



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre

**Support to Facilitate Participation of CARIFORUM Civil Society in the Regional
Development and Integration Process**

Guidelines for Grant Applications

Budget line: Activity 3.1 Delivery of Sub Grants-Umbrella Organisations

Reference: CPDC2017002

Deadline for submission of Concept Note:

Friday 6th October 2017

Notice

This is an open Call for Concept Notes, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applications that have been pre-selected, the full proposal will be requested. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed “Declaration by the Applicant” sent together with the application.

1. CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC): SUPPORT TO FACILITATE PARTICIPATION OF CARIFORUM CIVIL SOCIETY IN THE REGIONAL DEVELOPMENT AND INTEGRATION PROCESS

1.1 BACKGROUND

CPDC's Background

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether it serves some twenty-seven (27) regional, sub-regional and national (local) NGOs and individuals working at the grassroots level in economic, social, and cultural areas in the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organization was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The European Union and CPDC Project

The Caribbean Policy Development Centre in partnership with the European Union has commenced a joint 3-year grant partnership which started January 2016 and is scheduled to end October 2018. The project will build the capacity of the Non-Governmental Sector in the Caribbean through the implementation of a number of specific actions. Summarily these actions focus on strengthening the enabling environment within which NGOs presently function. This includes activities that promote NGOs' institutional and organisational capabilities through a number of core thematic areas: - addressing the legislative environment, promoting greater transparency within the sector, project management skills development, enhanced regional policy dialogue and improving access to small grants, to name a few.

The project is a European Union/CPDC partnership that comes against a background of “growing consensus amongst development partners, that meaningful civil society engagement and participation in governance, as independent development actors, is critical for efforts to achieve sustainable development¹”. However, the meaningful participation of CARIFORUM civil society has been stymied by two main factors; the lack of capacity to effectively engage the policy process, and the lack of an institutionalized mechanism to facilitate dialogue between civil society and CARIFORUM governments. This action is therefore intended to implement activities to address these challenges.

Umbrella Organisations

An umbrella organization is a large association of institutions, which coordinates the activities of its member organizations and works to protect their shared interests. Therefore, umbrella organization provides resources and identity to the smaller organizations. The umbrella organization is often responsible for the groups under its care, to some degree. The umbrella organization is usually established when it is found difficult for an institution to carry out activities alone, when a sense of community and support makes institutions derive utility from multilateral and shared activities, when public awareness exists, and when legality for the engaged actions is required.

Criteria for the provision of sub-grants for Umbrella Organisations

Proposed Actions should be designed to produce specific solutions in response to clearly identified needs and constraints within the priority areas mentioned.

1.2 OBJECTIVES OF THE PROJECT

Overall Objective: Regional and national CARIFORUM civil society organisations’ (CSOs) effectiveness in regional development and integration processes improved.

Programme purpose: Technical institutional capacity of national and regional CARIFORUM civil society organisations to participate in regional development and integration processes built via implementation of the Regional Strategic Framework Action Plan.

Sub Grants-Umbrella Organisations’ Objectives:

Major Objective:

- To **enhance the capacity** of umbrella NGOs **to efficiently and effectively provide services** to their beneficiaries/members by providing financial support for actions that **improve their operational responsiveness and performance** with regards to members’ needs.

¹ CPDC Project Document-Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Processes

Specific Objectives:

- Improve organizational management and sustainability through the development of strategies and plans;
- Enhance financial reporting and systems for financial accountability;
- Increase membership outreach, responsiveness and accountability of networks/ umbrellas to members and beneficiaries;
- Support organizational efficiency and effectiveness through upgrade of office equipment;
- Support NGOs to improve the skills capacity of their staff to assess member needs and formulate responsive programming; and
- Enhance the skills of capacity and members through the provision of training and capacity building.

Proposals that do not meet these objectives will not be evaluated.

Value Added Elements:

The following elements are considered as significant added value and should be taken into account as far as possible in designing the action:

- Ensuring proposed actions are tied to the long-term sustainability of the organisation and will help the organisation more effectively deliver services to members and beneficiaries;
- Promotion of activities that encourage best practices in accountability to members and donor partners;
- Identification of how the action will help the organization better achieve specific development actions that contribute to enhanced participatory governance, human rights, gender equality and/or an overall improved enabling environment for the functioning of NGOs sectorally, nationally or regionally; and
- Strengthening of the capacities of members and partners in order to enhance the effectiveness of the network and to achieve identified development goals.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Concept Note is USD 60,000.00. The Contracting Authority reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

Size of Grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: USD 8,000
- Maximum amount: USD 10,000

Total Eligible Costs

The grant may not exceed 90% of the total eligible costs of the action. Any grant requested under this Call for Proposals must fall under this stated maximum percentage of total eligible costs of the actions for NGO applicants established in the 14 CARIFORUM countries which are Antigua & Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and Grenadines, Suriname, Trinidad and Tobago.

2. RULES FOR THIS CALL FOR PROPOSALS

The following guidelines set out the rules for the submission, selection and implementation of the Actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet via: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- (1) The actors:
 - The **applicant**, i.e. the entity submitting the application form (2.1.1);
- (2) The actions:
 - Actions for which a grant may be awarded (2.1.2);
- (3) The costs:
 - Type of costs that may be taken into account in setting the amount of the grants (2.1.3).

2.1.1. Eligibility of applicants

Applicant

(1) In order to be eligible for a grant, the applicant must:

- Have members or well-defined affiliations with other organizations that actively recognize the umbrella body as having a coordination role **and**
- Be legally registered and operating in a CARIFORUM Member State for at least 3 years **and**
- Have an established² operational base in a Member State of CARIFORUM (Antigua & Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) **and**
- Have an operational presence including a current and registered bank account with two signatories, social media presence and telephone listing **and**
- Have the demonstrated human resources to ensure the delivery of the project **and**
- Be directly responsible for the preparation and management of the project **and**
- Proven track record of at least 3 years working on behalf of member associations **and**
- The organization must agree to sign onto the NGO Code of Conduct; **and**
- Be non-profit-making.

International organisations³ are NOT eligible.

2.1.2 Eligible actions: actions for which an application may be made

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3. of the Practical Guide.

² To be determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

³ As per the Rules of Application of the EU Financial Regulations, 'international organisation' means an international public-sector organization set up by intergovernmental agreement, and specialised agencies set up by such organisations. These organisations may have worldwide or regional scope. Organisations created under national law are not international organisations (e.g. a national NGO with several regional or country offices).

In Part B section 8 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant, is not in any of these situations.

If awarded the Grant contract, the applicant will become the Beneficiary as identified by the Coordinator. The Coordinator is the main interlocutor of the Contracting Authority. He/She represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the Action.

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 6 months nor exceed 8 months.

Sector or Themes

See section 1.2 of these guidelines for grant applications (objectives of the programme).

Location

Actions must take place in one or more of the following countries: Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and Grenadines, Suriname, Trinidad and Tobago.

Types of action

The types of action that are eligible and may be financed under this sub-grant are those directly contributing to the achievement of the purpose and objective of this Terms of Reference as indicated at Section 2 above. Actions to be funded must be in the form of coherent and self-contained set of activities designed to achieve the specific objectives stated in Section 2.1 within the specific timeframe identified in the guidelines. The actions must have clear objectives, identified target groups, and must be conceived to produce specific, measurable results which are in response to a particular issue or issues. Their justification must be tied to the organisation's ability to achieve some development action and long-term sustainability.

The following types of actions are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses unless proven to be an integral part of the project outcome;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;

- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious belief or lack of them, or their ethnic origin;
- actions concerned only with one-off conference with no intended follow up. Conferences can only be funded if they form part of a wider range of activities to be implemented in the life time of the project. For these purposes, preparatory activities for a conference and the publication of the proceeding of the conference do not, in themselves, constitute such ‘wider activities’;
- actions supporting individual political parties; and
- actions involving proselytism.

Types of activity

The applicant is responsible for identifying the appropriate set of activities necessary for the achievement of the action’s objectives.

They **may** include [within the objectives of Section 1.2]:

- a) institutional planning geared toward improving operational functioning and sustainability including: development of strategic plans, resource mobilization and human resource management strategies, programme reports and plans to support organisational restructuring;
- b) development and completion of financial reports, financial audits, budgeting and forecasting assessments, development of accounting procedures and updating of accounts, purchase of accounting software and staff training for financial management;
- c) membership assessments to improve communication and responsiveness including surveys of member’s need, design of communication protocols to improve outreach to members and to inform outreach strategies, development of materials for enhanced organisational outreach, staff training to undertake member assessments;
- d) upgrade of ICT hardware and software as part of a wider programme to improve umbrella/member communications (must not exceed 50% of grant request);
- e) upgrade of office equipment and software to support higher efficiency in programme implementation (must not exceed 50% of grant request);and
- f) training for staff and members in areas of: social media, lobbying and advocacy, proposal writing, project development and management, monitoring and evaluation, participatory methodologies, fundraising, knowledge management.

Please note that this list is not meant to be exhaustive or prescriptive in any way. To achieve sustainable results, all applicants are highly encouraged to include in their actions specific activities aimed at increasing financial, management and organizational capacities of local civil society organisations.

Applicants must foresee planning, human resources, budget and other appropriate measures to ensure results-oriented monitoring and management of the action. Moreover, all applications should plan the necessary human resources and the appropriate budget to support at least a final evaluation of the action.

Visibility

The Applicants must take all necessary steps to publicise the fact that it is a CPDC project in which the European Union has financed the Action. As far as possible, the successful applicant must ensure sufficient time and resources are allocated to work with CPDC's Project Team and Communication Specialist to raise awareness about the project work.

CPDC and the successful applicant must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The applicant **may not submit more than one** application under this Call for Concept Note.

The applicant **may not be awarded more than one grant** under CPDC's Calls for Concept Note.

<i>2.1.3 Eligibility of cost: costs that can be included</i>

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

At the contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analyzing factual data of grants carried out by the applicant or of similar actions, and by performing checks.

The total amount of financing on the basis of simplified cost options that can be authorized by the Contracting Authority for any applicants individually **cannot exceed USD 10 000**.

Recommendations to award a grant are always subject to the conditions that the checks preceding the signing of the contract, do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Concept Notes:

- a) costs must be incurred during the implementation of the. In particular:
 - i. cost relating to service and works shall relate to activities performed during the implementation period. Costs relating to supplies shall related to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement. Cash transfers between the Coordinator and/or the other Beneficiary(ies) and/or affiliated entity(ies) may not considered as costs incurred;
 - ii. costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment; and
 - iii. an exception is made for costs relating to final reports, including expenditure verification, audit and final evaluation of the Action, which may be incurred after the implementation period of the Action.
- b) They are indicated in the estimated overall budget for the Action;
- c) They are necessary for the implementation of the Action;
- d) They are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e) They comply with the requirements of applicable tax and social legislation;
- f) They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken. This cost must not exceed 15% of the grant.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 15% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind relate to the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity (ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary (ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or building, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary (ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application forms

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A). Only submit the Concept Note initially. If short listed, applicants will be asked to complete the Full Application Form.

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2 Where and how to send Applications

Applications must be submitted as an electronic file to cpdcsubmissions@gmail.com.

The checklist (Section 2 of Part B the grant application form) and the Declaration by the applicant (Section 8 of Part B of the grant application form) must be included in the electronic copy.

Applicants must verify that their application is complete using the checklist (Section 2 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3 Deadline for submission of Applications

The deadline for the submission of applications is: **Friday 6th October 2017** at 5:00pm (UTC/GMT -4). Any application submitted after the deadline will automatically be rejected.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (Section 2 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheading. Each subheading will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

1. Relevance of the action	Sub-score	30
1.1 How relevant is the Concept Note to the objectives and priorities of the Call for Concept Note? *	5 x 2**	
1.2 How relevant is the Concept Note to the particular needs and constraints of the organization?	5x2**	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, including elements that ensure accountability to members and donors; ensure long term organisational sustainability; strengthening capacities of members and staff to achieve organisational goals?	5	
2. Design of the Action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problem involved, and take into account sustainability factors.	5 x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	
TOTAL SCORE		50

*Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

**these scores are multiplied by 2 because of their importance.

Once all Concept Notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the Concept Note with a score of at least 30 will be considered for pre-selection.

Secondly, the top twenty Concept Notes would be selected given each candidate a 50/50 opportunity to be selected for the final evaluation of Full Proposals.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.

STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 2 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s operational capacity and the applicant's financial capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also apply to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the Call for Concept Notes. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action,

its consistency with the objectives of the Call for Concept Notes, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	25
1.1 Does the applicant have sufficient experience in project management?	5
1.2 Does the applicant have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Does the applicant have sufficient management capacity? (including staff, and other resource and ability to handle the budget for the action)?	10
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
2.1 Score transferred from the Concept Note evaluation	
3. Effectiveness and feasibility of the action	15
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing)	5
4.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (how will the activities be financed after the funding ends?) - Institutionally (will structures allowing the activities to continue to be in place at the end of the action? Will there be local 'ownership' of the results of the action?) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?) 	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	100

Note on section 1. Financial and Operational Capacity

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4 below) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 3 of Part B of the grant application form) will be cross checked with the supporting documents provided by the applicant. **Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.**
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2, 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant:

Supporting documents which may/must be provided:

1. A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). However, the provision of an audited financial statement would be highly advantageous in the scoring process.
2. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants, accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the

legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

3. A financial identification form of the applicant conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. may be provided instead. If the applicant has already submitted a financial identification form in the last six months where the Caribbean Policy Development Centre (CPDC) was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form
4. Verification that the bank account is maintained by two signatories
5. Evidence/verification of implementation of a project valued for at least Euros 10 000 or an annual Programme Report for the last two years for an applicant organization having its headquarters in Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and Grenadines, Suriname, and Trinidad and Tobago.

Supporting documents must be supplied in form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within 10 days of receiving the rejection letter.

2.5.2 Indicative timetable

	DATE	TIME*
Deadline for submission of Concept Note Form	6 th October 2017	5:00pm (UTC/GMT -4)
Information to applicants on the evaluation of the Concept Note Form	31 st October 2017	5:00pm (UTC/GMT -4)

Provisional date: All times are in the time zone of the country of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure.

2.6 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract. By signing the application form (Annex A of these Guidelines), the applicants agree, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) to award procurement contracts, those contracts must be awarded in accordance with best practices which will be outlined to successful organisations.