



TERMS OF REFERENCE (ToR)

RESTRICTED ADDITIONAL CALL for Albanian Organizations for Global Citizenship Education and Sustainable Development project

GEAR-UP! Project – Reference: EuropeAid/173998/DH/ACT/Multi

European Commission's DEAR (Development Education and Awareness Raising) Programme
(EU DEAR Programme).

Introduction and Background

In the framework of the GEAR-UP! Project (co-funded by the European Commission under the DEAR Programme), the Adriatic Ionian Euroregion ((hereafter AIE) is pleased to announce the launch of a restricted additional call for proposals to support Global Citizenship Education (GCE) actions **exclusively in Albania**.

This call follows the “*GEAR-UP! Public Notice to Support Global Citizenship Education, 2nd round of funding for Albania and North Macedonia*”.

The GEAR UP project includes a sub-granting mechanism to provide financial support to Third Parties, primarily civil society Organizations (CSOs) and / or Local Authorities (LAs), in both EU and IPA (Instrument for Pre-Accession Assistance) countries. The objective is to enhance youth engagement, global citizenship education (GCE), and sustainable development efforts at the local level.

The action will be developed in Italy, Spain, Germany, France, Czech Republic, Latvia, Croatia and Hungary, as well as in Albania, Bosnia Herzegovina, North Macedonia, Montenegro and Serbia, through previously established co-operation and networking of co-applicants. For the IPA countries, the Adriatic Ionian Euroregion, which has ongoing partnerships with various CSOs and LAs networks active in Western Balkans, will facilitate capacity building and sub-granting processes in Albania, Bosnia and Herzegovina and North Macedonia.

AIE, as one of the consortium partners, is responsible for managing the financial support mechanism for beneficiaries in Albania, Bosnia and Herzegovina and North Macedonia, ensuring that small and medium-sized CSOs and LAs — often lacking the resources to access direct EU funding—receive the necessary financial and capacity-building support. The grants will fund initiatives that address sustainable development goals (SDGs), environmental and social justice, gender equality, and civic participation.



Special emphasis will be placed on fostering cooperation between CSOs and LAs to create long-term, community - based engagement on global challenges.

This restricted additional call for proposals is addressed exclusively to Applicants from Albania.

The decision to launch a restricted call is motivated by the availability of residual financial resources, due to a lower number of applications received for Albania compared to the initially expected volume.

In order to ensure an efficient and full allocation of the available budget and to maximize the impact of the GEAR-UP! Project, these remaining funds are reallocated through this targeted call.

Objectives and priorities of the calls

The GEAR UP! project aims to foster a shared European vision of Global Citizenship Education (GCE) as a key tool for achieving the Sustainable Development Goals (SDGs) of the 2030 Agenda. It focuses on raising awareness, particularly among young people, about climate change, sustainable development, and gender equality, while promoting strong and lasting cooperation between Civil Society Organizations (CSOs) and Local Authorities (LAs), whenever possible.

Specific objectives:

Each funding proposal should address one or more specific objectives:

- ❖ Empower Local Authorities and/or Civil Society Organizations in Albania through financial support, enabling them to raise awareness of global challenges, strengthen understanding of local-global interdependencies, and actively participate in decision-making processes.
- ❖ Build the capacities and networks of LAs and CSOs by enhancing skills, facilitating knowledge exchange, and providing resources for effective Global Citizenship Education at regional and European levels.
- ❖ Engage and educate young people (15-30 years old) in Albania on sustainability and global challenges, through GCE initiatives led by LAs and/or CSOs.;

Priorities

Each project proposals should address **one or more priorities**. The thematic priorities of this call are:

- ❖ Sustainable Development and SDGs¹
- ❖ Agenda 2030

¹ May address only one of the Objectives, or multiple Objectives;



- ❖ Youth engagement/participation ²
- ❖ Global citizenship education
- ❖ Social or environmental justice
- ❖ Gender equality³ and non-discrimination principles and intersectionality
- ❖ Awareness and critical understanding of global issues
- ❖ Global-local interconnectedness

For all projects, it is a requirement to take gender equality into account as a cross-cutting theme.

Possible types of activities funded by this Call

Funds from this Public Notice may finance/co-finance projects that include the following activities:

- ❖ awareness raising campaigns, training, seminars in the field of GCE, Sustainable Development, Youth engagement/participation, gender equality;
- ❖ interactive and educational round tables / workshops;
- ❖ capacity building activities, public/cultural events (one-off, series or recurrent);
- ❖ cultural and artistic initiatives (co-financing of theatre performances, exhibitions);
- ❖ activities to promote a correct and broad information and awareness on issues related to GCE and the 2030 Agenda;
- ❖ formal education activities to enhance GCE in teaching and school curricula;
- ❖ non-formal education initiatives to promote a change of perception and behaviour through participation and forms of active citizenship that foster the dissemination of GCE values;
- ❖ production and distribution of teaching and learning materials on the topic of GCE;

which aim to reach the main target group of young people aged 15-30.

The activities may include project days in schools with the involvement of students, other events in line with the objective of this Call and the GEAR UP! Project.

Please note that they are **NOT admissible** for funding under this Call:

² A process that has participatory elements and can be designed and led by the applicant and involve other actors.

³ Gender equality is a compulsory cross-cutting theme for each project, but it can also be the main theme of the project.



- Activities that discriminate against persons and groups of persons on the basis of gender, sexual orientation, belief, non-belief or (perceived) ethnic origin.
- Activities that directly support political parties or involve proselytism for religious purposes.

Beneficiaries

- ❖ **Small or Medium-sized Civil Society Organizations - CSOs (including Youth Organization, Non-Profit Organisations, Voluntary Organizations, Associations for Social Promotion, Foundations) based in Albania** and active in the field of Global Citizenship Education (GCE), Sustainable Development, Gender equality, awareness raising and Youth participation and youth involvement in public affairs;
- ❖ **Small or Medium-sized Local Authorities (LAs)**, and Institutions established by Local Authorities, such as schools, libraries, initiatives organized by these Bodies, based in Albania;
- ❖ **Consortia** of Non-Profit Organizations and other Local Authorities with a clearly identified Lead Organization⁴, based in Albania;

provided that they have their legal and operational headquarters in Albania, and that they have been active for at least one year prior to the date of publication of this Public Notice.

Eligibility, Experience and required skills of the Applicant

To be eligible for funding under this Call for Proposals, Applicants must meet the following eligibility criteria:

- ❖ be a legal entity registered/operating in Albania, or a Local Public Authority or an Entity established by a Local Government, and provide the organization's registration certificate and statute.
- ❖ fulfils the condition of having been registered for at least 12 months prior to the date of publication of this Public Notice, in at least one of the thematic areas of this Public Notice, according to its Statutes;
- ❖ against the Applicants, no charges shall be pending such as disqualification, prohibition, suspension or decadence, or even indictments, pending convictions and / or preventive measures, pursuant to current legislation;
- ❖ the Applicant **must guarantee proficiency in written and spoken English.**

Applicants, at the same time as submitting their project, **must submit, under penalty of exclusion, a copy of their Statutes and annual activity report** with specific reference to the thematic areas of this Call.

⁴ In the case of Consortia, the partners may include an organization without legal personality. In such a case, the lead applicant must declare that it takes responsibility for the reporting, including the handling of the accounts, on behalf of the partner (e.g. school and student association/student parliament, youth association, etc.).



Financial allocation and size of grants

The tender has a maximum budget of € 30.000,00

How much can be applied for:

- ❖ Individual Applicant: **min 6.000,00 € max 10.000,00 €⁵**.
 - ❖ The grant amount will cover **100% of the project budget**. Applicants providing their own contribution in the form of a co-financing of at least 10% of the submitted project budget may receive extra points in the selection process.
 - ❖ In case of grant award and signing of the contract, the amount requested with the first report will be transferred to the beneficiary's account only after approval of the individual half-yearly report, according to the procedures set out in the paragraph "Terms for disbursement of the contribution".
 - ❖ The grant funding can be used for both the project activities and management of the people who implement the project.
 - ❖ This Public Notice cannot finance projects and activities that are co-financed and already fully approved for funding by the EU, Public or other sources of funding.
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Information on how to apply

- ❖ Number of applications: each Organization can submit a maximum of **one (1) project proposal per call**. If more than one application is submitted these shall not be considered;
- ❖ Application method: using the prescribed forms, according to the instructions given therein, which can be downloaded from the Euroregion website <https://www.adriaticionianeuroregion.eu/>
- ❖ Language: the grant application (online form and content section), and any Report⁶ (Activity Report and Financial Report) and all the attachments must be submitted in **English (EN)**.

Information on the implementation of the project

- ❖ By obtaining a grant, the Applicant commits to cooperation and regular communication with the AIE project manager (or other AIE GEAR UP! project team members) as well as to engage in activities aimed

⁵ The budget proposal will be in EUR, as will all project reporting (with an interim reporting and also at the end of the project).

⁶ For projects with a duration of more than 6 months, a report is submitted every six months and at the end of the project final report is submitted.



at supporting the capacity building of the organization through mentoring, participation in training seminars, experience sharing and networking.

- ❖ The grantee will commit to carry out monitoring and evaluation of the project according to predefined instructions, with the support of the AIE Project Manager.

Timeframe

This restricted additional call for proposals is addressed exclusively to Albanian Organizations.

Instruction to Proposers	Specific Requirements
Publication of the restricted call	05 December 2025
Deadline for submission	05.01.2026 - by 12:00 AM (Zagreb/Rome - time GMT+1). No applications will be accepted after this date and time
Decision expected	15.02.2026
Eligible project costs	From 1 March 2026
Number of projects to be supported	While we aim to award 3-5 grants/applications, the final number of funded projects will depend on the availability and distribution of funds among the selected subgrantees.
Language for submitting the application	English only

The Selection Committee reserves the right not to allocate all the available funds if the quality of applications does not meet the required standards. In such cases, unallocated funds will be carried over to the budget of the subsequent funding cycle.

Duration

Project implementation	March 2026 – December 2026
Project duration	min. 6 months, max. 12 months

Target Group

Young people between 15 and 30 years of age



Eligible expenses and starting date

This Public Notice may finance **direct and indirect costs** related to the implementation of project activities in the intervention area. Eligible costs are costs incurred by the beneficiary of funding that meet all the following criteria:

- they are incurred during the implementation period of the project in accordance with the contract;
- must be listed in the project cost estimate;
- they are necessary for the implementation of the project for which the financial resources have been allocated;
- can be identified and verified and are recorded in the grantee's accounts in accordance with the accounting rules applicable to non-profit Organizations;
- they must be moderate, justified and consistent with the requirements of rational financial management, in particular with regard to economy and efficiency.

Specifically:

1. Direct project costs:

1. Human resources: costs of employees or persons engaged in the project corresponding to the effective expenses for salaries/other income allowances and taxes and contributions;
 2. Travel: Travel, food and accommodation expenses related to project activities;
 3. Service costs: (e.g. translation services, interpreters, publications, photocopying services, catering services, e.g. non-alcoholic beverages and food for event participants, conference room rental), provided they are directly and exclusively linked to the project;
 4. Costs of equipment used exclusively for the project;
- Subtotal Direct costs of the project: sum of items 1. to 4.

2. Indirect costs of the project:

Indirect eligible costs are costs which are not directly linked to the implementation of a Programme or project but which contribute indirectly to the achievement of its objectives.

Eligible indirect costs of the project are the costs of carrying out the main activity, (max. 7% of direct costs, points 1-4 of direct project costs), e.g:

- a) Office rental;
- b) Office supplies (small office equipment such as toner, paper, stationary);



- c) Other services costs (telephone, internet, electricity, heating, maintenance, cleaning, insurance);
- d) Additional costs incurred for the implementation of the project: bank costs, postal costs, costs related to audits.

Subtotal Indirect costs of the project: sum of items a) to d).

The **Total Eligible Cost** of the Project is the result of the sum of the direct and indirect cost items.

VAT is eligible for funding only if it is genuinely and definitively borne by the Applicant.

When compiling the budget estimate, all costs must be explained in such a way that, for each cost, the link of the cost to the project, the quantity and unit price, as well as the amount requested from the Adriatic Ionian Euroregion is clearly expressed.

Expenditure is considered **eligible for co-financing from 01/03/2026 until 31/12/2026** (any extension of the project may not exceed this term); the final date of eligibility coincides with the date of the end of the project.

All expenses eligible for final reporting must be supported by invoices and/or accounting documents of equivalent probative value. All invoices and/or accounting documents must specify in detail the subject of the service to which they refer, the name of the financed project (or the project id) and also indicate the equivalent value in Euro.

SUBMISSION MODALITIES OF APPLICATION

The Applications must be sent **no later than 05/01/2026** and must be completed **in accordance with Annex 3 (Grant Application Form)**. Failure to indicate the essential elements required in the Application Form (name of the legal representative, registered and operative office, tax code) will be considered sufficient grounds for exclusion from this Notice. **Application Form (Annex 3) and all related annexes must be sent in PDF format (signed and stamped), exclusively by email to the following address: secretariat@adriaticionianeuroregion.eu** with the indication of the subject: **“Grant Application for Territorial Projects for Global Citizenship Education”**.

APPLICATION CONTENT

The Application Form (Annex 3) – duly filled in on the computer, PDF signed and stamped - must be accompanied by:

- ❖ Annex 2, *Request for contribution Form*, filled in on the computer (PDF signed);
- ❖ Annex 4, *Project Budget Form*, completed (Excel unsigned and PDF signed);

- ❖ Annex 5, *Partnership Form*, completed (Excel unsigned and PDF signed);
- ❖ Annex 6, *Declaration of non-double financing* (PDF signed);
- ❖ Annex 7, *Declaration on exclusion criteria by the third party* (PDF signed);
- ❖ Annex 8, *Action Plan* (Excel unsigned and PDF signed);
- ❖ Copy of the identity document of the legal representative;
- ❖ Organization's registration certificate (Extract from the Public Registry and English version);
- ❖ Statute of the Applicant (English version);
- ❖ Annual activity report (in English) with specific reference to the thematic areas of this Call.

AIE reserves the right to request additional information to the Applicants.

All documents must be submitted in English.

In the event of minor deficiencies in the application that do not affect the essential content for the evaluation of the Application, the Applicant will be asked to supplement or correct the Application with the necessary requested information or annexes within 5 days from the date of notification.

The Application will be considered complete if Applicants submit the requested information or annexes within the specified deadline and in an appropriate manner.

Applications will not be considered if:

- have not been submitted after the prescribed deadline for the submission of applications;
- have not been submitted in accordance with the procedures set out in point "*Submission modalities of Application*" of this Public Call;
- are incomplete, i.e. don't contain all the information or all the completed documents and forms referred to in point "*Application Content*" of this Public Call;
- the evidence, documents and forms submitted are not readable; or the Application has not been supplemented or corrected with the required information or annexes within the additional time limit and in the prescribed manner;
- don't satisfy the conditions prescribed in point "*Beneficiaries*" of this Public Call.



- ❖ Applications will be evaluated by an Evaluation Committee composed of AIE representatives and possibly of external evaluators without conflict of interest. The evaluation will be based on the Evaluation Criteria available (**Annex 1**). There is no legal entitlement to be awarded a grant.

PRELIMINARY ACTIVITIES AND PROJECT EVALUATION

- ❖ The preliminary activities and evaluation of the projects will be carried out by the Adriatic Ionian Euroregion, which will avail itself of an Evaluation Committee, to be set up specifically within the structure, possibly assisted by the support of other external experts.
- ❖ The projects will be assessed on the basis of the **criteria** set out in this Notice (**Annex 1**);
- ❖ The ranking list of eligible projects will be drawn up on the basis of the points obtained by applying the evaluation criteria set out in this Notice. The ranking list will consider the projects that have reached the minimum score and will be financed up to the maximum number envisaged (as indicated in the “TIMEFRAME”). **In the event of economies or additional funds becoming available, the ranking list will be scrolled.**
- ❖ In the event of a tie between two or more projects with the same score, priority will be given to the project with the highest score for the evaluation criterion “*Relevance of the project*” and, in the event of a further tie, priority will be given according to the order in which the projects are received.
- ❖ Projects that do not achieve the minimum threshold of **60 points** by applying the evaluation criteria set out in this Call for proposals **will not be eligible for funding.**

APPROVAL OF RANKING LIST AND GRANTING OF FINANCIAL SUPPORT

- ❖ The Evaluation Committee of the AIE – by its own act - approves the final ranking list, lists the projects admitted and not admitted, grants the contributions to the beneficiaries.
- ❖ The person in charge of the procedure communicates by email the grant of the contributions to the beneficiaries.
- ❖ Unsuccessful Applicants will not be contacted.

CONCLUSION OF THE GRANT AGREEMENT

- ❖ The Adriatic Ionian Euroregion will sign a **Grant Agreement** for the project with the winning Applicants.
- ❖ The financing agreement will contain the amount of the financial resources approved for the project, the deadlines for payment of the approved funds and the obligations of the provider and beneficiary of



the financial resources.

- ❖ The beneficiary of the financial resources is obliged to use the approved funds for the intended purpose and in accordance with the agreement.
- ❖ The beneficiary of the financial resources is obliged to submit a Report on the implementation and results of the project.

TERMS FOR DISBURSEMENT OF THE CONTRIBUTION

The Adriatic Ionian Euroregion will disburse the grant in **three instalments**:

- a pre-financing: 30% of the total grant, aimed at providing the beneficiaries with a float, immediately after the signature of the contract;
- an interim payment: 30% of the total grant, after the approval of the interim report (after the project has reached the halfway point) and on the basis of the request for interim payment;
- a balance payment: 40% of the total grant, after the successful submission and approval of the final report and on the basis of the request for the payment of the balance.

AIE will require an interim report at the midpoint of the project implementation, and a final report. The second payment will be made only after the interim report has been reviewed and approved.

The financial statements on which the requests of payments are based must be real, accurately recorded and eligible. All invoices and receipts must be declared properly.

The amount due as the balance will be determined by deducting the total amount of pre-financing and interim payment (if any) already made from the final amount of the grant.

Before the balance payment, a financial audit by the GearUP external auditor will be performed as a precondition for releasing the payment. Beneficiaries will be responsible for providing all the necessary supporting documents to prove the costs declared, such as contracts, invoices and accounting records. In addition, the beneficiaries' usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements and with the amounts indicated in the supporting documents.

MODALITIES OF REPORTING

Interim Report

In order to request the interim payment, Beneficiaries are required to submit a narrative and financial interim Progress Report, at the midpoint of the project implementation (depending on the total project duration) to the Adriatic Ionian Euroregion at the following email address: secretariat@adriaticionianeuroregion.eu



In the event of non-compliance, it will not be possible to approve the interim report and disburse the requested grant amount.

Final Report

Within **30 days** from the conclusion of the project, the Beneficiaries of the grant must submit to the Adriatic Ionian Euroregion, at email address: secretariat@adriaticionianeuroregion.eu, a narrative and financial Final Report, which must be written in English and which is composed of the following documents:

- A. Request for payment of the balance;
- B. Final report describing the project implemented, highlighting the activities carried out, the methods and forms of implementation, as well as an assessment of the results of the intervention and the impact that its implementation has had in terms of its real contribution to the economic, social and cultural growth of the area concerned;
- C. Summary statement of all expenses and costs incurred for the activity eligible under the Grant, with a true copy of the original invoices and supporting documents for the incurred expenses, accompanied by receipts certifying the payment;
- D. Reports, photographic documentation, audio and/or video documentation relating to the implementation of the project on USB support or sent via cloud systems (e.g. Google Drive, OneDrive and similar) repositories;
- E. Authorisation to publish material relating to the implementation of the project (reports, photos, videos, etc.) on the Gear-UP! Project webpage, on the EU DEAR Programme website and social media, as well as on AIE's or Gear-UP! Partners' websites and social networks.

The AIE will pay the final contribution normally **within the 60th day following the date of sending the request for payment** and the related supporting documentation. The final payment will be made only after the interim report has been reviewed and approved.

The AIE has the right to verify the validity of what is declared in the final report, including through inspections by its own representatives in the areas where the activities were carried out.

EXTENSION

Any extension, for a maximum of 3 months, of the duration of the eligible project must be requested to the Adriatic Ionian Euroregion at the following email address: secretariat@adriaticionianeuroregion.eu, highlighting and duly documenting the motivations for asking the time extensions.



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The request for extension that will become necessary during the implementation of the project will be approved by a communication from the person in charge of the procedure, provided that it does not lead to substantial modifications to the project and respects its objectives.

WITHDRAWAL OF PROJECT FUNDING

Causes of withdrawal

EAI may proceed to reduce or revoke the grant in the following cases:

- renunciation of the beneficiary (in this case the procedure of communication of the start of the revocation procedure is not followed, but the act of revocation is adopted);
- partial implementation of the project, as evidenced by a reduction in the actual expenditure incurred of less than 70% of that originally accepted for receiving the grant;
- deviation from the original project resulting in a different assessment of the project with respect to the selection criteria originally envisaged;
- failure to submit the financial statements, including the documentation certifying the expenditure, by the deadlines set out in this Call, unless extensions are granted in duly justified cases;
- if checks and/or inspections reveal the absence or loss of eligibility requirements or the presence of irregularities affecting all the expenses reported (e.g. the project is found to be profit-making/commercial);
- non-compliance with the obligations of beneficiaries set out in this Notice.

PROOF OF EXPENDITURE

The expenses incurred by the beneficiaries must be adequately justified through:

- **copy of invoices and expense receipts** (receipts for occasional services, requests for reimbursement of expenses, debit notes, etc.) duly receipted;
- in all cases in which the expense incurred for the payment of withholdings and contributions is shown, the duly receipted payment Form must be attached.

The invoices and expense receipts admitted for reporting must have a date between the start of the project activities and the deadline set for its implementation. The name of the financed project or the project id must be legible.

The invoices and the proof of expenditures must be fully paid and receipted by the deadline for the submission of the final project report, under penalty of inadmissibility.

The invoices and expense receipts must be paid using the following method:



- bank transfer or bank receipt.

CONTROL, MONITORING AND EVALUATION

All funded projects are assessed, reviewed and evaluated within the framework of the GEAR-UP! MEAL-Plan (Monitoring, Evaluation, Accountability and Learning).

The Beneficiaries undertake to use the GEAR UP! project monitoring and evaluation tools and communication templates for all funded project activities, according to predefined instructions, with the support of the AIE Project Manager. They enable the functionality of GEAR UP! evaluation teams to contact local stakeholders and target groups if necessary.

Monitoring and control of the projects will be guaranteed through the evaluation of the aforementioned tools, of the reports prepared by the Beneficiaries, and through the evaluation of the technical documentation of the project and any periodic inspections carried out by AIE staff at the headquarters of the implementing Body and at the area where the project is being implemented.

Any key changes to the awarded organization that may affect the implementation of the proposed grant must be notified to the AIE staff immediately and in writing.

The AIE staff will oversee progress by reviewing submitted reports and may, as necessary, conduct on-site visits or request additional records to verify the accuracy of reported information. Additionally, the AIE staff may request further details within one year following the completion of the grant implementation to evaluate the achieved results.

Contracted applicants are required to promptly notify the AIE staff of any anticipated reporting delays as soon as they become aware of them.

Visibility Rules

All selected projects must adhere to the visibility and communication rules. The beneficiaries of the financing must mandatorily include in all promotional materials, publications, references, on the project websites and in all other promotional and communication materials that will be created within the scope of the financed project:

- the title of the project admitted to financing and the indication of the proposing entity;
- the logos of the GEAR-UP Project and the Adriatic Ionian Euroregion;
- the indication "*Project financed or co-financed by the European Union*".



The beneficiaries of the funding must also agree, with the AIE staff, on any participation in external initiatives to promote the intervention and must share the related materials (presentation, press conference, etc.) via email and in one month in advance, also for the purpose of their inclusion in the AIE' website (in the Cooperation projects section): <https://www.adriaticionianeuroregion.eu/projects/cooperation-projects/#>

OBLIGATIONS OF BENEFICIARIES

Beneficiaries are required to:

- communicate the start date of project activities;
- send the interim Report;
- send the Final Report;
- communicate the changes and/or extensions of the project;
- respect the deadlines set for the implementation of the project;
- communicate the end date of project activities;
- provide, upon request of the AIE staff, duly documented data relating to the financial and physical implementation of the intervention;
- provide, upon request of the AIE staff, all information necessary to monitoring, control and evaluation;
- allow access by AIE staff for visits and inspections in the areas, plants or premises subject to the intervention.

Questions related to the Call

All questions related to this public Call for proposals can be sent to secretariat@adriaticionianeuroregion.eu, during application period.

Potential applicants will receive answers to their questions within 5 (five) working days after receiving the inquiry. Questions may be sent up to 10 (ten) days before the application deadline.

Personal data processing

Personal data contained in the Application and in the requested documents are collected and processed exclusively for the purpose of the implementation of this Public Notice.



By participating in the Public Notice, Applicants expressly consent that AIE, as data controller, may collect, use and process data for the purpose of implementing the Public Notice procedure, in accordance with the provisions of the Albanian and North Macedonian Personal Data Protection Law.

All documents relating to Applications for funding under this Public Notice will be filed and stored in accordance with the regulations on the protection and preservation of documentary and archival material and will not be returned to applicants.

Person in charge of the procedure and contacts

For more information about this ToR, please contact the AIE Secretariat to the following e-mail address:

secretariat@adriaticionianeuroregion.eu.

Person in charge for this procedure is **Ms. Carmela Vaccaro** | EU Senior Project Officer

E-mail: carmela.vaccaro.eu@gmail.com

Ph.: +39 0874 19 61 470

This project is co-financed by the European Union. The contents of this text are the sole responsibility of AIE and do not necessarily reflect the views of the European Union.

ATTACHMENTS

1. *Evaluation criteria*
2. *Request for contribution*
3. *Grant Application Form*
4. *Project Budget Form*
5. *Partnership Form*
6. *Declaration of non-double financing*
7. *Declaration on exclusion criteria by the third party*
8. *Action Plan*