

Appendix 4: Grant Manual



The European Union
for Georgia

ENPARD: Support to Agriculture
and Rural Development



Grant Manual



West Cork
DEVELOPMENT PARTNERSHIP

Executive Summary

The project "Promoting Rural Development in Akhalkalaki" is being implemented in Akhalkalaki Municipality, Samtskhe-Javakheti region, Georgia with the financial support of the European Neighborhood Program for Agriculture and Rural Development (ENPAR D II). The leading project implementing organization is the Georgian Institute of Public Affairs (GIPA) with the partner organizations: Mercy Corps Georgia, West Cork Development Partnership and ELVA - Community Involvement. The overall objective of the project is to contribute to the reduction of poverty in Georgia through a new and innovative methodology for rural development. The specific objective of the project is to promote a bottom-up, inclusive rural development approach in Akhalkalaki that fully engages all communities in the municipality and specifically women and youth. The project will use the LEADER (Links Between Actions of Rural Development) approach that has been a key instrument for promoting integrated rural development in the European Union since 1991. The project aims to promote not only the economic and agricultural sectors but also the development of tourism, environmental protection, social issues and the involvement of vulnerable groups at the local level.

A Local Action Group (LAG) was established in Akhalkalaki to comply with the LEADER methodology. It is a voluntary body consisting of representatives of private and public organizations and mobilizes local community members for development of the municipality. The development of this platform was preceded by community mobilization process of local population, which resulted in the preparation of local development strategy, the main priority directions identified as the basis for implementation of the grant component. The local development strategy has been elaborated in consultation with the different groups of Akhalkalaki population and especially members of Akhalkalaki LAG. Methodology and implementation of the grant competition will be described in detail in the next chapters.

1. Aim of the Grant Program

The goal of the grant program is to support sustainable development of sub-projects in Akhalkalaki municipality through grant financing. These agricultural and non-agricultural sub-projects should provide economic, social and cultural benefits to the population and communities of Akhalkalaki, businesses and local organizations. All sponsored sub-projects must comply with one or more priorities of the local development strategy identified by the municipality population and the Akhalkalaki LAG.

2. Objectives, Outcomes and Results of the Grant Program

The main aim of the grant program is

To improve quality of life, diversify local economy, integrate local population and make the municipality a better place to live.

The grant program includes the following four objectives:

- Extend local income and promote the sustainable development of the local economy
- Improve social integration with a major focus on education, culture, youth and gender equality
- Extend local tourism potential and support the conservation & appreciation of the local cultural heritage
- Improve ecological environment and introduce environmentally friendly practices in the municipality

The grant may be given to support the following areas of development priorities - outcomes:

1. Increase diversification, productivity and efficiency of the agricultural sector including facilitation of environmentally safe practices
2. Support to diversification of local economy (small and medium businesses) and improvement of business infrastructure

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3. Improvement of quality of life, education, sport, culture and social integration
4. Support to local gender and youth
5. Development of tourism services and infrastructure in the communities and the town in line with the environmentally safe practices
6. Development of leisure, entertainment and recreation destinations for tourists and visitors
7. Facilitation of environmentally friendly and energy efficient practices
8. Improvement of waste management practices and recycling
9. Preservation of environment and local flora and fauna

3. Accepted Activities

An indicative list of activities that can be financed under the grant competition may include the following potential project directions – activities:

1. Introducing innovative practices and technologies aiming to increase agricultural productivity
2. Supporting agriculture cooperative development and other farmers unions
3. Supporting implementation of food safety standards
4. Strengthening agricultural service providers (private and public)
5. Introducing eco/bio agriculture practices
6. Supporting introduction of energy efficient, environmentally friendly practices amongst farmers
7. Supporting of value chain of production, processing and marketing
8. Supporting women and youth small and medium business projects in agriculture
9. Supporting business diversification of nonexistent/nonagricultural businesses and manufacturing
10. Supporting women and youth small and medium business projects in innovative non-agriculture businesses
11. Supporting public and social infrastructure and amenities
12. Supporting social services for the communities
13. Rehabilitation of education, cultural and sports facilities
14. Supporting cultural events and initiatives for integration
15. Supporting accessibility and improvement of cellular and national TV translation coverage and internet connectivity
16. Promoting and supporting social entrepreneurship development
17. Supporting social activities with gender and youth involvement
18. Supporting tourism related services including food and accommodation in the communities
19. supporting cross-sectoral tourism businesses such as agro-tourism, eco-tourism, extreme tourism, etc.
20. Supporting production of tourism-related products; authentic products restoring traditions and ethno-cultural heritage
21. Mapping tourism places
22. Supporting to increase skills, standards and profitability of tourism service providers
23. Rehabilitation and conservation of cultural and historical heritage
24. Organizing cultural events, local art and handicraft such as exhibitions, festivals, fairs, competitions, etc.
25. Popularization of services at Javakheti protected area
26. Development of areas/places for tourists and visitors
27. Improving access to the information related to the tourism, leisure activities, entertainment and recreation
28. Apply renewable energy consumption and energy efficient practice and its popularization
29. Applying environmentally friendly practice and its popularization
30. Rehabilitation of brownfield places and supporting greenfield activities
31. Apply waste management system improvement including collection facility, waste landfill and waste segregation
32. Apply agricultural and bio waste management system and its popularization
33. Rehabilitate recreation areas and forestation
34. Improvement of public parks, paths, lawns etc.

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The following activities and expenses will not be financed under the grant component:

1. Buying Real Estate (Land, Buildings) with the grant money
2. Participation in seminars, conferences and congresses
3. Current expenses, such as staff salaries, office rent and utility costs
4. Loans and loan service expenses
5. Interest payments
6. Losses or expected future liabilities
7. The expenses incurred by the beneficiary by another project or work program
8. Issue of Loan or Credit
9. Activities that may cause discrimination of individuals or groups based on sex, sexual orientation, religious beliefs, ethnic origin and political orientation

4. Eligible Applicants

The applicant can be the following person or organization registered in Georgia:

1. The citizen of Georgia (an adult person)
2. A legally registered entrepreneur (commercial enterprise) who has the following legal form
 - Sole entrepreneur
 - Limited Liability Company (LTD)
 - Solid Liability Company
 - Commandant Society
 - Joint Stock Company
3. Registered agriculture cooperatives holding status of cooperatives
4. Non-entrepreneurial (non-profit) legal entities (NGO's, Associations, etc.)
5. Local government and public organizations (agencies, LEPL)

The applicant must have the experience and ability to work in the field of agriculture or socio-economic development, it should be directly responsible before the partners for preparation and management of the activities and not to act as a mediator. The applicant should carry out sub-project activities in the Akhalkalaki municipality area.

Priority will be given to the following applicants:

- The beneficiaries of which are the following groups:
 - Women
 - Youth from (18 to 30)
 - People with disabilities
- Promote the introduction of innovations and modern technologies
- Ensure more financial participation (especially attracting funds from third parties)

The grant program will not finance:

- Political parties
- Religious and political organizations
- Financial institutions

5. Project Duration

Implementation of the financed project should begin within a month after signing the contract and in some cases upon completion of appropriate procurement. The deadline for implementation of the project shall not exceed 1st of May 2020.

6. Grant Application Process

6.1. Animation Process

Prior to the launch of the grant application process there will be a comprehensive animation process that will provide information to the broadest audience in Akhalkalaki Municipality. The LDS will be published and copies will be made available in the Akhalkalaki Municipal offices, each village sakrebulo offices and local NGO offices. The document will also be accessible online on the LAG

website – <http://akhalkalakilag.ge>, [GIPA’s and Mercy Corps Georgia web sites](#). Synopsis of the LDS providing information on the LDS aim, objectives and outcomes will also be available for distribution to the public.

To reinforce this process *Public Orientation Sessions/Meetings* will be hosted on specific dates in each local administrative unit in Akhalkalaki Municipality, where interested applicants can receive all necessary information on the application processes, deadlines, project submission and assessment, etc. The participants at these meetings will also be explained how to fill in and submit the **Expression of Interest (EOI) Application Form**. The Akhalkalaki LAG web site will provide up to date information about the grant related issues, including questions and answers. In terms of transparency and accountability all steps of the grant application and generally local development process will be announced and placed on the Akhalkalaki LAG web site platform. Furthermore, information on the grant opportunities as well as local development process will also be advertised in the local media to ensure that the broadest audience is reached.

6.2. Grant Project Funds & Co-financing

Grant funds will be available to support only successful project applications. The minimum amount of funding that can be applied for is 1,000.00 GEL and the maximum is 150,000.00 GEL, with the average funding expected to be 50,000 GEL. It is expected that there will be cash co-financing contribution from the applicant. In-kind financing contribution is not accepted nor required. Depending on the legal status of the applicant co-financial contribution required by the applicants will vary as following:

- Commercial entities (Ltd, sole entrepreneurs, etc.) – minimum 35%
- Municipal and government agencies – minimum 35%
- Agricultural Cooperatives – minimum 20%
- NGO, associations and other organisations – minimum 15%
- Local Communities and Individuals (physical persons) for social (non-profit) projects – minimum 15%

The co-financing percentage is of the total budget, for example if the total budget is 20,000 GEL then 50% of co-financing will be 10,000 GEL. Co-finance can be from the applicants own funds or from another donor agency, fund or any type of third party. Co-financing may be transferred to the account of the Accountable Body and can be used together with the grant funds to procure the items listed in the project application.

6.3. Application Submission & Selection Process

There are three steps of application submission that each applicant must go through before selected for the grant funding. Each step includes selection process and each project will be ultimately approved or rejected by the majority’s decision from the LAG. These three steps are:

1. Expression of Interest submission (EOI)
2. Full Application submission
3. Technical Assessment

Step 1: The Expression of Interest

The Expression of Interest (EOI) form (available on the Akhalkalaki LAG website <http://akhalkalakilag.ge>), is a simple form given below on which an interested applicants present their project idea. Information provided within the expression of interest form will be used to assess applicants’ eligibility for selection to the next step of Full Application process.

EOI content

Content of Expression of Interest Form	Notes
1. Name, Family name, ID of the applicant (or company name and registration number)	Name of Organization, Business or Individual that is applying for grant funding

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2. Project title (10 words max)	Brief title for project
3. Location of the project implementation	Community, village or town in Akhalkalaki Municipality where project is to be implemented
4. Amount needed for the project implementation (GEL)	Approximate cost of the whole project in GEL
5. Requested grant amount (GEL)	Amount required from LAG to fund the implementation of the project
6. Co-financing amount (GEL)	Amount of funds to be contributed in cash by the applicant or another donor/third party to the implementation of the project
7. Sources of co-financing	List the proposed sources of the sub-project co-financing
8. Proportion of requested grant amount (%)	Percentage of the requested grant amount from the total project budget
9. Proportion of co-financing amount (%)	Percentage of the co-financing amount from the total project budget
10. Project duration	How many days/months will the project take to complete (not exceeding May 1 st 2020)
11. Legal status of the applicant	Registration of applicant as a business (LTD, Sole entrepreneur, Cooperative, etc.), NGO, association or physical person
12. Legal status of the applicant after receiving the grant	Registration of applicant as a business (LTD, Sole entrepreneur, Cooperative, etc.), NGO, association or physical person
13. Current position of the applicant	Position or status of the responsible person of the application
14. Short description of the applicant's activities (100 words max)	Description of the activities to be implemented during the project
15. Aim of the project	What is the aim of the project
16. Short description of the project (200 words max)	Information on what the project is, what is required to be done and the benefit it will bring
17. To which objective/s addresses the project idea?	Indicate those objective(s) to be addressed according to the Local Development Strategy (LDS)
18. According to the above selected objectives which outcomes will be achieved?	Indicate those outcomes(s) to be achieved according to the Local Development Strategy (LDS)
19. Description on how will the project help to achieve indicated objectives and outcomes (100 words max)	Explanation how will the project help to achieve stated objective(s) and outcome(s) including cross cutting areas of Ecology and environmental protection; Gender and youth; Minorities and integration; Innovation; Popularisation of the national language
20. Address	Address of the applicant
21. Telephone number	Corporate and private telephone numbers of the applicant
22. E-mail	E-mail address of the applicant

The applicants are requested to fill in all sections on the form and submit it before the designated deadline as announced by the call for proposals.

Hard copies of the EOI form must be submitted in person in a sealed envelope to the following address:

MR. Sergei Khachatryan

LEADER Coordinator

Akhalkalaki Local Action Group (LAG)

European Neighborhood Program for Agriculture and Rural Development (ENPARD)

7, Gusan Havas Str.,

0700, Akhalkalaki, Georgia

Applicants will receive a *Delivery Receipt* and sign on the *List of Applicants Form* confirming submission of their applications.

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Applications can be filled online on the following link: www.akhalkalakilag.ge/applications/eoi. Reply of the application receipt and the electronic form of the applications will be sent to the indicated electronic email address of the applicants.

EoI application form also can be downloaded from the following link: www.akhalkalakilag.ge/applications/downloads/eoi, filled and sent to the following email address: applications@akhalkalakilag.ge. Reply of the application receipt will be reverted to the applicant on the same email address.

Any EOI application submitted after the deadline will not be accepted for assessment by the LAG.

EOI Assessment

The EOI application will be analyzed and assessed by the LEADER Coordinator, Chairperson and vice Chair persons of the LAG and presented to the Project Assessment Committee (PAC) of the LAG for approval or rejection. The LEADER Coordinator, Chairperson and vice Chair persons of the LAG will assess the projects if they meet all 7 key eligibility criteria. The EOI will be assessed using the following eligibility criteria:

1. **Geographic location:** The project must be located within the municipal boundaries of Akhalkalaki
2. **Grant Amount:** The requested grant amount shall range from 1,000.00 GEL to 150,000.00 GEL
3. **Project Period:** The project implementation must be able to be fully completed by 1st of May 2020
4. **Co-financing:** The co-financing amount must be in line with amounts required according to the status of the applicant
5. **Linkages with LDS:** The application must show that the project will meet a minimum one of the objectives of the LDS and one outcome. It is possible that it may meet more than one objective and outcome. In addition to that the application must also show that the project is in line with one of the cross-cutting objectives.
6. **Legal Status of Applicant:** For all commercial, for-profit projects the applicant must be a registered, legal entity. For non-commercial projects the applicant may be unregistered.
7. **Legality:** All activities must comply with the legality criteria. Illegal activities are not financed.

Indicative period for the EOI assessments will be 1 month.

If the application of EOI is rejected by the PAC, the applicant will be provided with written feedback on the reasons behind the rejection by the LEADER Coordinator. Negative decision of the PAC may be considered with the applicant in order to provide additional argumentation.

If the application of EOI is accepted by the PAC, then the applicant proceeds to Step 2 for submitting the Full Application. Successful applicants will be informed about further steps and procedures. Final list of successful candidates will be revealed by the LAG's decision and announced on the web site <http://akhalkalakilag.ge>.

Note: the acceptance of an EOI at this stage is not a guarantee of future funding. The Local Action Group has absolute discretion in the determination of an application for funding.

Step 2: Full Application

Once an EOI application is accepted the applicant will be invited to the Full Application Training/Workshop. At this training/workshop the applicant will be provided with all the information on the application process and how to fill in the Full Application form and Application Budget (available to download from <http://akhalkalakilag.ge>). At the workshop the applicant will also be informed on the deadline for the submission of the Full Application form. Apart from that applicant will have an opportunity to receive consultations from GIPA and Mercy Corps experts during the full proposal writing process.

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Full Application content

Content of Full Application Form (available to download from http://akhalkalakilag.ge)	Notes
1. Project resume: same as sections 1 to 10 from the EOI	Information on applicant's name, contact details, project title, location and duration, amount requested and co-financing.
2. Background information about the applicant (200 words max)	Description of applicant's status, history and experience with particular reference to experience connected to the project proposal; contact details including address, telephone and email.
3. Linkages with LDS (200 words max)	Detailed explanation on how the project contributes to the LDS by addressing specific objectives and achieving relevant outcomes, being considerate of minimum one cross cutting area: Ecology and environmental protection; Gender and youth; Minorities and integration; Innovation; Popularisation of the national language.
4. Project description (500 words max)	Explanation of the project idea, main purpose/aim of the project, activities to be conducted, what will be delivered and which methods will be used.
5. Project work plan	Work plan to be filled in showing what actions will be taken, when and over what timeframe. Information must include details about required permissions for planning or any other form of regulation or approval.
6. Project justification (total 500 words max)	Explanation on the current situation describing problem to be resolved, what needs or demand will the project meet (200 words max); project beneficiaries (100 words max); types of consultations or research have been made to demonstrate the need/demand (100 words max); similar project or business in the municipality (100 words max).
7. Project impact (200 words max)	Information on what impact the project will have; who will benefit from the project and how; short-term and long-term results of the project.
8. Project sustainability (200 words max)	Explanation on how the project will be funded/maintained in future and who will be responsible for its oversight.
9. Displacement/Distortion (200 words max)	Explanation on how the proposed project will not adversely affect an existing activity or business or distort the market.
10. Environmental protection (200 words max)	Explanation on how the proposed project contribute to environmental protection and what appropriate measures will be taken to ensure.
11. Description of the previous project(s) implemented with Donor and/or NGO funding support	Description of all previous project(s), implemented by the same entity or person and funded by GIPA, Mercy Corps or any other organization. Results, current status and sustainability of the previous project(s), (200 words max).
12. Project expenses	Provision of detailed project expenses in GEL wich includes: budget description, costs, requested grant amount and co-financing amount.

In addition to the Full Application form the applicant will be expected to fill in a detailed **Application Budget** that will itemize each item to be procured and provide a realistic cost for these items. The budget will also include the applicant's co-finance contribution.

If the applicant is a commercial entity, then copies of the *business registration documents* should accompany the submission. Similarly, if the applicant is an NGO or association then *the registration documents* and *statute/charter* should be provided with the application.

Note: At this time the applicant does not need to submit supporting documents such as a business plan and cash flow spreadsheets (for business applications) or scope of works and technical designs (for construction projects) or other such documents as this will be requested at Step 3.

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The applicants are requested to fill in both forms and submit all requested documents before the designated deadline as announced by the call for proposals.

Full application form can be downloaded from the following electronic address: www.akhalkalakilag.ge/applications/downloads/fullapp. All documents must be submitted in the electronic format, stored on the flash memory card and delivered in person enclosed within the sealed envelope to the following address:

MR. Sergei Khachatryan

LEADER Coordinator

Akhalkalaki Local Action Group (LAG)

European Neighborhood Program for Agriculture and Rural Development (ENPARD)

7, Gusan Havas Str.,

0700, Akhalkalaki, Georgia

Applicants will receive a *Delivery Receipt* and sign on the *List of Applicants Form* confirming submission of their applications.

Applications can also be filled electronically and sent with all requested documents to the following email address: applications@akhalkalakilag.ge. Reply of the application receipt will be reverted to the applicant on the same email address.

Applications submitted after the deadline will be declared as void and will not be accepted for assessment and selection for funding by the LAG.

Full Application Assessment

The application files will be collated and organized by the LEADER Coordinator. The LEADER Coordinator along with minimum one member of the LAG may visit project applicant at site to gain more information on the project idea and seek clarifications on any part of the application or budget that is unclear. Following these visits the LEADER Coordinator will write a short report that will be presented to the PAC that is to assess the project and present its recommendations to the LAG. The PAC will assess and select each project based on all documents submitted and score the project using the *Full Application selection criteria and scoring framework*, some of the key criteria include the following:

1. Linkages of the proposed project with the objectives and outcomes of the LDS
2. Linkages of the proposed project with the cross-cutting areas of the LDS
3. Background experience and knowledge of the applicant to implement the proposed project
4. Strong justification that there is a need or demand for the proposed project
5. Project description is clearly explained and work plan can be clearly realized in stated timeframe
6. Project impact is clearly explained and it is realistic in terms of explaining about beneficiaries, customers, potential employees, etc.
7. Sustainability plan is in place assuring that the project remains functioning and it is in use for its specified purpose by the applicant for the following 5-years period
8. Budget is well thought through and realistic
9. Co-financing sources are proved and justified
10. Project is innovative and using environmentally friendly practices.

If the PAC feels that they do not possess enough information to make the assessment or decision for selection, then they can visit the project applicant or request the meeting in order to get the project explanation in more detail.

Indicative period for the full application assessment will be 2 months.

Full Application Selection

A special project selection meeting will be called by the LAG, at which the PAC will present its recommendations on the reviewed and assessed projects. There will be a vote by the LAG on each project and where the majority of eligible LAG members are in favor the project will be tentatively

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selected. If the LAG members feel that they are unable to make a decision based on the PAC's recommendations, then they may request a meeting the applicant in order to finalize its decision.

All rejected applicants will receive a written notification from the LEADER Coordinator and project coordinator that will state the LAG's reasons for rejecting the application. Negative decision of the PAC may be considered with the applicant in order to provide additional argumentation. All successful applicants – where necessary – will move to the Step 3 to complete the Technical Application process. Those projects which are not required to pass the technical assessment will immediately be sent to the Accountable Body for the final approval prior to the signing of a Sub-Grant Agreement.

Note: The LEADER Coordinator is not part of the selection process but merely brings additional information to the PAC to assist them with their decision making.

Step 3: Technical Assessment

The technical assessment step is necessary for the following two types of applications:

1. Business start-up or expansion projects
2. Construction or rehabilitation projects

Business Start-up or expansion

For those applications that are proposing business development there is the requirement to present to the LAG a full business plan showing the Cash-flow statement and all other financial projections. Those businesses that are able to do this without support may submit their business plan immediately for approval. For those businesses who need additional support free business planning training will be provided after which the applicant will be given a specified period in which to fill in and submit the plan. All business plans will be assessed by an independent business consultancy and their recommendations on the efficacy and viability of the plan will be given the LAG for its final decision.

Construction or rehabilitation works

For those applications that propose building or rehabilitation works it will be necessary for the applicant to provide comprehensive design documents and bill of quantities to the LAG. In addition, the applicant must show land ownership and the necessary building permission documents. All these documents must be provided at the applicant expense and within a specified timeframe stipulated by the LAG. The documents will be presented to a consultant engineer that will work on behalf of the LAG and provide his/her recommendation following review and analysis. Should all designs and documents be acceptable then the project will be approved by the LAG.

Note: Based on the project scope and characteristics LAG may request additional documentation. Requested documentation shall serve as proof of seizure, licensing, permission, registration, agreement of the neighborhood, authenticity of the documents, etc.

6.4. Signing of Agreements and Procurement Process

Once accepted by the LAG the project applications will be presented by the LEADER Coordinator to the Accountable Body for a final review to ensure that all procedures described above have been properly followed. If, at this point, the Accountable Body evidences any break from the agreed procedures or any conflict of interest it has the right to decline the signing of a Sub-Grant Agreement. Should the application and selection file be in order then the successful applicant will sign a Sub-Grant Agreement (SGA) with the Accountable Body. This SGA outlines the roles and responsibilities of the two parties with respect to project implementation and financing and also the terms and conditions of the agreement.

Once the SGA is signed final list of successful candidates will be revealed by the LAG's decision and announced on the web site <http://akhalkalakilag.ge>. After signing the SGA the applicant and/or third

party should transfer its co-finance to the Accountable Body and these co-finance funds will be used jointly with the grant fund to procure the items listed in the applicant's budget. All procurement will be made on behalf of the applicant by the Accountable Body, naturally consulting with the applicant on all purchases to be made. Where the specified procurement is for construction or rehabilitation works, then the Accountable Body, together with the applicant, will launch a tender process to secure the services of a construction company.

On completion of the procurement and construction activities all assets, facilities and infrastructure will be handed over to the applicant who will be responsible for their future use and maintenance.

6.5. Transparency of Selection and Grievance Mechanism

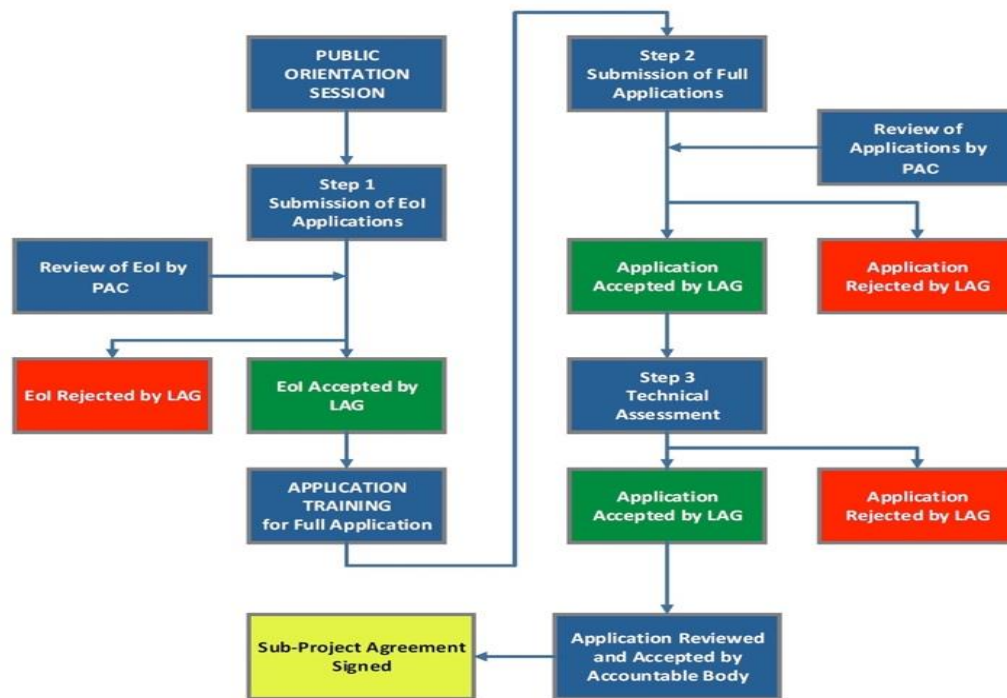
As explained above all information regarding decisions about applications will be transmitted to the respective applicants. All successful applications, along with a description of the projects to be funded, will be made available on the Akhalkalaki LAG website. All rejected applications will receive notification from the LEADER Coordinator in the form of a letter that will detail the reasons why the application was turned down. Any applicant that feels that their project was unfairly rejected, or feels that the designated procedures were not followed properly, may contact the Accountable Body to lodge a complaint that will be independently followed up with further information to be supplied to the applicant. Should the grievance be based on strong grounds then the Accountable Body will meet with the LAG to discuss the matter further and see what measures can be taken to re-include the rejected applicant into the program.

6.6. Appeals

All information about the decision made on the application is delivered to the applicant personally. All the winners will be uploaded together with the description of the project on the LAG's website. All the rejected applications are provided in written form with detailed information on the reasons why the application has been suspended. All applicants who believe that their project has been unfairly rejected or that the appropriate procedures were not protected may appeal to the GIPA's Project Manager in written form. Project Manager independently obtains additional information and invites the applicant to the meeting. If the applicant has strong arguments and in fact the document is proven violation of the procedures, the Project Manager recommends the Chairman of the Akhalkalaki LAG to discuss the issue and further steps to the Project Assessment Committee of Akhalkalaki Local Action Group (LAG). Within 15 days from receiving a positive response, the applicant must present to LAG all required specifications for the requested materials/equipment etc., otherwise the project will not be financed regardless of the positive response.

6.7. Flow Chart on the Application Submission, Assessment and Selection Process

In the following there is the process of application, assessment and selection of projects in Akhalkalaki LAG illustrated.



6.8. Monitoring, Review & Evaluation

After financing the project, all legal and financial documentation should be available for the monitor during its implementation and monitoring. The above documentation will not be public if it does not include violations provided by law and grant agreement.

Direct beneficiary will produce and present regular accounting reports, performs all taxation requirements according to the Georgian legislation. The above documentation shall be available for GIPA, Mercy Corps and Akhalkalaki Local Action Group monitoring team for at least 3 years.

Supported LEADER projects must remain functioning and in use for its specified purpose by the applicant for an agreed period.

Direct beneficiaries must comply with the EU ENPARD objectives and priorities and guarantee the visibility of the EU financing in accordance to the Communication and Visibility Requirements (guidelines will be provided by the project implementing parties).

For experience sharing purposes, upon request of GIPA and Akhalkalaki LAG, the beneficiary shall ensure viewing of the project sight to the all interested parties within the next three years starting from signing the grant agreement.