

Application Form

Measure 7: Farm Diversification and Business Development

IPARD Programme 2014 - 2020

Name of the applicant	<i>< Name and surname of the applicant, if natural person Full name by registration, if legal entity ></i>
Title of the Investment Action	<i><please give short title of your project, example: 'Investment in _____ '></i>

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

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, <u>or</u> 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	Agricultural sector applicants:	
	Farmers, Physical person registered in NBC and individual farmer registered with NIPT of farmer <input type="checkbox"/>	
	Agricultural Cooperation Society registered in NBC <input type="checkbox"/>	
	Legal Entity registered in National Farm Register <input type="checkbox"/>	<specify legal form, ex. LTD, JSC, etc.>
		Share of private property in the capital _____%
		Share of public property _____%
	No. Of employees _____	
	<in words.....>	
	Non-agricultural sector applicants:	
	Physical Person registered in NBC Register, investing in rural areas <input type="checkbox"/>	
Association for Cooperation investing in rural areas <input type="checkbox"/>		
Legal Entity investing in rural areas <input type="checkbox"/>	<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 <input type="checkbox"/>	No <input type="checkbox"/>
	NBC number	
	Date of registration	
Tax number	< tax number >	

1.3 Bank details

Name of the bank	
Address of the bank	
SWIFT/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/craft of the applicant	<number of years>	
• Does the applicant must have occupational skills,	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	<p><i><please provide the appropriate type of document as proof under point 13 to 15 under Section 3 of the Application Form; if not, then fill in and submit the Declaration as indicated in Section 4.2 below if applicable></i></p>
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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 <input type="checkbox"/>	No <input type="checkbox"/>
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	
	<p><Short description of the support></p>	

1.6 Determination of category of enterprise:
Please fill in this form regarding the stated thresholds:

Micro enterprise (up to 10 employee and annual turnover does not exceed 0,2 million EUR or the balance sheet ceiling ≤ 0,2 million EUR.)	<input type="checkbox"/> Yes
Small enterprise (up to 50 employee and annual turnover does not exceed 1 million EUR or the balance sheet ceiling ≤ 1 million EUR.)	<input type="checkbox"/> Yes

The size of the company is established considering the link and partner companies.

PART 2 - Description of the Investment Action

2.1 General Information about the Investment Action

Title:	<i><please give short title of your Investment Action, example: 'Investment in fishcultivation improvement of 'Zeta' LTD Farm'></i>		
Sector:	<i><please enter the sector and type of the Investment Action as stated in the Guideline for Applicants under each sector></i>		
Short Description:	<i><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></i>		
Location(s):	<i><specify region(s), village/ town(s) that will benefit from the Investment Action></i>		
Implementation period.	<i><...> months</i>		
Ranking criteria	The investment is carried out in a mountain areas listed in Annex 7	15points	<input type="checkbox"/> Yes
	Investments in renewable energy technologies	10points	<input type="checkbox"/> Yes
	Applicant (agricultural holding) is certified for organic production according to the national law on organic farming	15points	<input type="checkbox"/> Yes
	The applicant is a woman or a company that employs at least 30% of the employees are women	15points	<input type="checkbox"/> Yes
	Applicant is not older than 40 years at the time of submission of an application.	15points	<input type="checkbox"/> Yes
	The project involves the creation of new jobs based on the business plan predictions	30points	<input type="checkbox"/> Yes
Total points:	points.	
Total amount of the investment:	<i>< _____>EUR < _____ ALL> (enter amount from Table 4 of Narrative Part 1 of Business</i>		

		<i>plan)</i>
Total amount of estimated eligible expenditures:		< _____ >EUR < _____ ALL > (enter amount from Business plan)
Aid Intensity:		65% <input type="checkbox"/> <% of total eligible expenditure as aid intensity>
Public expenditures - Grant Amount		< _____ > EUR < _____ > ALL (enter amount according to the Business plan table 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 X *)
	General Objective	
1.	To foster employment by creation of new and maintaining the existing jobs through the development of business activities, thus raising the economic activity level of rural areas, - increasing directly the farming households' income and reversing rural depopulation and contributing to a better territorial balance, both in economic and social terms	

2.3 Project 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 X *)
	Specific Objectives	
1.	Encourage creation, diversification and development of rural activities through support for investments in farm diversification and development of non-agricultural activities in the following sectors:	
1.1	o Production of MAPs, mushrooms, honey, ornamental plants and snails;	

1.2	o Processing and marketing of wild or cultivated MAPs, mushrooms and honey;	
1.3	o On-farm processing and direct marketing of agricultural products;	
1.4	o Aquaculture;	
1.5	o Nature and rural tourism;	
1.6	o Services for rural business and population;	
1.7	o Handcrafts and manufacturing industry;	
1.8	o Renewable energy production and use;	

2.4 Eligible expenditures:

Please tag in this table by determining eligible expenditures regarding type of applied investments, stated in the Business Plan and selected offers. **Only one sector is eligible for application.**

Short Description:	<please give short description how and which investments from selected offers and Business plan, refer to the particular eligible costs tagged>
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Expenditure code	Categories of eligible expenditures	YES	NA
7-1	PRODUCTION OF MEDICINAL AND AROMATIC PLANTS, MUSHROOMS, HONEY, ORNAMENTAL PLANTS, SNAILS		
7-1.1	Construction and/or reconstruction and/or extension of rooms and facilities and premises, and purchase of specialized equipment, machineries and devices for production/ cultivation and/or post-harvest handling		
	Equipment and devices for collection of tile local raw materials:		
	Specialized on-farm transportation and handling equipment and devices;		
	Collection centers for MAPs and mushrooms;		
	MAPs and ornamental plants		
	Facilities and premises for production, greenhouses (facilities covered with glass and/ or plastic tunnels with lifespan of at least 5 years), including space		

and equipment for ventilation, air-conditioning and heating, alarm systems with power generators, water tanks and irrigation systems;		
Specialised horticulture and fanning equipment for nursery and/ or cultivation, including tractors of up to 70 kw;		
Post-harvest facilities and equipment for collection/conditioning, drying and storing.		
Honey		
Hives, hive tools, protective gear, smoker and other equipment for honey production, and bee-breeding equipment;		
Sheds and equipment for extraction and storage of honey and bee products, and equipment related to production;		
Lab equipment:		
Equipment for the production and preparation of supplemental feeding to bees:		
Fences around the apiary/farm.		
Snail farms		
Facilities and premises and specialized equipment for breeding, fattening, maintenance and storing.		
Mushroom cultivation		
Facilities and premises and equipment, including environmental conditioning systems (temperature, ventilation, lighting, humidity, etc.) for production, storage and cooling;		
Facilities and premises and equipment for compost reduction.		

7-2	PROCESSING AND MARKETING OF AGRICULTURAL PRODUCTS (SUCH AS MILK, MEAT, FRUIT AND VEGETABLES, WINE)	YES	NA
7-2.1	Construction and/ or reconstruction of on-farm processing facilities and premises and supply of related equipment		
	Facilities and premises and equipment (including specialised computer hardware and software) for collection and processing of raw materials, maturing, fermentation, drying, smoking or other procedures, including for establishing special microclimate and/or temperature conditions for the needs of processing;		
	Facilities and premises and equipment for storage of products, including for establishing special microclimate and/or temperature conditions;		
	Facilities and premises for storage of by-products of animal origin not for human consumption;		
	Equipment/machinery for treatment of solid and effluent waste:		
	Sanitary facility for staff and premises for storing equipment for cleaning, washing and disinfection agents.		
7-2.2	Construction and/ or reconstruction of and purchase of equipment for selling points on farms for direct marketings of farm products		
	Facilities and premises and equipment for packaging and bottling, and labelling;		
	Selling facilities and premises, including the show rooms, with all necessary equipment, including specialised computer hardware and software.		

7-3	PROCESSING AND MARKETING OF WILD OR	YES	NA
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	CULTIVATED MAPs, MUSHROOMS, OLIVE OIL, HONEY, FISH AND FISHERIES PRODUCTS, ESSENTIAL OILS		
7-3.1	Construction and/or reconstruction of processing facilities and premises and equipment		
	Collection centers and facilities for the raw materials;		
	Facilities and premises and equipment (including computer hardware and specialised software) for processing of the final products and by-products, including for establishing special microclimate and/or temperature conditions for the processing needs:		
	In-factory laboratories for product quality. food hygiene and safety analyses:		
	Facilities and premises and equipment for storage of products, including for establishing special microclimate and/or temperature conditions;		
	Facilities and premises for storage of by-products of animal and plant origin not for human consumption:		
	Machinery and equipment for handling and transportation of the products and by-products;		
	Equipment/machinery for treatment of waste and waste water;		
	Sanitary facility for staff and premises for storing equipment for cleaning, washing and disinfection agents.		
7-3.2	Construction and/ or reconstruction of and purchase of equipment selling points on production facility and for marketing of products		
	Facilities and premises and equipment for packaging and bottling. and labeling:		
	Selling facilities and premises. including the show rooms. with all necessary equipment. including computer hardware and specialised software. and furniture.		

7-4	AQUACULTURE (FRESH AND SALT WATER)	YES	NA
7-4.1	Creation of new or extension of the production of existing aquaculture farms, including the equipment		
	Movable tanks/ ponds;		
	Automated fish feeding equipment;		
	Production systems and equipment for breeding labs:		
	Equipment for fish feed processing:		
	Sea pens and cages;		
	Net washing machines, compressors for washing of the pools;		
	Specialized equipment/tanks/ponds/insulated harvesting bins for transportation or live fish and fingerlings, thermo-tanks for transportation of live fish. transportable tanks with liquid oxygen;		
	Fish health monitoring and fish product monitoring, including laboratory devices;		
	Fish sorting/grading equipment and machineries;		
	Facilities and premises and equipment for primary production - cleaning. packaging. drying. cooling or freezing of freshwater/salt water fish;		
	IT hardware and software for fish farm management;		
	Fences around the ponds/farms;		
	Administrative buildings and associated facilities		
7-4.2	Waste management systems, equipment for purification of		

	water released from ponds and reservoirs and for monitoring the characteristics of the water quality parameters		
	Construction or facilities and purchase of equipment for adequate management and storage of fish waste;		
	Equipment for waste water treatment:		
	Equipment for water quality monitoring.		

7-5	NATURE AND RURAL TOURISM	YES	NA
7-5.1	Construction and/or reconstruction of houses and buildings in traditional style to be used for tourism-related activities and for serving as touristic attractions, and equipment		
	Facilities and premises for service provision (information on and assistance for visiting natural areas; outdoor recreation activities). including audio-visual workshop equipment, boards, flip charts and other supporting/related equipment;		
	On-farm accommodation rooms, including all relevant facilities and equipment for provision of B&B services:		
	Infrastructure and equipment for on-farm provision of tourism services, including internal roads for access to accommodation facilities, children's playgrounds, swimming pools, sports sites:		
	Furniture, TV equipment, satellite receivers, internet supply equipment, radio and audio devices for communication, washing and ironing equipment, IT equipment, including software for agricultural holding administration for the needs of rural tourism:		
	Renovation and adaptation for use of old/existing traditional buildings on an agricultural holding. including basements and mills according to the traditional/rural architecture style of the area:		
	Equipment for maintenance of the touristic place and landscape, including for recycling and increase of energy efficiency:		
	Sales facilities within the premises of winery, wine tasting room, wine cellars;		
	Storage rooms, including for leisure equipment:		
	Construction of stables for horses;		
	Installment of hobby gardens and other on-farm amenities;		
	Setting up of catering facilities (restaurants, bakeries, breakfast room, dining tents), including the necessary equipment, except for the tableware:		
	Access structures for people with disabilities;		
	Parking areas.		
7-5.2	Construction and/or reconstruction of facilities and supply of equipment for sports and other recreational activities		
	Promotional materials on touristic activities, advertisement signboards, brochures:		
	Mountain safety/rescue equipment, including equipment for mountaineering;		
	Equipment for cycling, skiing, kayaking. Canoeing, rafting, sport fishing. horse riding;		
	Setting-up of the camping grounds;		
	Water and electricity supply systems, heating, ventilation, air-condition and sewerage and sanitary equipment;		
	Equipment for ease of access for physically challenged persons:		
	Rearrangement of inland waters for sports or recreational fishing, construction of rafting sections;		

Construction of trails (hiking, mountain biking, horse riding, wine tasting) and ceo-paths, and alpinist pathways, only if located on private property of the applicant.		
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7-6	SERVICES FOR RURAL POPULATION AND BUSINESSES	YES	NA
7-6.1	Construction and/or reconstruction of facilities and premises for private child care, care of elderly or disabled people, adult education and training, IT centers and supply of necessary equipment		
	Homes for the elderly;		
	Facilities and premises and equipment for IT centers for the use of computers and access to internet in rural areas;		
	Day care centers for children:		
	Children playgrounds;		
	Sports and recreational centers for young and adults;		
	Hairdressing salons.		
7-6.2	Construction and/or reconstruction of facilities and premises for repair and maintenance of agricultural machinery, electromechanical services and supply of necessary equipment		
	Facilities and premises and equipment for agricultural and forestry machine repair and electromechanical services;		
	Mobile diagnostics and repair equipment for agricultural and forestry machines.		
7-6.3	Agricultural machinery and attachments, renting of agricultural machinery ("machinery rings")		
	Agricultural tractors of up to 70 KW;		
	Agricultural harvesters, combine machines, seeding machines, mowers, balers, etc.:		
	Agricultural attachments, such as ploughs, cultivators, rotary tillers, windrowers, etc.;		
	Construction and/or reconstruction and/or renovation of sheds for the agricultural machines and attachments;		
	Facilities and premises, IT hardware and software for the administration of the ring.		

7-7	HANDCRAFTS AND MANUFACTURING INDUSTRY	YES	NA
7-7.1	Construction and/or reconstruction of facilities and premises and apply of equipment for production of traditional crafts, including for services that enable customers to participate in craft activities		
	Workshops and related facilities and premises with equipment used for the production of traditional handicrafts (rugs, silverware, woodwork, stoneware, decorative fabrics, basketworks, wicker ware, folk costumes, statuettes from wood and alabaster, marble, and musical instruments, etc.):		
	Equipment for promotion of handicrafts, signboards on the roads, advertising panels, brochures;		
	Packaging and selling facilities and premises, including the show rooms, with all necessary equipment, IT hardware and software.		
7-7.2	Specialized equipment for manufacturing on a small scale, such as textile and wood processing		
	Machinery and tools and devices for production of pottery, stonecutting, wood processing, production of musical instruments, manufacturing of traditional rugs,		

embroidery, spinning, filigree, glassblowing, mosaic and stained-glass artwork, traditional clothing (costumes) and footwear production;		
Packaging and selling facilities and premises, including the show rooms, with all necessary equipment, including specialised computer hardware and software.		

7-8	RENEWABLE ENERGY PRODUCTION	YES	NA
7-8.1	Construction and/or reconstruction of facilities for renewable energy production		
	Construction and/or reconstruction of facilities and supply of equipment for renewable energy production (solar, biomass, wind, water and geothermal power)		
	Construction works for related infrastructure (administrative building, guard house, generator room, surrounding walls/fences, internal pathways).		

7-9	COMMON TO ALL SECTORS	YES	NA
7-9.1	Expenditures for preparing the project and technical documentation such as fees for architects, engineers and other consultants' fees		
7-9.2	Expenditures for elaboration of environmental impact assessment studies		
7-9.3	Expenditures for preparing documentation for the IPARD call for application and payment claim process (consulting services for IPARD applications)		
7-9.4	Feasibility studies and other studies related to the project /Business Plans, acquisition of patent right and license		

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 of tables 3.1 to 3.3 in a separate folder. In the upper right corner of the first page of the document place the 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	<u>Copy</u> of the ID/Passport of the applicant/legal representative	<input type="checkbox"/>	<input type="checkbox"/>
2	<u>Copy</u> of the certificate of registration in the National Business Centre (NBC)	<input type="checkbox"/>	<input type="checkbox"/>
3	<u>Copy</u> of the certificate of registration in the Tax Authority (for farmers)	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Copy</u> of the licence certificate from the National Business Centre (NBC), <i>if required by the legal status and existing business</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Original</u> 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	<input type="checkbox"/>	<input type="checkbox"/>
6	<u>Copy</u> of the income statements (profit and loss statement) for the past two years, <i>if required by the legal status, or for company being established in the application year, a copy of the trial income statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	<u>Original</u> document issued by the National Bank of Albania - Credit Register stating that the applicant has no bad debt (stages 1 or 2).	<input type="checkbox"/>	<input type="checkbox"/>
Documents related to grounds for exclusion in Annex 6 of the Guideline for Applicants			
8	<u>Original</u> document - confirmation by the Ministry of Justice that the Applicant, <i>if physical person <or the Owner/Legal representative (if applicant is legal entity)></i> has not been convicted , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
9	<u>Original</u> document - confirmation by the Prosecutors Office that the Applicant <i>(if natural person) or the Owner/Legal representative (if applicant is legal entity)</i> has not been under investigation , issued not earlier than 30 days, before the submission of the application	<input type="checkbox"/>	<input type="checkbox"/>
10	<u>Original</u> document from NBC proving that the legal entity is not under bankruptcy or liquidation procedure, issued not earlier than 30 days before the application	<input type="checkbox"/>	<input type="checkbox"/>
11	<u>Original</u> certificate proving that the applicant has fulfilled its tax payment obligations (social, pension and health), issued by Tax Office;	<input type="checkbox"/>	<input type="checkbox"/>
12	<u>Original</u> document about payment of land tax issued by Municipality not earlier than 30 days before the application;	<input type="checkbox"/>	<input type="checkbox"/>
Documents proving education or professional experience in agriculture/craft			
13	<u>Copy</u> of formal agricultural/craft education certificate (university degree or agricultural/craft vocational qualification), of The recipient (if a natural person) or in the case of legal entities, the legal representative/employee at management level	<input type="checkbox"/>	<input type="checkbox"/>
14	<u>Copy</u> of professional service records of working experience for at least 3 years in the respective agriculture/craft field of the investment; of The recipient (if a natural person) or in the case of legal entities, the legal representative/employee at management level	<input type="checkbox"/>	<input type="checkbox"/>
15	<u>For a physical person:</u> Original declaration issued by Regional Directorate for Agriculture confirming for at least 3 years of work experience in agriculture in the respective agricultural field of the investment action	<input type="checkbox"/>	<input type="checkbox"/>
Other requirements related to the eligibility or ranking			
16	<u>Copy</u> of certificate proving that the applicant is certified for bio production or in process of conversion according to Albanian law	<input type="checkbox"/>	<input type="checkbox"/>
17	<u>Copy</u> of List of employees with an official signature and stamp by the legal representative and/or Original Certificate from NBC proving that at least 30% of the employees are women (if ranking priority is selected by the applicant).	<input type="checkbox"/>	<input type="checkbox"/>
18	<u>Original</u> statement (In case the investment fall in recognized local rural development area) by the competent local action group that verify the	<input type="checkbox"/>	<input type="checkbox"/>

No	Type of Document	Yes	N/A
	alignment of the project with the local rural development strategy		

3.2 Documents related to the eligibility of investments

No.	Type of Document	Yes	N/A
For investments above 50 000 EUR, related to introduction of automated systems¹			
20	<u>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.</u>	<input type="checkbox"/>	<input type="checkbox"/>
For investments in equipment and / or machinery			
21	<u>Copy of the ownership certificate issued by the Office for the Registration of Immovable Property 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</u>	<input type="checkbox"/>	<input type="checkbox"/>
22	<u>Copy of the ownership confirmation issued by the Office for the Registration of Immovable Property 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</u>	<input type="checkbox"/>	<input type="checkbox"/>
23	<u>Copy of rental contract with a minimum duration at least 10 years after the date of application, with notary verification (n/a for state rentals) and</u>	<input type="checkbox"/>	<input type="checkbox"/>
24	<u>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.</u>	<input type="checkbox"/>	<input type="checkbox"/>
For investments in construction/reconstruction			
25	<u>Copy of the ownership certificate issued by the Office for the Registration of Immovable Property 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</u>	<input type="checkbox"/>	<input type="checkbox"/>
26	<u>Copy of the ownership confirmation issued by the Office for the Registration of Immovable Property 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</u>	<input type="checkbox"/>	<input type="checkbox"/>
27	<u>Copy of rental contract with a minimum duration at least 10 years after the date of application, with notary verification (n/a for state rentals) and</u>	<input type="checkbox"/>	<input type="checkbox"/>
28	<u>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 buildings to the person who is renting it.</u>	<input type="checkbox"/>	<input type="checkbox"/>
29	<u>Copy of the construction permit, if required by legislation</u>	<input type="checkbox"/>	<input type="checkbox"/>
30	<u>Copy of the architectural design /technical design of the investment, if required by legislation</u> *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	<input type="checkbox"/>	<input type="checkbox"/>

¹automated systems are all types of equipment lines which refer to production, processing, storage, waste treatment etc... List is not exhaustive.

No.	Type of Document	Yes	N/A
31	<u>Copy of the environmental permit</u>	<input type="checkbox"/>	<input type="checkbox"/>
For investments in production of MAP's, mushrooms, honey, ornamental plants and snails			
32	<u>Copy of the declaration issued by National Seed and Seedling Authority confirming that the propagation material and/or seedlings and/or seeds are certified and registered in the National Catalogue Register</u>	<input type="checkbox"/>	<input type="checkbox"/>
33	Copy of authorization issued by National Seed and Seedling Authority confirming that the applied seed/seedlings is registered in national catalogue register		
34	<u>Copy of Environmental Declaration issued by National Environmental Agency confirming that it will attain with the relevant national standards for environmental protection at the latest by the end of investment.</u>	<input type="checkbox"/>	<input type="checkbox"/>
35	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
36	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law)		
37	Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire holding will attain national minimum standards for public health at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		
38	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		
39	Copy of the declaration issued by Veterinary Service confirming that the recipient as holding and investment will attain national minimum standards for animal welfare at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		
For investments in Processing and marketing of wild or cultivated MAPs, mushrooms and honey;			
40	<u>Copy of declaration of Environmental Declaration issued by National Environmental Agency confirming that the investment made will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment</u>	<input type="checkbox"/>	<input type="checkbox"/>
41	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
42	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law)		
43	Copy of the declaration issued by NFA (National Food Authority) e confirming that the recipient/entire holding will attain national minimum standards for public health the investment at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		

No.	Type of Document	Yes	N/A
44	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		
45	Copy of the declaration issued by Veterinary Service confirming that the recipient as holding will comply with national minimum standards for animal welfare at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		
On-farm processing and direct marketing of agricultural products;			
46	Copy of the declaration issued by NFA (National Food Authority) confirming that the recipient/entire holdings shall be in compliance with national minimum standards for public health at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)	<input type="checkbox"/>	<input type="checkbox"/>
47	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		
48	Copy of declaration of Environmental Declaration issued by National Environmental Agency confirming that the investment will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment	<input type="checkbox"/>	<input type="checkbox"/>
49	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
50	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law)		
51	Copy of the declaration issued by Veterinary Service confirming that the recipient as holding will comply with national minimum standards for animal welfare at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		
For investments in renewable energy			
52	Copy of decision for incorporation to the Albanian electricity grid network in case of renewable energy investments.	<input type="checkbox"/>	<input type="checkbox"/>
53	Copy of acceptance protocol with energy company for purchase of the energy output/product.	<input type="checkbox"/>	<input type="checkbox"/>
54	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.	<input type="checkbox"/>	<input type="checkbox"/>
55	Copy of Environmental Declaration issued by National Environmental Agency confirming that the investment will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment	<input type="checkbox"/>	<input type="checkbox"/>
56	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
57	Copy of environment declaration (for projects which are part of annex I of		

No.	Type of Document	Yes	N/A
	environment impact assessment law		
58	<u>Copy of Final Authorization from Ministry of Energy and Industry for plant capacity below 2 MW</u>	<input type="checkbox"/>	<input type="checkbox"/>
59	<u>Copy of council of minister decision for plant capacity above 2 MW</u>		
For investments in aquaculture			
60	<u>Copy of water usage permit or borehole digging permit issued by Municipality</u>	<input type="checkbox"/>	<input type="checkbox"/>
61	<u>Copy of contract for aquaculture activity with the Ministry of Agriculture and rural Development</u>		
62	<u>Copy of Environmental Declaration issued by National Environmental Agency confirming that entire holding will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment</u>	<input type="checkbox"/>	<input type="checkbox"/>
63	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
64	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law)		
65	<u>Copy of the declaration issued by NFA (National Food Authority) confirming that entire holding will attain national minimum standards for public health at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)</u>		
66	<u>Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment</u>		
67	<u>Copy of the declaration issued by Veterinary Service confirming that the investment shall be compliance with national minimum standards at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)</u>	<input type="checkbox"/>	<input type="checkbox"/>
68	<u>Copy of declaration issued by Fishery Directorate in Ministry of Agriculture and Rural Development</u>		
For investments in rural tourism			
69	<u>Declaration from the Ministry of Tourism and Environment, confirming type of accommodation in Rural Tourism, and confirming that investment will not exceed total of 40 beds</u>	<input type="checkbox"/>	<input type="checkbox"/>
70	<u>Preliminary declaration issued by Institute of Monuments and Culture, confirming that based on the verification for the applicant, the proposed project will be constructed in traditional style of the area.</u>	<input type="checkbox"/>	<input type="checkbox"/>
71	<u>Copy of Environmental Declaration issued by National Environmental Agency confirming that the investment will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment</u>	<input type="checkbox"/>	<input type="checkbox"/>
72	Copy of preliminary environment impact assessment decision (for projects		

No.	Type of Document	Yes	N/A
	which are part of annex II of environment impact assessment law) or		
73	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law		
74	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		
75	Copy of the declaration issued by NFA (National Food Authority) confirming that the investment shall be in compliance with national minimum standards for public health at the latest by the end of investment (in case food is prepared and served in this facilities)		
For investments. Services for rural business and population(in child care, care of elderly or disabled people, adult education and training centres in rural areas)			
76	Copy of licence for execution of the activity proposed issued by NBC, according to the Albanian legislation.	<input type="checkbox"/>	<input type="checkbox"/>
77	Copy of Environmental Declaration issued by National Environmental Agency confirming that the investment made will be in compliance with the national minimum standards for environmental protection. at the latest by the end of investment	<input type="checkbox"/>	<input type="checkbox"/>
78	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
79	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law		
80	Copy of the declaration issued by NFA (National Food Authority) confirming that the investment shall be in compliance with national minimum standards for public health at the latest by the end of investment (Attached to this declaration is the inspection documentation (inspection authorization, list of verification, inspection process-verbal)		
81	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		
82	Preliminary authorization issued by institute of monuments and culture		
<u>Investments for Handcrafts and Manufacturing industry;</u>			
83	Copy of Environmental Declaration issued by National Environmental Agency confirming that the investment will be in compliance with the national minimum standards for environmental protection at the latest by the end of investment	<input type="checkbox"/>	<input type="checkbox"/>
84	Copy of preliminary environment impact assessment decision (for projects which are part of annex II of environment impact assessment law) or		
85	Copy of environment declaration (for projects which are part of annex I of environment impact assessment law		
86	Copy of the declaration issued by Labour Inspectorate confirming that the recipient/entire holding will attain national minimum standards for occupation safety at the latest by the end of investment		

3.3 Business plan / Technical project proposal and attachments

No.	Type of Document	Yes	N/A
87	Business plan Narrative Section / Technical project proposal Narrative Section-questionnaire – Part 1: Narrative Section – in paper print and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
88	Business plan Financial Section / Technical project proposal Simple income statement – Part 2: –in paper and in electronic format (CD-ROM)	<input type="checkbox"/>	<input type="checkbox"/>
89	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.	<input type="checkbox"/>	<input type="checkbox"/>
90	All <u>Original</u> 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.	<input type="checkbox"/>	<input type="checkbox"/>
	All Original Offers must include statement of the suppliers regarding the origin of the goods.	<input type="checkbox"/>	<input type="checkbox"/>
91	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	<input type="checkbox"/>	<input type="checkbox"/>
92	Copy of NBC registration certificate (including the extract) of the selected and non-selected suppliers issued by its National Business Centre from where the suppliers originate.	<input type="checkbox"/>	<input type="checkbox"/>
93	Copy of Service Contract, for <u>eligible general costs (architect costs, engineer costs, and/ or consultancy costs for preparation of business plan, technology project, feasibility study or related costs)</u> if elaborated before the application	<input type="checkbox"/>	<input type="checkbox"/>

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 5 of 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;
- 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 of the Guideline for Applicant, and accepts to support these control mission;
- if awarded a grant, the applicant accepts the beneficiary name and grant details to be published on website www.azhbr.gov.al.

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	

