheep, including areas for milking (milking parlours), insemination, for keeping calves and heifers.			
Storage for machinery and equipment, animal products, and litter;			
Installation of ventilation, air conditioning, heating (including systems itself and accompanying energy facilities), drainage, and supply of water (including wells), gas, and electricity, including power generators;			
Animal feed storage (including awnings) on the farm, with associated equipment;			
Collecting, storage (including awnings) treatment and disposal of manure and other sewage (wastewater and effluent runoff), including installation of equipment;			
Disinfecting barriers.			
1-1.2	Equipment, machinery and devices for:		
Milking (mobile and stationary), cooling and storage of milk at the farm (including all materials and installation, specialised software for milk registry):			
Raw milk transportation with specialized cooling tanks with appropriate equipment (including measuring instruments and devices for sampling);			
Transportation and handling of manure (including processing and packaging):			
Stalls;			
Forage preparation. Feeding and watering of animals;			
Calving and accommodating of calves (boxes);			
Preparation and transport of litter;			
Animal scales, loading/unloading ramps, holding pens and for directing and restraining of animals:			
Hoof treatment;			
Sprinkling animals with water and self-cleaning:			
Cleaning and disinfection of facilities and devices to prevent diseases spreading, and controlling of disease:			
Equipment for safe disposal of carcasses;			
Physical, chemical and biological treatment of wastewater and effluent runoff:			
Air pollution prevention, Ventilation, air conditioning and heating (including alarm systems with power generators).			

2.4 Eligible expenditures:

1-2	MEAT SECTOR(BEEF,SHEEP,GOATS,PIGS)	YES	NA
1-2.1	Construction and/or reconstruction of facilities and premises for:		
	Accommodation of livestock sheep, goats and pigs. Including insemination and waiting areas farrowing pens, nurseries, feedlots, breeding areas and areas for keeping offspring;		
	Storing machinery and equipment, animal products, and litter;		
	Installation of ventilation, all conditioning. heating(including systems itself and accompanying energy facilities).drainage, and supply of water (including wells), gas, and electricity (including use of power generators);		
	Animal feed storage(including awnings)on the farm, with associated equipment;		
	Collecting, storage(including awnings), treatment and disposal of manure and other sewage (wastewater and effluent runoff), including installation of equipment;		
	Disinfecting barriers.		
1-2.2	Equipment, machineries and devices for:		
	Transportation and handling of manure (including processing and packaging);		
	Stalls;		
	Forage preparation, feeding and watering of animals;		
	Preparation and transport of litter;		
	Animal scales, loading/unloading ramps, holding pens (corrals) for directing and restraining of cattle;		
	Hoof treatment;		
	Sprinkling animals with water and self-cleaning;		
	Cleaning and disinfection of facilities and devices to prevent disease spreading. and controlling of disease;		
	Equipment for safe disposal of carcasses;		
	Physical, chemical and biological treatment of waste water and effluent run off;		
	Air pollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators).		

1-3	MEAT SECTOR (POULTRY)	YES	NA
1-3.1	Construction and/or reconstruction of facilities and premises for:		
	Facilities (including installation of equipment) for collecting, processing, packaging, storage and disposal of manure and waste.		
1-3.2	Equipment, machineries and devices for:		
	Transportation and handling of manure (including processing and packaging).		

1-4	FRUITS AND VEGETABLES SECTOR	YES	NA
1-4.1	Construction and/or reconstruction of:		
	Greenhouses (facilities		

covered with glass and/or plastic tunnels with a lifespan of at least 5 years for production of vegetables, fruits and nursery products), including premises for installation of ventilation, air-conditioning and heating, alarm systems with power generators, water tanks and facilities for irrigation systems (including for hydroponic production). and germination rooms;			
Storage facilities and premises (including ULO cold storages) of fruits, vegetables, and nursery products;			
Facilities and premises for sorting, drying, packaging and labelling, including water supply, gas. Electricity (including alarm systems with generator engines) and sewage system;			
Facilities for on-farm irrigation, including micro-storage reservoirs, drilling of wells, regulation of water in take using groundwater (extraction from water springs, wells) and surface water (from rivers, lakes and reservoirs);			
Anti-bail protection systems;			
Works provided by a third party for soil preparation for and planting of perennial plants, with the exception of soil fertilizers;			
Creation of new and restructuring of existing orchards, including cost of certified material, planting, installation of trellis and other services carried out by a third party, with the exception of soil fertilizers.			
1-4.2	Open area -equipment, machines and devices for:		
Irrigation, including pumps, piping, valves, sprinklers, dispensers, drippers, and filtration systems, including specialized software;			
Fertilizing with water-soluble fertilizers (fertigation), droppers, roll pipe devices;			
Soil and substrate preparation;			
Pruning;			
1-4.3	Protected area – equipment, machines and devices for:		
Irrigation, including pumps, piping, valves, sprinklers, dispensers, drippers, and filtration systems;			
Fertilizing with water-soluble fertilizers (fertigation), droppers, roll pipe devices;			
Additional lighting and shading;			
Soil and substrate preparation;			
Sowing and planting of perennial plants, and soil mulching;			
Plant protection and of soil and substrate sterilization;			
Air pollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators).			
1-4.4	Post-harvest -equipment, machines and devices for:		
Transporting and loading;			
Sorting, cleaning and washing, drying and freeze drying (lyophilization), calibration,			
Storing, packaging and labelling;			
Crunching, trimming, Cutting, slicing and grating operations;			
Anti-frost protection.			

1-5	SECTOR OF GRAPES	YES	NA
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1-5.1	Construction and/or reconstruction of:		
	Creation of new and restructuring of existing vineyards, including costs of certified propagation material, planting, installation of trellis, wells, preparation of soil, and other works carried out by a third party, with the exception of soil fertilizing;		
	Facilities and premises for agricultural machinery and equipment, storage products, pesticides and chemical fertilizers;		
	Anti-hail protection systems;		
	Panels for permanent ware housing, storage or temporary spaces, areas for cleaning, sorting and packing.		
	New greenhouse for cultivation of grape		
1-5.2	Equipment, machines and devices for:		
	Cultivation of vineyards, planting, compost treatment, applying plant protection, fertilization, and harvesting;		
	On-farm watering systems (including drip-irrigation and water sprinkling systems);		
	IT equipment, including programmes (software);		
	Post-harvest treatment, including selection, washing, cleaning, sorting, cutting, drying, packing and labelling, pre-cooling, cooling and refrigeration;		
	Transport equipment for use within the facility: mobile forks, containers, cranes, forklifters, carts or other transport equipment.		
1-6	COMMON TO ALL SECTORS	YES	NA
1-6.1	Construction and/or reconstruction of:		
	Facilities and technologies for renewable energy generation for on-farm use (solar panels, wind turbines, biomass power plants), including connection from plant to the distribution grid and from plant to the facility;		
	Internal road network and parking places within a farm holding (not eligible for poultry sector);		
	Administrative building with associated facilities (rest areas for workers, changing rooms and sanitary facilities, storage for cleaning, washing and disinfection products) (not eligible for poultry sector);		
	Fences around plantations and farms, including electric fences for pastures and glassland (excluding stone walls and wrought iron fences) (not eligible for poultry sector).		
1-6.2	Equipment, machines and devices for:		
	Tillage, fertilizing, sowing, planting, plant protection, harvesting, transport and manipulation (including forklifts), mowing, fruit picking (not eligible for poultry sector);		
	Tractors up to 100 kW (for more details see Table I) (not eligible for poultry sector).		
	IT (hardware) and specialized software for farm management (not eligible for poultry sector)		
1-6.3	Other general expenditures for:		
	Preparing the project and technical documentation, such as fees for architects, engineers and other consultants' fees;		
	Elaboration of environmental impact assessment studies;		
	Preparing documentation for the IPARD call for application and payment claim process (consulting services for IPARD applications);		
	Feasibility studies and other studies related to the project/ Business Plans, acquisition of patent rights and licenses.		

PART 3 - List of Supporting Documents Attached

Instructions: Please complete the tables 3.1 to 3.3 below indicating supporting documents, which are to be attached to the application. Tick 'Yes', if the document is attached; and tick 'N/A' if the requested documents is not applicable for the status/type of the applicant and/or the investment. Attach all supporting documents of tables 3.1 to 3.3 in a separate folder. In the upper right corner of the first page of the document place the reference number (1,2,3 etc.) and order the documents by reference number.

IMPORTANT NOTES:

Please follow carefully the instructions regarding the type of the documents to be submitted as indicated in point 5.1 of the Guideline for Applicants – originals or copies.

Copies have to be certified by a signature of the Applicant / Legal representative unless notary verification is explicitly required for a specific document and indicated in the table.

All original documents should be available on site and will be checked during on-the-spot controls prior contracting.

3.1 Documents related to the eligibility of the applicant

No	Type of Document	Yes	N/A
Documents related to the legal status and financial standing of the applicant			
1	<u>Copy</u> of the ID/Passport of the applicant/legal representative	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Copy</u> of the certificate of registration in the National Business Centre (NBC)	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Certificate from AREB, that the farmer is registered in the Regional Farm Register</u>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Copy</u> of the licence certificate from the National Business Centre (NBC), <i>if required by the legal status and existing business</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Original</u> document -inventory book for all fixed assets, possessed by the applicant, including date of acquisition, balance (initial) value, current value and predicted period of exploitation. Inventory book should refer to the month before application form has been submitted	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Copy</u> of the income statements (profit and loss statement) for the past two years, <i>if required by the legal status, or for company being established in the application year, a copy of the trial income statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	<u>Original</u> document issued by the National Bank of Albania - Credit Register stating that the applicant and legal representative (in case of legal entity) has no bad debt (stages from 1 to 4).	<input type="checkbox"/>	<input type="checkbox"/>
Documents related to grounds for exclusion in Annex 6 of the Guideline for Applicants			
8	<u>Original</u> document - confirmation by the Ministry of Justice that the Applicant, <i>if physical person <or the Owner/Legal representative (if applicant is legal entity)></i> has not been convicted , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
9	<u>Original</u> document - confirmation by the Prosecutors Office that the Applicant <i>(if natural person) or the Owner/Legal representative (if applicant is legal entity)</i> has not been under investigation , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
10	<u>Original</u> document from NBC proving that the legal entity is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
11	<u>Original</u> certificate proving that the applicant has fulfilled its tax payment obligations (social, pension and health), issued not earlier than 30 days before the application by Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
12	<u>Original</u> document about payment of land tax issued by Municipality not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>

No	Type of Document	Yes	N/A
Documents proving education or professional experience in agriculture			
13	<u>Copy</u> of formal agricultural education certificate of the recipient, if natural person, or in case of legal entity, the legal representative or employee at management level, must have university degree or vocational qualification diploma in the agriculture related field (agricultural or veterinary sciences, agricultural economics) or at least 3 years of work experience in agriculture; or	<input type="checkbox"/>	<input type="checkbox"/>
14	<u>Copy</u> of professional service records of The recipient, if natural person, or in case of legal entity, the legal representative or employee at management level of working experience for at least 3 years in the respective agriculture field of the investment; issue by Public Insurance institute. Or	<input type="checkbox"/>	<input type="checkbox"/>
15	<u>For a physical person:</u> <u>Original</u> declaration issued by Regional Directorate for Agriculture confirming at least 3 years of work experience in agriculture in the respective agricultural field of the investment action if not	<input type="checkbox"/>	<input type="checkbox"/>
16	Copy of declaration issued by applicant, If applicant fails to meet the above skills and competences shall commit following a training course with a minimum duration of at least 50 teaching hours in the relevant sector before applying for final payment.		
Other requirements related to the eligibility or ranking			
17	<u>Copy</u> of certificate proving that the applicant is certified for bio production or in process of conversion according to Albanian law	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Documents related to the eligibility of investments

No.	Type of Document	Yes	N/A
For investments above 50 000 EUR, related to introduction of automated systems¹			
18	<u>Copy</u> of the technical and / or technological project with a scheme and description of the manufacturing process, justifying the activities and costs that are eligible, as well as showing the capacity of production. This document should also be delivered in electronic form (CD) in usable format	<input type="checkbox"/>	<input type="checkbox"/>
For investments in equipment and / or machinery			
19	<u>Copy</u> of the ownership certificate issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
20	<u>Copy</u> of the ownership confirmation issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
21	<u>Copy</u> of usage rights transfer contract with a minimum duration at least 10 years after the date of application, with notary verification (verification n/a for state rentals) and	<input type="checkbox"/>	<input type="checkbox"/>
22	<u>Copy</u> of ownership Certificate issued by for the Registration of Immovable Property accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and building(s) to the person who is renting it.	<input type="checkbox"/>	<input type="checkbox"/>
For investments in construction/reconstruction and planting/replanting activities			
23	<u>Copy</u> of the ownership certificate issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating	<input type="checkbox"/>	<input type="checkbox"/>

¹automated systems are greenhouse construction, cooling/storage facilities investments, waste treatment etc... List is not exhaustive.

No.	Type of Document	Yes	N/A
	the ownership of the land and building(s), on which the investments will take place, or		
24	<u>Copy of the ownership confirmation issued by the National Agency for Cadastre</u> accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, or	<input type="checkbox"/>	<input type="checkbox"/>
25	<u>Copy of usage rights transfer contract</u> with a minimum duration at least 10years after the date of application, with notary verification (verification n/a for state rentals) and	<input type="checkbox"/>	<input type="checkbox"/>
26	<u>Copy of ownership Certificate</u> issued by for the National Agency for Cadastre accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and buildings to the person who is renting it.	<input type="checkbox"/>	<input type="checkbox"/>
27	<u>Copy of Registration of animals (RUDA System)</u>		
28	<u>Copy of the construction permit/special development permit</u> , if required by legislation	<input type="checkbox"/>	<input type="checkbox"/>
29	<u>Copy of the architectural design and construction plan / technical design of the investment, if required by the legislation including schedule of materials</u> <u>*Architectural plan of the existing/ planned construction and the technological design should be submitted with the application in all cases when there is an investment to be installed/ used in the building and there is a technological process (for instance a processing line) inside those buildings</u> <u>This document should also be delivered in electronic form (CD) in usable format</u>	<input type="checkbox"/>	<input type="checkbox"/>
30	<u>Copy of environmental permit</u>	<input type="checkbox"/>	<input type="checkbox"/>
Additional requirements regarding achievement of NMS and EU Standards			
31	Copy of the declaration issued by National Environmental Agency confirming that the recipient as holding will attain national minimum standards for environmental protection and the investment will attain EU standards no later than before final payment.and	<input type="checkbox"/>	<input type="checkbox"/>
32	Copy of preliminary environment impact assessment decision (for project s which are part of annex II of environment impact assessmen tlaw) or		
33	Copy of environmentdeclaration (forprojectswhich are part of annex I of environmentimpactassessmentlaw)		
34	Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire holdingwill attain national minimum standardsfor public health no later than before final payment(Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal) *(example ifthe investment is only for fruits and vegetables but the farm includes animals and/or food and feed hygiene, this declaration should be submitted)		
35	Copy the declaration issued by Labour Inspectorate confirmingthat the recipient/entire enterprise will attain national minimum standards for occupation safety no later than before` final payment		
36	Copy of the declaration issued by Veterinary Service confirmingthat the recipient as holding will comply withnational minimum standards for animal welfare and the investment will attain EU standardsno later than before final payment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal))	<input type="checkbox"/>	<input type="checkbox"/>

No.	Type of Document	Yes	N/A
36	Copy of certificate issued by Veterinary Service (animal welfare)		
37	Copy of the declaration issued by National Seed and Seedling Authority confirming that the propagation material and/or seedlings and/or seeds <i>comply with National Minimum standards and EU Standards at the end of the required investment.</i> (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal))	<input type="checkbox"/>	<input type="checkbox"/>
38	Copy of authorization issued by National Seed and Seedling Authority confirming that the applied seed/seedlings is registered in national catalogue register		
For investments in renewable energy			
39	<u>Copy</u> of decision for incorporation to the Albanian electricity grid network in case of renewable energy investments.	<input type="checkbox"/>	<input type="checkbox"/>
40	<u>Copy</u> of contract with energy company for the energy output	<input type="checkbox"/>	<input type="checkbox"/>
41	<u>Copy</u> of report executed by certified energy auditor/technician from Agency for Energy efficiency part of Ministry of Infrastructure and Energy, stating the annual energy farm consumption.	<input type="checkbox"/>	<input type="checkbox"/>
For investments in animal watering systems/drip irrigation/water sprinkling			
42	Copy of water usage permit/borehole digging permit issued by municipality for a minimum period 10 years.		

3.3 Business plan / Technical project proposal and attachments

No.	Type of Document	Yes	N/A
43	Business plan Narrative Section / Technical project proposal Narrative Section-questionnaire – Part 1: Narrative Section – in paper print and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
44	Business plan Financial Section / Technical project proposal Simple income statement – Part 2: –in paper and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
45	Request for submitting offer including minimum technical specification for all offers that have been collected by the applicant * this template consists of minimum technical specifications for the project and submit them to all potential suppliers when requesting offers. Minimum technical specifications should concern only the principal characteristics and not include items which are not eligible under the Programme.	<input type="checkbox"/>	<input type="checkbox"/>
46	All <u>Original</u> offers (of selected and non-selected suppliers) with Technical Specifications from the selected offer/s for all items, including for services (of third parties), which shall be supplied.	<input type="checkbox"/>	<input type="checkbox"/>
	All Original Offers must include statement of the suppliers regarding the origin of the goods.	<input type="checkbox"/>	<input type="checkbox"/>
37	All Original offers for general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) are submitted	<input type="checkbox"/>	<input type="checkbox"/>
38	Copy of NBC registration certificate (including the extract) of the selected and non-selected suppliers issued by its National Business Centre from where the suppliers originate.	<input type="checkbox"/>	<input type="checkbox"/>

39	Copy of Service Contract, for eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) if elaborated before the application	<input type="checkbox"/>	<input type="checkbox"/>
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IMPORTANT:

Please, read carefully Section 5.1 of the Guideline for Applicants describing the requirements for collection of offers and content of the offers.

PART 4 Declarations

4.1 Declaration by the applicant

Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, hereby declares that:

- the information in this application is true and complete and that the situation has not changed, since the date of issue of supporting document;
- does not hold a position (elected or appointed) in a public institution therefore it is not in any conflict of interest based on Law no.9367 of 7.4.2005 'On the prevention of conflict of interest during the exercise of public functions', as amended.
- the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- the applicant is eligible in accordance with the criteria set out under Section 2.2 of the Guideline for Applicants;
- the applicant is not in any of the situations excluding them from participating in contracts which are listed in Annex 5 of the Guideline for Applicants.
- if recommended to be awarded a grant, the terms and conditions set out in the grant contract template available via download from www.azhbr.gov.al;
- the investments included in this application has not been funded by other national, EU or other donor supported programme;
- the applicant /and its shareholders/ legal representatives are not in conflict of interest with the suppliers, from which offers were collected;
- the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office;
- if awarded a grant, the applicant and/or the person authorised accepts to provide access to the premises, documents and any information required for any ex post control implemented according to the governing rules of the Grant Scheme that shall be carried out according to Section 6.5 of the Guideline for Applicant, and accepts to support these control mission;
- if awarded a grant, the applicant accepts the beneficiary name and grant details to be published on the website www.azhbr.gov.al.
- Applicant authorizes ARDA In the framework of the application submitted to this agency, to have full access and use of his personal data, based on law no 9887, date 10.03.2008 "On Personal data protection" amended.

I am fully aware that I am liable under Albanian law for provision of false, incomplete or misleading statements.

Full Name of Applicant/ Legal Representative	
Signature	
Place, Date	

DECLARATION

I declare that I will follow a training course with a minimum duration of at least 50 teaching hours in the relevant sector for which I am submitting the application (_____) before applying for final payment. Name SurnameDate

Signature

Application Form

Measure 3: Investments in physical assets concerning processing and marketing of agricultural and fishery products

IPARD Programme 2014 - 2020

Name of the applicant	<i><Full name by registration of legal entity ></i>
Title of the Investment Action	<i><please give short title of your project, example: 'Investment in _____></i>

TO BE FILLED IN BY OFFICIALS ONLY	
PROTOCOL NO.	
ID NO. OF APPLICATION	

Version 1.3
April 2019

PART 1 - The Applicant

Instructions: Please fill in this form regarding all information requested. Please make sure that you provide all necessary personal information as accurate as possible in order to facilitate the process of administrative compliance of your application form. Please do not forget to sign and date this application form at the end.

1.1 Name and contacts

Name of the applicant	<full name by registration, if legal entity >	
ID/Passport Number of the applicant		
Official address:	<Village/town, region>	
Correspondence address	<Village/town, region>	
Telephone number:	<fixed and mobile: area code + number>	
Fax number:	< area code + number>	
E-mail of the applicant:		
Legal representative		
ID/Passport Number of the legal representative		
Correspondence address and contacts of the legal representative	<Village/town, region>	
	Tel:	e-mail

1.2 Legal status

Legal status of the applicants	Physical Person (registered in NBC) <input type="checkbox"/>	
	Legal Entity <input type="checkbox"/>	<specify legal form, ex. LTD, JSC, etc.>
		Share of private property in the capital _____%
		Share of public property _____%
	No. Of employees _____	
	<in words.....>	
NBC registration	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	NBC number	
	Date of registration	
Tax number	< tax number >	

1.3 Bank detail

Name of the bank	
Address of the bank	
SWFT /bank code	
IBAN/account number	

1.4 Specialisation and experience record

Main area of activity of the applicant	< please describe >	
Years of experience in agro-food processing of the applicant	<number of years>	
Does the owner or the manager of the agro-processing enterprise has university degree or vocational qualification diploma in the relevant agricultural/food science field and/or economics/law or has proven work experience through professional service records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<please provide the appropriate type of document as proof under point 13 and 14 under Section 3 of the Application Form>	

1.5 Previous grants under IPARD Programme, National or other donor funded schemes

Investment subsidies/grants received by the applicant in the last 5 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of the support, if such received in the previous 5 years	National Agency /Donor	<Specify>
	Name of the support scheme	
	Year	
	Amount of grant	
	<Short description of the support>	

1.6 Determination of category of enterprise:

Please fill in this form regarding the stated thresholds:

Micro enterprise (up to 10 employee and annual turnover does not exceed 0.24 Million euro or balancesheet does not exceed 0.24 Million Euro.)	<input type="checkbox"/> Yes
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Small enterprise (up to 50 employee and annual turnover does not exceed 2.4 Million Euro or balance sheet does not exceed 2.4 Million Euro)	<input type="checkbox"/> Yes
Medium enterprise (up to 250 employee and annual turnover does not exceed 12 Million Euro or balance sheet does not exceed 10.3 Million Euro.)	<input type="checkbox"/> Yes

PART 2 Description of the Investment Action

2.1 General Information about the Investment Action

Title:		<please give a short title of your Investment Action, example: 'Investment in milk quality improvement of 'Zeta' LTD >	
Sector:		<please enter the sector and type of the Investment Action as stated in the Guideline for Applicants under each sector>	
Short Description		<please give a short description of the investment and product outputs for which the Application is submitted as extract from the narrative part of the Business Plan>	
Location(s):		<specify region(s), village/ town(s) that will benefit of the investment>	
Implementation period:		< in months>	
Ranking Criteria:	The investment involves the establishment of food safety standard systems (GHP, HACCP)	20points	<input type="checkbox"/> Yes
	Investments are related to waste treatment, water purification, and/ or utilization of waste products	30points	<input type="checkbox"/> Yes
	The investment includes installment of renewable energy technologies	20points	<input type="checkbox"/> Yes
	The investment targets alignment of the entire establishment with all relevant Union standards	30points	<input type="checkbox"/> Yes
	Total points:	points.
Total amount of the investment:		< _____>EUR < _____> ALL> (enter amount from Table 4 of Narrative part 1 of Business Pan)	

Total amount of estimated eligible expenditures of the Investment Action:		< _____ > EUR < _____ > ALL (enter amount from Table 4 of Narrative part 1 of Business Plan)
Aid Intensity		50% of total estimated eligible expenditure as aid intensity
Requested grant:		< _____ > EUR < _____ > ALL (enter amount according to the Business plan table of eligible costs and selected offers)

2.2 Project compliance with general measure objectives:

Please tag in this table by determining the project compliance with the applicable general measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№	Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:	Compliance
		(mark with X *)
	General Objective	
1.	To increase the ability of the agri-food sector to cope with competitive pressure and market forces and to help the sector to progressively align with the Union standards by supporting development of the physical assets;	
2.	To address the challenges of climate change by promoting resource efficiency and renewable energy	

2.3 Project compliance with specific measure objectives:

Please tag in this table by determining the project compliance with the applicable specific measure objectives. Justification of the selection should be provided in the narrative part of the Business Plan/Technical project proposal. It is accepted to mark more than one of the compliance criteria.

№		Compliance
---	--	-------------------

	<i>Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:</i>	<i>(mark with X *)</i>
	<i>Specific objectives</i>	
1.	To modernise physical assets of selected priority food processing sectors in order to improve competitiveness and to gradually align with Union standards in the fields of environmental protection, food safety and public health, animal welfare, and occupational safety;	
2.	To encourage investments in milk, meat, fruits and vegetable and wine processing enterprises with the aim to:	
2.1	o Improve milk hygiene at milk collection points through support to investments in milk cooling tanks and specialised milk transport vehicles;	
2.2	o Encourage introduction and improvement of technologies and practices at food processing plants, contributing to the production of products gradually meeting Union standards and improving competitiveness;	
2.3	o Encourage investments in slaughtering facilities, which would comply with the Union standards;	
2.4	o Reduce the post-harvest losses and improve storage techniques and capacities in fruits and vegetables, and grapes;	
2.5	o Support introduction and improvement of food safety and quality systems;	
2.6	o Improve treatment and handling of waste and utilisation of by-products.	

2.4 Eligible expenditures:

Please tag in this table by determining eligible expenditures regarding type of applied investments, stated in the Business Plan and selected offers. **Only one sector is eligible for application.**

Expenditure code	Categories of eligible expenditures	YES	NA
3-1	MILK AND MILK PRODUCT SECTOR		
3-1.1	Construction and/or reconstruction of facilities and premises for:		
	Collection, purification, cooling and storing of raw milk;		
	Bottling, processing (including sterilization and/or pasteurization / UHT), packaging, labelling.		
3-1.2	Equipment, machines and devices for:		
	Intake, purification, cooling of raw milk in collection centers and processing plants, including containers with special installable devices (with biochemical analyzers), milk cooling tanks, heat modifiers, separators and filters;		
	Heat treatment and pasteurization, separation, sterilization, homogenization, UTH;		
	Fermentation and souring of milk, cheese and curd, powder and condensed milk production.		
3-1.3	Mechanization		
	Specialized cooling tank / system for on truck (excluding the vehicle) transportation, with appropriate equipment (measuring instruments and devices for sampling).		

3-2	MEAT SECTOR	YES	NA
3-2.1	Construction and/or reconstruction of facilities and premises for:		
	Intake, temporary accommodation of animals for slaughtering,		
	Reception and temporary accommodation of sick animals or suspected to be sick or injured animals; rooms used exclusively for slaughtering of sick animals, suspected to be sick or injured animals;		
	Restraining, stunning and slaughtering of animals;		
	Meat cutting and processing;		
	Production of mincemeat, meat preparations, mechanically deboned meat;		
	Construction of new slaughterhouses.		
3-2.2	Equipment, machines and devices for:		
	Unloading of animals, temporary accommodation, feeding and watering of animals in the lair age area;		
	Slaughtering, in accordance with animal welfare and food safety requirements;		
	Skinning, evisceration;		
	Intake of raw materials;		
	Cooling and/or freezing equipment;		
	Cutting, deboning and processing of meat;		
	Production of minced meat, meat preparations, mechanically deboned meat;		
	Processing of edible offal and other by-products for human consumption;		
	Establishing special microclimate and/or temperature conditions for the needs of		

production and/or storing of products, including equipment for air-conditioning - cooling/heating, drying/moisturizing of air;			
Internal veterinary checks.			
3-2.3	Mechanization		
Specialized trailers for transportation of live animals in compliance with animal welfare requirements.			

3-3	FRUITS AND VEGETABLE SECTOR	YES	NA
3-3.1	Construction and/or reconstruction of facilities and premises for:		
Reception, washing, treating, drying and cleaning of raw materials;			
Keeping and grading of raw materials;			
Processing of raw materials, including cutting, peeling, grinding, blanching, cooking, mixing, preserving, bottling;			
Sterilization and/or pasteurization;			
Drying, cooling and freezing.			
3-3.2	Equipment, machines and devices for:		
Reception, washing, treating, drying and cleaning of raw materials;			
Keeping and grading of raw materials;			
Processing of raw materials, including cutting, peeling, grinding, blanching. Cooking, mixing, preserving, bottling;			
Heat treatment, sterilization and/or pasteurization;			
Drying, cooling and freezing:			
Measuring and control of technological process.			
3-3.3	Mechanization		
Specialized vehicles for the transportation of raw and final products with or without a cooling system, excluding trucks and/ including trailers or on truck equipped with freezers.			

3-4	WINE SECTOR	YES	NA
3-4.1	Construction and/or reconstruction of facilities and premises for:		
Reception, washing and cleaning of raw materials;			
Grading and processing.			
3-4.2	Equipment, machines and devices for:		
Reception, washing and cleaning of raw materials;			
Processing of grapes, including pneumatic presses;			
Cold stabilization of wine;			
Wine making on-the-spot cleaning stations.			
3-4.3	Mechanization		
Stainless steel trailers for transportation from vineyard to winery.			

3-5	COMMON TO ALL SECTORS	YES	NA
3-5.1	Construction and/or reconstruction of:		
	Internal road network		
	Fences (excluding stonewalls and wrought iron fences);		
	Premises for installation of the ventilation and air-conditioning equipment;		
	Premises for administration, with associated facilities (rest area for workers, changing rooms, sanitary nodes);		
	Energy production plants from renewable resources (solar panels, windmills, biomass electric plants) for self-consumption, connection of plants to the electricity supply (network/from the plant to the building);		
	Water supply systems;		
	Facilities and premises for packaging (including bottling), labelling, storage and dispatching of final products and edible by-products;		
	Facilities and premises for collection, treatment and disposal of inedible by-products and solid and liquid waste, and for prevention of air pollution;		
	Facilities and premises for sanitation and storage of equipment and sanitation chemicals, cleaning, washing and disinfection, including cleaning, washing and disinfection means of transportation;		
	Facilities and premises for storing utensils, packaging, and wrapping materials, spices and additives.		
3-5.2	Equipment, machines and devices for:		
	Administration, with associated IT equipment (hardware and specialized software for monitoring, control, product and process management);		
	Establishing special microclimate and/or temperature conditions for the needs of production and/or storing of products.		
	Handling and transportation within the plant (including animals, carcasses, raw materials and products, chemicals. utensils);		
	Packaging (including bottling), labelling, storing, and dispatching of final products and edible by-products;		
	Cleaning. washing and disinfection of facilities, clothes and shoes;		
	Collection, keeping (cool storage), removal and processing of inedible by-products, and treatment (including storing and packaging) and disposal of waste;		
	Storing and transportation of primary, secondary and tertiary packaging material and solid waste;		
	Introducing/improving food safety systems and/or quality management systems.		
3-5.3	Other general expenditures for:		
	Preparing the project and technical documentation, such as fees for architects, engineers and other consultants' fees;		
	Environmental impact assessment studies;		
	Preparing documentation for the IPARD call for applications and payment claim process (consulting services for IPARD applications);		
	Feasibility studies and other studies related to the project /Business Plan, acquisition of patent right and licenses.		

PART 3 List of Supporting Documents Attached

Instructions: Please complete the tables 3.1 to 3.3 below indicating supporting documents, which are to be attached to the application. Tick 'Yes', if the document is attached; and tick 'N/A' if the requested documents is not applicable for the status/type of the applicant and/or the investment. Attach all supporting documents of tables 3.1 to 3.3 in a separate folder. In the upper right corner of the first page of the attached supporting documents place the reference number (1,2,3 etc.) and order the documents by reference number.

IMPORTANT NOTES:

Please follow carefully the instructions regarding the type of documents to be submitted as indicated in point 5.1 of the Guideline for Applicants – originals or copies.

Copies have to be certified by signature of the applicant / legal representative unless notary verification is explicitly required for a specific document and indicated in the table.

All original documents should be available on site and will be checked during on-the-spot controls prior contracting.

3.1 Documents related to the eligibility of the applicant

No.	Type of Document	Yes	N/A
Documents related to the legal status and financial standing of the applicant			
1	<u>Copy</u> of the ID/Passport of the applicant/legal representative	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Copy</u> of the certificate of registration in the National Business Centre (NBC)	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Copy</u> of the licence certificate from the National Business Centre, <i>if required by the legal status and existing business</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Original</u> document - inventory book for all fixed assets, possessed by the applicant, including date of acquisition, balance (initial) value, current value and predicted period of exploitation. Inventory book should refer to the month before application form has been submitted	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Copy</u> of the income statements (profit and loss statement) for the past two years, <i>if required by the legal status, or for company being established in the application year, a copy of the trial income statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Original</u> document issued by the National Bank of Albania - Credit Register stating that the applicant has no bad debt (stages 1 or 2).	<input type="checkbox"/>	<input type="checkbox"/>
Documents related to grounds for exclusion in Annex 6 of the Guideline for Applicants			
7	<u>Original</u> document - confirmation by the Ministry of Justice that the Applicant, <i>if physical person <or the Owner/Legal representative (if applicant is legal entity)></i> has not been convicted , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
8	<u>Original</u> document - confirmation by the Prosecutors Office that the Applicant (<i>if natural person</i>) <i>or the Owner/Legal representative (if applicant is legal entity)</i> has not been under investigation , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
9	<u>Original</u> document from NBC proving that the legal entity is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
10	<u>Original</u> certificate proving that the applicant has fulfilled its tax payment obligations (social, pension and health), issued not earlier than 30 days issued by Tax Office	<input type="checkbox"/>	<input type="checkbox"/>
11	<u>Original</u> document about payment of land tax issued by Municipality not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
Documents related to the minimum required size of the enterprise/ establishment			
12	<u>Copy</u> of List of employees with an official signature and stamp by the legal representative and/or Original Certificate from NBC proving that the	<input type="checkbox"/>	<input type="checkbox"/>

No.	Type of Document	Yes	N/A
	Enterprise/Establishment. up to 250 employee and annual turnover does not exceed 12 Million Euro or balance sheet does not exceed 10.3 Million Euro <i>(prove that the Enterprise is small or medium sized)</i>		
13	<u>Copy of declaration which should be Notary verified, confirming that the enterprise/establishment is not part of other company group.</u>		
Documents proving education or professional experience in agro-food processing			
14	<u>Copy of formal education certificate of The recipient (if a natural person) or in the case of legal entities, the legal representative or employee at management level (university degree or vocational qualification) in the relevant agricultural/food science fields covering the eligible products and/or economics/law or</u>	<input type="checkbox"/>	<input type="checkbox"/>
15	<u>Copy of professional service records of The recipient (if a natural person) or in the case of legal entities, the legal representative or employee at management level, of working experience for at least 3 years in respective agro-/food processing fields covering the eligible products, certified by Public Social Insurance Institute</u>	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Documents related to the eligibility of investments

No.	Type of Document	Yes	N/A
For investments above 50 000 EUR, related to introduction of automated systems¹			
16	<u>Copy of the technical and / or technological project with a scheme and description of the manufacturing process, justifying the activities and costs that are eligible, as well as showing the capacity of production. This document should also be delivered in electronic form (CD) in usable format</u>	<input type="checkbox"/>	<input type="checkbox"/>
For renting of building, premises or land not owned by the applicant			
17	<u>Copy of property rights transfer contract with at least 10 years from the date of application, with notary verification (verification n/a for state rentals) and</u>	<input type="checkbox"/>	<input type="checkbox"/>
19	<u>Copy of ownership Certificate issued by National Agency for Cadastre accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and/or building(s) to the rentier</u>	<input type="checkbox"/>	<input type="checkbox"/>
For investments in construction/reconstruction activities			
20	<u>Copy of the ownership certificate issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, or</u>	<input type="checkbox"/>	<input type="checkbox"/>
21	<u>Copy of the ownership confirmation issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, or</u>	<input type="checkbox"/>	<input type="checkbox"/>
22	<u>Copy of property rights transfer contract with a minimum duration of at least 10 years from the date of application, with notary verification (n/a for state rentals) and</u>	<input type="checkbox"/>	<input type="checkbox"/>
23	<u>Copy of ownership Certificate issued by National Agency for Cadastre accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and building(s) to the person who is renting it</u>	<input type="checkbox"/>	<input type="checkbox"/>

¹ automated systems are all types of equipment, subject to financing, which are dedicated to process agricultural and fishery products.

No.	Type of Document	Yes	N/A
24	Copy of the construction permit / Special development permit, if required by legislation	<input type="checkbox"/>	<input type="checkbox"/>
25	<u>Copy of the architectural design and construction plan / technical design of the investment, if required by the legislation including schedule of materials</u> <u>*Architectural plan of the existing/ planned construction and the technological design should be submitted with the application in all cases when there is an investment to be installed/ used in the building and there is a technological process (for instance a processing line) inside those buildings</u> <u>This document should also be delivered in electronic form (CD) in usable format</u>	<input type="checkbox"/>	<input type="checkbox"/>
26	Copy of Registration of animals (RUDA System)	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of the environmental permit	<input type="checkbox"/>	<input type="checkbox"/>
Additional requirements regarding achievement of NMS and EU Standards			
27	Copy of the declaration issued by National Environmental Agency confirming that the recipient/entire enterprise will comply with national minimum standards for environmental protection and the investment will attain EU standards no later than before final payment and	<input type="checkbox"/>	<input type="checkbox"/>
28	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
29	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law)		
30	Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire enterprise will comply with national minimum standards for public health the investment will attain EU standards no later than before final payment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)	<input type="checkbox"/>	<input type="checkbox"/>
31	Copy of the declaration issued by Veterinary Service confirming that the recipient/entire enterprise will attain national minimum standards for animal welfare and the investment will attain EU standards no later than before final payment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)	<input type="checkbox"/>	<input type="checkbox"/>
32	Copy of certificate issued by Veterinary Service (animal welfare)	<input type="checkbox"/>	<input type="checkbox"/>
33	Copy the declaration issued by Labour Inspectorate confirming that the recipient/entire enterprise will attain national minimum standards for occupation safety and the investment will attain EU standards no later than before` final payment.	<input type="checkbox"/>	<input type="checkbox"/>
For investments in renewable energy			
34	Copy of decision for incorporation to the Albanian electricity grid network in case of renewable energy investments.	<input type="checkbox"/>	<input type="checkbox"/>
35	Copy of contract with energy company for the energy output produced by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
36	Copy of report executed by certified energy auditor/technician from Agency for Energy efficiency part of Ministry of Infrastructure and Energy, stating the annual energy farm consumption	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

3.3 Business plan and attachments

No.	Document	Yes	N/A
37	Business plan Narrative Section / Technical project proposal Narrative Section-questionnaire – Part 1: Narrative Section – in paper print and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
38	Business plan Financial Section / Technical project proposal Simple income statement – Part 2: –in paper and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
39	Request for submitting offer including minimum technical specification for all offers that have been collected by the applicant * this template consists of minimum technical specifications for the project processing capacity (milk processing, slaughterhousing, wine processing capacity), and submit them to all potential suppliers when requesting offers. Minimum technical specifications should concern only the principal characteristics and not include items which are not eligible under the Programme.	<input type="checkbox"/>	<input type="checkbox"/>
40	All Original offers (of selected and non-selected suppliers) with Technical Specifications from the selected offer/s for all items, including for services (of third parties), which shall be supplied. All Original Offers must include statement of the suppliers regarding the origin of the goods .	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
41	All Original offers for general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) are submitted	<input type="checkbox"/>	<input type="checkbox"/>
42	Copy of NBC registration certificate (including the extract) of the selected and non-selected suppliers issued by its National Business Centre from where the suppliers originate.	<input type="checkbox"/>	<input type="checkbox"/>
43	<u>Copy</u> of Service Contract, for eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) if elaborated before the application	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT:

Please read carefully Section 5.1 of the Guideline for Applicants describing the requirements for collection of offers and content of the offers.

PART 4 Declarations

4.1 Declaration by the applicant

Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, hereby declares that:

- the information in this application is true and complete and that the situation has not changed since the date of issue of supporting document;
- does not hold a position (elected or appointed) in a public institution therefore it is not in any conflict of interest based on Law no.9367 of 7.4.2005 'On the prevention of conflict of interest during the exercise of public functions', as amended.
- the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- the applicant is eligible in accordance with the criteria set out under Section 2.2 of the Guideline for Applicants;
- the applicant is not in any of the situations excluding them from participating in contracts which are listed in Annex 5 of the Guideline for Applicants.
- if recommended to be awarded a grant, the applicant, accepts the terms and conditions set out in the grant contract template available via download from www.azhbr.gov.al;
- the Investment Action applied for has not been funded by other national, EU or other donor supported programme;
- the applicant /and its shareholders/ legal representatives are not in conflict of interest with the suppliers, from which offers were collected;
- the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office;
- if awarded a grant, the applicant and/or the person authorised accepts to provide access to the premises, documents and any information required for Grant Scheme that shall be carried out according to Section 6.5 of the Guideline for Applicant, and accepts to support these control mission.
- if awarded a grant, the applicant accepts the beneficiary name and grant details to be published on the website www.azhbr.gov.al.
- Applicant authorizes ARDA In the framework of the application submitted to this agency, to have full access and use of his personal data, based on law no 9887, date 10.03.2008 "On Personal data protection" amended.

I am fully aware that I am liable under Albanian law for provision of false, incomplete or misleading statements.

Full Name of Applicant/ Legal Representative	
Signature	
Place, Date	

DECLARATION

I declare that I will follow a training course with a minimum duration of at least 50 teaching hours in the relevant sector for which I am submitting the application (_____) before applying for final payment.

Name Surname

Date

Signature

DECLARATION

I _____ declare that the enterprise registered with NUIITS number(_____) is not part of other company group.

Or applicant is linked or partner with other companies

*The declaration foreseen by the applicant also includes information on whether the applicant is linked or partner with other companies (including by a natural person) and, if so, the number of employees and the turnover shall be declared for all linked and partner enterprises of the applicant. _____

Name Surname _____

Date _____

Signature

¹ This declaration shall include all information required by Article 4/4 of the Law. No. 10042, dated 22.12.2008.

Annex 2.1 Narrative Part

“IPARD” Programme under the Instrument for Pre-Accession Assistance of the Republic of Albania 2014-2020

Prepared by

(Applicant Name and registered address)

Or

(Full Name and address of Service provider-Consultant)

2018

Version 1.0

NAME OF THE APPLICANT.....

Stamp & SIGNATURE.....

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1. Description of the current business activities of the applicant

- *Overview of company/natural person activities of the existing business*

provide information in terms of existing type of activities, years of experience, compliance with national legislation, and type of goods/services provided on the market.

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- *Basic information on applicants existing incomes, cost and profits for the last couple of years before application.*

provide brief analyses about financial data on sales, expenditures and financial results, in order to prove the financial viability of the holding that apply for financing.

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2. The proposed new Investment Action

- *Description of the investment and sources of financing.*

outline the type of investment, eligible expenditures, the production process and the expected outputs. Determine the capital sources (own funding) bank financing, size of the loan etc..

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.....

- *Identify the risks for non - implementation of the project, and the ways they will be minimised.*

outline the risks linked with: absence of project pre - financing, limited period for implementation of the project, lack of administrative capacity of the holding etc..., and describe the pre-caution measures that will be taken from the company management.

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- *Project compliance to the general measure objectives.*

Describe the project compliance with the applicable general measure objectives, according to the respective table field stated in chapter 2.2 of the application form, and justify the selection.

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- *Project compliance to the specific objectives:*

Describe the project compliance with the applicable specific measure objectives, according to the respective table field stated in chapter 2.3 of the application form, and justify the selection.

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3. Technical description of the proposed Investment action

- *Overview of production process, agro-mechanical activities and construction/reconstruction works (if applicable).*

Provide overview of the production process, the technology related to the new investment, and agro mechanical activities execution by season periods and repetitiveness. For investments agricultural machines and inventory, capacity of the equipment should be made in regard to the arable land claimed/number of animals possessed. If building/reconstruction work are applied, describe the construction plot and existing building (in case of reconstruction). Details must be provided about the land/building ownership, accompanied by brief overview of the procedure for obtaining of construction permit or other relevant document.

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- *Justification of the need for the new investment and assets/construction works proposed for financing.*

According to the overview of previous section, identify the needs for the project eligible costs proposed for financing. Information should be provided on asset level for the equipment, while for the re/construction works might refer to the elaborated by the architect bill of quantities. Fill in the assets table, in accordance with the needs justified.

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.....
Table C eligible costs

Nº	Project assets (all types)	unit	Quantity**
1	Assets*		
2			
3			
...			
n			

***Additional rows might be added.**

****Information on quantities refer to calculations of Table 1 Eligible assets of Business Plan - financial tables, and intervene in the assessment executed by ARDA.**

4. Business plan data justification

4.1. Offer selection process

- Description of the market research made for identification of project suppliers.

Provide information about the way alternative and selected suppliers were contacted, and the offers selected. Give information on the technical characteristics used for comparison of offers. For selected suppliers appoint their experience, years on the market and quality of the offered products/services. Justify that, the technology selected is proven and tested. For general costs suppliers (including natural persons) is applicable to be referred to their working experience in the respective field (for economist, architects etc...)

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- Describe the eligible costs of the equipment/construction activities in regard to their market values.

Provide information about the market comparison of offered prices and explain them in regard that market value is not exceed.

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4.2. Prediction of annual production quantities and sale prices

- Description of project predictions on annual quantities, including starting year of production.

Provide information about the predicted production quantities and starting year of production (f.ex. orchard trees fruit delivery might start on 4-th year, or milk/meat farms might increase their outputs over the five/ ten year period).

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- *Single sale prices justification.*

Provide information on predictions of sale prices. Please note that sale prices must be presented with VAT excluded. Are the project predictions based on reliable source like: experience in business, preliminary contracts with customers, regional feasibility studies etc? Fill in the table with the expected outputs in terms of current chapter information.

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Table D incomes

Sales (all types,)	Quantity**	single price** (VAT Excluded)
Product name*		

***Additional rows might be added.**

****Information on quantities and single prices refer to calculations of Table 2: Project output sales of Business Plan - financial tables, and intervene in the assessment executed by ARDA.**

- *Other project incomes.*

Provide information if any additional incomes might occur in the project - treatment of residues, national subsidy, renewable energy incomes etc...) Take into consideration that renewable energy incomes must not exceed the annual farm energy consumption. Fill in the table below with annual income with VAT excluded.

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Table E Other incomes

Other project incomes	Annual total income* (VAT Excluded)
Other sales*	

***Additional rows might be added**

****Information on annual total income refer to calculations of Table 3: Other project incomes; of Business Plan - financial tables, and intervene in the assessment executed by ARDA.**

- Description of the risks in order not to produce the predicted quantities obtain targeted single prices. Precaution measures for risk minimisation.

Provide information if the synopsis on sales are wrong what will be the project future. Are the quantities and prices based on worst case scenario, or some underestimation in order to assure project viability. What type of measures are taken in order to assure the volumes with preliminary contracts, producers guarantee on production etc...

.....

4.3. Prediction of annual production costs

- Describe your predictions on costs by types.

Provide information on the annual costs prediction, listed separately in types - row materials used , external services required, utilities ,interest and bank taxes, labour costs etc...The list should be exhaustive.

.....

- Cost expenditures justification.

Provide information on the reliability of the costs. Are they presented in full, and from sources like: experience in business, preliminary contracts with suppliers, regional feasibility studies etc? Fill in the table with the expected inputs in terms of current chapter information, and note that should VAT should be excluded.

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Table F: Costs

Project inputs and costs	Quantity**	single price** (VAT Excluded)
Costs*		

***Additional rows might be added**

****Information on quantities and single prices refer to calculations of Table 4: Production costs - financial tables, and intervene in the assessment executed by ARDA.**

4.4. Depreciation of the investment

- Percentage rate of the investment assets.

Appoint which investment assets fall into the groups of equipment, construction works, electronics etc... Provide information on the method and annual percentage rate according to the law on depreciation that is in force. Time of depreciation expressed in years, also should be described.

.....

Table G: Depreciation

Type of items	Percentage rate*
Equipment%
Construction / re-construction works / orchards and greenhouses%
Computer devices and software%
Other project items (if applicable)%

*** Information on percentage rates refer to calculations of Table 5: Depreciation - financial tables, and intervene in the assessment executed by ARDA. Rates must comply to requirements stated in Law on Depreciation 8438 of 28.12.1998, Article 22.**

5. Size of the grant

- Co-financing percentage of eligible costs selected.

Justify the selection of intensity aid and the conditions that are fulfilled for the determination of the grant size.

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Fill in the respective tables according to justification provided.

Table H: Basic Grant Size

Please select the grant size co-financing percentage according to the applied measure*: 50% of the total eligible cost of the investment; 60% of the total eligible cost of the investment; 65% of the total eligible cost of the investment; 70% of the total eligible cost of the investment;	0,00%
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*** Information on grant percentage rates refer to calculations of business plan - financial tables Table 1.1: Grant Size:, and intervene in the assessment executed by ARDA.**

Table J grant Albanian currency.

Grant size claimed in ALL*	0,00 ALL
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*** Information on size of grant refer to calculations of business plan - financial tables Table 1.1: Grant Size:, and intervene in the assessment executed by ARDA.**

Please, print out on hard copy the current business plan narrative part, and name (footer options might be used before printing), sign and stamp each page!

***stamp is not required for natural persons**

A. Table 1: Table of eligible costs												
Name of the applicant:												
Nº	Description of the asset	Model, type/mark	Basic technical characteristics	Unit	Quantity	Single price ALL* (VAT excluded) Selected offer	Single price ALL* (VAT excluded) Selected offer Second offer	Single price ALL* (VAT excluded) third offer	Total value ALL (VAT excluded)	Total value ALL (VAT included)	Name of selected supplier	number of selected offer & date of issue
	A	B	C	D	E	F			G	H	I	J
I	Equipment:											
1						-			-			
2						-			-			
3						-			-			
4					-			-			
5						-			-			
II	Construction / re-construction works / orchards and greenhouses:											
6						-			-			
7						-			-			
8					-			-			
9						-			-			
10						-			-			
III	Effluent/waste management expenditures											
11						-			-			
12					-			-			
13						-			-			
14					-			-			
15					-			-			
IV	Business plan elaboration											
16						-			-			
V	General costs											
17						-			-			
18						-			-			
19					-			-			
Total Expenditures:									0,00 ALL	0,00 ALL		
* Please input the original currency stated in selected offer			Please input the exchange rate used in table 1									

B. Table 1.1: Grant Size							
Basic Grant Size		Grant increase flat rate is not applicable		Total grant percentage rate		Grant in All	
A		B		C		D	
Please select the grant size co-financing percentage according to applied measure:							
50% of the total eligible cost of the investment:							
60% of the total eligible cost of the investment:	0,00%	0,00%			Total percentage rate	0,00%	Grant size in ALL
65% of the total eligible cost of the investment:							0,00 ALL

Table 2: Project output sales					
Name of the applicant:					
№	Type of product/services	Unit	Quantity	Single price ALL (VAT excluded)	Total value ALL (VAT excluded)
A	B	C	D	E	F
I year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
II year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
III year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
IV year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
V year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
VI year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
VII year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
VIII year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
IX year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00
X year					
1			0,00	-	0,00
.....			0,00	-	0,00
n			0,00	-	0,00
Sum:					0,00

Table 3: Other project incomes*										
Name of the applicant:									
List of other project sales	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
A	B	C	D	E	F	G	H	I	J	K
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total:	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL

* All incomes should be presented without VAT

Table 4: Production costs[illegible]

Table 5: Depreciation*												
Name of the applicant:												
No	Project investment Assets	Depreciation rate in %	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
	A	B	C	D	E	F	G	H	I	J	K	L
I	Equipment:											
1		0,00%										
2		0,00%										
3		0,00%										
4		0,00%										
n		0,00%										
II	Construction / re-construction works											
1		0,00%										
.....		0,00%										
n		0,00%										
III	Computer devices and software											
1		0,00%										
.....		0,00%										
n		0,00%										
IV	Other assets											
1		0,00%										
.....		0,00%										
n		0,00%										
Total:			0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL	0,00 ALL

*according to Law on Depreciation #8438 of 28.12.1998, Article 22

Table 6: Labour costs						
		Name of the applicant:				
Year	Number of staff	Average monthly working payroll per 1 employee	Total annual payrolls B*C*12	Social security's percentage, paid by employer (%)	Total annual social security's (D*E)	Total annual labour costs D+F
A	B	C	D	E	F	G
I year			0,00	16,7%	0,00	0,00 ALL
II year			0,00	16,7%	0,00	0,00 ALL
III year			0,00	16,7%	0,00	0,00 ALL
IV Year			0,00	16,7%	0,00	0,00 ALL
V Year			0,00	16,7%	0,00	0,00 ALL
VI years			0,00	16,7%	0,00	0,00 ALL
VII year			0,00	16,7%	0,00	0,00 ALL
VIII year			0,00	16,7%	0,00	0,00 ALL
IX Year			0,00	16,7%	0,00	0,00 ALL
X Year			0,00	16,7%	0,00	0,00 ALL

Table 7: Expenditures on interest[illegible]

Table 8: Cash Flow[illegible]

Table 9: Financial Indicators		
Name of the applicant:	
<i>Discount factor under the current call</i>		3,78%
<i>Net Present Value (NPV)</i>	<i>NPV>0</i>	0,00 ALL
<i>Internal rate of return (IRR)</i>	<i>IRR >3,75%</i>	#NUM!

NR	<i>Descripti on of construct ion activity</i>	<i>Unit</i>	<i>Quantity</i>
	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

Annex 2.3

Instructions for Applicants on how to fill in Annex 2.2 – Financial Tables, Part 2 – of the Business Plan

“IPARD” Programme under the Instrument for Pre-Accession Assistance of the Republic of Albania 2014-2020

**Version 1.0
2018**

The Financial Tables consist of 9 excel sheets, namely:

1. Eligible assets
2. Sales
3. Other project incomes
4. Costs
5. Depreciation
6. Labour
7. Interest
8. Cash-Flow
9. Financial Indicators

I. General principles

- **For each of the Excel Sheets, only fill in the white cells in the table, whereas highlighted/coloured cells should not be “entered/changed” as they contain formulas.**
- **Proposed Business Plan is a tool for proving financial viability of the project, and will be assessed for compliance with the data provided in the narrative part, according to the submitted description, justifications and figures. So the applicant must assure that both narrative part and financial tables are aligned.**
- **Business Plan should cover period of five (5) years in case of investments in equipment, and ten (10) years period in case of - orchards creation, greenhouses building up, or construction/reconstruction activities.**
- **Please note that VAT is not subject to financing, therefore all data on sales and costs should be presented with VAT excluded.**
- **In case additional rows are needed, should be inserted in a manner that the formulas is still kept. (*using ctrl+ function on the pre-last row*), so the total "highlighted" cell amounts remain, for calculation of the cash flow.**
- **For clarification reasons is allowed formatting of unfilled rows and columns that not refer to the investment to be deleted, as well as cells to be merged and grouped in terms of better clarity.**
- **All sheets must contain the name of the applicant. It is recommended that applicant fill his name in the blank sell "D2" of A. Table 1 "Eligible assets", which automatically will be transferred into other Business Plan spreadsheets.**

II. Detailed sheets explanation

1. Table 1 "Eligible assets".

Sheet "eligible assets" consists of 2 tables, **A. Table 1: Table of eligible costs**, which is expected to show detailed data of all selected offers preferred from the applicant, and **B. Table 1.1: Grant Size**, which determines the size of the grant claimed.

A. Table 1: Table of eligible costs

Column A "Description of the asset" should be provided name of each asset subject to financing. Please note that in the column are presented five (5) sections depending from the type of the investment. This separation is important to be respected in order that proper assessment of the file is elaborated, and further explanations will be listed below.

Column B "Model, type/mark" should be appointed the model/mark and type (including modification) of the equipment/systems subject to financing. For construction/reconstruction activities and orchards creation is eligible to be appointed not applicable (n/a).

Column C "Basic technical characteristics" should be provided basic characteristics such as capacity, power, and if not any other sizes and weight. Is important to be presented such characteristic under which comparison between the offers was made.

Column D "Unit" should be provided measurement of the offered items like pieces, kg, ton etc... For construction/orchards/ greenhouses investment should be to be appointed the area in m2, while for services the respective hours or again area as stated in the selected offer.

Column E "Quantity" should be provided number of eligible assets as stated in the selected offer.

Column F "Single price ALL" should reflect the price per unit of the assets as stated in the selected offer. If the offer is not rated in domestic currency (ALL), follow the note (*) where below the table, must be appointed offer currency, and cross rate to ALL, according to the published methodology in the Guidelines for Applicants. Single price must not contain VAT or other non-eligible taxes.

Column G "Total value ALL" will automatically calculate the total amount of each asset according to the quantities and single prices reflected. Total amounts of assets does not contain VAT. This column should not be subject to modification or filling up by the applicant.

Column H "Total value ALL VAT included" will automatically convert the total amounts with VAT included, in case of domestic (Albanian) suppliers or not direct import of equipment. In case of direct import of goods & services the applicant must put the same amount as stated in the previous "G" column. Therefore all domestic (Albanian) offer assets must be presented with VAT included in column H.

Column I "Name of selected supplier" should reflect the company that deliver the selected offer, stated by its full name and legal form.

Column J "number of selected offer & date of issue" should reflect the selected offer identification.

In addition the following assets listing in column A ***"Description of the asset" should be respected:***

In *"Equipment"* section should be listed all machines and inventory, that applicant is selected in the same manner they are presented in the offer.

In *"Construction / re-construction works / orchards and greenhouses: "* section should be listed all relevant expenditures in the same manner they are presented in the offer. For facilitation is recommended to name the object in a single cell where it can refer to the Bill of Quantities.

In *"Effluent/waste management expenditures"* section is important to be listed those assets who are offered in regard to utilization of residues, especially when higher grant percentage intensity will be requested.

In *"Business plan elaboration"* section, should be presented the consultancy costs for drawing up of the current BP (if applicable). Make sure you are familiar with the limits of consultancy costs stated in the Guidelines for applicants for the respective call.

In *"General costs"* section, should be presented the other preliminary costs like elaboration of technology project, architectural designs etc. (if applicable). Make sure you are familiar with the limits of consultancy costs stated in the Guidelines for applicants for the respective call.

B. Table 1.1: Grant Size

Column A "Basic Grant Size" should be **selected** project intensity rate by clicking a button in cell **"D35"** where applicant can determine the percentage according to

- 50% of the total eligible cost of the investment- basic rate for measure 2;
- 60% of the total eligible cost of the investment- basic rate for measure 1;
- 65% if investments are if made by young farmers or diversification of activities;
- 70% for investments situated in mountain areas;

Column B "Grant increase flat rate" should be **selected** only in case of application for effluent costs, which can increase **Column A** basic percentage, with additional 10% grant size.

Column C and Total grant percentage rate and **Column D** Grant in All will automatically be calculated and should not be intervened by the applicant.

Sample of filled in Sheet 1 "Eligible assets" is presented for clarifications on the next page:

17	Waste water piping design	n/a	n/a	piece	1,00	70150,00	70 150,00	84 180,00	"Great Design" Sh.p.k	123/01-05-2015
18	Architecture design	n/a	n/a	piece	1,00	182390,00	182 390,00	218 868,00		
Total Expenditures:							26 248 190,00 ALL	30 599 908,00 ALL		
* Please input the original currency stated in selected offer		EUR	Please input the exchange rate used in table 1						140,3	

B. Table 1.1: Grant Size						
Basic Grant Size		Grant increase flat rate not applicable		Total grant percentage rate		Grant in All
A		B		C		D
Please select the grant size co-financing percentage: 60% of the total eligible cost of the investment- basic rate; 65% if investments are made by young farmers; 70% for investments in mountain areas;		65,00%		Total percentage rate		Grant size in ALL

2. Table 2 "Project output sales"

Sheet "Project output sales" consists of single table, which is expected to show detailed data of the primary products that result from the project investment.

Column B "Type of product/services" should be provided name of each product predicted to be sold on the market. It is possible more than one (1) product to be produced and in that case all sale products should be listed below each other in the respective year of operation.

Column C "Type of product/services" should be provided measurement of the products that form the income like: kg, ton, liters, pieces, etc....

Column D "Quantity" should be provided volumes of product sales, according to investment holding production program. It is allowed different sales volumes to be formed during the different years, according to the farm development and growth, justified in the narrative part.

Column E "Single price ALL" should reflect the sale price per unit of the listed products, according to the predictions made in the narrative part. Sale prices must be rated domestic currency (ALL) without VAT. If products are meant to export, cross rate to ALL, according to the published methodology in the Guidelines for Applicants should be used.

Column F "Total value ALL" will **automatically** calculate the total amount of sales on each product, according to the quantities and single prices reflected. Total amounts of assets does not contain VAT. This column should not be subject to modification or filling up by the applicant.

The amounts must be filled separately for each production year, taking into consideration the production program of the applicant.

Sample of filled in Sheet 2 "Project output sales" is shown as follows:

Table 2: Project output sales					
Name of the applicant:			"Albanian company" Sh.p.k		
№	Type of product/services	Unit	Quantity	Single price ALL (VAT excluded)	Total value ALL (VAT excluded)
A	B	C	D	E	F
I year					
1	Beef meat	kg	2000,00	700,00	1 400 000,00
2	Cattle meat	kg	5000,00	980,00	4 900 000,00
Sum:					6 300 000,00
II year					
1	Beef meat	kg	2000,00	700,00	1 400 000,00
2	Cattle meat	kg	5000,00	980,00	4 900 000,00
Sum:					6 300 000,00
III year					
1	Beef meat	kg	2000,00	700,00	1 400 000,00
2	Cattle meat	kg	5000,00	980,00	4 900 000,00
Sum:					6 300 000,00
IV year					
1	Beef meat	kg	2200,00	700,00	1 540 000,00

2	<i>Cattle meat</i>	<i>kg</i>	<i>5500,00</i>	<i>980,00</i>	<i>5 390 000,00</i>
Sum:					<i>6 930 000,00</i>
V year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2200,00</i>	<i>700,00</i>	<i>1 540 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5500,00</i>	<i>980,00</i>	<i>5 390 000,00</i>
Sum:					<i>6 930 000,00</i>
VI year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2200,00</i>	<i>700,00</i>	<i>1 540 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5500,00</i>	<i>980,00</i>	<i>5 390 000,00</i>
Sum:					<i>6 930 000,00</i>
VII year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2200,00</i>	<i>700,00</i>	<i>1 540 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5500,00</i>	<i>980,00</i>	<i>5 390 000,00</i>
Sum:					<i>6 930 000,00</i>
VIII year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2300,00</i>	<i>700,00</i>	<i>1 610 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5750,00</i>	<i>980,00</i>	<i>5 635 000,00</i>
Sum:					<i>7 245 000,00</i>
IX year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2300,00</i>	<i>700,00</i>	<i>1 610 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5750,00</i>	<i>980,00</i>	<i>5 635 000,00</i>
Sum:					<i>7 245 000,00</i>
X year					
1	<i>Beef meat</i>	<i>kg</i>	<i>2300,00</i>	<i>700,00</i>	<i>1 610 000,00</i>
2	<i>Cattle meat</i>	<i>kg</i>	<i>5750,00</i>	<i>980,00</i>	<i>5 635 000,00</i>
Sum:					<i>7 245 000,00</i>

3. Table 3 "Other project incomes"

Sheet "**Other project incomes**" consists of single table, which is expected to show summarized data of the secondary products, residues and other incomes that result from the project investment.

Column A "**List of other project sales**" should be provided name of each secondary product, or residue/national subsidy predicted to be acquired from the investment holding during project implementation. It is possible more than one (1) product to be presented and in that case all sale products should be listed below each other in the respective year of farm operation. The amount should be inputted as annual lump sum, without VAT.

Columns **B to K** represent each production year. The amounts should be inputted as annual lump sum, without VAT.

Sample of filled in Sheet 3 "**Other project incomes**" is shown as follows:

Table 3: Other project incomes*										
Name of the applicant:			"Albanian company" Sh.p.k							
List of other project sales	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
A	B	C	D	E	F	G	H	I	J	K
Animal Skins	70 000,00	70 000,00	70 000,00	77 000,00	77 000,00	77 000,00	80 000,00	80 000,00	80 000,00	80 000,00
Sell of manure to farmers as fertilizer	50 000,00	50 000,00	50 000,00	55 000,00	55 000,00	55 000,00	58 000,00	58 000,00	58 000,00	58 000,00
National payments per head of cattle	95 000,00	95 000,00	95 000,00	100 000,00	100 000,00	100 000,00	115 000,00	115 000,00	115 000,00	115 000,00
Total:	215 000,00 ALL	215 000,00 ALL	215 000,00 ALL	232 000,00 ALL	232 000,00 ALL	232 000,00 ALL	253 000,00 ALL	253 000,00 ALL	253 000,00 ALL	253 000,00 ALL

* All incomes should be presented without VAT

4. Table 4 "Production costs"

Sheet "**Production costs**" consists of single table, which is expected to show summarized figures of the applicants production costs.

Column A "**Type of the expenditure**" should be filled in with the types of expenditure relevant to the production, including all operational costs and external services. The amounts should be inputted as annual lump sum, without VAT.

Column B to K **represents each production year**. The amounts should be inputted as annual lump sum, without VAT.

Sample of filled in Sheet 4 "**Production costs**" is shown as follows:

Table 4: Production costs											
Name of the applicant:			"Albanian company" Sh.p.k								
Nº	Type of the expenditure	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
	A	B	C	D	E	F	G	H	I	J	K
1	Animal Feed	420 000,00	420 000,00	420 000,00	450 000,00	450 000,00	450 000,00	475 000,00	475 000,00	475 000,00	475 000,00
2	Vet. Services	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00	112 000,00
3	Medicines & vaccines	210 000,00	210 000,00	210 000,00	230 000,00	230 000,00	230 000,00	250 000,00	250 000,00	250 000,00	250 000,00
4	Slaughtering services - external company	140 000,00	140 000,00	140 000,00	150 000,00	150 000,00	150 000,00	175 000,00	175 000,00	175 000,00	175 000,00
5	Utilities (water and electricity)	28 000,00	28 000,00	28 000,00	30 000,00	30 000,00	30 000,00	35 000,00	35 000,00	35 000,00	35 000,00
6	Fuel and grease oils	84 000,00	84 000,00	84 000,00	89 000,00	89 000,00	89 000,00	93 000,00	93 000,00	93 000,00	93 000,00
Total:		994 000,00 ALL	994 000,00 ALL	994 000,00 ALL	1 061 000,00 ALL	1 061 000,00 ALL	1 061 000,00 ALL	1 140 000,00 ALL	1 140 000,00 ALL	1 140 000,00 ALL	1 140 000,00 ALL

* All incomes should be presented without VAT

5. Table 5 "Depreciation"

Sheet "**Depreciation**" consists of single table, which is expected to show summarized figures of the applicants expenditures on depreciation. This expenditures represent the cost of the equipment distributed among the operational year of the applicant.

Column A "**Project investment Assets**" should be filled in with the investments subject to depreciation from table 1 "Eligible assets". It is important that investment assets are grouped according to the current law on Depreciation, which determines separate percentage rates for construction, equipment, computers and software and other assets. The amounts should be inputted as annual asset lump sum, and comply in full as percentage share of the eligible costs value (without VAT).

Column B "**Depreciation rate in %**" should be filled in with percentage rates for each asset listed in table 1.

Column **C to L represents each production year**. The amounts should be inputted as annual depreciation sum, equal to the percentage share appointed in previous column. Please note that duration is different for each group of assets. So having percentage of 20% for equipment means that this expenditures should be predicted for 5 year period.

Sample of filled in Sheet 5 "**Depreciation**" is shown as follows:

Table 5: Depreciation*												
Name of the applicant:			"Albanian company" Sh.p.k									
No	Project investment Assets	Depreciation rate in %	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
	A	B	C	D	E	F	G	H	I	J	K	L
I	Equipment:											
1	Traktor	20,00%	1 262 700	1 262 700	1 262 700	1 262 700	1 262 700					
2	Freze	20,00%	224 480,00	224 480,00	224 480,00	224 480,00	224 480,00					
3	Rimorkio	20,00%	336 720,00	336 720,00	336 720,00	336 720,00	336 720,00					
4	Waste water treatment system	20,00%	561 200,00	561 200,00	561 200,00	561 200,00	561 200,00					
II	Construction / re-construction works											
1	Reconstruction of stable	5,00%	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00	700 000,00
III	Computer devices and software											
1		0,00%										
IV	Other assets											
1		0,00%										
n		0,00%										
Total:			3 085 100 ALL	3 085 100 ALL	3 085 100 ALL	3 085 100 ALL	3 085 100 ALL	700 000 ALL	700 000 ALL	700 000 ALL	700 000 ALL	700 000 ALL

*according to Law on Depreciation #8438 of 28.12.1998, Article 22

6. Table 6 "Labour costs"

Sheet "**Labour costs**" consists of single table, which is expected to show summarized figures of the applicants expenditures on payroll and employee. This expenditures represent the salaries and social security taxes, of each one of the employed workers, for the respective operational year of the applicant.

Column A represent the number of years from first (1) to last (fifth or tenth depending from the type of investment), and should be not filled in.

Column B" Number of staff" should be filled in with the number of applicants employees, including the administrative and management positions.

Column C" Average monthly working payroll per 1 employee "should be filled in with average annual basic salary, for the whole company. For example if the company consist of one general manager and two workers, the sum of their salaries should be divided on 3 (total number of employees) and written in the column for the respective year. If new workers are predicted to be hired, their number should be increased for the respective year.

Column D" Total annual payrolls" will be automatically calculated, and no further actions should be executed by the applicant.

Column E" Social security's percentage, paid by employer "will be automatically calculated, and no further actions should be executed by the applicant.

Column F" Total annual social security's "will be automatically calculated, and no further actions should be executed by the applicant.

Column G" Total annual labour costs "will be automatically calculated, and no further actions should be executed by the applicant.

Sample of filled in Sheet 6 "**Labour costs**" is shown as follows:

Table 6: Labour costs						
Name of the applicant:			"Albanian company" Sh.p.k			
Year	Number of staff	Average monthly working payroll per 1 employee	Total annual payrolls B*C*12	Social security's percentage, paid by employer (%)	Total annual social security's (D*E)	Total annual labour costs D+F
A	B	C	D	E	F	G
I year	3	45 176,60	1 626 357,60	16,7%	271 601,72	1 897 959,32 ALL
II year	3	45 176,60	1 626 357,60	16,7%	271 601,72	1 897 959,32 ALL
III year	3	45 176,60	1 626 357,60	16,7%	271 601,72	1 897 959,32 ALL
IV Year	4	45 176,60	2 168 476,80	16,7%	362 135,63	2 530 612,43 ALL
V Year	4	45 176,60	2 168 476,80	16,7%	362 135,63	2 530 612,43 ALL

VI years	4	45 176,60	2 168 476,80	16,7%	362 135,63	2 530 612,43 ALL
VII year	5	45 176,60	2 710 596,00	16,7%	452 669,53	3 163 265,53 ALL
VIII year	5	45 176,60	2 710 596,00	16,7%	452 669,53	3 163 265,53 ALL
IX Year	5	45 176,60	2 710 596,00	16,7%	452 669,53	3 163 265,53 ALL
X Year	5	45 176,60	2 710 596,00	16,7%	452 669,53	3 163 265,53 ALL

7. Table 7 "Expenditures on interest"

Sheet "**Expenditures on interest**" consists of single table, which is expected to show summarized figures of the applicants expenditures on interest on loans (if applicable) and other financial taxes. This expenditures might be found in the pay off plan given by the servicing bank.

Column A "Type of the loan/ tax" should be filled in with the description of the financial instrument used (f.ex. overdraft, company loan, mortgage etc...)

Column "B to K" represent each one production year, and must be filled in only with the interest and annual taxes (please note the principal of the loan must be **excluded**)

Sample of filled in Sheet 7 "**Expenditures on interest**" is shown as follows:

Table 7: Expenditures on interest											
Name of the applicant:			"Albanian company" Sh.p.k								
	Type of the loan/Tax	I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
	A	B	C	D	E	F	G	H	I	J	K
1	investment loan of 10 000 000 All for 84 months at 5,6 interest rate.	46 666,67	37 343,29	30 676,62	24 009,96	17 343,29	10 676,62	4 009,96	0,00	0,00	0,00
2	bank tax on loan service with annual 0,5% taxation.	4 166,67	3 334,22	2 738,98	2 143,75	1 548,51	953,27	358,03	0,00	0,00	0,00
	Total	50 833,33 ALL	40 677,51 ALL	33 415,61 ALL	26 153,70 ALL	18 891,80 ALL	11 629,89 ALL	4 367,99 ALL	0,00 ALL	0,00 ALL	0,00 ALL

8. Table 8 "Cash Flow"

Sheet "**Cash Flow**" consists of single table, which automatically shows summarized figures of the data provided up to now. Applicant must fill in only cell "B16." in **column A**(left in white, i.e. uncoloured) with the respective taxation rate, according to his turnover:

For companies:

0% for small scale companies with annual turnover up to 5 000 000 ALL;

5% for medium scale companies with annual turnover up to 8 000 000 ALL;

15% for large scale companies with annual turnover above 8 000 000 ALL;

For Natural persons

0% for personal income up to 30 000 ALL;

13% for personal income from 30 000 ALL to 130 000 ALL;

23% for personal income above 130 001 ALL;

Sample of filled in Sheet 8 "**Cash Flow**" is shown as follows:

Table 8: Cash Flow											
Name of the applicant:		"Albanian company" Sh.p.k									
Index column		I year	II year	III year	IV Year	V Year	VI years	VII year	VIII year	IX Year	X Year
A		B	C	D	E	F	G	H	I	J	K
I. Incomes											
1. Income sales		6300000,00	6300000,00	6300000,00	6930000,00	6930000,00	6930000,00	6930000,00	7245000,00	7245000,00	7245000,00
2. Other project incomes (waste utilizarian and management, renewable energy incomes etc...)		215000,00	215000,00	215000,00	232000,00	232000,00	232000,00	253000,00	253000,00	253000,00	253000,00
Total incomes (1+2)		6515000,00	6515000,00	6515000,00	7162000,00	7162000,00	7162000,00	7183000,00	7498000,00	7498000,00	7498000,00
II. Costs											
3. Production costs		994000,00	994000,00	994000,00	1061000,00	1061000,00	1061000,00	1140000,00	1140000,00	1140000,00	1140000,00
4. Depreciation (lump sum) project items		3085100,00	3085100,00	3085100,00	3085100,00	3085100,00	700000,00	700000,00	700000,00	700000,00	700000,00
5. Labour costs and social securities		1897959,32	1897959,32	1897959,32	2530612,43	2530612,43	3163265,53	3163265,53	3163265,53	3163265,53	3163265,53
6. Interest payments		50833,33	40677,51	33415,61	26153,70	18891,80	11629,89	4367,99	0,00	0,00	0,00
Total costs (3+4+5+6)		6027892,65	6017736,83	6010474,93	6702866,13	6695604,23	4935895,43	5007633,52	5003265,53	5003265,53	5003265,53
III. Profit (I-II)		487107,35	497263,17	504525,07	459133,87	466395,77	2226104,57	2175366,48	2494734,47	2494734,47	2494734,47
IV. Tax (please select tax rate, according to the turnover)	15,00%	73066,10	74589,48	75678,76	68870,08	69959,37	333915,69	326304,97	374210,17	374210,17	374210,17
V. Net Profit (III-IV)		414041,25	422673,69	428846,31	390263,79	396436,41	1892188,89	1849061,51	2120524,30	2120524,30	2120524,30
VI. IPARD Financing of eligible costs		19686142									
VII. Cash Flow (V+4+VI)	-26 248 190,00 ALL	23 185 283 ALL	3 507 773 ALL	3 513 946ALL	3 475 363ALL	3 481 536 ALL	2 592 188 ALL	2 549 061 ALL	2 820 524ALL	2 820 524 ALL	2 820 524 ALL

9. Table 9 "Financial Indicators"

Sheet "Financial Indicators" consists of single table, which automatically shows the indicators that prove the viability of the project. Remember that NPV indicator should be positive, while IRR must not be below the discount factor (3.75% in the sample) Applicant should not intervene in this sheet.

Sample of filled in Sheet 9 "Financial Indicators" is shown as follows:

Table 9: Financial Indicators		
Name of the applicant:		"Albanian company" Sh.p.k
<i>Discount factor under the current call</i>		3,78%
<i>Net Present Value (NPV)</i>	<i>NPV>0</i>	18 484 364,25 ALL
<i>Internal rate of return (IRR)</i>	<i>IRR >3,75%</i>	27,92%

After finalization all tables from business plan - financial tables must be printed on hard copy and signed as well stamped! (Stamp is not valid only for natural persons).

ANNEX .3.1:

TECHNICAL PROJECT PROPOSAL NARRATIVE PART - QUESTIONNAIRE

“IPARD” Programme under the Instrument for Pre-Accession Assistance of the Republic of Albania 2014-2020

Prepared by

(Applicant Name and registered address)

Or

(Full Name and address of Service provider-Consultant)

Date

Version 1.0

2018

NAME OF THE APPLICANT.....

Stamp & SIGNATURE.....

The information submitted in this current Technical Project Proposal, will be gathered in form of questionnaire. Applicant should reply to all questions in complete manner, and in accordance with the instructions appointed under each question.

1. Do you possess existing business?

Applicant must provide information in terms of existing type of activities, years of experience, compliance with national legislation, and type of goods/services provided on the market.

.....
.....
.....

2. Is your existing business profitable?

Provide brief analyses on figures like sales, expenditures and profit, in order to prove the financial viability of the holding/person that apply for IPARD financing.

.....
.....
.....

3. What is your investment about?

Provide information about the eligible expenditures according to the offers selected, and technology/agro activities predicted to be used. Describe the project output products.

.....
.....
.....

4. Why do you decided to apply for a project?

Describe the needs for the project eligible costs proposed for financing. Information should be provided on assets level for the equipment; and farm/storage/entity purposes for the re/construction works.

.....
.....
.....

5. Do your project type of investment cover the general objectives stated in chapter 2.2 in the Application Form? Please explain why.

For being eligible for financing, the project must comply with the EU general objectives, so brief justification of the project purpose will be needed in this section, according to the table X marking in chapter 2.2 of the Application form

.....

.....
.....

6. Do your project type of investment cover the specific objectives stated in chapter 2.3 in the Application Form? Please explain why.

for being eligible for financing, the project must comply with the measure specific objectives, so brief justification of the project purpose will be needed in this section according to the table X marking in chapter 2.3 of the Application form .

.....
.....
.....

7. What products/services you predict to produce?

Describe the project output products/services.

.....
.....
.....

8. What quantities and sale prices do you expect?

Describe the project capacity for the quantities subject to production.

.....
.....
.....

9. What will be the average annual project income?

According to the project capacity and products prices, provide information about the average annual sales, and write a justified lump sum of the project incomes without VAT.

.....
.....
.....

(Please input the average annual project sales no VAT)

Table C Sales

Average year sales (lump sum)*All
--------------------------------	----------

*Information provided on this table **refer to Business Plan** - simple income statement calculations (cell **B6**) and will be subject to assessment by ARDA.

10. What expenditures you predict to have in the production process in regard to quantities and costs?

According to the project capacity, provide information about the average annual costs and expenditures for securing of production. Write a justified lump sum of the project incomes without VAT.

.....

(Please input the average annual project costs no VAT)

Table D Costs

Average year costs (lump sum)All
-------------------------------	----------

**Information provided on this table refer to Business Plan - simple income statement calculations (cell B8) and will be subject to assessment by ARDA.*

11. What will be the percentage rate depreciation of the claimed investment items, according to the current law?

.....

Provide information the annual percentage rate according to the law on depreciation that is in force, for the assets you apply for. Write brief description on percentage rates to each investment.

(Please input the average annual depreciation)

Table E Depreciation

Average year depreciation (lump sum)All
--------------------------------------	----------

**Information provided on this table refer to Business Plan - simple income statement calculations (cell B9) and will be subject to assessment by ARDA.*

12. What Size of the grant you claim?

Provide information on the percentage and lump sum of the grant you are applying for.

.....

Fill in the respective tables according to justification provided.

Table F Basic Grant Size

Please select the grant size co-financing percentage according to applied measure*: 50% of the total eligible cost of the investment; 60% of the total eligible cost of the investment; 65% of the total eligible cost of the investment; 70% of the total eligible cost of the investment;	0,00%
---	-------

** Information on grant percentage rates refer to calculations of Technical Project Proposal - simple income statement Table 1.1: Grant Size;, and intervene in the assessment executed by ARDA.*

Table G grant Albanian currency.

Grant size claimed in ALL*	0,00 ALL
-----------------------------------	-----------------

*** Information on grant percentage rates refer to calculations of Technical Project Proposal - simple income statement, and intervene in the assessment executed by ARDA.**

Please, print out on hard copy the current business plan narrative part, and name (footer options might be used before printing), sign and stamp each page!

***stamp is not required for natural persons**

A. Table 1: Table of eligible costs					
Name of the applicant:					
No	Description of the asset	Model, type/mark	Basic technical characteristics	Unit	Quantity
	A	B	C	D	E
I	Equipment:				
1					
2					
3					
n					
II	Construction / re-construction works / orchards and greenhouses:				
4					
5					
6					
n					
III	Effluent/waste management expenditures				
7					
8					
n					
IV	Business plan elaboration				
9					
V	General costs				
10					
11					
					Total
* Please input the original currency stated in selected					

B. Table 1.1: Grant Size		
Basic Grant Size		Grant increase flat rate
A		B
Please select the grant size co-financing percentage according to applied measure: 50% of the total eligible cost of the investment; 60% of the total eligible cost of the investment; 65% of the total eligible cost of the investment; 70% of the total eligible cost of the investment;	0,00%	N/A

<i>Single price ALL* (VAT excluded)</i>	<i>Total value ALL (VAT excluded)</i>	<i>Total value ALL (VAT included)</i>	<i>Name of selected supplier</i>	<i>number of selected offer & date of issue</i>
F	G	H	I	J
	-	-	case Italy	001/26-05-2015
	-			
	-			
	-			
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			
-	-			
Expenditures:	0,00 ALL	0,00 ALL		
Please input the exchange rate used in table 1				140,3

	<i>Total grant percentage rate</i>		<i>Grant in All</i>	
	<i>C</i>		<i>D</i>	
	Total percentage rate	0,00%	Grant size in ALL	0,00 ALL

Annex 3.3

Instructions for Applicants on how to fill in– Technical project proposal Part 2 Income statement

“IPARD” Programme under the Instrument for Pre-Accession Assistance of the Republic of Albania 2014-2020

**Version 1.0
2018**

The Financial Tables consist of 2 excel sheets, namely:

1. Eligible assets
2. Simplified income statement

I. General principles

- For each of the Excel Sheets, only fill in the white cells in the table, whereas highlighted/coloured cells should not be “entered/changed” as they contain formulas.
- Technical project proposal income statement is a tool for proving financial viability of the project, and will be assessed for compliance with the data provided in TECHNICAL PROJECT PROPOSAL NARRATIVE PART - QUESTIONNAIRE, according to the submitted description, justifications and figures. So, the applicant must assure that both parts are aligned, when submitting the file.
- Please note that VAT is not subject to financing, therefore all figures on sales and costs should be presented with VAT excluded.
- All filled in sheets must contain the name of the applicant. It is recommended that applicant fill his name in the blank cell "D2" of Table 1 "Eligible assets", which automatically will be transferred into other Business Plan spreadsheets.

1. Table 1 "Eligible assets".

Sheet “eligible assets” consists of 2 tables, **A. Table 1: Table of eligible costs**, which is expected to show detailed data of all selected offers preferred from the applicant, and **B. Table 1.1: Grant Size**, which determines the size of the grant claimed.

A. Table 1: Table of eligible costs

Column A "Description of the asset" should be provided name of each asset subject to financing. Please note that in the column are presented five (5) sections depending from the type of the investment. This separation is important to be respected in order that proper assessment of the file is elaborated, and further explanations will be listed below.

Column B "Model, type/mark" should be appointed the model/mark and type (including modification) of the equipment/systems subject to financing. For construction/reconstruction activities and orchards creation is eligible to be appointed not applicable (n/a).

Column C "Basic technical characteristics" should be provided basic characteristics such as capacity, power, and if not any other sizes and weight. Is important to be presented such characteristic under which comparison between the offers was made.

Column D "Unit" should be provided measurement of the offered items like pieces, kg, ton etc... For construction/orchards/ greenhouses investment should be to be appointed the area in m2, while for services the respective hours or again area as stated in the selected offer.

Column E "Quantity" should be provided number of eligible assets as stated in the selected offer.

Column F "Single price ALL" should reflect the price per unit of the assets as stated in the selected offer. If the offer is not rated in domestic currency (ALL), follow the note (*) where below the table, must be appointed offer currency, and cross rate to ALL, according to the published methodology in the Guidelines for Applicants. Single price must not contain VAT or other non-eligible taxes.

Column G "Total value ALL" will **automatically** calculate the total amount of each asset according to the quantities and single prices reflected. Total amounts of assets does not contain VAT. This column should not be subject to modification or filling up by the applicant.

Column H "Total value ALL VAT included" will **automatically** convert the total amounts with VAT included, in case of domestic (Albanian) suppliers or not direct import of equipment. In case of direct import of goods & services the applicant must put the same amount as stated in the previous "G" column. Therefore all domestic (Albanian) offer assets must be presented with VAT included in column H.

Column I "Name of selected supplier" should reflect the company that deliver the selected offer, stated by its full name and legal form.

Column I "number of selected offer & date of issue" should reflect the selected offer identification.

In addition the following assets listing in column A **"Description of the asset"** **should be respected:**

In *"Equipment"* section should be listed all machines and inventory, that applicant is selected in the same manner they are presented in the offer.

In *"Construction / re-construction works / orchards and greenhouses: "* section should be listed all relevant expenditures in the same manner they are presented in the offer. For facilitation is recommended to name the object in a single cell where it can refer to the Bill of Quantities.

In *"Effluent/waste management expenditures"* section is important to be listed those assets who are offered in regard to utilization of residues.

In *"Business plan elaboration"* section, should be presented the consultancy costs for drawing up of the current BP (if applicable). Make sure you are familiar with the limits of consultancy costs stated in the Guidelines for applicants for the respective call.

In *"General costs"* section, should be presented the other preliminary costs like elaboration of technology project, architectural designs etc. (if applicable). Make sure you are familiar with the limits of consultancy costs stated in the Guidelines for applicants for the respective call.

B. Table 1.1: Grant Size

Column A "Basic Grant Size" should be **selected** project intensity rate by clicking a button in cell **"D35"** where applicant can determine the percentage according to:

- 60% of the total eligible cost of the investment- basic rate for measure 1;
- 65% if investments are if made by young farmers;
- 70% for investments situated in mountain areas;

Column B "Grant increase flat rate" is not applicable.

Column C and Total grant percentage rate and **Column D** Grant in All will automatically be calculated and should not be intervened by the applicant.

Sample of filled in Sheet 1 "Eligible assets" is presented for clarifications on the next page:

A. Table 1: Table of eligible costs										
Name of the applicant:		Albanian natural person								
Nº	Description of the asset	Model, type/mark	Basic technical characteristics	Unit	Quantity	Single price ALL* (VAT ex cluded)	Total value ALL (VAT ex cluded)	Total value ALL (VAT in cluded)	Name of selected supplier	number of selected offer & date of issue
	A	B	C	D	E	F	G	H	I	J
I	Equipment:									
1	Tractor	"Best Agri" 4WD-1S	86 horse power	piece	1	6 300 000,00	6 300 000,00	7 560 000,00	"Best Traktors Supply" Sh.p.k. Albania	#0036/15-06-2015
II	Construction / re-construction works / orchards and greenhouses:									
2						-	-			
III	Effluent/waste management expenditures									
3						-	-			
IV	Business plan elaboration									
4	consultancy costs	n/a	n/a	days	2,00	12 000,00	24 000,00	28 800,00	"Experienced Consultant" Sh.p.k, Albania	Cons13/01-05-2015
V	General costs									
5						-	-			

Total Expenditures:		6 324 000,00 ALL	7 588 800,00 ALL		
* Please input the original currency stated in selected offer	EUR	Please input the exchange rate used in table 1			140,32

B. Table 1.1: Grant Size						
Basic Grant Size		Grant increase flat rate		Total grant percentage rate		Grant in All
A		B		C		D
Please select the grant size co-financing percentage: 60% of the total eligible cost of the investment-basic rate; 65% if investments are made by young farmers; 70% for investments in mountain areas;	65,00%			Total percentage rate		Grant size in ALL 4 110 600,00 ALL

2. Table 2 "Simple Income Statement"

Sheet "Simple Income Statement" consists of single table, which purpose is to show the economic viability of the proposed investment. Applicant must fill in four (4) figures in **column B** "Normal production year" into the left in white (i.e. uncoloured) cells as follows.

- In cell "C6" must be filled in the annual project sales figure, which must be in compliance with the answer of question #9 from questionnaire part. The amount must be presented as average income, from normal production year, without VAT.

I. Incomes	
1. Average year sales (lump sum)	(To be filled in).....ALL

- In cell "C8" must filled in annual project cost figure, which must be in compliance with the answer of question #10 from questionnaire part. The amount must be presented as average costs, from normal production year, without VAT.

II. Costs	
2.Average year costs (lump sum)	(To be filled in).....ALL

- In cell "C9" must filled in annual project depreciation figure, which must be in compliance with the answer of question #11 from questionnaire part.

3. Depreciation (lump sum) project equipment	(To be filled in).....ALL
--	---------------------------

- In cell "B12" Applicant **must select** in **column A** (left in white, i.e. uncoloured) with the respective taxation rate, according to his turnover:

For companies:

- 0% for small scale companies with annual turnover up to 5 000 000 ALL;
- 5% for medium scale companies with annual turnover up to 8 000 000 ALL;
- 15% for large scale companies with annual turnover above 8 000 001 ALL;

For Natural persons

- 0% for personal income up to 30 000 ALL;
- 13% for personal income from 30 001 ALL to 130 000 ALL;
- 23% for personal income above 130 001 ALL;

IV. Tax (please select tax rate, according to the expected turnover scale)	0,00%
--	-------

All other cells should not be intervened by the applicant, and will automatically show the viability of the project.

Indicators:

For being the project viable, the following indicators:

- Net Profit

V. Net Profit (III-IV)ALL
-------------------------------	----------

and

- Net cumulative cash flow for 5 years (in case of equipment application only) **or** 10 years (in case of re/construction works/greenhouses & orchards)

VIII. Net cumulative cash flow 5 years ((V+4)*5)+(VII-VI)ALL
--	----------

must be positive.

Sample of filled in Sheet 2 "**Simple Income statement**" is shown as follows:

Table 2: Simplified income statement		
Albanian natural person		B
Index column		Normal production year
A		B
I. Incomes		
1. Average year sales (lump sum)		3 000 000,00
II. Costs		
2. Average year costs (lump sum)		1 000 000,00
3. Depreciation (lump sum) project equipment		1 260 000,00
Total costs (2+3)		2 260 000,00
III. Profit (1-II)		740 000,00
IV. Tax (please select tax rate, according to the expected turnover scale)	23%	170 200,00
V. Net Profit (III-IV)		569 800,00
VI. IPARD Eligible costs		6 324 000,00
VII. IPARD Financing		4 110 600,00

For investments in equipment	
VIII. Net cumulative cash flow 5 years ((V+4)*5)+(VII-VI)	635 600,00
or	
For investments re/construction works/greenhouses & orchards	
IX. Net cumulative cash flow 10 years >0 ((V+4)*10)+(VII-VI)	3 484 600,00

After filling in, both spreadsheet must be printed on hard copy and signed as well stamped (stamp is not required for natural persons).

Annex 4.1
Claim for Payment
For
Measure 1: Investments in physical assets of
agricultural holdings
IPARD II
2014-2020

ID No. of Application	<i>< No. of the application form by registration></i>
Grant Contract No.	<i>< No. of the Grant Contract></i>
Title of the Investment Action	<i><please give short title of your project, as in Application form and in Grant Contract></i>

Version 1.1

Note: please select the type of Grant Recipient accordingly.

TYPE OF GRANT RECIPIENT	
NATURAL / PHYSICAL PERSON <input type="checkbox"/>	
(Individual agricultural producer)	
(Registered in the National Business Centre and included in the Regional Farm Register)	
Name and Surname_____	
Personal ID number_____	
Address_____ Region _____	
District_____ Municipality/Commune_____	
Location of the investment_____	
Mob/Telephone_____ E-mail_____	
Bank name _____	
Bank account LEK_____	
NIPT number_____	
LEGAL ENTITY <input type="checkbox"/>	
(Privately owned commercial company or Association for Cooperation in Agriculture)	
(Registered in the National Business Centre and included in the Regional Farm Register)	
Company Name_____	
Name of the Owner _____	
Name of Legal Representative (if different from above)_____	
NIPT number_____	
Personal ID number of Owner_____	
Personal ID number of Legal Representative (if different from above)_____	
Address_____ Region _____	
District_____ Municipality/Commune_____	
Location of the investment_____	
Mob/Telephone_____ E-mail _____	
Bank name _____	
Bank account LEK_____	
IBAN _____	

PRIORITY SECTOR

Note: Please marker the priority sector that you have applied.

INVESTMENTS IN PHYSICAL ASSETS OF AGRICULTURAL HOLDINGS		
Priority Sectors		
1. MILK SECTOR	N/A	YES
2. MEAT SECTOR	N/A	YES
3. FRUITS SECTOR	N/A	YES
4. VEGETABLES SECTOR	N/A	YES
5. VINEYARD SECTOR	N/A	YES

LIST OF GENERAL DOCUMENTS TO BE SUBMITTED:

Note: Please use this list as your own control check for the documents you have to submit. All documents relevant to the Investment Action must either be sent as originals or copies depending on the type of the document. All copies have to be certified by a signature of the Applicant / Legal representative unless notary verification is explicitly required for a specific document and indicated in the table.

All documents marked as “YES” represent compulsory documents and must be submitted. All documents marked with “N/A” and “YES” must be submitted depending on the type of investment, type of Grant Recipient, type of activity or requirement it fulfills.

ALL DOCUMENTS ON FOREIGN LANGUAGE SHOULD BE ACCOMPANIED WITH THE TRANSLATION OF THE OFFICIAL TRANSLATOR.

No.	Type of Document	
1.	Copy of ID card/copy of the passport of the recipient	Yes
2.	Original document from National Business Centre(NBC) proving that the recipient (legal entity) is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the submission of the claim for payment,	N/A Yes
3	Original certificate proving that the recipient has fulfilled its obligations to payment of taxes for the current year (including but not limited to income tax, personal income tax, withholding tax, social security and, pension and health insurance contributions, VAT, national taxes), issued by the corresponding Tax Office(s). <i>(The documents should not be issued earlier than 30 days before submission of the claim)</i>	Yes
4	Copy of certificate from National Licensing Centre proving that the beneficiary has license to operate	
5	Original document about land tax issued by Municipality for the current year not issued earlier than 30 days before submission of the claim	Yes

No.	Type of Document		
6	- <u>Copy of Ownership Certificate issued by the National Agency of Cadastre stating the ownership of the land and/or building(s). Containing indicative map and ownership cartel, according to the current national legislation.</u>	N/A	Yes
	<u>or</u> <u>Copy of the ownership confirmation issued by the National Agency of Cadastre accompanied by the indicative map, ownership cartel, stating the ownership of the land/ building, on which the investments took place.</u>	N/A	Yes
	<u>or</u>		
7	<u>Notary verified copy of transfer of property usage rights contract (rental, loan contract)in case the recipient is not owner of the land and/or building(s) including the Copy of the Ownership Certificate accompanied with the indicative map and ownership cartel, issued by the National Agency of Cadastre stating the ownership of the land and/or building(s) to the person who is using it (min 10 years).</u>	N/A	Yes
8	Inventory sheet/print out of the accounting system (for all assets) (balance sheet) by the date of submission of the claim for payment, proving the accounting of the assets (signed and stamped by the economist and recipient)	N/A	Yes
9	Inventory sheet/print out of the accounting system for all assets (balance sheet) for each of the three recent previous consecutive fiscal years for all assets(signed and stamped by the economist and recipient)	N/A	Yes
10	Copy of Book of fixed assets for the previous year - year before signing the contract, (signed and stamped by certified accountant)	N/A	Yes
11	Copy of Book of fixed assets for the year when the contract is signed (signed and stamped by the certified accountant)	N/A	Yes
12	Copy of Book of fixed assets by the date of submission of the claim for payment (only if the year of submission of the claim is different from the year of the signing of the contract)	N/A	Yes
13	All original invoices for the incurred expenditures as indicated below under Table of Invoices. (In the case of imported equipment's / attached the official translation into Albanian)		Yes
14	Notary verified copy/ Original of contract with the suppliers/service providers/construction companies and other third parties defining the assets, models, price in EURO/Lek with and without VAT(In the case of imported equipment's / attached the official translation into Albanian)		Yes
15	Detailed technical specifications for each of the items supplied under point 12 and 13(In the case of imported equipment's / attached the official translation		Yes

No.	Type of Document		
	into Albanian		
16	Statement from the suppliers/service providers proving that the equipment is not second hand. (In the case of imported equipment's / attached the official translation into Albanian.		Yes
17	Payment (Transfer) orders for each of the payments of the invoices(performed in the country)	N/A	Yes
18	Payment (Transfer) orders (Letter of Accreditive) for each International bank payment of the invoice	N/A	Yes
19	Detailed (daily) bank statements which proves payment by the recipient	N/A	Yes
20	Copy of SWIFT originally stamped and signed from the bank (for all international payments)	N/A	Yes
21	Dispatch/Receipt note (for equipment from domestic suppliers)	N/A	Yes
22	Copy of custom declaration (for all imported goods).	N/A	Yes
23	Consignment note CMR (for imported goods). In the case of imported equipment's / attached the official translation into Albanian.	N/A	Yes
24	Certificate for origin /EUR 1/ for the imported goods (for the amount more than 100 000 euro). In the case of imported equipment's / attached the official translation into Albanian.	N/A	Yes
25	Copy of measurement book (only when construction/reconstruction is foreseen)	N/A	Yes
26	Technical approval (usage permit) for the use of the Construction issued by municipality (only when construction/reconstruction is foreseen)	N/A	Yes
27	Certificate from Agriculture University or private institution for committing a training of 50 hours in the relevant sector before final payment	N/A	Yes
28	Confirmation of account number issued by the Bank	N/A	Yes

LIST OF SPECIFIC DOCUMENTS TO BE SUBMITTED:

Note: all listed documents below must be submitted depending on the type of Investment Action for which the Claim for Payment is submitted. Please select "YES" and submit only the documents which refer to your type of investment. For the rest of the documents which are not required to be submitted please select "N/A".

No.	Type of Document		
1.	License/Authorization or Concession for water use for investments in on farm irrigation system of fruit/vegetables/ animal watering system issued by Municipality for a minimum period of 5 years according to the Law No. 111/2012 "On the integrated management of the water resources" and DCM 416, DATE 13.05.2015.	N/A	Yes
2.	Certificate for registered seeds and seedlings used (for fruit and vegetables) issued by the National Entity of Seeds and Seedlings	N/A	Yes
3	Phytosanitary certificate for seed and seedlings.	N/A	Yes
4	Environmental certificate impact on the achievement of NMS for the entire holding and EUS for the type of the investment issued by the		

	National Environmental Inspectorate attached with the check list.		
5	<p>Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the entire enterprise for the following type of investments:</p> <ul style="list-style-type: none"> - in fruits and vegetable plants investment or - wine processing plants investment or - milk collection plant and milk processing plant investment or - slaughter house investment. <p>With check list attached</p>	N/A	Yes
6	Certificate on the achievement of NMS (for the entire agricultural holding) and EUS for type of investment for animal welfare issued by the Veterinary Office accompanied by Checklist for performed control by the veterinary inspectors	N/A	Yes
7	Circulation permit (for tractors)	N/A	Yes
8	Ownership certificate (for tractors)	N/A	Yes
9	European Certificate of Conformity accompanying each vehicle/tractor	N/A	Yes
10	Copy of registration of animals (RUDA system)	N/A	Yes
11	Copy report issued by certified energy auditor from the Agency for Energy Efficiency part of Ministry for Infrastructure and Energy.	N/A	Yes
12	Authorization by the Ministry of Energy and Industry for investments in energy production.	N/A	Yes
13	Copy of the acceptance protocol based on actual data measurements of plant capacity for production of electricity and issued by Ministry of Energy	N/A	Yes
14	Copy of Business service contract with the transmission operator		
15	Copy of License issued by the National Business Centre (NBC) for all type of investment (for the entire agriculture holding) at the end of investment	N/A	Yes
16	Certificate for proving implementation of the NMS for occupational safety for the investment issued by Labor Inspectorate for all type of the investments.	N/A	Yes
17	Declaration issued by the Ministry of Agriculture and Rural Development to prove the cultivated land/ number of animals.	N/A	Yes

Before final payment the agricultural holding of the recipient must have the following minimum size:

Milk sector:

- Minimum 10 cows registered under the animal register
- Minimum 100 sheep and/or goats registered under the animal register.

Meat sector:

- 10 cattle registered under the animal register
- 100 sheep and/or goats registered under the animal register
- 1000 heads of poultry (broilers and laying hens)
- 10 breeding sows

Fruit and open field vegetable sector

- Minimum 0.5 ha of land cultivated with vegetables or minimum 0.5 ha of land cultivated with fruit in one or several blocks.

For protected crops

- Minimum 0.2 ha protected area in a form of glasshouse / greenhouse/ or tunnels

Vineyards

- Minimum of 0.5 ha of vineyards

TABLE OF INVOICES:

Note: Please introduce the list of all invoices submitted as required. Please calculate the total sum requested as total estimated eligible expenditure.

Supplier Name	No. of invoice	Date of the invoice	Type of asset	Quantity	Amount without VAT
	Total:				

The total amount of the investment action is _____ Lek.

The total estimated eligible expenditure of the investment action (amount w/o VAT) is _____ Lek. Aid intensity of the reimbursed grant is:

☐ 60%

☐ 65% or

☐ 70% and it equals to the total amount of the public aid of _____ Lek.

Grant Recipient's name

Signature

Date: _____

Stamp

Annex 4.2

Claim for Payment for

**Measure 3: Investments in physical assets
concerning processing and marketing of agricultural
and fishery products**

IPARD II

for

**Agro-Food Sector Development in Albania
2014-2020**

ID No. of Application	<i>< No. of the application form by registration></i>
Grant Contract No.	<i>< No. of the Grant Contract></i>
Title of the Investment Action	<i><please give short title of your project, as in Application form and Grant Contract></i>

Version 1.1

2020

Note: please select the type of Grant Recipient accordingly.

TYPE OF GRANT RECIPIENT	
LEGAL ENTITY <input type="checkbox"/>	
(Food processing enterprises)	
(Registered at the National Business Centre and licensed, with no more than 25% of the capital held by public body (ies))	
Company Name_____	
Name of the Owner _____	
Name of Legal Representative (if different from above)_____	
/NIPT number_____	
Personal ID number of Owner(s)_____	
Personal ID number of Legal Representative(s) (if different from above)_____	
Address_____	Region _____
District_____	Municipality/Commune_____
Location of the investment_____	
Mob/Telephone_____	E-mail_____
Bank name_____	
Bank account LEK_____	
IBAN_____	
NATURALPERSON <input type="checkbox"/>	
(Registered at the National Business Centre and licensed, with no more than 25% of the capital held by public body(ies))	
Name and Surname_____	
Personal ID number_____	
Address_____	Region _____
District_____	Municipality/Commune_____
Location of the investment_____	
Mob/Telephone_____	E-mail_____
Bank name _____	
Bank account LEK_____	
NIPT number _____	

PRIORITY SECTOR

Note: Please marker the priority sector that you have applied.

INVESTMENTS IN PHYSICAL ASSETS CONCERNING PROCESSING AND MARKETING OF AGRICULTURAL AND FISHERY PRODUCTS		
Priority Sectors		
1. MILK AND DIARY SECTOR	N/A	YES
2. MEAT PROCESSING SECTOR	N/A	YES
3. FRUITS AND VEGETABLE PROCESSING SECTOR	N/A	YES
4. WINE SECTOR	N/A	YES

LIST OF GENERAL DOCUMENTS TO BE SUBMITTED:

Note: Please use this list as your own control check for the documents you have to submit. All documents relevant to the Investment Action must either be sent as originals or copies depending on the type of the document. All copies have to be certified by a signature of the Recipient / Legal representative unless notary verification is explicitly required for a specific document and indicated in the table.

All documents marked as “YES” represent compulsory documents and must be submitted. All documents marked with “N/A” and “YES” must be submitted depending on the type of investment, type of Grant Recipient, type of activity or requirement it fulfills.

ALL DOCUMENTS ON FOREIGN LANGUAGE SHOULD BE ACCOMPANIED WITH THE TRANSLATION OF THE OFFICIAL TRANSLATOR.

No.	Type of Document	
1.	Copy of ID card/copy of the passport of the recipient	Yes
2.	Original document from NBC /court proving that the recipient (legal entity) is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the submission of the claim for payment,	Yes
3.	Original certificate proving that the recipient has fulfilled its obligations to payment of taxes for the current year (including but not limited to income tax, personal income tax, withholding tax, social security and health insurance contributions, pension and health, VAT, national taxes), issued by the corresponding Tax Office(s) (The documents should not be issued earlier than 30 days before submission of the claim)	Yes
4.	Copy of certificate from National Licensing Centre proving that the beneficiary has license to operate	Yes
5	Original document about land tax issued by Municipality for the current year not issued earlier than 30 days before submission of the claim	Yes

No.	Type of Document		
6	- <u>Copy of Ownership Certificate issued by the National Agency of Cadastre stating the ownership of the land and/or building(s).containing indicative map and ownership cartel, according to the current national legislation</u>	N/A	Yes
	or <u>Copy of the ownership confirmation issued by the National Agency of Cadastre accompanied by the indicative map, ownership cartel, stating the ownership of the land/building, on which the investments took place.</u>	N/A	Yes
6.	<u>Notary verified copy of transfer of property usage rights contract (rental/loan contract) in case the recipient is not owner of the land and/or building(s) including the Copy of the Ownership Certificate accompanied with the indicative map and ownership cartel, issued by the National Agency of Cadastre for stating the ownership of the land and/or building(s) to the person who is renting it (min 10 years).</u>	N/A	Yes
8	Inventory sheet/print out of the accounting system (for all assets) (balance sheet) by the date of submission of the claim for payment, proving the accounting of the assets (signed and stamped signed and stamped by the economist and the recipient)	N/A	Yes
9	Inventory sheet/print out of the accounting system for all assets (balance sheet) for each of the three recent previous consecutive fiscal years for all assets signed and stamped by the economist and the recipient)	N/A	Yes
10	Copy of Book of fixed assets for the previous year (the year before signing the contract), signed and stamped by certified accountant	N/A	Yes
11	Copy of Book of fixed assets for the year when the contract is signed (signed and stamped by the certified accountant)	N/A	Yes
12	Copy of Book of fixed assets by the date of submission of the claim for payment (only if the year of submission of the claim is different from the year of the signing of the contract)	N/A	Yes
13	All original invoices for the incurred expenditures as indicated below under Table of Invoices. (In the case of imported equipment's / attached the official translation into Albanian)		Yes
14	Notary verified copy/ Original of contract with the suppliers/service providers/construction companies and other third parties defining the assets, models, price in EURO/Lek with and without VAT . (In the case of imported equipment's / attached the official translation into Albanian)		Yes
15	Detailed technical specifications for each of the items supplied under point 8 and 9 (In the case of imported equipment's / attached the official translation into Albanian)		Yes
16	Statement from the suppliers/service providers proving that the equipment is not second hand. (In the case of imported equipment's / attached the official translation into Albanian)		Yes
17	Payment (Transfer) orders for each of the payments of the invoices (performed in the country)	N/A	Yes
18.	Payment (Transfer) orders (Letter of Acriditive) for each International bank payment of the invoice	N/A	Yes

No.	Type of Document		
19	Detailed (daily) bank statements which proves payment by the recipient	N/A	Yes
20	Copy of SWIFT originally stamped and signed from the bank (for all international payments)	N/A	Yes
21	Dispatch/Receipt note (for equipment from domestic suppliers). (In the case of imported equipment's / attached the official translation into Albanian)	N/A	Yes
22	Copy of custom declaration for all imported goods	N/A	Yes
23	Consignment note CMR (for imported goods). Attached the official translation into Albanian.	N/A	Yes
24	Certificate for origin /EUR 1/ for the imported goods (for the amount more than 100 000 euro). In the case of imported equipment's / attached the official translation into Albanian.	N/A	Yes
25	Copy of measurement book (only when construction/reconstruction is foreseen)	N/A	Yes
26	Technical approval (usage permit) for the use of the Construction issued by the Municipality (only when construction/reconstruction is foreseen)	N/A	Yes
27	Confirmation of account number issued by the Bank	N/A	Yes

LIST OF SPECIFIC DOCUMENTS TO BE SUBMITTED:

Note: all listed documents below must be submitted depending on the type of investment for which the Claim for Payment is submitted. Please select "YES" and submit only the documents which refer to your type of investment. For the rest of the documents which are not required to be submitted please select "N/A".

No.	Type of Document		
1.	Copy of License issued by the National Business Centre (NBC) for all type of investment (for the entire enterprise)	N/A	Yes
2	Environmental Certificate on the achievement of NMS (for the entire enterprise) and EUS for type of investment issued by the National Environmental Inspectorate attached with the check list.	N/A	Yes
3	Certificate for registered seeds and seedlings used (for fruit and vegetables) issued by the National Entity of Seeds and Seedlings	N/A	Yes
4	Phytosanitary certificate for seed and seedlings.	N/A	Yes
5	Copy of registration of animals (RUDA system) for the following investments: <ul style="list-style-type: none"> - milk collection plant and milk processing plant or - slaughter house 	N/A	Yes
6	Certificate for proving implementation of the NMS for occupational safety (for the entire enterprise) and the EUS for occupational safety for the investment for all type of investment issued by Labor Inspectorate Attached with the checklist.	N/A	Yes
7	Certificate issued by the National Food Authority for achieved NMS for food safety and public health of the entire enterprise and achievement of EU minimum standards for investments in: <ul style="list-style-type: none"> - fruits and vegetable plants or 	N/A	Yes

	<ul style="list-style-type: none"> - wine processing plants or - milk collection plant and milk processing plant or - slaughter house. Whit check list attached		
8	<p>Certificate on the achievement of NMS (for the entire agricultural holding) and EUS for type of investment for animal welfare issued by the Veterinary Office accompanied by Checklist for performed control by the veterinary inspectors for the following investments:</p> <ul style="list-style-type: none"> - milk collection plant and milk processing plant or - slaughter house <p>With check list attached.</p>	N/A	Yes
9	Copy report issued by certified energy auditor from the Agency for Energy Efficiency part of Ministry for Infrastructure and Energy.		
10	Authorization by the Ministry of Energy and Industry for investments in energy production.	N/A	Yes
11	12. Copy of the acceptance protocol based on actual data measurements of plant capacity for production of electricity and issued by Ministry of Energy	N/A	Yes
12	Copy of Business service contract with the transmission operator	N/A	Yes

Before final payment the recipient must have the following minimum capacity:

Milk processing:

- Milk processing capacity of 1500 liters per day/750 liters in mountain areas.

Slaughtering

- Bovines slaughtering: minimum 10 heads per day; or
- Small ruminants slaughtering: minimum 40 heads per day; or
- Pigs slaughtering: minimum 15 heads per day; or
- Poultry slaughtering: minimum 5000 birds per day.

Wine processing

- Wine processing capacity: 200 hectoliters per year.

TABLE OF INVOICES:

Note: Please introduce the list of all invoices submitted as required. Please calculate the total sum requested as total estimated eligible expenditure.

Supplier Name	No. of invoice	Date of the invoice	Type of asset	Quantity	Amount without VAT
---------------	----------------	---------------------	---------------	----------	--------------------

	Total:				

The total amount of the investment action is _____ Lek.

The total eligible expenditure of the investment (amount w/o VAT) is _____ Lek.

Aid intensity of the reimbursed grant is:

☐ 50% and it is equal to the total amount of the public aid of _____ Lek.

Recipient

Grant Recipient's name

Signature

Date: _____

Stamp

Annex 5: Grounds for Exclusion from Participation in the Call for Proposals

Applicants will be excluded from participation in this call for proposals if:

- a)** they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b)** They have been convicted of an offence concerning their professional conduct by a judgment, which has the force of *res judicata*; (i.e. against which no appeal is possible);
- c)** They have been guilty of grave professional misconduct proven by any means, which the Contracting Authority can justify;
- d)** they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- e)** They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EU's financial interests;
- f)** They are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation.

The cases referred to in point (e) applicable are the following:

- 1)** Cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995 (OJ C 316, 27.11.1995, p.48.)
- 2)** Cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 (OJ C 195, 25.6.1997, p.1.)
- 3)** Cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council (OJ L 351, 29.12.1998)
- 4)** Cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ L 166, 28.6.1991, p. 77.; OJ L 344, 28.12.2001, p.76).

Contracts may not be awarded to applicants who, during the procedure for awarding grants:

- a)** Are subject to a conflict of interest;
- b)** Are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information;

IPARD II

Albania

LIST OF ELIGIBLE EXPENSES

MEASURE 1 INVESTMENT IN PHYSICAL ACTIVITIES IN AGRICULTURAL FARMS

Expenditure code	Categories of eligible expenses
1 1.	DAIRY SECTOR (COW, SHEEP, GOAT)
1-1.1	Construction and / or reconstruction of:
	<ul style="list-style-type: none"> • Facilities for the accommodation of dairy cows, goats, and sheep, including milking parlors, insemination facilities, and those for keeping calves and heifers; • Facilities for storage / storage of machinery and equipment, animal products, and waste; • Facilities and systems for the installation of ventilation, air conditioning, heating (including additional facilities for power generation), drainage, and water supply (including wells), gas and electricity, including generators; • In-farm animal feed storage facilities (including protective tents), together with accompanying equipment; • Facilities for collection, storage (including protective tents), and disposal of manure and other excrement (wastewater and liquid manure leaks), including installation of equipment; • Disinfection pit.
1-1.2	Equipment, machinery and tools for:
	<ul style="list-style-type: none"> • Milking (stationary and non-stationary), refrigeration and storage of milk on farms (including all relevant equipment and installations, specialized software for milk registration); • Transport of raw milk by specialized refrigeration tanks together with relevant equipment (including measuring instruments and sampling equipment); • Transport and handling of manure (including processing and packaging); • Livestock facilities; • Preparation of animal feed, feeding and drinking of animals; • speakers; • Waste preparation and transportation; • Animal scales, loading / unloading platforms, holding stands and fences for animal crossing roads; • Treatment of hooves; • Spraying animals with water, and self-cleaning; • Facilities and equipment for cleaning and disinfecting animals to prevent the spread of diseases, as well as their control; • Carcass removal equipment; • Physical, chemical and biological treatment of wastewater and liquid manure leaks; • Prevention of air pollution, ventilation, air conditioning and heating (including alarm systems and electric generators).

1-2	MEAT SECTOR (CATTLE, SHEEP, GOAT, PIG)
1-2.1	Construction and / or reconstruction of:
	<ul style="list-style-type: none"> • Accommodation facilities for livestock, sheep, goats, and pigs, including those for insemination and malnutrition, those for breastfeeding, the raising of the unborn, feeding, breeding grounds, and those for the keeping of young; • Facilities for storage of machinery and equipment, animal products, and waste; • Facilities and equipment for the installation of ventilation, air conditioning, heating (including facilities for the installation of energy), drainage, and water supply (including wells), gas, and electricity (including the use of power generators); • Farm food storage facilities (including tents), together with accompanying equipment; • Facilities (including installation of equipment) for collection, processing, packaging, storage (including shelters / tents), and manure removal • Wastewater treatment facilities (including wastewater and liquid manure leaks); • Disinfection pit.
1-2.2	Equipment, machinery and tools for:
	<ul style="list-style-type: none"> • Transport and handling of manure (including processing and packaging); • handholds/ tripod; • Preparation of animal feed, feeding and drinking of animals; • Waste preparation and transportation; • Animal scales, loading / unloading platforms, holding stands and fences for animal crossing roads; • Treatment of hooves; • Spraying the animals with water and self-cleaning; • Facilities for cleaning and disinfection as well as tools for preventing the spread of diseases, and disease control; • Carcass removal / elimination equipment; • Physical, chemical and biological treatment of wastewater and liquid manure leaks; • Prevention of air pollution, ventilation, air conditioning and heating (including alarm systems and electric generators).

1+3	MEAT SECTOR (POULTRY)
1-3.1	Construction and / or reconstruction of:
	<ul style="list-style-type: none"> • Facilities (including installation of equipment) for the collection, processing, packaging, storage, and disposal of manure and waste;
1-3.2	Equipment, machinery and tools for:

- Transport and removal / handling of manure (including processing and packaging).

1+4	VEGETABLE FRUIT SECTOR
1-4.1	Construction and / or reconstruction of: <ul style="list-style-type: none"> • Greenhouses (with glass and / or plasma tunnels with a lifespan of at least 5 years for the production of vegetables, fruits and seedlings), including spaces for the installation of ventilation, air conditioning and heating, alarm systems and electricity generators, water tanks and facilities for the installation of irrigation systems (including hydroponic production), and germination chambers; • Storage rooms (including ULO refrigerated rooms) of fruits, vegetables, and nursery products; • Facilities for sorting, drying, packaging and labeling, including water, gas, electricity supply (including electrical generator alarm systems) and used water sewerage systems; • Facilities for irrigation at the farm level, including micro-reservoirs for storage, opening of wells, regulation of the volume of groundwater use (intake of spring water, wells) surface water (from rivers, lakes and reservoirs); • Hail protection systems; • Works carried out by a third party for soil preparation for planting perennials, excluding fertilization; • Establishment of new orchards and restructuring of existing ones, including costs of certification of propagating material, planting, placement of support poles and other services performed by a third party, excluding fertilizers.
1-4.2	Open field equipment, machinery and tools for: <ul style="list-style-type: none"> • Irrigation, including pumps, pipes, valves, drippers, injectors, drippers, and filtration systems, including specialized software; • Fertilizer with water-soluble fertilizers (fertilization), tools for throwing fertilizers in water, equipment for wrapping pipes; • Soil and substrate preparation; • Shearing.
1-4.3	Equipment, machinery and tools for protected environments: <ul style="list-style-type: none"> • Irrigation, including pumps, pipes, valves, drippers, injectors, drippers, and filtration systems; • Fertilizer with water-soluble fertilizers (fertilization), tools for throwing fertilizers in water, equipment for wrapping pipes; • Additional lighting or shading; • Soil and substrate preparation; • Planting perennials with seeds or seedlings, as well as mulching; • Plant protection as well as soil and substrate sterilization; • Prevention of air pollution, ventilation, air conditioning and heating (including alarm systems and electric generators).

1-4.4	Equipment, machinery and tools for:
<ul style="list-style-type: none"> • Transportation and loading; • Packing, labeling • Selection, cleaning and washing, drying and freeze-drying (lyophilization), calibration; • Crushing, pruning, cutting, slicing and grinding; • Frost protection. 	

1-5	GRAPE SECTOR
1-5.1	Construction and / or reconstruction of:
<ul style="list-style-type: none"> • Creating new vineyards or even restructuring existing ones, including the cost of certified propagating material, planting, fencing, wells, soil preparation, and other works¹ carried out by a third party, with the exception of soil fertilization: • Facilities for agricultural machinery and equipment, storage of products, pesticides and chemical fertilizers; • Hail protection systems; • New greenhouses for the vineyard • Panels for storage / permanent / temporary storage / premises for cleaning, sorting and packing. 	
1-5.2	Equipment, machinery and tools for:
<ul style="list-style-type: none"> • Vineyard cultivation, planting, compost treatment, application of plant protection products, fertilization, and harvesting; • On-farm irrigation systems (including drip irrigation and sprinkler systems); • Information technology equipment, including software; • Post-harvest treatment, including selection, washing, cleaning, calibration, cutting, drying, packaging and labeling, pre-cooling, refrigeration and freezing; • Transport equipment for indoor use: transparencies, containers, cranes, forks, carts or other in-farm transport equipment. 	

¹The planting material must be of such a fruit variety as to be in conformity with the list of approved fruit varieties or even with the list of domestic or foreign grape or table grape varieties and in accordance with Annex I to Directive Council 2008/90 / EC or in accordance with the List of National Varieties in accordance with the Law on Seeds and Propagating Material and the Summer Law or the Common Catalog of Summer Varieties and EU Varieties. Grape varieties must belong to the species *Vitis vinifera* or derived from crossbreeding between species *Vitis vinifera* and other species of the genus *Vitis*. Noah, Othello, Isabelle, Jacquez, Clinton and Herbemont varieties are not acceptable. Normal renovation of vineyards which have come to the end of their natural life cycle (ie replanting of the same plot with the same variety according to the same cultivation system) is not acceptable to support.

1.6	COMMON TO ALL SECTORS
1.6.1	Construction and / or reconstruction of:
	<ul style="list-style-type: none"> • Renewable energy generation facilities and technologies for in-farm use (solar panels, wind turbines, biomass power plants), including connections from the plant to the distribution network and from the plant to the farm; • Internal network of crossings and on-farm parking spaces (not allowed for the poultry sector); • Administrative buildings and those in their function (resting place for workers, changing rooms or sanitary facilities, cleaning, storage for washing, washing products and disinfection) (not allowed for the poultry sector); • Fences of orchards or farms, including electric fences for pastures / meadows (excluding stone walls and iron railings) (not permitted for the poultry sector).
1.6.2	Equipment, machinery and tools for:
	<ul style="list-style-type: none"> • Plowing, fertilizing, seed planting, planting seedlings, plant protection, harvesting, transport and relocation (including forks for lifting), harvesters, fruit picking (not allowed for the poultry sector); • IT (hardware) and specialized farm management software (not allowed for the poultry sector).
1.6.3	Other general expenses for:
	<ul style="list-style-type: none"> • Preparation of project and technical documentation, such as fees for architects, engineers and other types of consultancy; • Drafting environmental impact assessments; • Preparation of documentation for the call for IPARD applications and payment requests (consulting services for IPARD applications); • Feasibility studies or other studies related to the project / business plans, obtaining rights from patents or licenses.

Table 1. Maximum power limits for tractors by sector / area / capacity

Type of agricultural production	Area (ha)	Maximum power (kW)
Pomology (fruit production and viticulture)	1-10)	60
	10-50	80
	50-100	100
Vegetables	0.5-2	40
	2:10);	80
	10 – 30	90
	30-50	100
Type of livestock	Number of heads	Maximum power (kW)

Animal breeding-dairy cows	20-50	80
	50-300	100
Cattle breeding	20-40	80
	40-1.000	100
Pigs	100 to 1.000	80
	1.000 to 10.000	100
Sheep / Goats	150-400	80
	400 to 1.000	100

Source: Albanian Agribusiness Council

**MEASURE 3 - INVESTMENT IN PHYSICAL ACTIVITIES IN RELATION TO THE
PROCESSING AND TRADING OF AGRICULTURAL PRODUCTS AND FISHERIES**

Expenditure code	Categories of eligible expenses
3. 3	VEGETABLE FRUIT SECTOR
3-3.1	Construction and / or reconstruction of premises for:
	<ul style="list-style-type: none"> • Receiving, washing, treating, drying and cleaning after harvest; • Holding, selection, packaging, labeling; • Raw material processing, including cutting, peeling, flouring, softening, cooking, mixing, preserving, bottling; • Sterilization and / or pasteurization; • Drying, cooling and freezing;
3-3.2	Equipment, machinery and tools for:
	<ul style="list-style-type: none"> • Receiving, washing, treating, drying and cleaning after harvest; • Storage, selection, packaging, labeling of raw material; • Raw material processing, including cutting, peeling, flouring, softening, cooking, mixing, preserving, bottling; • Heating, sterilization and / or pasteurization; • Drying, cooling and freezing; • Storage of final products; • Measurement and control of technological processes;

3-3.3	Means of transport
<ul style="list-style-type: none"> • Specialized motor vehicles for the transport of raw materials and finished products, excluding trucks but including trailers or refrigerated equipment 	

VEGETABLE FRUIT SECTOR

3.5	VEGETABLE FRUIT SECTOR
3.5.1	Construction and / or reconstruction of:
<ul style="list-style-type: none"> • Internal road network; • Fences (excluding stone walls and decorative railings); • Facilities for installation of ventilation equipment and air conditioning; • Administration facilities and those in their function (resting place for workers, changing rooms, toilets); • Construction of power generation plants from renewable sources (solar panels, windmills, biomass power plants) for domestic consumption; plant connections to the mains (from plant to plant); • Water supply systems; • Facilities and facilities for packaging (including bottling), labeling and storage and distribution of finished products and by-products; • Facilities and facilities for the collection, treatment and disposal of inedible by-products, solid and liquid waste, as well as the prevention of air pollution; • Facilities and facilities for sanitation and maintenance of sanitary equipment, cleaning, washing and disinfecting chemicals, including cleaning, washing and design of vehicles; • Facilities and facilities for storing tools / containers, packaging and wrapping materials, spices and additives. 	
3.5.2	Equipment, machinery and tools for:

- Administration, together with associated IT equipment (specialized hardware and software for monitoring, control, product and management process);
- Establishment of special microclimate and / or temperature conditions for the needs of production and / or storage of products;
- Manipulation and transport within the Stabilization (includes animals, carcasses, raw materials and products, chemicals, equipment);
- Packaging (including bottling), labeling, storage, and distribution of finished products and by-products;
- Cleaning, washing and disinfection of premises, equipment, clothes and shoes;
- Collection, storage (cold storage), disposal and processing of by-products unfit for human consumption and treatment (including storage and packaging) and disposal of waste;
- Storage and transportation of packaged primary, secondary and tertiary immaterial materials and solid waste;
- Introduce / improve food safety systems and / or quality management systems.

3.5.3

Other general expenses for:

- Project preparation and technical documentation such as fees for architects, engineers and fees for other types of consultancy;
- Compilation of studies for environmental impact assessment;
- Preparation of call documentation for IPARD applications and preparation of payment request (consultancy services for IPARD application);
- Feasibility studies and other studies related to the project / business plans, obtaining rights from patents or licenses.

ANNEX 7: List of Local Government Units classified as “disadvantaged mountain areas” and List of Rural Areas

List of Mountain Areas

Sub-prefectures	LGU classified as “disadvantaged mountain areas”	Other LGU
BERAT	6	6
	ROSHNIK SINJË TËRPAN URA VAJGURORRE VELABISHT VËRTOP	BERAT CUKALAT KUTALLI LUMAS OTLLAK POSHNJE
BULQIZË	8	-
	BULQIZË FUSHË BULQIZË GJORICË KLENJË (TREBISHT) MARTANESH OSTREN SHUPENZË ZERQAN	
DELVINË	4	-
	DELVINË FINIQ MESOPOTAM VERGO	
DEVOLL	5	-
	BILISHT BILISHT QENDËR HOÇISHT MIRAS PROGËR	
DIBËR	15	-

	ARRAS FUSHË CIDHËN KALAJA E DODËS KASTRIOT LURË LUZNI MAQELLARË MELAN MUHURR PESHKOPI SELISHTË SLLOVË TOMIN ZALL-DARDHË ZALL-REÇ	
DURRËS	-	10
		DURRËS GJEPALAJ ISHËM KATUND I RI MAMINAS MANËZ RRASHBULL SHIJAK SUKTH XHAFZOTAJ
ELBASAN	10	13
	BRADASHESH FUNAR GJINAR GRACEN LABINOT FUSHË LABINOT MAL MOLLAS SHUSHICË TREGAN ZAVALINË	BELSH CËRRIK ELBASAN FIERZË GJERGJAN GOSTIMË GREKAN KAJAN KLOS PAPËR RRASË SHALËS SHIRGJAN
FIER	-	17

		ÇAKRAN DERMENAS FIER FRAKULL KUMAN KURJAN LEVAN LIBOFSHË MBROSTAR PATOS PORTEZ QENDËR ROSKOVEC RUZHDIE STRUM TOPOJË ZHARRËZ
GJIROKASTËR	13	-
	ANTIGONË CEPO DROPULL I POSHTËM DROPULL I SIPËRM GJIROKASTËR LAZARAT LIBOHOVË LUNXHËRI ODRIE PICAR POGON QENDËR LIBOHOVË ZAGORI	
GRAMSH	10	-
	GRAMSH KODOVJAT KUKUR KUSHOVË LENIE PISHAJ POROÇAN SKËNDERBEGAS SULT TUNJË	
HAS	4	-

	FAJZË GJINAJ GOLAJ KRUMË	
KAVAJË	-	10
		GOLEM GOSË HELMAS KAVAJË KRYEVIDH LEKAJ LUZ I VOGËL RROGOZHINË SINABALLAJ SYNEJ
KOLONJË	8	-
	BARMASH ÇLIRIM ERSEKË LESKOVIK LESKOVIK QENDER MOLLAS NOVOSELË QENDËR ERSEKË	
KORÇË	16	-
	DRENOVË GORE KORÇË LEKAS LIBONIK LIQENAS MALIQ MOGLICË MOLLAJ PIRG POJAN QENDËR VITHKUQ VOSKOP VOSKOPOJË VRESHTAS	
KRUJË	3	3

	CUDHI KRUJË NIKËL	BUBQ FUSHË KRUJË KODËR THUMANË
KUÇOVË	-	3
		KOZARE KUÇOVË PERONDI
KUKËS	15	-
	ARRËN BICAJ BUSHTRICË GRYKË CAJE KALIS KOLSH KUKËS MALZI SHISHTAVEC SHTIQËN SURROJ TËRTHORE TOPOJAN UJMISHT ZAPOD	
KURBIN	1	3
	MILOT	FUSHË KUQE LAÇ MAMURRAS
LEZHË	2	8
	KALLMET KOLÇ	BALLDREN I RI BLINISHT DAJÇ LEZHË SHËNGJIN SHËNKOLL UNGREJ ZEJMEN
LIBRAZHD	11	-
	HOTOLISHT LIBRAZHD LUNIK ORENJË POLIS PRRENJAS QENDËR QUKËS	

	RAJCË STEBLEVË STRAVAJ	
LUSHNJE	-	16
		ALLKAJ BALLAGAT BUBULLIMË DIVJAKË DUSHK FIER SHEGAN GOLEM GRABIAN GRADISHTË HYSGJOKAJ KARBUNARË KOLONJË KRUTJE LUSHNJE REMAS TËRBUF
MALËSI E MADHE	4	2
	GRUEMIRË KASTRAT KELMEND SHKREL	KOPLIK QENDËR
MALLAKASTËR	6	3
	ARANITAS FRATAR GRESHICË KUTE NGRAÇAN SELITË	BALLSH HEKAL QENDËR
MAT	12	-
	BAZ BURREL DERJAN GURRE KLOS KOMSI LIS MACUKULL RUKAJ SUÇ ULËZ XIBËR	
MIRDITË	7	-

	FAN KAÇINAR KTHJELLË OROSH RRËSHEN RUBIK SELITË	
PEQIN	-	6
		GJOCAJ KARINË PAJOVË PEQIN PËRPARIM SHEZË
PËRMET	9	-
	BALLABAN ÇARÇOVE DISHNICË FRASHËR KELCYRË PËRMET PETRAN QENDËR SUKË	
POGRADEC	8	-
	BUÇIMAS ÇERRAVË DARDHAS POGRADEC PROPTISHT TREBINJË UDENISHT VELÇAN	
PUKË	10	-
	BLERIM FIERZË FUSHË ARRËZ GJEGJAN IBALLË PUKË QAFË-MAL QELËZ QERRET RRAPE	
SARANDË	6	3

	DHIVER KONISPOL KSAMIL LIVADHJA LUKOVË MARKAT	ALIKO SARANDË XARRË
SHKODËR	7	10
	POSTRIBË PULT SHALË SHLLAK SHOSH TEMAL VAU I DEJËS	ANA E MALIT BËRDICË BUSHAT DAJÇ GURI I ZI HAJMEL RRETHINË SHKODËR VELIPOJË VIG-MNELE
SKRAPAR	10	-
	BOGOVË ÇEPAN ÇOROVODË GJERBËS LESHNJE POLIÇAN POTOM QENDËR VËNDRESHË ZHEPË	
TEPELENË	10	-
	BUZ KRAHËS KURVELESH LOPËS LUFTINJË MEMALIAJ MEMALIAJ FSHAT QENDËR QESARAT TEPELENË	
TIRANË	6	13

	BËRZHITË DAJT KRRABË SHËNGJERGJ ZALL BASTAR ZALL HERR	BALDUSHK BËRXULLË FARKË KAMËZ KASHAR NDROQ PASKUQAN PETRELË PEZË PREZË TIRANË VAQARR VORË
TROPOJË	8	-
	BAJRAM CURRI BUJAN BYTYÇ FIERZË LEKBIBAJ LLUGAJ MARGEGAJ TROPOJË	
VLORË	6	7
	BRATAJ HIMARË KOTË ORIKUM SEVASTËR VRANISHT	ARMEN NOVOSELË QENDËR SELENICË SHUSHICË VLLAHINË VLORË
Total	240	133

List of Rural Areas

REGION	MUNICIPALITY /COMMUNE	
BERAT		
	BERAT	POLIÇAN
	BOGOVË	POSHNJË
	CUKALAT	POTOM
	ÇEPAN	QENDËR SKRAPAR
	ÇOROVODË	ROSHNIK
	GJERBËS	SINJË
	KOZARE	TERPAN
	KUÇOVË	URA VAJGURORE
	KUTALLI	VELABISHT
	LESHNJË	VENDRESHË
	LUMAS	VERTOP
	OTLLAK	ZHEPË
	PERONDI	

REGION	MUNICIPALITY /COMMUNE	
DIBER		
	ARRAS	MAQELLARË
	BAZ	MARTANESH
	BULQIZË	MELAN
	BURREL	OSTREN
	DERJAN	PESHKOPI
	FUSHË BULQIZË	QENDËR TOMIN
	FUSHË MUHUR	RUKAJ
	FUSHË ÇIDHËN	SELISHTË
	GJORICË	SHUPENZË
	GURRE	SLLOVË
	KALA E DODËS	SUÇ
	KASTRIOT	TRËBISHT
	KLOS.	ULËZ
	KOMSI	XIBËR
	LIS	ZALL DARDHË
	LURË	ZALL REÇ
	LUZNI	ZERQAN
	MACUKULL	
DURRËS		
	BUBQ	MAMINAS
	CUDHI	MANËZ
	FUSHË KRUJË	NIKËL
	GJEPALAJ	RRASHBULL
	ISHËM	SHIJAK
	KATUND I RI	SUKTH
	KODËR THUMANË	XHAFZOTAJ
	KRUJË	
ELBASAN		
	BELSH	ORENJË
	BRADASHESH	PAJOVË
	CËRRIK	PAPËR
	FIERZË	PEQIN
	FUNARË	PËRPARIM
	GJERGJAN	PËRRENJAS
	GJINAR	PISHAJ
	GJOCAJ	POLIS
	GOSTIMË	POROÇAN
	GRACEN	QENDËR
	GRAMSH	QUKËS
	GREKAN	RRAJCË
	HOTOLISHT	RRASË
	KAJAN	SHALËS
	KARINË	SHEZË
	KLOS	SHIRGJAN
	KODOVJAT	SHUSHICË
	KUKUR	SKËNDERBEGAS
	KUSHOVË	STËBLEVË
	LABINOT FUSHË	STRAVAJ
	LABINOT MAL	SULT
	LENIE	TREGAN
	LIBRAZHD	TUNJË
	LUNIK	ZAVALIN
	MOLLA	
FIER		

REGION	MUNICIPALITY /COMMUNE	
	ALLKAJ	KUMAN
	ARANITAS	KURJAN
	BALLAGAT	KUTË
	BALLSH	LEVAN
	BUBULLIMË	LIBOFSHË
	CAKRAN	LUSHNJE
	DERMENAS	MBROSTAR
	DIVJAKË	NGRAÇAN
	DUSHK	PATOS
	FIERSHEGAN	PORTËZ
	FRAKULL	QENDËR (FIER)
	FRATAR	QENDËR (MALLAKASTËR)
	GOLEM.	ROSKOVEC
	GRABIAN	RREMAS
	GRADISHTË	RUZHDIË
	GRESHICË	SELITË
	HEKAL	STRUM
	HYSGJOKAJ	TËRBUF
	KARBUNARË	TOPOJË
	KOLONJË	ZHARRËS
	KRUTJE	
GJIROKASTËR		
	ANTIGONË	LOPËS
	BALLABAN	LUFTINJË
	BUZ	LUNXHËRI
	CEPO	MEMALIAJ
	ÇARÇOVË	ODRIË
	DISHNICË	PËRMET
	DROPULL I POSHTËM	PETRAN
	DROPULL I SIPËRM	PICAR
	FRASHËR	POGON
	FSHAT MEMALIAJ	QENDËR PISKOVË
	GJIROKASTËR	QENDËR (TEPELENË)
	KËLCYRË	QENDËR LIBOHOVË
	KRAHËS	QESARAT
	KURVELESH	SUKË
	LAZARAT	TEPELENË
	LIBOHOVË	ZAGORI
KORÇË		
	BARMASH	MOLLAJ
	BILISHT	MOLLAS.
	BUÇIMAS	NOVOSELE
	ÇËRRAVË	PIRG
	ÇLIRIM	POGRADEC
	DARDHAS	POJAN
	DRENOVË	PROGËR
	ERSEKË	PROPTISHT
	GORË	QENDËR BILISHT
	HOÇISHT	QENDËR ERSEKE
	HUDENISHT	QENDËR LESKOVIK
	LEKAS	QENDËR KORCE
	LESKOVIK	TREBINJË
	LIBONIK	VELÇAN
	LIQENAS	VITHKUQ
	MALIQ	VOSKOP
	MIRAS	VOSKOPOJË
	MOGLICË	VRESHTAS

REGION	MUNICIPALITY /COMMUNE	
KUKËS		
	ARRËN	KUKËS
	BAJRAM CURRI	LEKBIBAJ
	BICAJ	LLUGAJ
	BUJAN	MALZI
	BUSHTRICË	MARGEGAJ
	BYTYÇ	SHISHTAVEC
	FAJZA	SHTIQËN
	FIERZË .	SURROJ
	GJINAJ	TËRTHORE
	GOLAJ	TOPOJAN
	GRYKË ÇAJË	TROPOJË
	KALIS	UJËMISHT
	KOLSH	ZAPOD
	KRUMË	
LEZHË		
	BALLDREN I RI	MAMURRAS
	BLINISHT	MILOT
	DAJÇ	OROSH
	FAN	RRËSHEN
	FUSHË KUQE	RUBIK
	KAÇINAR	SELITË.
	KALLMET	SHËNGJIN
	KOLÇ	SHËNKOLL
	KTHJELLË	UNGREJ
	LAÇ	ZEJMEN
	LEZHË	
SHKODËR		
	ANA E MALIT	PUKË
	BËRDICË	PULT
	BLERIM	QAFË MALI
	BUSHAT	QELËZ
	DAJÇ.	QENDËR .
	FIERZË.	QERRET
	FUSHË ARRËZ	RRAPË
	GJEGJAN	RRETHINAT
	GRUEMIRË	SHALË
	GURI I ZI	SHKREL
	HAJMEL	SHLLAK
	IBALLË	SHOSH
	KASTRAT	TEMAL
	KELMEND	VAU I DEJËS
	KOPLIK	VELIPOJË
	POSTRIBË	VIG-MNELE
TIRANË		
	BALDUSHK	NDROQ
	BËRXULLË	PASKUQAN
	BËRZHITË	PETRELË
	DAJT	PEZË
	FARKË	PREZË
	GOLEM	RROGOZHINË
	GOSË	SHËNGJERGJ
	HELMËS	SINABALLAJ
	KASHAR	SYNEJ
	KAVAJË	VAQARR
	KËRRABË	VORË
	KRYEVIDH	ZALL BASTAR

REGION	MUNICIPALITY /COMMUNE	
	LEKAJ	ZALL HERR
	LUZ I VOGEL	
VLORE		
	ALIKO	MESOPOTAM
	ARMEN	NOVOSELE.
	BRATAJ	ORIKUM
	DELVINË	QENDËR
	DHIVËR	SARANDË
	FINIQ	SELENICË
	HIMARË	SEVASTER
	KONISPOL	SHUSHICË.
	KOTE	VERGO
	KSAMIL	VLLAHINË
	LIVADHJA	VRANISHT
	LUKOVË	XARRË
	MARKAT	

Annex 8: Eligible Fruits and Vegetables - Measure 1

Product Names:

1. Potatoes
2. Tomatoes, fresh
3. Onions and shallots Oignons
4. Garlic
5. Leeks
6. Cauliflowers and broccoli
7. Brussels sprouts
8. White cabbages and red cabbages
9. Cabbage lettuce (head lettuce)
10. Witloof chicory
11. Other chicory
12. Carrots and turnips
13. Other edible roots
14. Cucumbers
15. Gherkins
16. Peas (*Pisumsativum*)
17. Beans (*Vigna* spp., *Phaseolus* spp.)
18. Other leguminous vegetables
19. Asparagus *Asperges* Spargel
20. Aubergines (eggplants)
21. Celery other than celeriac
22. Mushrooms of the genus *Agaricus*
23. Other mushrooms and truffles
24. Sweet peppers
25. Spinach,
26. Chard (or white beet) and cardoons
27. Capers
28. Fennels
29. Courgettes
30. Globe artichokes
31. Other vegetables
32. Almonds
33. Hazelnuts or filberts (*Corylus*spp;)
34. Walnuts
35. Chestnuts (*Castanea* spp.)
36. Pistachios
37. Macadamia nuts
38. Other nuts
39. Freshbananas
40. Figs, fresh
41. Pineapples
42. Avocados
43. Guavas, mangos and mangosteens
44. Oranges
45. Mandarins
46. Grapefruit, including pomelos
47. Lemons (*Citrus limon*, *Citrus limonum*) and limes (*Citrus aurantifolia*, *Citrus latifolia*)
48. Other citrus fruits
49. Grapes
50. Watermelons

51. Other melons
52. Pawpaws
53. Apples
54. Pears
55. Quinces
56. Apricots
57. Cherries
58. Peaches, including nectarines
59. Plums
60. Strawberries
61. Raspberries, blackberries, mulberries and loganberries
62. Cranberries, bilberries and other fruits of the genus *Vaccinium*
63. Kiwifruit
64. Other fresh fruit

Annex 9: List of Eligible Countries of Origin

The country of origin is the country in which the goods have undergone their last, economically justified, substantial transformation and the provisions of Article 24 of the EU Customs Code must therefore be applied on a case by case basis to those goods¹.

All good purchased under the grant scheme must originate (have last substantial transformation) in the following countries.

1. EU Member States

Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

2. IPACountries

Albania; Bosnia and Herzegovina; Croatia; Former Yugoslav Republic of Macedonia; Iceland; Montenegro; Serbia; Turkey; including Kosovo.

3. Neighbourhood and Partnership Instrument (ENPI Countries)

Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Occupied Palestinian Territory, Russia, Ukraine, Tunisia.

4. European Economic Area:

Lichtenstein, Norway, Switzerland

In the offer the supplier must provide statement on the origin of goods.

After delivery of goods with the invoice the supplier must present to the Beneficiary *Certificate of Origin*.

The Certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation.

However, they may originate from any country when the amount of the supplies to be purchased is below the threshold for the use of the competitive negotiated procedure. The term "origin" is defined in Article 23 and 24 of Council Regulation (EEC) N°2913/92¹

¹The term origin is defined in the relevant international agreements (notably WTO agreements), which is reflected in EU legislation on rules of origin for customs purposes (i.e. Council Regulation (EEC) No 2913/92 - "the EU Customs Code" and its implementing provisions, Commission Regulation (EEC) No. 2454/93.

Annex 10: Agriculture products according to Annex I of the EC Treaty

(consolidated Version, O.J. of EU C 83/331, 30.03.2010)

List referred to in Article 38 of the Treaty on the Functions of the European Union

No in the Brussels nomenclature	Description of products
Chapter 1	Live animals
Chapter 2	Meat and edible meat offal
Chapter 3	Fish, crustaceans and molluscs
Chapter 4	Dairy produce; birds' eggs; natural honey
Chapter 5	
05.04	Guts, bladders and stomachs of animals (other than fish), whole and pieces thereof
05.15	Animal products not elsewhere specified or included; dead animals of Chapter 1 or Chapter 3 unfit for human consumption
Chapter 6	Live trees and other plants; bulbs, roots and the like; cut flowers and ornamental foliage
Chapter 7	Edible vegetables and certain roots and tubers
Chapter 8	Edible fruit and nuts; peel of melons or citrus fruit
Chapter 9	Coffee, tea and spices, excluding maté (heading No 0903)
Chapter 10	Cereals
Chapter 11	Products of the milling industry; malt and starches; gluten; inulin
Chapter 12	Oil seeds and oleaginous fruit; miscellaneous grains, seeds and fruit; industrial and medical plants; straw and fodder
Chapter 13	
ex 13.03	Pectin
Chapter 15	
15.01	Lard and other rendered pig fat; rendered poultry fat
15.02	Unrendered fats of bovine cattle, sheep or goats; tallow (including 'premier jus') produced from those fats
15.03	Lard stearin, oleostearin and tallow stearin; lard oil, oleo-oil and tallow oil, not emulsified or mixed or prepared in any way
15.04	Fats and oil, of fish and marine mammals, whether or not refined
15.07	Fixed vegetable oils, fluid or solid, crude, refined or purified
15.12	Animal or vegetable fats and oils, hydrogenated, whether or not refined, but not further prepared
15.13	Margarine, imitation lard and other prepared edible fats
15.17	Residues resulting from the treatment of fatty substances or animal or vegetable waxes
Chapter 16	Preparations of meat, of fish, of crustaceans or molluscs
Chapter 17	
17.01	Beet sugar and cane sugar, solid
17.02	Other sugars; sugar syrups; artificial honey (whether or not mixed with natural honey); caramel
17.03	Molasses, whether or not decolourised
17.05	Flavoured or coloured sugars, syrups and molasses, but not including fruit juices containing added sugar in any proportion

Chapter 18	
18.01	Cocoa beans, whole or broken, raw or roasted
18.02	Cocoa shells, husks, skins and waste
Chapter 20	Preparations of vegetables, fruit or other parts of plants
Chapter 22	
22.04	Grape must, in fermentation or with fermentation arrested otherwise than by the addition of alcohol
22.05	Wine of fresh grapes; grape must with fermentation arrested by the addition of alcohol
22.07	Other fermented beverages (for example, cider, perry and mead)
ex 22.08 ex 22.09	Ethyl alcohol or neutral spirits, whether or not denatured, of any strength, obtained from agricultural products listed in Annex I to the Treaty, excluding liqueurs and other spirituous beverages and compound alcoholic preparations (known as 'concentrated extracts') for the manufacture of beverages
ex 22.10	Vinegar and substitutes for vinegar
Chapter 23	Residues and waste from the food industries; prepared animal fodder
Chapter 24	
24.01	Unmanufactured tobacco, tobacco refuse
Chapter 45	
45.01	Natural cork, unworked, crushed, granulated or ground; waste cork
Chapter 54	
54.01	Flax, raw or processed but not spun; flax tow and waste (including pulled or garnetted rags)
Chapter 57	
57.01	True hemp (<i>Cannabis sativa</i>), raw or processed but not spun; tow and waste of true hemp (including pulled or garnetted rags or ropes)

CONTRACT

No. _____

Between

Contracting Parties

1. Agriculture and Rural Development Agency as party which grants the financial support (hereinafter referred to as: Agency-ARDA) represented by the General Director _____ seat and correspondence address: _____ in Tirana on the one part,

And

2. Name of Recipient _____ with NIPT Number/*ID Number (if it is a natural person)*, as a party which receives the funds (hereinafter referred to as: Beneficiary), represented by the manager _____ with ID Number _____, seat and correspondence address _____,

Have agreed on following:

I. GENERAL PROVISIONS**Article 1****Subject of the Contract**

(1) This contract regulates the rights and obligations of the contracted parties regarding the rules deriving from the IPARD Programme and rules for authorizing payment and use of, approved by the Agency with Notification letter no. _____ of date ____/____/____ from public call no. ____ of date ____/____/____ ..

(2) The contract signed refers to the:

- a) Measure: _____
 - b) Group of investments: _____
 - c) Type of investment: _____
- Eligible expenditure: _____

which shall be used for the goods/services/works determined in the Table for goods and services given as Annex 1 of this Contract.

(3) the location of the investment subject of the contract for which the contract is signed is:

- a) Address: _____ post no. _____
- b) City _____
- c) Administrative Unit (Village) _____
- d) Region _____
- e) Property no. _____
- f) cadastral area _____

Article 2

Contracted Amount

(1) Total approved amount of the investment is _____ ALL (say _____).

(2) The total eligible expenditure of the investment is _____ ALL (in words _____).

(3) Total Public Contribution approved with Notification letter no. _____ of date __/__/__ is at the amount of _____ ALL (in words _____) which is ____% of the total approved of eligible expenditure of the investment.

(3a) The Total Public Contribution shall be constituted of:

- Amount of _____ ALL, 75% European Contribution and
- Amount of _____ ALL 25% National financing.

(4) The amount of public contribution representing the national co-financing is 25% of the amount of public contribution stated in paragraph (3a) first line of this Article.

(5) The amount of public contribution representing the part of EU contribution is 75% of the amount of public contribution stated in paragraph (3a) second line of this Article.

(6) The Agency (ARDA) shall pay __(50,60,65)___ % from the actually incurred, proven and eligible expenditures, but not more than the amount determined in paragraph (3) of this Article and not more than the amount for goods/services of the investment referred to in Annex 1 of this Contract

- Table for goods and services, even if the real expenses exceed the approved amount.

(7) The percentage of the public contribution determined in paragraph (3) of this Article can be changed only in case of amendment to the Contract due to the natural disaster.

(8) The amount stated under paragraph 3 of this article will be paid after finalization of the investment and submission of the claim for payment stated in article 4 paragraph (1),(2) and (3) on the following personal bank account number of the Recipient _____, at the following Bank (name of the Bank)_____.

II. RIGHTS AND OBLIGATIONS OF THE CONTRACTED PARTIES

Rights of the Recipient

Article 3

(1) The Recipient has a right to receive payment of funds up to the amount stipulated in Article 2, paragraph (3) of this Contract and up to the amount for goods/services of the investment referred in Annex 1 of this Contract in compliance with the manner, conditions and timeframes laid down in this Contract.

a. The recipient has the right within one month from signing the contract, to ask for an advanced payment up to 10% according to the conditions described in article 4/2 and article 6/2.

(2) The Recipient has a right to request amendments of this Contract at least 30 working days before the deadline for finishing the investment referred to in Article 4, paragraph (3) or at least 60 days before the deadline for finishing the activities of the investment referred to in Article 4, paragraph (4) of this Contract.

(3) The Recipient has a right to request amendment of this Contract under following situations:

- a) Expanding the timeframe for finishing the investment (Article 4, paragraph 2);
- b) Expanding the timeframe for submission of the claim for payment (Article 4, paragraph 3);
- c) changes in the construction/reconstruction of the investment, subject of this Contract (Annex1);
- d) changes in the type/model of the approved goods/services, subject of this Contract (Annex) with submitting an overall justification-explanatory note for the reason of changes in the type/model of the approved goods/services;

- e) changes in part of the investment, subject of this Contract
- f) changing the supplier/s with submitting an overall justification-explanatory note for the reason of changes of the supplier
- g) changing The Recipient in case of death of The Recipient (natural person) and
- h) Changing of the personal data (address, transaction/bank account, change of personal data from ID etc).

(4) The Recipient has a right to request amendments of this Contract regarding the provisions referred to in paragraph (3), of this Article only in case of:

- Force majeure ,
- Natural disasters approved by State Authority.
- Cessation/termination of production of certain goods which are part of the investment, subject of this Contract,
- inability of suppliers to provide goods or service,
- changes arising from a need for synchronization with the legislation,
- situation that could not be foreseen at the moment of contracting and
- the introduction of new technologies which could improve efficiency of the investment, subject of this Contract.

(5) The Recipient or his/her's authorized person has a right to state his/her's remarks for performed on-the-spot control in the report for on-the-spot control and to sign it.

Obligations of the Recipient

Article 4

(1) The Recipient is obliged to pre-finance (with liquid assets/money only) the total amount of the investment referred to in Annex 1 of this Contract by himself/herself.

(2) The recipient's advance payment qualifies by the contracting authority as eligible expenditure up to 10% of the public aid related to the project and shall be subject to the establishment of a bank guarantee or an equivalent guarantee(valid date will be issued not more than 6 months till the date of final investment stated on the Grant Contract) (until cleared), corresponding to 110% of the amount of the advance.

The advanced payment shall be constituted of:

- Amount of _____ ALL, 75% European Contribution and
- Amount of _____ ALL 25% National financing.

- (3) The Recipient is obliged to finish the investment referred to in Article 1 of this Contract until _____ dd/mm/yy at the latest. In case the technical body will issue a report with a deadline to fulfill the standard in the area of _____, the investment will not be considered as finished.
- (4) The recipient is obliged to send progress report letters (Annex 4) to ARDA for all construction/reconstruction investment based on the engineering/architectural plans/designs where activities include hidden works. ARDA must be informed 5 working days in advance before the hidden work take place.
- (5) The Recipient is obliged in a period of 30 calendric days after the investment referred paragraph (3), to submit the claim for payment and all necessary documents requested with the claim at the latest until _____ dd/mm/yy.
- (6) The Recipient is obliged to submit the latest approved form of the claim for payment through registered post or in person in line with Article 8, paragraph (3).
- (7) The Recipient is obliged to settle all payments to third parties, which arise from the implementation of the investment in line with the timeframe referred to in paragraph (3) of this Article.
- (8) The Recipient is obliged to fulfill *national/EU standards* in the area of _____ at the end of the realization of the investment in accordance with requirements stated in the IPARD Programme and paragraph (2) of this Article. The fulfillment of National/EU Standards is acceptable when the certificate is issued by the relevant Technical Bodies in the area of _____. In case the technical body have issued a report with the deadline to fulfill the national/EU standard, the investment will not be considered as finished, according to the IPARD Programme Paragraph ____.
- (9) The Recipient is obliged to support the request for amendment of the Contract with adequate documents providing the fulfillment of the conditions refer to in Article 3, paragraph (3) and (4) in line with Article 8, paragraph (3).
- (10) The Recipient is obliged to send information/data upon a request of the ARDA.
- (11) The Recipient is obliged to inform immediately the ARDA of occurrences of circumstances significant for execution of this Contract.
- (12) The Recipient is obliged to provide full access to the documentation, buildings, premises, equipment and property which concern the investment for the authorized persons of the

Agency, Ministry for Finance, Ministry of Agriculture, Food and Consumer Protection, European Commission, Court of Auditors as well as the Audit Authority during the performance of on-the-spot control and supervision over the implementation of this Contract at any time during the validity of this Contract.

- (13) The Recipient or his/her authorized representatives are obliged to identify themselves upon a request of the authorized persons of the ARDA during the performance of on-the-spot control.
- (14) The Recipient is obliged not to alienate, lease or lend the investment subject of this Contract for as long as it is in force.
- (15) The Recipient is obliged not to change the purpose of the investment subject of this Contract for as long as it is in force.
- (16) The Recipient is obliged not to change the location of the investment subject of this Contract.
- (17) The Recipient is obliged to keep the original documentation related to the subject of this Contract as long as this Contract is in force.
- (18) The Recipient is obliged to run accounting/bookkeeping/accounting record in accordance with the requirements of national legislation and for the needs of Agency and Ministry services as long as this Contract is in force.
- (19) The Recipient is obliged not to use other EU funds or other foreign donor or domestic funds for the purpose of financing the same investment in a form of grants.
- (20) The Recipient is obliged to settle the liabilities on the grounds of taxes, health, pension and disability insurance as well as liabilities required by the Ministry of Agriculture, Food and Consumer Protection for the period when this Contract is in force.
- (21) The Recipient is obliged before submitting the claim for payment, to settle its debts, if any, deriving from the use of funds from the other policy areas of IPA towards MF/NF/CFCU.
- (22) The Recipient is obliged immediately to return the outstanding amount in case of overpayment on the contrary the ARDA will calculate default interest.
- (23) The Recipient is obliged to put a (temporary) billboard of a significant size by the, at a location readily visible to the public, for each operation consisting of the financing of infrastructure or construction operations.

a) This billboard shall state the name and the main objective of the operation/project and highlight the financial support provided from the Union with the amount indicated in the signed contract between the IPARD Agency and the recipient. It is obliged to be complemented by the national public support and the private contribution, so that also the total project costs are visible.

b) During project implementation, the recipient shall inform the public about the IPARD project and funding as follows at the site of the investment:

- A poster with information about the project, minimum size of A3 that includes the financial support from the Union and is located readily visible to the public, such as the entrance area of a building, (for projects with public support < EUR 20.000)
- An explanatory plaque information about the project, minimum size of A3 that includes the financial support from the Union and is located readily visible to the public, such as the entrance area of a building. The explanatory plaque should be made of more durable material than the poster for the small projects.

For the small (< EUR 20.000) and middle-size (> EUR 20.000) projects this requirement ends at the moment of the final payment by the IPARD Agency.

(24) For big projects (> EUR 100.000) there is the requirement of a permanent plaque or billboard with a minimum size of A3 located readily visible to the public, such as the entrance area of a building after the project is completed within 3 months after completion of such an operation. The explanatory plaque should be made of durable material, lasting at least the ex-post period of 5 years. The requirements for the permanent plaque or billboard are:

- It must have the following sentence:

' This [type of project] was realized with the financial support of the European Union' and -
It should have the EU emblem

(25) During the 5 years, ex-post period equipment/assets co-financed by IPARD (under all categories of projects), should be clearly marked by 'stickers' indicating that they are co-financed by IPARD/EU assistance.

(26) The billboards, posters, (explanatory) plaques and websites, shall carry a description of the project/operation and indicating that the project has been supported by IPARD and including the Union emblem. That information shall take up at least 25% of the billboard, plaque or webpage. Where the European Union emblem needs to be used, is mandatory

to to add a clear reference to IPARD as follows:



- (27) If the applicant despite the requirements of ARDA up to three times, does not comply with the obligations provided by paragraph 23 and following of this article, it may lead to termination of contract.
- (28) The recipient is obliged to send the graphic of works (Annex 5) to ARDA for all construction/reconstruction investment, in which is predicted the duration of work related to each phases of the construction/reconstruction
- (29) The recipient is obligated to inform ARDA if he makes any change in the investment.
- (30) In cases when the contract ends for guarantee fail according to article 5/15, the recipient should return the advance payment to the contracting authority, otherwise it will be included in the list of debtors.

Article 5

Rights of ARDA

- (1) ARDA has a right to perform on-the-spot control at any time and stage of the implementation of the investment and as long as this contract is in force.
- (2) ARDA has the right to ask for supplementing/additional documentation needed for clarifying the claim for payment i.e. necessary documents within a defined timeframe.
- (3) ARDA has the right to receive progress report letters (Annex 4) to ARDA for all construction/reconstruction investment based on the engineering/architectural plans/designs where activities include hidden works.
- (4) ARDA has a right to request information, data and materials necessary for monitoring, evaluation of investment, and conducting the on-the-spot control as well as access to all buildings, premises, equipment and property related to the investment subject of this Contract.
- (5) ARDA has a right to initiate amendment of the Grand contract in cases where omissions or errors are discovered in the processed application after the Grant Contract is signed (technical mistakes, errors in calculations)
- (6) The article 5/5 will not be applicable and ARDA will proceed with the corrections for error calculations in case the value from the error calculation occupies 2% of the total eligible

expenditure, but in any case not more than 50.000 lek. In all these cases, ARDA will notify the recipient for the change made.

- (7) ARDA has the right not to take into consideration the claim for payment if The Recipient fails to submit the claim for payment in accordance with Article 4, paragraph (5).
- (8) ARDA has the right to reject authorization of the claim for payment in whole or correct the amount of final payment in part if the Recipient:
- a) fails to supplement or clarify the claim i.e. necessary documents within the defined timeframe,
 - b) fails to finish the investment subject of this Contract in accordance with Article 4, paragraphs (3) and (6),
 - c) conceals facts and information about the realizations of the investment subject of this Contract and
 - d) fails to realize the investment in accordance with the conditions lay down in this Contract.
 - e) Due to exchange rate differences from the contracting until final payment.
- (9) The ARDA has a right not to allow use of funds under the IPARD Programme 2014-2020 IPARD Programme 2014-2020 for a period of 2 years if The Recipient has received financial support from the ARDA as a result of a fraudulent activity.
- (10) The ARDA has a right to announce on the web site the following information on the Beneficiaries:
- first name and the surname (*where The Recipient is a natural person*) or full legal name as registered (*where The Recipient is a legal entity*),
 - Municipality and region where The Recipient resides or is registered, the postal code and
 - the amount of the funds in ALL paid under IPARD Programme 2014-2020..
- (11) The ARDA has a right to reject the request for amendments of this Contract submitted by The Recipient if it affects:
- a) the fulfillments of national standards;
 - b) the fulfillments of EU standards;
 - c) the viability of the investment;

- d) the functionality of the unit according to the operational structure and technological process of the whole investment and do not impact on the production line (in case subject of the required amendment is changing a part of the investment);
- e) the maximum period for realization of the investment after the signing of the Contract;
- f) the national legislation in force.

(12) The ARDA has a right to ask for recovery of funds if The Recipient:

- a) submitted false documents and presented as a base for receiving funds under IPARD Programme 2014-2020, has used/uses other EU funds or other domestic or foreign funds for the purpose of financing the same investment in a form of grants,
- b) alienate, lease, lend or change the purpose of the investment subject of this Contract,
- c) changed the location of the investment subject of this,
- d) in case of over payment due to administrative error of the ARDA,
- e) does not provide full access to the documentation, buildings, premises, equipment and property which concern the investment for the authorized persons of the ARDA, Ministry for Finance, European Commission, Court of Auditors as well as the Audit Authority during the performance of on-the-spot control and supervision over the implementation of this Contract at any time during this Contract is in force;
- f) does not place commemorative plaque/sticker and/or billboard indicating that the investment is being financed by the IPARD Programme 2014-2020 within 5 days after the execution of payment and for as long as this Contract is in force and
- g) in other situations determined by the Agriculture and Rural Development Agency.

(13) The ARDA has a right, in case of recovery of funds determined in paragraph (9), items a), b), c), d), f), g) and h) of this Article to calculate an interest starting from the day of payment of the funds until the day of recovery of the funds. In case of paragraph (9), item e) of this Article the interest shall be calculated after the expiry of the timeframe laid down in the Decision for recovery of funds issued by the ARDA. The ARDA calculates the interest in accordance with the requirements set out in Article 42, paragraph 1 point (c) of the Sectoral Agreement.

(14) The ARDA has a right to initiate executive procedure in case The Recipient did not recover the funds within 15 days after receiving the Decision for recovery of funds.

(15) ARDA has the right to check the validity of the guarantee submitted according to article 4/1, by sending a request to the institutions issuing the document. The process will be regulated by written confirmation between the institutions.

(16) During the execution of the contract, if the natural or legal person providing the guarantee :

- (i) is not able or willing to abide by its commitments,
- (ii) is not authorized to issue guarantees to contracting authorities, or
- (iii) appears not to be financially reliable, or the financial guarantee ceases to be valid, and the recipient fails to replace it, either a deduction equal to the amount of the advance payment may be made by the contracting authority from future payments, or the contracting authority shall give formal notice to the recipient to provide a new guarantee on the same terms as the previous one. Should the recipient fail to provide a new guarantee, the contracting authority has the right to terminate the contract.

Article 6

Obligations of the ARDA

(1) The ARDA is obliged to execute the payment within six months from submission of the complete claim for payment.

(2) ARDA has to complete the payment in 2 installments,

a. the first instalment which may amount up to 10% of the public aid related to the project,

b. second instalment should be at the end of the investment in order to verify the delivery of products and services co-financed, including the reality of the expenditures claimed.

(3) The ARDA is obliged to conduct on-the-spot control by authorized persons who shall be obliged to identify themselves to The Recipient or his/her authorized representatives.

(4) The ARDA is obliged, after receiving request for amendment due to natural disaster, to act in accordance with the provisions of the Sectoral Agreement.

(5) The ARDA is obliged to act upon the personal data of The Recipient in accordance with the legislation from the field of personal data protection.

III. TERMINATION OF THE CONTRACT

Article 7

(1) This Contract shall be terminated:

- by mutual agreement between the contracted parties,
- unilaterally by ARDA when The Recipient fails to comply with the provisions of this Contract,
- Unilaterally by The Recipient only before the payment of the funds is made.

(2) In case of termination of the Contract referred to in paragraph (1), item 2 of this Article the ARDA shall notify The Recipient immediately.

(3) In case of termination of the Contract referred to in paragraph (1), item 3 of this Article The Recipient is obliged to notify the ARDA at least 15 days before the deadline referred to in Article 4, paragraph (3) of this Contract.

IV. FINAL PROVISIONS

Article 8

Exchange of information

(1) The Recipient declares under full moral, material and crime responsibility that all data from the reports, documents and statements submitted to the Agency (ARDA) are reliable and authentic.

(2) The Recipient declares that has not started with the realization of the investment subject of this Contract before this Contract entered into force.

(3) For the information on adequate documents that should be submitted with the request for amendment of this Contract and for obtaining the latest approved version of the claim for payment, as well as for submitting them to the Agency (ARDA) The Recipient should establish a contact with the Agency (ARDA) on the following:

address _____.

phone _____.

or on the web site: www.azhbr.gov.al .

Article 9

Disputes

In case of disputes or misunderstanding which might be resulting from this Contract, the contracted parties will settle them in good will by mutual understanding, and if otherwise, the Administrative Court (or any relevant court) of Republic of Albania shall be the competent authority.

Article 10

Entrance into Force and the duration of the Contract

(1) By signing this Contract, the parties express their free will, confirm they have read and understood the Contract and they agree with the rights and obligations, which arise from this Contract as well as with its legal consequences.

(2) This contract shall enter into force on the day it has been signed by both contractual parties and shall remain in force seven years after the day of the *payment/final payment* made from the ARDA.

Article 11

Number of Copies

This Contract consists of seven identical original copies; six remain within the Agency (ARDA) for internal use and one of them remain with The Recipient of this contract.

Article 12

Annexes

The following annexes are an integrated part of this Contract:

Annex 1-Table of goods and services E-3.0-1.14 'Calculation of investment 'approval sheet.

Annex 2- Table of specifications from offer

Annex 3- Visibility (dimensions and stamp)

Annex 4- Progress Report for construction/reconstruction investments

Annex 5- Graphic of works

Date, 00.00.20xx Date, 00.00.20xx

Protocol No. ____/____

General Director
Representing the Agency (ARDA)

Signature

The Recipient:

Signature



Declarations:

Declaration

Authority: **Regional Directorate for Environment**, District

Name of subject / farmer	
Applicant:	
NIUS (subject/farmer):	
No. License:	-----
Address of subject:	
Activity	

This declaration certifies, based on file verification, that the entire farm / establishment will meet the National Minimum Standards in force at the conclusion of the investment which is required.

“.....”.

It will also meet the relevant EU standards, at the conclusion of the investment

“.....”.

DIRECTOR OF

.....



Republic of Albania
MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
FOOD NATIONAL AUTHORITY
GENERAL DIRECTOR

Declaration

Inspection authority: _____

Based on the verification of the applicant's file

Name of subject/

Farmer: _____

NIUS (subject/farmer) _____

No. of License _____

Address of the subject / farmer: _____

Activity: _____

It meets the National Minimum Standards and EU Standards, at the end of the investment required.

Attached documentation of inspection procedure (authorization, verification list and inspection record).

Person in charge

Director

Name surname

Name surname



Republic of Albania
MINISTRY OF FINANC AND ECONOMY
STATE INSPECTORIAT OF LABOUR AND SOCIAL SERVICES
REGIONAL BRANCH E SILSS, REGION _____

No. _____ Prot.

____.____ 2019

Declaration

Inspection Authority Regional Branch of SILSS _____

Based on the verification of the file required by the applicant:

Name of subject :	
NIUS	
No. of License	
Subject address::	
Activity:	

It is estimated that it will meet the national minimum occupational safety standards and the investment will reach standards of EU no later than before final payment

Regional Chief Inspector;



Republic of Albania
MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT
State Office of Seeds and Seedling

No. ____ Prot

____.____.2019

Declaration

Inspection Authority _____

Based on the verification of the file by the applicant

Name of the subject	
NIUS	
No. of License	
Subject address:	
Aktivitiy:	

It is estimated that it will meet the national minimum standart and EU standarts at the end of the investment .

Attached the documents of Inspection procedure (inspection authorization, check list and time of inspection)

Person in charge

Director

Name surname

Name surname

Signature

Signature

