**Application Form**

**Measure 1: Investments in Physical assets of Agricultural Holdings**

**IPARD Programme**

**2014 - 2020**

|  |  |
| --- | --- |
| **Name of the applicant** | *< Name and surname of the applicant, if natural person*  *Full name by registration, if legal entity >* |
| **Title of the Investment Action** | *<please give short title of your project, example: ‘Investment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ’>* |

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

Version 1.3

April 2019

# PART 1- The Applicant

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

## 1.1 Name and contacts

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

## 1.2 Legal status

|  |  |  |  |
| --- | --- | --- | --- |
| Legal status of the applicants | Physical person registered in NBC and Regional Farm Register □ | | |
| Association for Cooperation in Agriculture registered in NBC and Regional Farm Register□ | | |
| Legal Entity registered in Regional Farm Register□ | *<specify legal form, ex. LTD, JSC, etc.>* | |
| *Share of private property in the capital \_\_\_\_%*  *Share of public property \_\_\_\_%* | |
| No. Of employees \_\_\_\_\_\_\_\_\_\_\_\_  *<in words......>* | |
| NBC registration | Yes □ | | No □ |
| NBC number |  | |
| Date of registration |  | |
| Tax number | < tax number > | | |

## 1.3 Bank details

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

## 1.4 Specialisation and experience record

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

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

|  |  |  |
| --- | --- | --- |
| Investment subsidies/grants received by the applicant in the last 5 years | Yes □ | No □ |
| Description of the support, if such received in the previous 5 years | National Agency /Donor | <Specify> |
| Name of the support scheme |  |
| Year |  |
| Amount of grant |  |
| *<Short description of the support>* | |

# PART 2 - Description of the Investment Action

## 2.1 General Information about the Investment Action

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

## 2.2 Project compliance with general measure objectives:

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

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

## 2.3Project compliance with specific measure objectives:

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

|  |  |  |
| --- | --- | --- |
| ***№*** | ***Improve overall productivity, economic viability and attainment of national and union standards in agricultural holdings via:*** | ***Compliance*** |
| ***(mark with Х \*)*** |
|  | ***Specific Objectives*** |  |
| **1.** | Improve the overall performance of agricultural holdings in the production of primary agricultural products; |  |
| **2.** | Be consistent with EU Standards as regards environmental protection and animal welfare; |  |
| **3.** | Encourage investments in physical assets in milk, meat, fruits, vegetables and grape agricultural sectors with the aim to: |  |
| **3.1** | o   Improve raw milk and meat hygiene and quality conditions on the farm through modernisation of production, storage and transportation technologies and practices; |  |
| **3.2** | o   Improve animal health and welfare through investments in animal housing and handling facilities; |  |
| **3.3** | o   Support introduction of environmentally friendly and climate relevant manure handling, storage and treatment facilities; |  |
| **3.4** | o   Improve production technique and technology, and also certified seedlings production to enable farmers to produce fruit, vegetables and grape of a quality that can compete in the rapidly changing Albanian marketplace and to comply with EU standards, in particular in the storage and application of crop protection chemicals and fertilizers, and in chemical residue levels; |  |
| **3.5** | o   Reduce postharvest losses through on-farm investments in storage technology and infrastructure and postharvest handling equipment, including cooling capacities, sorting and packaging lines. |  |

## 2.4 Eligible expenditures:

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure code** | **Categories of eligible expenditure** | **YES** | **NA** |
| **1-1** | **MILK SECTOR (COWS, SHEEP AND GOATS)** |  |  |
| **1-1.1** | **Construction and/or reconstruction offacilities and premises for:** |  |  |
| Accommodation of dairycows, goats,andsheep,includingareas formilking(milking parlours), insemination, forkeepingcalvesandheifers. | |  |  |
| Storageformachineryandequipment,animalproducts,andlitter; | |  |  |
| Installation of ventilation, air conditioning, heating (including  systems itself and accompanying energyfacilities),drainage,and  supplyofwater(includingwells),gas,and electricity, includingpowergenerators; | |  |  |
| Animal feed storage(includingawnings)onthefarm,withassociatedequipment; | |  |  |
| Collecting, storage(includingawnings) treatmentanddisposalofmanureandothersewage(wastewaterandeffluentrunoff),includinginstallationofequipment; | |  |  |
| Disinfectingbarriers. | |  |  |
| **1-1.2** | **Equipment, machinery and devices for:** |  |  |
| Milking (mobileandstationary), coolingandstorageofmilkatthefarm(includingall. materialsandinstallation.specialisedsoftwareformilkregistry): | |  |  |
| Raw milktransportationwithspecializedcoolingtanks with appropriateequipment(includingmeasuring instrumentsanddevicesforsampling); | |  |  |
| Transportationandhandlingofmanure(includingprocessingandpackaging): | |  |  |
| Stalls; | |  |  |
| Foragepreparation. Feeding and watering of animals; | |  |  |
| Calving and accommodating of calves(boxes); | |  |  |
| Preparation and transport of litter; | |  |  |
| Animal scales,loading/unloadingramps,holding pensand fordirectingandrestrainingof animals: | |  |  |
| Hoovestreatment; | |  |  |
| Sprinklinganimalswithwaterandself-cleaning: | |  |  |
| Cleaninganddisinfectionof facilitiesanddevices to preventdiseasespreading,and controlling ofdisease: | |  |  |
| Equipment for safe disposal of carcasses; | |  |  |
| Physical, chemicalandbiologicaltreatmentofwastewaterandeffluentrunoff: | |  |  |
| Airpollutionprevention,Ventilation,airconditioningand heating (includingalarmsystems with power generators). | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1-2** | **MEAT SECTOR(BEEF,SHEEP,GOATS,PIGS)** | **YES** | **NA** |
| **1-2.1** | **Constructionari/or reconstruction of facilities and premises for:** |  |  |
| Accommodation of livestock sheep, goats and pigs. Including insemination and waiting areas farrowing pens, nurseries, feedlots, breeding areas and areas for keeping offspring; | |  |  |
| Storing machinery and equipment, animal products, and litter; | |  |  |
| Installation of ventilation, all conditioning. heating(including systems itself and accompanying energy facilities).drainage, and supply of water (including wells), gas, and electricity (includinguseofpowergenerators); | |  |  |
| Animalfeedstorage(includingawnings)onthefarm,withassociatingequipment; | |  |  |
| Collecting.storage(includingawnings),treatmentand disposal of manureandothersewage (wastewaterandeffluent runoff),including installation of equipment; | |  |  |
| Disinfectingbarriers. | |  |  |
| **1-2.2** | **Equipment, machineries anddevicesfor:** |  |  |
| Transportation andhandlingofmanure (including processing and packaging); | |  |  |
| Stalls; | |  |  |
| Foragepreparation, feedinganclwateringofanimals: | |  |  |
| Preparationandtransportoflitter; | |  |  |
| Animalscales,loading/unloading ramps.holdingpens(corrals) fordirectingandrestraining of cattle; | |  |  |
| Hoovestreatment: | |  |  |
| Sprinklinganimalswithwaterandself-cleaning: | |  |  |
| Cleaning anddisinfection of facilities and devices to prevent disease spreading. and controlling ofdisease: | |  |  |
| Equipmentforsafedisposalof carcasses; | |  |  |
| Physical, chemical and biological treatment of waste water and effluentrun off; | |  |  |
| Airpollution prevention, ventilation, air conditioning and heating (including alarm systems with power generators). | |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **1-4** | **FRUITS AND VEGI1TABLES SECTOR** | **YES** | **NA** |
| **1-4.1** | **Construction and/or reconstruction of:** |  |  |
| Greenhouses (facilities coveredwithglassand/orplastictunnelswithlifespanofatleast5 years forproduction of vegetables, fruitsand nursery products), including premises for installation of ventilation, air-conditioning and heating, alarm systems with power generators,watertanks and facilities for irrigation systems (including for hydroponic production). andgermination rooms; | |  |  |
| Storagefacilities andpremises (including ULOcoldstorages)of fruits, vegetables, and nurseryproducts; | |  |  |
| Facilities and premises for sorting,drying,packaging.and labelling.including water supply.gas. Electricity (including alarm systems with generator engines) and sewage system: | |  |  |
| Facilities for on-farm irrigation. including micro-storage reservoirs, drilling of wells. regulation of water in take using groundwater (extraction from water springs. wells) and surfacewater(fromrivers,lakesandreservoirs); | |  |  |
| Anti-bailprotectionsystems; | |  |  |
| Worksprovided byathirdpartyforsoilpreparation forandplanting of perennial plants, withtheexceptionofsoilfertilizers; | |  |  |
| Creation of new and restructuring of existing orchards, including cost of certified propagation material,planting,installationoftrellisandotherservicescarriedoutbyathird party,withtheexceptionorsoilsfertilizers. | |  |  |
| **1-4.2** | **Open area -equipment, machines and devices for:** |  |  |
| Irrigation,includingpumps,piping,valves.sprinklers,dispensers.drippers,and filtration systems, including specialized software; | |  |  |
| Fertilizing with water-soluble fertilizers (fertigation), droppers, roll pipe devices; | |  |  |
| Soil and substrate preparation; | |  |  |
| Pruning; | |  |  |
| **1-4.3** | **Protected area – equipment, machines and devices for:** |  |  |
| Irrigation, including pumps. piping. valves.sprinklers. dispensers. drippers. and filtration systems; | |  |  |
| Fertilizing with water-soluble fertilizers(fcrtigation),droppers,roll pipe devices: | |  |  |
| Additional lighting and shading; | |  |  |
| Soilandsubstratepreparation: | |  |  |
| Sowingandplantingofperennialplants,andsoilmulching; | |  |  |
| Plantprotectionandofsoilandsubstratesierilization; | |  |  |
| Airpollutionprevention,ventilation, airconditioning and heating(including alarm systems with power generators). | |  |  |
| **1-4.4** | **Post-harvest -equipment, machines and devices for:** |  |  |
| Transporting and loading; | |  |  |
| Sorting,cleaningandwashing,dryingandfreezedrying(lyophilization), calibration, | |  |  |
| Storing,packagingandlabelling: | |  |  |
| Crunching.trimming.Cutting,slicingandgratingoperations: | |  |  |
| Ami-frostprotection. | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1-5** | **SECTOR OF GRAPES** | **YES** | **NA** |
| **1-5.1** | **Construction and/or reconstruction of:** |  |  |
| Creation of new and restructuring of existing vineyards, including costs of certified propagation material, planting, installation of trellis, wells, preparation of soil, and other works carried out by a third party, with the excepetion of soil fertilizing; | |  |  |
| Facilities and premises for agricultural machinery and equipment, storage products, pesticides and chemical fertilizers; | |  |  |
| Anti-hail protection systems; | |  |  |
| Panels for permanent ware housing, storageor temporary spaces,areas for cleaning, sorting andpacking. | |  |  |
| New greenhouse for cultivation of grape | |  |  |
| **1-5.2** | **Equipment, machines and devices for:** |  |  |
| Cultivation of vineyards, planting, compost treatment, applying plant protection, fertilization, and harvesting; | |  |  |
| On-farmwateringsystems(includingdrip-irrigation andwatersprinkling systems); | |  |  |
| ITequipment, includingprogrammes(software);  .. | |  |  |
| Post-harvest treatment, including selection, washing, cleaning, sorting, cutting, drying, packing and labelling,pre-cooling, cooling and refrigeration; | |  |  |
| Transportequiprnentforusewithinthe facility: mobileforks,containers, cranes,forklifters, cartsorothertransportequipment. | |  |  |
| **1-6** | **COMMON TOALLSECTORS** | **YES** | **NA** |
| **1-6.1** | **Construction and/or reconstruction of:** |  |  |
| Facilitiesandtechnologies forrenewable energygeneration foronfarmuse(solarpanels, wind turbines, biomass powerplants), including connection fromplant tothedistribution gridandfromplanttothefacility; | |  |  |
| Internal road network andparking placeswithin afarmholding (not eligible for poultry sector); | |  |  |
| Administrative building withassociated facilities(restareas forworkers, changing rooms and sanitary facilities,storageforcleaning,washinganddisinfection products) (noteligible forpoultrysector); | |  |  |
| Fencesaround plantationsand farms, including electric fences forpasturesandglassland(excludingstonewallsandwroughtironfences)(noteligibleforpoultrysector). | |  |  |
| **1-6.2** | **Equipment, machines and devices for:** |  |  |
| Tillage, fertilizing, sowing,planting,plantprotection, harvesting,transport and manipulation (including forklifts),mowing,fruitpicking(noteligible forpoultrysector); | |  |  |
| Tractorsupto1OOkW(formoredetailsseeTable I)(noteligibleforpoultrysector). | |  |  |
| IT (hardware)and specialized softwareforfarm management(not eligible for poultry sector) | |  |  |
| **1-6.3** | **Other generalexpendituresfor:** |  |  |
| Preparingtheprojectandtechnicaldocumentation, suchasfeesforarchitects,engineersand otherconsultants'fees; | |  |  |
| Elaborationofenvironmental impactassessment studies; | |  |  |
| Preparing documentationfortheIPARDcallforapplicationandpayment claimprocess(consultingservices forIPARD applications); | |  |  |
| Feasibilitystudies andotherstudiesrelated totheproject/ BusinessPlans,acquisition of patentrightandlicenses. | |  |  |

# PART 3 - List of Supporting Documents Attached

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

**IMPORTANT NOTES:**

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

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

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

## 3.1 Documents related to the eligibility of the applicant

| **No** | **Type of Document** | **Yes** | **N/A** |
| --- | --- | --- | --- |
| **Documents related to the legal status and financial standing of the applicant** | | | |
| 1 | Copy of the ID/Passport of the applicant/legal representative | □ | □ |
| 2 | Copy of the certificate of registration in the National Business Centre (NBC) | □ | □ |
| 3 | Certificate from AREB, that the farmer is registered in the Regional Farm Register | □ | □ |
| 4 | Copy of the licence certificate from the National Business Centre (NBC), *if required by the legal status and existing business* | □ | □ |
| 5 | Original document -inventory book for all fixed assets, possessed by the applicant, including date of acquisition, balance (initial) value, current value and predicted period of exploitation. Inventory book should refer to the month before application form has been submitted | □ | □ |
| 6 | Copy of the income statements (profit and loss statement) for the past two years**,** *if required by the legal status, or for company being established in the application year, a copy of the trial income statement.* | □ | □ |
| 7 | Original document issued by the National Bank of Albania - Credit Register stating that the applicant and legal representative (in case of legal entity) has no bad debt (stages from 1 to 4). | □ | □ |
| **Documents related to grounds for exclusion in Annex 6 of the Guideline for Applicants** | | | |
| 8 | Original document - confirmation by the Ministry of Justice that the Applicant, *if physical person <****or*** *the Owner/Legal representative (if applicant is legal entity)>***has not been convicted**, issued not earlier than 30 days, before the submission of the application | □ | □ |
| 9 | Original document - confirmation by the Prosecutors Office that the Applicant (*if natural person) or the Owner/Legal representative (if applicant is legal entity)* has **not been under investigation**, issued not earlier than 30 days, before the submission of the application | □ | □ |
| 10 | Original document from NBC proving that the legal entity is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the application | □ | □ |
| 11 | Original certificate proving that the applicant has fulfilled its tax payment obligations (social, pension and health), issued not earlier than 30 days before the application by Tax Office | □ | □ |
| 12 | Original document about payment of land tax issued by Municipality not earlier than 30 days before the application | □ | □ |
| **Documents proving education or professional experience in agriculture** | | | |
| 13 | Ccopy of formal agriculturaleducationcertificate of the recipient, if natural person, or in case of legal entity, the legal representative or employee at management level, must have university degree or vocational qualification diploma in the agriculture related field (agricultural or veterinary sciences, agricultural economics) or at least 3 years of work experience in agriculture; or | □ | □ |
| 14 | Copy of professional service records of The recipient, if natural person, or in case of legal entity, the legal representative or employee at management level of working experience for at least 3 years in the respective agriculture field of the investment; issue by Public Insurance institute.Or | □ | □ |
| 15 | For a physical person:  Original declaration issued by Regional Directorate for Agriculture confirming at least 3 years of work experience in agriculture in the respective agricultural field of the investment action if not | □ | □ |
| 16 | Copy of declaration issued by applicant, If applicant fails to meet the above skills and competences shall commit  following a training course with a minimum duration of at least 50 teaching hours in the relevant sector before applying for final payment. |  |  |
| **Other requirements related to the eligibility or ranking** | | | |
| 17 | Copy of certificate proving that the applicant is certified for bio production or in process of conversion according to Albanian law | □ | □ |

## 3.2 Documents related to the eligibility of investments

| **No.** | **Type of Document** | | **Yes** | **N/A** |
| --- | --- | --- | --- | --- |
| **For investmentsabove 50 000 EUR, related to introduction of automated systems[[1]](#footnote-1)** | | | | |
| 18 | Copy of the technical and / or technological project with a scheme and description of the manufacturing process, justifying the activities and costs that are eligible, as well as showing the capacity of production.  This document should also be delivered in electronic form (CD) in usable format | | □ | □ |
| **For investments in equipment and / or machinery** | | | | |
| 19 | Copy of the ownership certificate issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, **or** | | □ | □ |
| 20 | Copy of the ownership confirmation issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, **or** | | □ | □ |
| 21 | *Copy of* usage rights transfer contract with a minimum duration at least 10years after the date of application, **with notary verification(verification n/a for state rentals) and** | | □ | □ |
| 22 | Copy of ownership Certificate issued by for the Registration of Immovable Property accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and building(s) to the person who is renting it. | | □ | □ |
| **For investments in construction/reconstruction and planting/replanting activities** | | | | |
| 23 | Copy of the ownership certificate issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, **or** | | □ | □ |
| 24 | Copy of the ownership confirmation issued by the National Agency for Cadastre accompanied by the indicative map, file and the planimetry (lay out) stating the ownership of the land and building(s), on which the investments will take place, **or** | | □ | □ |
| 25 | *Copy of* usage rights transfer contract with a minimum duration at least 10years after the date of application, **with notary verification (verification n/a for state rentals) and** | | □ | □ |
| 26 | Copy of ownership Certificate issued by for the National Agency for Cadastre accompanied with the indicative map, file and the planimetry (lay out) on the registered land titles stating the ownership of the land and buildings to the person who is renting it. | | □ | □ |
| 27 | Copy of Registration of animals (RUDA System) | |  |  |
| 28 | Copy of the construction permit/special development permit, if required by legislation | | □ | □ |
| 29 | Copy of the architectural design and construction plan / technical design of the investment, if required by the legislation including schedule of materials  \*Architectural plan of the existing/ planned construction and the technological design should be submitted with the application in all cases when there is an investment to be installed/ used in the building and there is a technological process (for instance a processing line ) inside those buildings  This document should also be delivered in electronic form (CD) in usable format | | □ | □ |
| 30 | Copy of environmental permit | | □ | □ |
| **Additional requirements regarding achievement of NMS and EU Standards** | | | | |
| 31 | Copy of the declaration issued by National Environmental Agency confirming that the recipient as holding will attain national minimum standards for environmental protection and the investment will attain EU standards no later than before final payment.and | □ | | □ |
| 32 | Copy of preliminary environment impact assessment decision (for project s which are part of annex II of environment impact assessmen tlaw) or |  | |  |
| 33 | Copy of environmentdeclaration (forprojectswhich are part of annex I of environmentimpactassessmentlaw) |  | |  |
| 34 | Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire holdingwill attain national minimum standardsfor public health no later than before final payment(Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)  \*(example ifthe investment is only for fruits and vegetables  but the farm includes animals  and/or food and feed hygiene, this declaration should be submitted) |  | |  |
| 35 | Copy the declaration issued by Labour Inspectorate confirmingthat the recipient/entire enterprise will attain national minimum standards for occupation safety no later than before` final payment |  | |  |
| 36 | Copy of the declaration issued by Veterinary Service confirmingthat the recipient as holding will comply withnational minimum standards for animal welfare and the investment will attain EU standardsno later than before final payment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)) | |  |  | | --- | --- | | □ | □ | | | |  |  | | --- | --- | | □ | □ | |
| 36 | Copy of certificate issued by Veterinary Service (animal welfare) |  | |  |
| 37 | Copy of the declaration issued by National Seed and SeedlingAuthority confirming that the propagation material and/or seedlings and/or seeds *compliy with National Minimum standards and EU Standards at the end of the required investment.*  (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal) | □ | | □ |
| 38 | Copy of authorization issued by National Seed and Seedling Authority confirming that the applied seed/seedlings is registered in national catalogue register |  | |  |
| **For investments in renewable energy** | | | | |
| 39 | Copy of decision for incorporation to the Albanian electricity grid network in case of renewable energy investments. | | □ | □ |
| 40 | Copy of contract with energy company for the energy output | | □ | □ |
| 41 | Copy of report executed by certified energy auditor/technician from Agency for Energy efficiency part of Ministry of Infrastructure and Energy, stating the annual energy farm consumption. | | □ | □ |
| **For investments in animal watering systems/drip irrigation/water sprinkling** | | |  |  |
| 42 | Copy of waterusagepermit/boreholediggingpermitisissuedbymunicipalityfor a mínimum period 10 years. | |  |  |

## 3.3 Business plan / Technical project proposal and attachments

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of Document** | **Yes** | **N/A** |
| 43 | Business planNarrative Section / Technical project proposal Narrative Section-questionnaire – Part 1: Narrative Section – in paper print and in electronic format (CD-ROM) | □ | □ |
| 44 | Business plan Financial Section / Technical project proposalSimple income statement – Part 2: –in paper and in electronic format (CD-ROM) | □ | □ |
| 45 | Request for submitting offer including minimum technical specification for all offers that have been collected by the applicant  \* this template consists of minimum technical specifications for the project and submit them to all potential suppliers when requesting offers. Minimum technical specifications should concern only the principal characteristics and not include items which are not eligible under the Programme. | □ | □ |
| 46 | All Original offers (of selected and non-selected suppliers) with Technical Specifications from the selected offer/s for all items, including for services (of third parties), which shall be supplied.  All Original Offers must include statement of the suppliers regarding the origin of the goods. | □  □ | □  □ |
| 37 | All Original offers for general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs) are submitted | □ | □ |
| 38 | Copy of NBCregistration certificate (including the extract) of the selected and non-selectedsuppliers issued by its National Business Centre from where the suppliers originate. | □ | □ |
| 39 | Copy of Service Contract, for eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project,feasibility study or related costs)if elaborated before the application | □ | □ |

**IMPORTANT:**

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

# PART 4 Declarations

## 4.1 Declaration by the applicant

## Declaration by the applicant

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

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

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

|  |  |
| --- | --- |
| **Full Name of Applicant/ Legal Representative** |  |
| **Signature** |  |
| **Place, Date** |  |

DECLARATION

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

Signature

1. **automated systems are greenhouse construction, cooling/storage facilities investments, waste treatment etc... List is not exhaustive.**  [↑](#footnote-ref-1)