

GUIDELINE FOR APPLICANTS

Version 2.0
September 2015

Grant Scheme of “SARED”
Support to Agriculture and Rural Economic Development
of Disadvantaged Areas in Albania



**KY PROJEKT BASHKËFINANCOHET NGA QEVERIA E DANIMARKËS
DHE GJERMANISË DHE ZBATOHET NGA GIZ DHE MBZHRAU**



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Table of Contents

1. SARED Grant Scheme	5
1.1 - Background	5
1.2 - Key Definitions	6
1.3 - Overall Objectives of the SARED Grant Scheme	7
2. Eligible VC, sectors and beneficiaries	9
2.1- Eligible investments and VC	9
2.2 - Eligibility criteria for Applicants under the 3 VC	9
2.2.1 - <i>Who Can Apply?</i>	9
2.2.2 - <i>The eligibility criteria for applicants in relation to status, ownership and territory</i> ..	10
2.2.3 - <i>The minimum requirements in relation to the eligible agriculture activity</i>	11
2.2.4 - <i>Eligibility criteria for applicants related to financial obligations</i>	12
2.2.5 - <i>Eligibility criteria related to the investments</i>	12
2.3 - Financial Conditions of Eligible Investment Actions	12
2.3.1 - <i>Minimum and Maximum of eligible investments</i>	12
2.3.2 - <i>Aid intensity (The maximum grant amount)</i>	13
2.3.3 - <i>Duration of implementation of an investment project</i>	13
2.3.4 - <i>How the Grant is paid?</i>	14
3. Rules for Eligibility of expenditures	15
3.1 - Eligible Expenditures under the 3 VC	15
3.2 - Not Eligible Investments and Expenditures	16
4. Overall and specific objectives of Eligible investments by VC	11
4.1 VC 1 - Small Ruminants (Sheep and Goat)	12
4.1.1 - <i>Production / processing / marketing (Sheep and Goat)</i>	12
4.2 - VC 2 - Fruits and Nuts tree	12
4.2.1 - <i>Production / processing / marketing</i>	12

Guideline for Applicants

4.3 - VC 3 – Medicinal and Aromatic Plants (MAPs).....	13
4.3.1 - Production, collection / processing / marketing of MAPs	13
5. Application Procedure	13
5.1. Call for applications	13
5.2. Content of Application file	13
5.3. Criteria for the Submission of Applications	16
5.4. Ranking of Applications	16
6. Important Notes in regard with the eligibility / rejection of the Applications.....	16
6.1. Rejection for major omissions.....	16
6.2. Resubmission of documents for smaller omissions.....	17
6.3. Other cases.....	17
7. On the spot controls	17
7.1. OTC before contracting (OTS)	17
7.2. OTC before payment	18
8. Notification of Applicants in regard with the award decision.....	18
9. Complaints	18
10. Contract for the grant award.....	18
11. Visibility of investments and Ex Post controls.....	19
12. Payment - Approval / Execution	19
12.1. The CfP file.....	19
12.2. Grant Payment (execution of the payment).....	20
13. Summary of Important Notes to all the Applicants.....	20
14. Annexes	21

1. SARED Grant Scheme

1.1 - Background

The German-Danish Programme “Support to Agriculture and Rural Development in disadvantaged areas of Albania” – SARED is a programme jointly funded by the Governments of Denmark and of Germany in line with the strategic objective of the Inter Sectorial Rural Development Strategy for Albania (ISARD 2014 - 2020).

The Programme duration is from 06/ 2014 until 05/2018.

The aim of SARED is to increase the viability of the rural economy in disadvantaged mountainous areas in such a manner to generate broad based impact. One of the components of SARED is the implementation of an investment Grant Scheme for agro-food and rural tourism sector development. The Grant Scheme is co-funded by the beneficiaries.

SARED Grant Scheme will be implemented by GIZ (**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)**) in collaboration with MARDWA and will operate in Albania in six regions namely in Shkodra, Kukes, Diber, Korca, Elbasan and Berat.

The SARED Grant Scheme support will be provided to four pre-selected VCs, which are 1) small ruminants, 2) fruit trees and nuts, 3) medicinal and aromatic plants (MAPs) and 4) rural tourism.

The **overall indicative budget** of the Grant Scheme is **EUR 6,500,000**.

This Guideline for Applicants sets out the rules for the submission, assessment, contracting, implementation of investment actions, submission of Claims for Payment, “On the spot controls”, and payment execution under the Grant Scheme along the 3 Value Chains covering the whole range from the farm to processing, marketing and services.

This Guideline together with all information related to the Call for Application can be downloaded from the web page:

www.bujqesia.gov.al

or clicking directly on the following link:

<http://www.bujqesia.gov.al/al/programi/projekti-sared>

1.2 - Key Definitions

- **GfA:** Guideline for applicants
- **Contracting Authority:** GIZ / SARED
- **Applicant:** is an individual farmer, physical or legal person, ACA (association for cooperation in Agriculture) which submits an application for grant under a Call for Applications;
- **Beneficiary** (or grant beneficiary): is a natural or legal person who has been awarded a grant to implement an investment action (project).
- **Investment action** (project): is composed of set of activities for investment in tangible and intangible fixed assets aiming at objectives of the supported sectors.
- **Grant:** is a payment by the Contracting Authority reimbursing part of the eligible expenditures made by the beneficiary for the investment action (project) in tangible and intangible assets.
- **Grant Award Decision and signing of contract:** is a decision of the Authorizing officer to award the grant to the successful applicants based on the contract signed between them.
- **Decision for the Authorization and Execution of the Grant:** is a decision of the Contracting Authority to authorize the grant amount and execution of the payment. This decision is done after the submitted CfP is assessed positively.
- **Public (SARED) contribution:** is the amount of financial contribution granted by GIZ / SARED which is equal to 50% - 75% of the total eligible expenditures of the investment project.
- **Beneficiary contribution:** is the amount of financial contribution granted by the beneficiary which is equal to 25% - 50% of the total eligible expenditures of the investment project.
- **Eligible expenditures:** are the expenditures approved in accordance with the Grant Scheme requirements stated in Annex 6 of this Guideline for Applicants.
- **Young applicant:** an applicant under 40 years of age at the day of application.
- **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 (excluding extension).
- **Construction:** construction of a new building/facility of an existing agricultural holding/ enterprise/establishment.
- **Processing:** means the steps including collection, storage until the final product
- **Marketing:** means the investment and activities for selling points and the promotion of the product

- **Diversification under the 3 VC is considered:**
 - A. Any investment done in the frame of the VC 3 (MAPs)
 - B. Investments under the VC 1 (SR) & 2 (F&N) related to:
 - 1. On farm – processing and direct marketing (retail) of agricultural products under 3 VC
 - 2. Investments related to a new product;
- **New Product is considered:**
 - i. **under VC 1 (SR)**
 - Introduction of new races and/or
 - New products through processing sheep and/or goat milk.
 - ii. **Under VC 2 (F&N)**
 - Introduction of new varieties and/or
 - Related new products through processing of raw materials.

1.3 - Overall Objectives of the SARED Grant Scheme

The overall objectives of the Grant Scheme for the development of agro-food sector in rural areas are as follows:

- Improving overall performance and competitiveness of the production of primary agricultural products, of their processing and marketing;
- To contribute to increasing competitiveness of Albanian rural areas by enhancing the investment capacities and absorption of the economic actors under the 3 VC;
- To contribute to gradually upgrade Albanian agricultural farms / establishments in rural areas towards meeting national standards, mainly in the fields of food safety and quality, animal welfare, animal and plant health and environmental protection,.
- To contribute to gradually greening economic activity of Albanian agricultural farms / establishments in rural areas through renewable energy and environmentally friendly investments.

2. Eligible VC, sectors and beneficiaries



2.1 - Eligible investments and VC

SARED supports investments in production, processing, storage and marketing of products under **3 eligible VC** and the following **subsectors**

1 - Under VC 1 – SR following subsectors are eligible;

Milk from Sheep and Goat

- on Farm investments supporting production, storage, processing and marketing.
- off Farm investments supporting intermediaries (collectors) and processors.

Meat from Sheep and Goat

- on Farm investments supporting production, storage, processing and marketing.

2 - Under VC 2 – Fruits and Nuts trees

- on farm investments supporting production, storage, processing and marketing.
- off Farm investments supporting intermediaries (collectors), processors and marketing.

3 - Under VC 3 – MAPs

- on farm investments supporting production, storage, processing and marketing.
- off Farm investments supporting collectors, processors and marketing.

2.2 - Eligibility criteria for Applicants under the 3 VC

2.2.1 - Who Can Apply?

The SARED Grant Scheme is open to individual farmers, physical and juridical persons including ACA that own or represent micro, small, medium sized enterprises which actually are working or wishing to start an activity (startup) in production, collection, processing, marketing of agricultural products eligible in the frame of 1 of the 3 Value Chains under SARED as follows:

2.2.2 - The eligibility criteria for applicants in relation to status, ownership and territory

The applicants in order to be eligible for a grant under 1 of the 3 VC must fulfill and all the criteria listed below:

- a) They should be individual farmers registered at respective RDAs registers (farmers' card who perform their agricultural activity in the frame of 1 of 3 VC in Albania, who could prove the ownership of the land / building, where the agricultural activity takes place, through the legal documentation issued according to the national legislation (see requirements in the application form – Annex 1 of GfA), **or**
- b) They should be physical persons registered according to the national legislation and licensed for the agricultural activity in the frame of 3 VC, if the legislation requires it, who perform their agricultural activity in Albania (territory defined on the point "g" below), and who could prove the ownership of the land / building, where the agricultural activity takes place through the legal documentation issued according to the national legislation (see requirements in the application form – Annex 1 of GfA) **or**
- c) They should be legal entities, 100% privately owned and registered according to the national legislation at the National Register and licensed for the agricultural activity in the frame of 3 VC, if required according to the national legislation for the eligible agriculture activity (eligible investments), and who could prove the ownership of the land / building, where the agricultural activity takes place through the legal documentation issued according to the national legislation (see requirements in the application form – Annex 1 of GfA) **or**
- d) They should be Associations for Cooperation in Agriculture established and registered according to the national legislation (Law Nr. 38/2012) at the National Register and licensed if required according to the national legislation for the eligible agriculture activity (eligible investments) and who could prove the ownership through the legal documentation issued according to the national legislation (see requirements in the application form – Annex 1 of GfA) **or**
- e) Eligible are individual farmers, physical persons, legal entities or an Association for Cooperation in Agriculture, which have rented the land / building, to use it and invest for a minimum of 5 years for the eligible investments. The renting contract should be notary verified and accompanied by the ownership documents issued according to the national legislation (see requirements in the application form – Annex 1 of GfA).
- f) Eligible are individual farmers, physical persons, legal entities or an Association for Cooperation in Agriculture, which has been entitled to use and invest on the land / building for a minimum of 5 years after the application date for the eligible investments for which he applies. He / they should present the "rental contract for in Use" notary verified and accompanied by the ownership documents issued according to the national legislation (see requirements in the application form – Annex 1 of GfA).
- g) Eligible are all applicants as above which perform their economic activity in the territory of 6 regions (Shkoder, Kukes, Diber, Korce, Elbasan and Berat)
- h) An exclusion will be made for those key actors of Value Chains 1-3 (collectors, processors), whose establishments are out of this territory, but 60% of the quantities of the raw materials that they process / sell as final product derives from the eligible territories (Shkoder, Kukes, Diber, Korce, Elbasan and Berat). This fact should be proved through the balance sheet and BP, and through the purchasing contracts signed with producers / collectors for the raw materials supplied.

- i) They should apply **only for investments** in the frame of Value Chains 1-3 and only based on the list of eligible expenditures / Investments (Annex 3 and Annex 4 to the GfA),
- j) In order to be eligible **for on farm investments** in processing / marketing of the agriculture products within 1 of the 3 VC eligible, the applicant must produce at least 30% of the respective raw material in his farm.
- k) An applicant may not submit a new application before the final payment on a previous grant contract is done in the frame of SARED.

2.2.3 The minimum requirements in relation to the eligible agriculture activity

To be eligible the applicants **must** fulfill the following minimal requirements of their **agricultural economic activities in the frame of 1 of 3 eligible VC** within the territory of the Republic of Albania, as specified in the below table:

VC	Minimal requirements		
	Production / marketing	Collection / Processing / marketing	
VC 1 - Small Ruminants – Milk			
	On Farm	On Farm	Off Farm
For investment in sheep/goat milk	A minimum of 30 sheep and/or goats of all ages and sexes, registered in the MARDWA's animal register at the time of application	Minimum processing capacity of 100 Lit milk / day at the end of the investment (before final payment), but at least 30% of raw materials has to be produced by the applicant in his farm.	Minimum processing capacity of 0,5 Ton milk processing per day at end of investment (before final payment) for milk collection or processing units / establishments
VC 1 - Small Ruminants – Meat			
	On Farm	On Farm	Off Farm
For investment in sheep/goat meat	A minimum of 30 sheep and/or goats of all ages and sexes, registered in the MARDWA's animal register at the time of application	No minimum requirements	Not eligible
VC 2 - Fruits and Nuts			
	On Farm	On Farm	Off Farm
For investment in fruit and nuts production	Minimum of 0.2 ha cultivated land with fruit trees in one block at the end of the investment (before final payment).	For on-farm processing at least 30% of processed raw materials has to be produced by the applicant in his farm.	No minimum requirements
VC 3 - MAPs			
	On Farm	On Farm	Off Farm
For investments in MAPs	Minimum of 0.2 ha cultivated land with MAPs in one parcel at the end of the investment (before the payment).	For on-farm processing at least 30% of processed raw materials has to be produced by the applicant in his farm.	No minimum requirements

One applicant may apply for investments along the VC but fulfilling the respective minimum requirements.

Guideline for Applicants

2.2.4. Eligibility criteria for applicants related to financial obligations

The applicants must:

- have fulfilled all financial obligations, related to land tax in case he is an individual farmer
- have fulfilled all financial obligations towards the state, as required by national law according his legal status he applies and financial obligations in relation with his economic activity in regard with taxes (including land tax or tax on the property – building where the economic activity takes place) insurance dues (health and pension), in case the applicant is a physical or juridical person or ACA **and**
- Have no overdue financial obligations to the MARDWA and its subordinated structures (including ARDA) and
- Who have not received grants (public funds) in the last 5 years for the same investment he is applying for to SARED.

2.2.5. Eligibility criteria related to the investments

- The investment when concluded must respect the relevant national standards in the respective field as regards food safety, animal health and welfare, plant protection and environmental protection.
- In case of investments in renewable energy (on-farm), eligible are only these for self-consumption of the energy in the agriculture activity on his farm.
- Fruits and nuts trees and / or MAPs propagation material (seeds) and/or seedlings to be used for the eligible investments must be certified, respectively registered by the National Seeds and Seedlings Authority according to the relevant national legislation in force.

2.3. Financial Conditions of Eligible Investment Actions

2.3.1. Minimum and Maximum of eligible investments

Under this frame the total eligible investment (see section 3) for which a grant may be requested must fall between the following minimum and maximum amounts:

- **minimum** amount of total eligible investments size **on farm: 400,000 ALL**
- **maximum** amount total eligible investments size **on farm: 3,500,000 ALL**
- **minimum** amount of total eligible investment **off farm: 700,000 ALL**
- **maximum** amount of total eligible investment **off farm: 10,000,000 ALL**

2.3.2. Aid intensity (The maximum grant amount)

The aid intensity (grant size) is calculated based on only “eligible expenditures”. The other expenditures listed as “non eligible” expenditures” are not considered

A. For the on farm investments in frame of VC 1-3 the Aid Intensity is 65% - 75 % of total eligible expenditures of the eligible investment implemented.

- **The basic aid intensity for all beneficiaries for on farm investments is 65 % of eligible expenditures,**
- **To this amount will be added value of 10 % of the eligible expenditures related only to the eligible investment implemented in regard with effluent storage and handling, treatment and disposal of manure in liquid or solid form and other waste resulting from the economic activity respecting the national environment protection standards.**

B. For all collectors and the agroprocessors (Off farm Investments) in frame of VC 1-3 the Aid Intensity is 50% 60 % of the total eligible expenditure for the eligible investment implemented, as follows.

- **The basic Aid Intensity (Grant size) is 50 % of the total eligible expenditure for the eligible investment implemented.**
- **To this amount will be added 10 % of the eligible expenditures related only to the eligible investment implemented in regard with waste management (treatment and disposal of the waste resulted from eligible economic activity related to the application), **OR** if investment is implemented by young applicant (*individual or legal representative of the private company/ agricultural cooperative*) **OR** if investment is implemented by woman (*individual or legal representative of the private company/ agricultural cooperative*).**

2.3.3. Duration of implementation of an investment project

The deadlines for the implementation of the investment and / or submitting the CfP will be specified in the individual contracts which will be signed between Contracting Authority and potential beneficiaries.

The applicant may apply for extension / amendment of the contract under certain circumstances as laid down in the respective article of the signed contract.

The maximum deadline for the implementation of an investment project is **31 January 2018**, and for the submission of the CfP maximum until **21 February 2018**.

Beyond the above mentioned deadlines there will be not any extension.

2.3.4. How the Grant is paid?

- Advance or intermediate payments are not made in the framework of “SARED” grant scheme.
- The grant will be paid in one installment upon completion of the eligible contracted investment.
- The payment will be made based on the claim for payment file which is submitted by the beneficiary after the investment is implemented as provided in the contract.
- The CfP form should be downloaded from the MARDWA web page.

The 2 categories of costs (expenditure) considered as (i) eligible and (ii) non-eligible are explained in details below.

To be eligible under the grant scheme, expenditures must comply with the provisions of the signed Grant Contract. The template of the grant contract, is published on the MARDWAs’ web page: www.bujqesia.gov.al

The applicants should note that the eligible expenditure must be based on real costs and prices and should be proved through supporting documents which has to be submitted as required in the CfP. In this regard the controls made by the Contracting Authority may result in a need for clarification from the applicants, and may impose modifications which may result in reductions of reimbursement to address and correct any mistake, negligence or unreal cost.

3. Rules for Eligibility of expenditures

3.1. Eligible Expenditures under the 3 VC

For the calculation of the grant amount are considered only “eligible expenditures”

The eligible costs (expenditures) incurred by the beneficiary **should meet all the following criteria:**

- Is any cost which necessary for the implementation of the investment based in the List of Eligible Expenditures / Investments (Annex 3 of GfA) and in detailed budget in the contract;
- are identifiable and verifiable, are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- Each payment related to machinery purchase, construction works, advisory services bought should be documented by the applicant through invoices issued by registered suppliers or service providers. In particular in case of physical and legal persons, being recorded in the accounting records of the Grant Beneficiary and determined according to the applicable accounting standards of Republic of Albania and according to the usual cost accounting practices of the Grant Beneficiary.
- are costs relating to purchase of new machinery and equipment, including computer software up to the market value of the asset;
- eligible is also the Value added tax¹ (VAT) for the applicants that are registered as individual farmers with farmers’ card.
- are costs incurred and disbursed during the implementation period of the Investment Action (with exception of general costs). The Implementation period (its start and end dates) will be stated in the grant contract signed between the applicant and the Contracting Authority: therefore the Investment Action may not be started and Contracts with suppliers and service providers may not be concluded by the Grant Beneficiaries before the date of signing the contract with the contracting authority.
- are costs related to construction or reconstruction / improvement of immovable property. In that case
 - a. Construction works must be carried by a third contracted party (registered physical or legal persons). Labor of the farmer or his relatives / enterprise workers is ineligible cost².

1 - The farmers who will import personally the equipment and or machinery without paying VAT, must declare this fact in the application form and should respect the procedure as laid down in the Law Nr, 92/2014 date 24/07/2014 and in the DCM Nr 953 date 29/12/2014, and the DCM Nr 13 date 14/02/2015

2 - Check in the point eligible costs which kind of “in kind contribution is eligible”

Guideline for Applicants

- b. Routine maintenance works of buildings and facilities are not eligible. Routine maintenance means services that are performed continuously on a regular schedule and that are intended to extend the useful life of a building system and reduce the need for major repairs.
- are general costs related to Expenditures referred to the investment and happen mainly for the preparation of the application file and implementation of the investment such as:
 - a. payments to advisors for the preparation and submission of the application, preparation of the business plan, costs of official translation of documents for submission of the application, costs for advisor to follow up the implementation of the eligible investment, including the preparation of the Claim for Payment.
 - b. preparation of the project design (architectural project, construction project, bill of quantities, technological project, electrical project, engineering project...) architects', engineers' and
 - c. other consultation fees for feasibility studies, preparation of marketing strategy closely related to the investment,
 - d. the acquisition of licenses,

Total amount of the eligible general costs is up to a ceiling of 12 % of total eligible expenditures, including the costs for the preparation of the business plan up to ceiling of 4 % of total eligible expenditures. The above mentioned general costs should be proved by original invoices issued by registered service providers of goods and services as provided in the Albanian legislation.

3.2 - Not Eligible Investments and Expenditures

Under all 3 VC **the following investments/expenditures** will not be taken into account in regard with grant calculation:

- Projects where the end product is not within the list of LEE defined in Annex 3;
- Projects / investments financed by other public support for the same investments;
- Purely research based projects;
- Projects relating to the processing and marketing of products which imitate or substitute for agriculture primary products under the VC 1-3 (e.g. milk and milk products);
- Projects to replace items grant-aided in the previous 5 years;
- Projects commenced before signing a contract with contracting authority (GIZ-SARED)
- Labor of applicant, his employees or his relatives on project.
- Routine maintenance works of buildings and facilities are not eligible. Routine maintenance means services that are performed on a regular schedule and that are intended to extend the useful life of a building system and reduce the need for major repairs
- Purchase, rent or leasing of land and existing buildings, and rent / leasing of agriculture machineries and equipment;

- Purchase, rent or leasing of animals and agricultural production rights;
- Purchase of annual plants and their planting;
- Operating costs (such as consumables, service and fuel supplies – electricity, water, oil, gas, etc.), maintenance, depreciation and rental costs;
- All kind of contributions in kind;
- Value added tax for the applicants that are registered as physical or legal persons;
- Other taxes
- Customs and import duties, or any other charges;
- Exchange costs, charges and exchange losses, as well as other purely financial expenses;
- Lease-purchase, lessors' margin, interest refinancing costs, overheads and insurance charges;
- Any costs incurred by public administration in managing and implementing assistance
- Purchase of second hand equipment;
- Expenditure incurred prior to the signature of the Grant contract with the exception of general costs as defined in section 3.1;
- Fines, financial penalties and expenses of litigation;
- Bank charges, costs of guarantees and similar charges;
- Debts and debt service charges provisions for losses or potential future liabilities;
- Interest owed;
- Costs to the same investment covered by another action funded by national or donor program.

4. Overall and specific objectives of Eligible investments by VC

Please refer to Annex 3 of GfA that provides details of eligible investments that are under the Grant Scheme.

One application may target **one or more objectives of one VC and include one or more investment types** listed in the Annex 3 of the GfA of the SARED grant scheme.

Overall objectives of the SARED grant scheme

Increase the productivity and competitiveness of agriculture farms, agro processing establishments, and rural tourism;

To contribute to gradually greening economic activity of Albanian agricultural farms / establishments in rural areas through renewable energy and environmentally friendly investments.

Modernization of production, processing of agricultural products in alignment with national legal requirements, respectively standards *in the fields of environmental protection / preservation, food safety and quality, plant health, animal health and welfare.*

4.1 - VC 1 - Small Ruminants (Sheep and Goat)

4.1.1 - Production / processing / marketing (Sheep and Goat)

Eligible for support are investment actions targeting following objectives:

- Increase the production and the quality milk on farm through of the improvement of breeding conditions, housing conditions, feeding techniques, feed production and storage, production technology of sheep / goat for milk or meat production, improving milking and hygiene etc.;
- Improve raw milk hygiene and quality conditions on the farm through modernization of production, storage at milk collection points and transportation technologies and practices;
- Improve animal health and welfare through investments in animal housing and handling facilities;
- Introduce environmentally friendly manure handling, storage and treatment facilities.
- Encourage introduction of technologies and practices at milk processing units / enterprises, contributing to the production of dairy products which meet national standards and improve competitiveness;
- Support introduction of food safety and quality systems;
- Improve treatment and handling of waste.
- Introduce gradually the elements of green economic activity through investments in renewable energy and environmentally ones.

4.2. VC 2 - Fruits and Nuts tree

4.2.1. Production / processing / marketing

Eligible for support are investment actions targeting following specific objectives:

- Improve production and processing techniques and technology, and also certified seedlings production to enable farmers to produce fruits/nuts of a quality that can compete in the rapidly changing Albanian marketplace;
- Improve fruit and nuts production technology for the overall improvement of the relevant minimum standards applicable in Albania and in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels;
- Reduce postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines.
- Support introduction of food safety and quality systems;
- Improve the marketing of fruit processed products; in particular addressing the problem of high costs of packaging material.
- Introduce gradually the elements of green economic activity through investments in renewable energy and environmentally ones.

4.3. VC 3 – Medicinal and Aromatic Plants (MAPs)

4.3.1. Production, collection / processing / marketing of MAPs

Eligible for support are investment actions targeting following specific objectives:

- Improve production and processing techniques and technology, and also certified seedlings production to enable farmers, collectors and processors to produce MAPs of a quality that can compete in the rapidly changing and demanding Albanian and foreign markets (exports);
- Improve MAPs production technology for the overall improvement of the relevant minimum standards applicable in international markets and in particular in the storage and application of MAPs protection, chemicals and fertilizers use, and in chemical residue levels;
- Reduce postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, sorting and packaging lines;
- Support introduction of food safety and quality systems;
- Improve the marketing of MAPs processed products addressing in particular the costs related to packaging materials etc.
- Introduce gradually the elements of green economic activity through investments in renewable energy and environmentally ones.

5. Application Procedure

5.1 - Call for applications

The Applicants will be invited to submit their application through an open call for applications which will be launched through announcements published at national respectively regional media, MARDWA webpage www.bujqesia.gov.al

Please be aware that the precise information related to the CfA, on the length of each of the calls for applications and on the deadlines in which the applicants can submit their applications will be defined in the respective call announcement which will be published in the national newspapers but will be published on MARDWAs' web page www.bujqesia.gov.al

The second call will be open on the 01st October 2015 and will stay open until 31st January 2016.

In the frame of SARED grant scheme implementation the very final dates for submission of the applications is 30th of September 2017 or the date when the funds of SARED grant scheme are utilized.

5.2 - Content of Application file

The application file should be in Albanian language (respectively translated). In case the supporting documents are not issued in Albanian (foreign providers) an **official translation into Albanian** language must be attached.

The applicants have to submit the Application file containing

- (a) **The application form** (Annex 1 of GfA),
- (b) **The Business Plan** and
- (c) **All supporting documents**, as requested in the Application form.

(a) Application form – Annex 1. Please submit the application form in one **original paper print and signed personally by the applicant.**

(b) Business Plan:

- **For investments up to 1,400,000 All**, please use the **template of BP** provided in **Annex 2/1**, consisting only on a simple narrative BP;
- **For investments above 1,400,000 All** please use the **template of BP** provided in **Annex 2/2**, consisting of a narrative and a financial part:
- **Narrative part** of the Business Plan has to be prepared using the template given in **Annex 2/2/1** and to be submitted in one original paper print;
- **Financial Part** of the Business Plan has to be prepared using the template given in **Annex**

Guideline for Applicants

2/2/2 and to be submitted in printed and electronic format (CD-Rom)

(Calculations made in digital version of financial part of Business Plan provided on CD-ROM will be checked)

In order to submit a well prepared BP please follow carefully the instructions how to prepare the BP attached as annex 2.3 to this GfA.

(c) Supporting documents, requested in the Application form (see Annex 1 of GfA)

- The applicant has to submit with the application file all supporting documents, which are requested and listed at the last page of the Application Form given as part 5 of Annex 1 to the GfA, as a prove that he/she has met all eligibility criteria related to the investment.
- In case the Application Form requires “Copy” of the documents, they should be clear and easy to read and signed by the applicant in each single page. In this way the applicant takes over the responsibility of the veracity of the document submitted.
- The applicant keeps a file with all original documents in his farm / establishment because they will be checked during the on the spot control to verify the submitted copies with the original. In case of discrepancies the application might be rejected or respectively grant payment will be rejected. The original documents should contain all elements as required by the Albanian legislation (as f.ex. seal, signature, protocol nr etc.).
- **Together with the Application form, applicants have to submit;**

A. **3 original offers** for any single expenditure related to the investment action (project) higher than 140,000 ALL (*total value of the invoice*).

B. *In case the applicant has performed **payments** related to the category general costs the applicant submits the following;*

1. *In case the total value of the invoice does not exceed 140,000 ALL he submits only the original invoice issued by the service provider / supplier in accordance with Albanian legislation requirements.*
2. *In case the total value of the invoice exceeds 140,000 ALL he submits*
 - i. *the contract signed by him and the service provider and*
 - ii. *the original invoice issued in accordance with Albanian legislation requirements.*

The requirements relating to offers are as follows:

The 3 offers should be easy to compare therefore;

- a. The applicant asks 3 offers from 3 different suppliers based on the same neutral technical specifications for each investment item.
- b. The applicant prepares neutral technical specifications for each item or machinery he is applying in the SARED grant scheme as follows;
 - i. In case of equipment or mechanisation the offers should contain elements as f.ex. type, model, capacity, power and other main characteristic of the equipment (in case of a tractor f.ex engine type/model, size of wires, chassis nr. Etc.,
 - ii. In case of investment in construction/reconstruction, the offers should be based on the same technical specifications and related cost estimation “bill of quantity”.

Offers / invoices from foreign suppliers / service providers outside Albania, must be issued, if possible,

in English language. The applicant must translate these documents into Albanian by an authorized translator.

Offers / invoices from Albanian suppliers / service providers should be issued in Albanian.

The suppliers / service providers invited to submit 3 offers requested for expenditures related to the investment must not be related to each other or to the applicant, not be relatives (relatives means the close family members and explicitly father, mother, husband, wife, son, daughter, son in law, daughter in law) and/or business related.

The applicant requires from their suppliers to present together with the offer and a document from their own country (even in case they are registered abroad) where they have registered their activity (for details see point 5,14 of the application form).

In cases when capital connection is determined between applicant and legal representative of one of the suppliers or legal representative of the suppliers than a new offer is requested.

If applicant does not submit requested document in given deadline application file will be rejected.

If the lowest value offer is not selected, the applicant has to provide his justification in written.

The applicant makes the comparison of the offers based on the table of offer comparison in the BP – annex 2.1 and 2.2.1.

The main elements requested for the offer format are listed below:

- Date of issue;
- Name of the supplier;
- Registration number of the supplier in NRC;
- Price, VAT and other taxes quoted separately based on;
- Detailed technical specification, in case of equipment/mechanisation (see above)
- Bill of quantities with unit prices, in case of works and construction cost estimation;
- Validity of the offer.
- Signature of the legal representative and stamp, where applicable.

The offers should be issued in original, valid for the time when the purchase / investment will be done, should be real from registered companies and which have not capital relations to each other, translated in Albanian if they are issued from foreign companies registered in other countries.

In case that any offer submitted is false and issued with the intention that the applicant realize undue advantage, such application must be rejected.

All amounts in the offers and / or invoices should be calculated and indicated in ALL. For the ones issued in foreign currency, by the foreign suppliers / companies, the calculation of amounts from foreign currency to ALL is based on the exchange rate of the month in which the call for applications was opened or in relation to the Claim for Payment of the month in which the Claim for Payment is submitted. The correct amounts are introduced in the respective table in the Application form and / or Claim for Payment form.

The applicant should use exchange rate provided at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Guideline for Applicants

5.3. Criteria for the Submission of Applications

Applications must be submitted to the regional offices of SARED hand delivered in person.

It will be accepted only the applications submitted according the deadlines provided in the **Call for Applications published**.

The eligible applicants according the point 2.2.2 of this GfA who have their establishments (collection / processing) outside of the territory of 6 eligible regions must submit their applications in the offices of SARED in the region where they purchase the biggest quantity (of the total of 60%) of the raw materials which they process / trade.

The applications must be submitted in an envelope. On the envelope the applicant should write his full name and address (contacts), the title of the project (investment) and the respective VC.

The number of successful applications within “SARED” Grant scheme is limited to 2,

But an applicant is not allowed to submit 2 applications at the same time.

The applicant may apply for a second time only if he/she has successfully finished the first contract and has already received the respective payment for the investment made in the framework of this contract.

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

5.4. Ranking of Applications

Ranking will not be used, since first come – first serve rule will apply. In case this rule will be changed the applicants will be duly notified.

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.

6. Important Notes in regard with the eligibility / rejection of the Applications

6.1. Rejection for major omissions

The application **will be rejected** without requesting submission/ resubmission of documents in case of major omissions of the formal following requirements:

- Application submitted after the announced deadlines or after utilization of funds of SARED grant scheme
- No application form is submitted,
- No BP is submitted
- Standard template of the application form or business plan is not used;
- Application form or business plan is handwritten;
- No supporting documents are attached to the application form;
- No offers are submitted;
- The same applicant has submitted two applications for the call for proposals at the same time.
- Applicant has applications that have not been paid yet
- The applicant already received maximum amount of support;
- Applicant is on debtor ledger held by MARDWA
- Total investment is not in line with the List of eligible expenditures (Annex 3).

6.2. Resubmission of documents for smaller omissions

Clarifications / resubmission of missing documents will be requested in case of the following small omissions:

- Application form and Narrative part of the Business Plan is submitted with the correct templates and the requested information is provided, but the way in which the document has been filed in is not clear or some data are missing;
- Application file / declaration or other documents are not signed or contain a scanned signature.
- Part of the supporting documents are missing;

Guideline for Applicants

- Validity of the document has expired (certificates, offers etc);
- The total eligible costs are below or above the limit stated in the guidelines for applicants;

The following corrections will be made before contracting as defined in the GfA:

- In case the requested information in the application form and narrative part of the business plan is provided, but the documents are not correctly filled in; e.g. the information is provided in a section X of the template and such information should have been correctly provided in section Y;
- Arithmetical errors corrected;
- Ineligible items deleted.
- If thresholds for the general costs or business plan are exceeded, the costs are reduced;
- The applicant requests a higher rate of aid intensity of grant as he should

6.3 - Other cases

In all other cases that are not explicitly stated above, MARDWA and GIZ will take a decision on a case by case basis ensuring

- The equal treatment of proposals and
- In accordance with the principle of proportionality.

The applicant will be given up to 20 working days deadline to resubmit missing documents, and if the documents are not delivered within the deadline or incomplete the application will be rejected.

7. On the spot controls

7.1 - OTC before contracting (OTS)

The 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 OTC will be performed by regional coordinators of GIZ and MARDWA staff in the regions (extension etc) and eventually by National Authorities and short term experts hired by GIZ in the respective field of investment verifying the relevant national minimum standards of the planned investment project (action).

OTC before contracting is done only for investments in construction, reconstruction and planting/replanting (not for new movable machinery and equipment as f.ex. tractors, spraying pumps etc). as well for any investment which contracting authority finds necessary to be verified. During the on-the-spot checks the original documents and assets will be controlled.

If the on-the-spot checks reveal that the applicant or the investment action does not meet the required eligibility criteria stated in the GfA, the application shall be rejected on this sole basis.

7.2 - OTC before payment

The CfP 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 OTC will be performed by regional coordinators of GIZ and MARDWA staff in the regions (extension etc) and eventually by National Authorities and short term experts hired by GIZ in the respective field of investment verifying the relevant national minimum standards of the planned investment project (action).

OTSC before payment will be done on 100% of applications to verify that the investment is completed in respect of the contract and put in operation, works completed, and payments to all suppliers are executed.

During the on-the-spot checks the original documents and assets will be controlled and controller/s can make photos, measure land parcels, buildings, etc. can take notes and collect any other evidence which can support the answers given in checklist.

Based on the report of OTC and if the investment is done as stated in the contract the CfP is approved. In case of discrepancies the CfP is rejected or revised (corrections in the calculation of the amounts claimed) will be done.

8. Notification of Applicants in regard with the award decision

Applicants will be informed in writing on the decision of the Contracting Authority concerning their application;

In case of positive assessment / decision the applicant will be invited to sign the contract and, in case of rejection, the contracting authority (GIZ) informs them on the reasons for the negative decision.

9. Complaints

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint in 15 working days from the date of the decision. The complaint is to be submitted in written form in the regional offices or directly by post to the main office in Tirana, 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 in written form.

10. Contract for the grant award

Following the decision of the contracting authority to award a grant, the Beneficiary will be offered a grant contract. The template of the grant contract (Annex 5 to GfA) will be made available online on MARDWA's webpage www.bujqesia.gov.al

The potential beneficiary will receive a Notice for Grant Award where the beneficiary will be invited to come and sign the Contract in a period of 10 working days from the day when Notice was sent from the central office.

The Grant contract will be issued in two copies on each language (English and Albanian) one for Contracting Authority and another one for the Grant beneficiary.

By signing the grant contract the applicant declares accepting, in case where it is awarded a grant, the contractual conditions as laid down in the grant contract.

The maximum time for preparing the contract is up to 2 months after the date the complete application file is submitted.

11. Visibility of investments and Ex Post controls

The Grant Beneficiary is obliged to place immediately after payment is done, according the size of investment financed, a *sticker and/or commemorative plaque* indicating that the Investment Action is being financed by: The German-Danish Programme “Support to Agriculture and Rural Development in disadvantaged areas of Albania” – SARED. The logo will be produced and distributed by the GIZ Contracting Authority.

12. Payment- Approval / Execution

After completion of the investment according the contract the Beneficiary should present to the Contracting authority the claim for payment file.

The Claim for Payment file has to be submitted to the respective grant management office in regional level as hand delivery in person according to the official template of: Payment Claim form (see Annex 5) in a closed envelope.

12.1. The CfP file contains;

- a) The fulfilled claim for payment form which should be downloaded from the MARDWA web page. The CfP form should not be fulfilled by hand written.
- b) All required supporting documents as part of the claim for payment form,
- c) All invoices for each expenditure and bank payment / transfers to the suppliers of goods and or services. All the payments should be done by bank transfer from the account of the beneficiary to the account of the supplier and this should be proved by bank statements for the date the transfer is done.
- d) Should be submitted in the time frame (end date) laid down in the individual contract signed between the applicant and the GIZ authorizing officer,
- e) In the payment claim all costs should be indicated in ALL. The calculation of amounts from foreign currency to ALL for the invoices from the foreign supplier/s is based on the exchange rate of the month when payment claim was submitted. Exchange rate is available at following address:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
- f) The invoices of foreign suppliers should be issued, if possible, in English and the applicant should let them translating into Albanian from an authorized translator
- g) The invoices should be arithmetically correct,

Guideline for Applicants

- h) Amount/s of the offer items and technical specifications should be in accordance with the Contract
- i) Except for general cost, the other eligible cost/invoices should incur after the Grant Contract is signed with the contracting authority. Costs for *investments that have been executed in the past or started implementation before the signature of the Grant contract as well other costs as defined in the contract are not eligible under the Grant Scheme*,
- j) No cash payments will be accepted. All payments submitted with the Claim for payment should have been performed through bank transfer from grant beneficiary bank account to the supplier bank account (rather than cash deposit to the supplier's bank account). In addition to the bank transfer confirmation for the transaction mentioned beforehand, a bank statement is requested to be submitted in order to reconfirm the accuracy of the information indicated in the bank transfer (date, amount debited, comment used).
- k) GIZ retains ownership of all payment claim received. Consequently, grant beneficiaries will not have their original payment claims returned to them (except the original invoice/s after they are stamped if they will not stay with GIZ)

12.2 Grant Payment (execution of the payment)

After the approval of the claim for payment, GIZ transfer the amount of the grant to the account of grant beneficiary which is provided with the application form.

The applicant could request to GIZ to change the account number provided only in written form.

The maximum time for executing the payment to the account of the beneficiaries is up to 2 months after the date the complete CfP (claim for payment) file is submitted.

- Applications may include only investments in **tangible and intangible assets as described in the LEE Annex 3 to the GfA.**

13. Summary of Important Notes to all the Applicants

- All purchased machinery and equipment **must be new**.
- The grant scheme supports only investments that will be implemented **after the signature of the Grant Contract**.
- **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.
- **Only payments related to general costs** (see point 3.1 above) which are realized prior to the submission of application and which are done related to activities necessary for the preparations of the investment project and application are eligible (consultants, preparation of business plans, technical designs, application form etc.).
- All **investments must comply with the relevant national minimum standards** regarding environmental protection, food safety, animal and plant health, animal welfare, and occupational safety. This may be controlled during the on-the-spot controls before contracting and before authorization of the payment by relevant bodies / authorities subordinated to the MARDWA (National Veterinary Service, National Authority for Seeds and Seedlings and / or National Food Authority) jointly with SARED experts based on confirmation reports templates which are formally used by these bodies / authorities.

The relevant authorities will also check if relevant for the investment:

- Building / facilities which were constructed/reconstructed; and/or
- building/ facilities where the newly acquired equipment is installed; and/or
- Land site where investments took place.
- In case of **construction and/or reconstruction**, the applicant respectively the supplier of works / services should prepare and keep all the technical documentation such as construction/reconstruction plans including other relevant documents as requested by national law and these should be submitted with the application respectively claim for payment as defined in the GfA.
- To be eligible for support investment actions (projects) proposed must be **economically viable**. The economic viability is shown via business plan. For the investments/total eligible expenditures up to 1,400,000 ALL, the applicant has to prepare and submit simplified version of the business plan provided in Annex 2.1. The applicant with total eligible expenditures above 1,400,000 ALL has to prepare and to submit a **business plan** using the template provided in Annex 2.2 which has to demonstrate economic viability of the holdings at the end of the realization of the project.

Guideline for Applicants

- All the payments related to the investments / purchase are to be done by bank transfer from the bank account of the applicant to the bank account of the supplier of services or goods / works based on the invoices in official format as the law requires for the registered service providers / suppliers.
- Contracts with suppliers of services, machineries, construction works together with original invoices should be submitted with the application form respectively CfP and these should have been signed after the signature of the contract between applicant and the GIZ authorizing officer.
- The deadlines set in the GfA related to the finalization of the investment respectively in the individual contract for submission of the CfP should be respected. The expenditures and the CfP presented after these deadlines will be considered ineligible.

1 - Application Form

2 - Business Plan Forms

2.1 - Business Plan for Investments up to 1,400,000 ALL

2.2 - Business Plan for Investments above 1,400,000 ALL

2.2.1 - Narrative Business Plan for investments above 1,400,000 ALL

2.2.2 - Financial part of Business plan for Investments above 1,400,000 All

2.3 - Instructions for Applicants on how to fill in Business Plan

3 - List of Eligible Expenditures

4 - List of Eligible Fruits and MAPs/BAMs

5 - Claim for Payment Form

14. Annex 1

Programi SARED - “Mbeshtetje per Zhvillimin e Bujqesise dhe te Ekonomise Rurale te Zonave Malore te Pafavorizuara”
SARED programme “Support to Agriculture and Rural Economic Development of Disadvantaged Areas in Albania

Formulari i Aplikimit <i>Application form</i>	
Emri i aplikantit: <i>Name of the applicant</i>	Ju lutemi, shënoni emrin e aplikantit (Ne rastin qe aplikuesi eshte individ sheno emër mbiemër nëse është person fizik / juridik sheno dhe emrin e plotë ne perputhje me regjistrimin ne QKR) <i>Please, indicate the name of the applicant (name and surname if the applicant is an individual, or full name in conformity with the registration at NRC if physical/legal person)</i>
Titulli i Investimit: <i>Title of the Investment:</i>	Ju lutemi, shënoni titullin dhe zerin e investimit ne perputhje me listen (Aneksi 3 i UpA); për shembull: “Ndërtimi i një stalle për dhentë” <i>Please, indicate the title and item of investment in accordance with the list (Annex 3 of GFA); for example: “Building a stall for sheep”.</i>
Zinxhiri përkates i vlerës: <i>Relevant value chain:</i>	Ju lutemi shënoni zinxhirin e vlerës që i korespondon investimi; për shembull: VC 1-Ripërtypësit e Vegjël <i>Please indicate the value chain corresponding to the investment; (for example; VC 1-Small Ruminants)</i>
Lloji i Investimit / Aplikimi: <i>Type of Investment/Application:</i>	<input type="checkbox"/> në fermë / <i>on farm</i> <input type="checkbox"/> jashtë fermë / <i>off farm</i>
Qarku: <i>Region:</i>	Ju lutemi, shënoni qarkun <i>Please indicate the region</i>

KJO TABELË PLOTËSOHET VETËM NGA ZYRA RAJONALE SARED
To be filled in by SARED regional offices only

Nr. i Protokollit <i>Protocol no.</i>	
Numri i identifikimit të aplikimit (ID) <i>ID No. of application</i>	
Data e dorezimit te aplikimit <i>Date of receipt of the application</i>	
Data e marrjes së aplikimit të plotë <i>Date of receipt of complete application</i>	
Firma e Punonjesit te zyres rajonale <i>Signature of the Regional Official</i>	

PIESA 1 - INFORMACION I PËRGJITHSHËM RRETH APLIKANTIT PART 1 – General information about applicant

1.1	Emri i aplikantit <i>Name of the applicant</i>	< Ju lutemi, shënoni emrin e aplikantit (Ne rastin qe aplikuesi eshte individ/fermer sheno emër mbiemër nëse është person fizik / juridik sheno dhe emrin e plotë ne perputhje me regjistrimin ne QKR) > < Name and surname of the applicant (if individual/farmer please indicate name surname, if physical/legal person please indicate full name in conformity with the registration at NRC)>
1.2	Emri i përfaqësuesit ligjor (për personat juridikë dhe Shoqatat për Bashkëpunim Bujqësor) <i>Name of legal representative</i> (for legal persons and Associations for Cooperation in Agriculture)	
1.3	Gjinia e aplikantit ose e përfaqësuesit ligjor <i>Gender of the applicant or legal representative</i>	<input type="checkbox"/> femër /female <input type="checkbox"/> mashkull/male
1.4	Data e lindjes së aplikantit ose përfaqësuesit ligjor <i>Date of birth of the applicant or legal representative</i>	
1.5	Numri i ID-së të aplikantit ose përfaqësuesit ligjor <i>ID number of the applicant or legal representative</i>	
1.6	Adresa zyrtare e aplikantit: <i>Official address of the applicant:</i>	Shëno adresen e banimit dhe nese eshte e ndryshme edhe adresen e selise (zyrave) per personat fizike e juridike <Fshati/qyteti, qarku> <i>Please indicate the official address for physical /legal persons <Village/town, region></i>
1.7	Adresa e vendndodhjes se investimit apo fermes: <i>Address of the site of investment/farm:</i>	Shëno adresen e vendndodhjes se investimit (Qarku, Fshati/qyteti) <i>(please indicate the address the site where the investment will take place)</i>
1.8	Numri i telefonit: <i>Phone number:</i>	numri telefonit fiks edhe / ose celular: prefiksi + numri <i>landline and/or mobile number: area code + number</i>
1.9	E-maili i aplikantit: <i>E-mail of the applicant:</i>	
1.10	Forma e statusit te aplikantit: <i>Legal status of the applicant:</i>	Individ i regjistruar me karte Fermeri <i>Individual farmer registered with Farmers Card</i> Person fizik /Physical person <input type="checkbox"/> Person juridik / Legal Person <input type="checkbox"/> Shoqatë për Bashkëpunim Bujqësor/Association for Cooperation in Agriculture <input type="checkbox"/>
1.11	Aplikanti është i regjistruar si taksapagues me TVSH <i>The applicant is registered as VAT taxpayer</i>	<input type="checkbox"/> Po /Yes <input type="checkbox"/> Jo / No

1.12	Aplikanti futet në një nga këto kategori sipërmarrësish <i>The applicant falls into one of the following categories of entrepreneurs</i>	<Vendos kryq tek kutia e kategorise perkatese <i>Please tick the respective category ></i>										
		<table border="1"> <thead> <tr> <th>Madhësia/Size</th> <th>Punonjës/ Employees</th> <th>Bilanci¹ Balance-sheet</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Mikro/ Micro</td> <td><10</td> <td>≤ 10 m Lek</td> </tr> <tr> <td><input type="checkbox"/> I vogël/ Small</td> <td><50</td> <td>≤ 50 m Lek</td> </tr> <tr> <td><input type="checkbox"/> I Mesme/ Medium</td> <td><250</td> <td>≤ 250 m Lek</td> </tr> </tbody> </table>	Madhësia/Size	Punonjës/ Employees	Bilanci ¹ Balance-sheet	<input type="checkbox"/> Mikro/ Micro	<10	≤ 10 m Lek	<input type="checkbox"/> I vogël/ Small	<50	≤ 50 m Lek	<input type="checkbox"/> I Mesme/ Medium
Madhësia/Size	Punonjës/ Employees	Bilanci ¹ Balance-sheet										
<input type="checkbox"/> Mikro/ Micro	<10	≤ 10 m Lek										
<input type="checkbox"/> I vogël/ Small	<50	≤ 50 m Lek										
<input type="checkbox"/> I Mesme/ Medium	<250	≤ 250 m Lek										
1.13	Aktiviteti kryesor i aplikantit <i>Main activity of the applicant</i> <i>Please describe if the applicant ; produces on farm raw milk or meat from cattle, fruits, nuts or herbs (medical plants); OR process on Farm raw milk or meat from cattle, fruits, nuts or herbs (medical plants); OR collection/ process off farm, raw milk or meat from cattle, fruits, nuts or herbs (medical plants)</i>	Ju lutemi përshkruani aktivitetin tuaj; Pra nese aplikanti merret me; <ul style="list-style-type: none"> • prodhimin në fermë të qumështit apo mishit nga të imtat, të frutave, arrose ose bimë mjekesore; dhe / ose • me përpunimin në fermë të qumështit apo mishit nga të imtat, të frutave, arrose ose bimë mjekesore; OSE • grumbullimin / përpunimin jashtë fermes, të qumështit apo mishit nga të imtat, të frutave, arrose ose bimëve mjekesore, 										
Per Aplikantet qe jane regjistruar si persona fizike / juridike dhe / ose Shoqata për Bashkëpunim bujqësor <i>For the Applicants registered as physical/legal persons and/or Associations for Cooperation in Agriculture</i>												
1.14	Pjesa e kapitalit privat në personin juridik qe aplikon (duhet të jetë 100%) <i>Share of private capital legal entity that is applying (It shall be 100%)</i>	_____ %										
1.15	Forma organizative sipas statusit <i>Organisational form</i>	<Psh Shpk, Sh.a etj> <i><For example Shpk, Sh.a, etc></i>										
1.16	NIPT i aplikanteve qe jane person fizik / juridik te regjistruar ne QKR <i>NUIS number of the applicants who are registered in NRC as physical/legal persons</i>	<Sheno NIPT-in sipas ekstraktit te QKR> <i>Please indicate the NUIS number according to the NRC extract</i>										
1.17	Aktiviteti i regjistruar në QKR <i>Activity registered at NRC</i>	<Sic percaktohet ne ekstraktin e QKR> <i>According to the NRC extract</i>										
INFORMACION MBI LLOGARINË BANKARE / Information on bank account												
1.18	Emri i bankës <i>Name of the bank</i>											
1.19	Adresa e bankës <i>dress of the bank</i>	Ad-										
1.20	SWIFT/ Kodi bankar <i>SWIFT/ bank code</i>											
1.21	IBAN/ numri i llogarisë (monedha Lek) <i>IBAN/ account number (currency ALL)</i>											

PJESA 2 - INFORMACION RRETH INVESTIMIT PART 2 - Information on investment

2.1	Trualli kadastral ku do behet investimi <i>Cadastral plot of investment</i>	Pershkruaje sipas dokumentit te pronesisë <i>Describe according to ownership document</i>
2.2	Fshati/qyteti i investimit <i>Village/town of investment</i>	
2.3	Qarku i investimit <i>Region of investment</i>	
2.4	Zinxhiri perkates i vleres <i>Relevant Value chain</i>	
2.5	Lloji i investimit <i>Type of investment</i>	<input type="checkbox"/> në ferme/ on farm <input type="checkbox"/> jashtë ferme/ off farm
2.6	Titulli i investimit <i>Title of investment</i>	Ju lutemi, shënoni titullin dhe zerin e investimit ne perputhje me listen (Aneksi 3 i UpA); për shembull: “Ndërtimi i një stalle për dhentë” <i>Please indicate the title and the item of investment according to the list (Annex 3 of GFA); as for example “Building of a goat stall”</i>
2.7	Përshkrim i shkurtër i investimit <i>Short description of investment</i>	Ju lutemi, përshkruani me 3-4 rreshta investimin qe do te beni, cilet jane elementet kryesore qe permban ai. <i>Please describe shortly in 3-4 sentences the main elements of the investment you shall make.</i>
2.8	Data e pritshme e përfundimit të investimit <i>Expected date of investment termination</i>	
2.9	Data e pritshme e dorëzimit të kërkesës për pagesë <i>Expected date for submission of payment certificate (request)</i>	

Objektivat e investimit		PO / Yes	Jo relevant / not relevant
(ju lutemi, vendosni nje “X” vetëm krahas objektivit qe mendoni te arrini nepermjet investimit per te cilin aplikoni në zinxhirin e vleres (VC) përkatës) <i>Objectives of the investment (please, tick only one “X” next to the objective to be achieved through the investment you are applying for in the respective value chain (VC)</i>			
Ne lidhje me 3 VC <i>Related to all 3 VC</i>			
2.10	Investimi lidhet me diversifikimin <i>Investment is related to diversification</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Investimi lidhet me nje produkt te ri <i>Investment is related to a new product</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Investimi permban elemente qe permiresojne eficiencen e perdorimit te energjise <i>Investment contains elements which improve energy efficiency</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.13	Investimi permban elemente te energjise se rinovueshme <i>Investment contains elements of renewable energy</i>	<input type="checkbox"/>	<input type="checkbox"/>

Objektivat specifike per investimet ne VC 1 – Ripërtpësisit e Vegjël (Dhen dhe Dhi) VC 1 - Small Ruminants (Sheep and Goat)			
2.14	Përmirësimi i higjienës së qumështit të papërpunuar përmes modernizimit të prodhimit, ruajtjes në pikat e grumbullimit të qumështit dhe teknologjive dhe praktikave të transportit; <i>Improvement of raw milk hygiene and quality conditions on the farm through modernization of production, storage at milk collection points and transportation technologies and practices;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.15	Përmirësimi i shëndetit dhe mirëqenies së bagëtitve përmes investimit në strehimin e bagëtitve dhe ambientet e trajtimit të tyre; <i>Improvement of animal health and welfare through investments in animal housing and handling facilities;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.16	Futja në përdorim e mënyrave miqësore për mjedisin për manovrimin, ruajtjen dhe trajtimin e plehut. <i>Introduction of environmentally friendly fertilizer handling, storage and treatment facilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.17	Nxitja e futjes së teknologjive dhe praktikave në njësitë/ndërmarrjet e përpunimit të qumështit që kontribuojnë në prodhimin e produkteve të bulmetit që plotësojnë standardet kombëtare dhe që rrisin konkurrueshmërinë; <i>Encouragement of introduction of technologies and practices at milk processing units / enterprises, contributing to the production of dairy products which meet national standards and improve competitiveness;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.18	Mbështetja e futjes së sistemeve të sigurisë dhe cilësisë ushqimore; <i>Support of food safety and quality systems introduction;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.19	Përmirësimi i trajtimit dhe manovrimit të mbetjeve <i>Improvement of treatment and handling of waste.</i>	<input type="checkbox"/>	<input type="checkbox"/>
VC 2 – Frutat dhe Arroret VC 2 - Fruits and Nuts tree			
2.20	Përmirësimi i teknikave dhe teknologjive të prodhimit dhe përpunimit, si dhe prodhimi i fidaneve të certifikuar për t'u dhënë mundësi fermerëve që të prodhojnë fruta dhe arrore të një cilësie që mund të konkurrojnë në tregun shqiptar që po ndryshon shumë shpejt; <i>Improvement of production and processing techniques and technologies, and also certified seedlings production to enable farmers to produce fruit and nuts of a quality that can compete in the rapidly changing Albanian marketplace;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.21	Përmirësimi i teknologjisë së prodhimit të frutave dhe arroveve për përmirësimin e përgjithshëm të standardeve minimale të aplikueshme në Shqipëri dhe në veçanti në ruajtjen dhe aplikimin e kimikateve dhe plehëruesve, për mbrojtjen bimeve, si dhe në nivelet e mbetjeve kimike; <i>Improvement of fruit and nuts production technology for the overall improvement of the relevant minimum standards applicable in Albania and in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.22	Reduktimi i humbjeve pas vjeljes përmes investimit në fermë në teknologjinë dhe infrastrukturën e magazinimit dhe pajisjet e manovrimit pas vjeljes, duke përfshirë kapacitetet ftohëse, seleksionuese dhe paketuese. <i>Reduction of postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.23	Mbështetja e futjes (instalimit) së sistemeve të sigurisë dhe cilësisë ushqimore. <i>Support of food safety and quality systems introduction;</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.24	Përmirësimi i marketingut të produkteve të përpunuara të frutave dhe arroveve, sidomos adresimi i problemit të kostove të larta të materialit paketues. <i>Improvement of the marketing of fruit processed products; in particular addressing the problem of high costs of packaging material.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Guideline for Applicants

VC 3 – Bimët Aromatike dhe Mjekesore (BAM) VC 3 – Medicinal and Aromatic Plants (MAPs)			
2.25	<p>Përmirësimi i teknikave dhe teknologjisë së prodhimit dhe përpunimit, si dhe prodhimi i fidaneve dhe farërave të certifikuara për t'u dhënë mundësi fermerëve që të prodhojnë BAM-e të një cilësie që mund të konkurrojnë në tregun e vrullshëm shqiptar dhe në tregjet e huaja (eksporte);</p> <p><i>Improvement of production and processing techniques and technology, and also certified seedlings and seeds production to enable farmers to produce MAPs of a quality that can compete in the rapidly changing and demanding Albanian and foreign markets (exports);</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2.26	<p>Përmirësimi i teknologjisë së prodhimit të BAM-eve (veçanërisht në magazinimin dhe aplikimin e përdorimit të mbrojtjes, kimikateve dhe plehëruesve për BAM-et, si dhe niveleve të mbetjeve kimike) që cojnë në përmirësimin e përgjithshëm të standardeve minimale përkatëse në permbushje të kërkesave të tregjeve kombëtare e ndërkombëtare</p> <p><i>Improvement of MAPs production technology for the overall improvement of the relevant minimum standards applicable in international markets and in particular in the storage and application of MAPs protection, chemicals and fertilizers use, and in chemical residue levels;</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2.27	<p>Reduktimi i humbjeve pas vjeljes në fermë përmes investimeve në teknologjinë dhe infrastrukturën e magazinimit dhe pajisjeve të manovrimit pas vjeljes dhe në linjat e seleksionimit dhe paketimit;</p> <p><i>Reduction of postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, sorting and packaging lines;</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2.28	<p>Mbështetja e futjes së sistemeve të sigurisë dhe cilësisë ushqimore;</p> <p><i>Support of food safety and quality systems introduction;</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2.29	<p>Përmirësimi i marketingut të produkteve të përpunuara BAM që adreson në veçanti kostot që lidhen me materialet e paketimit, etj.</p> <p><i>Improvement of the marketing of MAPs processed products addressing in particular the costs related to packaging materials etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

PJESA 3 - SHPENZIMET E PRANUESHME PART 3 - Eligible expenditures

Ju lutemi, specifikoni ne tabelen e meposhteme shumën ne Lek për çdo shpenzim qe planifikoni te beni ne menyre te detajuar sipas llojit (investime apo kosto te pergjithshme qe perfshijne edhe koston e keshilltareve).

Ju lutemi, kini parasysh që:

TVSH-ja është kosto e pranueshme vetem për aplikantët që nuk janë të regjistruar me NIPT te TVSH-së (fermere individuale te paisur me karten ose NIPT te fermerit), kështu që keta aplikante duhet te regjistrojne ne tabelen e meposhteme shumat e kostove te pranueshme perfshire TVSH-ne:

Ndersa TVSH-ja është kosto jo e pranueshme për aplikantët e regjistruar me TVSH (si persona fizike, juridike apo ShBB) dhe keta duhet te shenojne ne tabelen me poshte shuma e kostove te pranueshme duke I zbritur TVSH.

Ne rastin e ofertave apo faturave ne valute aplikanti perllogarit konvertimin e vlerave ne monedhen Shqiptare Lek. Si reference per perllogaritjen e kembimit merret kursi i këmbimit I publikuar nga Komisioni European për muajin në të cilin eshte shpallur e hapur thirrja për aplikime.

Kursi i këmbimit gjendet në këtë adresë: (kliko mbi linkun me poshte)

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Please specify the amount in ALL foreach expenditure you intend to make, in detail, according to type (investment or general costs including the costs for consultancy)

Please note

the VAT is eligible cost for the applicants that are not registered in the VAT system (individual farmer provided with card or farmer's NUIS therefore these applicants should register in the below table the amounts as eligible expenditures including VAT:

In the meantime VAT is ineligible cost for the applicants that are registered in the VAT system (physical person, legal person or Association for Cooperation in Agriculture), therefore these applicants should register in the below table amounts as eligible expenditures without VAT:

In the case of offers and invoices in foreign currency the applicant calculates the conversion of the amounts into Albanian Lek. As a reference for the calculation is taken the exchange rate set out by the European Commission for the 1st working day of the month when the call was opened.

Exchange rate is available at the following Web address: (click on the link below)

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Guideline for Applicants

KODI / Code	LLOJII SHPENZIMIT / Investment type	Njesia / Unit	Sasia / Quantity	Cmimi / njesi pa TVSH Price/unit without VAT (Euro)	Vlera Total pa Tvsh Total Value without VAT (Euro)	Vlera Total me TVSH Total Value incl VAT (Euro)	Cmimi / njesi pa TVSH Price/unit without (Lek / All)	Vlera Totale pa TVSH Total Value without VAT (Lek / ALL)	Vlera Total me TVSH/ Total Value incl VAT (Lek / ALL)
Shuma Totale e Investimit ne Lek <i>Total amount of the investment in ALL</i>									
Shuma totale e parashikuar e shpenzimeve te pranueshme ne Lek <i>Total estimated eligible expenditures in ALL</i>									
% e mbështetjes (sic percaktohet ne Udhëzuesin për Aplikantët, kapitulli 2.3.2) <i>% of support (as stipulated in the Guide for Applicants, see GfA chapter 2.3.2)</i>									
Shuma totale e mbështetjes (vlere e grantit) per te cilen aplikohet ne Lek <i>Total Amount of support (grant amount) in ALL for which the application is made</i>									

Shenim / Note: Ne table mund te shtohen rreshta sipas nevojës dhe llojeve te shpenzimeve qe do te rregjistrohen
Additional rows to be added according to the need and types of the expenditures to be registered

Konfirmim nga aplikanti: Ketu sqaroj qe paisjet / makinerite dhe materialet e listuara ne tabelen me lart (ketu ne kllapa sheno emertimet e sakta) nga ofertuesi nga jashte Shqiperise do importohen pa TVSH (sipas ligjit Nr. 92/2014, dt 24.07.2014, VKM nr. 953, dt 29.12.2014, VKM nr. 13, dt 14.01.2015) per kete arsye nuk kam paraqitur ne table vlerat me TVSH.	Po <input type="checkbox"/>
<i>Confirmation by the applicant: Hereby I declare that the equipment / machinery and materials listed in the table above (here in brackets indicate the exact description) from supplier outside Albania, will be imported without VAT (according to Law no. 92/2014 dated 24.07.2014, Decision no. 953, dated 29.12.2014, Decision no. 13 dated 14.01.2015) for this reason I have not shown in the table values including VAT.</i>	Yes <input type="checkbox"/>

PJESA 4 – Vete DEKLARIMET PART – 4 Self statements		Po / Yes	Jo relevante / n/a
4.1	Konfirmoj se të paktën 60% e sasisë të lëndës së parë të përpunuara/shitura në stabilimentin tim vijnë nga prodhues / grumbullues që operojnë brenda territorit të qarqeve Shkodër, Kukës, Dibër, Korçë, Elbasan, Berat. (Kujdes: Kjo vlen vetëm për investimet jashtë ferme të grumbulluesve/përpunuesve që e kanë stabilimentin/vendgrumbullimin/përpunimin jashtë territorit të 6 qarqeve por që marrin prodhim nga në këto qarqeve) <i>Hereby I confirm that at least 60% of quantity of raw materials processed/sold by establishments of the applicant derive from the farm within the territories of Shkodër, Kukës, Dibër, Korçë, Elbasan, Berat. (Note: Applicable only for off-farm investments of collectors/processors that have establishments / processing out of a/m 6 regions but are supplied from these territories)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Konfirmoj se të paktën 30% e sasisë së lëndës së parë që përpunoj në ferme prodhohet në fermën time. (Kujdes: Kjo vlen vetëm aplikuesit që kërkojnë të investojnë për përpunimin/marketingun në nivel ferme) <i>Hereby I confirm that at least 30% of raw material quantity has been produced on my farm. (Note: Applicable only for on-farm processing/marketing)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Konfirmoj se unë kam të paktën një aktivitet bujqësor që lidhet me investimin për të cilin aplikoj, siç përcaktohet në tabelën e paraqitur në kapitullin 2.2.2 të Udhëzuesit për Aplikantët. Ju lutemi, shënoni qartë llojin e aktivitetit _____ <i>Hereby I confirm that I have minimum 1 agricultural activity related to the investment for which I am applying, as stated in the table provided in chapter 2.2.2 of Guideline for Applicants. Please indicate the type of the activity _____</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Konfirmoj se kam burime të mjaftueshme financiare për të financuar paraprakisht vetë të gjithë investimin për të cilin aplikoj dhe për ta vetë-financuar kontributin tim pa vënë në rrezik zbatimin e kontratës <i>Hereby I confirm that I have sufficient financial means to pre-finance the whole investments for which I'm applying and to finance own contribution without putting at risk the implementation of the contract</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Konfirmoj se nuk kam detyrime të papaguara ndaj MBZHRAU-t. <i>Hereby I confirm that I have no overdue financial obligations to the MARDWA</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Konfirmoj se jam i vetëdijshëm për detyrimin tim për dhënien e sqarimeve dhe informacioneve nga ana ime që mund të rezultojnë të nevojshme në kuadër të kontrolleve që bëhen nga Autoriteti Kontraktues dhe se ky autoritet për të adresuar çdo gabim, neglizhencë apo kosto joreale mund të ndër marrë korrigeime të cilat mund të rezultojnë në reduktime të shpenzimeve të pranueshme. <i>Hereby I confirm awareness of my obligation to give clarifications and information which may result necessary in the frame of controls made by the Contracting Authority and that this Authority may impose modifications which may result in reductions of eligible expenses to address any mistake, negligence or unreal cost.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Konfirmoj se shpenzimet që kam deklaruar plotësojnë kriteret e pranueshmërisë siç përcaktohen në Udhëzuesin për Aplikantët, kapitulli 3.1.1 "Shpenzimet e pranueshme". <i>Hereby I confirm that the expenditures I declared meet eligibility criteria as stated in Guide for Applicants chapter 3.1.1 "The Eligible expenditures".</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Konfirmoj se jam i vetëdijshëm për investimet/shpenzimet e papranueshme që renditen në kapitullin 3.2 "Investimet dhe Shpenzimet e papranueshme në Udhëzuesin për Aplikantët" dhe Aneksin 3 të UpA "Lista e Shpenzimeve të pranueshme" <i>Hereby I confirm that I am aware of not eligible investments/expenditures as listed in chapter 3.2 "Not Eligible Investments and Expenditures of Guide for Applicants" and Annex 3 of GFA "The list of eligible expenses"</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Deklaroj se të gjitha makineritë dhe pajisjet që do të blihen përmes këtij projekti do të jenë të reja. <i>Hereby I declare that all machinery and equipment to be purchased through this project will be new.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Guideline for Applicants

4.10	<p>Konfirmoj se jam i vetëdijshëm për faktin se të gjitha investimet që janë kryer në të kaluarën ose që kanë filluar të kryhen para nënshkrimit të Kontratës së këtij Granti me autoritetin kontraktues nuk janë të pranueshme për t'u rimbursuar në këtë Skemë Grantesh.</p> <p><i>Hereby I confirm that I am aware of the fact that all Investments that have been executed in the past or started implementation before the signing of this Grant contract with the Contracting Authority are not eligible to be reimbursed under the Grant Scheme.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.11	<p>Deklaroj se të gjitha investimet që lidhen me këtë projekt do të jenë në përputhje me standardet kombëtare minimale sa i përket mbrojtjes së mjedisit, sigurisë ushqimore, shëndetit të bimëve dhe kafshëve, mirëqenies së kafshëve dhe mbrojtjes së mjedisit.</p> <p><i>Hereby I declare that all investments related to this project will comply with the relevant national minimum standards regarding environmental protection, food safety, animal and plant health, animal welfare, and environmental protection.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.12	<p>E pranoj kontrollin e standardeve kombëtare minimale që do të kryhet nga organet/autoritetet kompetente në varësi të MBZHRAU-t, si dhe kontrollet në vend që do të kryhen nga ekspertët e SARED-it dhe MBZHRAU, dhe për këtë qëllim, do t'u jap atyre akses te plote në ndërtesa, ambiente, toka, dokumentacione dhe çdo informacion që lidhet me investimin për të cilin kam aplikuar dhe që kërkohet të kontrollohet.</p> <p><i>Hereby I accept control of relevant national minimum standards which will be performed by relevant bodies/authorities subordinated by MARDWA, as well as on the spot control performed by SARED experts and MARDWA, and for that purpose, I will provide access to the buildings, premises, land sites, documents and any information related to investment for which I am applying and for which are required for control.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.13	<p>Deklaroj se asnjë shpenzim i bere ne lidhje me kete investim qe aplikoj nuk është financuar nga fonde të tjera publike ne 5 vitet e fundit perpara dates se ketij aplikimi, d.m.th. nuk eshte financuar nga ndonjë program apo projekt tjetër donatorësh apo nuk eshte i financuar nga ndonjë program me fonde kombëtare.</p> <p><i>Hereby, I declare that no expenditure related to this investment I'm applying for have been covered by other public funds, i.e. it has not been funded by other national or donor projects or programs during the last 5 years before the date of this application.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.14	<p>Deklaroj se as unë dhe asnjë nga aksionerët e mi apo përfaqësuesit ligjorë nuk ka konflikt interesi me furnitorët (shitesit e mallrave apo te sherbimeve) nga të cilët janë marrë ofertat;</p> <p><i>Hereby, I declare that neither me, my shareholders nor legal representatives are in conflict of interest with the suppliers (the providers of the services and goods), from which quotations were collected;</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.15	<p>Deklaroj se jam plotësisht i vetëdijshëm se mbaj përgjegjësi në përputhje me legjislacionin shqiptar për dhënien e deklaratave të rreme, të paplota apo çorientuese.</p> <p><i>Hereby, I declare that I am fully aware that I am liable under Albanian law for provision of false, incomplete or misleading statements.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.16	<p>Deklaroj se informacioni në këtë aplikim është i vërtetë dhe i plotë dhe se ne datën e aplikimit situata nuk ka ndryshuar që nga data e lëshimit të dokumenteve mbështetëse të kerkuara ne kete formular aplikimi.</p> <p><i>Hereby, I declare 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 required by this application form.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Me firmën time, unë konfirmoj saktësinë e të gjitha deklaratave të mësipërme.

Upon my signature I duly confirm the accuracy of all statements mentioned above.

Emri i plotë i Aplikantit/Përfaqësuesit Ligjor

Full Name of Applicant / Legal Representative _____

Firma dhe vula nëse ka

Signature and stamp if available _____

Vendi, data

Place, Date _____

PJESA 5 - LISTA E DOKUMENTEVE MBESHTETESE / SHOQERUESE TE APLIKIMIT
PART - 5 LIST OF THE SUPPORTING/ACCOMPANYING DOCUMENTS FOR THIS APPLICATION

Dokumentet / Documents		PO/ Yes	Jo relevante/ n/a
Ju lutemi përdorni këtë listë si kontrollin tuaj për dokumentet që keni dorëzuar. Te gjithë dokumentat e kerkura ne formatin kopje nga kjo liste, duhet te jene firmosur nga perfituesi. Please use this list as your own control check for the documents you have to submit. All the documents requested in copy format from this list, should be certified by the signature of the applicant.			
5.1	Kopje të kartës së identitetit (ID)/pasaportës së aplikantit (individit apo përfaqësuesit ligjor të kompanisë private/shoqatës për bashkëpunim bujqësor) <i>Copy of ID card/passport of the applicant (individual or legal representative of the private company/agricultural cooperative association)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Kopje të certifikatës së regjistrimit në Qendrën Kombëtare të Regjistrimit (QKR) dhe nje printim te ekstraktit te QKR qe verteton se subjekti ka nje aktivitet ne kuader te 1 nga 3 Zinxhireve te Vleres te pranueshem nga SARED, vetëm për subjektet e regjistruar si persona fizike, juridike dhe shoqatat e bashkëpunimit bujqësor <i>Copy of the certificate of registration in the National Registration Centre (NRC)-Only for physical persons/legal persons and Associations for Cooperation in Agriculture, and a print out of the NCR extract confirming that the applicant has a financial activity in the frame of one of the three VZ eligible in SARED.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Kopje të Licences/Lejes nga Qendra Kombëtare e Licencimit (QKL) per aktivitetin qe kryen (aktiviteti te jete i pranueshem brenda 1 nga 3 VC) Ne rastin e aktiviteve start - up kopje e QKL do paraqitet bashke me Kerkesen per Pagese <i>Copy of the licence/ certificate from the National Licensing Centre (NLC)- in regard to the activity performed (the activity should be an eligible one within the 3 VC). For the start-up applicants, a copy of the licence / certificate issued by NCL should be submitted with the Claim for Payments.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Vertetim nga Drejtoria Rajonale e Tatimeve ku te cilesohet nese aplikantit eshte subjekt I TVSh-se. Ky dokument eshte relevant per tere aplikantet e rregjistruar ne QKR dhe duhet te jete leshuar jo me me heret se 30 dite perpara aplikimit. <i>Confirmation by the Regional Tax Directorate indicating if the applicant is VAT subject. This document is relevant for all applicants registered in the NRC and should be issued not earlier than 30 days before application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Kopje e kartes se fermerit leshuar nga Drejtoria e Bujqesise ne rajonin perkates <i>Copy of the farmer's card issued by Directorate of Agriculture in the respective region</i>	<input type="checkbox"/>	<input type="checkbox"/>

<p>5.6</p>	<p>Kopje e certifikatës pronësisë lëshuar nga Zyra e Regjistrimit të Pronave të Paluajtshme shoqëruar me hartën treguese si dhe kartelen e pasurisë (kjo e fundit lëshuar jo me heret se 60 dite para dates së aplikimit), ku përcaktohet pronësia e tokës dhe godinës/godinave në të cilat do të bëhet investimi ose që nevojiten për të vërtetuar prodhimin minimal;</p> <p>ose</p> <p>Kopje e vërtetimit të pronësisë lëshuar nga Zyra e Regjistrimit të Pasurive të Paluajtshme/, i lëshuar jo më herët se 60 ditë para datës së aplikimit, i shoqëruar me hartën treguese dhe planvendosjen e tokës dhe godinës/godinave ku do të bëhet investimi ose që nevojiten për të vërtetuar prodhimin minimal. Kjo vlen për qarqet ku procesi i regjistrimit është ende në proces (nuk ka mbaruar);</p> <p>ose</p> <p>Në rast se shpërndarja e titujve të pronësisë (azhornimi) nuk ka mbaruar ende, aplikanti dorezon një kopje të aktit të marrjes të tokës në pronësi (AMPT) lëshuar sipas Ligjit Nr. 7501 (për sipërfaqen e tokës të paraqitur në biznes plan dhe në të cilën do të bëhet investimi) të konfirmuar me vërtetim me firmë e vulë të lëshuar nga zyra e kadastrës pranë keshillit të qarkut të shoqëruar me;</p> <ol style="list-style-type: none"> fotokopje të hartës ekzistuese kadastrale të lëshuar nga njësia administrative përkatëse me firmë dhe vulë të cilit i bashkëngjitet Plani i riveimit/ vendosjes i cili është hartuar nga një ekspert i licencuar (plani hartohet jo me heret se 60 ditë nga data e aplikimit dhe bashkë me të dorezohet dhe fotokopja e noterizuar e licenses së ekspertit) si edhe Vërtetimi i lëshuar nga Zyra e AMT-se (Administrimit dhe Mbrojtjes së Tokës) pranë Njësise Administrative përkatëse që vërteton përputhshmerinë e emrit popullor të përdorur në aktin (AMTP) me numrin e pasurisë të shprehur në hartën kadastrale,; <p>ose</p> <p>Në rastin kur aplikanti në dokumentin e pronësisë të tokës apo godinës nuk rezultojnë si pronar i vetëm por si bashkëpronar me persona të tjerë të cilesuar në certifikatën e pronësisë duhet të paraqitë një deklaratë nga bashkëpronari/ret e tjerë, të noterizuar dhe nëpërmjet të cilit bashkëpronaret i japin të drejtë / autorizojnë aplikuesin që të perdorë/shfrytëzojë përfshirë investimin për aktivitet ekonomik bujqësor token/godinën për një periudhë kohore prej minimum 5 vjet nga data e aplikimit.</p> <p>Të gjitha dokumentat e pronësisë duhet të jenë të rifreskuara jo më vonë se 60 ditë para aplikimit</p> <p><i>Copy of ownership certificate issued by the Office for the Registration of Immovable Property accompanied by the indicative map, as well as the property card (this issued not earlier than 30 days before the application date), stating the ownership of the land and building(s), on which the investments will take place, or required to prove minimum production;</i></p> <p>or</p> <p><i>Copy of the ownership confirmation issued by the Office for the Registration of Immovable Property, not earlier than 30 days before the application date, accompanied by the indicative map, file and the alignment (lay out) in relation to the land and building(s), on which the investments will take place, or required to prove minimum production. This is valid for the regions where the registration process is ongoing (not yet finished);</i></p> <p>or</p> <p><i>In case that distribution of the ownership titles (updating process of mapping land) has not yet finished) the applicant should submit a Copy of the act of ownership acquirement of the land issued according to the Law No. 7501, for the land where the investment will take place and introduced in the BP, confirmed by the cadastral office of District's Council by a certification (signed and stamped accordingly) and accompanied with</i></p> <ol style="list-style-type: none"> <i>A copy of the existing cadastral map issued by the administrative unit of respective municipality;</i> <i>Relevation map of land prepared by a licenced expert (issued no early than 60 days before the application date and accompanied by the notary certified licence of the expert) and</i> <i>The certificate issued by the respective office for administration and protection of the land under the respective administrative unit of the municipality which proves compliance of the given names used in the act of ownership issued based on the law 7501 and the numbers of the property given in the cadastral map</i> <p>or</p> <p><i>In cases when the applicant is on the ownership document is not the only owner but co-owner with other as indicated in the certificate of ownership he must submit a notarized declaration with the owner/s authorising the applicant to use and invest on the land / building for a time period at minimum of 5 years from the date of application.</i></p> <p><i>All documents of ownership should be updated not later than 60 days prior to application</i></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
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5.7	<p>Në rast se aplikanti e merr tokën/godinën me qira, ai duhet të paraqesë një kopje të kontratës së noterizuar të qirasë me një kohëzgjatje prej të paktën 5 vjetësh nga data e hapjes së thirrjes perkatese per aplikime. Kontrata e qirasë duhet të shoqërohet me dokumentacionin përkatës të pronësisë (siç përshkruhet në pikat më sipër) të personit që e lëshon atë me qira sic pershkruhet ne piken 5,6 paragrafi 2.</p> <p><i>In case the applicant rents the land / building he should submit a Copy of the rental contract with a minimum duration of at least 5 years from the date of respective call for applications, with notary verification. The rent contract is accompanied by the respective ownership documentation (as described in the points 5,6 above) of the person who is giving it on rent.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	<p>Nje kopje te kontrates se huaperdorjes te noterizuar me nje afat kohor prej minimum 5 vjet nga data e hapjes se thirrjes perkatese per aplikime, ne rastin kur aplikanti nuk figuron ne dokumentin e pronesisë por e merr token / godinen per aktivitet ekonomik bujqesor ne perdorim/shfrytezim nga pronari i saj. Kontrata e huaperdorjes duhet te shoqerohet me dokumentacionin perkates se pronesisë te personit qe e lëshon ate ne perdorim (sic pershkruhet ne pikat 5,6 me lart).</p> <p><i>A copy of the "Rental contract in USE" with a minimum duration of at least 5 years from the date of application with notary verification, in case the applicant is not the owner as per ownership document but takes in use the land / building from the owner for an economic agriculture activity. The "Rental contract in USE" is accompanied by the respective ownership documentation (as described in the points 5,6 above) of the owner.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	<p>Një dokument origjinal me numurat e matrikujve / ekstrakt nga regjistri vjetor i bagëtive të MBZHRAU-t, të lëshuar jo më herët se 30 ditë para për të vërtetuar se zotëron të paktën 30 dele ose/dhi të të dy seksëve - vetëm nëse aplikohet për prodhim në fermë në VC 1</p> <p><i>An original document / extract from MARDWA's animal register with matriculation numbers , not earlier than 30 days in advance proving possession of minimum 30 sheep and/or goats of all ages and sexes-only if applied for on-farm production in VC-1</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	<p>Plani i Biznesit <u>për investime deri në 1,400,000 Lek</u> i bazuar në modelin SARED 2.1, i cili përbehet nga një përshkrim i thjeshtë narrativ,</p> <p><i>Business Plan for investments up to 1,400,000 ALL, Business plan based on the template SARED 2.1, consisting on a simple narrative description</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	<p>Plani i Biznesit <u>për investime mbi 1,400,000 lek</u> i cili përbehet nga pjesa narrative dhe pjesa financiare bazuar në modelin e Planit të Biznesit si më poshtë:</p> <ul style="list-style-type: none"> - Pjesa narrative e Planit të Biznesit e përgatitur duke përdorur modelin SARED-2.2.1 në version të printuar në origjinal; - Pjesa Financiare e Planit të Biznesit përgatitur duke përdorur modelin SARED-2.2.2 në version të printuar në origjinal dhe një në version elektronik (CD-Rom) <p><i>Business Plan for investments above 1,400,000 ALL Business plan consisting of narrative and financial part based on the template of BP as follows:</i></p> <ul style="list-style-type: none"> - <i>Narrative part of the Business Plan prepared using the template SARED-2.2.1 in one original paper print;</i> - <i>Financial Part of the Business Plan prepared using the template SARED-2.2.2 in one original paper print and in electronic format (CD-Rom)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
5.12	<p>Kopje specifitimeve teknike neutrale te pergatitura nga aplikanti te firmosur prej te cilat aplikanti ia ka derguar ofertuesve per marrjen e ofertes</p> <p><i>Copy of neutral technical specifications prepared by the applicant and send to the suppliers for asking an offer</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Guideline for Applicants

5.13	<p>3 oferta origjinale për të gjithë zërat e shpenzimeve të projektit të investimeve mbi 140,000 lekë të cilat përbajne të gjithë elementet që përcaktohen në udhëzuesin për aplikuesit: Shenim: Në rastin e furnitoreve/keshilluesve jashtë Shqipërisë dokumentat e mesiperme t'u kërkojnë t'i leshojnë mundësisht në gjuhën Angleze Kujdes: Ofertat duhet të jenë prezantuar në gjuhën shqipe ose të perkthyer zyrtarisht në gjuhën shqipe.</p> <p><i>3 original offers for all expenditure items of the investment action (project) above 1,400,000 ALL, containing all the elements described in the GfA.</i></p> <p><i>Note: In the case of suppliers / consultant's abroad Albania, the above mentioned documents should be required to be issued preferably in English. Note: Offer and supporting documents must be presented in Albanian language or officially translated to it.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.14	<p>Per furnitoret vendas : Kopje të ekstraktit historik të leshuar nga QKR Per furnitoret e huaj (jashtë Shqipërisë) : Vertetim nga institucioni regjistruar i biznesit në vendin përkatës (sipas rregullores në fuqi) /nga regjistri i subjekteve financiare duke përfshirë të dhenat e mëposhtme: Dokumentat e mesiperme duhet të tregojnë qartë Numri i identifikimit (NIPT) të subjektit, emrin e subjektit, emrin e tij tregtar, adresën, përfaqësuesin ligjor, ortakët/aksionerët, Objektin e aktivitetit, statusin e tij (aktiv/pasiv). Kjo kërket për secilin nga furnitorët që leshojnë një ofertë dhe ky dokument duhet të jetë leshuar jo më vonë se 60 ditë nga data e aplikimit, sic përcaktohet në UpA.</p> <p><i>For local suppliers: Copy of historical extract issued by NRC (National Registration Center)</i> <i>For foreign suppliers (abroad Albania): A confirmation issued by the registration institution of the respective country/ from the database of financial institutions (according to respective regulation of the country), including the following data:</i> <i>Financial identification number of the entity, Name of the supplier, commercial name, address, legal representative, owners / shareholders, field of activity, status (active / passive).</i></p> <p><i>This is requirement for each of the suppliers who issue an offer and this document should be issued not later than 60 days from the application date, as defined in the UPA.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.15	<p>Kopje e kontratës dhe/ose faturave për kostot e përgjithshme të pranueshme (kostot e arkitektit, kostot e inxhinierit, dhe/ose kostot e konsulentëve për përgatitjen e planit të biznesit ose të kostove të tjera që lidhen me të), nëse këto kosto janë bërë para aplikimit, në gjuhën shqipe ose në përkthimin zyrtar në shqip të origjinalit. Shenim : Në rastin e furnitoreve/keshilluesve jashtë Shqipërisë dokumentat e mesiperme t'u kërkojnë t'i leshojnë mundësisht në gjuhën Angleze</p> <p><i>Copy of the contract and / or invoices, for eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan or related costs), if incurred before the application, in Albanian language or official translation in Albanian of the original. Note: In the case of suppliers / consultants abroad Albania the above mentioned documents should be required to issued preferably in English</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.16	<p>Kopje të kontratës/ve që vërtetojnë se të paktën 60% e sasisë të lëndës së parë të përpunuar/shitura në stabilimentin e aplikantit vijnë nga prodhues / grumbullues që ushtrojnë aktivitetin brenda territorit të qarqeve Shkodër, Kukës, Dibër, Korçë, Elbasan, Berat.</p> <p><i>Copies of the contract / contracts that prove that at least 60% of the quantity of raw materials processed / sold in the applicants plant originate from producers/collectors within the territory of regions of Shkodra, Kukes, Dibra, Korca, Elbasan, Berat.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.17	<p>Per fermeret që investojnë për përpunim në ferme kërket të dorëzohet një kopje e ditarit të mbajtur mbi sasi të ditore të prodhimit / përpunimit të lëndës së parë që përfshihet në investimin e kërkuar</p> <p><i>For farmers which want to invest for on foarm processing is required to submit a copy of the diary with the daily quantities of production / processing of the raw material which is object of the investment required</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

5.18	<p>Vertetim original nga Zyra Tatimore (Drejtoria Rajonale Tatimore) ku konfirmohet që aplikanti i ka përmbushur të gjitha detyrimet tatimore për vitin aktual (nga 01 Janar deri në datën që paraqet aplikimin) (për personat juridikë dhe personat fizikë). Ky vertetim duhet të leshohet jo më herët se 30 ditë para datës së aplikimit.</p> <p>Ndërsa për aplikantët të regjistruar me kartë fermeri: aplikanti do të paraqesë vertetim të pagesës së sigurimeve shoqërore dhe shëndetësore me kërkesën për pagesë.</p> <p><i>Original certificate issued by Tax Office (Regional Tax Directorate) proving that the applicant has fulfilled all its obligations to payment of taxes, (for physical persons / legal entities), not earlier than 30 days before the application</i></p> <p><i>For the applicants registered with farmer's card: the applicant should submit the declaration of the payments of the social and health insurance with the claim for payment.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.19	<p>Vertetim origjinal të leshuar nga bashkia (njesia administrative) përkatëse për shlyerjen e taksës së tokës / objektit nga pronari i saj për vitin aktual (01 Janar deri me datën e dorëzimit të aplikimit)</p> <p><i>Original certification confirming the payment of the land tax/ building from the owner for the current year (01. January – date of submission of application) issued by Municipality not earlier than 30 days before the application</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.20	<p>Kopje të bilancit për tre vitet e fundit (sipas historikut të themelimit) nëse bilanci kërkohet të mbahet në vartësi nga statusi ligjor të kompanisë sipas legjislacionit në fuqi.</p> <p><i>Copy of the balance sheet for the past three years (according to the date of the establishment) if required by the financial status as per law in power.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.21	<p>Kopje të Pasqyrës së të Ardhurave dhe Shpenzimeve për tre vitet e fundit (sipas historikut të themelimit) për subjektet e përgjegjësive tatimore të tatimit të thjeshtuar.</p> <p><i>Copy of the income statements (profit and loss statement) (according to the date of the establishment) for the past three years if required by the legal status, or for company being categorized under "Simplified taxation" group</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.22	<p>Vertetim për numrin e të punësuarve nga Drejtoria Rajonale e Tatimeve jo më vonë se 30 ditë nga data e aplikimit (për personat fizikë dhe juridikë)</p> <p><i>Confirmation for the number of employees issued by the Regional Tax Directorate not later than 30 days from the date of application (for natural and legal persons)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.23	<p>Kopje të lejes së ndërtimit - nëse kërkohet nga legjislacioni Shqiptar për investimin për të cilin aplikohet (ndërtim ose rikonstruksion)</p> <p><i>Copy of the construction permit-if required by the Albanian law on investment for which the application is submitted (construction or reconstruction)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5.24	<p>Kopje të dokumentacionit teknik dhe planin e ndërtimit/rikonstruksionit, duke përfshirë dokumentet e tjera relevante – siç e kërkon ligji kombëtar.</p> <p><i>Copy of technical documentation with construction/ reconstruction plans including other relevant documents-as requested by national law.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

Annex 2.1: Business Plan
For investments up to 1,400,000 ALL

Narrative Part
SARED Grant Scheme for the period 2015 – 2018

Applicant Name and registered address

Service provider/consultant (if not prepared by the applicant)

Date: ____/____/2015

Version 2
September 2015

Table of Contents

1. Background to the existing business	51
1.1. Core activity of the applicant (up to 500 words)	51
1.2. Structure of ownership (assets, equipment) (up to 200 words).....	51
1.3 Management and human resources (up to 200 words)	52
2. The proposed new Investment Action.....	52
2.1. Description of the investment (up to 300 words).....	52
2.2. Objective/rationale of the investment (up to 300 words).....	53
2.3. Inputs and outputs related to new investment (300 words).....	53
2.4. Human resources and skills (up to 300 words).....	54
2.5. Innovation of the new project (up to 200 words) – optional	54
3. Financial details for The proposed new project	5
3.1. Summary of the investment costs and funding (up to 200 words)	55
3.2. Value Added Tax (VAT)(up to 100 words).....	55
3.3 Financial figures related to the impact of investment.....	56
4 Additional comments about the application (up to 200 words)	58
5. Comparison of quotations (bids).....	59

1. Background to the existing business

1.1. Core activity of the applicant (up to 500 words)

- Describe shortly the history of the business/ activity under 1 of 3 VC.
 - When the applicant started or if it is a start-up, when planned to start?
- Describe the products/activities, including the volumes for the main products
 - What are the main products?
 - How much do you produce for each of your main products?
- Describe your suppliers and the main raw materials (including existing contracts with suppliers if any).
 - Which are the main inputs that you buy and the inputs that you produce yourself?
 - Where do you usually buy your inputs?
- Describe your market and buyers (including existing contracts if any).
 - To whom do you usually sell your products?
 - Do you have long term relations and/or written contracts with any of your buyers? If yes, specify.

Note: In case the applicant possesses several activities/businesses, the business plan should focus mainly on the activity which is related to the proposed investment.

1.2. Structure of ownership (assets, equipment) (up to 200 words)

- Describe shortly the main assets and equipment your business (e.g. land, buildings, tractor etc.).
- Provide information about structure of ownership
 - Who owns the business/farm/land/stable etc.? Describe geographical position (altitude, slopes), soil quality, mechanisation possibility, irrigation available or not, other infrastructure etc.
- Please fill in the table indicated below in regard to your ownership.

Guideline for Applicants

Table 1: Ownership data

No.	Surface (m2)			Location	Parcel no. (as indicated in the Ownership document submitted)
	Agriculture land <input type="checkbox"/>		Building <input type="checkbox"/>		
	Own property	Rented			

Note: In the business plan to present data only for the land for which the documents of ownership have been submitted in the Application Form (the documents of ownership should be updated not later than 60 days before the date of application) and on which investment action will take place. These data presented in this Business Plan will be verified during control on the spot.

Table 2: Assets

No.	Equipment	Year of production	Actual value (ALL)

1.3 Management and human resources (up to 200 words)

Describe the management structure of the business

- Who takes the decisions about the main activities of the business?
- Actual number of employees and respective qualification. Describe who will use / put in operation the investment?
- Education, experience and qualification of the manager/owner.

2. The proposed new Investment Action

2.1. Description of the investment (up to 300 words)

Describe shortly the new investment for which you are applying.

- Please provide a summary description of the planned new investment including the technological processes, agro – technological system of production which will be implemented).
- Describe if the investment is done in the frame of diversification (according the definition in

the GfA)

- Describe if the investment is planned in relation with construction/reconstruction (if applicable)
- Please provide a list of the equipment and machinery required as part of the investment (if applicable).

2.2. Objective/rationale of the investment (up to 300 words)

Explain the objective of the new investment, such as

- To increase the production (of goods or services),
- To improve production efficiency (e.g. decrease costs)
- To improve relevant standards / safety and quality standards (e.g. to produce higher quality products for higher prices, or simply to comply with legislation standards).
- Please describe here the relevant standards that will be improved through the investment planned (eg the animal welfare, plant protection, food safety, environmental protection, etc).
- Describe below that which the relevant laws in connection with the standards listed above are relevant to investment and provision of which you have taken into consideration in your investment (eg law on Veterinary, Food, plant protection, environmental protection, construction, land protection, seeds and seedlings, etc ...)
- Production of a new product
- Improving energy efficiency
- Investment in renewable energy

Note: The objective should be the same as in the application form

2.3. Inputs and outputs related to new investment (300 words)

- Describe the inputs that will be used in the process related to the new investment
- Describe outputs/products that will be affected by the investments – quantity and types of products
- Describe if you have agreements / contracts with buyers
- Describe your selling objectives – data in quantities, prices and revenue expected
- Justify the impact of investment in relation to increase of production, his quality/price health of employees etc

Guideline for Applicants

2.4. Human resources and skills (up to 300 words)

- Describe if the economic activity is run by the family members or if you employ somebody outside of the family (fill in the table 2.1).
- Explain the expertise that is required in the context of the new investment. Explain if the farm employees have that expertise / experience or if not how it will be acquired (e.g. through external employment, training etc.).
- Explain whether the applicant is interested on himself or employees to participate in capacity building activities organized by SARED

Provide figures about employment before and after investment.

Table 2.1: Employment figures before and after investment

Indicators	Before investment			After investment		
	Total	Female	<40 Y	Total	Female	<40 Y
Total household Employees – people						
Total household Employees – months						
Total full time external employees						
Total part-time/seasonal external employees – people						
Total part-time/seasonal external employees - total months						

2.5. Innovation of the new project (up to 200 words) – optional

- Describe the innovation you intend to implement through the investment for which you apply?
- Give details of the social and environmental impacts of the investment on your own business and on the wider community.

Table 2.2: List of innovation indicators related to the investment

	Mark with X	Explain
Introduction of new technology / equipment / machinery		
Increased energy use efficiency		
Higher food safety		
Reduce environmental pollution		
Introduce new product or service		
Enter new market		
Other		

3. Financial details for The proposed new project

3.1. Summary of the investment costs and funding (up to 200 words)

Please provide in Table 3.1.a below a summary of the total investment costs and total eligible costs of the proposed investment.

Please note: Not all your investment costs will be eligible for reimbursement under SARED grant scheme therefore the “eligible costs” need to be identified separately from the “non-eligible costs” for grant funding.

Please indicate how will be pre-financed the investment value for which you are applying and that is expected to be accordingly reimbursed through the grant scheme (Table 3.1.b) If it will be covered by your own financial means, or you plan to receive a loan? (Table 3.1.c)

Table 3.1: Investment costs and funding

a) Investment Costs	Value (ALL)
Total Amount of the Investment (all costs including ineligible costs for SARED grant)	
Total Amount of Costs to be funded - (Eligible)	
Expected Grant Value	
b) Sources of Funding for the value of the grant (before reimbursement)	Value (ALL)
Private (own) funds (saving)	
Commercial loans	
Other financing (from friends, relatives etc.)	
Total	
c) Sources of Funding for financing the value of the co-finance of the investment	Value (ALL)
Private (own) funds (saving)	
Commercial loans	
Other financing (from friends, relatives etc.)	
Total	

Fill in table 3.2, by indicating all eligible investment cost components. For example, equipment, technical expertise related to investment implementation, advising for business plan and application preparation etc.

Table 3.2: Investment cost components

Eligible expenses

Investment Elements/ Type of expenditure	Unit	Price (Lek/unit) With VAT	Quantity	Total Amount (Euro without VAT)	Total Amount (ALL) without VAT	Total Amount (Euro with VAT)	Total Amount (ALL) with VAT
Elements of eligible expenditures							
Total							

*Unit should be adapted to the items. F.ex Purchase of g advisory services or a product design plan is expressed in Work Days (if appropriate, while purchase of a tractor, plugh etc. in pieces etc.

** calculation of amounts from foreign currency into ALL for the quotations from foreign supplier/suppliers, shall be made according to the exchange rate of the first working day of the month when the call for applications is opened.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

3.2. Value Added Tax (VAT)(up to 100 words)

- Please explain your legal status related to VAT. (If you are a registered business or not for the relevant economic activity for which you are applying)?
- Please note that operators that are subject to VAT should report figures without VAT, whereas operators not subject to VAT should report values with VAT (when applicable).

3.3 Financial figures related to the impact of investment

Fill in the following tables.

Note: In case of SHBB, it is not compulsory to fill the following tables. However, in this section there should be clearly explained the expected financial impact of the investment on the SHBB and its members (max 500 words).

Table 3.3: Financial data – before investment

Category	Yearly values			
	Units	Quantity	Price	Value
Output sales				
Total output sales				
Production costs (please specify in different lines all production costs)				
Total production costs				

Note: You may add additional rows according to the needs, for presenting all the items under the respective category, Sales and Production costs.

Table 3.4: Financial data – after investment

Category	Yearly values			
	Units	Quantity	Price	Value
Output sales				
Total output sales				
Production costs (please specify in different lines all production costs)				
Total production costs				

Guideline for Applicants

3.4 Comments / interpretations of the values in Table 3.3 and 3.4 (up to 500 words)

Please comment and interpret the values presented in the financial tables above (before and after the investment)

For example, if you forecast that sales will increase or decrease after the investment compared with the period before investment give your reasoning technical about these figures and if you predicted that the costs after the investment will increase or decrease compared to the period before investment give your technical justification for these changes.

(Information provided in this Business Plan will be verified during control on the spot).

4. Additional comments about the application (up to 200 words)

Place and date:

Applicant's (Legal Representative's)

Name: _____

Signature and stamp (if applicable):

Guideline for Applicants

Justification for the selection of the bid which is not the best (if it is not selected the most economic offer, a justification should be submitted giving technical argumentation that confirms your argumentation that confirms your choice)

The Applicant declares that:

Information on the table above is true and complete and the bids have been received in compliance with the rules of sound financial management and the suppliers invited to submit bids are not related to one another or to the applicant.

If during the verification process of the data indicated in this business plan (technical and financial data) it results that they are not truth, I am aware that my application may be rejected.

Place

Date

Applicant's Name

Annex 2.2.1.

Business Plan for investments above to 1,400,000 ALL

Narrative Part SARED Grant Scheme for the period 2015 – 2018

Applicant Name and registered address

Service provider/consultant (if not prepared by the applicant)

Date: ___/___/2015

September 2015

Version 2

Table of Contents

1. 1. Background of the existing business/ACTIVITY.....	63
1.1. Core activity of the applicant (up to 500 words)	63
1.2. Structure of ownership (assets, equipment) (up to 200 words).....	63
1.3 Management and human resources (up to 200 words)	64
1.4 Business performance in the last three years (up to 300 words) – only for operators.....	64
2. The Investment PROJECT FOR WHICH APPLICATION IS MADE.....	65
2.1. Description of the investment (up to 300 words).....	65
2.2. Objective/rationale of the investment (up to 300 words).....	65
2.3. Raw materials (inputs) and productions (products) related to the new investment (up to 300 words).....	66
2.4. Market review of the product	66
2.5. Human resources and required capacities related to the investment (up to 500 words)	66
2.6. Outline of the risks associated with the investment (up to 300 words).....	67
2.7. Innovation of the new project (up to 200 words) – not mandatory.....	67
3. FINANCIAL DETAILS FOR THE INVESTMENT PROJECT	67
3.1. Summary of costs and funding of the investment (up to 200 words)	67
3.2. Value Added Tax (VAT)(up to 100 words).....	69
3.3 Comments / interpretations on financial statement datas in Annex 2.2.2 (Income Statement)	69
3.4. Comments on the cash flow and profit forecasts.....	69
4. Other comments about the application (up to 200 words)	70
5. Comparison of quotations (bids).....	71

1. Background of the existing business/ACTIVITY

1.1. Core activity of the applicant (up to 500 words)

- Describe briefly the history of present business/activity under 1 of 3 VC.
 - When did the applicant started the business or, if it is a new business, when does he plan to start it up?
- Describe the products, including the quantities of the main products
 - Which are the main products?
 - How much do you produce for each of the main products?
- Describe your market and buyers (including existing contracts if any).
 - Who do you usually sell your products to?
 - Do you have long-term relations and/or written contract with any of your clients? If yes, specify.
- Describe your suppliers and the main raw materials (including existing contracts with suppliers if any).
 - Which are the main raw materials (inputs) you purchase and which are the raw materials (inputs) you produce on your own?
 - Where do you usually purchase the raw materials (inputs)?

1.2. Structure of ownership (assets, equipment) (up to 200 words)

- Describe briefly the main assets or equipment of your business (i.e. lands, tra tors, buildings, machineries, etc.).
- Provide information about the structure of ownership
- Who does the business/farm/land/stall, etc. belong to?
- Please fill in the table indicated below in regard to your ownership.

Guideline for Applicants

No.	Surface (m2)	Location	Parcel no. (as indicated in the Ownership document submitted)

Note: In the business plan to present data only for the land for which the documents of ownership have been submitted in the Application Form (the documents of ownership should be updated not later than 60 days before the date of application) and on which the investment action will take place. These data presented in this Business Plan will be verified during control on the spot.

No.	Equipment	Year of production	Actual value (ALL)

1.3 Management and Human Resources () (up to 200 words)

- Describe the structure of business management
- Who takes decisions about the main activities of the business?
- Educational level, experience and qualifications of the manager/owner.

1.4. Business performance in the last three years (up to 300 words) – only for operators registered at local authorities

Give a brief description on financial performance levels in the recent years (Fill in table 1.1).

In case the applicant is a new business (start-up) and has no financial data for the past years, then table 1.1 should be left blank.

Table 1.1: Main Financial Indicators

Summary of Accounts	Year 2012	Year 2013	Year 2014
Profit			
Active asset value (the rights)			

2. The Investment PROJECT FOR WHICH APPLICATION IS MADE

2.1. Description of the Investment (up to 300 words)

- Briefly describe the new investment by including the technologies and processes it involves.
- Give a summarized description of planned constructions/reconstructions (if applicable).
- Please submit a list with the required equipment and machineries as part of investment (if applicable).
- When necessary time is required that the process/es of production reach maximum capacity, it should be explained and reflected in the financial analysis (page “c”, cash flow, Table 1) of the business plan. For example, in the first year, after installation, capacity utilization is 50%, in the second year it reaches 80% and in the third year it reaches full/maximum capacity. Take into account that the index of capacity utilization affects sales data and forecasts for variable costs .

2.2. Objective/rationale of the investment (up to 300 words)

- Explain the objective of the new investment, such as, for example
- Increase of production quantity (products or services),
- Improvement of production efficiency (i.e. reduction of costs)
- Improvement of safety standards and quality (i.e. production of high quality products for higher prices or achievement of standards stipulated in the legislation).
- Please describe here the relevant standards that will be improved through the investment planned (eg the animal welfare, plant protection, food safety, environmental protection, etc).
- Describe below that which the relevant laws in connection with the standards listed above are relevant to investment and provision of which you have taken into consideration in your investment (eg law on Veterinary, Food, plant protection, environmental protection, construction, land protection, seeds and seedlings, etc ...).

Guideline for Applicants

2.3. Raw materials (inputs) and productions (products) related to the new investment (up to 300 words)

- Describe the inputs (quantities, prices and respective, very realistic ones) to be used in the processes related to the new investment.
- Describe the products to be impacted by the investment – quality and types of products.
- Please take into account that information on raw materials (inputs) and products should correspond to the data of financial analysis, page “b” – Table of revenues and expenditures in the second part of the business plan.

2.4. Market review of the product

- Describe the preliminary agreements with buyers about the additional production/services produced as a result of the investment
- Confirm the sales targets (these numbers feed into the financial tables excel sheets –b) income and expenditure statement and c) cash flow forecasts).

2.5. Human resources and required capacities related to the investment (up to 500 words)

- Describe if the economic activity is run by the family members or you employ somebody outside of the family(fill in the table 2.1).
- Explain the expertise (skills or competences) that is required in the context of the new investment. Explain if the farm employees have that expertise / experience or if not how it will be acquired (e.g. through external employment, training etc.).

Please provide data about employment before and after investment.

Table 2.1: Employment figures before and after investment

Indicators	Before investment			After investment		
	Total	Females	<40 years old	Total	Female	<40 years old
Number of household employees - people						
Total household Employees – months						
Total part-time/seasonal external employees – people						
Total part-time/seasonal external employees - total months						
Total full time external employees						

2.6. Outline of the risks associated with the investment (up to 300 words)

All business ventures carry a degree of risk. Identify and describe the major areas of risk within your project and the impact these could have on the success of the new project. Describe also what you are going to do to mitigate/minimise the impact of these risks.

2.7. Innovation of the new project (up to 200 words) – not mandatory

- Describe the innovation you intend to implement through the investment for which you apply.
- Provide information about the social and environmental impacts of the investment on your own business and surrounding community
- Hereinafter, please complete the data in table 2.2.

Table 2.2: List of innovation indicators related to the investment

Innovation indicators	Mark with X	Explain
Introduction of new technology / equipment / machinery		
Increased energy efficiency / renewable energy		
Higher food safety (good manufacturing practices / processing, HACCP etc.)		
Reduction of environmental pollution		
Introduction of a new product or service		
Introduction into a new market		
Other		

3. FINANCIAL DETAILS FOR THE INVESTMENT PROJECT

3.1. Summary of costs and funding of the investment (up to 200 words)

Please provide in Table 3.1.a below a summary of the total investment costs and total eligible costs for the grant funding.

Please note: Not all your investment costs will be eligible for reimbursement under SARED grant scheme therefore the “eligible costs” need to be identified separately from the “non-eligible costs” for grant funding.

Please indicate how will be pre-financed the investment value for which you are applying and that is expected to be accordingly reimbursed through the grant scheme (Table 3.1.b) If it will be covered by your own financial means, or you plan to receive a loan? (Table 3.1.c)

Table 3.1: Investment costs and funding

a) Investment Costs	Value (ALL)
Total Amount of the Investment (all costs including ineligible costs for SARED grant)	
Total Amount of Costs to be funded – (Eligible)	
Expected Grant Value	
b) Sources of Funding for the value of the grant (before reimbursement)	Value (ALL)
Private (own) funds (saving)	
Commercial loans	
Other financing (from friends, relatives etc.)	
Total	
c) Sources of Funding for financing the value of the co-finance of the investment	Value (ALL)
Private (own) funds (saving)	
Commercial loans	
Other financing (from friends, relatives etc.)	
Total	

Note: Fill in table 3.2, by indicating all eligible investment cost components. For example, equipment, technical expertise related to investment implementation, advising for business plan and application preparation etc.

Table 3.2: Investment cost components

Eligible expenses

Investment Elements/ Type of expenditure	Unit	Price (Lek/ unit)With VAT	Quantity	Total Amount (Euro with- out VAT	Total Amount (ALL) with- out VAT	Total Amount (Euro with VAT	Total Amount (ALL) with VAT
Elements of eligible expenditures							
Total							

*Unit should be adapted to the items. F.ex Purchase of g advisory services or a product design plan is expressed in Work Days (if appropriate, while purchase of a tractor, plug etc. in pieces etc.

** calculation of amounts from foreign currency into ALL for the quotations from foreign supplier/suppliers, shall be made according to the exchange rate of the first working day of the month when the call for applications is opened.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

- Please explain your legal status related to VAT. (If you are a registered business or not for the relevant economic activity for which you are applying)?
- Please note that operators that are subject to VAT should report figures without VAT, whereas operators not subject to VAT should report values with VAT (when applicable).

3.3 Comments / interpretations on financial statement datas in Annex 2.2.2 (Income Statement)

Please comment and interpret the values presented in the financial tables (before and after the investment). For example, if you forecast that sales will increase or decrease after the investment compared with the time before the investment, give your technician justification on these figures and if you have predicted that costs will increase / decrease after the investment, compared with datas before the investment, give your technician justification on these figures (Information provided in this Business Plan will be verified during *on the spot control*)

3.4. Comments on the cash flow and profit forecasts

The sheet “c” in the second part of the Business Plan “The Cash flow” of the Financial Tables aims to show the financial performance relating the new investment.

In the case where an existing enterprise is being developed with the expectation of generating additional income it is necessary to provide financial information for the existing enterprise before the investment and then to budget the financial flows after the investment. This will allow you to distinguish between the before and after scenario and thus show the income generated by the new investment. Whereas in cases where the applicant is the new business (start-up) or investment aims to achieve certain standards, the table before investment should be left blank.

The results of the marketing review in section 2.2 and the input review in section 2.3 above should form the basis for the budgeted cash flows presented in sheet “f” of the Financial Tables.

Table 3.3: Should be completed by using the indicators from the sheet d) Financial Indicators of the Financial Tables– without Interest and Principal.

Financial Indicator	
Internal Rate of Return (IRR)	
Net Present Value (NPV)	

Both IRR and NPV are calculated automatically in this sheet.

Guideline for Applicants

The investment is considered economically feasible and acceptable (eligible for SARED Grant) when $NPV \geq 0$ and $IRR \geq 0$ Discount rate (to be stipulated by SARED)

Note: In case of SHBB, it is not compulsory to fill the excel based financial tables and Table 3.3 above. However, in this section there should be clearly explained the expected financial impact of the investment on the SHBB and its members (max 500 words).

4. Other comments about the application (up to 200 words)

Place and date:

Applicant's (Legal Representative's) Name:

Signature and stamp (if applicable):

5. Comparison of quotations (bids)

Table for the Comparison of Quotations (bids)													
Investment		Name of supplier Winning Quotation (Bid)				Name of supplier Quotation (Bid) 2				Name of supplier Quotation (Bid) 3			
Description	Quantity	Price / unit ALL (without VAT)	Price / unit ALL (with VAT)	Total Amount without VAT	Total Amount with VAT	Price / unit ALL (without VAT)	Price / unit ALL (with VAT)	Total Amount without VAT	Total Amount with VAT	Price / unit ALL (without VAT)	Price / unit ALL (with VAT)	Total Amount without VAT	Total Amount with VAT
i.e. Tractor	1												
	Model, horse power, etc.												
Cutter	2												

Note 1: Add rows according to the need.

Note 2: Offers in foreign currency should be converted in ALL according the instructions in the Guidelines for Applicants

Guideline for Applicants

Justification for the selection of the bid which is not the best (if it is not selected the most economic offer, a justification should be submitted giving a technical argumentation that confirms your choice)

Declaration by the Applicant

The Applicant declares that:

Information on the table above is true and complete and the bids have been received in compliance with the rules of sound financial management and the suppliers invited to submit bids are not related to one another or to the applicant.

If during the verification process of the data indicated in this business plan (technical and financial data) it results that they are not truth, I am aware that my application may be rejected.

Place

Date

Applicant's Name.....

Annex 2.2.2

Bussines plan

Part 2 - Financial Tables

Name of the Applicant:

Title of the Investment Action

SARED Grand Scheme 2015-2018

Date: ___/___/2015

September 2015

Version 2.0

Guideline for Applicants

Name of the Applicant: Profitability of Pre-investment and post-investment assets

Table 1:

Normal year before investment (average last 3 years)				
Category	Yearly values			
	Units	Quantity	Price (without VAT)	Value
Total output sales				
Total production costs				
Production costs				
Profit tax and other relevant fix taxes				
Net Profit				

Table 2:

Normal post-investment production year				
Category	Yearly values			
	Units	Quantity	Price (without VAT)	Value
Total output sales				
Production costs				
Kostot e prodhimit				
Profit tax and other relevant fix taxes				
Net Profit				

Table 3.

Investment Impact Results	
Category	Value
Total Output sales	
Total Production costs	
Profit tax and other relevant fix taxes	
Net Profit	

Guideline for Applicants

Name of the Applicant:	
IRR and NPV of the project	
Bank of Albania interest rate	3.00%
“NPV and IRR before taxes, interests and principal“	Value
NPV*	-
IRR**	#Num

Note: The final value will be set by SARED in the application format published in MARWA web page.

*NPV: Net Present Value

**IRR: Internal rate of return

Annex 2.3. Instructions for the preparation of the Business Plan

“SARED” Grant Scheme

September 2015

Version 2

1. The descriptive (Annex 2.2.1 and 2.2.2)

(Please follow carefully the instructions below for the preparation of your Business Plan)

In any case the applicant should submit a BP where he justifies the need for the investment he is applying for the economic viability and / or other indirect impact the investment is giving to his activity.

Business plan should be based **only on the land for which has been submitted the documents of ownership of the Application Form (Annex 1)** and covered by eligible crops (Annex 4). Ownership documents of the land on which the application is based and where the investment will take place to be updated no later than 60 days before the date of application. For the other area besides the minimum requirement the applicant submits the copies of ownership documents / rental contracts and describes the total area in the narrative part of the BP.

Business plan **should be based on real technical and financial data** (eg. the yields that could be achieved in the respective farm in the production of fruit, nut, BAMS, milk and meat for the small ruminants, and the market sale prices of these products, prices for the inputs and work as well of investments (equipment and machinery), etc.).

Please explain carefully in the Business Plan data regarding sales / production costs before investment and also sales / production costs after the investment (eg the reasons for the increase / decrease of these data, etc.).

Please explain technically the function will the investment play and the impact will have in the increase of production / revenues in your farm. Please be careful that the information in the narrative part is in

Guideline for Applicants

compliance with the information provided in the financial tables in Excel format of Business plan.

Costs and prices shown should be realistic and in the case of the forecasted ones they should be in line with the market requirements.

In cases when IRR and VAN indicators are very high (or lower than the defined criteria), please submit a technical explanation about the reasons why these indicators have such deviations. In preparing the BP please try to involve besides economists and the specialists of specific field as agronomist, livestock specialist, food technologist etc.,.

Data presented in this Business Plan will be verified during control on the spot.

2. The Financial Tables consist of 7 excel sheets, namely:

- a) Cover sheet
- b) Income statement
- c) Cash-Flow
- d) Financial Indicators

For each of the Excel Sheets in the BP is an explanation of how to complete them using detailed information from your business and the budget for the new investment.

In principle one should only fill in the white cells in the table, whereas highlighted/coloured cells should not be “entered/ changed” as they contain formulas.

a) Cover Sheet

In this sheet the applicant should enter general information as indicated in the Application Form depending on the type of applicant. In the case the applicant is a legal entity, then the official name of the company should be stated.

In case the applicant is not legally registered (e.g. at QKR or tax authorities), than the name of the person applying should be stated.

Note: The Business Name will be automatically transferred to all the excel sheets.

b) Income statement for the present situation and the after investment situation

Income statement consists of total output value, production costs, tax on profit and other fix taxes, and net profit.

In this sheet there are two income statements to be filled;

Table 1 consists of the “Normal year before investment (yearly average for the last 3 years)” where the applicant should list in a detailed way the revenues and the costs **before** the new investment, **only for the activity to which the investment is directly related** (eg. investment consists of irrigation into an existing orchard). In these tables the candidate should enter the quantity of each product sold and the price.

In case the investment will be a new economic activity (eg. new greenhouse), than Table 1 should be left empty.

In case the enterprise has been established recently and does not have 3 years of experience, than should be based on the latest/last year(s). Normally these figures are inputted based on financial declarations/records of the applicant.

Table 2 “Normal post-investment production year” the values of the revenues and costs should be estimated for a normal **post**-investment year.

Operators that are subject to VAT declaration, should report only figures without VAT (in the case of sales/production, costs, and investment value too). Whereas operators that outside the VAT system, should report figures without transforming them – eg. Include with VAT when the inputs are purchased with VAT.

Table 3: Investment Impact result will be automatically calculated from the values declared in the Table 1 and 2.

If the investment aims at meeting certain standards (eg. safety or environmental standards) the investment may result in negative financial indicators (calculated in Sheet “g” Financial Indicators. Therefore, in this case (investment aims at meeting certain standards), the applicant may leave empty (or 0) the table Table 1. “Normal year before investment”. For further explanation, please see the last section of this document named “Important Notes”.

c) Cash flow analysis

The first table of the “Cash flow” excel sheet, named “Capacity use” expresses the assumed ratio of capacity that will be used throughout the lifespan of the investment - the highest possible value is 100% (or 1) which corresponds to the foreseen normal year of production under optimal use of the investment technology. In the first years, it may occur that the investment is not operating to full capacity and therefore all yearly values, which are calculated in the following table, will be adjusted (multiplied by) the ratio of the used capacity (i.e. 0.5 or 50% in the first year). The applicant should make sure to insert the rate of capacity use for the years it is applicable and to live the remaining cells blank. This coefficient will automatically determine all financial indicators, and will index the production and income figures as well as variable costs.

In the following table the applicant should fill the amount of SARED grant she/he is applying for, while the Investment Cost is referred to the relevant cell located at the Tender sheet. The second part of this table will be automatically calculated using information from the Income Statement sheet.

d) Financial Indicators

In this table are analysed two indicators – Net Present Value (NPV) and Internal Rate of Return (IRR).

Net present value (NPV) is defined as the present value of net cash flows. It measures the excess or shortfall of cash flows in present value terms, once financing charges are met. NPV is an indicator of how much value an investment or project adds to the value of the firm. Appropriately projects with a positive NPV could be accepted.

The **internal rate of return (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 greater than the project cost of capital or if not known with the rate of return that could be earned by alternate investments.

The discount rate used to calculate NPV and as a comparison rate for IRR is considered the actual

Guideline for Applicants

discount rate of the Bank of Albania interest rate (on September 2015). The applicant should only change this rate, in case a change will be indicated by the Bank of Albania until the submission date of the application. Therefore please consult the official website of the Bank of Albania.

Both IRR and NPV are calculated automatically in this sheet.

The investment is considered economically feasible and acceptable when $NPV \geq 0$ and $IRR \geq$ Discount rate %.

IMPORTANT NOTES FOR THE APPLICANT!

1. In the case of ACA (Association for Cooperation in Agriculture), it is not mandatory to fill the financial tables in Excel. But, however, in the section "Comments on cash flow projections and profit" of the narrative parts of the business plan, to clearly explain the benefits (impact) of investment to ACA and its members.
2. In principle one should only fill in the white cells in the table, whereas -highlighted/coloured cells should not be "intervened" as they represent formulas.
3. Make sure cells content are not shifted, but either inserted or copy-paste (the later should be done carefully). Shifting may cause serious problems in the formula relations between cells.
4. All data should be stated in Albanian currency. In cases when the original transaction for the investment action is performed in in foreign currency (eg. Eg. Imported equipment's). , in these cases will be used the exchange rate as indicated in the application form/ guideline for applicants.
5. All the figures represented in this business plan should derive from the specific activity related to the new investment.
6. In case the applicants will change anything in the coloured cells of any sheet, they should explain and motivate in details the modification done, in the narrative part of the Business Plan.
7. In case the applicant needs to make changes or include additional data, is free to do so, but should explain clearly in the Narrative Section of the Business Plan this change/editions.
8. If the investment aims at meeting certain standards (e.g. safety or environmental standards) the investment could not result in improved financial performance in case there does not occur additional income, and thereby NPV would be negative and the project would not acceptable. However, the assumption is that the investment in meeting standards is done, to comply with the laws and regulations, as otherwise the company cannot continue to carry out its activity. Therefore, in this case (investment aims at meeting certain standards), the applicant may leave empty (or 0) the Table 1. "Normal year before investment" in Sheet "e" Income Statement.

Annex 3. List of Eligible Expenditures

VC 1: Value chain

Small Ruminants (Milk & Meat)

Type of Investment: On Farm Investment

Field of Investment 1.1: On farm investment for production, processing and marketing of Milk and Meat from sheep and / or goats

Title of Investment	
1.1.01	<p>Construction and/or reconstruction of agricultural buildings and facilities for on farm producing, processing and marketing of milk and meat and their products (including installations of pre-fabricated structures):</p> <p>Items of Investment on farm in relation to production of milk and meat:</p> <ul style="list-style-type: none"> - Construction or reconstruction of shelters and stables for animal housing: closed, open and semi-open stables; - Construction or reconstruction of milking room (parlours), milk storage rooms and cold storages - Construction or reconstruction of rooms / facilities for on farm cleaning of milking equipment, storage / processing equipment of milk and meat, - Construction or reconstruction of storage facilities / sheds (f.ex water storage sites / reserves / tanks, roughage feed storage, compound feed storage/silo and silage storage/hole); - Construction or reconstruction of agriculture machine sheds; - Construction or reconstruction of fences and gates - Cubicle dividers - Feed fences - Short stands - Partitions - Animal handling and weighing systems, weigh-scales - Disinfection units - Loading ramps - Laneways, - Ear targeting, Branding and injection chutes for animals, - IT equipment and software, where it is considered as integral part of the investment <p>Items of Investment on farm in relation to processing / marketing of milk and meat:</p> <ul style="list-style-type: none"> - Construction or reconstruction of building rooms / facilities for on farm milk processing,; - Construction or reconstruction of building / facilities for cooling storage and marketing of milk and meat products processed on farm in respect of the national minimum standards (hygienic conditions, cooling chain etj)
1.1.02	<p>Purchase and installation of equipment and technology for milking, processing and marketing on farm of milk and meat</p> <p>Items of Investment on farm in relation to production of milk and meat:</p> <ul style="list-style-type: none"> - Equipment for milking, for milking rooms, pipes for milk transportation or similar equipment for on farm milk transportation - Milk pumps and vacuum controller - Measurement systems for milk and / or meat - Different types of containers for receiving, storing, transporting of products - Different types of containers for cooling storage of products, - Equipment which are used for cleaning of milking equipment, storage, measurement and other equipment used in production, processing and marketing etc; <p>Items of Investment on farm in relation to processing / marketing of milk and meat:</p> <ul style="list-style-type: none"> - Purchase and installation of equipment used in processing respectively storage and marketing facilities of the products produced/processed on farm - Purchase and installation of equipment used in marketing facilities on farm in relation to the implementation of minimum national standards (hygiene, cooling etc)

1.1.03	<p>Purchase and installation of equipment and technology for modernisation of agricultural buildings and machinery/equipment for On-farm feed production, preparation-mixing, handling, distribution systems and storage facilities as f.ex;</p> <ul style="list-style-type: none"> - Purchase and installation of equipment and machinery for heating, ventilation and automatic control of microclimate in the stables, including equipment for energy saving or which increase the efficiency of use of energy; - Purchase and installation of animal feeding (distribution) and watering systems on farm - Purchase and installation of equipment and machinery for on-farm animal feed preparation (f.ex Mixers etc), handling, distribution systems and storage etc.
1.1.04	<p>Construction and/or reconstruction of agricultural buildings and facilities, purchase and installation of equipment for On-farm silage preparation, handling and storage facilities</p> <ul style="list-style-type: none"> - Construction or reconstruction of storage facilities for forages and/or silage - Equipment and machinery for production, drying/processing preparation, handling and transport of forages and/or silage. Here are included even specialized tractors which power should be proportional to the farm size and on farm needs for forage production for the animals the farmer has. - Mower conditioners, tedders, precision chop forage harvesters - Other equipment and machinery for on-farm forage/silage preparation, handling
1.1.05	<p>Investments in environment protection facilities and technologies (equipment) for manure and other waste storage, manure handling, treatment, and of protective fencing</p> <ul style="list-style-type: none"> - Construction or reconstruction of facilities for collection, transporting, storage, treatment, handling of manure / slurry and waste disposal including slurry/effluent tank and of protective fences; - Purchase and installation of equipment for transporting, collection, treatment, handling, dispose of manure / slurry and other waste as f.ex of - Decanter centrifuge systems - Automatic slurry scrapers - Slurry/soiled water pumps/agitators/ aeration systems - Equipment for the application of slurry, farmyard manure and spoiled water - Turning equipment - Purchase and installation of equipment for processing, packaging, transporting (for marketing purposes) of processed manure - IT equipment and software, where it is considered as integral part of the investment
1.1.06	<p>Outdoor watering systems for animals (water points)</p>
1.1.07	<p>Renewable energy technologies for heating, ventilation, powering electric fences or water pumps for on-farm consumption only:</p> <ul style="list-style-type: none"> - Solar panels - Micro Eolic turbines up to 20 kW. - Other technologies

1.1.08	IT (hardware and software) for herd management, milk registry or general farm management.
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VC 1: Value chain - Small Ruminants

Type of Investment: Off Farm Investment

1.1: Field of investments: investment for collection, processing and marketing of Milk from sheep and goats

1.1.09	<p>In the field of Milk collection and storage in other facilities off farm: Investment items</p> <ul style="list-style-type: none"> - Construction or reconstruction of milk collection centres, milk storage and cooling facilities and equipment - Purchase and installation of equipment for milk collection centres, milk cold storage and - Purchase and installation of equipment and technology for control and testing of raw milk quality and hygiene in the collection centres - Investments for the introduction and/ or improvement of food safety systems, Good Hygiene Package/ GHP (HACCP), including certification costs - Purchase and installation of specialised IT hardware and software for milk registry and monitoring, control and management
1.1.10	<p>In the field of Milk processing</p> <ul style="list-style-type: none"> - Construction or Reconstruction of milk processing facilities/establishments - Purchase and installation of technologies, equipment and machinery and lines for processing of milk and producing dairy products such as yoghurt, cream, cheese, whey or casein; - Purchase and installation of technologies, equipment and machinery and lines for filling and packaging of milk products - Purchase and installation of technologies, equipment for testing, monitoring and control of raw milk quality and hygiene, including in-factory laboratories - Investments for the introduction and/ or improvement of quality management systems (ISO), including certification costs - Investments for the introduction and/ or improvement of food safety systems Good Hygiene Package/GHP (HACCP), including certification costs - Purchase and installation of technologies, equipment and facilities for energy saving, and - Purchase and installation of technologies, equipment and facilities for environmental protection and of equipment and facilities for processing of intermediate products and wastes, treatment and elimination of wastes - Purchase of specialised transport means for distribution of products such as refrigerated trucks - Purchase and installation of specialised IT hardware and software for product and process management

VC 2: Fruit and Nuts Trees

Type of investment: Investment on Farm

2.1 Field of investment: In production / processing / marketing

2.1.01	<p>Investments in new plantings of blocks with fruits / nuts trees and / or in restructuring (rehabilitation) of existing orchards and nuts trees blocks (excluding vineyards and olive groves)</p> <ul style="list-style-type: none"> - Purchase of certified/registered seedlings (Autochthone and or other local or imported) by the national authorities authorised by law' - Purchase of services (work) carried out by a third party for pruning and for soil preparation, analysis and of soil fertilizing by using agriculture machineries and/or equipment; - Purchase of services (costs) of soil analysis where the investment will be implemented, - Investments related to the supporting elements and or protection systems / equipment of production in the parcels(f.ex hail nets etc)
2.1.02	<p>Purchase of new or upgrading of existing on-farm technology and equipment / machinery for production and protection of production as f.ex:</p> <ul style="list-style-type: none"> - Purchase and installation of equipment, machineries for optimization of production technology - Purchase of services (work) carried out by a third party for digging wells; - Purchase and installation of drip irrigation and or other irrigation systems (spraying), Fertigation, dosatrone or other programmed dosing equipment - Purchase of pipes for irrigation (in relation to the investment project); - Purchase of sprinkling and misting installations; - Purchase of specialized technological equipment for field laboratories (inspection, diagnosis parasites) to facilitate plant protection interventions - Purchase of spraying and other pumps;
2.1.03	<p>Purchase of specialized machinery and equipment for Fruits & Nuts which are proportional to the farm size and needs of the eligible crops (Annex 4):</p> <ul style="list-style-type: none"> - Specialised tractors and cultivators (small-size/narrow vehicle, row-crop tractors or similar) and their specialist applications - Tractor trailers and/or other vehicles used for harvesting, transporting of F&N on farm and to the storage/whole sale; - Other specialized equipment and machinery for F&T: sprayers, pruners, mulch layers, compost handling equipment, or similar, - Grafting machines for the production of saplings

2.1.04	<p>Investments in construction of facilities and purchase and installation of specialized equipment for harvesting, handling post-harvesting, storage and marketing of products on farm:</p> <ul style="list-style-type: none"> - Construction or reconstruction of existing facilities or purchase and installation of prefabricated structures for permanent or temporary storage (Simple shade house in field), cold storage, cleaning, sorting, grading and packaging of fresh products; - Purchase and installation of machinery and equipment for harvest and postharvest processes, pre-cooling, cooling units and cold storage, heating and ventilation systems - Equipment for F&N preservation with controlled atmosphere technology. (Apple is stored for a period of 1 year). - Equipment for the new (Smart Fresh) technology for storing fruits in existing refrigerating rooms. - Purchase of transport and handling equipment for internal use suitable for on farm needs: forklifts, trailers, containers, vans, crane, pallet truck, trolley, or similar transport or handling equipment). - Purchase and installation of computers, specialized software and special technological equipment (inspection, monitoring and recording equipment, cooling control systems including those in cooling transport vehicles, etc.) <p>Investment for processing, storage and marketing on Farm</p> <ul style="list-style-type: none"> - Construction or reconstruction of existing facilities for on farm processing and marketing of fruits / nuts and their products processed on farm - Purchase and installation of machinery and equipment for processing and marketing facilities of fruits and nuts f.ex. simple processing lines for preparation of juice, puree and dried fruits at farm level - Purchase and installation of machinery and equipment for washing, cleaning, selecting, sorting, grading, cutting, drying and packaging, marking and labelling of fresh fruits and nuts - Purchase and installation of specialized equipment including potting and filling machines and harvesters. - Construction and/or reconstruction of marketing facilities and purchase of proper equipment for the direct marketing facilities of fresh and processed products
2.1.05	<p>Renewable energy technologies for heating, cooling, ventilation, irrigation or for water pumps for on-farm consumption only:</p> <ul style="list-style-type: none"> - Solar panels - Micro Eolic turbines up to 20 kW - Other technologies

VC 2: Fruit and Nuts Trees

2.2 Off Farm Investments on collection, processing and marketing

2.2.01	Construction and / or reconstruction of fruit and / or nuts collection / storage /processing facilities / processing plants;
2.2.02	<p>Purchase and installation of machinery and equipment for postharvest handling/storage/packaging of fresh fruits and nuts:</p> <ul style="list-style-type: none"> - Purchase and installation of machinery and equipment for harvest and postharvest processes, pre-cooling, cooling units and cold storage, heating and ventilation systems - Equipment for F&N preservation with controlled atmosphere technology. (Apple is stored for a period of 1 year). - Equipment for the new (Smart Fresh) technology for storing fruits in existing refrigerating rooms. - Purchase of transport and handling equipment for internal use suitable for on farm needs: forklifts, trailers, containers, vans, crane, pallet truck, trolley, or similar transport or handling equipment). - Purchase and installation of specialized equipment as computers, specialized software including special technological equipment (inspection, monitoring and recording equipment.) - Purchase and installation of machinery/equipment for improving the marketing of fresh F&N; as sorting grading, cleaning packing lines, - Purchase and installation of machinery and equipment for packaging and / or production of packages (boxes) with the producers' logo for marketing - Purchase and installation of Machineries to improve marketing of fresh fruits at collection points: sorting,
2.2.03	<p>Facilities and equipment for processing and/ or storage / packaging of processed products</p> <ul style="list-style-type: none"> - Purchase and installation of machinery and equipment for fruits and nuts processing as f.ex. Juice production, marmalade etc (excluding production of alcoholic drinks). - Purchase and installation of technologies, machinery and equipment for canning, preserving, pasteurising, or drying fruit and/ or nuts - Purchase and installation of Machineries (lines) for fruits and nuts calibration - Purchase and installation of Machineries for packaging and labelling of products. - Purchase and installation of Equipment (lines) for filling and labelling apple juice, compote, marmalade etc. and of equipment for vacuum packaging of fruits and nuts products
2.2.04	<p>Energy saving technologies</p> <ul style="list-style-type: none"> - Purchase and installation of Solar panels - Micro Eolic turbines - Other technologies etc.
2.2.05	<p>Cold chain equipment:</p> <ul style="list-style-type: none"> - Purchase and installation of Cold and deep freezing storage - Purchase and installation of Freezing tunnels - Purchase and installation of Specialized transport - Purchase and installation of Other specialized equipment to ensure continuity in the cold chain
2.2.06	<p>Equipment for quality control, including in-factory laboratories including</p> <ul style="list-style-type: none"> - Equipment for field laboratories, for soil, for determination of fruit maturity for fruit harvesting
2.2.07	Investments for the introduction and/ or improvement of quality management systems (ISO), including certification costs
2.2.08	Investments for the introduction and/ or improvement of food safety systems Good Hygiene Package/GHP (HACCP), including certification costs
2.2.09	Environmental protection technologies and facilities, equipment for treatment and elimination of waste;
2.2.10	Specialized IT systems including software for product and process management

VC 3: MAPs

Type of Investment: Investment on Farm

3.1: Investments on farm production / processing / marketing of Medicinal plants

3.1.01	<p>Investments in new plantings and or reconstruction (rehabilitation) of existing plantations with BAMs:</p> <ul style="list-style-type: none"> - Purchase of certified/registered seedlings (Autochthone and or other local or imported) by the national authorities authorised by law' - Purchase of services (work) carried out by a third party for pruning and for soil preparation, analysis and of soil fertilizing by using agriculture machineries and/or equipment; - Purchase of services (costs) of soil analysis where the investment will be implemented,
3.1.02	<p>Purchase of new on-farm technology and equipment / machinery for:</p> <ul style="list-style-type: none"> - Purchase of services (work) carried out by a third party for digging wells, - Purchase and installation of piping materials; - Purchase and installation of drip irrigation, sprinkling and misting installations; - Purchase and installation of pumps in relation to the investment;
3.1.03	<p>Purchase of specialized machineries and equipment for MAPs which are proportional to the farm size and needs of the eligible MAPs (Annex 4):</p> <ul style="list-style-type: none"> - Specialised tractors and cultivators (small-size/narrow vehicle, row-crop tractors or similar) and their specialised applications - Tractor trailers and/or other vehicles/ equipments used for harvesting, transporting of MAPs on farm and to the storage/whole sale; - Other specialized equipment and machinery for MAPs: sprayers, seeding machine, trans planters, pruners, mulch layers, compost handling equipment, distribution of manure, fertilizers or similar
3.1.04	<p>Investments in harvesting and post-harvest specialized equipment and facilities on farm:</p> <ul style="list-style-type: none"> - Construction or reconstruction of existing facilities or purchase and installation of prefabricated structures for permanent or temporary storage, non-conditioned storages, cleaning, sorting, grading and packaging; - Purchase and installation of machinery and equipment for cutting, drying and packaging and labelling of MAPs, heating and ventilation systems - Purchase of transport and handling equipment for internal use as fex: forklifts, , crane, pallet truck, trolley, or similar transport or handling equipment) and / or vehicles for the transport of the products as trailers, containers, vans etc - Purchase and installation of computers, specialized software and special technological equipment (inspection, monitoring and recording equipment, cooling control systems including those in cooling transport vehicles, etc.)
3.1.05	<p>Renewable energy technologies for heating, cooling, ventilation, irrigation or for water pumps for on-farm consumption only:</p> <ul style="list-style-type: none"> - Solar panels - Micro Eolic turbines up to 20 kW - Other technologies

VC 3: MAPs

Type of Investment: Off Farm

3.2: Investments on collection / processing / marketing of MAPs

3.2.01	Construction / Reconstruction of the facilities in collection points and / or processing plants
3.2.02	Purchase and installation of machinery and equipment for processing in the collection points and / or processing plants (drying, packaging etc)
3.2.03	Purchase and installation of equipment for handling and / or storage of post-harvested row materials and packaging
3.2.04	Purchase and installation of machinery and equipment for processing and packaging and other specialized equipment for the final product, disposal of residues / waste resulting from product manufacturing
3.2.05	Renewable energy technologies for heating, cooling, ventilation, irrigation or for water pumps for on-farm consumption only: <ul style="list-style-type: none"> - Solar panels - Micro Eolic turbines up to 20 kW - Other technologies
3.2.06	Purchase of specialised transport vehicles for the finished main products which ensure the maintenance of the quality
3.2.07	Purchase and installation of equipment for quality control, including laboratories in the establishments for measuring and monitoring of quality / safety standards
3.2.08	Investments for introducing quality management systems (ISO) and / or food safety systems / hygienic package / HACCP, including the certification costs
3.2.09	Purchase and installation of facility and technology, equipment for environmental protection and waste treatment
3.2.10	Purchase and installation of IT equipment and software for management of products and or processes

4. Investments related to all VC

4.1	Promotion activities, design and production of promotional products as brochures, leaflets, development of website etc., product development,
4.2	for young entrepreneurs costs related to complete the formal transfer of ownership of the farm (including finance, farm structures improvement, legal aspects, etc.,)
4.3	soil analysis and other related analysis

Annex 4.

Eligible Fruit trees / Nuts / MAPs

Products	Produktet
Apple	Mollët
Pear	Dardhat
Quince	Ftonjte
Apricot	Kajsitë
Cherie	Qershitë
Peache including nectarines	Pjeshka, përfshirë nektarinat
Plum	Kumbulla
Pomegranate	Shega
Fig	Fiqtë
Cornel (cornelian cherry dogwood)	Thana
Khaki	Hurma
Nuts	Arrore
Wallnuts	Arrat
Chessnuts	Gështenja (Castanea spp.)
Hazelnuts	Lajthite
Almonds	Bajame
Pine Nuts (Pinus Pinea	Pisha (Farat e boceve te pishes)
MAPs	BAMs

NR	Products MAPs - English	Produktet BAMs - Shqip
1	Lavender	Lavandola
2	Basil (Marjoram)	Borzilok,

Guideline for Applicants

3	Sage	Sherbele
4	Thyme / (<i>Thymus vulgaris L.</i> & Garden thyme)	Timus
5	Oregano	Rigon,
6	<i>Helichrysum italicum</i>	Helikrisum
7	Blueberry	Boronica
7/1	Cranberry	boronicë e kuqe
8	Raspberry or red raspberry (<i>Rubus ideaus L.</i>)	Mjedra
9	Red clover	Tërfili i kuq
10	Stinging nettle plant	Hithra (hiskëll)
11	Wild apple	Molla e eger
12	Wild pomegranate	Shega e eger
13	Rosemary	Rozmarinë,
14	Blackberry	Manaferra
15	<i>Malva sylvestris</i>	Mellaga
16	Common Mallow	Mëllaga
17	Marshmallow	Mëllaga e bardhë / zeze
18	<i>Thymus Serpylli</i>	Zhumbrica
19	<i>Saturea Montana</i>	Trumza
20	Juniper (black & red)	Dellinja e zeze dhe e kuqe
21	Agni Casty	Fare mrine
22	Lime-tree	Bli i eger
23	St. John's wort (<i>Hypericum</i>)	Lulebasani
24	Lemon balm (<i>Melisa officinalis L.</i>)	Melisë (Barbleta),
25	Yarrow (<i>Achillea millefolium L.</i>)	Njemijefleteshi (bar pezmi)

26	Peppermint /	Mendër,
27	Hawthorn	Murrizi
28	Cornflower blu	Kokoçeli (Lule ciani)
29	Centaurea cianus	Ciani
30	Primula veris	Agulice
31	Sambucus nigra	Shtogu
32	Betula pendula	Meshtekna
33	Matricaria chamomilla	Kamomili
34	Saffron	Shafran
35	Coriander	Koriandri
36	Finocchio / Florence Fennel	Finoku
37	“mountain tea” (Sideritis raeseri Boiss)	Caji Malit
38	Yellow gentian (Gentiana Lutea)	Sanëz e verdhë
39	Valerian	Valeriana
40	Absinthium	Pelin
41	Bay Laurel / Bay leaves	Dafina
42	Strawberry tree	Mareja
43	(Orchis moris L.)	Salepi (bar qyqe)
44	Kalendula	Gjethe qumshtore

Annex 5.

“SARED” Grant Scheme for Support to Agriculture and Rural Economic Development of Disadvantaged Areas in Albania

Kërkesa për Pagesë ***Payment Claim***

September 2015
Version 2.0

Guideline for Applicants

Emri i aplikantit <i>Name of the applicant</i>	
Numri i Kontratës së Grantit <i>Grant Contract number</i>	
Numri i suplementi te amendimit te kontrates (opsional) <i>Amended contract supplement number (optional)</i>	
Numri ID i aplikimit <i>Application ID number</i>	

PJESA 1 / Part 1

INFORMACION I PËRGJITHSHËM PËR PËRFITUESIN

General Information about beneficiary

1	Emri i përfituesit të Grantit (emri dhe mbiemri nëse është person fizik, ose emri i plotë sipas regjistrimit, në qoftë se është person juridik) Grant beneficiary's name (name and surname if natural person, or full name by registration, if legal person)	
2	Emri i përfaqësuesit ligjor (për subjektet juridike dhe Shoqatat për Bashkëpunimin në Bujqësi) Name of legal representative (for legal persons and Associations for cooperation in Agriculture)	
3	Statusi ligjor i përfituesit Legal status of the beneficiary	a) <i>Fermer individual i regjistruar me karte/nipt fermeri/ Individual farmers with Farmer's NUIS or Card</i> b) <i>Person fizik / Physical person</i> c) <i>Person juridik / Legal Person</i> d) <i>Shoqatë për Bashkëpunimin në Bujqësi / Association for Cooperation in Agriculture</i>
4	Numri NIPT NUIS number	
5	Numri ID ose i Pasaportës së përfituesit (i personit fizik ose përfaqësuesit ligjor në qoftë se është person juridik) ID or Passport number of the beneficiary (of natural person or legal representative if legal entity)	
6	Adresa (Adresa, Rajoni, Rrethi, Bashkia/Komuna) (address, Region, District, Municipality/Commune)	
7	Vendndodhja e investimit Location of the investment	

8	Numri i kontaktit telefonit/celular <i>Contact telephone/mobile number</i>	
9	Adresa e e-mailit për kontakt <i>Contact e-mail address of the applicant</i>	
INFORMACION PËR LLOGARINË BANKARE / Information on the bank		
10	Emri i bankës / <i>Bank name</i>	
11	Adresa e bankës / <i>Bank address</i>	
12	Numri i llogarisë bankare (LEK) / <i>Bank account number (ALL)</i>	
13	Kodi IBAN (LEK) / <i>IBAN code (ALL)</i>	

PJESA 2 / Part 2

INFORMACION PËR INVESTIMIN <i>Information on the investment</i>		
1	Titulli i investimit <i>title of the Investment</i>	Ti-
2	Zinxhiri i vlerës / <i>Value chain</i>	
3	Rajoni / <i>Region</i>	
4	Si është financuar investimi <i>How the investment is financed</i>	Me mjetet financiare të vete aplikuesit <i>By the applicant means</i> Me kredi nga banka / mikrokredi <i>By credit from a bank / MFI</i>

PJESA 3 / Part 3

Tabela e faturave/ *Table of Invoices*

Ju lutemi plotësoni tabelën përkatëse me listën perkatese të të gjitha shpenzimeve të pranueshme në bazë të faturave të paraqitura dhe kryej llogaritjet përkatëse.

Aplikantët regjistruar me TVSH (personave fizik, juridikë ose ShBB) do të plotësojnë Tabelen a. Këtu aplikantët duhet të bëjnë llogaritjet finale të çdo shpenzimi të lejueshem pa sumen e TVSH-se.

Aplikantët regjistruar me kartën ose NIPT fermerit (pa TVSH) do të plotësojnë Tabelen b. Këtu aplikantët duhet të kryejnë llogaritjet finale të çdo shpenzimit të lejueshem duke përfshirë shumën e TVSH-se.

* **Shënim:** Të gjitha shumat e pasqyruara duhet të jepen në monedhën shqiptar - LEK.

Ne lidhje me të gjitha faturat e lëshuara nga furnitoret e huaj në monedhë të huaj, kursi i këmbimit që do të përdoret për të bërë kimbimin është ai i muajit të dorëzimit të Kërkesës për Pagesë sipas linkut me poshtë:

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Numri i rreshtave në tabelat e poshte shenuara Tabela a) dhe Tabela b), mund të shtohen nëse kërkohet, sipas numrit të shpenzimeve të kryera.

Guideline for Applicants

We kindly ask you to complete the relevant table with the list of all eligible expenditures based on the invoices submitted and make the respective calculations.

Applicants registered with VAT (physical, juridical persons or ShBB (ACA)) shall complete table a. These applicants should make the final calculations of each eligible expenditure excluding VAT amount.

Applicants registered with farmer's card or NUIS (without VAT) shall complete table b. These applicants should perform the final calculations of each eligible expenditure including VAT amount.

***Note:** All amounts should be indicated in albanian currency - LEK.

Regarding all invoices issued by foreign suppliers in foreign currency, the exchange rate that will be used for the exchange is the one of the month of submission of Payment Claim, following the link below:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Guideline for Applicants

Emri i përfituesit të Grantit <i>Grant beneficiary's name</i>	
Nënshkrimi (dhe vula nëse ka) <i>Signature (and stamp if available)</i>	
Data dhe Vendi <i>Date and Place</i>	

PJESA 4 / Part 4

Vete deklarime <i>Self Statements</i>		
Përfituesi në këtë mënyrë konfirmon deklaratat e përmendura më poshtë: <i>The beneficiaries hereby confirms the below mentioned declarations:</i>	Po / Yes	Jo relevante / N/A
<p>1 Konfirmoj se jam i vetëdijshëm për detyrimin tim për dhënien e sqarimeve dhe informacioneve nga ana ime që mund të rezultojnë të nevojshme në kuadër të kontrolleve që bëhen nga Autoriteti Kontraktues dhe se ky autoritet për të adresuar çdo gabim, neglizhencë apo kosto joreale mund të ndërmarrë korrigjime të cilat mund të rezultojnë në reduktime të shpenzimeve të pranushme.</p> <p><i>Hereby I confirm awareness of my obligation to give clarifications and information which may result necessary in the frame of controls made by the Contracting Authority and that this Authority may impose modifications which may result in reductions of eligible expenses to address any mistake, negligence or unreal cost.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2 E pranoj kontrollin e standardeve kombëtare minimale që do të kryhet nga organet/autoritetet kompetente në varësi të MBZHRAU-t, si dhe kontrollet në vend që do të kryhen nga ekspertët e SARED-it dhe MBZHRAU, dhe për këtë qëllim, do t'u jap atyre akses të plote në ndërtesa, ambiente, toka, dokumentacione dhe çdo informacion që lidhet me investimin për të cilin kam aplikuar dhe që kërkohet të kontrollohet.</p> <p><i>Hereby I accept control of relevant national minimum standards which will be performed by relevant bodies/ authorities subordinated by MARDWA, as well as on the spot control performed by SARED experts and MARDWA, and for that purpose, I will provide access to the buildings, premises, land sites, documents and any information related to investment for which I am applying and for which are required for control.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3 Deklaroj se asnjë shpenzim i bere në lidhje me kete investim nuk është financuar nga fonde të tjera publike, d.m.th. nuk është financuar nga ndonjë program apo projekt tjetër donatorësh apo nuk është i financuar nga ndonjë program me fonde kombëtare.</p> <p><i>Hereby, I declare that no expenditure related to this investment has been covered by other public funds, i.e. it has not been funded by other national or donor projects or programs.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4 Deklaroj se jam plotësisht i vetëdijshëm se mbaj përgjegjësi në përputhje me legjislacionin shqiptar për dhënien e deklaratave të rreme, të paplota apo çorientuese.</p> <p><i>Hereby, I declare that I am fully aware that I am liable under Albanian law for provision of false, incomplete or misleading statements.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5 Deklaroj që i përmbush objektivat dhe Kerkesat Minimale të pershkrjuara në Udhezuesin për Aplikante për skemen e grantit SARED, referuar fushes sime të aktivitetit.</p> <p><i>Hereby, I declare that I fulfill the minimum requirements as stated in the Guideline for Applicants for the SARED grant scheme referring my field of activity</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6 Deklaroj që pajisjet e blera janë të reja (të paperdorura dhe pa dëmtime fizike).</p> <p><i>Hereby declare that the purchased equipment's are new (not used and without physical damages)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

PJESA 5 / Part 5

LISTA E DOKUMENTEVE

Ju lutemi përdorni këtë listë si kontrollin tuaj për dokumentet që keni dorëzuar. Te gjithë dokumentat e kerkura ne formatin kopje nga kjo liste, duhet te jene firmosur nga perfituesi.

List of documents

Please use this list as your own control check for the documents you have to submit. All the documents requested in copy format from this list, should be certified by the signature of the beneficiary.

Emri i dokumentit

Të gjitha dokumentet duhet të dorëzohen në varësi të llojit të investimit, llojit të Përfituesit të Grantit, llojit të aktivitetit ose llojit të kërkesës që ai plotëson.

Name of the document

All documents must be submitted depending on the type of investment, type of Grant Beneficiary, type of activity or requirement it fulfills.

PO Yes

Jo relevante / N/A

1	Kopje e Letërnjoftimit/pasaportës së përfituesit (personi fizik ose përfaqësuesi ligjor i subjektit privat/shoqatës për bashkëpunim bujqësor) <i>Copy of ID card/passport of the beneficiary (individual or legal representative of the private entity/agricultural cooperative association)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2	Kopje e rregjistrimit / licences leshuar nga Qendra Kombetare e Licensimit ne lidhje me fushen e aktivitetit te performuar (ne rastin e biznese start-up ose ndryshim objekti) <i>Copy of Certificate of registration/license from the National Licensing Center regarding the field of activity performed (in case of startup beneficiaries).</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	Të gjitha faturat origjinale për shpenzimet e kryera siç tregohet në PJESËN 3 Tabela e Faturave. Ne fature duhet te jete shenuar sejcili aset i blere, pershkrimi i tij teknik si psh. ne rastin e makinerive tipi, modeli, nr. shasisë, nr.serial prodhimi, viti prodhimit, nr. motorri, tipi gomave, madhesia e gomave etj te cilat duhet te gjenden edhe ne trupin e makinerise / gomave per verifikim. Ne rastin qe keto nuk eshte e mundur te shenohen ne fature ateherë furnitori leshon nje dokument me firme dhe vule i cili permban kete informacion specifik te makinerise etj dhe qe shites ia bashkengjit fatures. <i>All original Invoices for the incurred expenditures as indicated in PART 3 Table of Invoices. In the invoice must be indicated each asset purchased, its technical description e.g.: in the case of machinery: type, model, chassis no., serial number of production, year of production, engine, tire type, tire size, etc. which must be found even in the body of the machine / tires for verification. In cases when such information is not possible to be noted in the invoice, the supplier issues a signed and stamped confirmation which contains this specific information of the machinery, etc. which is attached to the invoice.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	Kontratat origjinale me furnitoret/ofruesit e shërbimeve/shoqëritë e ndërtimit dhe pale të tjera të treta që përcakton asetet, modelet, çmimin në LEKË/monedhe te huaj me dhe pa TVSH, shoqeruar me specifikimet të DETAJUARA fizike dhe teknike te investimit perkates duke pershire edhe informacion si psh. ne rastin e makinerive tipi, modeli,nr. shasie, nr.serial prodhimi, viti prodhimit, nr. motorri etj kur kjo eshte e mundur <i>Original contracts with the suppliers/service providers/construction companies and other third parties defining the assets, models, price in ALL/foreign currency with and without VAT attaching technical DETAILED specifications- technical and physical ones of the relevant investment including information such as: in the case of machinery type, model, chassis no., serial production number, year of production, engine no etc when this is possible</i>	<input type="checkbox"/>	<input type="checkbox"/>

Guideline for Applicants

5	<p>Certifikata origjinale që provon se përfutuesi i ka përbushur detyrimet e tij për pagesën e tatimeve (përfshirë kohën nga dorëzimi i aplikimit deri në dorëzimin e kërkesës për pagesë), lëshuar nga Drejtoria Rajonale Tatimore.</p> <p><i>Per përfutuesit që kanë aplikuar si fermerë individuale (me kartë fermeri) duhet të dorëzojnë vertetimin e pagesës së sigurimeve shoqërore dhe shëndetësore (dokument lëshuar nga Drejtoria rajonale perkatese e Sigurimeve Shoqërore dhe shëndetësore) për periudhën kohore 01 Janar deri me datën e pagesës së Kërkesës për pagesë (3-mujorin perkatese i pagesës së taksave kur është dorëzuar Kërkesa për Pagesë) sipas ligjit në fuqi².</i></p> <p><i>Ne të dy rastet, ky veretim duhet të jetë lëshuar jo më herët se 30 dite para dorëzimit të kërkesës për pagesë.</i></p> <p><i>Original certificate proving that the beneficiary has fulfilled its taxation obligations, including the payment of social and health contributions (including time from: submission of the application to submission of the Claim for Payment), document issued by the corresponding Tax Office.</i></p> <p><i>The beneficiaries applied as individual farmers with farmer's card should submit the certificate of confirmation for the payment of social and health insurance (document issued by the Regional Directorate of Social and Health Insurance) for the time period of 01 January until the date of submission of the Payment Claim (including respective quarter of tax payment when the Payment Claim is submitted) as per law in force³.</i></p> <p><i>In both cases, such certification should not be issued earlier than 30 days before the submission of the payment claim.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Dokumenti origjinal për taksën e tokës lëshuar nga Bashkia/Komuna për vitin aktual</p> <ul style="list-style-type: none"> - nuk duhet të lëshohet më herët se 30 ditë para dorëzimit të kërkesës (në qoftë se Përfutuesi i Grantit është pronar i tokës) <p><i>Original document about land tax issued by Municipality/Commune for the current year</i></p> <ul style="list-style-type: none"> - not issued earlier than 30 days before submission of the payment claim (certificate) (if Grant Beneficiary is the owner of the land) 	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Vertetim origjinal/ ekstrakt lëshuar nga Drejtoria Rajonale e Bujqësisë ku vertetohet numrat e matriculimeve nga regjistri vjetor i bagëtitë, të lëshuar jo më herët se 30 ditë para (për investime për prodhim në fermë nën VC 1)</p> <p><i>Original document / extract from MARDWA's animal register with matriculation numbers, not earlier than 30 days in advance (for on-farm investments actions production in VC-1)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Miratimi teknik (leja e shfrytëzimit) për përdorimin e ndërtimit (vetëm kur parashikohet ndërtim/rindërtim)</p> <p><i>Copy of Technical approval (usage permit) for the use of the Construction (only when construction/reconstruction/well digging is foreseen)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>Kopje e librit të ndërtimit (vetëm kur parashikohet ndërtim/rindërtim)</p> <p><i>Copy of construction book (only when construction/reconstruction is foreseen)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>Fleta e inventarit/printimi i sistemit të kontabilitetit (për të gjitha asetet) (bilancin) deri në datën e dorëzimit të kërkesës për pagesë, që provojnë kontabilitetin e aseteve (e nënshkruar dhe e vulosur)</p> <p><i>Copy of 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)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>Kopje e librit të aseteve fikse deri në datën e dorëzimit të kërkesës për pagesë (vetëm në qoftë se viti i dorëzimit të kërkesës është i ndryshëm nga viti i nënshkrimit të kontratës)</p> <p><i>Copy of Book of active/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)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p>Deklarata origjinale nga furnizuesit/ ofruesit e shërbimit që provojnë se pajisja janë të reja (të papërdorura dhe pa dëmtime fizike)</p> <p><i>Original statement from the suppliers/service providers proving that the equipment are new (not used and without physical damages).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p>Urdhrat e pagesës (Transferts /letes se akreditimit) për çdo pagesë të kryer (në vend/jashtë vendit – SWIFTI)</p> <p><i>Payment orders (Bank Transfer) / Letter of accreditation for each of the payments performed (inside/outside the country - SWIFT)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
14	<p>Deklaratat e bankare (ditore) të detajuara për pagesat e kryera</p> <p><i>Detailed (daily) bank statements for the payments done</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

15	Konfirmimi me ane te nje procesverbali i marrjes ne dorëzim (për pajisjet e blera/të marra) <i>Receipt note(for equipment purchased)</i>	<input type="checkbox"/>	<input type="checkbox"/>
16	Licence / autorizim per perdorimin e ujit sipas legjislacionit ne fuqi ne reference te investimit te kryer. <i>License/Authorization for water use as per respective law in force in reference to the investment performed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
17	Certifikate e regjistrimit te farerave/fidaneve te perdorur, leshuar nga Enti Kombetar i Farerave dhe Fidaneve, sipas investimit te kryer. <i>Certificate for registered seeds and/or seedlings used, issued by the State Body for Seeds and Seedlings depending on type of investment.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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- 1 - NIPT/NUIS: shkurtime i fljales NUIS – Numri unik i identifikimit te subjektit NUIS/NIPT: Albanian abbreviation of word NUIS Subject’s Unique Number of Identification
 - 2 - Vendimi nr. 77 date 28.01.2015 “ Per kontributet e detyrueshme dhe perfitimet nga sistemi I sigurimeve shoqerore dhe sigurimi I kujdesit shendetesor
 - 3 - Decision nr. 77 date 28.01.2015 “for mandatory contributions with the benefits from social insurance system and health care insurance”

PËR INFORMACIONE TË MËTEJSHME



vizitoni faqen e internetit të MBZhRAU:

www.bujqësia.gov.al

ose

kontaktoni zyrën e Projektit SARED:

Rruga "Skënderbej", Nr. 1,

Tirana

Tel: +355 424 86 633

E-mail: sared@giz.de

ose

kontaktoni përfaqësuesit e SARED - MBZhRAU
pranë drejtorive bujqësore rajonale në gjashtë qarqet
Shkodër, Kukës, Dibër, Elbasan, Berat, Korçë.



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