



ევროკავშირი  
საქართველოსთვის  
ENPARD



# **Caritas Czech Republic in Georgia**

**&**

## **Khulo Local Action Group**

### **Project**

**“Promotion of Rural Development and Diversification in Khulo Municipality”**

### **Rural Development Grant Competition Manual<sup>1</sup>**

#### **Full Application Competition**

**(Second Stage)**

---

<sup>1</sup>These procedures are based on similar Grant Manuals developed by other ENPARD II implementing organizations.

## About the project

The International non-governmental organization Caritas Czech Republic in Georgia (CCRG), within the framework of the European Neighborhood Programme for Agriculture and Rural Development (ENPARD), in partnership with Croatian non-governmental organization HMRR and Georgian non-governmental organization PMC Research Centre, is implementing “Promotion of Rural Development and Diversification in Khulo Municipality” project. The objective of the project is to improve employment and living conditions in Khulo Municipality through diversification of the rural economy.

## Grant Competition

As part of the project, CCRG announces second call for applications under Rural Development (RD) grant competition for 2019 year.

The purpose of the RD grant competition is to fund projects which improve the standard of living and socio-economic condition in Khulo, based on the priorities and objectives of the Khulo Local Development Strategy (LDS) 2018 -2022.

Six priorities have been identified in the Khulo Local Development Strategy:

1. Rural tourism; [Guesthouses are not priority for current grant competition]
2. Agriculture.
3. Communal and social infrastructure
4. Culture, health, education, sports and youth
5. Off farm activities
6. Environment and sustainable management of natural resources.

Priority will be given to projects which directly answers to Khulo Local Development strategy goals and activities [See: Khulo Local Development strategy, 2018-2022, pages 5-6]



The RD grant competition is targeting entire administrative territory of Khulo Municipality. Grants will be awarded only to projects which reflect the priorities of Khulo Local Development Strategy. Grants are available for public, community and business projects.

Granting is not permit to that physical or legal body, who already got financial support from ENPARD Khulo RD grant competition or revealed as the winners. Restriction applies as well family members of already granted projects.

With decision of grant commission of Khulo Local Action Group, grant financing process has following steps:

1. Project Idea (PI) competition.
2. Full Project (FP) competition.
3. Verbal presentations.

Applicant must go through three steps to be selected for grant awarding. Project idea and full project competition will be assessing with points, but final decision will be taken by LAG's Grant Evaluation [GE] committee during the verbal presentations of full project applications.

For the detailed information about LDS priorities, goals, objectives and possible projects/activities, please visit Khulo LAG's web page ([www.khulolag.ge](http://www.khulolag.ge)).

alternatively you can visit CCRG office in Khulo, located at Tbel Abuseridze str.#2; or use project hotline 551 13 5525 or send an-mail to: [info.enpard.khulo@caritas.cz](mailto:info.enpard.khulo@caritas.cz).

## Deadline for submission of full project applications of second RD grant competition

Full RD competition is starting from **15 August 2019**.

### Submitting of full project applications

Participating into full project application competition are eligible applicants who overcome first step of second RD grant competition, Project Idea [PI] competition.

Applicants who (1) didn't overcome first step – Project Idea [PI] competition or (2) didn't participated into competition aren't eligible to register for full project application competition.



Applicants wishing to participate in the competition should submit **electronically Full Project Application [FP] in Georgian** and send to: [info.enpard.khulo@caritas.cz](mailto:info.enpard.khulo@caritas.cz) or bring to CCRG office electronically, with compact disk in Khulo municipality, at Tbel Abuseridze str #2, third floor.

The application form can be downloaded from [www.khulolag.ge](http://www.khulolag.ge).

The deadline to submit Full Project Application is 16<sup>th</sup> of September, 2019. **Applications submitted after the deadline will not be considered.**

Evaluation of **Full Project Application [FP]** Applications will be completed by end of the October, 2019.

Final results will be published online – at Khulo LAG web page ([www.Khulolag.ge](http://www.Khulolag.ge)). In addition, all applicants will be informed via phone.

## Information campaign/Trainings

Project Idea [PI] authors, who overcome first step of grant competition will be invited to Full Project application training before applying. Schedule of training for applicants will be known one week before.

Information about application and evaluation criteria, any interested person can see in web page of Khulo Local Action Group [[www.khulolag.ge](http://www.khulolag.ge)] or visit Office of ENPARD Khulo project, address mentioned above.

## Grant amount

Maximum amount of grant in the frame of the second RD Grant Competition for each project:

- From EUR 2,000 to EUR 60,000 for commercial projects (equivalent in GEL);
- From EUR 2,000 to EUR 20,000 for non-commercial public and municipality projects (equivalent in GEL);
- From EUR 2,000 to EUR 20,000 for projects submitted by Civil Society Organizations (CSO) (equivalent in GEL);

Co-financing (sub-grantee contribution) is compulsory component of the RD Grant Competition and amounts to at least:

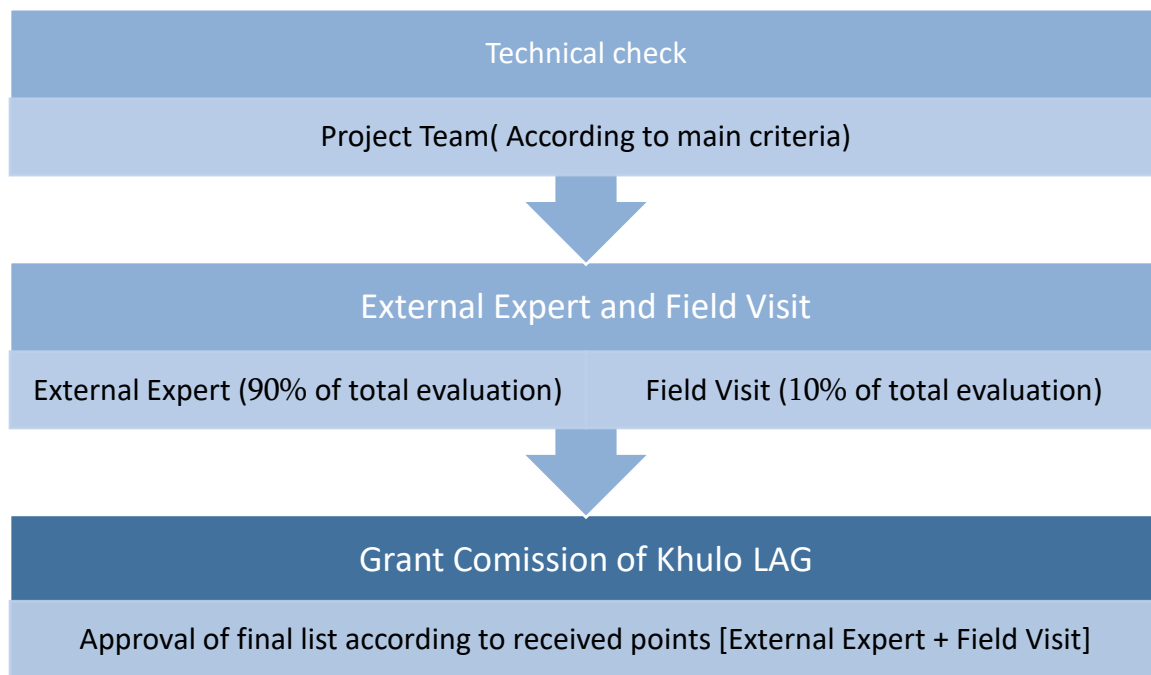
- 25 % for commercial projects.
- 40 % for non-commercial public and municipality projects.
- 15% for projects submitted by CSO's.



After Project Idea [PI] competition commercial projects will be grouping according to requested money [Low, Medium and High budget] and will be determined relevant quotas [According to given grant budget]. Aim of quoting is to have equal competition with same amount budget projects. Non-commercial projects excluded as an independent group and will be given separate quote [According to given grant budget]. Project grouping will be following:

- Commercial small-scale projects requested between 2,000-10,000 Euro [28 % of grant budget].
- Commercial medium-scale projects requested between 10,000-30000 Euro [28 % of grant budget].
- Commercial high-scale projects requested between 30,000-60,000 Euro [38 % of grant budget].
- Non-commercial projects [6 % of grant budget].

### Full Project application competition



Technical Check – ENPARD Khulo project team check full project applications according to main criteria:

1. Content of project applications hasn't been changed.



2. Requested amount of grant hasn't been increased.
3. Applicant hasn't been changed; (Without statement).
4. Total duration of the project is less than one year.
5. Ineligible expenses are less than 5 % according to grant competition manual.
6. Project budget is given in Euros.

External Expert – will review full project applications: Experts will assess the projects with points and write comments according to main criteria.

Field visit (Monitoring) – Grant monitoring assistant will visit implementation places of received full project applications. Grant monitoring assistant assesses current resources which are cited in full project applications and give points according to it. Minimum one member will participate to field visit from Khulo LAG grant committee.

Khulo LAG grant committee – committee is divided into 4 group [Groups are according to various priorities], who will receive projects with external expert assess, comments and points.

**ENPARD Khulo project manager can use a Veto right for any project for any step of grant competition.**

## To name of the winner projects

Received projects will be divided by requested amount of money to given groups:

1. Low budget commercial projects – Requested amount is 10,000 Euro or less.
2. Medium sized budget commercial projects – Requested amount is from 10,000 till 30,000 Euro.
3. High budget commercial projects – Requested money is more than 30,000 Euro.
4. Non-commercial projects.

Project group	Maximum number of financed projects in each priority.	Maximum number of financed projects in each community.
Low budget	10	10
Medium size projects	5	4
Maximum number of financed projects in each community with taking account given priorities;		
High budget	1 (Non-agriculture projects – 2)	



\* Information given on the table on is relating with commercial projects

1. Total budget of second grant competition is 640.000 Euros.
2. According to provided budget amount, projects will be divided as follow:
  - ✓ 40% for high budget commercial projects.
  - ✓ 30% for medium sized budget commercial projects.
  - ✓ 24% for low budget commercial projects.
  - ✓ 6% Non-commercial projects.
  - ✓ If grant budget will be left any of above-mentioned group, with remaining money will be financed projects, with following criteria:
    - A. Low budget commercial projects.
    - B. Medium sized budget commercial projects.
    - C. High budget commercial projects.
    - D. Non-commercial projects.
  - ✓ Maximum amount of possible winning projects in category of 2,000-10,000 [Low budget commercial projects] Euro within each priority is 10 and within each municipal territorial administrative community 10.
  - ✓ Maximum amount of possible winning projects in category of 10,000-30,000 Euro [Medium sized budget commercial projects] within each priority is 5 and within each municipal territorial administrative community is 4.
  - ✓ Maximum amount of possible winning projects in category of 30,000 Euro and more [high budget commercial projects] in each municipal territorial administrative community according to given priorities is 1. Non-agriculture projects can be financed 2 in each municipal territorial administrative community.

In case of same amount of point projects can be prioritize according to following consistency: 1. Disabled person applicant. 2. Woman applicant. 3. Youth Applicant [30 years and less]. 4. Applicant is register as a cooperative with the active status.

Any other circumstances which is given and mentioned above will be discussed by ENPARD Khulo project team and management group of Khulo Local action group.

## Finances and Monitoring<sup>2</sup>

<sup>2</sup> Will be requested in detailed when full project application presented.



*A. Expenditures which cannot be requested as part of the grant, nor considered as co-financing:*

- Repayment of borrowings/debts
- Repayment of future expenses - salaries/fees/fuel and other recurring expenses
- Financing of undertaken obligations (for example-activities funded by other sources)
- Any personal expenses, (for example educational and travel expenses)
- Any expenses which are not supported by invoices

*ბ. Expenditures which cannot be requested as part of the grant, but could be included in applicants co-financing:*

- *Purchase of land and buildings*
- *Renovation materials (less than 500 GEL per one invoice) and services*
- *Labour/service expenses supported by payment document of income tax*
- *Purchase of live animals (only from official dealers)*
- *Raw materials*
- *Expenses for licenses, permits etc.*
- *Independently invited experts and consultants*
- *Procurement of B category vehicles.*

**All above mentioned criteria must be considered by applicant, otherwise applicant can be automatically excluded from the competition.**

Applicants co-financing can be considered any financial resources from other sources except donor funding. For non-commercial projects donors funding can be considered as co-financing.

## Grant Evaluation [GE] committee

The Grant Evaluation committee is a permanent body of Khulo LAG which be functioned until second RD grant competition will be finished. It consists with minimum of 15 members. (For second RD grant competition 23 members are registered). Candidates for the committee will be raised by LAG chairman and approved by LAG management body simple majority.

At Full Project competition, GE committee is organized in four groups, according to grant competition priorities. In each group must be minimum 3 members, maximum amount is not limited. Each Grant





evaluation committee members is choosing independently priority direction. Each group of Grant evaluation committee will be introduced Full reviewed project applications by external experts according to Full Project Application review form.

The rating list will be consisting from coring points from external expert and Monitoring group altogether. Afterward will be determined main and reserve lists of project applications for verbal presentations. Before final answer announcement, RD Grant Evaluation committee will have last meeting, where can be discussed to reveal projects [In case of existence] which have very big meaning for Khulo municipality. With agreement of all grant committee members and project manager those projects can move to main list of verbal presentations. After the last meeting the list will be public, and presentations will be scheduled.

ENAPRD Khulo project manager and the team can participate in meetings of Grant Evaluation committee.

Dissolve of Grant Evaluation committee members can be done by head of Khulo local action group, personal statement and managing group request.

Member of Grant Evaluation committee can't participated in verbal presentation process, if:

- Member of Grant Evaluation committee is an applicant, representative of an applicant or family member/relative of the applicant
- Member of Grant Evaluation committee has a business, work or other kind of relations with an applicant.
- Member of Grant Evaluation committee has made professional consultation [was hired] within project development stage.
- Member of Grant Evaluation committee has relationship with an applicant and his/her decision can be affected in objectiveness.

In case of other situation of interest conflict – if member of Grant evaluation committee has finance or other kind of interests in the projects, member must say no to evaluate this project and all projects which are in this category. In this case project will be evaluated by other members of the committee.

## Project appraisal and scoring

At Full Project application stage project will be appraisal and scoring will be by:

1. External Expert.
2. Monitoring Group – Field visits.



Firstly, external expert has 100 points system for Full project application evaluation. As well external expert will make comments and conclusion for each project in evaluating process. If external expert will write less than 20 % of points for a project, application will be automatically excluded from the grant competition process.

After receiving full project applications, monitoring group [Technical team – 2 members] will schedule field visits and evaluate projects with Grant Evaluation committee members. 20 point is maximum award of field visit. In case, monitoring group evaluation project with 0 point in any of component, application will be automatically excluded from the grant competition process.

Scoring points from external experts and monitoring group will be multiply with relevant share point [Expert 90 %, Monitoring 10 %].

Scoring will be added and finalized with final score board.

**Projects which aren't answering main requirement and criteria of grant manual [Please see project criteria – P.6] will be sorted out from evaluation process.**

## Verbal Presentations

The GE committee and ENPARD Khulo project manager will appoint a special meeting with applicants, at which applicant will present project verbally. GE committee members may ask additional questions. If majority of the committee will approve the project, it will be financed.

## Notification of the decision to applicant;

Successful project applicants, at all three stages, will be notified via phone/mail, invited for next stage and informed about next steps. List of approved project ideas/full projects also will be available online – at Khulo LAG web site – [www.Khulolag.ge](http://www.Khulolag.ge)

## Appeal procedure

Applicants of rejected Project Ideas/Full projects will be notified by phone and invited to CCRG Khulo office in order to receive written justification of rejection of the application (not meeting criteria). Written justification will be received to participants within one week after applying for it. In case the



ევროკავშირი  
საქართველოსთვის  
ENPARD



applicants had difficulty of phone coverage and project team couldn't contact them, it's solely applicant's responsibility to request the result of evaluation in CCRG office within 15 days.