

Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

Minister of the Ministry of Agriculture, Forestry and Rural Development,

Pursuant to Article 16, paragraph 2 and Article 17, paragraph 3 of the Law No.04/L-090 on amending and supplementing of the Law No.03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo, No. 28/16 October 2012), according to Article 8 (paragraph 1.4), Annex 14 of the Regulation No. 02/ on the Administrative Fields and Responsibilities of the Office of Prime Minister and the Ministries (22.03.2011), as well as Article 38, paragraph 6 of the Rules of Procedure of the Government No. 09/2011 (Official Gazette, No.15, 12.09.2011), issue:

ADMINISTRATIVE INSTRUCTION (MAFRD) - NO.16/2019
ON THE MEASURES AND CRITERIA OF SUPPORT IN AGRICULTURE AND
RURAL DEVELOPMENT FOR 2019

CHAPTER I
GENERAL PROVISIONS

Article 1
Purpose

This Administrative Instruction shall define the principles, conditions, procedures, eligibility and selection criteria for implementation of measures of Rural Development Program, approved for 2019, under the Kosovo Agriculture and Rural Development Program (ARDP) (ARDP) 2014 – 2020.

Article 2
Scope

1. The provisions of this Administrative Instruction are mandatory for the Agriculture Development Agency, farmers and beneficiaries of Rural Development Measures.

2. This Administrative Instruction shall define support for measures and sub measures of the Rural Development Program (RDP) 2019.

Article 3 Definitions

1. Expressions used in this Administrative Instruction have the following meaning:
 - 1.1. **“MAFRD”**, means the Ministry of Agriculture, Forestry and Rural Development;
 - 1.2. **“Managing Authority”**, means public entity within the MAFRD, responsible for drafting and monitoring the ARDP;
 - 1.3. **“AAD”**, means Agency of Agriculture Development, within MAFRD, responsible for implementation of RDP;
 - 1.4. **“ ARDP 2014 – 2020”** – means Agriculture and Rural Development Program 2014 - 2020;
 - 1.5. **“RDP 2019”** – means Rural Development Program for 2019;
 - 1.6. **“Measure 101”** means investments in physical assets in agriculture households, under the ARDP 2014-2020;
 - 1.7. **“Measure 103”**, means investments in physical assets in processing and marketing of agriculture products, under the ARDP 2014-2020;
 - 1.8. **“Measure 302”**, means the farms diversification and business development, under the ARDP 2014 – 2020;
 - 1.9. **“Measure 303”**, means implementation of local development strategies – LEADER approach.
 - 1.10. **“Call for application”**, means public notice for receiving the applications;
 - 1.11. **“Applicant”**, means a natural or a legal person who applies to benefit the Project in RDP;
 - 1.12. **“Application”**, means a completed form for the application with all required documents by the AAD;
 - 1.13. **“Project”**, means a document that intends a planned investment for support by the ARDP 2018, submitted by the applicant 2019, submitted by the applicant;

1.14. **“Selection”**, means selection of the projects, under the points sorted out for the financing with public means;

1.15. **“Selection criteria”** means the conditions that the Managing Authority shall set out, to ensure the funding priorities of the best projects addressing the needs identified in the SWOT analysis and the objectives set out in the RDP 2019;

1.16. **“Beneficiary”**, means a natural or a legal person, who is selected as beneficiary after the assessment of applying and signing of the contract with AAD/MAFRD;

1.17. **“Level of public support”**, means a contribution from the public budget for the implementation of the project;

1.18. **“Contract”**, means a contract signed between the beneficiary and AAD for the implementation of the benefited project;

1.19. **“Fraud”**, means any intentional act or omission according to the definition of Law no. 04/L-090 on amending and supplementing the Law No. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo/No.28, 16 October 2012).

1.20. **“Eligible expenditures or investments”**, means expenditures or investments supported by public means;

1.21. **“Fruit tree”**, means: apple, pear, plum, peach, apricot, cherry, walnuts, hazelnuts, quince and sour cherry;

1.22. **“Project implementation period”**, means the period for implementation of the project deadline specified in the contract signed between the beneficiary and the ADD - execution of the payment is an additional deadline for the implementation of the project;

1.23. **“Request for payment”**, means submission of the request for payment of expenses invested and proved with a valid invoice for costs of project implementation;

1.24. **“Ex-post monitoring period”**, means a time period from 3 years after completion of the investment, during which the beneficiary shall keep the purpose of investment and all conditions under which he is selected as beneficiary;

1.25. **“FIN”**, means Farm Identification Number.

Article 4
Support Measures

1. Support measures are as follows:

- 1.1. Measure 101 - Investments in physical assets in agriculture households;
- 1.2. Measure 103 - investments in physical assets in processing and marketing of agriculture products for 2019;
- 1.3. Measure 302 - Farms diversification and business development;
- 1.4. Measure 303 – Preparation and implementation of Local Development Strategies – LEADER approach – for the selected Local Action Groups (LAGs);
- 1.5. Measure for irrigation of agriculture lands.

Article 5
Geographical scope

Rural Development Program for 2019 shall be applied in the whole territory of the Republic of Kosovo.

CHAPTER II

MEASURE 101
INVESTMENTS IN PHYSICAL ASSETS IN AGRICULTURE HOUSEHOLDS

Article 6
Beneficiaries

1. Final beneficiaries:

- 1.1. Final beneficiaries under this measure are farmers, according to the definition from Article 1 of the Law No. 04/L-090 on amending and supplementing of the Law No. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo/ no.28, 16 October 2012).
- 1.2. All applicants of this measure shall be registered in the Farm Register.
- 1.3. The Farm Identification Number (FIN) certificate shall be under the applicant's name.

1.4. If the applicant is an enterprise, FIN certificate shall also be in the name of the enterprise.

1.5. Beneficiaries of rural development projects are obliged to maintain their investments according to projects approved during the three (3) years after the project implementation, as long as the monitoring period last.

1.6. If he/she does not maintain the investments, the beneficiary is obliged to return the financial amount of public support.

1.7. Applicant cannot obtain a project if it is in contradiction of Law No. 06/L-011 on Prevention of Conflict of Interest in the Exercise of Public Functions and Law 03/L-149 on Civil Service of the Republic of Kosovo.

1.8. Beneficiaries of rural development projects, upon finalization of investments shall have a functional project according to the Business Plan, RDP and the criteria of this Administrative Instruction.

1.9. The project will be rejected if no activity has been finalized during the evaluation process.

2. Common eligibility criteria

2.1 Eligible Applicants:

2.1.1. If the applicant is a natural person, he must be at least 18 years old, but not older than 61 years old. In case of legal persons this criteria shall not be applied;

2.1.2. A natural person should have completed mandatory primary school (8 or 9 years) and 2 years working experience in the field that applies. Applicants who do not have work experience of two (2) years, they shall attend training courses with at least 20 hours lessons, in the field for which they are applying, as well as shall complete before the request for the last payment;

2.1.3. In the case of legal persons, the request from subparagraph 2.1.2 serves for the owner, the employee or for the authorized person of the enterprise. The employee or the authorized person should have employment contract not shorter than three (3) years; at the moment of application.

2.1.4. Applicants should realize tax obligations, natural persons – the tax on property, and legal persons – the tax on incomes of the corporations and other applicable taxes;

2.1.5. If the land or any other property in which the investment is made is in joint ownership, the applicant must bring the consent form of the co-owners.

2.1.6. In the case the land on the ownership certificate is a mountain or forest land and in the field is agricultural land, the applicant must first change the land destination to the cadastre and then apply. In the cases of land rented by the Kosovo Forest Agency (KFA) or the Privatization Agency of Kosovo (PAK), forest lands are also accepted provided that in the application is attached a certificate from KFA or PAK that the land in question is agricultural land.

3. National standards

3.1. National standards for animal health, animal welfare and environment protection are specified in the Annex no. 1 Manual on Measure 101 Investments in physical assets in agriculture households of this Administrative Instruction. They should be fulfilled at the latest before the request of final payment and verified with the control of the official person at the place of investment.

3.2. In the case of investments in new orchards and vineyards, prior to the signing of the co-funding contract, the beneficiary of the grant must bring the chemical and physical analysis of the land with a positive recommendation on the adequacy of the foreseen investment. If the recommendation is negative, granting the grant is rejected.

4. Economic sustainability

4.1. For investment projects in which the eligible investments are less or equal to EUR 20,000, the applicant shall submit a technical project-proposal according to the model that is published on the website of AAD and MAFRD.

4.2. For investments projects in which the eligible investments are higher than EUR 20,000, the applicant shall submit a business plan according to the model that is published on the website of the AAD and MAFRD.

4.3. Planned investments shall be in line with production capacity.

4.4. During applications evaluation, based on the business plan, ADD officials are obliged to reject the investment part that is inconsistent with this principle.

5. Other eligibility criteria

5.1. Beneficiaries of the projects with the value of eligible investments higher than EUR 50,000, prior to signing the contract with the AAD, shall register their enterprises and all investments/ expenditures shall be invoiced on the name of enterprise.

5.2. Projects funded by Rural Development Program for 2019 shall not be funded by the EU Office in Kosovo or any other local public or international donor. If it is proven that the beneficiary has benefited support for the same project from other donors, he shall not

be given the support or if he received it, he is obliged to return the funds received, and against him/her shall be applied penalties in line with the applicable legislation.

5.3. Beneficiaries of Measure 101 are advised to keep the farm book for the relevant sector, in hard copy or electronically, during the monitoring period. If the grant beneficiary does not keep the book during the monitoring period, it is penalized by not paying direct payments for the relevant investment for the next two years.

5.4. The number of new jobs shall be calculated according to the table in Annex no. 1 Manual on Measure 101 Investments in physical assets in agriculture households of this Administrative Instruction. The number of employees shall be calculated only for new jobs that arise as a result of current cash grant investment.

5.5. Due to the seasonal nature of the work in agriculture, the beneficiary is not obliged to register the jobs declared in the business plan or calculated on the basis of the table to register as full-time jobs.

5.6. The beneficiary, who has applied before the MAFRD and other public institutions or the EU Office, in USAID's AGRO project or other organizations in Kosovo and his project is selected for financing by any institution, should immediately inform the MAFRD/AAD or other relevant institutions.

5.7. The beneficiary shall not be awarded a new project, if the previous project was not regularly completed.

5.8. All investment-related assets - land, stable, animals, orchards, must be registered in the Farm Register.

5.9. Lease contracts shall be notarized or verified by the court, with the exception of lease contracts with the Kosovo Forestry Agency (KFA) and municipalities, which do not have to be notarized.

5.10. In case of contracts leased by the Kosovo Forestry Agency and the Privatization Agency of Kosovo, contracts may be for a shorter period than foreseen for other applicants, provided that they submit a certificate from the lessor stating that there will be no problem with the extension of the contract.

5.11. Land privatized by PAK, which appear in the property certificate as "Land leased for 99 years" is treated as privately owned land. Even the lands purchased by the private landowner are treated as land owned by the buyer.

5.12. Lands with unfinished consolidation are accepted by the decisions of the competent authority, i.e without possession list.

5.13. Land under the mortgage is eligible for investment, either in ownership or leased.

5.14. If from a parcel is leased only one part of it, the applicant prior to the application must make the digitalization of the leased part and a hard copy of the digitized part attach to the application file.

5.15. If parcels are physically alongside each other, they are accepted as a parcel, even when one is leased and the other is owned.

5.16. In case of projects that envisage construction or extension, applicants during the application shall submit:

5.16.1. Ownership certificate– possession list of the parcel on which investment takes place;

5.16.2. In case the land or facility object is lased, the notarized lease contract for at least 10 years, starting from the year of application;

5.16.3. Copy of the parcel plan where investment shall take place;

5.16.4. Copy of sketches of the facility;

5.16.5. Bill of quantity for materials and works foreseen; Specially prepared document - not part of the business plan by the applicant himself or with the help of the constructor;

5.16.6. The municipality's consent proving that should the grant be awarded the applicant will be able to obtain the construction permit;

5.17. Before submitting the payment application to the AAD, the beneficiary shall submit: Construction permit, issued by the competent body of the Municipality.

5.18. In case of construction, expansion or renovation of facilities, establishment of orchards, vineyards and establishment of irrigation system in the lands leased, lease contract should be for at least ten 10 years, counting from the year of application:

5.18.1. The contract should have attached consent of the owner – landlord, for the investment that shall be made in his land.

5.19. The lease contract is not required only in cases when the land owner and the applicant are in partner relations or in straight line of the blood without limits (great – grandfathers, grandfathers, parents, children, grandchildren) and this shall be evidenced by the marriage certificate or birth/death certificate. The applicant shall fill in a written Declaration under oath, which proves that the land to which it applies belongs to his property.

6. Eligible investments:

6.1. Eligible investments are limited in those that are included in the List of Eligible Investments for the Measure 101, indicated as in the Annex no. 1 Manual on Measure 101 Investments in physical assets in agriculture households of this Administrative Instruction.

6.2. Minimum value of eligible expenditures for the project within this measure is EUR 10,000, except the projects of grape sector, where the minimum value of the project is EUR 3,000.

6.3. Maximum value of eligible expenditures for the project within this measure is EUR 100,000.

6.4. Expenditures for the preparation of a business plan or project proposal may not exceed the value of 3% of eligible expenditures, but no more than EUR 1,500.

6.5. In the case of investments foreseeing the construction of a stable or warehouse for the preservation of fruits and vegetables, the expenditures for architect and engineer, various permits and licenses are eligible up to a value of 7% of eligible expenditures, but no more than EUR 3,000.

7. Level of public support

7.1 Minimum value of eligible expenditures for the project within this measure is EUR 10.000, except for the grape sector project, where the minimum value of the project is EUR 3,000;

7.2 Maximum value of eligible expenditures for the project within this measure is EUR 100.000.

7.3 Public support is 60% of eligible expenditures of investment;

7.4 Additional support of 5% is given for investment in mountainous areas and 5% for young farmers (40 years or younger at the moment of application).

7.5 Public maximum support for the period of implementation of the Agriculture and Rural Development Program 2014 – 2020 for the Measure 101 is EUR 400,000 for beneficiary.

7.6 The applicant may apply with several projects during the period of implementation of the Agriculture and Rural Development Program 2014 – 2020, in different years, provided that the previous projects have been successfully completed and public support does not exceed the amount specified in paragraph 7 of this Article.

8. Implementation deadline

8.1. The implementation deadline of the projects under Measure 101 is 90 calendric days, except for the projects that foresee construction of stables or warehouses, in which case the implementation deadline is 120 calendric days, from the date of signing the contract with

the AAD, for the grape sector, for projects whose implementation deadline is 300 days from the date of signing the contract with ADD, due to the spring grape planting period.

8.2. After the implementation deadline, the beneficiary has also 15 additional days for the preparation of documentation and submission of request for payment.

8.3. AAD may extend the implementation deadline by concluding an annex contract in accordance with Law No. 04 / L-077 on Obligational Relationships (Official Gazette No.16/19 June 2012), justifying the extension of the deadline with strong reasons for this, such as respecting the vegetative period of plants, unfavourable weather to perform construction works, bring of specific machinery from one place to another.

CHAPTER III

SUB-MEASURES

III.I. FRUIT SECTOR

Article 7

Eligibility criteria

1. Special eligibility criteria for the sector of fruits, such as: apple, pear, plum, sour cherry, apricot, walnut, hazelnut, cherry, apricot, peach and quince:

1.1 At the moment of applying for investments in the fruit sector, applicants shall prove that they own agriculture land, inherited or rented for at least 10 years, starting from the year of application, and at least 1 hectare. The minimum surface area of the parcel should be 0.35 hectares;

1.2 Beneficiaries for the establishment of new orchards, prior to payment application, if they buy seedlings produced in Kosovo shall submit a copy of the phytosanitary certificate on the health status of planting material complying with the CAC - Conformitas Agraria Communitatis criterion and a copy of the manufacturer's license, while those who import seedlings from EU countries, shall submit a copy of the phytosanitary certificate on the health status of the planting material that meets at least the CAC criterion issued by the manufacturer, the certificate of origin and import permit of the importer;

1.3 Planted fruit tree seedlings shall have attached to the trunk of the tree the label of the certification body.

2. Eligible investments in the fruit sector are:

2.1. Investments in establishing new orchards with a minimum surface area of 1 hectare;

2.2. Investments in installing irrigation systems in the farm, according to the best irrigation practices;

- 2.3. Investments in the production of farm energy from all types of renewable resources;
- 2.4. Investments in the hail protection network system;
- 2.5. Investments in agricultural machinery and equipment for orchards, plant protection, fertilization, harvesting and treatment after harvesting;
- 2.6. Investments for purchasing a tractor for fruit trees;
- 2.7. Investments in the construction and upgrading of facilities for post-harvest activities, building for the placement of machinery, and warehouses for the protection of plant products and artificial fertilizers.

3. Selection criteria:

Table 1 Selection criteria for the fruit sector

No.	Type of criteria	Criterion / Category	Points
1	Production capacity: area that shall be established. In case of investment in infrastructure of orchard, warehouse, irrigation, protection against hail and/or machinery, the points are calculated depending on existing surface areas* or the one that shall be established, whichever is greater.	≥ 3 ha	55
		≥ 1 ha - < 3 ha	50
2	Value of eligible investments	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
3	Contractual relationship	Contract for delivery of at least 50 % of farm production (<i>not required for applicants for establishment of new orchards, if they don't have existing orchards, they receive 3 points from this criteria</i>).	3
4	Protection of environmental and climate change <i>This criterion shall not apply when the investment takes place on surfaces covered by the irrigation system and the applicant gets the points.</i>	Investments in production of energy in the farm from renewal resources (<i>min. 5% of eligible investment</i>).	2
5	Employment	Calculation is done according to the table in Annex no.17 of the manual for application of the measure 101	Max. 10
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
7	Ownership on the land where the investment takes place	Land owned by the applicant	3
8	Professional background	Undergraduate degree in agriculture / food technology in the respective department	5

		Agricultural high school or over two years of working experience in agriculture **	3
9	Farmer's gender	Female applicant	2
TOTAL			100

* The existing surface area shall be proven by receiving direct payment for these areas in the previous year, or if no direct payment, shall be proven by the property certificate and the FIN.

III.II. SECTOR OF VEGETABLES AND GREENHOUSES, INCLUDING POTATOES

Article 8 Eligibility criteria

1. Sector of vegetables and greenhouses – including potatoes:

1.1 At the moment of application for investments in warehouse for fruits and vegetables - including potatoes, the applicants shall prove that they have in possession at least two 2 hectares of agriculture land, owned or leased, for at least 10 years;

1.2 At the moment of application for investments in new permanent greenhouses, the applicant shall prove that he/she has at least 0.10 hectares of arable land registered in the Farm Register;

1.3 The minimum size of a greenhouse is 10 ares.

2. Investments in the sector of vegetables and greenhouses (including potatoes) and for the warehouse:

2.1. Investments on the construction of permanent greenhouses for vegetables, berries plants or seedlings. The minimum surface area of a greenhouse is 0.1 hectare;

2.2. Investments in farm energy production from all types of renewable resources;

2.3. Purchase and installation of equipment for reaching controlled climatic conditions, including greenhouse heating equipment;

2.4. Investments in installing or upgrading greenhouse irrigation systems according to best irrigation practices;

2.5. Construction of facilities for post-harvest treatment - classification, packing, labelling and preservation of products, as well as products warehouses for plant protection and for artificial fertilizers.

2.6. Purchase of a suitable mechanism for growing vegetables in open fields or in greenhouses - machine for planting seedlings, machine for laying the foil.

2. Selection criteria

Table 2. Selection criteria for the sector of vegetables and greenhouses (including potatoes)

No.	Type of criteria	Criterion/Category		Points
		For greenhouses	For warehouses	
1	Production capacity	Over 20 ares	The area with fruit trees and/or vegetables, including the existing ones and those to be planted, is greater than 3 ha *	55
		10 to 20 ares	The area with fruit trees and/or vegetables, including existing ones and those to be planted, is less than 3 ha *	50
2	Value of eligible investments		≤ 30.000	10
			> 30.000 - ≤ 60.000	8
			> 60.000	5
3	Contractual relationship	Contract for delivery of at least 50% of farm production		3
4	Environmental protection and climate change	Investment in production of energy on farm from renewable sources (<i>min. 5% of eligible investment</i>)		2
5	Employment	Calculated based on table in Annex no.17 of the manual for application of the measure 101		Max. 10
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years		10
7	Ownership on the land where the investment takes place	Land owned by the applicant		3
8	Professional background	Undergraduate degree in agriculture / food technology in the respective department		5
		Agricultural high school or over two years of working experience in agriculture **		3
9	Farmer's gender	Female applicant		2
TOTAL				100

3.1 The existing surface area shall be proven by receiving direct payment for these surface areas in the previous year, or if no direct payment, shall be proven by the property certificate and the FIN.

III.III. MEAT SECTOR

Article 9 Eligibility criteria

1. Special eligibility criteria:

1.1. For investments in the meat sector - fattening of calves and pigs, applicants are not obliged to have calves/pigs at the moment of application, but prior to the submission of the request for the last payment shall have at least twenty 20 heads of calves or forty 40 pigs for fattening, with matriculation of the Republic of Kosovo or of the EU countries, and these should be proved with the relevant documents and their presence in the stable.

1.2. The applicant that applies for construction of a stable for calves and pigs, in their project shall also include the manure storage room, with sufficient capacities for at least three 3 months.

1.3. At the moment of application, applicants for fattening of calves shall prove that they possess at least 0,20 hectares of agriculture land per head of calves, owned, inherited or leased for at least three 3 years. In case of investments in agricultural machinery for land cultivation, the duration of the lease shall be at least five (5) years.

2. Eligible investments:

2.1. Construction/renovation/expansion of stables, accompanying facilities - manure storage room, feedstock hangers, silage warehouses and farm infrastructure - such as: water supply at farm level;

2.2. Investments in energy and farm production from all types of renewable resources;

2.3. Investments in modernizing the food and water supply system;

2.4. Investments in agricultural machinery and equipment for cultivation of forage crops and cereals, plant protection, fertilization and harvesting;

2.5. Investment in purchasing a tractor;

2.6. Investments for the cleaning/removal of manure - liquid and solid, and its storage;

2.7. Investments for the production of concentrated fodder, from the total capacity of which, at least 50% will be used for farm needs;

3. Selection criteria

Table 3. Selection criteria for the meat sector

No.	Type of criteria	Criterion/Category	Points
1	Type of investment: In case of investment both from point a) and from point b), the points are calculated from investment with the biggest part	a) Construction / renovation / expansion of stable	30
		b) Machinery and/or improvement to external infrastructure (manure storage room, silage storage, hay storage)	25

	of the funds (maximum 30 points)			
2	Value of eligible investments	≤ 30.000		10
		$> 30.000 - \leq 60.000$		8
		> 60.000		5
3	Production capacity (number of cattle) after project implementation	Calves	Pigs	
		$\geq 20 < 70$ heads	$\geq 40 < 100$ heads	20
		≥ 70 heads	≥ 100 heads	15
4	Experience in relevant production: applicant has cattle/pigs in production*	Applicant has at least 5 heads	Applicant has at least 10 heads	5
5	Contractual relationship	Contract for delivery of at least 50 % of farm production		3
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)		2
7	Employment	Calculated based on the table in Annex no.17 of the manual for application of the measure 101		Max. 10
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years		10
9	Ownership on the land where the investment takes place	Land owned by the applicant		3
10	Professional background	Undergraduate degree in agriculture / food technology in the respective department		5
		Agricultural high school or over two years of working experience in agriculture **		3
11	Farmer's gender	Female applicant		2
TOTAL				100

3.1 It should be proven by certification from the Register for Animal Registration and Identification. This fact is also verified during the first field visit before signing the contract. If at the moment of field visit the number of animals is smaller than that presented in the application, the only acceptable justification is slaughter in the licensed slaughterhouse or the veterinarian's evidence that the animal has died. On the occasion of the first control on the field, the matriculated numbers that must match the numbers stated on the application shall be verified.

III.IV. DAIRY SECTOR

Article 10 Eligibility criteria

1. Special eligibility criteria:

1.1. At the moment of application, the applicants for investments in the milk production sector are not required to have animals, but at the end of investment they shall have at least 10 heifers or dairy cows, or 100 sheep, or 100 goats, registered in the Farm Register and in the Register for Animal Registration and Identification (RARI) in FVA. This provision does not apply to collection points;

1.2. The applicants, who at the moment of application have animals, must provide evidence from the Register for Animal Registration and Identification for existing animals, in order to receive points during the assessment.

1.3. The applicants, who at the moment of application do not have any cows, shall, by the end of investment, be obliged to have at least 10 heifers matriculated and registered in RARI on behalf of the grant beneficiary.

1.4. Milk collection points shall have long-term contracts - at least one year, with at least five (5) farmers who jointly breed at least 30 dairy cows.

1.5. The applicants applying for construction of a stable for dairy cows, in their project shall also include manure storage room, with sufficient capacity for at least three (3) months. - see the list of national minimum standards. The manure storage room is not obligatory for sheep and goat breeders;

1.6. In case of investments in agricultural machinery for land cultivation, applicants must prove that they have at least 0.5 hectare of agricultural land per each cow head, respectively 0.05 hectare of agriculture land per sheep/goat, in its ownership, inherited or leased for at least three (5) years.

2. Eligible investments:

2.1 Construction/Renovation/Expansion of stables, auxiliary facilities and facilities of milk collection centres - fertilizer landfills, bulk fodder hangars, silage warehouses, milking facility and farm infrastructure, such as water and electricity supply;

2.2 Investment in modernization of milking and refrigeration equipment, such as milking equipment, milk storage, including milk storage rooms, lacto-freezers;

2.3 Investments in farm energy production from all types of renewable resources;

2.4 Equipment and machinery for manure disposal;

2.5 Investments in modernization of food and water supply system;

2.6 Investments in agricultural machinery and equipment for the cultivation of forage crops and grains, plant protection, fertilization and harvesting;

2.7 Investment for the purchase of a tractor;

2.8 Investments in the purification/disposal of liquid and solid manure and its storage;

2.9 Investments for the production of concentrated fodder, from the total capacity of which, at least 50% shall be used for farm needs.

3. Selection criteria

Table 4: Selection criteria for dairy sector

No	Type of criteria	Criterion/Category	Points	
1	Type of investment: In case of investment both from point a) and from point b), the points are calculated from investment with the biggest part of the funds (maximum 35 points)	a) Construction/Renovation/Expansion of stable or milk collection point	35	
		b) Machinery and/or improvement of internal and external infrastructure (manure storage room, silage storage, hay storage)	30	
2	Value of eligible investments	≤ 30.000	10	
		> 30.000 - ≤ 60.000	8	
		> 60.000	5	
3	Production capacity: number of animals in active production prior to application, or the number of farmers contracted for collection points	Dairy cows		
		Dairy sheep/goats		
		Milk collection points		
	≥ 5 < 10 heads	≥ 50 < 100 heads	≥ 10 farmers	5
	≥ 10 heads	≥ 100 heads	≥ 10 < 20 farmers	10
4	Contractual relationship	One-year contract* for the delivery of at least 50% of farm production	3	
5	The manner of maintenance after the completion of investment. This criterion shall only apply for dairy cows. Others take 10 points.	Free system of maintenance	10	
		Related maintenance system	5	
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)	2	
7	Employment	Calculation is done according to the table in Annex no.17 of the manual for application of the measure 101	Max. 10	
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10	
9	Ownership on the land where the investment is made	The land in the name of the applicant	3	
10	Professional oversight	University degree in agriculture/food technology	5	
		Agricultural secondary school or over two years of working experience in agriculture **	3	
11	Farmer's gender	Female applicant	2	
TOTAL			100	

3.1 One-year contract shall mean the contract for the year of application.

3.2 During the second field check, upon request for payment, the beneficiary must have the number of heads she has presented in the project.

III.V. GRAPE SECTOR

Article 11

Eligibility criteria

1. Special eligibility criteria:

1.1. The applicants for investment in the grape sector shall prove that they possess, inherited or leased agricultural land for at least 10 years, at least 0.3 hectares of land. The minimum surface area of the parcel shall be 0.1 hectare.

1.2. In case of investments in harvesting and cultivation machinery and equipment, as well as a depot for post-harvest treatment, applicants shall prove that they possess at least 3 hectares of vineyards, owned, inherited or leased for at least 10 years, registered in the Vineyard Register and in the Farm Register.

2. Eligible investments:

2.1. Investments in establishment/modernization of vineyard vineyards plantations in the surface area of 0.3 hectare – converting, replacement for table grape and wine grape;

2.2. Investment for installing irrigation systems, according to the best irrigation practices;

2.3. Investment for the placement of the table grape in the market;

2.4. Investments in production of energy in the farm from all renewal sources;

2.5. Investments in the hail protection network system;

2.6. Investments in holding systems of grape wines and fences;

2.7. Investments in agriculture machinery and equipment for vineyards, machinery for protection of plants, for fertilization, for harvest and post - harvest treatment;

2.8. Investment for the purchase of a tractor;

2.9. Those who possess over 3 hectares of vineyard land are also eligible to apply for the construction of facilities for post-harvesting activities, such as cooling chambers, sorting, cleaning, packing machinery and equipment;

3 Selection criteria

Tabela No. 5 Selection criteria for grape sector

No	Type of criteria	Criterion/Category	Points
1.	Production capacity: surface area to be established. In case of investment in warehouse and/or machinery, the points are calculated depending on the existing surface area or the area to be established, whichever is the greater.	≥ 3 ha	50
		≥ 1 ha - < 3 ha	45
		≥ 0.30 ha - < 1 ha	40
2	Value of eligible investments	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
3	Contractual relationship	Contract for delivery of at least 50% of the farm production (<i>applicants are not required to apply for the establishment of new vineyards if they do not possess existing vineyards, they receive 5 points from this criterion</i>)	5
4	Employment	Calculation is done according to the table in Annex no.17 of the manual for application of the measure 101	Max. 10
5	Place of investment	Municipalities: Rahovec, Suhareka, Prizren, Gjakova, Malisheva, Mamusha, Peja, Istog and Klina.	5
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
7	Ownership on the land where the investment is made	The land is in the name of applicant	3
7	Professional support	University degree in agriculture/food technology	5
		Agricultural secondary school or over two years of working experience in agriculture **	3
8	Farmer's gender	Female applicant	2
TOTAL			100

III.VI. SECTOR OF EGGS

Article 12

Eligibility criteria

1. Special eligibility criteria:

1.1. The applicants for investment in the sector of eggs shall prove the possession of at least 5,000 egg laying hens in active production.

1.2. The applicants applying for construction of chicken farm, in their project shall include the manure storage room with sufficient capacity for at least 3 months. (see the list of national minimum standards).

1.3. Applicants in the sector of eggs, when applying, should note in the business plan when they will change the inturnus and how long the breaks will be without production. The applicant must also submit the last supply bill with chickens.

1.4. In case of diseases which affect a large number of chickens, a medical certificate from veterinarian of the area must be provided.

2. Eligible investments are:

2.1. Construction/Renovation/Expansion of stables and eggs storage rooms;

2.2. Investments in internal infrastructure - poultry nutrition and drinking systems and equipment for microclimate regulation, equipment for manure disposal, egg classification;

2.3. Investment in cages, only according to EU standards;

2.4. Construction and renovation of feed storage facilities, including feed preparation, treatment, packing equipment and egg storage rooms;

2.5. Investments in energy equipment or power generation in the farm from all types of renewable resources;

2.6. Investments in cleaning/disposal of manure and its storage.

2.7. Investment for production of concentrated feed from the total capacity of which at least 50% shall be used for farm needs.

3. Selection criteria

Table No. 6 Selection criteria for the sector of eggs

No	Type of criteria	Criterion/Category	Points
1	Type of investment: In case of combined investment, points are calculated by the investment with the largest part of means (maximum 25 points)	a) Construction/Renovation/Expansion of stable	25
		b) Improvement of farm's internal infrastructure; construction of feed storage warehouses; manure treatment; eggs storage room; Agriculture machinery and equipment	20
2	Production capacity: number of egg laying hens in active production, prior to application	≥ 5,000 - < 25,000 egg laying hens	15
		≥ 25,000	10

3	Manner of keeping the chickens	Free system, in the nature	15
		Free system, in the floor	10
		In cage, in compliance with the EU standards	5
4	Value of the investment	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
5	Contractual relationship	Contract for the delivery of at least 50% of the farm production	3
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)	2
7	Employment	Calculation based on the table in Annex no.17 of the manual for application of the measure 101	Max.10
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
9	Ownership on the land where the investment is made	The land is in the name of applicant	3
10	Professional oversight	University degree in agriculture/food technology	5
		Agricultural secondary school or over two years of working experience in agriculture **	3
11	Farmer's gender	Female applicant	2
TOTAL			100

3.1 In cases where the applicants have the same number of points, priority is given to the projects submitted earlier this applies to all sub-measures of this measure.

CHAPTER IV

MEASURE 103

INVESTMENTS IN PHYSICAL ASSETS IN PROCESSING AND TRADING OF AGRICULTURE PRODUCTS

Article 13 Beneficiaries

1. Final Beneficiaries:

1.1 Enterprises of processing of milk, meat, fruits and vegetables as well as producers of wine registered in the Agency for Registration of Businesses of Kosovo with experience at least two (2) years in relevant sub – sector may be beneficiaries;

1.2 In the wine sector, applicants shall also be registered in the Register of Wine Producers in Kosovo;

1.3 The Applicant cannot benefit from a project if it is in violation of Law No. 06/L-011 on Prevention of Conflict of Interest in Discharge of a Public Function and the Law 03/L-149 on Civil Service of the Republic of Kosovo.

1.4 All beneficiaries of rural development projects are obliged to maintain their investments according to the approved project over three (3) years after the date of execution of payment, as is the duration of the monitoring period.

1.5 If you do not maintain the investment, the beneficiary is obliged to return the publicly funded amount of public support.

1.6 The Applicant cannot benefit from a project if it is in violation of Law No. 06/L-011 on Prevention of Conflict of Interest in Discharge of a Public Function and the Law 03/L-149 on Civil Service of the Republic of Kosovo.

1.7 All the beneficiaries of rural development projects shall, after completing the investments, have the project functioning according to the Business Plan, the RDP, and the criteria set out under this Administrative Instruction;

1.8 The request for payment shall be rejected for projects if no activity pointed out has been finalized during the assessment process.

2. Joint eligibility criteria

All applicants of this measure shall be registered in the Farm Register.

2.1. Types of supported enterprises

2.1.1. This measure supports small and medium enterprises, defined according to Law No. 04/L-220 on Foreign Investment, (Official Gazette No.1/09 January 2014).

2.1.2. Small enterprises should have employed 10 to 49 employees;

2.1.3. Medium enterprises should have employed 50 to 249 employees.

2.2. International standards

2.2.1. The beneficiaries of this measure, scored for having invested in HACCP and ISO 22000, at the end of the investment shall have completed, or are in the process of certification with the HACCP standard and/or ISO 22000 standard.

2.2.2. Official evidence of successful certification must be submitted in AAD, no later than 12 months upon implementation of the project.

2.3. Economic sustainability of the enterprise

2.3.1. Applicants must submit a business plan, in accordance with the model required by the Agency for Agricultural Development.

2.3.2. Applicants must demonstrate, in the business plan, the enterprise's economic sustainability at the end of project implementation.

2.3.3. The enterprise shall demonstrate that it can fulfil its obligations and debts regularly, without compromising the normal operation of the enterprise. In case of construction/renovation/extension, applicants shall also submit the technical project of the construction/renovation/extension plan.

2.3.4. The model of the business plan and instructions for its preparation shall be part of the application form, published on the websites of AAD and MAFRD.

3. Other eligibility criteria

3.1 In case of construction/renovation/extension projects, applicants shall submit as follows:

3.1.1. Certificate of ownership (possession paper) of the parcel on which the investment will be made;

3.1.2. In case the land or facility is leased, the notarized lease contract for at least 10 years, starting from the year of application. The contract must also contain the consent of the owner - Lessor for the investment to be made on his/her land or facility. Consent may be part of the lease contract or separately;

3.1.3. Copy of the parcel plan where the investment is made;

3.1.4. Copy of sketches of the facility;

3.1.5. Bill of quantity of the materials and the foreseen works;

3.1.6. Consent from the competent body – Municipality for construction permit, in cases of construction/extension projects, but not in cases of renovation projects.

3.1.7. If the land or any other property in which the investment is made is in co-ownership the applicant must bring the consent of the co-owners.

3.2. Before submitting a payment application to the Agency for Agricultural Development, he/she shall submit:

3.2.1. Construction Permit issued by the competent body - Municipality. Permit is not required for renovation projects;

3.2.2. Environmental impact assessment, if provided for by law;

3.2.3. Beneficiaries should have complied with tax liabilities, namely corporate income tax and other applicable taxes;

3.2.4. Beneficiaries may not be awarded a new project if previous projects have not been completed in accordance with the contract signed with AAD;

3.2.5. Projects funded by the Rural Development Program 2019 are not allowed to be funded either by the EU Office in Kosovo or any other local or international public donor. If the beneficiary has received support for the same project from another donor, he/she shall not be granted or if he/she received the support, will be obliged to return the funds received, and against him shall be applied penalties in line with the Law;

3.2.6. The beneficiary who has applied with MAFRD / AAD and other public institutions, or EU office in Kosovo, and whose project has been selected for funding by any of the institutions shall immediately inform the MAFRD/AAD or other relevant institutions;

3.2.7. The beneficiaries, who in their business plan have stated that they will create new jobs and have gained points during the evaluation, shall create them and certify this with the payment of the pension contribution and income tax, starting at least from the last month before the last payment application. Beneficiaries are obliged to keep these jobs filled with full-time staff for three (3) years, the duration of the monitoring period;

4. Investments/expenditures eligible for all sub-measures

4.1. Construction/renovation/extension of facilities;

4.2. Purchase of new machinery and equipment, including computer software necessary for the operation of production lines or other primary functions related to the main activities of the enterprise;

4.3. Investments are eligible in sub-sectors of milk, meat, fruit and vegetable processing, as well as wine production, including marketing expenditures for their promotion;

4.4. Eligible marketing expenditures for all sub-measures of Measure 103 are: preparation and printing of catalogues, leaflets, brochures, posters, promotion of products, but not their distribution. Eligible marketing expenditures are also the production of promotional audio and video clips, but not their distribution to the media;

4.5. The maximum eligible marketing expenditures are limited to 5% of the total eligible expenditures, but not more than ten thousand euros (10,000.00€);

4.6. Other project-related expenditures, such as: architect, engineer and pre-study expenditures, as well as issuance of relevant documents and permits are eligible up to 7% of eligible expenditures, but not more than fifteen thousand euros (15,000.00€), while the

expenditures for preparing the business plan are eligible up to 3% of eligible expenditures for the project, but not more than five thousand euros (5,000.00€);

4.7. Administrative expenditures, although occurring prior to signing the contract, are only eligible if the project is selected and contracted by the Agency for Agricultural Development.

5. Level of public support

5.1. Minimum value of eligible expenditures for project within this measure is thirty thousand euros (30,000.00€);

5.2. Maximum value of eligible expenditures for project within this measure is four hundred thousand euros (400,000.00€);

5.3. Public support is 50% of eligible investment expenditures;

5.4. Payment for the Measure 103 is carried out in two instalments; the first part of public support in the amount of 50 % is carried out in the form of advance after signing the contract with the beneficiary, under the condition of assurance of bank guarantee, and other remained part of 50 % is paid after the verification of completion of the general investment.

5.5. Bank guarantee should only be provided for the advance payment of 50% of the public support;

5.6. The bank guarantee shall be provided for the period of time for as long as project implementation lasts.

5.7. Maximum public support for the period of implementation of the Agriculture and Rural Development Program 2014-2020 for Measure 103 is eight hundred thousand (800.000.00€ for beneficiaries;

5.8. The applicant may apply with several projects during the period of implementation of the Agriculture and Rural Development Program 2014-2020, over different years; provided that previous projects have been successfully completed and public support does not exceed the above mentioned amount.

6. Implementation deadline

6.1. The deadline for implementation of projects of this measure is ten (10) months from the date of signing the contract with AAD.

6.2. After this period, the beneficiary has also 15 additional days for the preparation of documentation and submission of the payment application.

6.3. AAD may extend the implementation deadline for a maximum of two (2) months, if there are good reasons for this, such as bringing of any specific machinery from another country.

CHAPTER V

SUB-MEASURES

V.I. MILK AND MEAT PROCESSING SECTOR

Article 14

Eligibility criteria

1. Special eligibility criteria

1.1. Applicants shall be registered with the Kosovo Business Registration Agency (KBRA) in the respective activity at least two (2) years prior to the date of application and approved by the FVA at least two (2) years prior to the application date.

1.2. Enterprises should be categorized as follows:

1.2.1. Category "A"= low risk level;

1.2.2. Category "B" = medium risk level;

1.2.3. Category "C"= high risk level;

1.2.4. Category "D"= very high risk level

1.3. Applicants of category "A" and "B" are not eligible in case of construction of new facility. They are eligible in case of renovation and expending of existing facility and investment on equipment.

1.4. Applicants of category "C" are eligible for new construction, providing that the existing facility is closed or existing facility's renovation and expansion.

1.5. Applicants of category "D" are eligible only in case of construction of a new facility and closure of existing facility. These applicants may apply also for equipment and other investments.

2. Eligible investments

2.1. Eligible investments for milk processing sector are as follows:

2.1.1 Investments in renovation/expansion of dairies;

2.1.2 Investments in construction of new dairies which at the time of application fall under category “C” or “D”;

2.1.3 Investments in hygiene improving equipment, as well as production quality and safety– particularly for complying with HACCP and/or ISO standards 22000;

2.1.4 Investments in equipment for improving environment protection, particularly for waste and water treatment management;

2.1.5 Investments in specialized transport means;

2.1.6 Investments in equipment for new products and modern packages;

2.1.7 IT equipment, hardware and software for monitoring, controlling and management;

2.1.8 Investments in technology for production of renewable energy;

2.1.9 Investments in cooling equipment;

2.2. Eligible investments for meat processing sub-measure:

2.2.1. Investments in renovation/extension of existing facilities, including cooling chambers, along with equipment;

2.2.2. Investments in construction of new processing facilities for enterprises which at the time of application fall under category "C" or "D";

2.2.3. Investments in meat processing equipment;

2.2.4. Investments in equipment for improvement of hygiene, as well as quality and safety of the production – particularly for achievement of HACCP and/or ISO standards 22000;

2.2.5. Investments in equipment for improvement of environment protection, particularly for management of waste and water treatment;

2.2.6. Investments for quality control equipment, including relevant laboratories;

2.2.7. Investments for refrigeration and freezing equipment for the storage of finished products;

2.2.8. Specialized vehicles for the transfer of raw materials and finished products;

2.2.9. Investments in technology for production of renewable energy;

3. Selection criteria

Table No. 7 Milk processing sub-measure

No.	Selection criteria	Points
1.	Enterprises that apply for certification with HACCP and/or ISO 22.000 which specify necessary investments for certification with these standards	35
	Enterprises that are fully certified by HACCP and/or ISO 22000	40
2.	Investments that lead to the diversification of production with at least two new products	10
3.	Applicant's sales during 2018 as in the following:	Max.
	≥ 200,000 € - < 2,000,000 € - 10 points	10
	≥ 2,000,000 € - < 5,000,000 € - 7 points	
	≥ 5,000,000 € - 5 points	
4	The applicant has not benefited from MAFRD grants during the last two years	10
5.	At least 10% of eligible investment dedicated to environment protection investment in waste management and water treatment	10
6.	At least 5% of eligible investment dedicated to power generation from renewable sources	5
7.	Creation of new jobs: 1 point for each new employee, but no more than 10 points in total	Max. 10
8.	The applicants had a positive business in the last 2 years – (see the document: General situation of declarations and other transactions by TAK)	5
TOTAL		100

Table No. 8 Meat processing sub-measure

No.	Selection criteria	Points
1.	Enterprises that apply for certification with HACCP and/or ISO 22.000 which specify necessary investments for certification with these standards.	35
	Enterprises that are fully certified under HACCP and / or ISO 22000.	40
2	For meat processors Investments seeking product diversification with at least two new products	10
3.	At least 30% of raw material (animals or meat) used comes from local production. This shall be evidenced with adequate contracts with slaughterhouses.	10
4.	The applicant has not benefited from MAFRD grants during the last two years	10
5.	At least 10% of eligible investment dedicated to environment protection investment in waste management and water treatment.	10

6.	At least 5% of eligible investment dedicated to power generation from renewable sources	5
7.	Creation of new jobs: 1 point for each new employee, but no more than 10 points in total	Max. 10
8.	The applicant had a positive business in the last 2 years – see the document: (General situation of declarations and other transactions by TAK)	5
TOTAL		100

V.II. SECTOR OF FRUITS AND VEGETABLES PROCESSING

Article 15 Eligibility criteria

1. Special eligibility criteria:

1.1. Applicants shall be registered with the Kosovo Business Registration Agency (KBRA) in the relevant activity for at least two (2) years, prior to the application date, and shall be registered by the FVA at least two (2) years prior to the application date;

1.2. In case of investment in new collection and packaging centres, the minimum storage capacity should be at least 1000 m³ of production. In case of expansion of the existing facility, this facility shall have a minimum capacity of 500 m³, while the expanded facility shall reach a minimum capacity of 1000 m³.

2. Eligible investments:

2.1. Investments in construction/ renovation and expansion of facilities for processing;

2.2. Investments in lines for conservation/ pasteurization of fruits and vegetables;

2.3. Investments in equipment for improving hygiene, as well as quality and safety of products – particularly to achieve the HACCP and/or ISO 22000 standards;

2.4. Investments in facility and equipment for post-harvest treatment, drying, classification and storage;

2.5. Investments in equipment packaging, labelling, including lines of loading, wrapping and other specialized equipment;

2.6. Investment in equipment for cooling chain, including warehouse for cooling and freezing, freezing tunnels, transport means with refrigerator and other necessary equipment in order to provide continuation of chain of cooling;

2.7. Investments in equipment for improving environmental protection, particularly for waste management and water treatment;

- 2.8. Investments for equipment for control of quality, including relevant laboratories;
- 2.9. Specialized vehicles for transport of raw material and available products with cooling and without cooling;
- 2.10. IT equipment, hardware and software for monitoring, control and management;
- 2.11. Investments in technology for renewable energy production;

3. Selection criteria

Table No.9 Sub-measure for fruits and vegetables processing

No.	Selection criteria	Points
1.	1.a) Investment in construction of new facility (factory for processing and/or warehouse for storage)	45
	1.b) Investment in renovation and/or expansion of existing facilities	40
	1.c) Machines and equipment	35
2.	Investments enabling product diversification with at least two new products	10
3.	At least 80% of collected produce is of local origin. This shall be evidenced through contracts with farmers and quantities received	5
4.	The applicant has not benefited from MAFRD grants during the last two years	15
5.	At least 5% of eligible investments dedicated to environment protection investment in waste management and water treatment	5
6.	At least 5% of eligible investments dedicated to generation of power from renewable sources	5
7.	Employment generation: 1 point for each new employee, but not more than 10 points in total	Max. 10
8.	Applicants exhibited successful business in the last 2 years (see the document: General situation of declarations and other transactions from TAK).	5
TOTAL		100

In case of investments referred to under point 1a, 1b and 1c, the points shall be calculated from the investment in the highest value.

V.III. SECTOR OF WINE PRODUCTION

Article 16 Eligibility criteria

1. Specific eligibility criteria for wine production:

1.1. Enterprises registered in the Register of Wine Producers and Kosovo Business Registration Agency (KBRA) and at least two (2) years of experience before the application date, and wine producers providing at least 50% of the raw material – grape from other producers – not own production, shall be eligible to apply.

1.2. This criterion shall not apply to wine producers owing more than 50 ha of vineyards.

1.3. The applicants must prove that they have declared annual production of wine and of the stocks remained.

2. Eligible investments for wine production

2.1. Construction/ renovation/expansion of facilities for wine production and processing;

2.2. Investments in equipment for wine processing;

2.3. Investments in equipment for improving hygiene, as well as quality and safety of production – particularly to achieve the HACCP and/or ISO 22000 standards;

2.4. Investments in equipment for packaging, labelling, including lines of loading, wrapping and other specialized equipment;

2.5. Investments in technology for production of renewable of energy;

2.6. Investments for equipment for the control of quality of wine, including relevant laboratories;

2.7. IT equipment, hardware and software for monitoring, controlling and managing wine production.

3. Selection criteria -

Table No.10 Sub-measure for wine processing

No	Selection criteria	Points
----	--------------------	--------

1.	a. Investments in lines of production for wine in bottle, including sparkling wine	60
	b. Investments in facilities and/or equipment for storage. Warning: Points from this criterion shall be calculated provided that at least 25% of the general investments are dedicated to the investment under this criterion	50
2.	At least 80 % of grape processed is from local production. This must be proved through the quantity produced by self-applicant and /or contracts with the farmers and received quantity	10
3.	Applicant has not benefited grants from the MAFRD in the past two years	10
4.	At least 5% of eligible investments are dedicated to generation of power from renewable sources	5
5.	Employment generation: 3 points for each new worker, but not more than 10 points in total	Max. 10
6.	Applicants exhibited successful business in the last 2 years (see the document: General situation of declarations and other transactions from TAK)	5
TOTAL		100

3.1 In cases where applicants have the same number of points, priority is given to projects submitted earlier; this applies to all sub-measures of this measure.

CHAPTER VI

MEASURES 302

FARMS DIVERSIFICATION AND BUSINESSES DEVELOPMENT

Article 17 Beneficiaries

1. Final beneficiaries:

1.1. Final beneficiaries in this measure shall be farmers, according to the definition by the Law No. 04/L – 090 on Amending and Supplementing of the Law No. 03/L – 098 on Agriculture and Rural Development and other agricultural enterprises registered in the Farm Register. Law No. 04/L-220 on Foreign Investment (Official Gazette No. 1/09 January 2014);

1.2. Micro enterprise shall have employed up to nine (9) workers;

1.3. Small enterprise shall have employed from ten (10) to forty – nine (49) workers;

1.4. LAG - as beneficiaries - accredited by the Ministry;

1.5. All beneficiaries of rural development projects are obliged to maintain their investments according to the approved project over three (3) years after the date of payment execution, as long as the monitoring period lasts;

1.6. If the beneficiary does not maintain the investments, is obliged to return the funded amount of public support;

1.7. The applicant cannot benefit a project if it is in violation of Law No. 06/L-011 on Prevention of Conflict of Interest in Discharge of a Public Function and Law No. 03/L-149 on Civil Service of the Republic of Kosovo;

1.8. All beneficiaries of rural development projects shall, after the finalization of investments, keep their projects functional according to the Business Plan, Contract, RDP and this Administrative Instruction;

1.9. The request for payment will be rejected for projects that have not finalized any activity that has been highlighted during the evaluation process.

2. Joint eligibility criteria:

2.1. They should be registered in the Farm Register;

2.2. If the applicant is a natural person, he shall be older than 18 years old, but not older than 65 years old;

2.3. Applicants shall submit an application with all required documents indicated in the list of documents required and presented in the Annex No. 3 of the Guideline on Measure 302 - Farms Diversification and Business Development of this Administrative Instruction.

2.4. Investment shall take place in rural areas or mountain areas, as defined by MAFRD;

2.5. Natural person shall have finished at least elementary compulsory education (8 or 9 years) – in case of legal person, this shall apply to the owner/authorized person;

2.6. Possession list and copy of plan shall be obligatory for all applicants;

2.7. The Applicants shall have settled tax obligations; natural persons – the tax on property, and legal persons – the tax on profit of corporations and other applicable taxes;

2.8. The Applicants shall not have financial obligations to MAFRD;

2.9. All the beneficiaries of rural development projects shall be obliged to maintain their investments according to projects approved during three (3) years after the project implementation, as long as the monitoring period lasts. If the beneficiary does not maintain the investments, he shall be obliged to return the funded amount of the public support;

2.10. For investment projects in which the eligible investments are smaller or equal to EUR 20,000, the applicant shall submit a project - proposal according to the AAD model. Project – proposal for sub measure of rural tourism shall be specific;

2.11. For investments projects in which the eligible investments are larger than EUR 20,000, the applicants shall submit a business plan according to the AAD model. Business plan for sub-measure of rural tourism shall be specific;

2.12. Models for project – proposal for a business plan shall be published on the website of the Agency for Agricultural Development (AAD) and MAFRD and shall be available to all applicants;

2.13. All beneficiaries who stated in their business plan that they will generate employment and for this they scored points during the evaluation, shall generate employment and prove with the payment of pension contribution and wage tax at least for the last month before the request for final payment is submitted. For these jobs, beneficiaries shall be obliged to employ full-time employees for three (3) years, as long as the monitoring period lasts;

2.14. Projects funded by the Rural Development Program 2019 cannot be funded by the EU Office in Kosovo or by any other public or international donor. If it is confirmed that the beneficiary has benefited support from other donors for the same project also, he shall not receive support or if he has already received it, he shall be obliged to return the funds received, as well as the penalties shall be applied pursuant to the Law;

2.15. Beneficiary, who has applied in the MAFRD/AAD and other public institutions or in the EU Office in Kosovo and its project is selected for funding from any of institutions, shall immediately inform MAFRD/AAD or other relevant institutions;

2.16. Beneficiaries may not be granted a new project if the previous projects were not finished in compliance with the contract signed with the AAD;

2.17. The applicant may apply only with one project within the year;

2.18. The maximum public support for the implementation period of the Agriculture and Rural Development Program 2014-2020 for Measure 302 shall be € 150,000 per beneficiary;

2.19. If the land or any other property where the investment is made is in co-ownership, the applicant shall submit the consent of the co-owners;

2.20. A tenancy contract is not required only in cases where the landowner and the applicant are in a conjugal relationship or in a straight line of blood without boundaries, such as: grandparents, parents, children, grandchildren, and so on, and this is evidenced by marriage certificate or birth certificate and/or death certificate. Also, the applicant shall complete the Sworn Declaration, which proves that the land with which he applies is inherited by him.

2.21. When applying for projects of construction/expansion/renovation, the following shall be submitted:

2.21.1. Copy of sketches;

2.21.2. Bill of Quantities for expenditures for materials and work;

2.21.3. Possession list and copy of the plan shall be obligatory for all Applicants;

2.21.4. If the land is leased - the notarized lease contract for at least 10 years for the parcel or facility where construction/extension/renovation will take place, and for projects that do not foresee construction/extension/renovation on someone else's property, notarized contract lease for five (5) years shall be sufficient;

2.22. In case of construction/expansion projects, before submitting the request for payment in AAD, the potential beneficiary shall submit the following:

2.22.1. Construction permit from the municipality, if the constructions are above 10 m²;

2.22.2. Environmental Impact Assessment, – if required by the Law;

2.22.3. In case of construction/expansion in spaces of national parks, MESP consent shall be required.

2.22. For Sub-measure 302.4, the potential beneficiaries who apply to invest in the facilities included in the List of Culture Heritage, before the signing of the contract with the Agency of Agriculture Development, shall obtain the consent from Ministry of Culture/Department of Culture Heritage.

2.23. For sub-measure 302.5 - Aquaculture/fish farming; prior to the request for payment, license for aquaculture/fish farming activities shall be submitted.

3. Eligible investments for all sub-measures:

3.1. Eligible expenditures shall be limited to those that are included in the list of eligible investments in the Annex No. 3 of the Guideline on Measure 302 - Farms Diversification and Business Development of this Administrative Instruction.

3.2. Maximum eligible expenditures for promotion cannot exceed 10% of the general value of the eligible investment. Investments for promotion of produced and processed products shall be: promotional materials, payments for participation in local/national fairs, website, etc.

3.3. Expenditures for the preparation of the business plan or project – proposal cannot exceed the value of 3 % of eligible expenditures;

3.4. In case of the investments that foresee the construction and renovation of the facilities, expenditures for the architect and engineers shall be eligible up to the value 7 % of eligible expenditures.

4. Public support level

4.1. The maximum value of eligible expenditures for the project, for sub-measures shall be:

4.1.1 Sub-measure 302.1 - Honey productions shall be twenty thousand euros (20,000.00€);

4.1.2 Sub-measure 302.2 - Processing of agricultural products in households shall be twenty thousand euros (20,000.00€);

4.1.3 Sub-measure 302.3 - Development of craft activities shall be thirty thousand euros (30,000.00€);

4.1.4 Sub-measure 302.4 - Development of rural tourism shall be fifty thousand euros (50,000.00€);

4.1.5 Sub-measure 302.5 - Aquaculture/fish farming shall be fifty thousand euros (50,000.00€);

4.1.6 Sub-measure 302.6 - Raising poultry for eggs or meat shall be fifty thousand euros (50,000.00€);

4.2. The minimum value of eligible expenditures for the project, for sub-measures shall be five thousand euros (5,000.00€);

4.3. Public support shall be 65% of all eligible expenditures of the investment;

4.4. Additional support from 5% shall be given for the investments in mountain areas.

5. Implementation period

5.1. The implementation period of the projects of this measure shall be 90 days from the day of signing the contract with the AAD, except for sub-measure 302.5 - Aquaculture/fish farming, in which the project implementation period is ten (10) months (300 days) with the possibility of extension in accordance with the legislation in force.

5.2. After the period from 90 days, the beneficiary shall have 15 additional days to prepare the documentation and to submit the request for payment.

5.3. AAD may extend the period of implementation for a maximum of 30 days, if there are sustainable arguments, such as bringing of any specific machinery from another country.

CHAPTER VII

SUB-MEASURES

VII.I. HONEY PRODUCTION

Article 18

Eligibility criteria

1. Specific eligibility criteria

Applicant shall have at least 50 beehives.

2. Eligible investments:

2.1. Purchase of beehives;

2.2. Purchase of machinery and equipment for honey production and processing;

2.3. Trailers specialized for conveyance of hives, only those above 100 hives;

2.4. Investments in equipment for extraction of bee products;

2.5. Investments in equipment for cultivation of parents;

- 2.6. Construction/ renovation/expansion of honey room;
- 2.7. Purchase of laboratory equipment for the analyses of bee products;
- 2.8. Purchase of technological lines for loading and packaging of honey;
- 2.9. Purchase of equipment for renewable energy;

3. Selection criteria

Table No. 11 Production of honey

No.	Type of criteria	Criterion / Category	Points	
1.	Farm size at the time of application	Number of hives	50 - 100	50
			101 - 300	45
			> 300	40
2.	Business registration	The Applicant is registered in the Business Registry (with code 01.49 Cultivation of other animals)	5	
3.	Employment	Generation of one job POP (POP = full time job = 220 working days per year)	5	
4.	Applicant's address / residence **	Located in a mountainous area	10	
		Located in a rural area	5	
5.	First time support	The Applicant or its economic household have not benefited from MAFRD grants in the last three years.	10	
6.	Gender	Female Applicant	2	
7.	Age	The Applicant is 40 or younger	5	
8.	Education	University degree in agriculture, veterinary / food technology	5	
9.	Organic farming	Certified for organic farming	8	
TOTAL			100	

3.1. Farm size at the time of application - Individual evidence certified by the Municipal Directorate for Agriculture - Municipality, for the number of bee societies and the location of bee societies according to Law No. 02/L-111 on Apiculture (Official Gazette No.35/15.08.2008)

3.2. Applicant's address / residence -The applicant address shall mean the address of his household residency, namely that of the business owner applying. In cases when applicant alleges that his place of residence is in the altitude over 700 m, but it is not included in the list of mountainous areas, he shall indicate in the business plan/project-proposal the fact that his place of residence, based on own measurements is at such altitude. When evaluating the project, this claim is accepted by the evaluating officer, but this fact is verified during the first field check by the AAD official.

VII.II. PROCESSING OF HOUSEHOLD AGRICULTURAL PRODUCTS

Article 19

Eligibility criteria

1. Specific eligibility criteria:

1.1. In case wine and brandy (rakija) production, the Applicant shall own less than three (3) hectares of vineyards/orchards;

1.2. In case of milk processing, the Applicant's processing capacity shall not exceed five hundred (500) litres per day;

2. Eligible investments:

2.1. Construction/renovation/expansion of the facilities for production, processing and storage of products;

2.2. Construction/renovation/expansion of facility with traditional view for the use as selling points for local products - describe in project proposal;

2.3. Investments in machines and equipment for milk processing – including mobile units for milk processing, processing of fruits and vegetables, cleaning, classification, drying, collection, pasteurization, storage, refrigerators with cooling and freezing, oven for pasta, various mixing pasta, equipment for the production of brandy (rakia), and equipment for filling brandy (rakia) and wines;

2.4. Investments for purchase of equipment for measurement, packaging and labelling;

2.5. Investments in purchase of equipment for renewable energy;

2.6. Investments in specific equipment to improve food safety and quality;

1. Selection criteria

Table No.12 Processing agricultural products in households

No.	Type of criteria	Criterion / Category	Points
1	Origin of raw material (to be described in project proposal or business plan)	More than 50% of the raw material for processing is produced at the Applicant's farm	50
		The Applicant obtains more than 50% of raw material for processing from other local producers	45

2	Applicant's experience in processing activities (for natural persons, describe in the project proposal or business plan (with FIN)); (business certificate for enterprises)	At least one year experience in activities for which he applies	20
		No experience in activities for which applies	15
3	Employment	Creating a new job (POP)	8
4	Investment place	Investment in mountainous area	10
		Investment in rural area	5
5	Gender	Female Applicant	2
6	Age	Applicant is 40 or younger	10
TOTAL			100

VII. III. PERFORMING HANDICRAFT ACTIVITIES

Article 20

Eligibility criteria

1. Specific eligibility criteria:

No specific criteria

2. Eligible investments:

2.1. Construction/renovation/expansion of buildings for conducting craft activities and products storage;

2.2. Construction/renovation/expansion of buildings with traditional view to be used as selling points for local products – describe in project-proposal;

2.3. Investments in the purchase of equipment for knitting and weaving of fabrics;

2.4. Investments in the purchase of equipment for the processing of carpets and rugs;

2.5. Investments in the purchase of equipment for processing of leather;

2.6. Investments in the purchase of equipment for metal processing;

2.7. Investments in the purchase of equipment for wood processing;

2.8. Investments in the purchase of equipment necessary for conducting other craft activities.

2. Selection criteria

Table No.13 Conducting craft activities

No.	Type of criteria	Criterion / Category	Points
1	Applicant's gender	Investment is headed by female Applicant	55
		Investment is headed by male Applicant	45
2	Applicant's experience in processing activities (for natural persons, describe in the project proposal or business plan (with FIN)); (business certificate for enterprises)	At least one year experience in one of craft activities for which applies	15
		No experience in any of craft activities for which applies	10
3	Age	Applicant is 40 or younger	10
4	Investment place	Investment in mountainous area	10
		Investment in rural area	5
5	Employment	Creating a new job POP	10
TOTAL			100

VII.IV. DEVELOPMENT OF RURAL TOURISM

Article 21

Eligibility criteria

1. Specific eligibility criteria

1.1. The Applicant shall:

1.1.1. Prove that the building being renovated/expanded is adapted to the relevant traditional style of rural area.

1.1.2. substantiate with photos the existence of that building with traditional views at the time of application;

1.1.3. Beneficiaries who plan to invest in buildings included in the List of Cultural Heritage, before signing the contract with the Agency for Agricultural Development,

shall obtain the consent from the relevant Ministry of Culture/Department of Cultural Heritage;

1.1.4. submit the conceptual design prepared by a graduated architect - certified by a university degree, adapted to the building view as shown in the photo when applying;

1.1.5. In case of projects with hostel, at the end of investment the building shall have not less than 5 beds and no more than 20 beds;

1.1.6. Number of seats for food services provision shall not exceed 50;

1.1.7. In case of investments in constructing pedestrian and cyclists paths in the area around rural tourism buildings, and when these paths cross private properties, notarized consent of owners whose properties this path crosses shall be provided at the time of application;

2. Eligible investments:

2.1. Renovation/expansion of traditional buildings to be used as hostels and provision of catering services – not less than 5 and not more than 20 beds;

2.2. Renovation/expansion of buildings with traditional view, as mills, towers, traditional houses, etc., to be used as selling points for local products, provision of traditional catering services and provision of touristic information for the area;

2.3. Investments in construction of pedestrians and cyclists paths in the surrounding area of rural tourism buildings;

2.4. Purchase of furniture for regulating rooms, bathrooms, kitchen, dining rooms – beds, sofas, tables and chairs;

2.5. Purchase of equipment for renewable energy production;

2.6. Purchase of equipment for children fun activities - toboggan, swings, table-tennis, etc.;

2.7. Investments in website development;

3. Selection criteria:

Table Nr.14 Rural Tourism Development

No.	Type of criteria	Criterion/Category	Points
1.	Applicant's experience in processing activities (for natural persons, describe in the project proposal or business plan (with FIN)); (business certificate for enterprises)	At least one year experience in tourism service provision	35
		No experience in tourism services provision	25
2.	Investment place	Investment in mountainous area	10
		Investment in rural areas	5
3.	Type of investment: In case of investment from both items, namely item a) and item b), points are calculated from investment with the highest amount (20 points in maximum)	Investments in hostels (at least 5 new beds)	15
		Investments in catering services	10
		Investment in walking and/or cycling paths	5
4.	Age	The entrepreneur is 40 or younger	5
5.	Gender	Investment is headed by female Applicant	2
6.	Employment	Creating a new job POP	10
7.	First time support	The Applicant or his household did not benefit any grant of MAFRD in the last three years	10
8.	Cultural heritage	Facility/building to be renovated is included in the List of Cultural Heritage	8
9.	Professional supervision	The Applicant states that in case of grant award, he shall contract an advisor or licensed company for advising services from MAFRD with notarized contract before submitting the request for payment	3
10.	LAG support	Project recommended by LAG under an approved strategy	2
TOTAL			100

VII.V. AQUACULTURE/FISH FARMING

Article 22

Eligibility criteria

1. Eligibility criteria for sub-measure 302.5 - Aquaculture/fish farming

1.1. For construction/renovation/expansion of the incubator for fish production, can only apply those who in the previous year have sold more than 30 tons of fresh fish - this is evidenced by

direct payments on the quantity of fish sold in the previous year or by the TAK for the sold quantity of fish:

1.2. For the sub-measure 302.6 Aquaculture/fish farming, a license for aquaculture/fish farming activities by the MAFRD should be submitted before the request for payment.

2. Eligible investments for sub-measure 302.5 - Aquaculture/fish farming

2.1. Aquaculture equipment farms for freshwater fish:

2.1.1. construction/renovation/expansion of hatcheries for fish farming;

2.1.2. construction/renovation/expansion of incubators for fish reproduction;

2.1.3. Equipment for technical plants (water supply, ventilation systems, heating/cooling systems, power generation and supply and power installations, drainage, sewage/sewage networks, sewage/water treatment, water purification) and controlled conditions (micro-quality control of water quality, humidity), including energy saving practices and the use of renewable energies;

2.1.4. Equipment for hygienic and sanitary requirements (including the storage of hygienic and sanitary products and workers' area), cleaning and disinfection equipment, as well as storage and preservation of medicaments;

2.1.5. Water ventilation equipment, water aeration, monitoring equipment and oxygen (air injectors), temperature, pH, main duct pumps, side channel pumps;

2.1.6. Equipment for fish breeding/reproduction incubators (including larvae and squash tubs or "seeds");

2.1.7. Equipment for fish classification, and transport pumps within the farm;

2.1.8. Equipment for fish feeding;

2.1.9. Facilities for food storage;

2.1.10. Equipment for the transport of live fish - reservoirs, oxygen cylinders tank and additional transport equipment;

2.1.11. Equipment for disinfection of water, filtration, water purification, water pumps, protein skimming or foam fractionation - including valves, tubes and equipment;

2.1.12. Fresh fish storage equipment, ice manufacturing equipment, cooling tanks - containers, pallets, trailers, refrigerated trailers, including ancillary equipment for food preservation, additives and for manipulation, loading and unloading, forklifts, pallets, carrier belt systems, weighing equipment;

2.1.13. Equipment for slaughter and cleaning of fish, packaging and labeling - including handling, disposal, storage and treatment of waste;

2.1.14. Equipment for quality monitoring, control and tracing systems, growth, storage and distribution and computer equipment and software, including sensors - interconnected only with acceptable equipment.

3. Selection Criteria

Table 5. Aquaculture /Fish farming

No.	Type of criteria	Criterion/Category	Points
1.	Production capacity for beginners - capacity after investment. (in business plan)	≥ 3 t/year - < 10 t/year	45
		≥ 10 t/year - < 30 t/year	40
		≥ 30 t/year	35
2	The applicant's experience in aquaculture	The applicant is licensed for more than 3 years by MAFRD	20
		The applicant is licensed for more than 2 years by MAFRD	15
		The applicant is a begginer/does not possess a licence	10
3	Employment	The Applicant will at least generate one job	10
4	Investment place	Investment in mountainous area	5
5	First time support	The Applicant or its economic household have not benefited from MAFRD grants in the last three years.	10
6	Age	Applicant is 40 or younger at the time of application	5
7	Gender	Female Applicant	5
TOTAL			100

VII.VI. RAISING POULTRY FOR EGGS AND MEAT

Article 23 Eligibility criteria

1. Eligibility criteria for sub-measure 302.6 - Raising poultry for eggs and meat

1.1. The applicants, at the moment of application shall prove that they own at least 5 m² land/chicken or duck or 15 m² land/goose.

1.2. Upon completion of the investment, applicants shall have at least::

1.2.1. 300 chicken, but not more than 3000 heads, or;

1.2.2. 300 ducks, but not more than 3000 heads, or;

1.2.3. 100 geoses, but not more than 1000 heads, or;

1.2.4. 100 goslings, but not more than 1000 heads either

1.3. In case of combined holding a goose or goslings is equal to three chickens or three ducks and the number equivalent to the above values should be achieved.

2. Eligibility investments for sub-measure 302.6 - Raising poultry for eggs and meat

2.1. Construction of a farmyard with internal infrastructure (currents, water, nests, rods, etc.);

2.2. Room for food storage, holding of incubator etc..

2.3. Pasture fencing;

2.4. Water trough;

2.5. Food trough;

2.6. Small incubator compatible with production capacity.

3. Selection Criteria

Table Nr.16. Raising poultry for eggs and meat

No.	Type of criteria	Criterion/Category	Points
1	Applicant experience before applying	The applicant has at least 30 chickens or their equivalent in the farmer's certificate of the year before the application	20
2.	Contractual relationship	The Applicant has a contract for the sale of at least 70% of the value of its production (value as declared in the business plan)	20
4	Employment	Generation of one job POP (POP = full time job = 220 working days per year)	10

5	Applicant's address / residence	Located in mountain area	20
		Located in rural area	10
6	First time support	The Applicant or its economic household have not benefited from MAFRD grants in the last three years	20
7	Gender	Female Applicant	5
8	Age	Applicant is 40 or younger at the time of application	5
TOTAL			100

3.1 In cases where applicants have the same number of points, priority is given to projects submitted earlier this applies to all sub-measures of this measure.

CHAPTER VIII

MEASURE 303 “PREPARING AND IMPLEMENTING LOCAL DEVELOPMENT STRATEGIES – LEADER APPROACH” – FOR SELECTED LOCAL ACTION GROUPS (LAGs)

Article 24 Beneficiary

1. Final beneficiaries:

1.1. Final beneficiaries of Measure 303 shall be selected LAGs and RDN for LAGs;

1.2. The applicant can not benefit a project if it is in violation of Law No. 06/L-011 on Prevention of Conflict of Interest in Discharge of a Public Function and Law No. 03/L-149 on Civil Service of the Republic of Kosovo;

1.3. All beneficiaries of rural development projects are obliged to maintain their investments according to the approved project during three (3) years after the date of payment execution, as long as the monitoring period;

1.4. If the beneficiary does not maintain the investments, is obliged to return the funded amount of public support;

1.5. All beneficiaries of rural development projects shall, after the finalization of investments, keep their projects functional according to the Business Plan, Contract, RDP and this Administrative Instruction.

1.6. The request for payment will be rejected for projects that have not finalized any activity that has been highlighted during the evaluation process.

2. Activities Accepted for Activity 1. Acquiring skills and encouraging residents in the territories of the LAGs

2.1. Prepare the study for the area as: socio-economic, regional, marketing studies;

2.2. Training and education of employees and LAG members based on different topics;

2.3. Topics related to the LEADER approach, such as: LEADER concept, local governance, SSL, network management, advancement of stakeholder participation;

2.4. Management related topics such as: preparation of business plans, preparation of project applications, accounting and reporting;

2.5. Attracting interest, organizing publicity and materials and promotional events for LAG members and residents of the area, such as: workshops, seminars, meetings;

2.6. Participation of LAG members in seminars, workshops, meetings, study visits, including events organized by the Rural Development Network.

3. Indicative list of eligible expenditures for Activity 1. Acquisition of skills and encouragement of residents in the territories of the LAGs

3.1. Expert services with verified CVs in the areas of economic, rural, regional, environmental, marketing;

3.2. Translation costs in writing and oral;

3.3. Travel expenses of LAG members, selected within Kosovo and abroad including accommodation and per diems;

3.4. Engagement activities such as training, participation in seminars, workshops and fairs, prepayment for publication and purchase, other activities of interest awakening;

3.5. Workshops and information events to promote the active participation of the rural population in local development processes;

3.6. Renting of facilities and equipment for various organizations, as well as hotel services;

3.7. Production and publication of materials such as leaflets, brochures;

3.8. LVL account maintenance expenditures (documented with LAG annual bank statement).

4. Activity 2 "Implementing Local Development Strategies"; has two sub-activities:

4.1 Activity 2 a) Functionalize selected LAGs by supporting their operational costs. Operational expenditures of LAGs relate to management and functionalization of LAGs according to LEADER approach and start of implementation of LDAs.

4.1.1 Eligible activities

4.1.1.1. Opening of the LAG office, including office equipment and office furniture;

4.1.1.2. Employee employment - manager, full time or half-time;

4.1.1.3. Office lease and annual running costs, such as office supplies, electricity, telephony, and internet;

4.1.1.4. Budgeting allocation for other external services, such as IT, accounting;

4.1.1.5. Expenditures for activities for the manager and board members, such as travel for meetings outside the office, as with other LAGs;

4.1.1.6. Identifying and budgeting for small projects that will be implemented directly.

4.1.2. Indicative list of eligible expenditures;

4.1.2.1. Salaries of the LAG manager and/or other LAG staff;

4.1.2.2. Office lease and operating expenses;

4.1.2.3. Office Supplies;

4.1.2.4. Purchase of equipment, including IT equipment, furniture;

4.1.2.5. Services for IT specialists, accountants;

4.1.2.6. Unpredictable expenditures;

4.1.2.7. LAG account maintenance expenditures (documented with LAG annual bank statement).

4.2. Activity 2b) Support for the implementation of the LAGs of LSDs

4.2.1. LAGs implement small projects in accordance with LSDs. Such activities should support cultural events - fairs, festivals, exhibitions etc., promotion of local products - labelling, marketing, leaflets, brochures etc., small scale infrastructure - fences, fountains, parks, small bridges, field paths, marking of mountain paths, renovation of cultural and natural heritage.

4.2.2. LAG Account Maintenance Expenditures - documented with the LAG annual bank statement.

5. Level of public support

5.1. For Activity 1. "Acquiring skills and encouraging residents of the territory of the LAGs for selected LAGs". The public support level will be 100%.

5.2. Activity 2. "Implementing Local Development Strategies - LEADER approach "2a)" Functioning of Selected LAGs "by supporting their operational costs. The public support level will be 100%.

5.3. For Activity 2b) "Implementation of selected LAGs of the LDS" where they promote and implement small projects in accordance with the LDS. The public support level will be 80% by MAFRD and 20% by other donors or members of selected LAGs.

5.4. Selection of projects is done by LAGs.

5.5. Selected LAGs implement the program according to the bottom-up approach. Decisions related to the elaboration and implementation of local development strategies should be taken by the LAG's Management Board through a simple majority vote.

6. Budget allocation by activity:

6.1 Public support level for Activity 1. "Acquiring skills and encouraging residents in the territories of LAGs for selected LAGs" and Activity 2, Sub-measure 303.2. "Implementing local development strategies" which in total for 2019 is EUR 300.000.

Table 17. Budget

Measure 303 “Preparation and implementation of Local Development Strategies – LEADER approach” – for the selected Local Action Groups (LAGs)	Budget %	Budget in €
Activity 1 “Acquiring skills and encouraging residents in the territories of LAGs”	30%	For municipalities from 10,000-50,000 residents up to EUR 5,000; For municipalities from 50,000-90,000 residents up to EUR 7,000; For municipalities from 90,000-150,000 residents up to EUR 9,000 For the Rural Development Network EUR 7,000
Total		EUR 89,000
Activity 2 “Drafting and implementing local development strategies”		
Activity 2 a): “Functionalization of selected LAGs” by supporting their operational expenditures.	26%	EUR 78,480
Activity 2 b): Second activity “Support for implementation of LDS of LAGs”	44%	EUR 132,520
Total budget for LAGs and RDN		EUR 300,000

7. Activity 1 “Acquiring skills and encouraging residents in the territories of LAGs for selected LAGs”

7.1. Sub-measure shall have three thresholds of maximum eligible expenditures, depending on the number of residents of the territory covered by the selected LAGs.

7.2. Based on the report of Kosovo Agency of Statistics, Kosovo Population Census 2013 in municipalities where LAGs have been selected shall be as follows:

7.2.1. For municipalities from 10,000 to 50,000 residents, maximum eligible expenditures for sub-measure 303.1. “Acquiring skills and encouraging residents in the territories of LAGs for selected LAGs” shall amount to EUR 5,000: Deçan, Obiliq, Viti, Shtime;

For municipalities with more than 50,000 to 90,000 residents, maximum expenditures shall amount to EUR 7,000: Mitrovica, Skenderaj, Rahovec, Lipjan, Malisheva;

7.2.2. For municipalities with more than 90,000 to 150,000 residents, maximum expenditures shall amount to EUR 9,000: Prizren, Ferizaj dhe Peja;

7.2.3. For RDN, up to EUR 7,000.

8. Sub-measure 303.2. “Implementing local development strategies”

8.1 Activity 1 “Functionalization of selected LAGs” by supporting their operational expenditures.

Table 18. Eligible expenditures for functionalization of LAGs and RDN

Eligible expenditures for functionalization of LAGs and RDN for 2019	Euro	Month	Total
Salaries of LAG manager and/or other LAG employees; (gross salary)	220	12	2,640
Office rent and operational expenditures;	150	12	1,800
Office material;	10	12	120
Services (IT specialists, accountants, etc.);	50	10	500
Electricity, water and utilities	30	12	360
Transport expenditures	20	12	240
Unpredicted expenditures	300	1	300
Total for the functioning of one LAG			5,960
Total for the functioning of 12 LAGs			71,520
Expenditures for the functioning of RDN			5,960
Total for functioning of LAGs and RDN			€ 77,480

8.2 The second Activity is “Implementing LDS of selected LAGs”, whereby small projects in compliance with LDS are promoted and implemented.

9. Administration of eligible expenditure

9.1 Activity 1 “Acquiring skills and encouraging residents in the territories of LAGs for eligible expenditures” and selected LAGs, following the signature of contract with AAD, shall receive 80% of all eligible expenditures as an advance payment.

9.2 Following project completion, beneficiary LAG shall provide necessary evidences, such as: invoices, the working day sheet for the manager and experts, and the manager’s CV, expert CV and procedure for selection of manager or expert, as well as funds received as advance payment and the 20% of funds which are to be paid following the completion of the project. In case of failure to fulfil this condition, the beneficiary LAG shall be obliged to return the funds received.

9.3 Public support from MAFRD shall be provided in two instalments: 80% as advance payment and 20 % following project completion.

9.4 Activity 2 “Drafting and implementing local development strategies – LEADER approach” Activity 2a) “Functionalization of selected LAGs” by supporting their operational expenditures. Selected LAGs, following the signature of contract with AAD, shall receive 80% of all eligible expenditures as advance payment.

9.5 Following project completion, beneficiary LAG shall provide necessary evidences, such as: invoices, the working day sheet for the manager and experts, and the manager’s CV, expert CV and procedure for selection of manager or expert, as well as funds received as advance payment and the 20% of funds which are to be paid following the completion of the project. In case of failure to fulfil this condition, the beneficiary LAG shall be obliged to return the funds received. The public support level shall be 100%.

9.6 Public support from MAFRD shall be provided in two instalments: 80% as advance payment and 20 % following project completion.

9.7 Activity 2b) “Implementing LDS of selected LAGs” whereby many small projects in compliance with LDSs will be promoted and implemented. The public support level shall be 80% from MAFRD and 20 % from other donors or members of selected LAGs. LAG shall select the project.

9.8 LAG shall submit the request for payment and advance payment.

10. Geographical extension of the measure

10.1. Selected LAGs cover 12 relevant municipalities of Kosovo in which they act.

10.2. One LAG represents a rural area with a population of more than 10,000 residents and less than 150,000 residents, including towns and cities with less than 30,000 residents.

10.3. The territory represented by LAGs shall be integral in economic, social and physical – geographical aspect and shall not be within the territory of other LAG.

10.4. The same place shall not belong to more than one LAG, i.e. one partnership, one strategy and one territory.

11. Project implementation period

The projects shall be implemented within a 12 months period, with the possibility of extension for two (2) months from the day of contract signature.

CHAPTER IX MEASURE “AGRICULTURAL LANDS IRRIGATION”

Article 25 Beneficiary

1. Final beneficiaries shall be:

- 1.1. Farmers, according to the definition from the Law No. 04/L-090 on amending and supplementing the Law No. 03/L-098 on Agriculture and Rural Development;
- 1.2. Water users association;
- 1.3. Regional Water Companies;
- 1.4. The Applicant cannot benefit from a project if it is in violation Law No. 06/L-011 on Prevention of Conflict of Interest in Discharge of Public Functions and the Law No. 03/L-149 on the Civil Service of Republic of Kosovo;
- 1.5. Beneficiaries of rural development projects shall be obliged to maintain their investments according to the project approved during three (3) years after implementation of the project, as long as the monitoring period lasts;
- 1.6. If the investment is not maintained, the beneficiary shall be obliged to return funded amount of the public support;
- 1.7. Beneficiaries of rural development projects, after the finalization of the investments, shall have the project functional according to business plan, RDP and the criteria of this Administrative Instruction;
- 1.8. The request for payment will be refused for projects that have not finalized any activity for which it was pointed during the evaluation process.

2. Joint eligibility criteria

2.1. Consent from irrigation public company, if the applicant foresees in its project the use of public company irrigation system;

2.2. Evidence that beneficiary farmers from the Measure 101 “Investments in physical assets in agricultural households” are involved in the project, if any;

2.3. Eligible projects to be funded from public means shall be only the projects that after completion of the investment function for the purpose for which the investment has taken place (are able to irrigate agriculture lands) and this shall be proved with the final control in the field;

2.4. If the Projects after completion of the investment are not functional, the beneficiary shall be obliged to return the funded amount of the public support received as advance;

2.5. Beneficiaries of rural development projects shall be obliged to maintain their investments according to the project approved during 3 years after implementation of the project, as long as the monitoring period lasts;

2.6. If the investment is not maintained, the beneficiary shall be obliged to return funded amount of the public support;

2.7. Beneficiary may not be granted a new project, if the previous projects have not been finished in compliance with the contract signed with the AAD;

2.8. In case of construction, expansion and rehabilitation project, the Applicant shall also provide technical concept-project, with the Bill of Quantities for investments;

2.9. In case the project is selected, the beneficiary shall, before signing the contract, submit the following:

2.9.1. Construction permit from the competent body of Municipality;

2.9.2. Detailed project, with the Bill of Quantities;

2.9.3. Environmental Impact Assessment, if provided for by the law;

3. Special eligibility criteria:

3.1. The technical concept-project submitted must demonstrate a reduction in water losses to a minimum of 20% in cases of modernization of existing irrigation systems;

3.2. The beneficiary must contract a construction company with previous experience in

construction of irrigation and water supply systems, as required in the project, which shall provide warrants for at least 3 years after works have been finalized;

3.3. The contracted company shall observe the criteria contained in this Administrative Instruction, as well as applicable Public Procurement legislation;

3.4. The beneficiary shall submit a written statement whereby guaranteeing to participate with 20% of total amount approved for project implementation;

3.5. Minimum surface area of the project to be irrigated shall be 10 ha;

3.6. The Applicant shall prove that property rights over their land and all lands of other farmers where the proposed investment is about to take place, implying the entire surface area through which passes the irrigation system and lands will be irrigated, as well as the written consent - statement signed which also contains the parcel number for which consent is given and the personal data - a copy of ID card from landowners for the investment to be made.

3.7. Property right is evidenced through property certificate - possession list.

3.8. Property right is also accepted when the land owner and the Applicant involved in the investment/irrigation are in marital relationship or in the direct bloodline without limitations – as great-grandfathers, grandfathers, parents, children, grandchildren, etc., and this shall be proved with the marriage certificate, birth certificate and/or death certificate. The Applicant shall also fill the Declaration under Oath, whereby proving that he is heir of the land with which is applying.

3.9. Land rented for at least 10 years shall be notarized.

4. Eligible investments

4.1. Eligible expenditures shall be limited to those listed in the eligible investment list presented in Annex No.5 Manual for Measure “Irrigation of Agricultural Lands” of this Administrative Instruction.

4.2. Expenditures for developing the business plan or project proposal shall not exceed the amount of 3% of eligible expenditures but no more than EUR 1,000.

4.3. Investments foreseeing sketches, detailed engineering design, Environmental Impact Assessment, expenditures for architect and engineer, and various permits and licenses, shall be eligible for up to 7% of eligible expenditures, but no more than EUR 3,000.

5. Selection criteria

Table No.19. Selection criteria for Measure “Agricultural Lands Irrigation”

Criterion	Parameter	No. of points
Effective costs for expanding irrigated surface areas and rehabilitation of existing irrigation networks	<p>Calculation method: Once all projects are evaluated, a hierarchy of costs shall be created per hectare, ranging from the lowest to the highest. The project with the lowest cost shall be awarded maximum points, whereas the project with the highest cost per hectare shall be awarded 0 (zero) point. The rest of eligible project shall be awarded zero points (with 2 decimals) according to this basic criterion of their cost per hectare, whereas results shall be distributed equally. Calculation for scoring: $15 * (C_p - \text{max}C) / (\text{min}C - \text{max}C)$ C_p – cost for 1 additional irrigated hectare or 1 hectare modernized for irrigation, of the project being evaluated. $\text{min}C$ – the value of expenditures for 1 additional irrigated hectare or 1 hectare modernized for irrigation, of the project with the lowest value per hectare. $\text{max}C$ - value of expenditures per 1 additional irrigated hectare or 1 hectare modernized for irrigation, of the project with the highest value per hectare.</p>	Max. 15
Irrigated surface area (ha)	$\geq 10 - < 30$ ha	20
	$\geq 30 - < 50$ ha	25
	$\geq 50 - < 75$ ha	35
	≥ 75 ha	40
The applicant is member of the water users association for agricultural land irrigation or Regional Water Companies		10
Number of farmers registered in the Farm Register, who benefit from the project	1 – 10	10
	11 – 20	15
	more than 20	20
The implementation of the project includes the beneficiaries of the Measure 101 “Investments in physical assets of the agricultural holdings” in the past three years	1 – 5	5
	more than 5	10
Total		100

5.1 If applicants have the same number of points, projects that were submitted earlier shall have priority.

6. Public support level

6.1. The minimum value of eligible expenditures per project within this measure shall be EUR 10,000, whereas the maximum value of eligible expenditures per project shall be EUR 200,000;

6.2. Public support shall be 80% of eligible investment expenditures;

6.3. If the value of eligible expenditures is greater than € 100,000, the payment shall be made in two instalments: the first part of public support in the value of 50% shall take place in the form of advance payment following the signature of contract with the beneficiary, provided the bank guarantee insurance, while the remaining 50% is paid after verification of the total investment's completion. The maximum public support for the implementation period of Agriculture and Rural Development Program 2014-2020 for the Measure "Agricultural Lands Irrigation" shall be EUR 600,000 per beneficiary;

6.4. The Applicant may apply with several projects during the period of implementation of Agriculture and Rural Development Program 2014-2020 in different years, provided that previous projects have been successfully implemented and the public support shall not exceed the abovementioned amount.

7. Implementation period

The period for implementation of projects of this measure shall be 180 days from the day of signing the contract with AAD. After a period of 180 days, the beneficiary shall have 15 additional days for preparing the documentation and submitting the request for payment. AAD may extend the implementation period by annex contract, in case the beneficiary fails to complete the project within 180 days foreseen by contract due to weather conditions.

CHAPTER X

PROJECT IMPLEMENTATION PERIODS

Article 26 Implementation

1. Procedure for implementation of RDP 2019 shall take place in compliance with the Law No.03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo No. 56/27.07.2009), Law No. 04/L-090 on amending and supplementing Law no. 03/L-098 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo No. 28/16 October 2012), Law no. 05/L-033 on the General Administrative

Procedure (Official Gazette of the Republic of Kosovo No.20/21/June 2016), in compliance with this Administrative Instruction and applicable legislation.

2. Measures 101, 103, 302, 303 and Measure for Agricultural Lands Irrigation shall be implemented by the Agency for Agricultural Development.

Article 27 Call for Application

Call for Application and Manual for Applicant shall be published by the Agency for Agricultural Development, in compliance with the criteria and procedures established under this Administrative Instruction.

Article 28 Procedures for submitting and reviewing applications

1. Procedures for reviewing applications shall be:
 - 1.1. Submission of application by the Applicant in the AAD Regional Offices;
 - 1.2. Submission of applications from AAD Regional Offices to AAD;
 - 1.3. Administrative review of applications;
 - 1.4. Application evaluation process;
 - 1.5. Public announcement of project evaluation preliminary results;
 - 1.6. Appealing period/right to appeal;
 - 1.7. First field control;
 - 1.8. Project approval;
 - 1.9. Informing the farmer of project evaluation result;
 - 1.10. Decision;
 - 1.11. Signature of contract between beneficiary and AAD;
 - 1.12. Time of investment completion;

- 1.13. Submission of the request for payment by the beneficiary to AAD Regional Offices;
 - 1.14. Submission of the request for payment by the AAD Regional Offices to AAD;
 - 1.15. Second field control;
 - 1.16. Penalties in case of irregularities during project implementation;
 - 1.17. Authorization and payment execution;
 - 1.18. Control after project implementation.
2. Administrative proceedings shall be completed within a period of 45 days from the date of submission of application to the submission of the letter informing on the support, pursuant to Article 98 of the Law No. 05/L-031 on General Administrative Procedure.
 3. The deadline may be postponed based on Article 99 of Law no. 05 / L-031 on the General Administrative Procedure in case of administrative matter complexity.

Article 29
Submission of applications

1. The application form shall be obtained in the AAD Regional Offices, or downloaded in MAFRD and AAD's website.
2. All required documents shall be attached to the application forms and the same shall be submitted within the application deadline.
3. The application shall include all eligible activities and expenditure in relation to the project for which is being applied.
4. The applicant may apply only once within the annual rural development program.
5. Beneficiary may not be granted a new project, if the previous projects have not been finished in compliance with the contract signed with the AAD.
6. The complete application file shall be submitted within the public announcement deadline in two (2) copies and all documents contained in the file shall be scanned and stored in CD, which shall be submitted together with hard copies.

7. The application file shall be personally submitted by the applicant or his authorized representative.
8. The Applicant or authorized representative shall guarantee with his signature that all provided information is clear and accurate.
9. The Applicant or authorized representative shall receive the confirmation for submission of application, which contains the accurate date, time of submission and registration number, purpose and the list of attached documents.
10. In the presence of Applicant, the regional officer shall enclose completed applications in the envelope and close the envelope in his presence.
11. AAD Regional Offices, after receiving the completed applications, shall submit them to AAD for review, after the application deadline has expired.

Article 30
Receipt/control of applications in AAD's Regional Offices

1. The application file shall be registered in the Application Register, indicating the date and time of submission.
2. AAD Regional Officers shall control the **application file**, in order to verify that the same has been completed.
3. The application file must be completed with all other required documents, which must be listed as required and each page must contain a hand-written number.
4. If any of required documents is missing, the AAD's official does not accept the application file, but registers the applicant and instructs him to attach the missing documents to the application file.
5. The Applicant shall have the right to complete the application file until the deadline expires.
6. In case an incomplete application file has been accepted before the last day of application, the officer in charge of receiving application files shall be held responsible.
7. In case of an uncompleted file being accepted because of a mistake/omission by the regional officer, the AAD's Head Office shall request from the Applicant to bring the missing documents within five (5) days.

8. In case of non-completion within the deadline under paragraph 7, the application shall be rejected as uncompleted,

9. Paragraph 4 and 5 of this Article shall not apply to the applicants applying in the last day of the application period. The same shall be held responsible for failure to complete their files.

10. AAD Regional Offices shall submit applications to AAD not later than two (2) days after the application period has expired.

Article 31 **Evaluation and approval of application in AAD**

1. The evaluation of applications shall start seven (7) days after the application period has expired.

2. Completed applications shall be subject to further evaluation of eligible expenditures, as well as economic and financial viability assessment.

3. If the project or request has been evaluated by the experts of the relevant field, the review of project or request shall be postponed until the experts of relevant field provide a recommendation.

4. Expenditure eligibility shall be checked by comparing it with the referent prices approved by AAD.

5. A project/application can be selected for support only if it reaches the minimum threshold of 50 points out of 100 points. The minimum threshold shall be determined to ensure that supported project brings sufficient added value for the sector.

6. After projects are evaluated and scored, the preliminary list of potential beneficiaries for rural development projects shall be published.

7. The notification for the publication of the list shall take place even via public communication.

8. AAD shall inform all applicants via email and SMS of the publication of the list with preliminary evaluation for rural development projects.

9. The applicants considered as potential beneficiaries shall have the right to appear before the AAD to obtain the informing letter and evaluation for their project within fifteen (15) calendar days from the day they received the notification.

10. The period for submission of complaints shall commence in the day when the preliminary list of potential beneficiaries of rural development projects is published.
11. At the same day, the list with the potential beneficiaries/selected projects shall be submitted to the Control Division in AAD for the first field control, which should be started immediately.
12. Based on the first field control report and complaining process report, the funding of rural development projects and the final list of rural development projects beneficiaries shall be approved and published in MAFRD and AAD's website.
13. All Applicants shall be informed regarding the selection or rejection of their project.
14. AAD shall make use of checklist for eligibility and scoring criteria in order to evaluate projects for Measure 101 and 103.
15. After the approval of the project, the drafting of the final list of rural development project beneficiaries and notification of beneficiary applicants, the contract shall be signed between the beneficiary and AAD.
16. The Applicant shall be invited to sign the contract for co-funding the project within five (5) days after receiving the decision and/or invitation,
17. After the contract signature, the beneficiary shall be obliged to commence the implementation of project in compliance with the contract.

Article 32
Rejection of projects

1. Applicant shall be rejected if:
 - 1.1. fails to complete the documentation;
 - 1.2. fails to meet the eligibility criteria;
 - 1.3. expenditures cannot be verified as eligible;
 - 1.4. the project is not economically viable;
 - 1.5. in case of fraud at any phase of the procedure;

- 1.6. the project financed by public support is not functional under project/business plan and contract;
- 1.7. in case of non-compliance with the contract terms for project financing.
2. Applicants applying for public investment are rejected if they fail to complete the procurement process according to applicable procurement rules.
3. The applicant is notified of the project that has been rejected by a decision of refusal issued by the Agency for Agricultural Development.
4. The decision to reject shall contain detailed reasons for the rejection.

Article 33

Ineligible expenditures for the measures

1. Ineligible expenditures for the measures are:
 - 1.1. Taxes, including VAT; with the exception of non-refundable VAT for natural persons and VAT non-declaring enterprises.
 - 1.2. Customs duties and excises;
 - 1.3. Purchase and lease of existing land and buildings;
 - 1.4. Fines, financial penalties and litigation costs;
 - 1.5. Operational expenditures;
 - 1.6. Second hand machinery and equipment;
 - 1.7. Machinery and equipment without serial number and technical data - in addition to equipment made in handcraft workshop;
 - 1.8. Banking obligations, interest rates, guarantor's expenditures and similar obligations;
 - 1.9. Exchange costs, obligations and losses of exchange, as well as other financial expenditures;
 - 1.10. In kind contributions;
 - 1.11. Purchase of agricultural inputs, animals, annual plants and their planting;
 - 1.12. Maintenance and depreciation costs;

1.13. Expenditures for salaries of employed staff, and for activities of management, implementation, monitoring and control:

1.14. In addition to the expenditures referred to in sub-paragraph 1.3 and sub-paragraph 1.5 of this Article that are eligible only under the measure "Implementation of Local Development Strategies - LEADER Approach".

Article 34 **Payment request**

1. Beneficiaries who finished the investment according to the contract shall submit the request for payment to the AAD's Regional Offices.
2. The payment application shall be provided to the beneficiary by the AAD's Regional Offices.
3. The request for payment with the required documentation shall be personally submitted in hard copy by the beneficiary or by the authorized person, as defined in the Contract for funding of the projects.
4. If the request for payment is not completed with all documents according to the contract, the AAD's official shall not accept the payment request, but shall register it and provide a copy to the beneficiary and ask for completion of relevant documentation within 5 days.
5. If the beneficiary within the period specified in paragraphs 3 and 4 of this Article does not submit the completed documentation, the payment request shall be rejected.
6. After the administrative inspection of the request for payment, the Directorate of Control in AAD does the second inspection in the field for ensuring that the investment is done according to the approved project proposal/business plan.
7. In case of technical errors during the request for payment, the applicant within five (5) days shall be notified to correct the technical errors. If the beneficiary does not correct the documentation with technical errors within the deadline set out in paragraph 7 of this Article, this document shall be rejected,
8. Based on the Control Report Assessment and the invoices submitted with the request for payment, the AAD shall issue a decision on payment within 20 days from the submission of the request for payment and notify the beneficiary through a Notification Letter.
9. No payment is made to the beneficiary who has been found to have created artificial conditions for receiving the payments.

10. If the request for payment is not accepted or the public support is reduced, the beneficiary should be informed by an Information Letter.
11. From the day of submitting the request for payment until execution of payment should not be more than (40) days, unless the time limit is exceeded for objective reasons.
12. Prior to the request for payment, the beneficiary must put in investment place the board with the MAFRD/ADD logo of size 100cmx50cm * determined according to Annexes 1, 2, 3, 4, and 5 of this Administrative Instruction.
13. The payment shall be made within (20) days from the date of issuance of Decision on payment.
14. The beneficiary is entitled to complain and request the review of the relevant decision, in case of a dispute of payment decision.
15. ADD establishes a separate Commission for complaints related to payment decisions.
16. Against the decision of the Commission, the party is entitled to file a claim for administrative conflict before the competent court within 30 days.

Article 35
Level of field inspections

1. The AAD is obliged to carry out inspections in the field at the level of 100 % all projects, which are selected as the beneficiaries from RDP 2019 and to verify the fulfilment of funding criteria.
2. After submitting the payment request, the AAD's Directorate of Control is obliged to verify the implementation of investments through the field inspections.
3. Re-inspection in the field is done in certain cases and upon request of the respective Directorates of AAD.
4. The payment shall be authorized based on the inspection report for verification, the request for payment along with documents attached for performing investments.
5. AAD shall perform the ex-post inspections for verification of all projects selected to be financed for three (3) years of funding, from the execution day of the last payment.
6. The AAD with a special decision shall appoint the Commission for super-inspections of the projects.

Article 36
The special control

For special field inspections, in cases of irrigation projects, investments in construction and investments that require a special expertise, AAD may involve experts of relevant fields in order to give the professional assessment.

Article 37
Required documentation for payment

1. The request for payment shall contain the original copy of the appropriate document required according to the payment request.
2. Payment over EUR 500 is performed via bank transfer, which shall be verified with a bank statement of the current account.
3. For the payments under EUR 500, if the payment is performed in cash, the invoice and fiscal coupon shall be provided, whereas if the payment is done via the bank, the bank transfer invoice shall be provided.

Article 38
Complaint procedure

1. Applicants who are not satisfied with the result of the assessment have the right to file complaint the decisions of AAD.
2. The complaint shall be addressed to the Complaint Review Commission.
3. Applicant may submit a complaint in writing within 30 days from the day of publication of the preliminary List of potential beneficiaries of rural development projects.
4. The Complaint Review Commission shall within 30 days from the day of submission of the complaint provide a written respond, with a full justification, addressed to the applicant.
5. The Complaint Review Commission takes a decision with a majority of votes of its members, through which:
 - 5.1. Certifies the decision of the AAD related to the assessment of the relevant project.
 - 5.2. Revokes the decision of the ADD related to the assessment of the relevant project and takes a meritorious decision related to the relevant project.

6. During the complaint review process, the Complaint Review Commission may request necessary information from AAD, conduct field visits and request information in a direct manner from parties related to relevant projects.

7. No complaint is allowed against the final decision in a regular administrative procedure, but an administrative dispute can be initiated with an indictment in the competent court.

Article 39 **Complaint Review Commission**

1. The Complaint Review Commission is a professional body for review, assessment and deliberation on complaints, which is composed by AAD and MAFRD's officials and is established by a decision of MAFRD.

2. The Complaint Review Commission consists of five (5) members, three (3) of whom are officials in ADD, while two (2) are officials of MAFRD. At least one of the members of the MAFRD should be an official from the Department of Rural Development Policies/Managing Authority.

3. Members of the Complaint Review Commission are independent in their work, and render their decisions in accordance with facts and verified situation.

4. Members of Complaint Review Commission are obliged to:

4.1. implement the criteria and procedures as specified in this Administrative Instruction;

4.2. be impartial;

4.3. exercise the right of a free and uninfluenced vote;

4.4. take part in the meetings of the Commission and sign the work reports and respective decisions.

5. The Complaints Commission from paragraph 2 of this Article is obliged to render the decisions taken in accordance with the reasoning of the administrative act provided for in Articles 48 and 49 of the Law No. 05/L-031 on the General Administrative Procedure (Official Gazette No.20/21 June 2016).

6. The Complaint Review Commission is obliged that for its work and for actions taken to draft a report in written and to inform the highest officials of the MAFRD and AAD, as well as stakeholders within 30 days from the day of conclusion of complaint deadline.

Article 40
Investment maintenance conditions

1. The investment for which the beneficiary has received the support shall not be subject to substantial changes within three (3) years from the date when the final payment was received.
2. Essential changes to an investment are those that result in:
 - 2.1. discontinuation or relocation of production activity in a field that is not covered by the Program;
 - 2.2. a change of ownership of a part of the infrastructure that gives an enterprise or public institution an undeserved advantage;
 - 2.3. a substantive change that affects the nature, objectives or implementation conditions that result in changing the initial objectives.
3. In the event of extraordinary circumstances that may affect investment from natural disasters, the beneficiary must inform AAD within the deadlines, according to the contract signed by both parties.
4. Beneficiaries are obliged to retain all accounting records for at least three (3) years after the implementation of the project and cooperate with MAFRD officials in providing any information required by AAD or the European Commission in case of the use of IPARD funds. The officials of MAFRD and/or European Commission, as well as other officials authorized from both parties are authorized to inspect and audit the implementation of the project. The funding terms will be defined in more details in the contract between the beneficiary and the AAD.

Article 41
Implementation

Department of Rural Development Policy/ Managing Authority and the Agency of Agriculture Development are obliged to implement this Administrative Instruction.

Article 42
Punitive provisions

1. Non-implementation of this Administrative Instruction is sanctioned by the penalties specified in Article 38 of the Law No. 03/L-098 on Agriculture and Rural Development, (Official Gazette of the Republic of Kosovo No.56/27.07.2009), Article 38.A of the Law No. 04/L-090 on amending and supplementing of the Law No. 03/L-098 on Agriculture and

Rural Development (Official Gazette of the Republic of Kosovo No. 28, dated 16 October 2012) and applicable legislation.

2. In case of violation of the aforementioned provisions, the AAD shall immediately inform the party about the breach of contract and the Legal Office of AAD shall initiate legal proceedings according to the Criminal Procedure Code No.04/L-123 (Official Gazette of the Republic of Kosovo No.37/28 December 2012).

CHAPTER XI

FINAL PROVISIONS

Article 43

Land under consolidation

Notwithstanding provisions set forth in this Administrative Instruction, the applicants who have an area of their agriculture land under consolidation and do not possess a copy of the plan and possession list, but they have legal decisions of the consolidation from the cadastre, are allowed to apply for the support under the RDP 2019.

Article 44

Documentation for municipalities: North Mitrovica, Zvecan, Leposavic and Zubin Potok

1. Applicants of Municipalities: North Mitrovica, Zvecan, Leposavic and Zubin Potok, who cannot obtain the possession lists and a copy of the plan from their respective municipality, these documents shall be obtained from the Kosovo Cadastral Agency.
2. Applicants of Municipalities: North Mitrovica, Zvecan, Leposavic and Zubin Potok are allowed to apply for support under the RDP 2019 without evidence of property tax.

Article 45

Annexes

Integral part of this Administrative Instruction is the Manual on Applicants: Annex No. 1 Manual on Measure 101 - Investments in physical assets in agriculture households, Annex no. 2 Manual on Measure 103 -Investments in physical assets in processing and marketing of agriculture products, Annex no. 3 Manual on Measure 302 - Farms diversification and business development, Annex No. 4 Manual on Measure 303 – Preparation and implementation of Local Development Strategies – LEADER approach – for the selected Local Action Groups (LAGs), and Annex No. 5 Manual on Measure for irrigation of agriculture lands.

Article 46
Entry into force

This Administrative Instruction shall enter into force seven (7) days after its signature by the Minister.



Dijana ŽIVIĆ

Minister of the Ministry of Agriculture, Forestry and Rural
Development

Date : 21 / 05 / 2019

RURAL DEVELOPMENT PROGRAM 2019

MEASURE 101: INVESTMENTS IN PHYSICAL ASSETS OF THE
AGRICULTURAL ECONOMY

APPLICANTS MANUAL

**Deadline for submission of applications: M a y 22 -
J u l y 01**

CONTENT

OBJECTIVES, PRIORITIES AND FINANCIAL ASSETS FOR THIS MEASURE	4
1.1. Introduction.....	4
1.2. Objectives of the measure	5
1.3. Budget.....	5
1.4. Key definitions.....	5
1.5. Final beneficiaries.....	7
2. COMMON ELIGIBILITY CRITERIA	7
2.1. Eligible applicants	8
2.2. National standards.....	8
2.3. Economic sustainability.....	8
2.4. Other eligibility criteria	8
3. SPECIAL ELIGIBILITY CRITERIA	10
3.1. Sector of fruits (apple, pear, plum, sour cherry, walnut, hazelnut, cherry, apricot, peach, quince)	10
3.2. Sector of vegetables and greenhouses (including potatoes)	10
3.3. Meat sector.....	10
3.4. Milk sector	11
3.5. Grape sector	11
3.6. Eggs sector	12
4. ELIGIBLE INVESTMENTS	12
4.1. ELIGIBLE INVESTMENTS FOR SECTOR	12
5. SELECTION CRITERIA FOR THE SUB-SECTOR	14
Table 1: Selection criteria for the fruit sector	14
Table 2. Selection criteria for the sector of vegetables and greenhouses (including potatoes)	15
Table 3. Selection criteria for the meat sector	16
Table 4: Selection criteria for dairy sector	17
Table No. 5 Selection criteria for grape sector	17
Table No. 6 Selection criteria for the sector of eggs	18
6. LEVEL OF PUBLIC SUPPORT	19
7. PROGRAM INDICATORS	19
Table 7: Monitoring indicators	19
8. ADMINISTRATIVE PROCEDURE	20
9. IMPLEMENTATION DEADLINE	20
10. GEOGRAPHICAL SCOPE OF THE MEASURE	21
10.1. Rules for eligible expenditures	21
10.2. Ineligible expenditures	21
11. SUBMISSION OF APPLICATIONS PROCEDURE	22
11.1. Application content.....	22

11.2. Submission of applications and deadline	23
11.3. Evaluation, selection, contracting and implementation	23
11.4. Evaluation of business plan or project proposal	23
11.5. Field controls	24
11.6. Applicants ranking.....	26
11.7. Procedure for obtaining grant and notice of the applicants	26
11.8. Contract between the beneficiary and the ADA, together with the procurement procedures	26
11.9. Ex-post monitoring.....	27
12. LIST OF ANNEXES	28
Annex no. 1: Application Form for Measure 101	28
Annex no. 2: List of required documents	30
Annex no. 3: Project proposal model.....	33
Annex no. 4: Business plan model	37
Annex no. 5: Procurement procedures	46
Annex no. 6: Minimum national standards for PPRR-2018.....	55
Annex no. 7: List of eligible investments for Measure 101	58
Annex no. 8: List of settlements (cadastral zones) in mountain zones ("type A")	67
Annex no. 8/2: List of settlements (cadastral zones) in mountain zones ("type B")	73
Annex no. 9: Payment request.....	74
Annex no. 10: Evaluation report	79
Annex no. 11: Appeal form for farmers	79
Annex no. 12: Contacts and places for information for filing the applications	81
Annex no. 13: Forms for collecting indicators for the M-101	81
Annex no. 14: Financial part of the business plan.....	88
Annex no. 15: Promotion	89
Annex no. 16: Code of Ethics for Advisory Companies	89
Annex no. 17: Number of jobs	90
Annex no. 18: Specific conditions for the construction of greenhouses	91
Annex no. 19: Statement under oath.....	91

1.1 Introduction

The Applicants manual aims to assist applicants in the preparation of applications, to clarify eligibility conditions, general criteria, specific criteria, other eligibility criteria, scoring system, similar investments, the necessary documentation for the application, project evaluation, informing the applicants of the results of the assessment, procurement procedures, penalties in the event of an irregularity or attempted fraud, etc.

The purpose of the Applicants manual is to explain in detail the provisions that are presented in groups, rather than repeating them, therefore the Manual does not replace the measure, but should be interpreted (together with the annexes) in order to avoid errors during the submission of applications.

This measure includes 6 sectors: fruits, vegetables, meat, milk, grapes and eggs. The measure was prepared by the staff of the administrative body, based on independent sector studies and consultations with stakeholders.

1.2 Budget

Planned budget allocation among sectors for 2018

Sectors		Value in €	% of budget
101.1 Fruit	For fruit tree	3,000,000	24.00
101.2 Vegetable	Greenhouses	3,000,000	24.00
	Warehouse for storing vegetables and fruits	500,000	4.00
101.3 Meat	Fattening of calves	2,000,000	16.00
	Fattening of pigs	300,000	2.40
101.4 Milk	Cow milk production,	2,000,000	16.00
	Sheep and goat milk production	700,000	5.60
	Investments in milk collection points	200,000	1.60
101.5	Grape sector	500,000	4.00
101.6	Eggs sector	300,000	2.40
Total:		12,500,000	100

1.3 Key definitions

Public Support Amount - means participation (expressed in percentages) of public funds in eligible costs.

Applicants - means enterprises meeting the eligibility criteria set out in this document and submitting an application for benefiting from rural development funds.

Submission of the application - means the submission of all documents required by the Agricultural Development Agency.

Beneficiaries - means enterprises for the processing of milk, meat, fruit and vegetables, as well as wine producers selected as users after the evaluation of the applications and who have signed a contract with the Agriculture Development Agency (ADA).

Call for proposal - means a public notice for the submission of projects for rural development.

Contract - means a contract signed between the selected beneficiary and the ADA, according to the model shown in Annex no. 4 of this Manual;

Delivery contract means at least 50% of production must contain at least the following elements:

- Contracting parties information
- Types and quantities of products (in kg or liters and in %) to be delivered
- Date of conclusion of the contract,
- Seal and signature of the buyer of the product and the signature of the

manufacturer. An amount of 50% or more must be in line with the amount envisaged in the business plan

Contract on professional supervision - is concluded between the grant beneficiary and the certified advisor or company licensed by the MAFRD. Lists of certified consultants and licensed companies will be published on www.azhb-ks.net and www.mbpzhr-ks.net.

Eligible expenditures or investments - means expenditures or and investments that are supported by public means, see Annex no. 6;

Fruit tree - within this program means: apple, pear, plum, peach, apricot, cherry, quince, sour cherry, walnuts and hazelnuts.

Ex-Post monitoring period- means a time period of 3 years after the completion of investments, during which the beneficiary must maintain the purpose of the investments and all the conditions under which he was selected for financing;

Grant - means non-repayable public financial assistance provided by the Agricultural Development Agency for eligible costs;

Administrative body - means a public entity within the MAFRD that is organized as a department with a primary responsibility in terms of developing and monitoring the Rural Development Program (RDP).

Measure - means a technical document that represents the basic unit of the RDP and its main parts in which the eligibility and selection criteria of the applicants are presented. The measure has its own budget for the realization of the objectives and is implemented through the call for proposals and the project evaluation process.

Agricultural Development Agency - means the competent authority for the implementation of the RDP (<http://www.azhb-ks.net/>) with the main responsibilities related to the assessment and contracting of projects and payment of costs in accordance with the procedures envisaged.

Agricultural and Rural Development Program 2014-20 - means a technical document setting out rural development measures, the intervention logic, and the expected impact of rural development projects.

Project - means the planned investment submitted by the applicant.

Project Implementation Period - means the time from the mutual signing of the contract (ADA and beneficiary) until the last payment by ADA.

Selection - means determining the number of points for qualified applicants, listing them according to points and their marking "selected for funding" and allocating financial resources, starting from those on top of the list.

Farm - for the purposes of the program, the term farm means: all members using the same agricultural assets (land, machinery, warehouses, livestock, stables and related facilities). The farm should have only one FIN. If more than one FIN is encountered in one farm, the application is rejected.

EXPERIENCE OF THE APPLICANTS can be proven in the following ways:

- 1.3.1 The applicant is a legal entity registered in KBRA for 2 years or more, with the activity of primary agricultural production;
- 1.3.2 The applicant was registered in the register of agricultural farms at least two years before the submission of the application;
- 1.3.3 The applicant has been working for at least two years in an agricultural enterprise, or
- 1.3.4 The applicant has completed a secondary agricultural school or a Faculty of agriculture.

All four cases must be proven by the relevant document. Training is not necessary to these applicants.

Expansion: For the purposes of this Program, the term "extension" means the current construction of an existing object or physically unified annex with an expanded object. Building a new object near or far from the existing object is not treated as an extension. For each extension of over 10 m², a building permit is required.

Additional clarification:

Selection criteria: "Experience in the relevant production: the applicant has milky cows/calves/sheep/goats/pigs/in production"; this has been proven by the certificate from the Register for Animal Registration and Identification. This fact is also confirmed by the first field visit before signing the contract. If the number of animals is lower than the number specified in the application, the only acceptable justification is slaughter in a licensed slaughterhouse or veterinarian's evidence that the animal died.

The certificate of the farmer (FIN) should be on behalf of the applicant. In case the applicant is a company, FIN must also be on behalf of the company.

1.4 Final beneficiaries

Final beneficiaries under this measure are farmers, according to the definition from the Law No. 04/L-090 on amending and supplementing of the Law No. 03/L-098 on Agriculture and Rural Development, all applicants of this measure shall be registered in the Farm Register. The Farm Identification Number (FIN) certificate shall be on behalf of the applicant. In case the applicant is a company, FIN shall also be on behalf of the company. All beneficiaries of rural development projects are obliged to maintain their investments according to projects approved during the three years after the project implementation, as long as the monitoring period last. If he/she does not maintain the investments, the beneficiary is obliged to return the financial amount of public support.

2. COMMON ELIGIBILITY CRITERIA

2.1. Eligible Applicants

- If the applicant is a natural person, he must be at least 18 years old, but not older than 61 years old. In case of legal persons this criteria shall not be applied;
- A natural person should have completed mandatory primary school (8 or 9 years) and 2 years working experience in the field that applies. Applicants who do not have work experience of two (2) years, they shall attend training courses with at least 20 hours lessons, in the field for which they are applying, as well as shall complete before the request for the last payment;
- In the case of legal persons, aforementioned application serves for the owner, the employee or for the authorized person of the enterprise. The employee or the authorized person should have employment contract not shorter than three years; at the moment of application.
- Applicants should realize tax obligations, natural persons - the tax on property, and legal persons - the tax on incomes;
- If the land or any other property in which the investment is made is in joint ownership, the applicant must bring the consent form of the co-owners.
- In the case the land on the ownership certificate is a mountain or forest land and in the field is agricultural land, the applicant must first change the land destination to the cadastre and then apply. In the cases of land rented by the KFA or PAK, forest lands are also accepted provided that in the application is attached a certificate from KFA or PAK that the land in question is agricultural land.

2.2. National standards

National standards for animal health, animal welfare and environment protection are specified in the Annex no. 5 of the Applicants manual. They should be fulfilled at the latest before the request of final payment and verified with the control of the official person at the place of investment.

In the case of investments in new orchards and vineyards, prior to the signing of the co-funding contract, the beneficiary of the grant must bring the chemical and physical analysis of the land with a positive recommendation on the adequacy of the foreseen investment. If the recommendation is negative, granting the grant is rejected.

2.3. Economic sustainability

- For investment projects in which the eligible investments are less or equal to EUR 20,000, the applicant shall submit a technical project-proposal according to the model that is published on the website of ADA and MAFRD.
- For investments projects in which the eligible investments are higher than EUR 20,000, the applicant shall submit a business plan according to the model that is published on the website of the AAD and MAFRD. Planned investments shall be in line with production capacity. During applications evaluation, based on the business plan, ADA officials are obliged to reject the investment part that is inconsistent with this principle.

2.4. Other eligibility criteria

Beneficiaries of the projects with the value of eligible investments higher than EUR 50,000, prior to signing the contract with the ADA, shall register their enterprises and all investments/expenditures shall be invoiced on the name of enterprise.

Projects funded by Rural Development Program for 2019 shall not be funded by the EU Office in Kosovo or any other local public or international donor. If it is proven that the beneficiary has benefited support for the same project from other donors, he/she shall not be given the support or if he/she received it, he/she is obliged to return the funds received, and against him/her shall be applied penalties in line with the applicable legislation.

Beneficiaries of Measure 101 are required to keep the farm book for the relevant sector, in hard copy or electronically, during the monitoring period. If the grant beneficiary does not keep the book during the monitoring period, it is penalized by not paying direct payments for the relevant investment for the next two years.

The number of new jobs shall be calculated according to the table in Annex no. 17 of the Applicants manual. The number of employees shall be calculated only for new jobs that arise as a result of current cash grant investment.

Due to the seasonal nature of the work in agriculture, the beneficiary is not obliged to register the jobs declared in the business plan or calculated on the basis of the table to register as full-time jobs.

The beneficiary, who has applied before the MAFRD and other public institutions or the EU Office, in USAID's AGRO project or other organizations in Kosovo and his project is selected for financing by any institution, should immediately inform the MAFRD/ADA or other relevant institutions.

The beneficiary shall not be awarded a new project, if the previous project was not regularly completed.

- All investment-related assets (land, stable, animals, orchards etc.) must be registered in the Farm Register.
- Lease contracts shall be notarized or verified by the court, with the exception of lease contracts with the Kosovo Forestry Agency (KFA) and municipalities, which do not have to be notarized.

In case of contracts leased by the Kosovo Forestry Agency and the Privatization Agency of Kosovo, contracts may be for a shorter period than foreseen for other applicants, provided that they submit a certificate from the lessor stating that there will be no problem with the extension of the contract.

Land privatized by PAK, which appear in the property certificate as "Land leased for 99 years" is treated as privately owned land. Even the lands purchased by the private landowner are treated as land owned by the buyer.

Lands with unfinished consolidation are accepted by the decisions of the competent authority, i.e. without possession list.

A mortgaged land has the right to invest, either owned or leased. If from a parcel is leased only one part of it, the applicant prior to the application must make the digitalization of the leased part and a hard copy of the digitized part attach to the application file.

If parcels are physically alongside each other, they are accepted as a parcel, even when one is leased and the other is owned.

In case of projects that envisage construction or extension, applicants during the application shall submit:

- Ownership certificate (possession list) of the parcel on which investment takes place
- In case the land or facility object is leased, the notarized lease contract for at least 10 years, starting from the year of application
- Copy of the parcel plan where investment shall take place;
- Copy of sketches of the facility;
- Bill of quantity for materials and works foreseen; Specially prepared document - not part of the business plan by the applicant himself or with the help of the constructor.
- The municipality's consent proving that should the grant be awarded the applicant will be able to obtain the construction permit;

Before submitting the payment application to the ADA, the beneficiary shall submit:

- Construction permit, issued by the competent body of the Municipality.

In case of construction, expansion or renovation of facilities, establishment of orchards, vineyards and establishment of irrigation system in the lands leased, lease contract should be for at least ten 10 years, counting from the year of application.

- The contract should have attached consent of the owner (landlord), for the investment that shall be made in his land.

The lease contract is not required only in cases when the land owner and the applicant are in partner relations or in straight line of the blood without limits (great - grandfathers, grandfathers, parents, children, grandchildren) and this shall be evidenced by the marriage certificate or birth/death certificate. The applicant shall fill in a written Declaration under oath, which proves that the land to which it applies belongs to his property.

3. SPECIAL ELIGIBILITY CRITERIA

3.1. Sector of fruits (apple, pear, plum, sour cherry, walnut, hazelnut, cherry, apricot, peach and quince)

- At the moment of applying for investments in the fruit sector, applicants shall prove that they own agriculture land, inherited or rented for at least 10 years, starting from the year of application, and at least 1 hectare. The minimum surface area of the parcel should be 0.35 hectares;
- Beneficiaries for the establishment of new orchards, prior to payment application, if they buy seedlings produced in Kosovo shall submit a copy of the phytosanitary certificate on the health status of planting material complying with the CAC (Conformitas Agraria Communitatis) criterion and a copy of the manufacturer's license, while those who import seedlings from EU countries, shall submit a copy of the phytosanitary certificate on the health status of the planting material that meets at least the CAC criterion issued by the manufacturer, the certificate of origin and import permit of the importer. Planted fruit tree seedlings shall have attached to the trunk of the tree the label of the certification body. Explanation 1: Only the construction of insulation panels is acceptable for new warehouses.

3.2. Sector of vegetables and greenhouses (including potatoes)

- At the moment of application for investments in warehouse for fruits and vegetables - including potatoes, the applicants shall prove that they have in possession at least two 2 hectares of agriculture land, owned or leased, for at least 10 years.
- At the moment of application for investments in new permanent greenhouses, the applicant shall prove that he/she has at least 0.10 hectares of arable land registered in the Farm Register. The minimum size of a greenhouse is 10 ares.
- Greenhouses should be built under the conditions specified in Annex no. 18.

Explanation 1: Only the construction of insulation panels is acceptable for new warehouses.

Explanation 2: In the Sector of vegetables in the open field, the main investment is the warehouse for the storage of vegetables, so the investment is acceptable only if the applicant builds a new warehouse or has an existing warehouse and requires other investments that are on the list of eligible investments.

3.3. Meat sector

- For investments in the meat sector - fattening of calves and pigs, applicants are not obliged to have calves/pigs at the moment of application, but prior to the submission of the request for the last payment shall have at least twenty 20 heads of calves or forty 40 pigs for fattening, with matriculation of the Republic of Kosovo or of the EU countries, and these should be proved with the relevant documents and their presence in the stable. The applicant that applies for construction of a stable for calves and pigs, in their project shall also include the manure storage room, with sufficient capacities for at least three 3 months (see list of minimum national standards).
- At the moment of application, applicants for fattening of calves shall prove that they possess at least 0,20 hectares of agriculture land per head of calves, owned, inherited or leased for at least three 3 years. In case of investments in agricultural machinery for land cultivation, the duration of the lease shall be at least five years.

***Explanation - Relevant documents:** Certificates from Register for Animal Registration and Identification. This fact is also confirmed by the first field visit before signing the contract. If the number of animals is lower than the number specified in the application, the only acceptable justification is slaughter in a licensed slaughterhouse or veterinarian's evidence that the animal died.

3.4. Dairy sector

- At the moment of application, the applicants for investments in the milk production

sector are not required to have animals, but at the end of investment they shall have at least 10 heifers or dairy cows, or 100 sheep, or 100 goats, registered in the Farm Register and in the Register for Animal Registration and Identification (RARI) in Food and Veterinary Agency (FVA). This provision does not apply to collection points.

- The applicants, who at the moment of application have animals, must provide evidence from the Register for Animal Registration and Identification for existing animals, in order to receive points during the assessment.
- The applicants, who at the moment of application do not have any cows, shall, by the end of investment, be obliged to have at least 10 heifers matriculated and registered in RARI on behalf of the grant beneficiary.
- Milk collection points shall have long-term contracts (at least one year), with at least five farmers who jointly breed at least 30 dairy cows.
- The applicants applying for construction of a stable for dairy cows, in their project shall also include manure storage room, with sufficient capacity for at least three (3) months (see the list of national minimum standards).
- In case of investments in agricultural machinery for land cultivation, applicants must prove that they have at least 0.5 hectare of agricultural land per each cow head, respectively 0.05 hectare of agriculture land per sheep/ goat, in its ownership, inherited or leased for at least three years.

3.5. Grape sector

- At the moment of submission the application, the applicants for investment in the grape sector shall prove that they possess, inherited or leased agricultural land for at least 10 years, at least 0.3 hectares of land. The minimum surface area of the parcel shall be 0.1 hectare.
- In case of investments in harvesting and cultivation machinery and equipment, as well as a depot for post-harvest treatment, applicants shall prove that they possess at least 3 hectares of vineyards, owned, inherited or leased for at least 10 years, registered in the Vineyard Register and in the Farm Register.

Explanation 1: Only the construction of insulation panels is acceptable for new warehouses.

3.6. Eggs sector

The applicants for investment in the sector of eggs shall prove the possession of at least 5,000 egg laying hens in active production.

The applicants applying for construction of chicken farm, in their project shall include the manure storage room with sufficient capacity for at least 3 months. (see the list of national minimum standards).

Applicants in the sector of eggs, when applying, should note in the business plan when they will change the shift and how long the breaks will be without production. The applicant must also submit the last supply bill with chickens.

4. ELIGIBLE INVESTMENTS

Eligible expenditures are limited to those included in the List of eligible investments for measure 101, as presented in Annex no. 6 of the Applicants manual.

The minimum eligible expenditures for the project under this measure are 10,000 €, except for the grape sector projects, where the minimum project value is 3,000 €.

The maximum eligible expenditures per project under this measure are 100,000 €.

The expenditures of preparing a business plan or project proposal can not exceed the value of 3% of the eligible costs. In the case of investments envisaged for the construction of a stable or storage for fruits and vegetables, costs for architects and engineers, consultants' certifications or licensed consulting companies, as well as various permits and licenses are eligible up to 7% of the eligible expenditures but not more than 3000 €.

4.1. ELIGIBLE INVESTMENTS FOR SECTOR

4.1.1. Investments in the fruit sector

- Investments in establishing new orchards with a minimum surface area of 1 hectare;
- Investments in installing irrigation systems in the farm, according to the best irrigation practices;
- Investments in the production of farm energy from all types of renewable resources;
- Investments in the hail protection network system;
- Investments in agricultural machinery and equipment for orchards, plant protection, fertilization, harvesting and treatment after harvesting;
- Investments for purchasing a tractor for fruit trees;
- Investments in the construction and upgrading of facilities for post-harvest activities, building for the placement of machinery, and warehouses for the protection of plant products and artificial fertilizers..

4.1.2. Investments in sector of vegetables and greenhouses (including potatoes) and for the warehouses

- Investments on the construction of permanent greenhouses for vegetables, berries plants or seedlings. The minimum surface area of a greenhouse is 0.1 hectare;
- Investments in farm energy production from all types of renewable resources;
- Purchase and installation of equipment for reaching controlled climatic conditions, including greenhouse heating equipment;
- Investments in installing or upgrading greenhouse irrigation systems according to best irrigation practices;
- Construction of facilities for post-harvest treatment (classification, packing, labelling) and preservation of products, as well as products warehouses for plant protection and for artificial fertilizers.
- Purchase of a suitable mechanism for growing vegetables in open fields or in greenhouses (machine for planting seedlings, machine for laying the foil.)

4.1.3. Investments in meat sector

- Construction/renovation/expansion of stables, accompanying facilities (manure storage room, feedstock hangers, silage warehouses) and farm infrastructure (such as: water supply at farm level);
- Investments in energy and farm production from all types of renewable resources;
- Investments in modernizing the food and water supply system;
- Investments in agricultural machinery and equipment for cultivation of forage crops and cereals, plant protection, fertilization and harvesting;
- Investment in purchasing a tractor;
- Investments for the cleaning/removal of manure (liquid and solid), and its storage;
- Investments for the production of concentrated fodder, from the total capacity of which, at least 50% will be used for farm needs;

4.1.4. Investments in dairy sector

- Construction/Renovation/Expansion of stables, auxiliary facilities and facilities of milk collection centres (manure warehouses, bulk fodder hangars, silage warehouses, milking facility) and farm infrastructure (such as water and electricity supply);
- Investment in modernization of milking and refrigeration equipment, such as milking equipment, milk storage, including milk storage rooms, lacto-freezers;
- Investments in farm energy production from all types of renewable resources;
- Equipment and machinery for manure disposal;
- Investments in modernization of food and water supply system;

- Investments in agricultural machinery and equipment for the cultivation of forage crops and grains, plant protection, fertilization and harvesting;
- Investment for the purchase of a tractor;
- Investments in the purification/ disposal of liquid and solid manure and its storage;
- Investments for the production of concentrated fodder, from the total capacity of which, at least 50% shall be used for farm needs.

4.1.5. Investments in grape sector

- Investments in establishment/modernization of vineyards plantations in the surface area of 0.3 hectare (converting, replacement) for table grape and wine grape;
- Investment for installing irrigation systems, according to the best irrigation practices;
- Investment for the placement of the table grape in the market;
- Investments in production of energy in the farm from all renewal sources;
- Investments in the hail protection network system;
- Investments in holding systems of grape wines and fences;
- Investments in agriculture machinery and equipment for vineyards, machinery for protection of plants, for fertilization, for harvest and post - harvest treatment;
- Investment for the purchase of a tractor;
- Those who possess over 3 hectares of vineyard land are also eligible to apply for the construction of facilities for post-harvesting activities, such as cooling chambers, sorting, cleaning, packing machinery and equipment;

4.1.6. Investments in eggs sector

- Construction/Renovation/Expansion of chicken farms and eggs storage rooms;
- Investments in internal infrastructure (poultry nutrition and drinking systems and equipment for microclimate regulation, equipment for manure disposal, egg classification);
- Investment in cages, only according to EU standards;
- Construction and renovation of feed storage facilities, including feed preparation, treatment, packing equipment and egg storage rooms;
- Investments in energy equipment or power generation in the farm from all types of renewable resources;
- Investments in cleaning/ disposal of manure and its storage.
- Investment for production of concentrated feed from the total capacity of which at least 50% shall be used for farm needs;

5. SELECTION CRITERIA FOR THE SUB-SECTOR

Table 1: Selection criteria for the fruit sector

No.	Type of criteria	Criterion / Category	Points
1	Production capacity: area that shall be established. In case of investment in infrastructure of orchard, warehouse, irrigation, protection against hail and/or machinery, the points are calculated depending on existing surface areas* or the one that shall be established, whichever is greater.	≥ 3 ha	55
		≥ 1 ha - < 3 ha	50
2	Value of eligible investments	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
3	Contractual relationship	Contract for delivery of at least 50 % of farm production (<i>not required for applicants for establishment of new orchards, if they don't have existing orchards, they receive 3 points from this criteria</i>).	3
4	Protection of environmental and climate change <i>This criterion shall not apply when the investment takes place on surfaces covered by the irrigation system and the applicant gets the points.</i>	Investments in production of energy in the farm from renewal resources (<i>min. 5% of eligible investment</i>).	2
5	Employment	Calculation is done according to the table in Annex 17	Maksimalno 10
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
7	Ownership on the land where the investment takes place	Land owned by the applicant	3
8	Professional background	Undergraduate degree in agriculture / food technology in the respective department	5
		Agricultural high school or over two years of working experience in agriculture**	3
9	Farmer's gender	Female applicant	2
TOTAL			100

* The existing surface area shall be proven by receiving direct payment for these areas in the previous year, or if no direct payment, shall be proven by the property certificate and the FIN.

** See the Applicants manual, chapter "Key Definitions"

Table 2. Selection criteria for the sector of vegetables and greenhouses (including potatoes)

No.	Type of criteria	Criterion/Category		Points
		For greenhouses	For warehouses	
1	Production capacity	Over 20 ares	The area with fruit trees and/or vegetables, including the existing ones and those to be planted, is greater than 3 ha *	55
		10 to 20 ares	The area with fruit trees and/or vegetables, including existing ones and those to be planted, is less than 3 ha *	50
2	Value of eligible investments	≤ 30.000		10
		> 30.000 - ≤ 60.000		8
		> 60.000		5
3	Contractual relationship	Contract for delivery of at least 50% of farm production		3
4	Environmental protection and climate change	Investment in production of energy on farm from renewable sources (<i>min. 5% of eligible investment</i>)		2
5	Employment	Calculated based on table in Annex 17		Max. 10
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years		10
7	Ownership on the land where the investment takes place	Land owned by the applicant		3
7	Professional background	Undergraduate degree in agriculture / food technology in the respective department		5
		Agricultural high school or over two years of working experience in agriculture **		3
8	Farmer's gender	Female applicant		2
TOTAL				100

* The existing surface area shall be proven by receiving direct payment for these surface areas in the previous year, or if no direct payment, shall be proven by the property certificate and the FIN

Table 3. Selection criteria for the meat sector

No.	Type of criteria	Criterion/Category	Points	
1	Type of investment: In case of investment both from point a) and from point b), the points are calculated from investment with the biggest part of the funds (maximum 30 points)	a) Construction / renovation / expansion of stable	30	
		b) Machinery and/or improvement to external infrastructure (manure storage room, silage storage, hay storage)	25	
2	Value of eligible investments	≤ 30.000	10	
		> 30.000 - ≤ 60.000	8	
		> 60.000	5	
3	Production capacity (number of cattle) after project implementation	Calves	Pigs	
		≥ 20 < 70 heads	≥ 40 < 100 heads	20
		≥ 70 heads	≥ 100 heads	15
4	Experience in relevant production: applicant has cattle/pigs in production*	Applicant has at least 5 heads	Applicant has at least 10 heads	5
5	Contractual relationship	Contract for delivery of at least 50 % of farm production	3	
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)	2	
7	Employment	Calculated based on the table in Annex no. 17	Max. 10	
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10	
9	Ownership on the land where the investment takes place	Land owned by the applicant	3	
10	Professional background	Undergraduate degree in agriculture / food technology in the respective department	5	
		Agricultural high school or over two years of working experience in agriculture **	3	
11	Farmer's gender	Female applicant	2	
TOTAL			100	

* It should be proven by certification from the Register for Animal Registration and Identification. This fact is also verified during the first field visit before signing the contract. If at the moment of field visit the number of animals is smaller than that presented in the application, the only acceptable justification is slaughter in the licensed slaughterhouse or the veterinarian's evidence that the animal has died. On the occasion of the first control on the field, the matriculated numbers that must match the numbers stated on the application shall be verified.

Table 4: Selection criteria for dairy sector

No	Type of criteria	Criterion/Category			Points
1	Type of investment: In case of investment both from point a) and from point b), the points are calculated from investment with the biggest part of the funds (maximum 35 points)	a) Construction/Renovation/Expansion of stable or milk collection point			35
		b) Machinery and/or improvement of internal and external infrastructure (manure storage room, silage storage, hay storage)			30
2	Value of eligible investments	≤ 30.000			10
		> 30.000 - ≤ 60.000			8
		> 60.000			5
3	Production capacity: number of animals in active production prior to application, or the number of farmers contracted for collection points	Dairy cows	Dairy sheep/goats	Milk collection points	
		≥ 5 < 10 heads	≥ 50 < 100 heads	≥ 10 farmers	5
		≥ 10 heads	≥ 100 heads	≥ 10 < 20 farmers	10
4	Contractual relationship	One-year contract* for the delivery of at least 50% of farm production			3
5	The manner of maintenance after the completion of investment. This criterion shall only apply for dairy cows. Others take 10 points.	Free system of maintenance			10
		Related maintenance system			5
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)			2
7	Employment	Calculation is done according to the table in Annex 17			Max. 10
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years			10
9	Ownership on the land where the investment is made	The land in the name of the applicant			3
10	Professional oversight	University degree in agriculture/food technology			5
		Agricultural secondary school or over two years of working experience in agriculture **			3
11	Farmer's gender	Female applicant			2
TOTAL					100

* One-year contract shall mean the contract for the year of application.

** During the second field check, upon request for payment, the beneficiary must have the number of heads she has presented in the project.

Table No. 5 Selection criteria for grape sector

No	Type of criteria	Criterion/Category	Points
1.	Production capacity: surface area to be established. In case of investment in warehouse and/or machinery, the points are calculated depending on the existing surface area or the area to be established, whichever is the greater.	≥ 3 ha	50
		≥ 1 ha - < 3 ha	45
		≥ 0.30 ha - < 1 ha	40
2	Value of eligible investments	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
3	Contractual relationship	Contract for delivery of at least 50% of the farm production <i>(applicants are not required to apply for the establishment of new vineyards if they do not possess existing vineyards, they receive 5 points from this criterion)</i>	5
4	Employment	Calculation is done according to the table in Annex 17	Max. 10
5	Place of investment	Municipalities: Rahovec, Suhareka, Prizren, Gjakova, Malisheva, Mamusha, Peja, Istog and Klina.	5
6	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
7	Ownership on the land where the investment is made	The land is in the name of applicant	3
7	Professional support	University degree in agriculture/food technology	5
		Agricultural secondary school or over two years of working experience in agriculture **	3
8	Farmer's gender	Female applicant	2
TOTAL			100

Table No. 6 Selection criteria for the sector of eggs

No	Type of criteria	Criterion/Category	Points
1	Type of investment: In case of combined investment, points are calculated by the investment with the largest part of means (maximum 25 points)	a) Construction/Renovation/Expansion of stable	25
		b) Improvement of farm's internal infrastructure; construction of feed storage warehouses; manure treatment; eggs storage room;	20
		Agriculture machinery and equipment	
2	Production capacity: number of egg laying hens in active production, prior to application	≥ 5,000 - < 25,000 egg laying hens	15
		≥ 25,000	10
3	Manner of keeping the chickens	Free system, in the nature	15
		Free system, in the floor	10
		In cage, in compliance with the EU standards	5
4	Value of the investment	≤ 30.000	10
		> 30.000 - ≤ 60.000	8
		> 60.000	5
5	Contractual relationship	Contract for the delivery of at least 50% of the farm production	3
6	Environmental protection and climate change	Investments in production of energy in the farm from renewal sources (<i>min. 5% of eligible investment</i>)	2
7	Employment	Calculation based on the table in Annex no. 17	Max.10
8	First time support	The applicant or the household has not been a beneficiary of MAFRD grants in the last three years	10
9	Ownership on the land where the investment is made	The land is in the name of applicant	3
10	Professional oversight	University degree in agriculture/food technology	5
		Agricultural secondary school or over two years of working experience in agriculture **	3
11	Farmer's gender	Female applicant	2
TOTAL			100

For all sub-measures: In cases where the applicants have the same number of points, priority is given to the projects submitted earlier.

6. LEVEL OF PUBLIC SUPPORT

- Minimum value of eligible expenditures for the project within this measure is EUR 10.000, except for the grape sector project, where the minimum value of the project is EUR 3,000;
- Maximum value of eligible expenditures for the project within this measure is EUR 100.000.
- Public support is 60% of eligible expenditures of investment;
- Additional support of 5% is given for investment in mountainous areas and 5% for young farmers (40 years or younger at the moment of application).
- Public maximum support for the period of implementation of the Agriculture and Rural Development Program 2014 - 2020 for the Measure 101 is EUR 400,000 for beneficiary.
- The applicant may apply with several projects during the period of implementation of the Agriculture and Rural Development Program 2014 - 2020, in different years, provided that the previous projects have been successfully completed and public support does not exceed the amount specified in paragraph 7 of this Article.

7. ADMINISTRATIVE PROCEDURE

This measure will be implemented by the Agriculture Development Agency (ADA). Detailed administrative procedures will be presented in the Administrative Instruction, approved by the Minister of Agriculture, Forestry and Rural Development.

8. IMPLEMENTATION DEADLINE

The implementation deadline of the projects under this measure is 90 calendric days, except for the projects that foresee construction of stables or warehouses, in which case the implementation deadline is 120 calendric days, from the date of signing the contract with the ADA, for the grape sector, for projects whose implementation deadline is 300 days from the date of signing the contract with ADA, due to the spring grape planting period. After the implementation deadline, the beneficiary has also 15 additional days for the preparation of documentation and submission of request for payment.

ADA may extend the implementation deadline for maximum 30 days by concluding an annex contract in accordance with Law on Obligational Relationships, justifying the extension of the deadline with strong reasons for this, such as respecting the vegetative period of plants, unfavorable weather to perform construction works, bring of specific machinery from any other state etc.

9. GEOGRAPHICAL SCOPE OF THE MEASURE

This Measure shall be applied in the whole territory of the Republic of Kosovo.

9.1. Rules for eligible expenditures

Grant money can only be taken after the beneficiary has made an investment and has made payment of the invoice in accordance with his application and the contract signed with the Agricultural Development Agency (see Annex 6, list of acceptable investments). Expenditures are eligible only if they occur after the signing of the contract between the applicant and the Agricultural Development Agency, except for administrative expenditures that may occur before the contract is signed, but they are only eligible for the selected applicants.

Administrative expenditures such as: payment for architect, engineers as well as payment for consultations, feasibility studies, acquisition of patent rights and licenses. The maximum eligible amount for these expenditures should not exceed 10% of the eligible expenditures, of which the expenditures for the preparation of the project proposal and the business plan should not exceed 3% of the eligible expenditures.

These expenditures are acceptable retroactively for final users only.

The project proposal and the business plan can be prepared by the applicant. When preparing from a consulting company, their expenditures should be entered in the table for eligible expenditures.

9.2. Ineligible expenditures

Ineligible expenditures are:

- Expenditures incurred before the signing of the contract with the ARP, except administrative;
- Taxes, including VAT; with the exception of non-refundable VAT for natural persons and VAT non-declaring enterprises.
- Customs duties and excises;
- Purchase and lease of existing land and buildings;
- Fines, financial penalties and litigation costs;
- Operational expenditures (expenditures for development of the activities);
- Second hand machinery and equipment;
- Machinery and equipment without serial number and technical data;

- Banking obligations, guarantor's expenditures and similar obligations;
- Exchange costs, obligations and losses of exchange;
- In kind contributions;
- Purchase of agricultural inputs, animals, annual plants and their planting;
- Maintenance, amortization and lease expenditures;
- Expenditures for public administration in management and implementation of the support:
- Insurance expenditures;

Ineligible expenditures are a matter of users, so they should not be included in the payment request, so the user must have their own financial resources to cover them. For ineligible expenditures, it is not necessary to comply with public procurement procedures.

VAT is an eligible expenditure only for natural persons and companies that do not report VAT. For companies that report VAT, this is an ineligible expenditure! On this Internet address: <http://apps.atk-ks.org/BizPasiveApp/VatRegist/SearchVat> reports can be downloaded which can check whether the company has reported VAT or not.

Any attempted fraud (eg. counterfeiting of accounts, manipulation of procurement procedures, purchase of used vehicles or equipment, etc.) will be punished by non-payment of the part which is the subject of fraud and additional penalty until the total exclusion from payment as provided for by the criminal system which is part of the contract.

10. SUBMISSION OF APPLICATIONS PROCEDURE

10.1. Application content

The application must contain all documents listed according to the list of documents shown in Annex no. 1 and shall be submitted within the deadline for submission of the applications. The complete application file shall be submitted within the public announcement deadline in two (2) copies and all documents contained in the file shall be scanned and stored in CD, which shall be submitted together with hard copies. The applicants are advised to keep a copy of the file for personal use.

In the event that due to the lack of any obligatory document, the ADA officer in the Regional Office does not receive the application, the applicant has a deadline to complete the documentation by the end of the call for submission of the project proposal. **The applicants are advised to submit applications not later than 5 days before the deadline for filing applications so that they can complete their documentation in the event of a lack of any document.**

10.2. Submission of applications and deadline

The call for applications is submitted by the Agriculture Development Agency, and the publication will be on the website of the MAFRD: www.mbpzhr-ks.net, on the website of the Agriculture Development Agency and in the daily newspapers of the Republic of Kosovo

All interested people are invited to visit the ADA website.

Applications must be submitted to the Regional Office of the Agricultural Development Agency (see Annex 11, with their addresses)

10.3. Evaluation, selection, contracting and implementation

ADA uses the list of applicants' and project's controls and checks data with official systems (Farm Register and Register for Livestock Identification).

Applications should be rejected if they are not complete, if they do not meet eligibility criteria or even when they meet eligibility criteria, they can not benefit because of the small number of points compared to other candidates and the estimated budget.

Incomplete applications are refused when verified by the officials of the Agricultural Development Agency when submitting. If it is later determined that the application is not complete, it is rejected.

Ineligible requirements - declared ineligible during the assessment process by officials of the Agricultural Development Agency in Pristina. Projects may be declared ineligible during administrative control (e.g. Deviations from Farm Register or Animal Identification Register), during document evaluation (e.g. Business Plan Evaluation) or during field control (e.g. an orchard or a greenhouse was raised earlier). Ineligible projects are not subject to the award procedure.

10.4. Evaluation of business plan or project proposal

Applications with amounts of eligible investments exceeding EUR 20,000 must include a business plan, according to the model shown in Annex no. 3.

Applications with amounts of eligible investments of up to EUR 20,000 must include a business plan, according to the model shown in Annex no. 2.

If the application envisages a business plan, then there is no need for a project proposal.

Some information contained in the business plan or project proposal should be considered for scoring of applications. Likewise, these documents represent the data source for completing the indicator form.

Presented data / information in these documents should be checked in all existing databases (Farm Register, Register for Identification of Animals, Cadastre Register of Vineyards, sLPIS etc.), should be supported by accompanying documents - see Annex no. 1, and should be subject to field control before the contract is signed, before the payment of funds and after the project is completed during the period of ex-post monitoring.

The business plan or project proposal should fully respect the model prepared by the MAFRD. All chapters need to be processed; non-processing of any chapter is sufficient reason for rejecting the application. Delivery of additional chapters will be ignored when evaluating the project.

The following content is part of the business plan assessment:

1. All chapters and sub-chapters have been processed; if it is not relevant to the applicant, then the reason should be explained;
2. At least one (1) specific objective of the measure has been met;
3. The project is in line with the potential of the zone;
4. Return on investment proves that additional profit (additional income - additional expenditures) covers investment expenditures (calculate only private co-financing) in less than 10 years;
5. It is estimated that the applicant has sufficient (employed) staff for the functioning of the business;
6. Proposed purchases / construction are in accordance with the needs of the applicant (e.g. no more tractors, trailers or vehicles than necessary; construction is not allowed if the applicant has sufficient building);
7. The proposed purchases/construction are in accordance with the applied technological process;
8. Purchase / construction prices are reasonable;
9. The schedule of the purchase/construction is realistic and gives the opportunity for the investment to end within the period of implementation foreseen by this manual.
10. Production capacity is shown before and after investment;
11. The planned increase in production capacity has been fully demonstrated on the basis of the proposed investment;
12. The technological process and the applied technology are described;
13. The technological process is in line with existing resources, foreseen investments and services provided.
14. Potential suppliers and potential buyers have been identified (proven by contracts and pre-contracts);
15. The market strategy is real;
16. For any eligible and ineligible investments, the amounts of public support and private financing are accurately reflected;

17. The cash flow statement at the end of each month should be positive in the next 3 years after the end of the investment;
18. Estimated costs include: additional labor expenditures (salaries and contributions), additional energy consumed, payments for new suppliers, service providers, debt repayment, etc.;
19. The anticipated additional revenues are in line with production capacities;
20. The anticipated additional revenues are in line with the marketing strategy (e.g., it is impossible for a large quantity of vegetables to be delivered directly from the users to the green market);
21. Additional revenue in the return of investment calculation is in accordance with the additional production shown on the impact indicators.
22. The applicant did not create artificial conditions to gain an advantage.

- For the project proposal, the applicable controls are no: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16 and 22.

10.5. Field controls

At least 3 field controls will be performed:

1. First control (check before approval),
2. Second control (post-investment and pre-payment controls),
3. Ex-post control (monitoring) and super control,
4. Re-control.

First control (check before approval) is carried out after the assessment process and includes

- control of the property declared in the Business Plan by the applicant,
- verification of cadastral parcels,
- verification of the number of animals, poultry, etc. and
- verification of the key points for which the application is scored.

Any disagreements will be recorded in the Control Report and will affect the Approval process.

The second control (post-investment and pre-payment controls) is done after the completion of the investment under the contract and the submission of the payment package by the user and includes:

- control of each investment position according to the foreseen investment fund, information letter and signed contract,
- verification of the quality of the investment,
- verification of the number of animals, poultry, etc. and
- verification of the application of national minimum standards.

Any disagreements will be recorded in the second Control report and will affect the Payment Authorization process.

Ex-post Control (monitoring) is the process of monitoring a project co-financed by MAFRD, ADA and users, in accordance with contractual obligations, for a period of 3 years and includes:

- verification of all investment positions, and
- verification of project functionality and investment maintenance.

Any disagreements will be recorded in the Ex-post Control report and will be sent to the Legal Department for further processing.

Super control is a special control organized by the decision of the official which is aimed at:

- verification of field investments,
- preventing manipulation and fraud, and
- assessment of the work of the inspectorate.

Re-control is a control that is organized only in certain cases and at the request of the appropriate directorates (Directorate for Project Approval and Directorate for Authorized Payments).

NOTE: When performing control, beneficiaries are obliged to allow free and direct access to the enterprise, equipment of the enterprise and any document required by the Agricultural Development Agency. In the event of non-compliance with this requirement, immediate repayment of public support should be made and the beneficiary should be sentenced.

10.6. Applicants ranking

All projects that have passed the eligibility criteria, after evaluation, are ranked on the basis of the points earned and eventually time of implementation. Selection of beneficiaries is done by the candidate starting with the highest number of points and continues until the projected budget is spent.

10.7. Procedure for obtaining grant and notice of the applicants

Upon evaluation, ADA makes an evaluation report. Projects are classified in this report as follows:

- 1) Ineligible projects (which have not passed the eligibility criteria) and
- 2) Eligible projects with scores.

This report is signed by the Head of ADA.

After the administrative control and evaluation, ADA prepares the Preliminary Release Report, which, in addition to publishing on the ADA website, provides the applicant with information via SMS and e-mail. Applicants who do not receive information via SMS and e-mail can visit ADA for information on their application. The report includes: 1) qualified projects, evaluated and announced potential beneficiaries, 2) eligible and evaluated current projects, and 3) ineligible projects (which have not yet passed the eligibility criteria). The preliminary report, signed by the Chief Executive Officer, is being published on the ADA website and the MAFRD website. From the date of publication of the preliminary report on the ADA website, the applicant has a deadline of 15 days (calendar) to file a complaint with the Complaints Commission within the ADA.

10.8. Contract between the beneficiary and the ADA, together with the procurement procedures

All beneficiaries will sign a standard contract - see annex no. 4. A list of beneficiaries signing a contract will be published by ADA.

Business plan or project proposal together with all submitted documents become part of the contract. The contract shall remain in force from the moment of signing of both parties (ADA and beneficiaries) until the end of the monitoring period, which is 5 years after the implementation of the project.

If a potential beneficiary had previously been a beneficiary of a MAFRD project in the last 5 years and is in the course of monitoring before signing a new contract with the ADA, control should be made to check the previous project if it has been implemented and if it is functional. The duration of the contract remains in force from the moment of signing by both parties (the Agriculture Development Agency and the beneficiary) until the end of the monitoring period, which is 3 years after the realization of the project.

The completion period of the project implies the completion of investments. The contract covers the

monitoring period.

Note: If the beneficiary withdraws from the implementation of the project after signing the contract, informing the ADA, he loses the right to submit applications for the next year.

Beneficiary who did not implement the project after signing the contract and do not notify ADA to withdraw, will lose the right of filing the application for the next three years.

After the signing of the contract and the implementation of the investment, the beneficiary must request payment of eligible costs in accordance with the intensity of public aid, by completing the form offered by the Agricultural Development Agency, see annex no. 8 of the Request for payment. The beneficiary should submit proof of payment (invoice and fiscal account or bank transfer for payments below 500 euros, for payments in the amount of 500 euros or more, invoices and bank transfer), as well as evidence of the execution of procurement procedures, if provided in the contract. Approval of payments will be made after checking the documentation and after field control conducted by officials from the Agricultural Development Agency. The entire payment request file must be scanned on a CD and delivered together with the request to the ADA.

In cases when errors in accounts, bank transfers or procurement procedures are detected, the user is given the opportunity to rectify them within 5 calendar days.

Note: If the beneficiary is a legal entity, the account on which the payment is made by the Agricultural Development Agency should be on behalf the legal entity, not the owner. Likewise, if the user is a female, the bank account should belong to her, not to the other members of their family and vice versa.

10.9. Ex-post monitoring

All projects will be monitored 3 years after the project is completed. The check is carried out by the Agricultural Development Agency. The purpose of the investment must be maintained 5 years after the investment. Also, users should continue to abide by all eligibility conditions and selection criteria for which the applicants are awarded. If there is a violation of these rules, then the grant will be returned and the user will be fined.

11. LIST OF ANNEXES

1. Annex no. 1: Application Form for Measure 101
2. Annex no. 2: List of required documents
3. Annex no. 3: Project proposal model

4. Annex no. 4: Business plan model
5. Annex no. 5: Procurement procedures
6. Annex no. 6: Minimum national standards
7. Annex no. 7: List of eligible investments for Measure 101
8. Annex no. 8: Mountain areas
9. Annex no. 9: Payment request
10. Annex no. 10: Evaluation report
11. Annex no. 11: Appeal form for farmers
12. Annex no. 12: Contacts and places for information for filing the applications
13. Annex no. 13: Forms for collecting indicators for the M-101
14. Annex no. 14: Financial part of the business plan
15. Annex no. 15: Promotion
16. Annex no. 16: Code of Ethics for Advisory Companies
17. Annex no. 17: Number of jobs
18. Annex no. 18: Specific conditions for the construction of greenhouses
19. Annex no. 19: Statement under oath

Annex no. 1 Application Form for Measure 101

APPLICATION FORM - 2019

MEASURE 101, INVESTMENTS IN PHYSICAL ASSETS OF FARMS, SECTOR OF FRUITS, VEGETABLES (INCLUDING POTATO) GRAPE SECTOR, MILK SECTOR, MEAT SECTOR AND EGGS SECTOR

.....
(Name, surname, name of the father, surname or legal entity)

I. Applicant's name

Personal number
ID number

Municipality:

Residence:

Address:

Telephone:

E - mail:

Web-site:

		Legal status: Natural person <input type="checkbox"/> Enterprise <input type="checkbox"/>
II. Name of the Project		
<i>For official use only (filled by regional official of ADA):</i>		
Project unique registration number (URN): _____		
III. Date	(dd/mm/gggg)	
IV. Time	(hour and minute, shall be filled only if the request for payment is complete)	
V. Application is complete	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Applicant's signature.....

VI. Farm Registration Number (FRN):		<input type="text"/>
VII. Business Registration Number:		<input type="text"/>
VIII. For all applicants:		
Bank	Bank name:	
	IBAN:	
	Current account no:	<input type="text"/>
	Address:	
In the event that the application is made through an authorized person:		
Name _____ Father's name Surname _____	Personal number	<input type="text"/>
	ID number	<input type="text"/>
	E-mail:	_____
VIII. Statements		

I declare that I or some other member of my household did not receive any grant from MAFRD in the last 3 years

I declare that I will attend at least 20 hours of relevant training before payment request
Yes **No**, I will not attend training

Yes, Yes, I have formal education in agriculture and more than 2 years of relevant experience - as shown in the accompanying documents no. _____ and no. ____
No, I do not have formal education in agriculture and more than 2 years of relevant experience

X. Undertakings

I undertake to secure the co-financing costs and the ineligible costs of the project.

I undertake to provide a source of water in the case of projects that provide investments in the irrigation system

I undertake to continue the activities of the enterprise and to keep the investment objective at least 3 years after the implementation of the project

All the data, information, and documentation I have provided in this application form is true. I am aware that giving false information is punishable by applicable laws of the country. Applicant's signature __

XI. Calculation and percentage of support. Support percentage is 60% additional support:

+ 5% if the applicant is a young farmer (up to 40 years old) at the time of filing the application

No, Yes, if Yes,

+ 5 % if the investment is located in the mountainous area

No, Yes, name of the populated place _____

In the case that the investment site is not included in the list of mountain areas, but the applicant claims that the parcel on which the investment is made is at an altitude above 700m above sea level, it marks the altitude down in the indicated place and this fact is checked by the ADA during the first field control.

The height of the parcel where the investment is made: _____

XII. Financial table of the project (as shown in the business plan or project proposal)

Total eligible costs (€)	% of public support	Amount of public support (€)	Private financing (€)

(Name, surname and
signature of the
applicant)

(Name, surname and
signature of the regional
official)

Date: _____

Annex no. 2 List of required documents

Completed documents (file) must contain the documents listed in the following list and each page must have a (manually) written number. This number should be listed on the list next to the document name. The application files are submitted in two printed copies and all documents of the printed file are scanned and stored on a single CD that is delivered with printed copies. Applicants are advised to keep a copy of the file for their own needs.

In the event of a lack of a required document, the ADA official rejects the application and registers the applicant and submits a copy of this annex with cycled missing documents. The Applicant has the deadline to complete the documents by the end of the Call for Proposals. In cases where only a copy of the document is requested, the applicant shall manually print it on the copy "as in the original" and submit the original to the regional official who checks the conformity of the copy and returns the original to the applicant.

Applicants are advised to submit the application at least 5 days before the closing date for the application in order to have the opportunity to complete documentation in case of a lack of a document. In case of filing the application on the last day for filing applications, the applicant is not given the opportunity to complete the documentation and is not called by telephone in the case of a lack of any document. ADA is not responsible for the content of the submitted documents. If the application is incomplete at the ADA headquarters (if as a result of a technical error in the regional office), the ADA officer calls the applicant by phone or informs him by e-mail and gives him a deadline of 5 calendar days for submission of missing documents.

Documents that must be required during administrative control, if they are missing:

1. Copy of the ID card
2. Certificate or birth extract
3. Current account
4. Statement under oath on the legal bloodline (enclosed as evidence and birth certificate and / or death certificate or marriage certificate)
5. Consent of the co-owner (signed statement, to which a copy of the ID card is attached) in case of investments in property with multiple owners.

No.	Document	Mandatory	Optional
1.	APPLICATION FORM Fill with a typewriter or computer. Check if the documents are properly filled in, it will be at the time of delivery in the presence of the applicant	f. _ <input type="checkbox"/>	
2.	COPY OF THE ID CARD The officer checks in the presence of the applicant whether the ID card is issued in the Republic of Kosovo and is valid at the time of filing the application.	f. _ <input type="checkbox"/>	
3.	CERTIFICATE or BIRTH EXTRACT, copy	f. <input type="checkbox"/>	
4.	SERTIFIKAT REGISTRACIJE U REGISTAR FARME (IBF) SA ANEKSOM	f. _ <input type="checkbox"/>	
5.	INDICATOR FORM filled (original). In the presence of the applicant, the officer shall check if the indicator form is properly filled.	f. <input type="checkbox"/>	
6.	CURRENT ACCOUNT, document issued by the bank operating in Kosovo	f. <input type="checkbox"/>	
7.	In the case of legal entities: REGISTRATION OF BUSINESS CERTIFICATE WITH ANNEXES (copy) and CERTIFICATE OF THE FISCAL NUMBER - copy	f. _ <input type="checkbox"/>	
8.	In the case of construction/extension projects: <ul style="list-style-type: none"> o Certificate of ownership (possession list) of the parcel to be invested; o If the land or facility is leased, certified leasing agreement for at least 10 years starting from the year of registration (For leased land from municipalities and KFA, contracts do not have to be certified; o A copy of the parcel plan where the investments will be made; o Copy of a sketch of the object; o Bill of quantities of material and anticipated works costs; o Consent of the Municipality that proves that in case of awarding grants, the applicant may obtain a building permit; In the case of projects that provide for renovation, applicants, upon registration, must submit: Bill of quantities of material and anticipated works costs;	f. _ <input type="checkbox"/> f. _ <input type="checkbox"/> f. _ <input type="checkbox"/> f. _ <input type="checkbox"/> f. _ <input type="checkbox"/>	
9.	- Consent of the co-owner (signed statement, to which a copy of the ID card is attached) in case of investments in property with multiple owners. - Statement under oath on the legal bloodline (enclosed as evidence and birth certificate and / or death certificate or marriage certificate).	f. _ <input type="checkbox"/>	
10.	Hard copy of the digitized part: If only one part is leased from one parcel, the applicant must, prior to filing the application, perform the digitization of the leased part and to attach a printed copy of the digitized part with the application file.	f. _ <input type="checkbox"/>	

11.	BUSINESS PLAN - For projects in the amount of more than 20,000 euros or PROJECT PROPOSAL - For projects in the amount of up to 20,000 euros, the officer checks if these two documents are in accordance with the ADA model.	f. _ <input type="checkbox"/>	
12.	Not all documents from point 9 are required (to prove two years of experience in the sector) REGISTRATION CERTIFICATE IN THE FARM REGISTER in order to prove the experience over two years in agriculture - copy or EMPLOYER CERTIFICATE that the applicant has more than two years of experience DIPLOMA or CERTIFICATE OF AGRICULTURAL HIGH SCHOOL - notarized copy DIPLOMA OF AGRICULTURAL UNIVERSITY , veterinary or food technology - a notarized copy BUSINESS REGISTRATON CERTIFICATE , if the enterprise as a primary activity has agriculture and is registered at least 2 years before filing the application		f. _ <input type="checkbox"/> f. _ <input type="checkbox"/> f. _ <input type="checkbox"/> f. _ <input type="checkbox"/>
13.	For legal entities: CERTIFICATE from the Tax Administration of Kosovo Which proves that the applicant has settled the income tax (in the original) For natural persons: CERTIFICATE from municipality that he has settled a property tax *	f. _ <input type="checkbox"/>	
14.	AUTHORIZATION FOR APPLICATION - If the applicant is a natural person, the application may be filed through an authorized person, only a certified original authorization is accepted. If the applicant is an enterprise, the application for authorization must be on behalf of the employee of the enterprise. AUTHORIZATION OF PROJECT MANAGEMENT - if the applicant is a natural person, authorization for management is carried out through an authorized person, and is accepted only by original verification by a notary. In the case that the applicant is an enterprise, the administrative body must be employed in the company with an employment contract for at least 5 years.	f. _ <input type="checkbox"/>	
15.	POSSESSION LIST PROVING OWNERSHIP OVER THE LAND AND A COPY OF THE PLAN OR TENANCY AGREEMENT for at least 10 years (certified by notary) with a copy of the possession list of the owner and a copy of the attached plan, except in case of fattening the calves when land is proved as a nutritious basis, the land taken under lease for at least 3 years and if there are investments in agricultural machinery, the land contract should be 5 years. The contract should also contain the consent of the lessor on the investment to be made on his property.	f. _ <input type="checkbox"/>	
16.	In the case of lease agreement with KFA, which are for a shorter period than provided for in the measure, the applicant must provide a certificate from the owner confirming that there will be no problem for the continuation of the lease.		f. _ <input type="checkbox"/>
17.	LIST OF CONTRACT with processors or customers and copies of notarized contracts - if the applicant owns them (they are not mandatory, but the selection criteria)		f. _ <input type="checkbox"/>

18.	A certificate proving that the applicant has completed at least PRIMARY SCHOOL - notarized copy **.		f. _ <input type="checkbox"/>	
Other specific documents by sub-measure				
101. 1	Fruit	No additional documents are required		
101. 2	Vegetable	No additional documents are required		
19.	101.3 Meat	REGISTRATION CERTIFICATE IN THE REGISTER FOR ANIMAL IDENTIFICATION with the number of calves or pigs		f. _ <input type="checkbox"/>
20.	101.4 Milk	REGISTRATION CERTIFICATE IN THE REGISTER FOR ANIMAL IDENTIFICATION with the number of diary cows/sheep/goats		f. _ <input type="checkbox"/>
21.	101.5 Grape	No additional documents are required	f. _ <input type="checkbox"/>	
22.	101.6 Eggs	BILL FOR LAST PURCHASE OF HENS (as evidence that the applicant has hens in active production)	f. _ <input type="checkbox"/>	

* If the applicant has no taxable property in his own name, he must provide a certificate from the municipality certifying it or certificate on behalf of one of the members of the farm, including the name of the applicant

** Evidence of completion of secondary school or higher education is also evidence of completion of at least primary school.

Annex no. 3 Project proposal model

PROJECT PROPOSAL MODEL

NOTE! This document should be fully respected. This document is not for filling, but is model how to write a project proposal. If there is any section that is not related to your project, you must include that in one sentence in the appropriate section.

1 General information

1.1 Name of the applicant (with his specific identification information)

1.2 Applicant's main assets: land (with specification of type of ownership), facilities, equipment and machines, animals, etc. - like in the Farm Register

Table 1. Assets of the applicant

Asset	Date of purchase/c onstruction	Purchase value for natural persons or the latest balance sheet for legal entities	Quantity (piece)
1. Facilities - total			
1.1 Details.....			
1.n Details.....			
2. Equipment - total			
2.1 Details			
2. n Details			
3. ANIMALS			
3.1 Details			
3. n Details			
4. Other - details			
TOTAL			

Table 2. Land

No.	Region/municipality/village	Surface area (m ²) / type of use	Legal status (land on behalf of the applicant or taken on lease)
1			
n			

2 Project description

2.1. Name of the investment

2.2. Project location (region, municipality and village)

Objective, with description, explanation of needs and investment possibilities

3 Description of executed purchases through the project

Name, number, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / devices purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be located. Procurement must be based on the current and/or foreseen production capacity.

Table 5. Description of executed purchases through the project

No.	Name /type of equipment /machinery	Unit (piece, m ² , kg, etc.)	Value without VAT	VAT	Total value including VAT	Percentage of public support
TOTAL						

NOTE! The names of the manufacturers, trademarks and technical characteristics of the machinery and equipment for which the application is submitted should be given

4 Implementation Calendar (months) and main stages

Schedule of investments expressed in values, months and activities.

Table 6. Example/distribution of investments realization

Type of investment	2019
--------------------	------

and total cost (euro)	Month 1	Month 2	Month 3
e.g. stable foundations	5000		
e.g. stable walls		5000	
e.g. stable roof			5000
e.g. purchase of solar panels			

5 Production Capacity

Production capacities resulting from the investment (in physical units). Specificity related to the existing capacity should be provided before and after the investment is completed. A description of the production process applied in the planned investment should be provided.

If production capacity and production process are not described, the application can be refused.

6 Market of supply / sale

Table 8. Potential suppliers of the applicant

Potential suppliers of the applicant				
Name of supplier of raw materials/auxiliary materials/products/services	Address	Supplied product and approximate amount	Calculated Value	% of total distribution
1				
2				
N				

Table 8. Potential clients of the applicant

Potential clients of the applicant			
No.	Client (name and address)	Value	% sale
1			

2			
N			

Table 9. Financial details of the investment

Detailed eligible and ineligible costs

Eligible costs	Public support	Private co-financing (euro)	Total
Eligible investments			
...			
Administrative costs (e.g. development of a business plan)			
Ineligible investments			
TOTAL			

Annex no. 4 Business plan model



Ministry of Agriculture, Forestry and
Rural Development

BUSINESS PLAN MODEL for projects supported by the Ministry of Agriculture, Forestry and Rural Development

NOTE!

This document should be fully respected. This document is not for filling, but is model how to write a business plan. If there is any section that is not related to your project, you must include that in one sentence in the appropriate section.

1 General information

1.1 Name of the applicant (with his specific identification information)

For natural persons:

Name and surname

Address

IBF:

Phone number

For legal entities:

Name of the enterprise

Address of the enterprise

Fiscal number

Enterprise owners

Person authorized for project management

Phone number

1.2 Applicant's main assets: land (with specification of type of ownership), facilities, equipment and machines, animals, etc. - like in the Farm Register

Table 1. Assets of the applicant

Asset	Date of purchase/construction	Purchase value for natural persons or the latest balance sheet for legal entities	Quantity (piece)
1. Facilities - total			
1.1 Details.....			
1.n Details.....			
2. Equipment - total			
2.1 Details			
2. n Details			
3. ANIMALS			
3.1 Details			
3. n Details			
4. Other - details			
TOTAL			

Table 2. Land

No.	Region/municipality/village	Surface area (m ²) / type of use	Legal status (land on behalf of the applicant or taken on lease)
1			
n			

Add rows if necessary!

2 Data on members of farms/enterprises

2.1 For natural persons:

Table no. 3. Data on members of farms

No.	Name and surname	Year of birth	Sex (M/F)	Occupation/ work place	Income (€)
1					
2					
3					
4					
5					
6					
7					

Add rows if necessary!

Table no. 4. A review of the main products for the two previous years

No	Product/ service	Unit	Year					
			2017			2018		
			Quantity	Prize	Value	Quantity	Prize	Value
1								
2								
3								
4								
5								
Total								

Add rows if necessary!

1.2 For legal entities

Table no. 5. Enterprise information

No.	Owners (name and surname)	% Of shares	Enterprise activities	Turnover in 2018.	Turnover in 2017.
1					
2					
3					

Table no. 6. A review of the main products for the two previous years

No	Product / service	Unit	Year					
			2017			2018		
1			Quantity	Prize	Value	Quantity	Prize	Value
2								
3								
4								
5								
6								
Total								

Add rows if necessary!

2 Project description

2.1 Name of the investment

2.2 Project location (region, municipality and village)

2.3 Objectives,

2.4 Explanation of needs and investment possibilities

2.5 The consistency between the objectives of the Measure and the objectives of the project should be emphasized. Explanations on general objective and at least one of the objectives of the project should be presented in the following table:

Table no. 7. Harmonizing program objectives with project objectives

General and specific objectives	Project objectives Mark "x" in the square for the achieved goal)	Describe how the achievement of objectives within the project is planned (state in the square of this column in parallel with the objectives of the sub-measure
<i>Competitive ability</i>	<input type="checkbox"/>	
At least one of the following specific objectives:		
Specific objectives of measure and sub-measure The project creator takes the objectives of the measure and sub-measures from the Program and presents them in this column	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Table 8. Technical and financial information

	Project objectives Mark "x" in the square for the achieved goal)	Describe how the achievement of objectives within the project is planned (state in the square of this column in parallel with the objectives of the sub-
The project is in line with the potential of the zone (mandatory)	<input type="checkbox"/>	
<p>Technical objectives (at least one of the following is required):</p> <p>Distribution of assets and equipment that can influence the increase of production, improvement of quality of agricultural products, introduction to new technologies and improvement of working conditions;</p> <p>Building and modernizing facilities that provide better standards;</p> <p>Financial indicator (mandatory):</p> <p>Return on investment is the time necessary for additional net profit to cover the cost of investments (**additional value from sales - additional operating costs related to investments)</p> <p>*** A presentation should be made in which it is emphasized when the return on investment is to be completed.</p> <p>Only investments that directly generate added value of production should be taken into account</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	

(such as a tractor, or any other means for the milking, but not a stable or a fertilizer storage, etc.); *** In the case of new orchards, vineyards of grapes or soft fruits, the additional value of sales should be calculated for the year when the plants will generate maximum yields; *** The presentation should be based on revenues and costs and shown in Table 11.	□	
---	---	--

3 Description of executed purchases through the project

Name, number, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / devices purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be located. Procurement must be based on the current and/or foreseen production capacity.

Table 9. Description of executed purchases/investments through the project

No.	Name/type of equipment /machinery /service etc.	Unit (m ² , work days kg, etc.)	Value without VAT	VAT	Total value including VAT	Percentage of public support
TOTAL						

NOTE! The names of the manufacturers, trademarks and technical characteristics of the machinery and equipment for which the application is submitted should be given.

4 Implementation Calendar (months) and main stages

Schedule of investments expressed in values, months and activities.

Table 10. Schedule of investment realization

Type of investment and total cost (euro)	Year (e.g.: 2019)		
	Month 1	Month 2	Month 3
e.g.: preparation of land	5,000		
e.g.: planting of seedlings		15,000	
e.g.: support system			8,000
e.g. solar panels			

5 Production Capacity

Production capacities resulting from the investment (in physical units). Specificity related to the existing capacity should be provided before and after the investment is completed. **A description of the production process applied in the planned investment should be provided.**

If production capacity and production process are not described, the application can be refused.

A description of the technological flow of work to be carried out in the technical aspect of the project should be provided.

6 Market of supply/ sale

Table 12 Potential suppliers of the applicant

Potential suppliers of the applicant				
Name of supplier of raw materials/auxiliary materials/products/services (when the supplier is domestic, place „D“ after name)	Address	Supplied product and approximate amount	Calculated Value	% of total distribution
1				
2				
N				

Table 13. Potential clients of the applicant

Potential clients of the applicant				
No.	Client (name and address) when the buyer is domestic, place „D“ after name	Value		% sale
1				
2				
n				

8 Competition and market strategy

Description of local and international competition. Description of the market strategy.

9 Financial details of the investment

Table 14. Detailed eligible and ineligible costs

Eligible costs	Public support	Private co-financing (euro)	Total
Eligible investments			
...			
Administrative costs (e.g. business plan)			
Ineligible investments			
TOTAL			

10 Cash flow (revenue / payments)

Description of revenues and payments for 3 years after the completion of the investment. The applicant should demonstrate the profitability of activity for each year as well as the monthly availability of cash. If the applicant plans to take a loan, the amount of money taken from the loan is recorded as income while the monthly rates for the repayment of the loan will be registered as an expense.

Legal entity with experience should submit financial report of the revenue for the last three years submitted to the Tax Administration.

Table 15. Cash flow (use the table in excel published on the ADA website)

Annex 5

PROCUREMENT PROCEDURES

(submit with contract to the Agricultural Development Agency, for beneficiaries)

1. General terms applicable to all types of purchases

- No subcontractor contracted by the beneficiaries can contract another subcontractor for the execution of the contract;
- The purchase should be in accordance with the investments that meet the compliance criteria specified in the framework of the business plan measures and guidelines, etc., regarding the return on investment, cash flow, etc.;
- Procurement procedures apply only to eligible investments. No procurement procedures are required for ineligible investments;
- There are 3 types of procedures: direct purchases, purchases with at least 3 bids and procurement-based selection through public advertisement (open tender);
- The purchase procedures to be applied depend on the purchase value; It is prohibited to divide the purchase for the same type of goods, works and services in order to avoid applying procedural rules for a higher threshold;
- There should be no conflict of interest with the bidders;
- Bidders will be exempted from the award of the contract; in case of false representation of information requested by the user or if they fail to provide this information. Compliance with the procurement rules is a mandatory requirement for accepting costs. Therefore, the application file should contain the payment documents in order to prove the fulfillment of the procurement procedures, see Annex 5.

2. Criteria for awarding the contract

Contracts should be awarded according to the following criteria:

A. In the case of supply with a minimum price based product;

B. Regarding the construction (means the result of a construction or civil engineering project which itself is sufficient to fulfill one economic or technical function and covers both, design and execution) - based on the lowest price;

C. Regarding the services (studies or technical assistance) - based on the lowest price;

Definition of conflict of interest

- The existence of links between users and suppliers (relatives, or joint shareholders in bidding companies) or between members of the Evaluation Commission.
- Joint ownership (as an individual or shareholder) among supplying suppliers.

3. Purchase procedure:

3.1 Direct purchase up to 10,000.00 euros.

Rules:

- The beneficiary can directly buy from the market,
- The purchase price must respect certain thresholds set within the measure,
- There is no need for a contract signed between beneficiaries and suppliers, except in cases of consultation costs.
- The beneficiary should request and receive a copy of the Business Registration Certificate and a copy of the Fiscal Number Certificate of the Bidder.

3.2 Selection based on at least 3 bids for purchases ranging from 10,000.01 euros to 60,000.00 euros.

Rules:

- Purchases can be made with at least 3 bids (price quotation),
- The costs within the offer must respect the thresholds set within the measure;
- In all cases, a contract between the beneficiary and the supplier must be signed,
- Invitation for Bid, Bids and Contracts must comply with the provisions / details which are presented within the technical project and within the business plan;
- The beneficiary should send an invitation to tender, respecting the standard format, see Annex 1 of the contract;
- Suppliers should register their offer in the revenue / expenditure register.
- Beneficiaries should sign a declaration of compliance with the rules for avoiding conflict of interest; see Annex no. 2 from the contract.
- Bidders should sign the statement of the confidential participant in the tender, see annex 3.
- The beneficiary decides to give a contract to the Bidder and argues the reason for the selection;
- The beneficiary should request and receive a copy of the Business Registration Certificate and a copy of the Fiscal Number Certificate of the Bidder.

3.3 Procurement through public advertisement (open tender) - for purchases above 60,000.00 euros

Rules:

- All the provisions of item 3.2. must be respected;
- The beneficiary should announce his interest in buying through advertisements in at least one national daily newspaper, but if the value is more than 150,000 €, the tender should be published in international media. In addition, the user has the right to call to potential suppliers directly for the purpose of ensuring better competitiveness among bids, but only on the same day when the tender was published;

- The content of the public invitation should include all the information shown in Annex 1;
- The deadline for the submission of bids should be at least 10 days; The beneficiary will establish an Evaluation Commission. This commission will have an odd number of members, at least three, with all the necessary technical and administrative capacity to give valid opinion on tenders;
- The Evaluation Commission must issue a reasoned decision on awarding tender. Members of the Evaluation Commission should sign a statement of confidentiality and neutrality. See Annex 4;
- All requests for participation and tenders that meet the requirements must be assessed and ranked by the Evaluation Commission based on the selection criteria and the pre-announced award of the contract;
- The beneficiary should request and receive a copy of the Business Registration Certificate and a copy of the Fiscal Number Certificate of the Bidder.

Name of the private beneficiary.....
Business registration number or personal identification number..... Fiscal
number.....
Address.....
Tel./ fax /e-mail.....no.....Date.....

For: Name of the enterprise Received:.....
No.....Date.....
Name and Surname:.....

Business registration number.....
Fiscal number.....
Signature.....

Call for Tenders
(Form)

Honored,

(Name of the beneficiary) we invite you to submit your offer for (type of purchase)
..... for the implementation of a project co-financed by
MAFRD under the measure/sub-measures with the following project title, to be carried out in the
municipality <name of the municipality>.

Selection Criteria are as follows..... (should be stated according to the type of contract
shown in point 2 of this document - Pricing criteria);

The contract will consist of purchase/acquisition
.....
..... for the realization of the said project;

Type of contract: purchase; Deadline for submission of bids: , <time>.

Address at which the bid shall be
submitted.....

Date and time of the evaluation.....

Maximum purchase value.....

In the attachment you can find the quantities, technical specifications / references for the requested
bid (attach as presented in the technical project and, if applicable, within the business plan).

We are expecting your offer by the deadline and at the above address.

<name and surname of the legal representative of the winner>

Signature, place, date

Statement

on compliance with the rules for avoiding conflict of interest

I, the undersigned , as legal representative of the project declare under threat of sanctions of Law on Agricultural Development Agency, that I will comply with the following rules:

1. There are no connections (family or joint investments) between the beneficiary (or partner) and the bidders (or bidding partners) who submit bids;
2. There is no joint ownership (as individuals or as a shareholder) among the bidders from which bids were received.

< Name and Surname of the legal representative >

signature

Date

Statement of reliability of the bidders

I, undersigned, as a legal representative of the project, declare with full responsibility under the threat of sanctions of the laws that I am not in one of the situations listed below:

bankruptcy or liquidation, affairs administered by courts, a contract with creditors, a suspended business activity, a subject of legal action in connection with those matters, or in any similar situation arising from similar procedures provided for in national legislation or regulations;

convicted of violating professional conduct through the trial of res judicata, proven guilty of serious violation of professional conduct proven by any means, which affects the award;

failure to fulfill obligations relating to the payment of social security contributions or payment of taxes, in accordance with the legal provisions of the country in which I am established and in the country of beneficiary;

I am not the subject of a trial of res judicata for fraud, corruption, participation in a criminal organization, or any other illegal activity detrimental to the financial interests of Kosovo;

subject to the financial administrative penalty issued by ADA, responsible for subsidies and grants for agriculture and rural development in Kosovo.

declared ineligible by the World Bank, Danida or European Commission.

< Name and surname of the legal representative >

Place and date

Signature

Annex 4 Procurement procedures

Statement

on Confidentiality and Neutrality

I, the undersigned, Member of the Evaluation Commission for the Purchase
....., according to the applied procedure <based on at least 3 bids or selection based on open tender for procurement organized by <name of the beneficiary>,&br/>I declare under full responsibility, and the threat of sanctions under the Law on Agricultural

Development Agency, as follows:

- a) I do not have relatives or shares or business partners among the bidders and the Evaluation Commission;
- b) I am not a member of any committee, decision-making body or supervisor of bidders;
- c) I have no interest that could affect my neutrality when evaluating bids.

Also, I will fully engage in safeguarding the confidentiality of the content of the bid and the activity of the evaluation commission if that information can affect the legal rights, the property of the bidder or their trade secret.

< Name and surname of the legal representative >

Place and date

Signature

Documents to be submitted along with the Payment Request, depending on the procurement procedure

Document no.	* Value of the tender		
	Up to 10, 000 euro <input type="checkbox"/>	10, 000,01 - 60, 000 euro <input type="checkbox"/>	More than 60, 000,01 euro <input type="checkbox"/>
Procurement type	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>
1.	Statement	-	A copy of the advertisement published in the press / newspaper
2.		At least three written calls completed, signed by the recipient (bidder), see Annex 1	Completed written invitations, signed by the recipient (bidder) Annex 1 - not mandatory - If the grant beneficiary decides on this
3.		Copies of the business registration certificate of all bidders (for at least 3 bidders)	Copies of the business registration certificate of all bidders (for at least 3 bidders)
4.		Copies of the bidders fiscal number (for at least 3 bidders)	Copies of the bidders fiscal number (for at least 3 bidders)
5.		Accepted bids (at least 3 bids)	Accepted bids (at least 3 bids)
6.		-	Decision on the establishment of an Evaluation Commission
7.		Statement on compliance with the rules for avoiding conflict of interest (Annex 2)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2)
8.		Statement of Reliability of the bidders (Annex 3)	Statement of Reliability of the bidders (Annex 3)
9.		-	Statement on Confidentiality and Neutrality (Annex 4)
10.		Tender Report	Tender Report
11.		Contract signed with a winner	Contract signed with a winner

* Value and completeness of documents refers to one or more purchases - depending on the type of purchase (specific to services, goods or construction), each purchase may refer to one or more paid invoices.

Annex no. 6 Minimum national standards for PPRR – 2019.

Table 1. Calculation of the necessary area for the fertilizer storage for 3 months / animal

<i>Animal species</i>	<i>Liquid fertilizer (m³)</i>	<i>Solid fertilizer (m²)</i>
Calves / bulls	2.75	0.75
Milky cows	5	1.5
Laying hens (for 1000 hens)		5
Pigs	0,375	

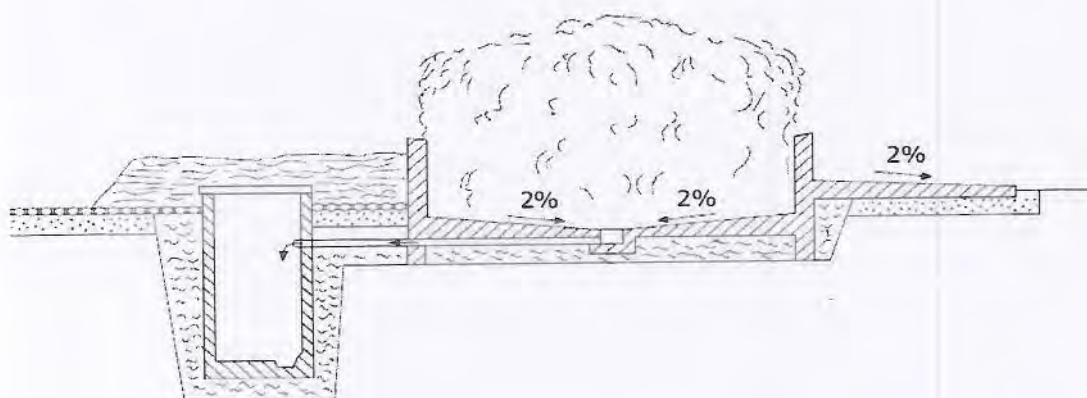
Fertilizer storage is not necessary for sheep and goats.

Depending on the type of holding and the method of removal of fertilizers, the fertilizer storage should meet the following conditions:

- Storage platform for solid fertilizer is surrounded by a concrete wall on three sides at a height of 1 m.
- The height of the thrown / collected fertilizer is calculated at 2 m
- For every 20 m² of solid fertilizer surface, 1 m³ of liquid fertilizer tank should be provided (see sketch).
- The beneficiary should ensure that the liquid from the fertilizer does not reach the ground.
- The liquid fertilizer storage should be covered.
- The liquid fertilizer storage should be at least 10 m away from the water source.

- Both types of fertilizer storage should be constructed of waterproofing materials (eg pressed concrete, plastic, etc.).

- Depending on the type of maintenance and the method of removing fertilizer, the beneficiary must build one of the storage or both and this should be explained in the business plan.



Orientation sketch for the construction of a warehouse for solid fertilizer

Minimum area for animals

For milky cows:

Trough / Box (rest area):

Width = 120 cm, length = 170 cm provided that the height of the manger in comparison with the level of the trough is not higher than 30 cm

Trough: width = 60 cm,

Corridor between = 240 cm (in the width of the corridor the manger is not calculated)

Corridor behind the manger = 150 cm

Place for calves 1m²/for head

Farmers / investors have the right to apply larger areas, but not less.

Table 2. For calves and bulls for fattening:

Animal age	Up to 2 weeks	2-8 weeks	More than 8 weeks
Trough length		160 cm	170 cm
Trough width		100 cm	120 cm
Manger width	35 cm	45 cm	50 cm

If the cows are kept in the free system: for each cow, manger must be provided in the above-mentioned size and the stable must be in the size of at least 10 m²/cow.

If the stable has a walking area for cows, its size must be at least 4.5 m²/cow.

All cow milk producers must have lacto-freeze or if they do not have, they should file an application for lacto-freeze in the appropriate size for their production capacity.

Standards for laying hens in the cage:

Minimum technical conditions for improved cages (according to EU standards) for laying hens:

- The minimum surface of the cage should be at least 2000 cm²,
- 750cm² / laying hens of which 600 cm in height of 45 cm, with a nest, with part for walking of hens that has a drain and 15 cm sticks for standing of hens, placed on the sidewalk,
- Access to food at least 12 cm per hen,
- The corridor between the cages minimum 90 cm,
- Between the floor and the lower part of the cage must remain in the area of 35 cm

For laying hens kept on the floor space:

Maximum density for laying hens: nine (9) hens/m²

as well as meeting the following conditions:

- Linear devices to provide at least 10 cm for the chicken, while for those round at least 4 cm per hen;

- Linear bowls for drinking water should provide at least 2.5 cm per hen or round bowls 1 cm per hen. When water is supplied with pipette, for all 10 hens = 1 pipette.

Only for laying hens:

- At least one nest for all seven hens.
- If group nests are used, for 120 hens should be provided at least 1,2 m²
- 15 cm sticks for standing chickens, without sharp edges, raised above the carpet, and the horizontal distance between them should be at least 30 cm, while the distance between the sticks and walls should be at least 20 cm;
- at least 250 cm² carpets per hen, carpet occupies at least one third of the floor area*.

Light

- ✓ For dairy cows and calves, the size of the window on the stall should be at least 5% from the floor area.
- ✓ For laying hens kept on the floor space, the size of the window on the stall should be at least 3% from the floor area.

* for more details see Regulation 1999/74/EC

Minimum standards for the health and welfare of pigs

The minimum surface area depends on the size of the animal:

Size of the animal (kg)	Surface area (m ²)
To 10	0,15
> 10 do 20	0,2
> 20 do 30	0,3
>30 do 50	0,4
>50 do 85	0,55
>85 do 110	0,65
>110	1,0

- Keeping tied sows is prohibited.
- Pigs should be provided with light, intensity of at least 40 lux, for at least 8 hours per day.

for more details see Regulation 2008/120/EC

For orchards and vineyards

In the case of investments in new orchards and vineyards, only grant beneficiaries, before signing the contract, should provide chemical and physical soil analyzes, with a recommendation on eligibility for envisaged investments.

Annex no. 7 A list of acceptable investments

Table 1 LIST OF ACCEPTABLE COSTS FOR MEASURE 101	
101.1	FRUIT SECTOR
101.1.1	<i>Investments for construction of new orchards and/or rehabilitation of existing orchards</i>
101.1.1.1	Performed works for planting seedlings and preparing soil. Purchase certified seedlings, keeping system for seedlings with concrete or metal poles (poles of wood or other materials are not accepted) Purchase materials or fences with concrete or metal poles Performed works for installing a keeping system or a fence Infrastructure (poles, wires, fences, irrigation, anti-hail nets) for the existing orchards
101.1.2	<i>Investments for the installation of irrigation systems in orchards.</i>
101.1.2.1	Works done by third party on the opening of the well Purchase of irrigation pipes Purchase of water spraying devices (spraying) Purchase of pumps Purchasing IT devices, including programs (software) Works done by third party for the installation of irrigation systems
101.1.2.2	Equipment for supplying renewable and non-renewable energy, for operation of irrigation systems and devices for control and monitoring
101.1.2.3	Purchase anti-hail nets, devices for the protection of bird and lightning protection devices. Purchasing a keeping system for anti-hail nets. Works done by third party for the installation of anti-hail nets and their keeping system.
101.1.2.4	Construction or renovation of facilities for agricultural machinery and equipment, storage of fuels/lubricants, storage facilities for the protection of plant products, fertilizers and personal protective equipment
101.1.3	<i>Investments in machinery and agricultural devices for orchard cultivation, plant protection, fertilizer distribution, harvesting and post-harvest treatment.</i>
101.1.3.1	Special tractors and cultivators for orchards Machines for the production of compost Vehicles and special trailers for harvesting Purchase of equipment and special machines for horticulture (sprayers, atomizers), fertilizer distribution devices, seeding, coating, harvesting, composting, etc.
101.1.3.2	Computer devices and software, including sensors that have connection only with acceptable devices for vineyard production units)

101.1.4	<i>Investments in the construction and improvement of post-harvest treatment facilities, facilities for machinery and agricultural equipment, warehouses for products for the protection of plants and artificial fertilizers</i>
101.1.4.1	<p>Construction or renovation of existing facilities or the purchase and installation of panels for permanent or temporary warehouses, warehouses with air conditioning, premises for cleaning, classification and packaging.</p> <p>Purchase of machinery and equipment for refrigeration, cooling unit and refrigerator warehouses.</p> <p>Purchase of machines and devices for washing, cleaning, selection, classification, cutting, drying and labeling of fresh fruit.</p> <p>Purchase of transport equipment for use within the facility: forklift, trailer, containers, cranes, hand forklifts, trolleys or other transport or work equipment.</p> <p>Equipment for residue treatment and storage of residues (including composting)</p> <p>Building materials/components for installation of technical services and water supply,</p> <p>Ventilation systems, heating/cooling systems, micro-climate conditions, energy production and energy supply and installation, drainage, sewage/reservoir, wastewater treatment, provision of additional hygienic and sanitary requirements (including storage of hygienic and sanitary products, as well as zone for workers), administrative area (office) and installing equipment.</p> <p>Purchase of computers, special programs and computers, as well as special technological devices for inspection, monitoring, registration, cooling control, etc.</p>
101.2	VEGETABLE SECTOR
101.2.1	Investments for construction and modernization of permanent greenhouses
101.2.1.1	<p>Construction of greenhouse with plasmas, polycarbonate (Plexiglas) or glass</p> <p>Construction materials/components for construction/renovation of greenhouses</p>
101.2.1.2	<p>Special equipment for greenhouses, including seedling planting machine in buckets and filling, harvesting machines, ventilation systems, irrigation systems,</p> <p>Purchase of a suitable vegetable pickling mechanism on an open surface or greenhouses (seedling planting machine, foil coating machine, etc.)</p> <p>The machine for the production of compost</p> <p>Incubators for growing seedlings</p> <p>Purchase of computers, special programs and special technological devices for inspection, monitoring and registering, then systems for controlling cooling of a refrigerated vehicle etc.</p>
101.2.1.3	<p>Devices for supply of renewable and non-renewable energy for the functioning the irrigation system and equipment for control and monitoring</p> <p>Devices for heating of greenhouses, provided that they are economically profitable</p>
101.2.1.4	Purchase and installation of devices for provision of controlled air-conditioners and soil-less cultivation (soil-less)
101.2.1.5	Investments for installing or modernizing irrigation systems in greenhouses

	Works done by third party on the opening of the well, Water spraying devices (spraying), water pumps IT devices, including programs (software)
101.2.2	<i>Storage for fruits and vegetables</i>
101.2.2.1	Construction of new warehouses only with insulation panel and renovation of facilities for vegetable and potato treatment after harvesting, Building or renovating existing facilities or purchase and installation of panels for permanent or temporary warehouses, potato storage facility, premises for cleaning, classification and packaging. Purchase of machinery and equipment for refrigeration, cooling unit and refrigerator warehouses. Purchase of machines and devices for washing, cleaning, selection, classification, cutting, drying, packing and labeling, Purchase of transport equipment for use within the facility: forklift, trailer, containers, van, cranes, hand forklifts, trolleys or other transport or work equipment. Construction of facilities for the machinery and agricultural equipment, storage facilities for pesticides and fertilizers.
101.2.2.2	Materials for construction/components for installing technical services for water supply, ventilation systems, heating/cooling systems, micro-climate conditions, energy supply and installation, drainage, sewage/reservoir, wastewater treatment/water, water purification, Purchase of computers, special programs, as well as special technological devices for inspection, monitoring, registration, cooling control, etc.
101.2.2.3	Devices for technical services (water supply, ventilation systems, heating/cooling systems, micro-climatic conditions, electrical installations, drainage, sewage/reservoir, wastewater treatment, Devices for supply of renewable and non-renewable energy for the functioning the storage and equipment for control and monitoring. Devices for the fulfillment of hygienic and sanitary conditions, including hygiene and sanitary facilities for workers, as well as cleaning of machines and equipment
101.2.2.4	Agricultural machinery (tractors, cultivators, multi-cultivators) and soil cultivation equipment, shearing, coating, mowing, crop protection devices (sprayers, atomizers, fertilizer distribution equipment and harvesting machines)
101.2.3	<i>Post-harvest treatment devices</i>
101.2.3.1	Post-harvest treatment devices, for calibration, classification, cleaning, washing, drying, disinfection, devices for finding the metal, glass or other hard material Fruit cutting, packing and labeling equipment Appliances for precooling, cooling and refrigerator
101.2.3.2	Devices for manipulation, loading, unloading, forklift, trailer, conveyor belt system, weighing device
101.2.3.3	Devices and facilities for treatment of residues and storage of waste (including composting)

101.2.3.4	Quality monitoring equipment, control systems, finding, storing and distributing, computer equipment and software, including sensors.
101.3	SECTOR FOR MILK PRODUCTION
101.3.1	<i>Construction/renovation of the stable for cows, sheep and milking goats</i>
101.3.1.1	Construction or renovation of stables and associated facilities, milking parlors and appropriate infrastructure Construction or renovation of a closed, semi-open or open type stable. Construction or renovation of the milking parlors, premises for milk storage and milk cooling tank.
101.3.1.2	Investments in the modernization of milking and cooling devices and milk keeping, including a premise for milk and milk cooling tank. Milking devices, milking parlors, closed system of milking, vacuum pumps and control systems, milk measuring systems System of milking cleaning apparatus.
101.3.1.3	Construction or renovation of ancillary facilities such as storages with concentrated and extensive food, silage storage facilities, silos, including food preparation rooms, treatment and its packaging. Construction of facilities and storage rooms for medicines, hygiene materials, veterinarians, workers' accommodation, etc. Investments for the removal, treatment and storage of fertilizers, Construction or renovation of the depot for the collection of fertilizers Tank/pit for liquid fertilizers. Mixing and extraction/pumping devices for liquid fertilizers Automatic fertilizers removal device Pumps and ventilation systems for liquid fertilizers Device for distribution of liquid fertilizers (eg. tanks) and hard fertilizers.
101.3.1.4	Investments for installation of technical services for water supply, ventilation systems, heating/cooling systems, micro climate conditions, energy production and electricity supply, drainage, sewage networks/reservoirs, waste water/water treatment, brushes, and weight measuring equipment , etc.
101.3.1.5	Investments for fencing farms, fertilization zone, and movement control in nature, disinfection barriers, road access and farm roads to perform the necessary activities of the farm.
101.3.1.6	Animal marking devices and the registration of data and computer devices and software, including sensors (relating only to acceptable devices for activities of farms dealing with milking)
101.3.1.6	Investments in Milk Collection Stations: Construction, repair or extension of milk-receiving facilities

	<p>Milk cooling tank, refrigerators, boilers, fans, Tanks isolated with inox for transporting milk to dairies A milk quality measuring device such as a milk fat measuring device, PH, antibiotic residues, somatic cells, microorganisms, etc. Milk weighing scale, milking machine, inox bottle, strainer Generator for electricity production, power stabilizers, electrical devices for the production of renewable energy</p>
101.3.2	<i>Mechanization and agricultural equipment</i>
101.3.2.1	<p>Agricultural machinery: mixer, TMR (total mix ratio), mowing machine, press, hay rake, silage mill, equipment for silage preparation on the farm, soil cultivation machine (tractors, cultivators, multi-cultivators), machine for planting, crops protection (sprayer, atomizers) for the distribution of fertilizer, mowing and cultivation of meadows (including bales).</p>
101.4	GROUP OF INVESTMENTS FOR MEAT PRODUCTION
101.4.1	<i>Construction/renovation of farm facilities for fertilization</i>
101.4.1.1	<p>Construction/renovation of a closed, semi-open or open type stable and ancillary facilities and appropriate infrastructure for fattening cattle.</p>
101.4.1.2	<p>Construction or renovation of ancillary facilities such as storages with concentrated and extensive food, silage storage facilities, silos, including food preparation rooms, treatment and its packaging. Construction of facilities and storage rooms for medicines, hygiene materials, veterinarians, workers' accommodation, etc. Investments for the removal, treatment and storage of fertilizers, Construction or renovation of the storage for the collection of fertilizers Tank/pit for liquid fertilizers. Mixing and extraction/pumping devices for liquid fertilizers Automatic fertilizers removal device Pumps and ventilation systems for liquid fertilizers Device for distribution of liquid fertilizers (eg. tanks) and hard fertilizers.</p>
101.4.1.3	<p>Investments for installation of technical services for water supply, ventilation systems, heating/cooling systems, micro climate conditions, energy production and electricity supply, drainage, sewage networks/reservoirs, waste water/water treatment, brushes, and weight measuring equipment.</p>
101.4.1.4	<p>Investments for fencing farms, fertilization zone, and movement control in nature, disinfection barriers, road access and farm roads to perform the necessary activities of the farm.</p>

101.4.1.5	Animal marking devices and the registration of data and computer devices and software, including sensors (relating only to acceptable devices for activities of farms dealing with milking)
101.4.2	<i>Mechanisms and agricultural devices</i>
101.4.2.1	Agricultural machinery: mixer, TMR (total mix ratio), mowing machine, press, hay rake, silage mill, equipment for silage preparation on the farm, soil cultivation machine (tractors, cultivators, multi-cultivators), machine for planting, crops protection (sprayer, atomizers) for the distribution of fertilizers, mowing and cultivation of meadows (including bales). Devices for transport of broilers in a slaughterhouse (trailer, cages).
101.5	GROUP OF INVESTMENTS FOR GRAPE PRODUCTION
101.5.1	<i>Investments for the construction / rehabilitation of vineyards</i>
101.5.1.1	Investments for the construction/rehabilitation of vineyards (planting, reversing, replacing) Works of a third party on the planting, preparation of soil with the exception of fertilizing the land Purchase of certified seedlings Purchase of materials for keeping system for vineyard Purchase materials for the fence Third party work for the installation of the keeping system and the fence.
101.5.1.2	<i>Investments for installing or modernizing irrigation systems</i>
101.5.1.2.1	Investments for installing or modernizing irrigation systems in accordance with the practice of economical use of water and energy Works done by third party on the opening of the well Purchase water pipes Purchase of water spraying devices (spraying) Purchasing of pumps Purchasing IT devices, including programs (software) Works done by third party for the installation of irrigation systems
101.5.2	Investments in installing a network against the hail
101.5.2.1	Purchase anti hail nets, Works done by third party on installing anti hail nets and their keeping system, fences and setting up a system of coating the vines with a plasma mass
101.5.3	<i>Investments in machinery and agricultural equipment for the cultivation of vineyards, plant protection, fertilization, harvesting and treating after harvest</i>
101.5.3.1	Special tractors and cultivators Vehicles and special trailers for harvesting Purchase of equipment and special machines for viticulture, distribution, planting, covering, composting, etc.

101.5.4	<i>Construction and improvement of facilities for vehicles and agricultural equipment, warehouses for product, pesticides and artificial fertilizers</i>
101.5.4.1	Construction or renovation of permanent or temporary facilities, premises for cleaning, classification and packaging Purchase of machines and devices for pre-cooling, cooling and refrigeration plant of a storage. Purchase of machines and devices for washing, cleaning, selection, classification, cutting, drying and labeling Purchase of transport equipment for use within the facility: forklift, vans, containers, vans, cranes, hand forklifts, trolleys or other transport or work equipment Purchase of computers, special programs and special technological devices for registration, cooling control, etc.
101.5	GROUP OF INVESTMENTS FOR THE EGGS PRODUCTION
101.6.1	Construction/renovation of the stable for laying hens and ancillary facilities, as well as adequate infrastructure on the farm. Facilities for storing eggs, refrigerators, cooling devices.
101.6.2	Investment in the cage, only in the case of meeting the EU standard.
101.6.3	Construction or renovation of ancillary facilities such as food storages, including preparation, use and packaging of food
101.6.4	Investments in renewable energy production plants
101.6.5	Investments for the production of concentrates, 50% of which should be for the needs of the farm
101.6.7	Investments in machinery and equipment for egg treatment, marking machine, egg conveyor belts, for egg classification, only for farms with more than 15,000 laying hens.
101.6.8	Investments in the system for removal, treatment and storage of fertilizers
	TOTAL COST OF MEASURE 101
101.A1	<i>A list of total costs for preparing a business plan</i>
101.A1.1	Payments of consultations for the preparation of a business plan, draft proposal, country analysis, water analysis and other necessary analyzes
101.A1.2	Payments for architects and engineers at the service of each planning phase: preparation of initial design, feasibility study, technical project, support projects, etc.
101.A1.3	Other costs for collecting support documents such as a building permit, an environmental impact assessment and other necessary permits or licenses.
101.A2	<i>Total costs for project implementation</i>

101.A2.1	Payments consultations for providing technical assistance in project management during project implementation
101.A2.2	Payments for architects and engineer services for building control
101.A2.3	Payments for the provision of construction services
101.A4	<i>Publicity and information costs at project level</i>
101.A3.1	Designing of advertising and informative material
101.A3.2	Printing of advertising and informative material
101.A3.3	Building elements for posters/billboards
LIST OF ACCEPTABLE WORKS FOR MEASURE 101	
101.B1	Activities related to demolition: - demolition of existing buildings - transportation of materials to the nearest landfill - Auxiliary activities
101.B1.1	Land works: <ul style="list-style-type: none"> - digging the humus surface - digging of the land - digging the foundation - digging the mound - raising and strengthening the base - transport of excavated material - auxiliary activities
101.B1.2	Concrete works: <ul style="list-style-type: none"> - construction of concrete base - installation of necessary structures - installation of reinforcement - construction of concrete floor and cement mound - concrete works, landscaping, access to the road/full connection, installation of necessary prefabricated elements - opening of channel systems - auxiliary activities
101.B1.3	Works with blocks/bricks: <ul style="list-style-type: none"> - brickwork - horizontal and vertical insulation of the building, plastering the attic and the walls of the building - fencing, landscaping, roads/road connections, installation of prefabricated elements - construction of smaller elements inside the building (drainage, ventilation system etc.) - auxiliary activities

101.B1.4	<p>Woodworking</p> <ul style="list-style-type: none"> - construction of all elements related to a new building or adaptation of the old building, - installation of timber construction (foundations, beams and roof construction) - construction works from wood such as floors, surface decoration, road fences, - installation of smaller wooden constructions
101.B2	<p>Insulation work and facade insulation</p> <ul style="list-style-type: none"> - facade - installation of prefabricated elements - auxiliary activities
101.B2.1	<p>Works on roof construction</p> <ul style="list-style-type: none"> - installation of roof structures - roof covering/ process of laying bricks/ sheet metal and other materials - auxiliary activities
101.B2.2	<p>Sheet Metal Works</p> <ul style="list-style-type: none"> - construction of a gutter - construction of an atmospheric sewage system - snow barriers - auxiliary activities
101.B2.3	<p>Ceramic works</p> <ul style="list-style-type: none"> - Preparation of the base for the installation of ceramic tiles - Final activities after placement of ceramic tiles - auxiliary activities
101.B3	<p>Wooden works</p> <ul style="list-style-type: none"> - construction of windows, doors, wooden fences, stairs, etc. - construction of internal and external elements - auxiliary activities
101.B3.1	<p>Work on storey construction</p> <ul style="list-style-type: none"> - creating a foundation for the storey construction - storey construction - final activities - auxiliary activities
101.B3.2	<p>Varnishing/ painting works</p> <ul style="list-style-type: none"> - painting of attics/walls - painting of wood and metal surfaces - auxiliary activities
101.B3.3	<p>Metal works</p> <ul style="list-style-type: none"> - construction of metal elements

	<ul style="list-style-type: none"> - installation of metal structures - fencing (balconies, stairs, etc.) and fencing facility - installation of necessary metal prefabricated elements - auxiliary activities
101.B3.4	<p>Stone works</p> <ul style="list-style-type: none"> - masonry with stones - stone coating/stone layers coating - masonry fence, arranging ambient with stone, access to road/road connections, installation of prefabricated elements - auxiliary activities
101.B3.5	<p>Technical installations</p> <ul style="list-style-type: none"> - installation of electricity supply - installation of gas supply - installation of external and internal electrical installations, installation of drainage system - installation of water supply system, placement of water tank, hydrophores etc. installation of internal and external sewage system that is connected with secondary sewage system or septic tank/reservoir sewerage, septic tank/reservoir construction, - installation of indoor sanitary appliances, - installation of heating, ventilation, conditioned air systems and air/air conditioning systems (heating or cooling systems), - installation of water treatment devices and water purification stations - auxiliary activities
101.B3.6	<p>Other activities</p> <ul style="list-style-type: none"> - construction of parking spaces - construction of a road network - decorating the environment (with the exception of decorative plants) - other auxiliary activities
101.C	LIST OF ELIGIBLE COSTS FOR INSTALLING THE DEVICE
101.C.1	Installing the device and an acceptable machine
101.C.2	Installing renewable energy devices (wind, solar, geothermal, bio-gas, etc.)
101.C.3	Installing computer devices and computer programs, including sensors

Annex no. 8 List of settlements (cadastral zones) in mountain zones ("type A")

The list (grouped by municipalities (in brackets) in alphabetical order of settlements) contains names in Albanian settlements in cadastral zones with an average altitude of over 700m. Since there are cadastral zones

without settlement, but which have potential users, they are shown with a italic font (with the corresponding municipality in brackets).

Belaje (Dečan)	Zgatare (Dragaš)	Vrtolnica (Elez Han)
Dečan (Dečan)	Zlipotok (Dragaš)	Crce (Istok)
Huljaj (Dečan)	Zjum (Dragaš)	Crkolez (Istok)
Istinić (Dečan)	Burnik (Uroševac)	Donji Istok (Istok)
Ljubuša (Dečan)	Jezerce (Uroševac)	Istok (Istok)
Ločan (Dečan)	Manastirice (Uroš.)	Kaličan (Istok)
Pobrdže (Dečan)	Gornje	Ljubožda (Istok)
Gornji Streoc (Dečan)	Nerodimlje	Mojstir (Istok)
Vokša (Dečan)	(Uroševac)	Sušica (Istok)
Bačka (Dragaš)	Plešina	Sinaje (Istok)
Belobrad (Dragaš)	(Đakovica)	Studenice (Istok)
Blač (Dragaš)	Grčine Đakovica)	Suvo Grlo (Istok)
Brezna (Dragaš)	Goden (Đakovica)	Ukca (Istok)
Brod (Dragaš)	Koshare (Đakovica)	Vrela (Istok)
Brodosavce (Dragaš)	Čeret (Đakovica)	Žakovo (Istok)
Brut (Dragaš)	Bresalc (Gnjilane)	Gjocaj (Junik)
Buče (Dragaš)	Burince (Gnjilane)	Jasiq (Junik)
Buzec (Dragaš)	<i>Burinice (Gnjilane)</i>	Junik (Junik)
Dikance (Dragaš)	Čelik (Gnjilane)	Bičec (Kačanik)
Dragaš (Dragaš)	Dunav (Gnjilane)	Drenoglavë (Kačanik)
Globočica (Dragaš)	Gadiš (Gnjilane)	Gjurgjedell (Kačanik)
Globočica II (Dragaš)	Goden (Gjilan)	Globočicë (Kačanik)
Kapra (Dragaš)	Kišnopolje	Ivaja (Kačanik)
Krstac (Dragaš)	(Gnjilane)	Korbliq (Kačanik)
Kosavce (Dragaš)	Lipovica (Gnjilane)	Kotlinë (Kačanik)
Kruševo (Dragaš)	Mučibaba	Kovačevac (Kačanik)
Kukovce (Dragaš)	(Gnjilane)	Nikoc (Kačanik)
Kukuljane (Dragaš)	Poneš (Gnjilane)	Runjevo (Kačanik)
Kuklibeg (Dragaš)	Šurdan (Gnjilane)	Semanje (Kačanik)
Leštane (Dragaš)	Vrbice Zegoca	Slatine (Kačanik)
Lubovšte (Dragaš)	(Gnjilane)	Vata (Kačanik)
Mlike (Dragaš)	Zegoc (Gnjilane)	Bratilovce (Kamenica)
Orćuša (Dragaš)	Urlate (Glogovac)	Busovata (Kamenica)
Plava (Dragaš)	Gornja rustica	Daždince (Kamenica)
Plajnik (Dragaš)	Gradice (Glogovac)	Desivojce (Kamenica)
<i>Plava I (Dragaš)</i>	Kišna Reka (Glogovac)	Firiceja (Kamenica)
Radeša (Dragaš)	Negroc (Glogovac)	Đuriševce (Kamenica)
Rapća (Dragaš)	Nekoc (Glogovac)	Gmince (Kamenica)
Restelice (Dragaš)	(Drenas)	Građenik (Kamenica)
Renc (Dragaš)	Sankoc (Glogovac)	Gornje Karačevo
<i>Sainovac II (Dragaš)</i>	Vučak (Glogovac)	(Kamenica)
Šajnovce (Dragaš)	Badoc (Gračanica)	Kostadince (Kamenica)
Vranište (Dragaš)	Dromjak (Elez Han)	Krajnidel (Kamenica)
Zrze (Dragaš)	Krvenik (Elez Han)	Kremenata I (Kamenica)
Zaplužje (Dragaš)	Nečavc (Elez Han)	Kremenata II (Kamenica)

Kriljevo (Kamenica)
Lajčići (Kamenica)
Lisacka (Kamenica)
Marovce (Kamenica)
Mešina (Kamenica)
Polička (Kamenica)
Oraovica (Kamenica)
Sedlare (Kamenica)
Šajić (Kamenica)
Svirce (Kamenica)
Trstena (Kamenica)
Tuđevc (Kamenica)
Vaganeš (Kamenica)
Gornja Veljeglava
(Kamenica)
Donja Veljeglava
(Kamenica)
Vručevce
(Kamenica)
Zajčevce
(Kamenica)
Žuja (Kamenica)
Barë (Leposavić)
Brzance (Leposavić)
Saljska Bistrica
(Leposavić)
Borčane (Leposavić)
Ceranja (Leposavić)
Cmatovo (Leposavić)
Crveni (Leposavić)
Drenove (Leposavić)
Duboka (Leposavić)
Grkaje (Leposavić)
Gnježdane (Leposavić)
Graničane (Leposavić)
Gulje (Leposavić)
Guvnište (Leposavić)
Donje Isevo (Leposavić)
Jelakce (Leposavić)
Kjevčice (Leposavić)
Koporiće (Leposavić)
Kostin Potok (Leposavić)
Kruščica (Leposavić)
Lozno (Leposavić)
Majdevo (Leposavić)
Miokoviće (Leposavić)
Mošnica (Leposavić)

Ostraće (Leposavić)
Plakaonic (Leposavić)
Planinica (Leposavić)
Potkomlje (Leposavić)
Ćirkoviće (Leposavić)
Rikove (Leposavić)
Rodelj (Leposavić)
Rucmance (Leposavić)
Simicište (Leposavić)
Sočanica (Leposavić)
Třebiče (Leposavić)
Vračevo (Leposavić)
Zabrđe (Leposavić)
Zavrata (Leposavić)
Zemanica (Leposavić)
Zrnosek (Leposavić)
Oklap (Lipljan)
Banjica (Lipljan)
Brus (Lipljan)
Bukovica (Lipljan)
Čelopek (Lipljan)
Divljaka (Lipljan)
Gornje Gadimlje
(Lipljan)
Androvac (Lipljan)
Janjevo (Lipljan)
Klečka (Lipljan)
Krajmirovce (Lipljan)
Lipovica (Lipljan)
Mirena (Lipljan)
Okosnica (Lipljan)
Plitković (Lipljan)
Rusinovce (Lipljan)
Sedlare (Lipljan)
Šaškoc (Lipljan)
Šišarka (Lipljan)
Slovinje (Lipljan)
Teče (Lipljan)
Trbovce (Lipljan)
Vogočica (Lipljan)
Vrelo (Lipljan)
Beriša (Mališevo)
Landrovac (Mališevo)
Landrović (Mališevo)
Milanović (Mališevo)
Guncat (Mališevo)

Senik (Mališevo)
Donja Trpeza
(Mališevo)
Trpeza (Mališevo)
Bajgora (Mitrovica)
Bare (Mitrovica)
Bataire (Mitrovica)
Brabonjić (Mitrovica)
Dedi (Mitrovica)
Kačandol (Mitrovica)
Kopriva (Mitrovica)
Kovačica (Mitrovica)
Kutlovac (Mitrovica)
Lisica (Mitrovica)
Madžera (Mitrovica)
Mažić (Mitrovica)
Meljenica (Mitrovica)
Ovčare (Mitrovica)
Orahovo (Mitrovica)
Rašane (Mitrovica)
Reka (Mitrovica)
Rržana (Mitrovica)
Seljance (Mitrovica)
Stari Trg (Mitrovica)
Strana (Mitrovica)
Trstena (Mitrovica)
Prvi tunel (Mitrovica)
Vidušić (Mitrovica)
Vidomirić (Mitrovica)
Vilahnje (Mitrovica)
Zabrdže (Mitrovica)
Zijaća (Mitrovica)
Bolec (Novo Brdo)
Bostane (Novo Brdo)
Bušince (Novo Brdo)
Carevc (Novo Brdo)
Dragancë (Novo Brdo)
Irzniq II (Novo Brdo)
Izvor (Novo Brdo)
Jasenovik (Novo Brdo)
Klobukar (Novo Brdo)
Kosač (Novo Brdo)
Gornja Kufce
(Novo Brdo)
Labljane (Novo
Brdo)
Gornji Makreš
(Novo Brdo)

Donji Makreš (Novo Brdo)
 Manišince (Novo Brdo)
 Miganoc (Novo Brdo)
 Mozgově (Novo Brdo)
 Novo Brdo (Novo Brdo)
 Parallově (Novo Brdo)
 Prekoc (Novo Brdo)
 Straže (Novo Brdo)
 Trnićevce (Novo Brdo)
 Tirince (Novo Brdo)
 Zebince (Novo Brdo)
 Bjelopac (Peć)
 Belo Polje Peć)
 Boge (Peć)
 Crni Vrh (Peć)
 Drelje (Peć)
 Duganjive Peć)
 Hadžovici (Peć)
 Velika Jablanica (Peć)
 Mala Jablanica (Peć)
 Košutane (Peć)
 Kucište (Peć)
 Ljevoša (Peć)
 Lipa (Peć)
 Laz Belopac (Peć)
 Ljubenić (Peć)
 Maljevice (Peć)
 Novo Selo (Peć)
 Peć (Peć)
 Pepiće (Peć)
 Alagina Reka (Peć)
 Škrelje (Peć)
 Veliki Štupelj (Peć)
 Mali Štupelj (Peć)
 Stankaj (Peć)
 Balovac (Podujevo)
 Baraina (Podujevo)
 Brevnik (Podujevo)
 Blato (Podujevo)
 Bradaš (Podujevo)
 Braina (Podujevo)
 Brece (Podujevo)
 Dobri Do (Podujevo)
 Dobrotin (Podujevo)
 Gornja Dubnica (Podujevo)
 Dvorište (Podujevo)
 Duz (Podujevo)
 Hrtica (Podujevo)
 Kaljatica (Podujevo)
 Krpimej (Podujevo)
 Kruševica (Podujevo)
 Lladovac (Podujevo)
 Gornje Ljupce (Podujevo)
 Metohija (Podujevo)
 Medregovac (Podujevo)
 Mazap (Podujevo)
 Murgula (Podujevo)
 Orlane (Podujevo)
 Gornja Pakaštica (Podujevo)
 Donja Pakaštica (Podujevo)
 Prepolac (Podujevo)
 Palatna (Podujevo)
 Popovo (Podujevo)
 Potok (Podujevo)
 Rakinica (Podujevo)
 Rečica (Podujevo)
 Repě (Podujevo)
 Revuće (Podujevo)
 Šajkovac (Podujevo)
 Slatina (Podujevo)
 Surdula (Podujevo)
 Siljevica (Podujevo)
 Turučica (Podujevo)
 Velika Reka (Podujevo)
 Žitinje (Podujevo)
Novoselo (Priština)
 Balabane (Priština)
 Busi (Priština)
 Dabiševac (Priština)
 Dragovac (Priština)
 Glogovica (Priština)
 Graštica (Priština)
 Ajkobilica (Priština)
 Kaćikol (Priština)
 Kolić (Priština)
 Kojlovica (Priština)
 Kukavica (Priština)
 Llukare (Priština)
 Makovac (Priština)
 Marevce (Priština)
 Mramor (Priština)
 Niševce (Priština)
 Propaštica (Priština)
 Radoševac (Priština)
 Rimanište (Priština)
 Šarban (Priština)
 Sićevo (Priština)
 Slivovo (Priština)
 Sofalija (Priština)
 Zlaš (Priština)
 Zlatare (Priština)
 Dojnice (Prizren)
 Dražiće (Prizren)
 Grnčare (Prizren)
 Gornje selo (Prizren)
 Gorožup (Prizren)
 Jablanica (Prizren)
 Ješkovo (Prizren)
 Kabaš (Prizren)
 Karašinderd (Prizren)
 Kušnin (Prizren)
 Kuštendil (Prizren)
 Leskovec (Prizren)
 Lez (Prizren)
 Lokvica (Prizren)
 Gornje Ljubinje (Prizren)
 Donje Ljubinje
 Ljubićevo (Prizren)
 Ljubižda Has (Prizren)
 Manastirica (Prizren)
 Miljaj (Prizren)
 Muradem (Prizren)
 Mušnikovo (Prizren)
 Nebregošte (Prizren)
 Novo selo (Prizren)
 Planeja (Prizren)
 Planjane (Prizren)
 Pousko (Prizren)
 Rečane (Prizren)
 Skrobište (Prizren)
 Sredska (Prizren)

Stružje (Prizren)
Vrbićane (Prizren)
Živinjane (Prizren)
Žur (Prizren)
Zatrić (Orahovac)
Bozhec (Ranilug)
Rajanovce (Ranilug)
Berofc (Štrpce)
Berofc II (Štrpce)
Gornji Biti (Štrpce)
Donji Biti (Štrpce)
Brezovica (Štrpce)
Brod (Štrpce)
Drekoc (Štrpce)
Firaje (Štrpce)
Gotovushë (Štrpce)
Ižance (Štrpce)
Jažince (Štrpce)
Kaštaneve (Štrpce)
Sevce (Štrpce)
Štrpce (Štrpce)
Sušice (Štrpce)
Vrbeštice (Štrpce)
Viće (Štrpce)
Belince (Štimlje)
Crnojkevo (Štimlje)
Devetak (Štimlje)
Duga (Štimlje)
Karaćica (Štimlje)
Lanište (Štimlje)
Malopoljce(Štimlje)
Petrovë (Štimlje)
Petraštica (Štimlje)
Rance (Štimlje)
Rećak (Štimlje)
Topilo (Štimlje)
Zborce (Štimlje)
Krajice(Srbica)
Banja (Srbica)
Blace (Suva Reka)
Budakovë (Suva
Reka)
Bukoš II (Suva Reka)
Čajdrak (Suva Reka)
Čubrel (Suva Reka)
Delovce (Suva Reka)
Grejčevce (SuvaReka)

Javor (Suva Reka)
Kotore (Srbica)
Kožica (Srbica)
Krasalić (Srbica)
Krasmiroc (Srbica)
Gornja Krušica
(Suva Reka)
Donja Krušica
(Suva Reka)
Kućicë (Srbica)
Llužnica (Suva Reka)
Lubavec (Srbica)
Maćitevo (Suva Reka)
Muštište (Suva Reka)
Papaz (Suva Reka)
Popovljane
(Suva Reka)
Prelovac (Srbica)
Radiševo (Srbica)
Rudnik (Srbica)
Suvo Grlo (Srbica)
Trnavce (Srbica)
Vršec (Srbica)
Vitak (Srbica)
Vranić (Srbica)
Balance (Vitina)
Buzovik (Vitina)
Debelde (Vitina)
Veliki Goden
(Vitina)
Letnica (Vitina)
Ljubište (Vitina)
Mijak (Vitina)
Šašare (Vitina)
Gornja Stubla
(Vitina)
Donja Stubla (Vitina)
Vrnakovoko (Vitina)
Vrnez (Vitina)
Benćuk (Vućitrni)
Bošljane (Vućitrn)
Cecelija (Vućitrn)
Dubovac (Vućitrn)
Gornja Dubnica
(Vućitrn)
Grace (Vućitrn)
Gumnište (Vućitrn)

Karaće (Vućitrn)
Kolo (Vućitrn)
Kunovik (Vućitrn)

Kurilovo (Vučitrn)
Pasoma (Vučitrn)
Šalce (Vučitrn)
Šljivovica (Vučitrn)
Skočna (Vučitrn)
Skrovna (Vučitrn)
Slakovce (Vučitrn)
Strofce (Vučitrn)
Vesekece (Vučitrn)
Zagorje (Vučitrn)
Žilivoda (Vučitrn)
Babice (Zubin Potok)
Babudovica (Zubin
Potok)
Banja (Zubin Potok)
Brnjak (Zubin Potok)
Bojnoviće (Zubin Potok)
Velji Breg (Zubin Potok)
Bube (Zubin Potok)
Burlate (Zubin Potok)
Čabra (Zubin Potok)
Čečevo (Zubin Potok)
Češanovice (Zubin
Potok)
Čitluk (Zubin Potok)
Crepulja (Zubin Potok)
Dobroševina (Zubin
Potok)
Dragalice (Zubin Potok)
Drainoviće
(Zubin Potok)
Dren (Zubin Potok)
Gazivode (Zubin Potok)
Jabuka (Zubin Potok)
Jagnjenica (Zubin Potok)
Gornji Jasenovik
(Zubin Potok)
Donji Jasenovik
(Zubin Potok)
Junake (Zubin
Potok)
Velika Kaludra (Zubin
Potok)
Mala Kaludra (Zubin
Potok)
Krligate (Zubin Potok)
Kijevce (Zubin Potok)
Klečke (Zubin Potok)

Kobija Glava (Zubin Potok)
Kopilovce (Zubin Potok)
Kovače (Zubin Potok)
Kozarevo (Zubin Potok)
Lucka reka (Zubin Potok)
Mededi Potok (Zubin Potok)
Oklace (Zubin Potok)
Padine (Zubin Potok)
Paruce (Zubin Potok)
Prelez (Zubin Potok)
Preseka (Zubin Potok)
Prevlak (Zubin Potok)
Pridvorica (Zubin Potok)
Rančiče (Zubin Potok)
Rezala (Zubin Potok)
Rujište (Zubin Potok)
Šipovo (Zubin Potok)
Štuoc (Zubin Potok)
Gornji Strnac (Zubin Potok)
Tušiče (Zubin Potok)
Uglar (Zubin Potok)
Gornje Varage (Zubin Potok)
Donje Varage (Zubin Potok)
Vrba (Zubin Potok)
Vitakovo (Zubin Potok)
Vojmisliče (Zubin Potok)
Vukojeviče (Zubin Potok)
Zagrade (Zubin Potok)
Zagullje (Zubin Potok)
Zečeviče (Zubin Potok)
Žarevi (Zubin Potok)
Zubin Potok (Zubin Potok)
Banov Do (Zvečan)
Grižani (Zvečan)
Izvori (Zvečan)
Kamenica (Zvečan)
Kula (Zvečan)
Lipovica (Zvečan)
Lokva (Zvečan)
Lovac (Zvečan)
Meki Do (Zvečan)

Jankov Potok (Zvečan)
Orahovica (Zvečan)
Rudine (Zvečan)
Vilište (Zvečan)
Žaža (Zvečan)

Annex no. 8/2: List of settlements (cadastral zones) in mountainous areas ("type B")

The list (grouped by municipalities (in brackets) in alphabetical order of settlements) contains names in Albanian settlements in cadastral zones with an average altitude of over 600m, where at least 20% of the surface has a slope of at least 10%.

Batuša (Đakovica)	Kajkovo (Leposavić)	Vuča (Leposavić)
Ponoševac(Đakovi)	Kalin (Leposavić)	Biluša (Prizren)
Popovac(Đakovica)	Gornji Krnin (Leposavić)	Koriša (Prizren)
Inatovce (Gnjilane)	Kruševo (Leposavić)	Kabaš (Vitina)
Pidić (Gnjilane)	Kutnje (Leposavić)	Novo Selo (Vitina)
Pustenik (Hani i Elezit)	Leposavić (Leposavić)	Bajnjska (Zvečan)
Bob (Kačanik)	Lešak (Leposavić)	Boljetin (Zvečan)
Gajre (Kačanik)	Mekiniće (Leposavić)	Bresnica (Zvečan)
Kačanik (Kačanik)	Miolice (Leposavić)	Joševik (Zvečan)
Lanište (Kačanik)	Popovce (Leposavić)	Lipa (Zvečan)
Ajnovce (Kamenica)	Rvatska (Leposavić)	Bajnjska Reka (Zvečan)
Strezovce (Kamenica)	Seoce (Leposavić)	Veliko Rudare (Zvečan)
Bistrica (Leposavić)	Slatina (Leposavić)	Malo Rudare (Zvečan)
Borova (Leposavić)	Trikose (Leposavić)	Srbovac (Zvečan)
Desetak (Leposavić)	Tvrgjan (Leposavić)	Bajnjski Suvi (Zvečan)
Dren (Leposavić)	Ulije (Leposavić)	
Jarinje (Leposavić)	Vitanoviće(Leposavić)	
Jaošanica (Leposavić)		

Annex no. 9 Request for payment

REQUEST FOR PAYMENT MEASURE 101, sub measure 101.	
I. Applicants data	<hr/> (Name and surname or Business Name)
	Region:
	Municipality:
	Place of residence:
	Address:
	Phone:
	E-mail:
Web site:	
II. Project Title
III. Project unique identification number (UIN)
<i>Only for official use (filled by a regional official):</i>	
Unique identification number (UIN) of the request for payment:	
<i>Only for official use (filled by a regional official):</i>	
IV. Submission date:	(dd/mm/yyyy)
IV. Submission date	(dd/mm/yyyy)
V. Submission time	(hour and minute , shall be filled only if the request for payment is complete)

VI. Request for payment is completed	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--------------------------------------	------------------------------	-----------------------------

VII. Farm registration number (FRN):																				
--------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VIII. Business registration number:																				
-------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IX. For all applicants:

Bank	Bank name:	
	IBAN:	
	Current account no:	
	Address:	

(Beneficiary name and surname, and	(Official name, surname and signature)

X. Statements

By signing this Request for Payment
I hereby declare:

- 1) All the data and documents submitted with this Request for Payment are true.
- 2) The investments included in the Request for Payment are actually executed.
- 3) The costs for which I require payment are listed in the Costs Table of this Request. I did not received any other public financial support for the same investment.
- 4) I have no outstanding debts towards public institutions.
- 5) I agree that the Ministry of Agriculture, Forestry and Rural Development publish the following project information - beneficiary name, the location of the investment, the amount of support and the total amount of the costs.
- 6) All accounts are paid and the prices are realistic.
- 7) I fully followed the procurement procedure as described in the annex to the contract I signed with ADA.
- 8) I am aware that the presentation of untrue data is punishable by applicable laws.

XII. Date/Signature

(Seal of Business)

Day – Month – Year	(Name, surname and signature)
--------------------	-------------------------------

Note: The beneficiary completes white fields only!

ATTACHED DOCUMENTS

Please mark with "x" and the document according to this schedule at the end of the Request for Payment

1. General documents

1. Authorization certified by a notary (in case the request is submitted by an authorized person)	<input type="checkbox"/>
2. Copy of the valid ID card of an authorized person (in case the request is submitted by authorized person)	<input type="checkbox"/>
3. Original invoices proving the incurred costs	<input type="checkbox"/>
1. Bank transfers; Payment order (in case of payment through a bank over 500 €)/fiscal coupon (in the case of cash payment below 500 €) which is attached with the account and shows that the beneficiary made a payment	<input type="checkbox"/>
2. A bank account statement that includes a payment period indicating that the beneficiary made payments (in cases where payments were made by a bank transfer)	<input type="checkbox"/>
3. Confirmation that the beneficiary has attended training (for beneficiaries who do not have experience)	<input type="checkbox"/>
7. Certified contract for professional supervision	<input type="checkbox"/>
Animal certification (cows, calves, pigs, sheep or goats) at the end of the investment with a matrix number from the Animal Identification Register,	<input type="checkbox"/>
2. Only for construction projects	
8. Construction permit issued by the competent municipal authority;	<input type="checkbox"/>
9. Proof of Environmental Impact Assessment, if provided for by law	<input type="checkbox"/>

3. Documents related to procurement procedures (separate and completed documents for each procurement procedure)			<input type="checkbox"/>
Document no.	* Tender value		
	Up to 10 000 Euro <input type="checkbox"/>	10,000 - 60,000 Euro <input type="checkbox"/>	More than 60 000 Euro <input type="checkbox"/>
Procurement type	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>
1.	Declaration	-	A copy of the advertisement published in the press / newspaper
2.		At least three written calls completed, signed by the bidder, from Annex 1	Completed written invitations, signed by the recipient (bidder) from Annex 1 - not mandatory - If the grant beneficiary decides on this
3.		Copies of the business registration certificate of all bidders (for at least 3 bidders)	Copies of the business registration certificate of all bidders (for at least 3 bidders)
4.		Copies of the bidders fiscal number (for at least 3 bidders)	Copies of the bidders fiscal number (for at least 3 bidders)
5.		Accepted bids (at least 3 bids)	Accepted bids (at least 3 bids)
6.		-	Decision on the establishment of an evaluation commission
7.		Statement on compliance with the rules for avoiding conflict of interest (Annex 2)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2)
8.		Statement of Reliability of the bidders (Annex 3)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2)
9.		-	Statement on Confidentiality and Neutrality (Annex 4)
10.		Tender Report	Tender Report
11.		Contract signed with a winner	Contract signed with a winner

2. Specific documents

<u>SUBMEASURE: 101. 1 Fruit processing</u>	
1. Proof that the farmer is supplied with seedlings material by a company (entity), licensed as a producer or importer of fruit seedlings by MAFRD	<input type="checkbox"/>
2. Proof confirming the import of seedlings from the EU country. (if the recipient has decided to plant EU seedlings).	<input type="checkbox"/>
3. Proof of health status of seedlings (phytosanitary certificate);	<input type="checkbox"/>
<u>SUBMEASURE: 101, 6 Grape</u>	
1. Proof that the farmer is supplied with seedlings material by the company (entity), that it is licensed by MAFRD as a producer or importer of grape seedlings.	<input type="checkbox"/>
2. Proof of the health status of seedlings (phytosanitary certificate) produced and certified in the European Union.	<input type="checkbox"/>

Annex no. 10 Assessment Report

The assessment report is sent to the farmer/applicant

Annex no. 11 Complaint form for farmers

Name and surname _____ village _____ municipality _____

I hereby present complaint against decision no.: _____ date. _

Rural Development project: Sector:

- | | | |
|--|--|--|
| <input type="checkbox"/> Fruit processing | <input type="checkbox"/> Vegetable processing/greenhouse | <input type="checkbox"/> Milk processing |
| <input type="checkbox"/> Meat processing (calves/pigs) | <input type="checkbox"/> Wine production | <input type="checkbox"/> Eggs production |

Application no. _____

Reasons for complaint:

Note: Attach the documents you are contesting!

Signature _____

ANNEX no. 12 Contacts and information points for submission of application

Contacts and information points regarding the filing of the application

ADA/MAFRD

**Address: Migjeni str. 10000, Pristina
(former building of the Ljubljana Bank)**

from Monday to Friday: 10:00 to 12:00 hours and 13:00-15:00

Regional Centers of the Agricultural Development Agency

Every working day from 08:00 to 16:00 hours

No.	Region	Address	Phone
1	Prishtinë Priština	Industrial Zone- Fushë Kosovë/ Kosovo Polje (in front of Maxi-Marke)	038 601 169
2	Mitrovicë /Mitrovica	Kraljica Teuta bb.	028 522 501
3	Pejë/Peć	Agricultural Institute, nursery garden	039 431 276
4	Gjakovë/Đakovi	Peć	0390 320 992
5	Prizren	Str. Marin Brleti no.2, III floor	029244793
6	Ferizaj/Uroševac	str. Avni Rrustemi #159	0290 324 661
7	Gjilan /Gnjilane	Deshmoret e kombit bb.	0280 326 106

Annex no. 13 Form for collection of Indicators for monitoring

Measure 101, sub measure - 101.1 fruit processing -2017

Municipality _____

Collected project indicators _____

Applicant _____

Farm registration number

--	--	--	--	--	--	--	--

Indicator or type	Indicator	Data provided by Applicant		Control by a regional officer
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	Total value of investments (euro), as follows:			<input type="checkbox"/>
	Establishment of new orchards			<input type="checkbox"/>
	Support to infrastructure and orchards			<input type="checkbox"/>
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer (under 40 years)	Yes	No	<input type="checkbox"/>
	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>
	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	Investments in post-harvest activities	Yes	No	<input type="checkbox"/>
	Surface with new orchards and trees (ha)			<input type="checkbox"/>
	Improvement of infrastructure in existing orchards (ha)			<input type="checkbox"/>

Impact	Investments in warehouse (tons/year)		<input type="checkbox"/>
	Total value of sales revenue in the last year before the implementation of the project (€/year)		<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)		<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)		<input type="checkbox"/>
	** The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project		<input type="checkbox"/>

** The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

¹In the case of orchards, revenues and new jobs must be counted from the year when the orchard reaches the intended production.

Measure 101, sub measure - 101. 2 - Greenhouse, trees, vegetables and potatoes - 2019

Municipality _____

Collected project indicators _____

Applicant -----

Farm registration number

--	--	--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided by Applicant		Control by a regional officer
		Yes	No	
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	*Total value of investments (euro), as follows:			<input type="checkbox"/>
	1. for the construction of new greenhouses			<input type="checkbox"/>
	2. storage for fruit, vegetables and potatoes			<input type="checkbox"/>
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer	Yes	No	<input type="checkbox"/>
	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>

	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	Investments in post-harvest activities	Yes	No	<input type="checkbox"/>
	Greenhouse size (m ²)			<input type="checkbox"/>
	Area with new infrastructure with vegetables and potatoes in the open field (ha)			<input type="checkbox"/>
Impact	Total value of sales revenue in the last year before the implementation of the project (€/year)			<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)			<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>
	**The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project			<input type="checkbox"/>

* The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

Measure 101, sub measure - 101.3 - meat processing, 2019

Municipality _____

Collected project indicators _____

Applicant _____

Farm registration number

--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided by Applicant		Control by a regional officer
		Yes	No	
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	*Total value of investments (euro), as follows:			<input type="checkbox"/>
	1. Chickens			
	2. Pigs			<input type="checkbox"/>
	3. Bulls	Yes	No	<input type="checkbox"/>
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer	Yes	No	
	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>

	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	Calf Fattening Farm will build a storage of fertilizers			<input type="checkbox"/>
	The farm will increase the number of cattle	Chickens		<input type="checkbox"/>
		Bulls		<input type="checkbox"/>
		Pigs		<input type="checkbox"/>
Impact	Total value of sales revenue in the last year before the implementation of the project (€/year)			<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)			<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>
	** The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project			<input type="checkbox"/>

* The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

Measure 101, sub measure- 101.4- milk processing, 2019

Municipality _____

Collected project indicators _____

Applicant _____

Farm registration number

--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided by Applicant		Control by a regional officer
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	* Total value of investments (euro), as follows:	<input type="checkbox"/>		
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer	Yes	No	<input type="checkbox"/>

	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>
	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	It is planned to build a fertilizer storage facility	Yes	No	<input type="checkbox"/>
	The number of cows will increase after the investment			<input type="checkbox"/>
	The number of sheep/ goats will increase after the investment			<input type="checkbox"/>
	Points of collecting: An additional quantity of milk collected after the investment			<input type="checkbox"/>
Impact	Total value of sales revenue in the last year before the implementation of the project (€/year)			<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)			<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>
	** The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project			<input type="checkbox"/>

*- The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

Measure 101, sub measure 101.5- Grape, 2019

Municipality _____

Collected project indicators _____

Applicant _____

Farm registration number

--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided by	Control by a regional officer
----------------	-----------	------------------	-------------------------------

		Applicant		
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	*Total value of investments (euro), as follows:	<input type="checkbox"/>		
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer	Yes	No	<input type="checkbox"/>
	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>
	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	Existing grape surface (ha)			<input type="checkbox"/>
	New grape surface (ha)			<input type="checkbox"/>
Impact	Total value of sales revenue in the last year before the implementation of the project (€/year)			<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)			<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>
	** The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project			<input type="checkbox"/>

*The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

Revenues and new jobs should be calculated from the year when the vineyard reaches the intended production.

Measure 101, sub measure 101.6- Eggs production, 2019

Municipality _____

Collected project indicators _____

Applicant _____

Farm registration number

--	--	--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided	Control by a regional officer
----------------	-----------	---------------	-------------------------------

		by Applicant		
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	*Total value of investments (euro), as follows:			<input type="checkbox"/>
	The new company	Yes	No	<input type="checkbox"/>
	A new farmer	Yes	No	<input type="checkbox"/>
	A woman	Yes	No	<input type="checkbox"/>
Result	The farm will increase production capacity	Yes	No	<input type="checkbox"/>
	Products and/or new technologies will be applied	Yes	No	<input type="checkbox"/>
	Renewable energy will be produced at the farm	Yes	No	<input type="checkbox"/>
	It is planned to build a fertilizer storage facility	Yes	No	<input type="checkbox"/>
	The number of chickens will increase by:			<input type="checkbox"/>
Impact	Total value of sales revenue in the last year before the implementation of the project (€/year)			<input type="checkbox"/>
	Total value of additional sales revenue of production in the first year after the implementation of the project (€/year)			<input type="checkbox"/>
	Total number of full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>
	** The number of additional full-time employees, as a result of the investment, in the first year after the implementation of the project			<input type="checkbox"/>

*The total amount of investments includes eligible costs (public funds and private co-financing of eligible costs) and unacceptable costs.

** Full Time (Full Time Equivalent-FTE) = 225 working days per year.

Annex no. 14 Business plan- Financial part

Return on investments CI/rural development grants

Year	Predicting expenditures and revenues without project implementation (Euro)			Forecasting of expenditures and revenues with project implementation (Euro)			The difference as a result of the implementation of the project (Euro)				The value of eligible costs co-financing (Euro)	Return of investments CI (if all columns are positive, CI value is achieved)	
	The total value of production costs	Total value of income	Profit	The total value of production costs	Total value of income	Profit	Difference in revenue	Difference in expenditures	Additional profit	Additional profit (cumulative review)			
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Explanation:

Only empty columns should be filled.

If this column shows a negative value,
the project should be rejected as inadmissible



Annex no. 15 Promotion

All beneficiaries must comply with the promotion rules set by the funding institutions. All beneficiaries of the grants from the Agriculture and Rural Development Program, before the final payment request, at the place of implementation of the investment, need to set up the plate shown in Annex no. 16. This plate should be placed in a prominent position, size: 100 cm x 50 cm, made of solid plastic, printed with a stable color resistant to atmospheric influences.



Annex no. 16 Code of Ethics for Advisory Companies

Recommendations for Applicants: Code of Ethics for Advisory Companies

MAFRD or ADA should not interfere in the contractual relations between two private parties.

However, we consider that it is important to give some recommendations:

- For the preparation of the application, the applicant is not obliged to hire Advisory

Companies.

- The applicant decides whether to hire an advisor and who will be engaged.
- In the case of more complex projects (eg. with a business plan and construction), we advise the applicant to receive specialized advisors.
- Officials of the Agricultural Development Agency are forbidden to give recommendations on certain advisers. If a conflict of interest between the advisor and the Agricultural Development Agency is proven, the application will be rejected as an attempt to commit a fraud and the official is punished according to the laws and internal rules of the ADA.
- The applicant will sign a contract with the counselor before submitting the application. Oral agreement is not enough!
- Consultation costs are acceptable if the project is selected and financed by ADA.
- In this case, advisor should issue a regular account and the applicant should pay it.
- If the project is declared unacceptable due to the guilty of advisor, the applicant does not have to pay, because it is the duty of the advisor to prepare only acceptable projects.
- If the application is acceptable but does not have enough points, the advisor should be paid, as it does not affect to the determination of points.
- The Applicant should take care that he has provided all necessary documents on time and add them on time to his application. The counselor should control the completion of the application. The Applicant may request the assistance of an advisor and in the implementation of the project, if provided for in the contract.
- The Applicant is not allowed to change the advisory company after the selection of the project, because the acceptance of the project preparation costs is related to the company that prepared the project.

Annex no. 17 Number of jobs depending on production capacity

Numri i vendeve të reja të punës varësisht nga kapaciteti prodhues i cili do të realizohet me projektin e paraparë me aplikacion (kapacitetet ekzistuese nuk merren parasysh sepse ato nuk krijojnë vende të reja të punës)

Nënmasa	Sektori	Njësia	sipërfaqja në ha ose nr. i krerëve	Vende pune me orar të plotë	sipërfaqja ose nr. i krerëve të aplikuesit	Nr. i vendeve të punës sipas projektit
101.1	pemë drufrutore	ha	1	0.8	3	2.40
101.2a	serra	m ²	1000	0.42	5000	2.1
101.2b	depo për ruajtje	m ²	100	0.55	500	1.35
101.5	rrush	ha	0.3	0.11	1	0.37
101.4a	lopë qumshtore	krerë	10	0.55	0	0
101.4b	dele	krerë	100	0.8	100	0.8
101.4b	dhi	krerë	100	0.8	100	0.8
101.4c	Pikat grumbulluese të qu	krerë	30	0.41	30	0.41
101.3a	viça për trashje	krerë	20	0.59	20	0.59
101.3b	derra	krerë	40	0.59	40	0.59
101.6	pula vojse në kafaz	krerë	5000	0.75	5000	0.75
101.6	pula në dysHEME	krerë	5000	0.85	5000	0.85
101.6	pula me sistem të lirë	krerë	5000	1	5000	1

Numri i pikëve gjatë vlerësimit të projektit, i paraqitur me dy shifra pas presjes dhjetore, është i barabartë me numrin e vendeve të punës, por nuk mund ta kaloj vlerën 10.

Pikët për vende të reja të punës jepen sipas kësaj table pavarësisht asaj që deklarohet aplikuesi në planin e biznesit

Krijimin dhe mirëmbajtjen e vendeve të punës në praktikë nuk e mbikqyrë MBPZHR.

Annex no. 18 Specific conditions for the construction of greenhouses

- Minimum specific conditions for the construction of new greenhouses.
- Greenhouses should not be welded.
- The material for the construction of the greenhouse should be galvanized.
- The base must be made of concrete slab diameter Ø 450 mm and depth of 500 mm and one pipe diameter Ø 63 mm, and the thickness of the pipe wall must be at least 2 mm.
- Pillars and arches must be of galvanized pipe dimension of Ø 48 mm, and the thickness of the pipe wall must be at least 2 mm.
- Roof construction (reinforced arches) should be of pipes dimensions of Ø 26 x 2 mm.

- The lower part of the roof construction should be made of pipe diameter (dimensions) Ø 33 mm x 2 mm.
- The arches should be made of pipes diameter Ø 26 mm x 2 mm)
- The housing of the construction and the X's as reinforcements should be made of pipe diameter Ø 33 mm x 2 mm.
- Doors should be placed on the front with nylon or polycarbonate.
- Mechanical ventilation system, window opening is done mechanically through galvanized pipes (diameter Ø 21,3) and reinforced with PVC ½ coupling.
- The plastic film should be 160 µ (with a warranty of 3-5 years).

Greenhouses that will be built from quality materials are also accepted as investments.

ANNEX no. 19 Sworn statement



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria -Vlada - Government

*Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural - Ministarstvo Poljoprivrede, Šumarstva i
 Ruralnog Razvoja - Ministry of Agriculture, Forestry and Rural Development
 Agjencia për Zhvillimin e Bujqësisë/Agencije za Ruralni Razvoj/ The Agriculture Development Agency*

SWORN STATEMENT
For the right to use the inherited land

Me _____ with the identification number _____

Address: _____, with full moral and criminal responsibility under oath, declare that the person whose name is on the list of ownership of land, by which I apply for the Rural Development Program for 2018 at the ADA MAFRD, is:

_____ (for example: great-grandfather, grandfather, parents, children, grandchildren, spouses, etc.), and hereby I certify it through the certificate: _____ as a legal user of the land.

Signature of the declarant

Date ____/____/____

This document has been prepared by the Managing Authority in cooperation with the Agricultural Development Agency and is shared free of charge.

APPLICANTS MANUAL 2019

Measure 103 - „ Investment in physical infrastructure in processing and marketing of agricultural products“

Application deadline: May 22 - July 01 2019

Table of Content

1. OBJECTIVES, PRIORITIES AND FINANCIAL MEANS FOR MEASURE 103.....	6
1.1 Introduction.....	6
1.2. The main objectives of the measure.....	6
1.3 Funding for this measure.....	7
1.4 Key definitions.....	7
1.5 Specific objectives and eligible investments in milk processing.....	9
2. PUBLIC SUPPORT AMOUNT.....	12
3. ELIGIBLE APPLICANTS FOR ALL SUBMEASURES.....	12
4. ELIGIBILITY OF APPLICANTS AND THEIR APPLICATIONS.....	13
5. OTHER ELIGIBILITY CRITERIA FOR BENEFICIARIES.....	13
6. ELIGIBLE INVESTMENTS.....	14
7. SPECIFIC ELIGIBILITY CRITERIA.....	15
8. MINIMUM AND MAXIMUM COST OF THE PROJECT.....	16
9. SELECTION CRITERIA.....	17
10. INELIGIBLE COSTS RULES.....	21
11. APPLICATION PROCEDURES.....	22
11.1 Content of the application.....	22
12. SELECTION, CONTRACTING AND IMPLEMENTATION.....	22
13. INDICATIVE PUBLISHING SCHEDULE.....	26
14. IMPORTANT PROVISION THAT CAN BE REASON FOR APPLICATION REJECTION.....	27
15. LIST OF ANNEXES.....	29
ANNEXS NO. 1 A- APPLICATION FORM.....	30
ANNEX NO. 1 B - LIST OF REQUIRED DOCUMENTS.....	31
ANEX NO. 2 BUSINESS PLAN MODEL.....	34
ANEX BR. 3 ADA CONTRACT WITH BENEFICIARY AND PROCUREMENT PROCEDURE.....	47
ANNEX no. 5 MINIMAL NATIONAL STANDARDS.....	64
ANNEX NO. 6 REQUEST FOR PAYMENT.....	71
ANNEX no. 7 REPORT ON THE CALCULATION SUBMITTED BY APPLICANT.....	79
ANNEX no. 8 COMPLAINT FORM.....	79
ANNEX no. 9 CONTACTS AND INFORMATION POINTS.....	81
ANNEX NO.10 INDICATORS.....	82
ANNEX NO.11 BUSINESS PLAN - FINANCIAL PART.....	88
ANNEX NO. 12 CODE OF ETHICS FOR ADVISORY COMPANY.....	89

1. OBJECTIVES, PRIORITIES AND FINANCIAL MEANS FOR MEASURE 103

1.1 Introduction

The Applicant's Manual aims to assist applicants in the preparation of applications, to clarify eligibility conditions, general criteria, specific criteria, other eligibility criteria, scoring system, eligible investments, necessary documentation for the application, project evaluation, informing the applicants of the results of the assessment, procurement procedures, penalties in case of irregularities or fraud attempts and other important issues for the implementation of Measures 103.

The purpose of the Applicant's Manual (hereinafter: the Manual) is to explain in detail the provisions presented in Measure 103, and not repeat them; therefore, the Manual does not replace the measure, but should be interpreted (together with the annexes) in order to avoid errors during submission of applications.

Measure is a document that presents the objectives of public support to private investments, through grants, and the use of a technical language. Measure 103 aims to support investments in the food processing industry in four sub-sectors: milk processing, meat processing, fruit and vegetable processing and wine production. The measure was prepared by the staff of the administrative body, based on independent sector studies and consultations with stakeholders.

1.2. The main objectives of the measure

- Increasing the competitiveness of Kosovo agriculture and substitution of imports, through increasing productivity and introducing new technologies and products;
- Increasing the safety and quality of products;
- Supporting enterprises in selected sectors, with the aim of aligning with the EU rules, standards, policies and practices and improvements in environmental protection, food safety and product quality, animal welfare and the ability to monitor the food chain and waste management;
- Supporting economic and social development with the aim of sustainable and comprehensive growth through the development of farms;
- Strengthening connections with primary production;
- Treatment of climate change challenges through the use of renewable energy.

1.3 Funding for this measure

No.	Sub measure	Amount in €	% budget
1	103.1 Milk	1.000.000 €	25
2	103.2 Meat	1.000.000 €	25
3	103.3 Fruits and vegetables	1.200.000 €	30
4	103.4 Wine	800.000 €	20
	Total	4.000.000 €	100%

1.4 Key definitions

Public Support Amount - means participation (expressed in percentages) of public funds in eligible costs.

Applicants - means enterprises meeting the eligibility criteria set out in this document and submitting an application for benefiting from rural development funds.

Submission of the application - means the submission of all documents required by the Agricultural Development Agency.

Beneficiaries - means enterprises for the processing of milk, meat, fruit and vegetables, as well as wine producers selected as users after the evaluation of the applications and who have signed a contract with the Agriculture Development Agency (ADA).

Call for proposal - means a public notice for the submission of projects for rural development.

Contract - means a contract signed between the selected beneficiary and the ADA, according to the model shown in Annex no. 3 of this Manual.

Eligible investments - means investments that are supported in accordance with Annex n. 4.

Ex-Post monitoring period- means a time period of 3 years after the completion of investments, during which the beneficiary must maintain the purpose of the investments and all the conditions under which he was selected for financing.

Public Support - means financial aid for the implementation of rural development based on eligible investments, provided by the Ministry of Agriculture, Forestry and Rural Development (MAFRD).

Administrative body – means a public entity within the MAFRD that is organized as a department with a primary responsibility in terms of developing and monitoring the Rural Development Program (RDP).

Measure – means a technical document that represents the basic unit of the RDP and its main parts in which the eligibility and selection criteria of the applicants are presented. The measure has its own budget for the realization of the objectives and is implemented through the call for proposals and the project evaluation process.

Agricultural Development Agency – means the competent authority for the implementation of the RDP (<http://www.azhb-ks.net/>) with the main responsibilities related to the assessment and contracting of projects and payment of costs in accordance with the procedures envisaged.

Agricultural and Rural Development Program 2014-20 – means a technical document setting out rural development measures, the intervention logic, and the expected impact of rural development projects.

Project – means the planned investment submitted by the applicant.

Project Implementation Period – means the time from the mutual signing of the contract (ADA and beneficiary) until the last payment by ADA.

Selection – means determining the number of points for qualified applicants, listing them according to points and their marking "selected for funding" and allocating financial resources, starting from those on top of the list.

Extension – For the purposes of this program, the word extension means the extension of an existing facility.

Renovation - means restoring the existing facility to acceptable conditions by restoring, replacing or repairing damaged or degraded parts.

1.5 Specific objectives and eligible investments in milk processing

Specific objectives for the milk processing sector are:

- Implementation of national standards and EU standards for dairy products (hygiene, food safety, animal welfare, environmental protection, etc.);
- Modernization of production lines for milk processing and other accompanying facilities;
- Introduction of new products or diversification of products in the milk industry;
- Improving the marketing of milk and dairy products;
- Improving waste management.

ELIGIBLE INVESTMENTS FOR THE MILK PROCESSING

- Investments in the renovation / expansion of dairy farms;
Investments in the construction of new dairy farms falling into the category at the time of the submission "C" or "D";
- Investments in equipment for improving hygiene, quality and product safety (especially in achieving HACCP and / or ISO 22000 standards);
- Investments in equipment for improvement of environmental protection, especially for waste management and wastewater treatment;
- Investments in special transport vehicles;
- Investments in equipment for new products and modern packaging;
- IT, hardware and software equipment for monitoring, control and management;
- Investments in renewable energy production technology;
- Investment in cooling equipment;

MEAT PROCESSING

Specific objectives for the meat processing sector are:

- Implementation of national standards and EU standards for meat products (hygiene, food safety, animal welfare, environmental protection, etc.);
- Introduction of new production lines for meat processing;
- Introduction of new products or product diversification in the meat industry;
- Improving the marketing of meat and meat products;
- Improving waste management.

ELIGIBLE INVESTMENTS FOR THE MEAT PROCESSING

- Investments in the renovation/expansion of existing facilities, including cold storage facility along with equipment;
- Investments in the construction of new meat processing facilities for enterprises that at the time of submission are in the "C" or "D" category;
- Investments in meat processing equipment;
- Investments in equipment for improving hygiene, as well as the quality and safety of products (especially for achieving HACCP and/or ISO 22000 standards);
- Investments in equipment for improvement of environmental protection, especially for waste management and wastewater treatment;
- Investments in quality control equipment, including appropriate laboratories;
- Investments in cooling and freezing equipment for the storage of final products;
- Special vehicles for the transport of raw materials and finished products;
- Investments in renewable energy production technology;

PROCESSING FRUIT, VEGETABLES AND WINE PRODUCTION

Special objectives for the fruit, vegetable and wine sector are:

- Implementation of national standards and EU standards (hygiene, food safety, quality, etc.);
- Improvement of processing technology, as well as modernization of other accompanying facilities (warehouse/cold storage facility) by introducing new equipment/technology;
- Diversification of products;
- Marketing Improvement;
- Improving waste management.

ELIGIBLE INVESTMENTS FOR THE FRUIT AND VEGETABLE PROCESSING SUBMEASURE

- Investments in the construction, expansion, renovation of facilities for processing;
- Investments in the conservation/pasteurization lines of fruits and vegetables;
- Investments in equipment for improving hygiene, as well as the quality and safety of products (especially for achieving HACCP and/or ISO 22000 standards);
- Investments in post-harvest treatment facilities and equipment for drying, classification and storage;
- Investment in packaging equipment, labeling, including filling equipment, packaging and other special equipment;
- Investments in cooling equipment, including refrigeration and freezing compartments, freezing tunnels, vehicles with cold storage and other necessary equipment to ensure continuity of the cooling chain;

- Investments in equipment for improvement of environmental protection, especially for waste management and wastewater treatment;
- Investments in quality control equipment, including appropriate laboratories;
- Special vehicles for the transport of raw materials and finished products, with and without cool storage;
- IT, hardware and software equipment for monitoring, control and management;
- Investments in renewable energy production technology.

ELIGIBLE INVESTMENTS FOR WINE PRODUCTION

- Construction/renovation/expansion of facilities for the production and processing of wines;
- Investments in wine processing equipment;
- Investments in equipment for improving hygiene, quality and product safety (especially in achieving HACCP and/or ISO 22000 standards);
- Investment in packaging equipment, labeling, including filling equipment, packaging and other special equipment;
- Investments in renewable energy production technology;
- Investment in equipment and instruments for quality control of wine, including appropriate laboratories;
- IT equipment, hardware and software for monitoring, controlling and managing wine production.

2. PUBLIC SUPPORT AMOUNT

- Public support amounts to 50% of eligible investment costs;
- Payment for Measure 103 is done in two installments, the first part of the public support in the amount of 50% is made in the form of advance payment after the signing of the contract with the beneficiary under the condition of providing a banking guarantee by commercial banks or insurance companies, while the remaining part of 50 % shall be paid after checking completion of general investment.
- A bank guarantee should be provided only for the advance of 50% of public support.
- A bank guarantee should be provided for the duration of the project implementation period.
- Maximum public aid for the period of implementation of the Agriculture and Rural Development Program 2014-2020. For Measure 103 is 800,000 € per beneficiary.
- Applicant can apply through several projects during the period of implementation of the Agriculture and Rural Development Program 2014-2020 in different years, provided that the previous projects are successfully completed and that the public support does not exceed that amount.

3. ELIGIBLE APPLICANTS FOR ALL SUBMEASURES

- Applicants should be citizens of the Republic of Kosovo.
- Applicants should be registered enterprises in the Farm Register.
- Applicants should be regular taxpayers of business tax.
- Enterprises for the processing of milk, meat, fruit and vegetables and for the production of wines should be registered at the Kosovo Business Registration Agency.

The enterprise can consist of one or more facilities (units and production premises).

NOTE: VAT is a non-eligible expense and is paid by the beneficiary! Also, other non-eligible

costs are paid by the beneficiary.

Any attempt to fraud, such as counterfeiting of accounts, manipulating procurement procedures, buying used machines or equipment without a serial number and technical data will be punished by non-payment of the part that is the subject of fraud, and additional penalties may be imposed up to the complete suspension of payment.

4. ELIGIBILITY OF APPLICANTS AND THEIR APPLICATIONS

All applicants are subject to control of eligibility. If it is established that the applicant is ineligible, the application shall be rejected. The eligibility of the applicant is checked on the basis of the eligibility criteria, and the submitted documents. Applications that qualify as ineligible are not subject to evaluation.

NOTE: Documents of eligible investments shall be kept for at least 3 years after the implementation of the project, the duration of the period of monitoring by the ADA. Failure to comply with this criterion involves restitution of public support and additional sanctions in accordance with applicable legislation. The Agricultural Development Agency will perform periodic controls with the aim of checking the actual situation.

The applicant can submit only one project annually under this program.

The application is considered complete only if it is supported by all necessary documents from Annex no. 1.) - A list of necessary documents.

The applicant should sign a statement obliging him not to change the investment objective five years after the implementation of the investment. The beneficiary should maintain the investment in good conditions. The Applicant must not have a fiscal obligation towards the State (obligations under the TAK) and must not have financial obligations to the MAFRD.

The applicant should submit a business plan according to the model shown in Annex no. 2 of this Manual.

5. OTHER ELIGIBILITY CRITERIA FOR BENEFICIARIES

In the case of construction/ renovation/ extension projects, applicants should submit:

- A certificate of ownership (possession list) over the parcel on which the investment will be performed;
- If the land or facility is leased, a lease contract, valid for at least 10 years, starting from the year of application; the contract must also contain the consent of the owner, (the lessor, in terms of investments to be performed on his land or facility). Consent may be part of a lease contract or separate.
- A copy of the parcel plan on which the investment will be performed;

- Copy of the facility plan;
- Bill of Quantities of material costs and foreseen works;
- Construction permit (municipality), in cases of construction/extension projects, but not for cases of renovation projects.
- If the land or any other properties on which the investments are to be carried out are in co-ownership, the applicant must submit the consent of the co-owner.

Before submitting the request for payment to the Agricultural Development Agency, it should be submitted:

- Construction permit issued by a competent authority (municipality). Permission is not required for renovation projects;
- Preliminary and technical project (copy);
- Environmental Impact Assessment, if provided for by law;
- Beneficiaries should have settled tax liabilities or reached agreement with TAK on repayment of debts, corporate income tax and other applicable taxes;
- A new project cannot be awarded to the beneficiary if the previous projects have not been completed in accordance with the signed agreement with the ADA;
- Projects financed by the Rural Development Program 2018 must not be financed by the EU Office in Kosovo and other public local or international donors. If the beneficiary receives support for the same project from another donor, he/she shall not be supported or if he/she has received mentioned support, he/she is obliged to return the funds received, and will be fined in accordance with law;
- The beneficiary who submitted the application to the MAFRD/ADA and other public institutions or the EU Office in Kosovo, and if his project has been selected for funding by any institution, it should immediately notify the MAFRD/ADA or other relevant institutions;
- All beneficiaries who stated in their business plans that they will create new jobs and who have received points during the assessment based on that statement, should open new jobs and prove the same by paying pension contributions and personal income tax starting at least from the last month before the last request for payment. Beneficiaries are required to maintain these full-time positions for 3 years, at least during the monitoring period.

NOTE: The applicant cannot be awarded with new project if he has not completed the previous one. If the potential beneficiary was previously the beneficiary of any MAFRD project in the last 3 years, and if it is in the monitoring period, before signing a new contract with the ADA, the control of the previous project must be carried out. If the project is not maintained and/or not functional, a new contract cannot be signed.

6. ELIGIBLE INVESTMENTS

- Construction/renovation/expansion of facilities;
- Purchase of new machines and equipment, including the necessary computer programs for the functioning of production lines or other primary functions that are related to the main activities of the enterprise;

- Eligible investments are investments in the sub-sectors of processing of milk, meat, fruit and vegetables, as well as in the production of wine, including marketing costs for their promotion;
- Eligible marketing costs for all sub-measures of the Measure 103 are: preparing and printing catalogs, flyers, brochures, posters, etc., to promote products, but not to distribute them. Also, eligible marketing costs include the production of promotional audio and video spots, but not their media distribution;
- The maximum value of eligible marketing costs is limited to 5% of the total eligible costs but not more than EUR 10,000;
- Other costs associated with the project, such as: costs of engaging architects, engineers and costs of preliminary studies, as well as for issuing documents and relevant permits are acceptable up to 7% of eligible costs, but not more than EUR 15,000 , while the costs for making business plan are eligible up to 3% of eligible costs per project, but not more than EUR 5,000;
- Administrative costs, although they occur before the signing of the contract, are eligible only if the project is selected and if a contract with the Agricultural Development is being signed.

NOTE: The applicant cannot be awarded with new project if he has not completed the previous one. If the potential beneficiary was previously the beneficiary of any MAFRD project in the last 3 years, and if it is in the monitoring period, before signing a new contract with the ADA, the control of the previous project must be carried out. If the project is not maintained and/or not functional, a new contract cannot be signed.

7. SPECIFIC ELIGIBILITY CRITERIA

SUBSECTORS OF MILK AND MEAT PROCESSING

All applicants should be registered at the Kosovo Business Registration Agency (KBRA) at least two years before the filing date and approved by the AFV at least two years before the filing date.

Enterprises should be categorized in the following way:

- Category „A“ = low risk level;
- Category „B“ = moderate risk level;
- Category „C“ = high risk level;
- Category „D“ = very high risk level.

Applicants within category "A" and "B" are not eligible in case of building a new facility. They are eligible in case of renovation and expansion of the existing facility and investment in equipment.

Applicants within category "C" are eligible for new construction under the condition of closing an existing facility or renovation, extending the existing building.

Applicants within "D" category are eligible only in the case of building a new facility and closing the existing building. These applicants may apply in the context of obtaining assistance in the form of other equipment and investments.

SUBSECTOR OF FRUIT AND VEGETABLES PROCESSING

Applicants should be registered at the Kosovo Business Registration Agency (KBRA) at least two years before the filing date and in the AHV, also at least 2 years before the filing date.

In case of investing in new collection points and packaging lines, the minimum storage capacity should be 1000 m³ of production. In case of expansion of the existing facility, this facility should reach a minimum capacity of 500 m³, while the extended facility should reach a minimum capacity of 1000 m³.

SUBSECTOR OF WINE PRODUCTION

The enterprises that have the right to apply are enterprises registered in the Register of Wine Producers and the Kosovo Business Registration Agency and have at least 2 years of experience before the application date, wine producers should provide at least 50% of raw materials (grapes) from other producers (non-domestic product). This criterion does not apply to wine producers who own over 50 ha of vineyards. Applicants must prove that they reported the annual production of wine and the remaining stocks.

Payment for Measure 103 is made in two installments; the first part of the public support in the value of 50% is made in the form of an advance payment after signing a contract with the beneficiary, securing a bank guarantee by commercial banks or insurance companies, while the remaining 50% shall be paid after completion of general investment control.

All investments should be included in the list of eligible costs, as in Annex no. 4.

8. MINIMUM AND MAXIMUM COST OF THE PROJECT

The minimum value of eligible costs per project within this Measure is € 30,000;

- The maximum value of the eligible costs per project within this Measure is € 400,000;
- Public support amounts to 50% of eligible investment costs;

9. SELECTION CRITERIA

Table 1: Milk Processing Sub-Measure

No.	Selection Criteria	Score
1.	Enterprises submitting a certification application in accordance with HACCP and/or ISO 22000 standards, which specifies the necessary investments for certification with these standards	35
	Enterprises that are fully certified with HACCP and/or ISO 22000 standards	40
2.	Investments that allow diversification of production with at least two new products	10
3.	The sale of the applicant during 2017 as follows: $\geq \text{€ } 200.000 - < \text{€ } 2.000.000$ - 10 points $\geq \text{€ } 2.000.000 - < \text{€ } 5.000.000$ - 7 points $> \text{€ } 5.000.000$ - 5 points	Max. 10
4	The applicant did not receive grants from the MAFRD in the last two years	10
5.	At least 10% of similar investments are intended for environmental protection: waste management and waste water treatment	10
6.	At least 5% of eligible investments are for the production of renewable energy	5
7.	Creating new jobs: for each new employee, 1 point, but not more than 10 points in total	Max. 10
8.	The Applicant achieved positive performance during the last 2 years (see document: General Status Reports and Other TAK Transactions)	5
TOTAL		100

Table 2: Meat Processing Sub-Sector

No.	Selection Criteria	Score
1.	Enterprises submitting a certification application in accordance with HACCP and/or ISO 22000 standards, which specifies the necessary investments for certification with these standards	35
	Enterprises that are fully certified with HACCP and/or ISO 22000 standards	40
2	For meat processors Investments that allow diversification of production with at least two new products	10
3.	At least 30% of used raw materials (meat) come from domestic production. This has to be proved by contracts with slaughterhouses.	10
4.	The applicant did not receive grants from MAFRD in the last two years	10
5.	At least 10% of eligible investments are for environmental protection: waste management and waste water treatment.	10
6.	At least 5% of eligible investments are for the production of renewable energy	5
7.	Creating new jobs: for each new employee, 1 point, but not more than 10 points in total	Max. 10
8.	The Applicant achieved positive performance during the last 2 years (see document: General Status Reports and Other TAK	5
TOTAL		100

Table 3: Sub-Sector for fruit and vegetable processing

No.	Selection Criteria	Score
1*	1.a) Investments in the construction of a new facility (processing plant and/or warehouse)	45
	1.b) Investments in renovation and/or expansion of existing facilities	40
	1.c) Machines and equipment	35
2.	Investments that allow diversification of production with at least two new products	10
4.	At least 80% of processed raw materials come from domestic production. This must be proved by contracts with farmers, the quantity received	5
5.	The applicant did not receive grants from the MAFRD in the last two years	15
6.	At least 5% of similar investments are for environmental protection: waste management and waste water treatment	5
7.	At least 5% of eligible investments are intended for the production of renewable energy	5
8.	Creating new jobs: for each new employee, 1 point, but not more than 10 points in total	Max. 10
9.	The Applicant achieved positive performance during the last 2 years (see document: General Status Reports and Other TAK Transactions)	5
TOTAL		100

Table 4: Sub-Sector for Wine Production

No.	Selection Criteria	Score
1.	a. Investments in production lines for bottled wine, including sparkling wine	60
	b. Investments in facilities and/or storage equipment. Note: The points from this criterion will be calculated provided that at least 25% of the total investments are for investments according to this criterion	50
2.	At least 80% of processed grapes come from domestic production. This must be proven by the quantity of grapes produced by the applicant itself and/or contracts with farmers and the quantity received	10
3.	The applicant did not receive grants from the MAFRD in the last two	10
4.	At least 5% of eligible investments are for the production of renewable energy	5
5.	Creating new jobs: for each new employee by 3 points, but not more than 10 points total	Max. 10
6.	The Applicant achieved positive performance during the last 2 years (see document: General Status Reports and Other TAK Transactions)	5
TOTAL		100

Note for all sub-measures: In cases where applicants have the same number of points, priority is given to previously submitted projects.

Measure 103 projects should be implemented within two budget years.

The deadline for the implementation of projects of this measure is 10 months from the date of signing the contract with the ADA. After this period, the beneficiary has 15 additional days to prepare the documentation and submit a payment request. The ADA may extend the deadline for the implementation of the project for a maximum of 2 months, if there are good reasons for this, such as the transport of specific equipment from abroad, etc.

10. INELIGIBLE COSTS RULES

Ineligible costs are the problem of beneficiaries and should not be included in the payment request. The beneficiary should have his/her own funds to cover them.

Regarding ineligible costs, procurement procedures need not be followed.

The following costs represent ineligible costs:

- Costs incurred prior to the signing of the contract with ADA, excluding administrative costs;
- Taxes, including VAT;
- Customs and import duties or other deductions;
- Purchase, lease of land and existing facilities;
- Penalties, fines and court costs;
- Operating costs;
- Used equipment;
- Equipment without serial number and technical data;
- Bank provisions, warranty costs and similar deductions;
- Costs of conversion, deductions and losses of currency changes;
- In kind contributions;
- Purchase of cattle, annual plants and seeds for agricultural production;
- Maintenance, indemnification or lease charges;
- Public administration costs for managing and implementing assistance;
- Costs related to purchase, leasing as leasing margin, interest refinancing costs, overheads and insurance costs.

11. APPLICATION PROCEDURES

11.1 Content of the application

NOTE: The application is considered eligible if it contains all the listed documents according to the list shown in Annex no. 1 Application Form.

In cases where copies of documents are required, the original documents must be presented to the officials of the Agriculture Development Agency. The Applicant in the copy should indicate the following text: "*as in the original*", and sign it.

The application files are delivered in two printed copies and all documents of printed copies are scanned and stored on a CD that is delivered together with printed copies. Applicants are advised to keep one copy of the file for personal use.

Applicants are advised to submit the application at least 5 days before the closing date for the application in order to have the opportunity to complete documentation in case of a lack of a document.

Applications must be submitted to regional ADA offices at the addresses and contacts shown in Annex no. 10.

13.2. Submission of applications and deadline

The call for applications is published by the Agricultural Development Agency on the website of MAFRD: <http://www.mbpzhr-ks.net/> and on the website of the Agricultural Development Agency <http://azhb-ks.net>.

Applications together with all necessary documents as in Annex no. 1 must be delivered within the time limit specified in the advertisement.

In the event of a lack of a compulsory document, the ADA officer does not accept the same and instructs the applicant to complete the missing documents. The Applicant has a deadline to complete the documents until the end of the call for applications.

12. SELECTION, CONTRACTING AND IMPLEMENTATION

Applications with amounts of eligible investments must include a business plan, according to the model shown in Annex 2.

The business plan is part of the package of rules for applications. Some of the information included in the business plan should be considered for scoring applications. Likewise, the information contained in the business plan is the source of the data used to complete the indicator form.

Presented data/information within the business plan and these documents should be checked in all existing databases (Cadaster Register of Vineyards, List of categorization of food processing facilities according to categories A, B, C, D enterprises (AHV), should be supported by additional documents - as in Annex 1, and

should be subject to on-the-spot checks prior to signing the contract, before payment of funds, and after completion of the project, during the ex-post monitoring period.

NOTE: Applications with incorrect or false data shall be rejected. If it is established that the beneficiary has made any payment based on incorrect or false information submitted by him, the beneficiary is obliged to return the received amount. Any attempt to fraud should be reported and treated as a fraud with public funds!

The business plan should fully be in compliance with the model prepared by the ADA/MAFRD for 2019. These are not just documents that need to be delivered, but include recommendations on how to prepare these documents. All sections need to be processed.

The failure to process any section is a sufficient reason for rejecting the application. The introduction of additional sections will not be taken into account during project evaluation.

The following points are part of the evaluation of the business plan:

1. All section and subsections have been processed, if one of the sections is not relevant to the applicant explain the reason;
2. At least 1 (one) specific objective of the measure has been met;
3. The project is in line with the potential of the zone;
4. Return on investment proves that additional profit (additional income - additional costs) covers investment costs (calculate only private co-financing) in less than 10 years;
5. A sufficient number of staff (employees) for operating the business;
6. Proposed purchases/construction are in accordance with the applicant's needs (e.g. no more equipment than necessary, construction is not allowed if the applicant has enough space);
7. The proposed purchases/construction are in accordance with the applied technological process;
8. The costs of assessing the purchase/construction should be reasonable;
9. The schedule of the purchase / construction is realistic and gives the opportunity to complete the investment in the optimal time, as provided for in the description of the measure;
10. The production capacity should be shown before and after the investment;
11. The planned increase in production capacity has been fully demonstrated on the basis of the proposed

investment;

12. The technological process and the applied technology are described;
13. The technological process is in accordance with the existing funds and anticipated investments (possible) of the applicant;
14. Potential suppliers and potential buyers have been identified (proven by contracts and pre-contracts);
15. The market strategy is real;
16. For any eligible and ineligible investment, the conditions of the level of public aid and the level of private aid are accurately reflected;
17. It should be shown whether the applicant has made profit or loss for the last 2 years. Enterprises should submit a statement of income and balance sheet;
18. The balance of cash flows at the end of each month should be positive for a period of 3 years after the completion of the investment;
19. The estimated costs include: additional labor costs (salaries and contributions), additional energy consumed, payments for new suppliers, service providers, repayment of loans, etc.;
20. Any additional costs until the return on investment is calculated;
21. The anticipated additional revenues are in line with the production capacity;
22. The anticipated additional costs are in line with the marketing strategy (for example, it is impossible for a large amount of vegetables to be delivered directly to the green market);
23. Additional revenues in the calculation of the return on investment are in accordance with the additional production shown in the impact indicators.
24. The applicant did not create artificial conditions for gaining an advantage.

Field controls

At least 4 field controls are envisaged:

- 1) First control (before award),
- 2) Second control (after investment and before payment),
- 3) Ex-post control,
- 4) Super control.

First control - It is realized after the assessment process and involves;

- Control of the declared property in the business plan,
- Control of cadastral parcels and a copy of the plan,
- Control of application score.

Any mismatch will be recorded in the control report and will affect the approval process.

Second control - (control after investing the advance payment), will be realized after the completion of the investment under the contract and the submission of the payment request and includes:

- Control of each investment position according to the information letter and contract, checking the quality of the investment, checking the implementation of the minimum national standards, any inconsistency will be registered in the report of the other control and will affect the procedure for the approval of payment.

Ex-post controls (monitoring) - is the process of monitoring the project co-financed by the ADA/MAFRD and the beneficiary, in accordance with the undertaken obligations by signing the contract for a period of 3 years and includes:

- Investment control,
 - Checking the functionality of the project and maintaining the investment.
- Any inconsistency will be registered in the ex-post control report and will be sent to the Legal Department for further processing.

Super control is a special control organized by the decision of high officials and is aimed at:

- Preventing fraud attempts,
- Verification of investments made in the field,
- Evaluation of the work of inspectors on the field.

Re-control is carried out in special cases according to the request of the appropriate departments (after the adoption of the project and after the request for payment).

NOTE: When performing control, beneficiaries are obliged to allow free and direct access to the enterprise, equipment of the enterprise and any document required by the Agricultural Development Agency. In the event of non-compliance with this requirement, immediate repayment of public support should be made and the beneficiary should be sentenced.

Applicants ranking

All projects that have passed the eligibility criteria, after evaluation, are ranked on the basis of the points earned and receive public financial support, starting with the highest score.

Procedure for obtaining support from public funds and notice of the applicants

Upon evaluation, ADA makes an evaluation report. Projects are classified in this report as follows:

- 1) ineligible projects (which have not passed the eligibility criteria) and
- 2) Eligible projects with scores.

This report is signed by the Head of ADA.

After administrative control and evaluation, ADA prepares a preliminary report which is published simultaneously on the ADA website. Also, information is sent to SMS and e-mail to the applicants. Applicants who do not receive information via SMS or e-mail can visit ADA offices to get information about their applications.

The report includes: 1) eligible and evaluated projects, 2) expected eligible projects and scores, and 3) ineligible projects (which have not passed eligibility criteria - that is, which are rejected). The Preliminary Report is signed by the Head of ADA and is being published on the ADA website and the MAFRD website. From the date of publication on the website, the receipt of the Letter of Information, the evaluation report and the decision on the refusal, the applicant has a deadline of 15 days (calendar) to file a complaint with the Complaints Commission.

The Commission for review of complaints shall make a decision within 30 days.

13. INDICATIVE PUBLISHING SCHEDULE

ADA announces a call for proposals.

The Call for Proposals is open from 19.03.2018 to 30.04.2018.

Beneficiary-ADA contract and procurement procedures.

All users sign a standard contract, according to the model given in Annex no. 3. The business plan, together

with all submitted documents, becomes part of the contract. The contract shall remain in force from the moment of signing both parties (ADA and beneficiary) by the end of the monitoring period, or 3 years after the implementation of the project.

Payment of public funds for rural development projects

After the signing of the contract, the beneficiary can apply for advance payment up to 50% of public aid, filling out the form of the Agricultural Development Agency, as set forth in Annex no. 6, subject to the provision of a bank guarantee.

In the meantime, the remaining public investments will be realized to the applicant's request after completion of full investment.

With the request for final payment, the beneficiary must provide evidence of payment (invoices and fiscal coupon or bank transfer for payments below 500 euros, while for payment in the amount of 500 euros and more accounts and bank transfer) and proof of completion of the procurement procedure, if it is stipulated by the contract. The payment approval will be made after checking the documentation and field check carried out by officials of the Agricultural Development Agency.

In cases where errors in accounts, bank transfers or procurement procedures are observed, the beneficiary is given the opportunity to correct them for 5 calendar days.

NOTE: The account ADA should make the payment must be on the name of the company, and **NOT** on the name of the owner.

14. IMPORTANT PROVISION THAT CAN BE REASON FOR APPLICATION REJECTION

Applications may be rejected if:

1. not complete,
2. do not meet eligibility criteria,
3. Due to insufficient score (the minimum number of points in this measure is 50 points).

NOTE: Reasons for rejection should be presented and clarified in the information letter ADA delivers to the applicant.

Incomplete applications are rejected at the time of the check by ADA officers. If it is subsequently determined that the application is incomplete, it is also rejected.

Ineligible applications - are declared ineligible during the evaluation process by ADA officers. Projects may be declared ineligible during administrative control (e.g. mismatch with farm register data) during document evaluation (e.g. business plan evaluation). Ineligible projects are not subject to the awarding process (selection).

Note: On ineligible applications, the applicant is notified when publishing preliminary results on the ADA website.

15. LIST OF ANNEXES

Annex no. 1 A	Application Form for Measure 103
Annex no. 1 B	List of required documents
Annex no. 2	Business plan model
Annex no. 3	ADA contract with beneficiaries and procurement procedures
Annex no. 4	List of eligible costs
Annex no. 5	Minimal National Standards Annex no.
6	Payment request
Annex no. 7	Information letter
Annex no. 8	Appeal form for agro-processors
Annex no. 9	Regional offices of the Agricultural Development Agency
Annex no. 10	Impact indicators, financial part of the business plan (in Excel)
Annex no. 11	Financial part of the business plan (in Excel)
Annex no. 12	Code of Ethics for Advisory Companies Annex
no. 13	Promotion

ANNEXS NO. 1 A- APPLICATION FORM



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

APPLICATION FORM-2019

MEASURE 103 SUB-MEASURE 103

.....

.....

.....

Personal number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Municipality:

Residence:

Address:

Telephone:

E - mail:

Web site:

I. Applicant's name

II. Name of the Project

For official use only (filled by regional official):

Project unique registration number (URN):

III. Date

(/ /)

IV. Time:

(hour and minute, shall be filled only if the request for payment is complete)

V. Application is complete

YES NO

Applicant's signature

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VI. Firm Registration Number (EPN):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VII. Business Registration Number:

VIII. For all applicants:

Banka	Bank name:																			
	IBAN:																			
	Current acc. no.																			
	Address:																			

In the event that the application is made through an authorized person, it is recognized only with a certified authority by a notary that is submitted in the original and the following information should be provided for the authorized person

Name	Personal number:																			
Name	E - mail:																			
Father's name																				
Surname																				



<p>- I am the owner of a small or medium enterprise (SME), and I meet the following requirements:</p> <p>- I have 10 or more employees and less than 250 employees;</p>		
<p>I have at least 2 years of experience in the relevant sector, as document 4 (in the Annex of this form) confirms - Certificate of registration of companies, approved or registered for at least two years in AHV.</p>		
<p>In the case of the applicant from the milk and meat processing sector: A certificate has been given to me in the Food and Veterinary Agency, as evidenced by the attached document, and I am in category A, B, C or D (this document is downloaded on the FHA website).</p>		
<p>In the case of the applicant from the wine production sector: I declare that during 2018 I produced liters of wine, which is confirmed by the attached document issued by the Department of vinery and Viticulture, no. 9.</p>		
<p>The following statements are used for scoring the application (the applicant must circle YES or NO)</p>		
At least 80% of the raw material for the processing of wine, fruit, vegetables or 30% of the raw material (meat) is from domestic production, as confirmed in the contract, document no. 16 that is attached and presented in the business plan.	Yes No	
The business plan involves investing in the cleaning and treatment of waste/wastewater and represents at least 10% of total eligible investments	Yes No	
The Applicant has achieved positive business in the last 2 years (see Report on General Condition and Other Transactions) according to document no. 12.	Yes No	
The business plan includes newly created jobs as presented in the business plan and the list of employees of the enterprise, at the moment of submitting the application form and which is confirmed by attached document no. 13.	Yes No	
For the milk sector, I declare:	Proposed investments will lead to HACCP certification.	Yes No
	The business plan includes investments in product diversification, adding at least 2 new products.	Yes No

	Report on General Status and Other Transactions document no. 12.	Yes No
For the meat processing sector, I declare:	The proposed investments will affect HACCP certification, as evidenced by the accompanying document no. 21.	Yes No
	The business plan includes investments that lead to a diversification of production for at least two new products.	Yes No
For fruit and vegetable sector I declare:	Investing in storage centers or processing centers: the construction of new centers or the renovation / expansion of existing centers, including cooling and freezing equipment, classification/packaging/labeling equipment. Note: In the case of storage centers, investments are only eligible for facilities with a capacity of at least 1000m ³ . In case of investment and under points 1a, 1b and 1c, points are calculated from investments in most of the funds (investments). (see Table 3 - Selection Criteria - Fruit and vegetable subsector)	Yes No
	The business plan includes investments for introducing lines for the processing of new products at the enterprise level.	Yes No
For the wine sector I declare:	The business plan includes investments in the production lines of bottled wines, including sparkling wine.	Yes No
	The business plan includes at least 25% public support for investments in warehouses or wine storage equipment. (In the case of investments and in a) and b), the maximum points are calculated from the investment with the highest amount. See Table no. 4).	Yes No
Applicant's signature		
X Undertakings		
I undertake to secure the co-financing costs and the ineligible costs of the project.		
Prior to submitting the last request for payment to the Agricultural Development Agency, the whole enterprise will comply with the applicable relevant minimum national standards.		
Investments included in the business plan are in line with minimum national standards.		
I undertake to continue the activities of the enterprise and to keep the investment objective at least 3 years after the implementation of the project		

I undertake to create new jobs as a result of the implementation of the project, as presented in the business plan.

All the data, information, and documentation I have provided in this application form is true. I am aware that giving false information is punishable by applicable laws of the country.

XI. Calculation and percentage of support.

Support by public funds is 50% of the eligible costs.

Financial table of the project - as shown in the business plan

	Eligible investments (no VAT)	Support percentage	Public aid without VAT (€)	Funding by the beneficiary (without VAT)
Total eligible costs		50%		
Total				

(Name, surname and signature of the applicant)

(Name, surname and signature of the regional official)

Date:

ANNEX NO. 1 B - LIST OF REQUIRED DOCUMENTS

The application must contain the documents listed in the following list and each page must have a (manually) written number. This number should be listed on the list next to the document name.

The application files are submitted in two printed copies and all documents of the printed file are scanned and stored on a single CD that is delivered with printed copies. Applicants are advised to keep a copy of the file for their own needs.

In the event of a lack of a required document, the ADA official rejects the application and registers the applicant and submits a copy of this annex with cycled missing documents. The Applicant has the deadline to complete the documents by the end of the Call for Proposals.

In cases where only a copy of the document is requested, the applicant shall manually print it on the copy "as in the original" and submit the original to the regional official who checks the conformity of the copy and returns the original to the applicant.

No.	Document	Mandatory	Optional
1.	APPLICATION According to the ADA model, filled in on a computer (hand writing is not allowed).		
2.	ID card (copy) of the representative of the enterprise)	<input type="checkbox"/>	
3.	CURRENT ACCOUNT , document issued by the bank (in the original). The current account must be open at the bank operating in Kosovo.	<input type="checkbox"/>	
4.	CERTIFICATE AS PROOF OF REGISTRATION IN THE REGISTER OF FARMS - on the name of the legal entity, this proves that all assets are registered. (copy)	<input type="checkbox"/>	
5.	BUSINESS REGISTRATON CERTIFICATE (copy) and FISCAL NUMBER CERTIFICATE (copy)	<input type="checkbox"/>	
6.	BUSINESS PLAN	<input type="checkbox"/>	

7.	From the Food and Veterinary Agency - copy: a. Decision on approval - in case of meat and milk processing b. Decision on registration - in the case of fruit, vegetables and wine sector	<input type="checkbox"/>	
8.	Applicants for the wine production sector: Certificate of winegrower from the cadastral register of viticulture - in case the applicant owns a vineyard - a copy	<input type="checkbox"/>	
9.	Applicants for wine production: DWW annual production document - in the original	<input type="checkbox"/>	
10.	Certificate from the register of wine producers in Kosovo - (copy)		
11.	CONFIRMATION from the Tax Administration of Kosovo proving that the Applicant has no outstanding tax liability or has an agreement with the TAK on repayment of debts	<input type="checkbox"/>	
12.	Current status report and other transactions.	<input type="checkbox"/>	
13.	List of company staff at the time of filing the application form-TAK		
14.	POWER OF ATTORNEY - If the filing of the application is done through an authorized person, it is accepted only through a certified power of attorney by the notary - original (only for the application process) Certified power of attorney for enterprise representative and contract between representative and enterprise.		<input type="checkbox"/>
15.	EMPLOYMENT CONTRACT of the representative of the enterprise for a period of at least 3 years - Copy	<input type="checkbox"/>	<input type="checkbox"/>
16.	LIST OF CONTRACT with farmers and copies of those contracts - if the applicant owns them		
17.	In case of investing in the construction / extension renovation, the applicant should submit: <ul style="list-style-type: none">• A copy of the parcel plan on which the investment will be performed;• The title sheet for the parcel on which the investment will be performed.• In case the land is leased, the contract should be certified for at least 10 years counting from the year of filing the application. The contract must also contain the consent of the owner (the lessor for investment that will be carried out on his land or facility. Consent may be part of the lease contract or separate).	<input type="checkbox"/> <input type="checkbox"/>	

18.	In case of investing in the construction/extension/renovation, the applicant must submit , at the time of filing the application: <ul style="list-style-type: none"> • Copies of the sketches of the facility and the cost estimate of the materials and the foreseen works 		<input type="checkbox"/>
19.	Consent of the competent authority (municipality) for a construction permit, in cases of construction/extension projects, but not in cases of renovation projects		<input type="checkbox"/>
20.	Enterprises that do not register VAT: a document printed from the TAK website: http://apps.atkks.org/BizPasiveApp/VatRegist/SearchVat		

21.	Positive report / preliminary assessment for the implementation of HACCP or ISO 22 000 security standards, with the specification of the necessary investments for certification with these standards, prepared on the basis of a standardized request, by the enterprise technologist or external expert		
22.	Certificate for HACCP / ISO22000 - copy, if the applicant is certified		
23.	INDICATOR FORM filled in the presence of the applicant, the official shall check whether the indicator form is filled in properly	<input type="checkbox"/>	
24.	CO-OWNER CONSENT, (Signed statement to be enclosed/copy/ ID card) in the case of investments in multi-owner property	<input type="checkbox"/>	

ADA is not responsible for the content of the submitted documents. If the application submitted to the main office of the ADA is incomplete (as a result of any technical errors in the regional office), the ADA official invites the applicant or informs him by e-mail and gives 5 calendar days to submit a missing document.

The documents which can be missed:

1. ID of the enterprise representative (copy)
2. Current account (bank confirmation)
3. Employment contract for representative of the enterprise for a period of at least 3 years from the date of filing the application
4. Non-VAT-producing enterprises: a printed document from the TAK website
5. CO-OWNER CONSENT, (signed declaration, to which a copy of the ID card is attached) in case of investments in property with multiple owners

ANEX NO. 2 BUSINESS PLAN MODEL



Republika e Kosovës Republika Kosova - Republic of Kosovo Qeveria - Vlada - Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

BUSINESS PLAN MODEL

for projects supported by the Ministry of Agriculture, Forestry and Rural
Development

NOTE!

This document is a model for developing a business plan and should be fully respected. If there is any section that is not related to your project, you must include that in one sentence in the appropriate section.

The business plan must be submitted in a printed copy.

The financial part of the business plan should be done in Excel for faster and easier assessment.

1 General information

1.1 Name of the applicant (with his specific identification information)

1.2 Applicant's main assets: land (with specification of type of ownership), facilities, equipment and machines, animals, etc. - like in the Farm Register

Table 1. Assets of the Applicant

Asset	Date of purchase/ constructi	The latest balance sheet	Quantity (peace)
1. Facilities - total			
1.1 Details.....			
1.2 Details.....			
2. Equipment - total			

2.1 Details			
2.2 Details			
3 ANIMALS			
3.1 Details			
3.2 Details			
4. Other - details			
TOTAL			

Table 2. Land

No.	Region/municipality/village	Surface area (m ²) / type of use	Enterprise
1			
n			

2 Project description

2.1 Name of the investment.

2.2 Project location (region, municipality and village).

2.3 Objective, with description, explanation of needs and investment possibilities.

2.4 The consistency between the objectives of the Measure and the objectives of the project should be emphasized. Explanations on general objective and at least one of the objectives of the project should be presented in the following table:

Table 3. Harmonizing program objectives with project objectives

General and specific objectives	Project objectives	Description of objectives achievement

<p>Increase the competitiveness of collection points for forest fruits, through sustainable use of natural resources and better use of production factors, focusing on the added value of production. <i>(mandatory)</i></p>		
<p>At least one of the following specific objectives:</p>		

Specific objectives of measure and sub-measure		
Specific objective of measure and sub-measure		

Table 4. Technical and financial information

	Project objectives	Description of objectives achievement
The project is in line with the potential of the zone (mandatory)	-	
<p>Technical objectives (at least one of the following is required):</p> <p>Distribution of assets and equipment that can influence the increase of production, improvement of quality of agricultural products, introduction to new technologies and improvement of working conditions; Building and modernizing facilities that provide better standards;</p> <p>Product diversity according to market demands, achievement in production and introduction to the latest technologies.</p> <p>Financial indicator (mandatory):</p> <p>Return on investment is the time necessary for additional net profit (** additional value from sales - additional operating costs related to investments) to cover the cost of investments). They must be at least 3 years old for forest fruits and 10 years for other sub-measures of Measures 101 and 103.</p>	-	

<p>***A presentation should be made in which it is emphasized when the return on investment is to be completed. The return on investment should be calculated only for part of the investment that is covered by private co-financing (see Tab. 10).</p> <p>Only investments that directly generate added value of production (such as a tractor, or any other means for the milking, but not a stable or a fertilizer storage, etc.), should be taken into account.);</p> <p>** In the case of new orchards, vineyards of grapes or soft fruits, the additional value of sales should be calculated for the year when the plants will generate maximum yields;</p> <p>*** The presentation should be based on revenues and costs and shown in Table 11.</p>	<p>-</p> <p>-</p> <p>-</p>	
--	----------------------------	--

3. Workforce and project management data

3.1. Manager (name, surname, position within the organization, relevant expertise and professional experience

3.2. The total number of current employees, of which with executive tasks.

3.3 Evaluation of the workforce that will be recruited after the implementation of the project..... of which new work places for the implementation of the project.

4. Description of executed purchases through the project

Name, number, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / devices purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be located. Procurement must be based on the currently projected production capacity.

3. Table 5. Description of executed purchases through the project

No.	Name /type of equipment /machinery	Unit	Value without VAT	VAT	Total value including VAT	Percentage of public support
TOTAL						

***NOTE:** Indicate the function of equipment and machines that make the production line.

Note! The names of the manufacturer, the trademark, the name of the tenderer, etc. should not be given.

4. Implementation Calendar (months) and main stages

Schedule of investments expressed in values, months and activities

Table 6. Example/distribution

Type of investment and total cost (euro)	Year (e.g. 2018.)		
	Month 1	Month 2	Month 3
For example, a cleaning table	5 000		
For example, classification machine		15 000	
For example, drying machine			8 000

Table 7. Example / Schedule for the construction of new facilities

Type of investment and total cost (euro)	Year (e.g. 2018.)		
	Month 1	Month 2	Month 3
e.g. elements of construction	5 000		
e.g. Construction of the 1st floor without windows and roof		10 000	
e.g. 1 floor, windows and roof			5 000

5. Production Capacity

Production capacities resulting from the investment (in physical units). Specificity related to the existing capacity should be provided before and after the investment is completed. A **description of the technological flow of work to be carried out in the technical aspect of the project should be provided.**

6. Market of supply / sale

Table 8. Potential suppliers of the enterprise

Potential suppliers of the enterprise				
Name of supplier of raw materials/auxiliary materials/products/services	Address	Supplied product and approximate amount	Calculated Value	% of total distribution
1				
2				

N				
---	--	--	--	--

Table 9. Potential clients of the applicant

Potential clients of the applicant			
No.	Client (name and address)	Value	% sale
1			
2			
3			

7. Competition and market strategy to be implemented

Description of local and international competition. Description of the market strategy.

8. Financial details of the investment

Table 10. Detailed eligible and ineligible costs

Eligible costs	Public support	Private co-financing (euro)	Total
Ineligible costs			
...			
Administrative costs (e.g. development of a business plan)			
Ineligible investments			

TOTAL			
-------	--	--	--

9. Cash flow (revenue / payments)

Forecasts of revenues and payments for 3 years after the completion of the investment. The applicant should demonstrate the profitability of his farm for each year as well as the monthly availability of cash. The amount of money taken from the loan is recorded as income while the monthly rates for the repayment of the loan will be registered as an expense.

In the case of legal entities, an overview of the revenue for the last three years is submitted to the Tax Administration.

Table 11. Cash flow and return on investment (use the table in excel)

	Incomes		Expenses		Cash available (euro)
	Item	Value (euro)	Item	Value (euro)	
Home cash in 2019, months					
January					Home cash + Income - Expenses = Should be positive
February				
.....				

Note: Assumptions should be presented taking into account the financial situation of the previous year for the submitted project. Moreover, account should be taken of the relationship between sales, forecasting,

use of production facilities and previous sales contracts.

Also, income from activities should be more detailed in relation to the project's summary.

ANEX BR. 3 ADA CONTRACT WITH BENEFICIARY AND PROCUREMENT PROCEDURE

Measure/Sub-measure

Contract on financing of rural development investment projects no.
.....

Between the Agricultural Development Agency (ADA), address....., represented
by, Head of the ADA, on the one side,

and

Mr/Mrs, with personal number, Farm Registration
Number (FRN), as the representative of the legal entity
....., with fiscal number, address
....., contact no., as the beneficiary, on the other side,
hereinafter referred to as Parties,

agree to sign a contract in accordance with the application form, based on the following conditions:

Article 1 General provisions

- 1.1 This agreement creates a legal and operational framework for ADA to fund a project of the beneficiary;
- 1.2 The beneficiary will be financed in accordance with the terms of the contract, with which the beneficiary declares that he is aware and accepts them;
- 1.3 Obligatory parts of the contract are:
 - a) Application form and annexes thereto,
 - b) The project (business plan) and the annexes of the project submitted by the beneficiary after evaluation.

- 1.4 The user accepts public support and takes responsibility for the implementation of the project on its own responsibility, respecting the provisions of this contract and national legislation.
- 1.5 The user is obliged to fully comply with the terms of the contract during the implementation of the project (until the last payment is made) and 3 years after the last payment, during the monitoring period.

Article 2

Implementation and the validity of the contract

- 2.1. Implementation of the contract starts from the day of signing the contract by both parties.
- 2.2. The validity of the contract includes the time period from the moment of signing the contract until the last payment is made and 3 years of the monitoring period, calculated from the date of execution of the last payment.

Article 3

Value of the contract

- 3.1 The total value of the public support for a funded project is <numbers> and (<letters>).
- 3.2 The total acceptable value of the project is <number> i (<letters>).
- 3.3 The total value of the project (public support + private co-financing + ineligible costs) is <number> (<letters>).

Article 4

Payments

- 4.1 Payment for the Measure 103 is made in two installments, the first part of the public support in the amount of 50% is made in the form of an advance after the signing of the contract with the beneficiary, and the other remaining part of 50% is paid upon the completion of the total investment.
- 4.2 Eligible administrative costs (related to the technical processing of the project, business plan, engineers, architects, etc.) can be requested as compensation in accordance with the percentage of the installment.
- 4.3 Payment must be made on the basis of a payment request submitted by the beneficiary to ADA. Authorization of payments will be made based on the submitted documentation by the beneficiary and the results of the control in accordance with the administrative instructions of the ADA. Any authorization for payment may be invalid in the event of an irregularity observed during the validity of the contract.

Article 5

Control and monitoring of the project during the validity of the contract

- 5.1 The beneficiary is obliged to provide full access to any controls performed by ADA in relation to the executed investments, including data on employees, accounting and paid fees.
- 5.2 If ADA observes that a publicly funded investment has not been carried out in accordance with its purpose, technical plan of the project and business plan, or has been sold or leased, ADA has the right and obligation to claim a refund of incurred costs.

5.3 The beneficiary is responsible for preserving the economic viability of the investment and demonstrating its public benefits.

Article 6 Contract

Annexes

- 6.1 The beneficiary may require modifications to be made only if they do not change the eligibility and result of the project, and only during the implementation period. However, these modifications cannot have a retroactive effect. Modifications can affect the financial and technical aspects only if they are in line with the measure, unless they alter the main objective of the project and if they are limited to a maximum of 10% of the total eligible costs.
- 6.2 The total public support granted at the beginning cannot be increased under any circumstances.
- 6.3 The ADA may approve changes to the contract at the request of the beneficiary, making them part of the contract.
- 6.4 The rights and obligations of the contract cannot be transferred by the beneficiary to a third party without any specific agreement by ADA. In such cases, ADA has the obligation to continuously monitor the maintenance of the eligibility and selection criteria.

Article 7

Contract termination

- 7.1 Only in exceptional and well-justified circumstances, including the impact of "force majeure" after a discussion between parties, the ADA may decide to terminate the contract without the consent of the beneficiary and return the public support.
- 7.2. The parties may decide to terminate the contract under a joint agreement, in which case the beneficiary shall return all public support received.
- 7.3 In the event of the occurrence of some irregularities in the performance of the contract, including cases where the beneficiary is unable to make a payment or is subject of a bankrupt, or it is noticed that the submitted documents are false/expired/incomplete/ do not express the reality, the ADA must terminate the contract through a written notice addressed to the beneficiary, without delay and without any other formalities. In such case, the beneficiary must return all received assistance.
- 7.4 At any time, in case of any doubt, the ADA may temporarily suspend the contract and payments as a precautionary measure until the completion of the investigation, without any notification.

Article 8

Force majeure

- 8.1 In the event of force majeure, the party shall be released from the liability provided for in this contract.
- 8.2 The Force Majeure is defined as an event that is unpredictable and which party cannot prevent, which occurred after the signing of the contract and during the execution of the contract.
- 8.3 Force Majeure can be considered disasters such as earthquakes, floods, wars, revolutions, embargoes, etc.
- 8.4 Any case of Force Majeure must be validated and recognized by the ADA.

Article 9
Communication between the parties

9.1 Any exchange of information regarding this contract must be in writing: directly, by e-mail or by fax.

9.2 Verbal notices shall not be considered unless written notice is provided as referred to in Article 9.1.

ADA representative

Beneficiary or his/her legal representative

Name and Surname

Name and Surname

.....

.....

Signature

Signature

Date / / /

Date /_/_/ /

Integral parts of the contract

PUBLIC PROCUREMENT PROCEDURES

(attached to the contract of the Agricultural Development Agency with the beneficiary)

1. General provisions applicable to all types of purchases

- All bidders must comply with the origin rule - for more information, see the provisions and other relevant annexes of the Applicant's Manual;
- No subcontractor can establish a contractual relationship with any other subcontractor and beneficiary;
- The procurement process should be in line with investments that meet the eligibility criteria set out in the business plan measures and guidelines, e.g. in terms of return on investment, cash flow, etc..
- Procurement procedures are valid only for eligible investments, because for ineligible investments it is not necessary to respect the procurement procedures;
- There are 3 types of procedures: direct purchases, purchases with at least 3 bids and procurement-based selection through public advertisement (open tender);
- The purchase procedure to be carried out depends on the purchase value; it is prohibited to divide the purchase for the same kind of goods, works or services in order to avoid the applicable procedural rules for a higher threshold;
- Bidders must not be in conflict of interest;
- In the event of providing the wrong information requested by the beneficiary or in case of providing incomplete information, the bidders will be exempted from the award of the contract;
- Compliance with the procurement rules is a prerequisite for accepting costs. Therefore, the application file should contain payment documents proving the completion of the procurement procedures, see Annex 5.

2. Award criteria:

Contracts are awarded on the basis of the following criteria:

- A. In case of supply of goods, based on the lowest price;
- B. In case of construction (means the result of a construction or construction project which in itself is sufficient to fulfill one economic or technical function and covers both execution and design) – based on the lowest price;
- C. In case of services (study or technical assistance) - based on the lowest price;

3. Definition of conflict of interest

- The existence of links between beneficiary and suppliers (family relationship or joint shareholders in the companies that participate in the tender) or between members of the Evaluation Commission.

Joint ownership (as a natural person or as a shareholder) of suppliers who submit bids.

4. Purchase procedures:

4.1 Direct purchase up to 10 000,00 Euros.

Rules:

- The beneficiary can buy directly on the market,
- The purchase costs must respect the thresholds set in Measure,
- There is no need for a signed contract between the beneficiary and the supplier, except in the case of consulting costs,
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number certificate.

4.2 Selection based on at least 3 bids ranging from EUR 10 000.01 to EUR 60 000.00.

Rules:

- Purchase can only be made with at least 3 bids (quotation price);
- The costs within the offer must also respect the thresholds set within the scope of the measures;
- In all cases, a contract between the beneficiary and the supplier should be signed,
- Call for submission of tenders, tenders and contracts must be in accordance with the provisions presented within the technical project and within the business plan.
- The beneficiary should submit a call for bids, in accordance with the standard form - see Annex 1;
- Suppliers must declare their offer in the entry/exit register.
- The beneficiary signs the Conflict of Interests Avoidance Statement - see Annex 2.
- Bidders must sign a Confidentiality Statement - see Annex 3.
- The beneficiary decides on the award of contracts to bidders based on the arguments;
The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number of the bidder.

4.3 Procurement through a public call for tender (public tender) - in the amount of 30,000.01 to 60,000.00 Euros

Rules:

- All the provisions of point 4.2 must be complied with;

The beneficiary must announce a call for bids, at least through national daily newspapers, however, if the value is greater than 150,000 €, the call to submit bids must be published in international media. In addition, the beneficiary has the right to directly send an invitation to submit offers to potential suppliers in order to ensure greater competition among the bidders, but only on the same day when a call for bids was announced;

- The call for tenders must contain all the information in Annex 1 of the contract;
- The deadline for the receipt of tenders must be at least 10 days;
- The beneficiary establishes an Evaluation Commission; This commission has an odd number of

members, at least three, with all the technical and administrative capacity needed to give valid opinion on the offers;

- The Evaluation Commission should issue a reasoned decision on awarding the contract;
- Members of the Evaluation Commission must sign a Confidentiality and Neutrality Statement - see Annex 4;
- All requests for participation and bids that meet the requirements must be evaluated and ranked by the Evaluation Commission on the basis of the previously announced selection criteria and the award of contracts;
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number certificate.

ANNEX 1

Name of the private beneficiary

Business registration number or personal identification number

..... Fiscal

number.....

Address.....

Tel./ fax, e-mail No.

..... Date

For: Name of the enterprise.....

Received:

No Date ____/____/____

Name and Surname: Business registration number

Fiscal number.....

Signature.....

Call for Tenders

(Form)

Honored,

(Name of the winner) we invite you to submit your offer for (type of purchase) for the implementation of a project co-financed by MAFRD under the measure/sub-measures <code and the name of the measure/sub-category> for the needs of the project, (project title), to be carried out in the municipality <name of the municipality>.

Selection Criteria are as follows..... (should be stated according to the type of contract shown in point 2 of this document - Pricing criteria);

The contract will apply to purchase for the realization of the said project;

Type of contract: purchase of <services, goods / construction works>;

Deadline for submission of bids: <date>, <time>.

Address at which the bid shall be submitted

Date and time of the evaluation Maximum purchase value..... In the attachment you can find the quantities, technical specifications / references for the requested bid (attach as presented in the technical project and, if applicable, within the business plan).

We are expecting your offer by the deadline and at the above address. <name and surname of the legal representative of the winner>

Signature, place, date

Annex 2

Statement on compliance with the rules for avoiding conflict of interest

I, the undersigned , as legal representative of the project declare under threat of sanctions of applicable laws, that:

1. There are no connections (family or joint investments) between the beneficiary (or partner) and the bidders (or bidding partners) who submit bids;
2. There is no joint ownership (as individuals or as a shareholder) among the bidders from which bids were received.

Name and Surname of the legal representative

Signature _____

Date ____/____/____

Annex 3
Statement of Reliability
of the bidders

I, undersigned, as a legal representative of the project, declare with full responsibility under the threat of sanctions of the laws and applicable regulations that I am not in one of the situations listed below

:

- bankruptcy or liquidation, affairs administered by courts, a contract with creditors, a suspended business activity, a subject of legal action in connection with those matters, or in any similar situation arising from similar procedures provided for in national legislation or regulations;
 - convicted of violating professional conduct through the trial of res judicata, proven guilty of serious violation of professional conduct proven by any means, which affects the award;
 - failure to fulfill obligations relating to the payment of social security contributions or payment of taxes, in accordance with the legal provisions of the country in which I am established and in the country of beneficiary;
 - I am not the subject of a trial of res judicata for fraud, corruption, participation in a criminal organization, or any other illegal activity detrimental to the financial interests of Kosovo;
 - subject to the financial administrative penalty issued by ADA, responsible for subsidies and grants for agriculture and rural development in Kosovo.
- declared ineligible for the European Commission.

Name and surname of the legal representative

Date ____/____/____

Signature _____

Annex 4

Statement on Confidentiality

Statement on Confidentiality and Neutrality

I, the undersigned, Member of the Evaluation Commission for the Purchase
....., according to the applied procedure <based on at least 3 bids or selection based on open tender for procurement organized by <name of the beneficiary>,>

I declare under full responsibility, and the threat of sanctions under the law and regulations in force, as follows:

- a) I do not have relatives or shares or business partners among the bidders and the Evaluation Commission;
- b) I am not a member of any committee, decision-making body or supervisor of bidders;
- c) I have no interest that could affect my neutrality when evaluating bids.

Also, I will fully engage in safeguarding the confidentiality of the content of the bid and the activity of the evaluation commission if that information can affect the legal rights, the property of the bidder or their trade secret.

Name and surname of the legal representative

Date ____/____/____

Signature

Annex 5

of the contract

Documents to be submitted along with the Payment Request, depending on the procurement procedure.

Document. no	Value of the tender		
	Up to 10 000 Euros	10 000 - 60 000 Euros	More than 60 000 Euros
Procurement type	a. Goods b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>	a. Goods <input type="checkbox"/> b. Construction <input type="checkbox"/> c. Services <input type="checkbox"/>
1	Statement <input type="checkbox"/>		A copy of the advertisement published in the press / newspaper <input type="checkbox"/>
2		At least three written calls completed, signed by the bidder, Annex 1	Completed written invitations, signed by the recipient (bidder) Annex 1 - not mandatory - If the grant beneficiary decides on this
3		Copies of the business registration certificate of all bidders (for at least 3 bidders)	Copies of the business registration certificate of all bidders (for at least 3 bidders)
4		Copies of the bidders fiscal number (for at least 3 bidders)	Copies of the bidders fiscal number (for at least 3 bidders)
5		Accepted bids (at least 3 bids)	Accepted bids (at least 3 bids)
6			Decision on the establishment of
7		Statement on compliance with the rules for avoiding conflict of interest (Annex 2)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2)
8		Statement of Reliability of the bidders (Annex 3)	Statement of Reliability of the bidders (Annex 3)

9			Statement on Confidentiality and Neutrality (Annex 4)
10		Tender Report	Tender Report
11		Contract signed with a winner	Contract signed with a winner

* Value and completeness of documents refers to one or more purchases - depending on the type of purchase (specific to services, goods or construction), each purchase may refer to one or more paid invoices.

ANNEX no. 4 LIST OF ELIGIBLE COSTS

LIST OF ELIGIBLE COSTS FOR MEASURE 103	
<i>Investments in the processing and marketing of agricultural products</i>	
Cost code	Eligible costs for
	Hardware and software costs (required to manage production processes) are eligible on the basis of the costs shown in the List of Eligible Costs
(103.1)	MILK SECTOR
(103.1.1)	CONSTRUCTION
103.1.1.1	<p>Construction, renovation and expansion of facilities for: milk and dairy products, raw material processing facilities, heat treatment, cooling and storage of finished products, packaging and storage of packaging and additives</p> <p>Laboratory and sanitary knots, internal road network,</p> <p>Facilities for installation of ventilation, cooling and heating systems, energy facilities, construction and/or reconstruction of water supply systems (including wells), gas, electricity (including generator) and sewerage, wastewater treatment plants.</p>
103.1.1.2	<p>Investing in equipment for the production of renewable energy for the needs of the company. installation of solar photovoltaic</p> <p>- hydropower plants, wind farms, -</p> <p>- biomass plants, etc. including connection to installations using renewable energy sources in the distribution network. Fencing, road and parking construction in the farm.</p>
(103.1.2)	<i>Equipment</i>
103.1.2.1	Equipment for collecting and storing milk in purchase centers as well as appropriate measuring equipment..

103.1.2.2	Specialized vehicles for the transport of raw materials together with appropriate equipment (equipment for sampling and quality control) Specialized vehicles for the transport of finished products
103.1.2.3	Equipment for sampling, acceptance, processing, filling and packaging of milk and dairy products
103.1.2.4	Equipment for cleaning, washing and disinfection of hygienic equipment, installation of CIP (cleaning) system
103.1.2.5	Equipment for manipulating and storing dairy products
103.1.2.6	Equipment for observing, measuring and managing production and storage processes (with INSTALLATION).
103.1.2.7	Equipment for improvement and quality control (HACCP, ISO 22000), food safety services (HACCP, ISO22000). Advisory services for implementing the HACCP security system
103.1.2.8	Equipment for the treatment and transport of waste and packaging waste at the facility level
103.1.2.9	Equipment for cleaning and filtering water..
103.1.2.10	Equipment for maintaining microclimate conditions in production and storing facilities including air conditioners - regulation: heating / cooling, drying / humidity)
103.1.2.11	Hygienic equipment for washing and drying of hands in toilets (including showers), wardrobe and cleaning, washing and disinfecting equipment for clothes and footwear
103.1.2.12	Laboratory equipment
103.1.2.13	Construction of fences, roads and parking within the farm
(103.2)	MEAT SECTOR
(103.2.1)	<i>Construction</i>

103.2.1.1

Meat processing

Construction, renovation and expansion of meat production facilities. Premises for processing meat, preparation, reception and storage of meat, production facilities, including rooms with special microclimate conditions for production, packaging area, storage space for finished products, storage space for spices, additives and other tools needed for production, packaging and storage facilities; storage space of reagents for cleaning, washing and disinfection; space for the collection of animal by-products not for human consumption, space for installation of ventilation, cooling and heating systems, construction and / or renovation of water supply systems (including wells), gas, electricity (including generator) and sewerage, including waste and water treatment facilities. Laboratory space, sanitary knot, etc.

103.2.1.2	Construction of a covered area or storage room
103.2.1.3	Construction of a plant for cleaning, washing and disinfecting vehicles for live animals
103.2.1.4	Construction of facilities for the use of renewable energy sources (solar power plants, hydro power plants, wind farms, biomass plants, etc., including connection to the distribution network of renewable energy sources
(103.2.2)	<i>Equipment</i>
103.2.2.1	Equipment for taking animals from the ramp
103.2.2.2	Equipment for receiving raw materials
103.2.2.3	Meat transport system
103.2.2.4	Meat processing equipment
103.2.2.5	Apparatus for determining muscle tissue of meat
103.2.2.6	Equipment for collection, acceptance, storage (refrigeration), removal and treatment of by-products of animals not foreseen for human consumption and waste treatment from the slaughterhouse.
103.2.2.7	Equipment for collecting animal waste
103.2.2.8	Equipment for processing and packaging of edible products
103.2.2.9	Equipment for discharging and clearing the stomach, bladder and intestines
103.2.2.10	Equipment for cutting, processing, packaging and labeling
103.2.2.11	Equipment for processing and storing fats
103.2.2.12	Equipment for cooling and/or freezing of products and final products, including measuring devices
103.2.2.13	Equipment for the production of ground meat, meat preparation, mechanical division of meat and meat products.
103.2.2.14	Equipment for acceptance, treatment, conservation and transport of the final product to sales centers
103.2.2.15	Equipment for cleaning, washing and disinfecting vehicles
103.2.2.16	Equipment for controlling animals by veterinarians

103.2.2.17	Laboratory equipment with the exception of glass equipment.
103.2.2.18	Equipment for monitoring, measuring and control of production and storage processes (with mounting)
103.2.2.19	Equipment for cleaning, washing and disinfection.
103.2.2.20	Equipment for metals detection and/or other physical risks
103.2.2.21	Equipment for the provision of specific microclimate conditions in the production and/or storage facilities (including air conditioning, heating/cooling, drying humidity)
103.2.2.22	WC and showers and toilets (including showers), wardrobe and cleaning, washing and disinfecting equipment for clothes and footwear
103.2.2.23	Equipment for physical, chemical and biological wastewater treatment, air pollution prevention and diluent
103.2.2.24	Equipment for installations for the use of renewable energy sources
103.2.2.25	Product quality improvement and control equipment (HACCP, ISO 22000), food safety services (HACCP, ISO22000). Advisory services for the application of the HACCP security system.
(103.3)	FRUIT AND VEGETABLE PROCESSING SECTOR
(103.3.1)	<i>Construction</i>
103.3.1.1	Construction, renovation and expansion of facilities for processing and collection. Reception of raw materials, washing/cleaning, sorting, treatment, storage, drying, frozen fruits, analysis of finished products, internal network of roads in the facility, storage of packaging materials, additives and final products, space for ventilation, cooling and heating systems; construction and/or reconstruction of water supply systems (including wells), gas, electricity (including generator) and sewerage, including wastewater treatment plants
103.3.1.2	Construction of facilities for the use of renewable energy sources (solar power plants, hydro power plants, wind farms, biomass plants, etc., including connection to the distribution network of renewable energy sources)
103.3.1.3	Construction of fences, roads and parking within the farm.
(103.3.2)	<i>Equipment</i>
103.3.2.1	Equipment for washing and/or drying, cleaning and classification
103.3.2.2	Equipment and machines for processing, packaging, labeling and temporary storage

103.3.2.3	Pasteurization/sterilization equipment
103.4.2.4	Cooling and freezing equipment
103.3.2.5	Equipment for artificial ventilation, air conditioning, cooling and heating for production and storage facilities
103.3.2.6	Equipment and machines for treatment of waste water and waste
103.3.2.7	Equipment and machines for the heating system
103.3.2.8	Equipment for transporting fruits and vegetables (containers, plastic or wood crates of a certain size)
103.3.2.9	Machines for the transport of fruits and vegetables in the premises of the facility
103.3.2.10	Equipment for physical, chemical and biological wastewater treatment - sewerage, air pollution prevention
103.3.2.11	WC and showers and toilets (including showers), wardrobe and cleaning, washing and disinfecting equipment for clothes and footwear
103.3.2.12	Filling line, labeling equipment and other specialized equipment.
103.3.2.13	Laboratory equipment
103.3.2.14	Equipment for glass and metal detection and/or other physical risks
103.3.2.15	Equipment for storing raw materials and finished products
103.3.2.16	Installations of plant for use of renewable energy sources
103.3.2.17	Investments for the implementation of quality management standards (HACCP, ISO 22000)
103.3.2.18	Equipment for cleaning and filtering water.
(103.4)	WINE SECTOR
(103.4.1)	<i>Construction</i>
103.4.1.1	Construction, renovation and expansion of a wine production facility, accompanying space in production process Construction of facilities for the use of renewable energy sources (solar power plants, hydroelectric power plants, wind farms, biomass plants, etc.), including connection for the use of renewable energy sources to the distribution network.
103.4.1.2	Construction and / or renovation of waste management facilities
103.4.1.3	Construction of fences, roads and parking within the farm.

(103 4. 2)

Equipment

103.4.2.1	Grape harvesting equipment and machines
103.4.2.2	Equipment and machines for wine and grape must
103.4.2.3	Wine storing equipment including pumps and necessary tanks
103.4.2.4.	Production line for filling wines with adequate equipment, including equipment and machine for bottling and disinfection
103.4.2.5	Tanks and pipelines of inox
103.4.2.6	Equipment for transport within vineyards according to products (pallets for bottles, containers ...)
103.4.2.7	WC and showers and toilets (including showers), wardrobe and cleaning, washing and disinfecting equipment for clothes and footwear
103.4.2.8	Equipment for physical, chemical and biological wastewater treatment
103.4.2.9	Equipment for artificial ventilation, cooling and heating in facilities for processing and storage.
103.4.2.10	Equipment for physical and chemical analysis of wine and other strong alcoholic beverages
103.4.2.11	Investments for the implementation of quality management standards (HACCP, ISO 22000)
103.4.2.12	Equipment of plant for the use of renewable energy sources
103.4.2.13	Equipment for ripening grapes
103.4.2.14	CIP system

LIST OF ELIGIBLE WORKS FOR MEASURE 103	
103.A1	Demolition work - destruction <ul style="list-style-type: none"> - demolition of the existing building - transport of materials to the nearest landfills Auxiliary works
103.A1.1	Land works <ul style="list-style-type: none"> - excavation of the surface layer - digging - digging the foundation - construction of embankment - construction and strengthening the base

103.A1.2

Concrete works

- construction of concrete base
- installation of the necessary construction

	<ul style="list-style-type: none"> - construction of concrete floor and cement embankments - concrete works, landscaping, access road/ road connection - installations of the necessary prefabricated elements - channel systems
103.A1.3	<p>Masonry with block/brick</p> <ul style="list-style-type: none"> - Masonry - horizontal and vertical insulation of the building - plastering the ceilings and walls of the building - construction of fences, landscaping, roads/road connections - installation of mounting elements - construction of small elements within the plant (chimney, ventilation system etc.)
103.A1.4	<p>Wood works</p> <ul style="list-style-type: none"> - construction of all elements that connect with a new object or adaptation of old building - establishment of wooden structures (foundations, beams and roof structures) - construction of wood such as flooring, space arrangement, road fence - installation of small structures of wood - auxiliary works
103.A1.5	<p>Isolation and facade</p> <ul style="list-style-type: none"> - Isolation - facade - installation of mounting elements - auxiliary works
103.A1.6	<p>Works on roof construction</p> <ul style="list-style-type: none"> - installation of roof structures - roof covering/process of laying bricks/sheet metal and other materials
103.A1.7	<p>Sheet Metal Works</p> <ul style="list-style-type: none"> - construction of a gutter - construction of an atmospheric sewage system - snow barriers - auxiliary activities
103.A1.8	<p>Ceramic works</p> <ul style="list-style-type: none"> - Preparation of the base for the installation of ceramic tiles - the installation of ceramic tiles - Final activities after placement of ceramic tiles - auxiliary activities
103.A1.9	<p>Wooden works</p> <ul style="list-style-type: none"> - construction of windows, doors, wooden fences, stairs, etc. - construction of internal and external elements. - auxiliary activities
103.A1.10	<p>Work on storey construction</p> <ul style="list-style-type: none"> - creating a foundation for the storey construction - storey construction

103.A1.11	Varnishing/painting works <ul style="list-style-type: none"> - painting of attics/walls - painting of wood and metal surfaces - auxiliary activities
103.A1.12	Metal works <ul style="list-style-type: none"> - construction of metal elements - installation of metal structures - fencing (balconies, stairs, etc.) and fencing facility - installation of necessary metal prefabricated elements auxiliary activities
103.A1.13	Stone works <ul style="list-style-type: none"> - masonry with stones - stone coating/stone layers coating - masonry fence, arranging ambient with stone, access to road/road connections, - installation of mounting elements - auxiliary activities
103.A1.14	Technical installations <ul style="list-style-type: none"> - installation of electricity supply - installation of gas supply - installation of external and internal electrical installations - installation of drainage system - installation of water supply system, placement of water tank, hydrophores etc. - installation of internal and external sewage system that is connected with secondary sewage system or septic tank/reservoir sewerage, - septic tank/reservoir construction - installation of indoor sanitary appliances - installation of heating, ventilation, conditioned air systems and air/air conditioning systems (heating or cooling systems), <ul style="list-style-type: none"> - installation of water treatment devices and water purification stations - auxiliary activities
103.A1.15	Other activities <ul style="list-style-type: none"> - construction of parking spaces - construction of a road network - decorating the environment (with the exception of decorative plants)
- list	- list of eligible costs for installing equipment
103.A2.1	Installing the device and an acceptable machine
103.A2.2	Installing renewable energy devices (wind, solar, geothermal, bio-gas, etc.)
103.A2.3	Installing computer devices and computer programs, including sensors
103.B	GENERAL COSTS FOR MEASURE 103
103.B1	<i>List of general costs for preparation of business plan</i>
103.B.1.1	Administrative costs, incurred and signing of contracts are acceptable only if the project is selected and contracted with the Agricultural Development Agency.

103.B1.2	Other costs associated with the project, such as: architects' expenses, engineers and costs of preliminary studies, also the costs of documents and relevant permits are acceptable up to 7% of the eligible costs but not more than 15,000 euros, while the costs for preparing the business plan are acceptable up to 3 % of the eligible costs for the project, but not more than 5,000 euros;
----------	---

103.B2	<i>General costs for services (craft works)</i>
103.B2.1	Payments for the services provided by the builder based on the list of market prices.
103.B3	<i>Marketing costs and project level information</i>
103.B3.1	<p>Eligible marketing costs for all 103 sub-measures are: preparation and printing of catalogs, leaflets, brochures, posters, etc. product promotion, but not for their distribution. Also, the eligible marketing costs are the production of promotional audio and video spots, but not their media distribution;</p> <p>Maximum eligible marketing costs are limited to 5% of the total eligible costs but not more than € 10,000;</p>

ANNEX no. 5 MINIMAL NATIONAL STANDARDS

The following Annex presents a list of national minimum standards for measures that are part of the Kosovo ADRP.

Food Safety and Quality

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Milk sector Facilities registration and approval	Law no. 03/L-016 on Regulation no. 10/2011 on <i>official controls performed to ensure the verification of compliance with feed and food law, animal health and welfare rules</i>	Food Business Operators dealing with non-food items and small operators that directly supply consumers must register with the competent authority (Food and Veterinary Agency). Food Business Operators engaged in food of animal origin, such as slaughterhouses, meat processing plants, dairies and refrigerators, should be subject to approval.	Food and Veterinary Agency
	Regulation no. 11/2011 on <i>Hygiene of Food</i>		

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Food safety, hygiene and animal feed	<p>Regulation no. 11/2011 on hygiene of food stuffs</p> <p>Regulation no. 12/2011 of laying down specific rules on hygiene of food of animal origin</p> <p>Regulation no. 27/2012 on microbiological criteria for foodstuffs</p>	<p>Food and beverage business operators (FBBO) intended for people and animals, in addition to the Law on Food, must comply with the rules set out in these regulations. There are provisional provisions that give operators time to improve their structures and functionality (e.g. compliance with HACCP principles by the end of 2013). The annual official control and sampling plan is a plan based on the risk that operators must comply with microbiological criteria for products that can be sold and food safety criteria during production phases.</p>	Food and Veterinary Agency
Traceability	<p>Law no. 03/L-016 on Food</p>	<p>Based on Law on Food, FBOs are obliged to apply the traceability principle at all stages of production</p>	Food and Veterinary Agency
Labelling of food for human and animal feed	<p>Law no. 04/L-121 on consumer protection</p> <p>AI no. 12/2005 on Labelling of Foodstuffs</p>	<p>The labelling requirements are set out in the Administrative Instruction 12/2005 on Labelling Feeding Products pursuant to Directive 2000/13/EC. All products must be labeled according to this AU and contain important information to</p>	Food and Veterinary Agency and Ministry of Industry and trade
Environmental protection			

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for
Safe production of milk and meat on farms	AI MA 20/2006 on criteria for raw milk hygiene	In addition to the criteria for raw milk that determine the parameters to be summed up by farmers, the Veterinary Law defines the rules for primary producers in terms of product safety in terms of animal disease in cattle farms	Food and Veterinary Agency
Milk processing and collection	Regulation no. 11/2011 on hygiene of food stuffs Regulation no. 12/2011 of laying down specific rules on hygiene of food of animal origin Regulation no. 27/2012 on microbiological criteria for foodstuffs AI MA 20/2006 on criteria for raw milk hygiene	Dairy farm must comply with regulations on the hygiene of their products, facilities and practices for the safe production of dairy products. The Regulation stipulates that FBO should comply with the 2013 HACCP principles. There is an administrative instruction setting criteria for raw milk to be filled before processors can further process milk	Food and Veterinary Agency
Meat processing			Food and Veterinary Agency

Topic	Kosovo legal framework (relevant legislation)	Minimal National Standard	Technical authorities
Meat processors certification	<p>Law no. 03/L-016 on Food Regulation no. 10/2011 on official controls performed to ensure the verification of compliance with feed and food law, animal health and welfare rules</p> <p>Regulation no. 11/2011 on hygiene of food stuffs</p> <p>AI MA No. 01/2006 on Certification of Slaughterhouses, Meat Processing Plants and their</p>	<p>Based on the declared acts, slaughterhouses and meat processing plants should be certificated for work. They must meet the hygiene requirements related to their facilities, activities and requirements related to the raw material..</p>	<p>Food and Veterinary Agency</p>

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Food quality and safety	<p>Regulation no. 11/2011 on hygiene of food stuffs</p> <p>Regulation no. 12/2011 of laying down specific rules on hygiene of food of animal origin</p> <p>Regulation no. 13/2011 on laying down specific rules for the organization of official controls on products of animal origin</p> <p>Regulation no. 11/2011 on hygiene of food stuffs</p>	<p>This Regulation sets out the minimum requirements that meat producers must fulfill in order to place their products on the market.</p> <p>There are no general and specific provisions on production processes and self-controls, official controls for determination of conformity are specified in Regulation 13/2011.</p>	
Presentation and use of HACCP	<p>Regulation no. 11/2011 on hygiene of food stuffs</p>	<p>This Regulation defines that FBOs should work according to HACCP principles from 2013.</p>	

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Sanitary control	<p>Regulation no. 12/2011 of laying down specific rules on hygiene of food of animal origin</p> <p>AI MA No. 01/2006 on Certification of Slaughterhouses, Meat Processing Plants and their Inspection</p> <p>Regulation no. 13/2011 on laying down specific rules for the organization of</p>	<p>The minimum criteria for sanitary facilities are set out in several regulations. Sanitary and hygienic conditions are mandatory for FBOs during the approval and registration process at the beginning, as well as in all other stages of production. Inspector of the Food and Veterinary Agency is responsible for compliance assessment.</p>	
Waste and intermediate product management	<p>Law No. 04 / L-060 on Waste, Draft Rules for intermediate</p>	<p>The general rules for waste management are defined by this law.</p> <p>The specific rules for livestock products will be determined in accordance with Regulation (EC) 1069/2009 which is in the</p>	
Equipment for slaughtering, food	<p>Regulation no. 11/2011 on hygiene of food stuffs</p>	<p>Regulation no. 12/2011 defines special requirements for FBO for slaughtering of different species, slaughtering</p>	

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
	<p>Regulation no. 12/2011 of laying down specific rules on hygiene of food of animal origin Regulation no. 13/2011 on laying down specific rules for the organization of official controls on products of animal origin intended for human consumption</p>	<p>food safety chain as regards animal origin products. Defines FBOs tasks and responsibilities for information and food chain tracking</p>	
Presentation and use of HACCP	<p>Regulation no. 11/2011 on hygiene of food stuffs</p>	<p>This Regulation defines that FBOs should work according to HACCP principles from 2013.</p>	Food and Veterinary Agency

Animal health and welfare

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Sheep Identification and	<p>Law no. 21/2004 on</p>		

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
(cows, sheep, goats)	AI no. 12/2012 for the Identification and Registration of Animals Law no. 21/2004 on Veterinary and Law no. 02/L-10 on animal	The purpose of this Administrative Instruction is to determine the right place of animal and their products origin and their movement within and outside the Republic of Kosovo, conditions and criteria for cattle, sheep, goats, pigs and horses	Food and Veterinary Agency
Protection of animals during transport and slaughter	AI no. 17/2005 on animal transport within territory of Kosovo AI no. 24/2006 on Animal Slaughtering	The current administrative instruction determines the traffic of all categories of cattle within the territory of Kosovo. This administrative instruction determines the conditions for slaughtering of animals intended for slaughter, as well as during the lairaging, restraint, stunning, slaughter or killing, and also conditions of slaughter facilities, their inspection and inspection of animals and objects, and methods of slaughtering.	Food and Veterinary Agency
Conditions for the protection of farm animals	Law no. 02/L-10 On animal welfare		

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for
	<p>AI no. 19/2006 <i>for Placing Living Animals in Quarantine</i></p>	<p>The purpose of this Administrative Instruction is to regulate placing living animals in quarantine imported into the Republic of Kosovo.</p>	

Topic (Standard Area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for
---------------------------------	---	---	--

	Animal diseases	<p>Law no. 21/2004 on <i>Veterinary, Administrative Instruction for prevention and fighting against infectious diseases: rabies no: 10/2005; Sappi 14/2005; Avian Flu 24/2005; FMD 27/2006; Bluetongue 28/2006; CFS 33/2006; TSE 34/2006; TB, Brucellosis and Leucosis in Cattle: 26/2007; B. melitensis (sheep, goats and pigs) 07/2008; anthrax 06/2008; a disease of bees 15/2008; Salmonella on pork 32/2008;</i></p>	<p>All these administrative instructions are in requirement for prevention and fighting aga diseases in the Republic of Kosovo.</p>
--	-----------------	--	---

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Health, Hygiene and Well-being of Workers	Law No. 04/L-161. ON safety and health at work	The purpose of this law is to set measures to improve the level of safety and health of employees, it also contains general principles for the prevention of occupational hazards, elimination of risk factors and accidents, information, consultation, participation in improving the level of safety and health at work.	MLSW Labour Inspectorate
Environment protection			

Environmental Protection

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)

Protection	Surface water protection	<p>Law no. 04/L-147 <i>on waters of Kosovo</i></p>	<p>It is forbidden to perform any work that causes water changes. Interventions in order to improve, rehabilitate and maintain good status of water are implemented in accordance with river basin management plans.</p>	<p>Mater inspection MESP</p>
------------	--------------------------	---	--	------------------------------

Topic (Standard area)	Kosovo legal framework (relevant legislation)	Minimal National Standard (brief description of the requirements and standards)	Technical authorities (responsible for)
Land protection	Law no. 02 / L-26 on agricultural land	The owner or user of agricultural land is obliged to use agricultural land in a way that corresponds to the natural properties of the land, not diminishing its value and applying the appropriate agro-technical measures.	Agriculture inspection MAFRD
Air protection	Law no. 2004/30 on air protection from pollution	Each company must maintain air quality, and to protect air from the pollution caused during its activities on the territory of the Republic of Kosovo. Owners and legitimate users of natural resource are obliged to allow the representatives of the authorities for performing administrative and / or professional activities of nature protection - hereafter: competent authorities - and the persons they authorize may visit such subjects and monitor them for the purpose of researching, collecting expert data and supervision over the implementation of measures and	Kosovo Environmental Protection Agency MESP
Preservation of natural habitats	Law no. 03/L-233 On Nature protection		MESP

ANNEX NO. 6 REQUEST FOR PAYMENT

Republika e Kosovës Republika Kosovo -
Republic of Kosovo Qeveria - Vlada -
Government

Ministria e Bujqësisë, Pylltarisë dhe Zhvillimit Rural
Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja
Ministry of Agriculture, Forestry and Rural Development

REQUEST FOR PAYMENT

- 2019

I. Applicants data

Region:

Municipality:

Place of residence:

Address:

Telephone:

E-mail:

Web site:

II. Project name

Project unique identification number (UIN)
<i>Only for official use (filled by a regional official):</i>	
Unique identification number (UIN) of the request for payment:	
<i>Only for official use (filled by a regional official):</i>	
IV. Submission date:	(___ / ___ / _____)
V. Submission time:	(hour and minute , shall be filled only if the request for payment is complete)
VI. Request for payment is completed	<input type="checkbox"/> YES <input type="checkbox"/> NO

(Beneficiary name and surname, and signature)

(Official name, surname and signature)

X. Statement

By signing this Request for Payment, I hereby declare:

- 1) All the data and documents submitted with this Request for Payment are true.
- 2) The investments included in the Request for Payment are actually executed.
- 3) The costs for which I require payment are listed in the Costs Table of this Request. I did not received any other public financial support for the same investment
- 4) I have no outstanding debts towards public institutions.
- 5) I agree that the Ministry of Agriculture, Forestry and Rural Development publish the following project information - beneficiary name, the location of the investment, the amount of support and the total amount of the costs. All accounts are paid and the prices are realistic.
- 6) I fully followed the procurement procedure as described in the annex to the contract I signed with ADA.
- 7) I am aware that the presentation of untrue data is punishable by applicable laws.

XI. Date / Signature

Day – Month – Year

...../...../.....

.....

.....

(Name, surname and signature)

(Stamp for legal entities)

Note: The beneficiary completes white fields only

ATTACHED DOCUMENTS	
Please mark with " " and the document according to this schedule at the end of the Request for Payment	
<i>1. General documents</i>	
1. Copy of the valid ID card issued by Republic of Kosovo authorities and copy of the Business registration, the document stating who has the right to sign on behalf of the business	-
2. Authorization certified by a notary (in case the request is submitted by an authorized person)	-
3. Copy of the valid ID card of an authorized person (in case the request is submitted by authorized person)	-
4. Original invoices proving the incurred costs	-
5. List of employees and payment of contributions	-
6. Payment order (in case of payment through a bank over 500 €) / fiscal coupon (in the case of cash payment below 500 €) which is attached with the account and shows that the beneficiary made a payment	-
7. A bank account statement that includes a payment period indicating that the beneficiary made payments (in cases where payments were made by a bank transfer)	-
Only for construction projects	
8. Construction permit issued by the competent municipal authority;	-
9. Environmental Impact Assessment, if provided for by law	-
9. Preliminary design and technical plan	-

Documents related to procurement procedures (separate and completed documents for each procurement procedure)

Docume nt no.	Procurement value		
	Up to 10 000 Euro	10 000 - 60 000 Euro	More than 60 000 Euro
Procur ement type	a. Goods b. Construction c. Services <input type="checkbox"/>	d. Goods e. Construction a. Services <input type="checkbox"/>	b. Goods c. Construction d. Services <input type="checkbox"/>
1	Declaration		A copy of the advertisement
2		At least three written calls completed, signed by the bidder, Annex 1	Completed written invitations, signed by the recipient (bidder) Annex 1 - not mandatory - If the grant beneficiary decides on this
3		Copies of the business registration certificate of all bidders (for at least 3 bidders)	Copies of the business registration certificate of all bidders (for at least 3 bidders)
4		Copies of the bidders fiscal number (for at least 3 bidders)	Copies of the bidders fiscal number (for at least 3 bidders)
5		Accepted bids (at least 3 bids)	Accepted bids (at least 3 bids)
6			Decision on the establishment of
7		Statement on compliance with the rules for avoiding conflict of interest (Annex 2)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2))
8		Statement of Reliability of the bidders (Annex 3)	Statement of Reliability of the bidders (Annex 3)
9		-	Statement on Confidentiality and
10		Tender Report	Tender Report
11		Contract signed with a winner	Contract signed with a winner

Total:

--	--	--	--	--	--	--	--	--

Note: The shaded areas in the table above must be filled only by the paying agency officials

ANNEX no. 7 REPORT ON THE CALCULATION SUBMITTED BY APPLICANT

ANNEX no. 8 COMPLAINT FORM

Complaint

Name and surname _____, village _____
municipality _____

I hereby present complaint against decision no: _____, date _____, as applicant

Rural Development project:

Sector:

Milk processing

Meat processing

Fruit and vegetable processing

Wine production

Application no _____

Reasons for complaint:

Note:

Attach

disputed

documents

ANNEX no. 9 CONTACTS AND INFORMATION POINTS

Contacts and information points regarding the filing of the application

MBPZHR / AZHB MBPZHR / AZHB Address: Str: Migjeni 10,000 Prishtina former building od Ljubljanska banka From Monday to Friday From 10.00h to 12.00 h and 13.00 h -15.00 h Tel; 03820038878.

ADA Regional Offices

No.	Region	Address	Phone
1	Prishtinë	Industrial Zone- Fushë Kosovë/ Kosovo Polje (in front of Maxi-Marke)	038203360
2	Mitrovicë /Mitrovica	Kraljica Teuta bb.	028522501
3	Pejë/ Peć	Agricultural Institute, nursery garden	039431-276
4	Gjakovë/ Đakovica	Str. Marin Brletino.2, III floor	0390 320-992
5	Prizren	str. Avni Rustemi #159	029244-793
6	Ferizaj/ Ferizaj	Deshmoret e kombit bb.	0290324661
7	Gjilan /Gnjilane	Independence boulevard (str, Ferizaia: Soliter I floor)	0382036106

ANNEX NO.10 INDICATORS

Measure 103, sub measure - 103.1 milk processing -2019

Municipality.....

Collected project

indicators.....

Applicant.....

Farm identification number

--	--	--	--	--	--	--	--

Indicator type	Indicators	Data provided by Applicant		Control by a regional officer	
		YES	NO		
Input	Total value of public support (Euro)			<input type="checkbox"/>	
Output	*Total value of investments (Euro)			<input type="checkbox"/>	
Outcome	Business will improve their standards in accordance with national and EU standards for food safety /animal health/and the environment	YES	NO	<input type="checkbox"/>	
	New products will be provided and / or will introduce / apply new techniques	YES	NO	<input type="checkbox"/>	
	Waste treatment/management should be introduced /improve	YES	NO	<input type="checkbox"/>	
	Marketing shall be improved	YES	NO	<input type="checkbox"/>	
	Contractual relations with farmers should be expanded / consolidated		YES	NO	<input type="checkbox"/>
	Energy conservation techniques need to be adapted	PO	JO	Indirect	<input type="checkbox"/>
Impact	The business should produce renewable energy			consumption <input type="checkbox"/> Total	
	Total value of sales revenue in the previous year before the implementation of the project Total value of revenue from sale of production in the next year as a result of the implementation of the project			costs in the next <input type="checkbox"/> year, as a result of project realization:	
	Indirect consumption = total costs in the last year before project realization: raw materials + maintenance of facilities + Energy facilities and equipment, water, fuel/traffic, labour costs, rent, repayment of loans and bank interest			raw material + maintenance of facilities	

and

machines + electricity, water, fuel transport, labour
costs, renting, repayment of loans and bank interest

YES NO

□

	Total number of ** full-time employees in the last year before the implementation of the project (FTE)		
	The number of full-time employees in the next year as a result of the investment (FTE)		

* - eligible expenditures (public support + private co-financing of eligible costs) + unacceptable costs

** - total number of full-time employees (FTE) The total number of employees (FTE) will be counted as additional work in the year after the implementation of the project, as a direct result of investments through this project

1 FTE = 225 working days per year.

Measure 103, sub measure - 103.2 meat processing, 2019

Municipality.....

Collected project indicators.....

Applicant.....

Farm identification number

--	--	--	--	--	--	--	--

Indicator type	Indicator	Data provided by Applicant		Control by a regional officer
		YES	NO	□
Input Output	Total value of public support (Euro)			□
	*Total value of investments (Euro)			□
Result	Business will improve their standards in accordance with national and EU standards for food safety / animal health/and the environment	YES	NO	□
				□
				□
				□

New products will be provided and / or will introduce / apply new techniques YES NO

Waste treatment/management should be YES NO

Contractual relations with farmers should be expanded / consolidated YES NO

				<input type="checkbox"/>
				<input type="checkbox"/>
	Energy conservation techniques need to be adapted	YEA	NO	<input type="checkbox"/>
	The business should produce renewable energy			YES <input type="checkbox"/> NO <input type="checkbox"/>
Impact	Total value of sales revenue in the previous year before the implementation of the project			<input type="checkbox"/>
	Total value of revenue from sale of production in the next year as a result of the implementation of the project			<input type="checkbox"/>
	Indirect consumption = total costs in the last year before project realization: raw materials + maintenance + Energy facilities and equipment, water, fuel/traffic, labour costs, rent, repayment of loans and bank interest			<input type="checkbox"/>
	Indirect consumption = Total costs in the next year, as a result of project realization: raw material + maintenance of facilities and machines + electricity, water, fuel transport, labour costs, renting, repayment of loans and bank interest			<input type="checkbox"/>
				<input type="checkbox"/>
	Total number of ** full-time employees in the last year before the implementation of the project (FTE)			<input type="checkbox"/>

The number of full-time employees in the next year as a result of the investment (FTE)

* - eligible expenditures (public support + private co-financing of eligible costs) + unacceptable costs

** - total number of full-time employees (FTE) The total number of employees (FTE) will be counted as additional work in the year after the implementation of the project, as a direct result of investments through this project

1 FTE = 225 working days per year.

Measure 103, sub measure - 103.3 Fruit and vegetable processing - 2019

Municipality.....
 Collected project indicators.....
 Applicant.....

Farm identification number

--	--	--	--	--	--	--	--

Indicator type	Indicators	Data provided by Applicant	Control by a regional officer
Input	Total value of public support (Euro)		<input type="checkbox"/>
Output	* Total value of investments (Euro		<input type="checkbox"/>
	103.3.1 Fruit and vegetable processing		<input type="checkbox"/>

103.3.2 Wine production				<input type="checkbox"/>
Result	Business will improve their standards in accordance with national and EU standards for food safety /animal health/and the environment	YES	NO	<input type="checkbox"/>
	New products will be provided and / or will introduce / apply new technique	YES	NO	<input type="checkbox"/>
	Waste treatment/management should be introduced/improve	YES	NO	<input type="checkbox"/>
	Marketing shall be improved	YES	NO	<input type="checkbox"/>
	Contractual relations with farmers should be expanded / consolidated	YES	NO	<input type="checkbox"/>
	Energy conservation techniques need to be adapted The business should produce renewable energy	YES	NO	<input type="checkbox"/>
				YES NO
				<input type="checkbox"/>
Impact	Total value of sales revenue in the previous year before the implementation of the project			<input type="checkbox"/>
	Total value of revenue from sale of production in the next year as a result of the implementation of the project			<input type="checkbox"/>
	Indirect consumption = total costs in the last year before project realization: raw materials + maintenance + Energy facilities and equipment, water, fuel/traffic, labour costs, rent, repayment of loans and bank interest			<input type="checkbox"/>
	Indirect consumption = Total costs in the next year, as a result of project realization: raw material + maintenance of facilities and machines + electricity, water, fuel transport, labour costs, renting, repayment of loans and bank interest			<input type="checkbox"/>
	Total number of ** full-time employees in the last year before the implementation of the project (FTE))			<input type="checkbox"/>
	Number of full-time employees in the next year as a result of the investment (FTE)			<input type="checkbox"/>

)

* - eligible expenditures (public support + private co-financing of eligible costs) + unacceptable costs

** - total number of full-time employees (FTE) The total number of employees (FTE) will be counted as additional work in the year after the implementation of the project, as a direct result of investments through this project

1 FTE = 225 working days per year.

ANNEX NO. 12 CODE OF ETHICS FOR ADVISORY COMPANY

Recommendation for applicants : code of ethics for advisory company

MAFRD or ADA should not intervene in contractual relations between two private parties.

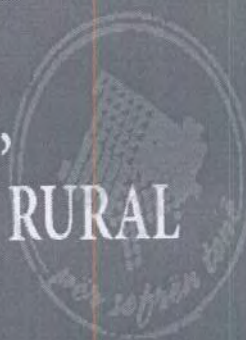
However, we believe that some of the following recommendations are important:

- In order to prepare the request, the applicant is not obliged to hire an advisory company.
- The applicant decides whether to hire an advisor and which advisor to hire.
- In the case of complicated projects (for example, with a business plan and construction), we advise the applicant to hire a specialized advisor.
- It is forbidden for officials of the Agricultural Development Agency to recommend certain advisers. If it proves that there is a conflict of interest between an adviser and the paying agency, the request shall be rejected as an attempt to deceive and the official shall be punished by domestic laws and internal rules of the ADA
- The applicant signs the contract with the advisor before submitting the application. Oral agreement is not enough!
- The costs of advisor are acceptable, if the ADA accepts and finances the project. For these services, the adviser should issue a regular account, and the applicant should pay it.
- If the project is declared unacceptable by the fault of the advisor, the applicant should not pay because the adviser's duty is to prepare only acceptable projects.
- If the request is acceptable, but has not received a sufficient number of points, the advisor should be paid, as it has no impact on scoring.
- The Applicant should provide all the necessary documents and attach them to the request. The adviser should check whether the request is complete.
- Applicant may seek assistance from the advisor and during the project implementation, if this is stipulated by the contract.
- Applicants are not allowed to change the advisory company after the selection of the project, because the receipt of the costs for the preparation of the project is related to the company that prepared the project.

ANNEX NO. 13 PROMOTION



Mbështetur nga
MINISTRIA E BUJQËSISË,
PYLLTARISË DHE ZHVILLIMIT RURAL



This document has been prepared by the Agricultural Development Agency in cooperation with the administrative body and is distributed free of charge

RURAL DEVELOPMENT PROGRAM 2019

MEASURE 302: DIVERSIFICATION OF FARMS AND BUSINESS
DEVELOPMENT

APPLICANTS MANUAL

| **Application deadline: May 22 - July 01 2019**

Table of Content

1.	OBJECTIVES, PRIORITIES AND FINANCIAL MEANS FOR MEASURE 302	9
1.1	Introduction.....	9
2	OBJECTIVES OF THE MEASURE 302	10
2.1	General and specific objectives.....	10
2.1.1	General objective.....	10
2.1.2	Specific objectives	10
2.	Financial means.....	10
2.2	Key definitions	11
3	FINAL BENEFICIARIES.....	12
3.1	Public support amount.....	13
3.2	Common eligibility criteria for measure	13
4	SPECIFIC ELIGIBILITY CRITERIA.....	16
4.1	Production of honey.....	16
4.2	Processing of agricultural products in the family business (on the farm)	16
4.3	Development of craft activities.....	16
4.4	Development of rural tourism	16
4.5	Aquaculture / fish breeding.....	17
4.6	Poultry breeding for the production of eggs and meat	17
5	SELECTION CRITERIA.....	18
5.1	Table 2 Production of honey.....	18
	No.	18
	Criteria type.....	18
	Criteria / Category	18
	Score	18
	1.....	18
	Farm size at the time of filing *	18
	Number of beehives	18
	50 - 100.....	18
	50.....	18
	101 - 300.....	18
	45.....	18
	> 300	18
	40.....	18
	2.....	18
	Registration of business.....	18
	The applicant is registered in the Business Register (with the code 01.49 Breeding of other animals).....	18
	5.....	18
	3.....	18

Employment.....	18
Creating a new FTJ	18
5.....	18
4.....	18
Address/residence of the applicant **	18
Mountain area	18
10.....	18
Rural area.....	18
5.....	18
5.....	18
First support	18
The applicant or his farm were not beneficiaries of MAFRD grants in the last three years	18
10.....	18
6.....	18
Geder	Error! Bookmark not defined.
Applicant is a woman	18
2.....	18
7.....	18
Age.....	18
The applicant is 40 years old or younger.....	18
5.....	18
8.....	18
Education.....	18
University degree in the field of agriculture, veterinary / food technology	18
5.....	18
9.....	18
Organic farming.....	18
Certificate for organic production	18
8.....	18
TOTAL	18
100.....	18
5.2 Table 3 Processing of agricultural products on the farm	18
No.	19
Criteria type.....	19
Criteria / Category	19
Score	19
5.3 Table 4 Development of craft activities.....	19
5.4 Table 5 Development of rural tourism	20
1.....	21
The applicants experience in rural tourism (for individuals (with FINs) is described in the project proposal or business plan; enetrprises prove this with the business certificate	21
Has at least one year experience in providing tourist services.....	21
35.....	21
There is no experience in providing tourist services.....	21
25.....	21
2.....	21
Investment location	21
10.....	21
5.....	21
3.....	21

Investment type:	21
In the case of investments referred to in points a) and point b), points are calculated from an investment with a larger proportion of assets (maximum 20 points)	21
Investment in accommodation facilities (at least 5 new beds).....	21
15.....	21
Investment in the provision of gastronomic services.....	21
10.....	21
Investment in pedestrian and/or bicycle paths.....	21
5.....	21
4.....	21
Age.....	21
The applicant is 40 years old or younger.....	21
5.....	21
5.....	21
Gender.....	21
The investment is managed by a feminine person.....	21
2.....	21
6.....	21
Employment.....	21
Creation of new jobs (FTJ)	21
10.....	21
7.....	21
First support.....	21
The applicant or his farm were not beneficiaries of MAFRD grants in the last three years	21
10.....	21
8.....	21
Cultural heritage.....	21
The facility/ building to be renovated is on the list of cultural heritage	21
8.....	21
9.....	21
Education.....	21
High school/hotel/tourism faculty degree.....	21
3.....	21
10.....	21
LAG support.....	21
The project was proposed by the LAG with the adopted strategy	21
2.....	21
TOTAL	21
100.....	21
5.5 Table 6 Aquaculture / fish breeding.....	21
5.6 Table 7 Poultry breeding for the production of eggs and meat.....	22
Explanation of the Selection Criteria	24
6 IMPLEMENTATON DEADLINE	24
7 The deadline for the implementation of projects of this measure is 90 days from the date of signing the contract with the ADA, except for sub-measure 302.5 Aquaculture / fish breeding - in which the deadline for the implementation of the project is 10 months (300 days) with the possibility of extension in accordance with the legislation in force. After 90 days, ie 300 days, the beneficiary has additional 15 days to prepare the documentation and submit a request for payment.	24

	ADA can extend the deadline for implementation for a maximum of 30 days, if there are solid reasons for this, such as a malfunction of a particular machine, etc.	24
8	Eligible costs rules	24
8.1	Eligible indicative costs for this measure:.....	24
8.2	Level of support	25
8.3	The list of indicative costs for sub-measures is the following	25
8.3.1	Production of honey	25
8.3.2	Processing of agricultural products on farms	26
8.3.3	Development of craft activities.....	26
8.3.4	Development and promotion of the rural tourism	27
8.3.5	Aquaculture / fish breeding	27
8.3.6	Poultry breeding for the production of eggs and meat	28
9	SUPPORT PROMOTION	28
10	INELIGIBLE COSTS	28
10.1	The following costs are ineligible:.....	29
11	APPLICATION PROCEDURE	29
11.1	Content of the application.....	29
12	SUBMISSION OF APPLICATIONS AND DEADLINE	30
	When?	30
13	SELECTION, CONTRACTING AND IMPLEMENTATION	30
13.1	Evaluation of the project proposal/business plan.....	30
13.2	Field controls	32
14	APPLICANTS RANKING	34
15	COMPLAINTS	34
16	PROCUREMENT PROCEDURE.....	34
	Note: If the beneficiary withdraws from the implementation of the project after signing the contract, he / she will lose the right to apply in the next year.	35
17	GRANT DISBURSEMENT.....	35
18	EX-POST MONITORING	36
19	IMPORTANT PROVISION THAT CAN BE REASON FOR APPLICATION REJECTION	36
20	Annexes	37
1.	1. Experience of the applicant	41
a)	a) natural person – written statement and FIN and	41
2.	2. In case of wine production:.....	42
a)	a) Certificate of the Cadastre Register	42
b)	b) Legal persons– Business registration certificate.....	42
20.1	Annex 2: Application Form	44
20.2	Annex 3: Project proposal – model	48
20.2.1	Table 2. Land	49

20.2.2	Table 3. Description of executed purchases through the project	49
	Production capacity resulting from investment (in physical units kg / tonne).....	51
	Specifications regarding the existing capacity should be given before and after the finalization of the investment. A description of the technological processing process used in the project should be carried out.....	51
	Present participation (in%) of raw materials produced at the applicant's farm in the processing process.....	51
	5. Market of supply / sale.....	51
20.2.3.....		51
20.2.4	Table 7. Potential clients of the applicant	51
20.3	Annex 4: Model for the preparation of the project proposal for the sub-measure 302.5	
	Development of rural tourism	52
1.1	Name of the beneficiary (with specific identification data)	52
20.3.1	Table 4. Employed members of the household (if households employs non-family members).....	54
20.3.2	Name, quantity, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / equipment to be purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be placed	54
20.3.3	Table 5. Description of executed purchases through the project.....	55
20.3.4	Note! It is not permissible to indicate the names of the manufacturers, trademarks, name of the tenderer, etc.	55
20.3.5	Schedule of the investment expressed in values, months and activities.	55
	Table 6. Example/distribution	55
20.3.6	In the case of agro-tourism, the preparation of food products from the farm should be shown.....	57
	Table 8. Type and capacity of the facility	57
20.4	Annex 5: Business plan model	59
20.4.1	Table 2. Land	60
20.4.2	Table 3. Harmonizing program objectives with project objectives.....	61
20.4.3	Table 4. Technical and financial data.....	61
3.	Workforce and project management data	63
4.	Description of completed purchases through the project	63
20.4.4	Table 5. Description of purchases / investments made through the project.....	64
20.4.5	1.1.4 Note! It is not permissible to indicate the names of the manufacturers, trademarks, name of the tenderer, etc.	64
20.4.6	Table 7. Time planning for the construction of new facilities	64
8.	Production capacities	65
20.4.7	Market supply/sale.....	65
	Table 8. Potential suppliers of the applicant	65
9.	Competition and market strategy.....	66
10.	Financial details of the investment.....	66
20.4.8	Table 11. Cash flow (Please use the excel table presented on the ADA website).....	67
20.4.9	Note: Projections within the project should be based on the financial situation of the previous year.	67
20.4.10	In addition, relationship between sales, forecasting, production capacities and pre/contract sales shall be considered. 67	
21	PROCUREMENT PROCEDURES	67
21.1.1	Definition of conflict of interest.....	68
3.	Purchase procedures:.....	68
3.2	Selection based on at least 3 bids ranging from EUR 10 000.01 to EUR 60 000.00.	69
21.1.2	Annex 1 of the Contract	70
	For: Name of the enterprise.....	70
21.1.3	Annex 3 of the Contract	72
21.1.4	Annex 6 Contract.....	77
21.1.5	Annex 7: List of traditional craft activities eligible for support under Measure 302	78
	Sub/measure 302.3 - Development of handicraft activities (processing of textiles, leather, wool, woodworking and other	

craft activities).....	78
Production of textiles;	78
Production of rugs and carpets.....	78
Weaving.....	78
21.1.6 Annex 8: List of eligible investments/costs	79
- Cassette honey extractors;.....	80
- - construction of concrete floor and cement embankments	94
- - concrete works, landscaping, access road/road connection.....	94
- - installations of the necessary prefabricated elements	94
- - channel systems	94
21.1.1 Annex no. 8 List of settlements (cadastral zones) in mountain areas ("type A").....	98
21.1.2 Annex 10: List B - List of settlements in mountain areas ("Type B").....	73
21.1.3 Annex 11: Request For Payment for Measure302	75
Request For Payment	75
(Beneficiary name and surname, and signature) (Official name, surname and signature)	76
21.1.4 Annex 12: Evaluation report.....	80
- Evaluation report shall be sent to all applicants.....	80
21.1.5 Annex 13: Complaint form	80
Reasons for complaint:	80
21.1.6 Annex 14: Indicators form.....	81
21.1.7 Annex 15: List of addresses of regional agricultural offices	83
21.2 Annex 16: promotion.....	84
21.2.1 Annex 17: A list of cultural heritage for temporary protection	84
21.2.2 It can be found on the website of the Ministry of Culture, Youth and Sport www.mkr-ks.org	84
21.2.3 Annex 18: Code Of Ethics For Advisory Company	84
21.2.4 Annex 19: Advisory services.....	85
http://www.mbpzhr-ks.net/ http://keshillabujquesore.com/sq/	85

1. OBJECTIVES, PRIORITIES AND FINANCIAL MEANS FOR MEASURE 302

1.1 Introduction

The Applicant's Manual aims to assist applicants in the preparation of applications, to clarify eligibility conditions, general criteria, specific criteria, other eligibility criteria, scoring system, eligible investments, necessary documentation for the application, project evaluation, informing the applicants of the results of the assessment, procurement procedures, penalties in case of irregularities or fraud attempts and other important issues.

The purpose of the Applicants Manual is to explain in detail the presented provisions, rather than repeating them. Therefore, the Manual does not replace the measure, but should be interpreted (together with the annexes), in order to avoid errors during the filing of the application.

The Manual refers to Measure 302 - „ DIVERSIFICATION OF FARMS AND BUSINESS DEVELOPMENT “, as part of Rural Development Program 2019.

This measure includes 4. Sub-measures:

1. 302.1. - Production of honey
2. 302.2. - Processing of farm products on farms ¹
3. 302.3. - Development of craft activities ²
4. 302.4. - Development of rural tourism
5. 302.5. - Aquaculture / fish breeding
6. 302.6. - Poultry breeding for the production of eggs and meat

Each sub-measure has different financial divisions, specific eligibility criteria and selection criteria.

The measure was prepared by the Administrative Body on the basis of independent sectorial studies, consultations with stakeholders and the support of international experts.

¹Vegetables, fruits, spices, milk, grape must, wine, grape brandy and other fruits, vinegar production, dough processing;

² Processing of textiles, leather and wool; metalworking; wood processing; handicrafts, such as preparing traditional costumes; knitting traditional clothes; production of knitted and woven fabric; binding / knitting of rugs and carpets; preparation of various imitation jewelry and other craft activities;

OBJECTIVES OF THE MEASURE 302

1.2 General and specific objectives

General objective

- Creation of new jobs and their maintenance through diversification;
- Development of business activities in rural areas in order to prevent the migration of the population in urban areas; and
- Sustainable development of rural areas.

Specific objectives

- Increase in the income of the population in rural areas;
- Development of small enterprises, based on local resources;
- Preservation and development of traditional craft activities;
- Development and promotion of rural tourism.

Measure 302 "DIVERSIFICATION OF FARMS AND BUSINESS DEVELOPMENT" aims to provide support to specific sub-sectors, in particular: beekeeping, fruit processing, vegetables, milk, traditional craft activities and the development and promotion of rural tourism activities and aquaculture / fish breeding and breeding of poultry for the production of eggs and meat.

2. Financial means

Table 1 indicative budget allocation between the sub-measures is the following

Sub-measure	Vlera në €	% e buxhetit
302.1. - Production of honey	800,000	29,62
302.2. - Processing of agricultural products on farms	300,000	11,11
302.3. - Development of craft activities	300,000	11,11
302.4. - Development of rural tourism	700,000	25,92
302.5.- Aquaculture / Fish breeding	300,000	11,11
302.6.- Poultry breeding for the production of eggs and meat	300,000	11,11
Total	2,700,000	100,00

1.3 Key definitions

- Public Support Amount - means participation (expressed in percentages) of public funds in eligible costs
- Applicants - means enterprises meeting the eligibility criteria set out in this document and submitting an application for benefiting from rural development funds;
Submission of the application - submission of documents requested by the Agricultural Development Agency;
Beneficiary - a natural or legal person declared as the beneficiary after assessing the application and signing a contract with the Agricultural Development Agency;
- Call for Applications - Public Notice on Call for Applications;
Contract - means a contract signed between the selected beneficiary and the ADA, according to the previously prepared model.
Eligible costs or investments - costs or investments supported by public funds.
- Ex-Post monitoring period - a period of 5 years after the completion of the investment, during which the beneficiary must maintain the purpose of the investments and all the conditions under which it is selected for financing;
Grant - non-refundable financial assistance provided by the Paying Agency for eligible costs;
- Administrative body - a public authority within the MAFRD organized as a Department with key responsibilities for developing and monitoring the Program;
- Measure - the technical document representing the basic unit of the Program, while its main parts are the eligibility criteria and the criteria for selecting candidates. This measure has its own budget that aims to achieve a certain impact. The measure is implemented through a call for applications and a project assessment process.
- Agricultural Development Agency - means the competent authority for the implementation of the RDP (<http://www.azhb-ks.net/>) with the main responsibilities related to the assessment and contracting of projects and payment of costs in accordance with the procedures envisaged;
Agriculture and Rural Development Program 2018 - is a complex technical document defining rural development measures, logic of intervention and expected impact of grants;
- Project - planned investment submitted by the applicant;
Project implementation period - the time between signing the contract between both parties (ADA and beneficiary) until the last payment by the ADA;
- Selection - determining the number of points for eligible applicants, listing them according to their points and their "selection for funding" by a statement and allocation of funds starting with beneficiaries on the top of the list.
- Micro enterprise - enterprise that employs up to 9 employees.

- Small Enterprise - enterprise that employs 10 to 49 employees.
 FIN: The FIN must be in the name of the applicant. If the applicant is a legal person, the FIN must be on behalf of the legal entity.
 Rural area: for the purposes of this program, rural areas are all settlements with less than 30,000 inhabitants.
 Mountain areas: the rural areas listed in Annexes no. 9 and 10.
 "Providing jobs in rural areas" - implies that after the implementation, new jobs will be created.

Family business - for the purposes of the program, the term household business means: all members using the same agricultural assets (land, mechanization, depot, animals, stables and supporting facilities). Households should have only one FIN. If more than one FIN is found in the household, the application shall be rejected

The structure of the "rural area"

- a) Constructive building material dominant for walls: wood, stone and clay/mud brick, baked or not.
 Dominant - it covers more than half of the walls.
 Facades lined with mortar or mud, on the dominant surface, are eligible only if the existing facility (see picture) was plastered.
 It is allowed to plaster the interior walls of the room, and if it is not plastered should be made of wood, stone or brick.
- b) Facilities made of other materials (blocks, concrete, iron or other metals) are eligible only if they are in a dominant position, with eligible materials from point a.
- c) The roof must be covered with clay tiles, stone slabs, bricks or straw.
- d) Roofs covered with other materials are eligible only if they are dominated by camouflage, with eligible materials from item c.
- e) Doors and windows should be of wood.
- f) Doors and windows of other materials are eligible only if they are camouflaged to the dominant extent, with eligible materials from point e.
- g) If the facility has internal or external stairs, the stairs must be made of wood, while the other structure can be made of wood or metal.
- h) The floor will not be taken into account during the assessment, as it can be covered with carpet, rug, jan (hand-woven carpet) or other traditional flooring.

FINAL BENEFICIARIES

The final beneficiaries of this measure are farmers, as defined in Law no. 04/L-090

on Amending and Supplementing the Law no. 03/L-098 on agriculture and rural development as well as other agricultural enterprises registered in the Farm Register. Law no. 04/L-220 on foreign investments, (Official Gazette No. 1/09 January 2014).

The micro-enterprise must have a maximum of nine (9) employees;
Small enterprise must have a staff of ten (10) to forty nine (49) employees;
LAG - beneficiaries (accredited by the Ministry)

Intensity and amount of financial assistance, as well as eligible applicants

1.4 Public support amount

Public support is 65% of eligible investment costs.

An additional 5% support is provided for investments in mountainous areas.

Note: VAT is an eligible cost only for natural persons and companies that do not register VAT. For VAT reporting enterprises, this cost is considered ineligible.

On the following Internet address, enterprise reports can be downloaded, where it can be verified whether the enterprise reports VAT or not:
<http://apps.atk-ks.org/BizPasiveApp/VatRegist/SearchVat>

1.5 Common eligibility criteria for measure

This measure aims to support small farms that must meet the following requirements:

- Registration in the Farm Register;
- All the property to which the investment refers (land, animals, orchards, etc.) must be registered in the farm register.
- If the applicant is a natural person, he must be more than 18 years old but less than 65 years old;
- The applicants must submit an application with all documents listed on the list of requested documents as shown in the Applicant's Manual;
- The investment should be implemented in rural or mountain areas (as defined by MAFRD);
A natural person must have completed at least (8th or 9th grade) mandatory primary education (in the case of a legal entity this is valid for the owner / authorized person);
- A title sheet and a copy of the plan is compulsory for all applicants (for the place of investment);
- Applicants must have settled tax liabilities, such as natural persons, property tax, while enterprises corporate income tax and other applicable taxes;
- The applicants should not have financial obligations towards MAFRD;
- All beneficiaries of rural development projects are obliged to maintain

investments in accordance with the approved project within five years of project implementation, as long as the monitoring period is in progress. If the beneficiary fails to maintain the investment, the beneficiary is obliged to return the financed amount of public support;

- For investment projects where eligible investments are less than or equal to € 20,000, applicants must submit a project proposal according to the ADA model. The project proposal for the sub-measure rural tourism is special;
- For investment projects where eligible investments exceeds € 20,000, the applicants must submit a business plan according to the ADA model. For sub-measure of rural tourism the business plan should be separated;
- The draft project proposal and business plan will be published on the website of the Agricultural Development Agency (ADA) and MAFRD and will be available to all applicants;
- All beneficiaries who stated in their business plan that they will create new jobs and based on that statement get points during the evaluation, should create them and prove its creation by paying the pension contribution as well as the income tax at least for the last month before the request for last payment. The beneficiaries are obliged to hire full-time workers in these jobs for 3 years, the duration of the monitoring period.
- Projects financed by the Rural Development Program 2018 must not be financed by the EU Office in Kosovo and other public local or international donors. If the beneficiary receives support for the same project from another donor, he / she shall not be granted the support or if he/she has received, he/she is obliged to return the funds received, and will be fined in accordance with law;;
- The beneficiary who submitted the application to the MAFRD / ADA and other public institutions or the EU Office in Kosovo, and if his project has been selected for funding by any institution, it should immediately notify the MAFRD / ADA or other relevant institutions;
- A new project cannot be awards to the beneficiary if the previous projects have not been completed in accordance with the contract signed with ADA.
- The applicant can apply only with one project during the year.
- Maximum public support for the period of implementation of the agriculture and rural development program 2014-2020 for Measure 302 is 150,000 euros per beneficiary.
- If the land or any other property that is the subject of an investment is in joint ownership, the applicant must submit the consent of the co-owner. The consent is approved by the co-owner with a signed statement attached to his copy of the ID card.
- Lease agreement is not required only in cases where the landowner and the applicant are married or related (parents, grandparents, grandchildren), which is proved through a marriage certificate, birth certificate and / or death certificate. Likewise, the applicant must complete the Declaration under oath, which proves that the land with which he is applying is his or her inheritance.

In the case of construction/extension/renovation projects, when submitting the

application, the following documents should be submitted:

- Copy of a sketch;
- Cost estimate for materials and works;
- The title sheet and a copy of the plan, mandatory for all applicants;
- If the land is leased - a lease contract is certified by a notary public for a period of at least 10 years for a parcel or facility where the construction / extension / renovation will be carried out, while for projects that do not provide for the construction / extension / renovation of foreign property, a lease contract valid for 5 years (counting from the year of registration) is sufficient).

In the case of construction/extension projects prior to ADA payment request, potential beneficiaries must submit:

- A construction permit issued by the municipality, in the case of construction/expansion over 10m²;
- Environmental Impact Assessment, if provided by law;
- In the case of the construction / extension of national parks, the MESP approval is also needed.

For sub-measure 302.4, prior to the signing of the contract with the Agricultural Development Agency, potential beneficiaries who plan to invest in facilities on the cultural heritage list must obtain the approval of the Ministry of Culture / Department of Cultural Heritage.

For sub-measure 302.5 Aquaculture / fish breeding, aquaculture / fish breeding license must be submitted before the payment request.

The applicants must also fulfill the following eligibility requirements:

- The applicants will be farmers in accordance with the Law (No. 04 / L-090) amending and supplementing the Law no. 03 / L-098 on Agriculture and Rural Development and other agricultural enterprises registered in the Farm Register;
- Applicants are obliged to update the data in the Farm Register with full registration of all production capacities;
- All beneficiaries, regardless of the value of their project, if they stated in the business plan / project proposal that they will recruit employees will have to register the enterprise at the moment of employment of the workers.
Final beneficiaries before the final payment request are required to report any change in their production capacity as a result of an investment in the Farm Register;
- It is important that the data/information provided in the Farm Register be

linked to the given data / information in the project proposal. Any disagreements may lead to delays in the assessment due to a request for clarification or exclusion of the application.

- Note: If the applicant is a woman, she must be registered in the Farm Register not any other family member.
- Note: It is important to pay taxes during project implementation as well as during the monitoring period (3 years after project implementation). Beneficiaries who are confirmed to have unpaid taxes during the said deadline will be obliged to return the financial amount of public support and will also be penalized under the law.
- Applicant must submit a project proposal/business plan or project proposal for sub-measure 302.4 according to the model envisaged - see annexes 3, 4 and 5.
- The indicator form should be completed - see Annex 14.

Note:

All beneficiaries who stated in their business plans that they will create new jobs and who have based on that statement received points during the evaluation should create jobs and prove the same by paying the pension contribution and personal income tax starting at least the last month before the last payment request. Beneficiaries are required to maintain these full-time positions for 3 years, the duration of the monitoring period.

SPECIFIC ELIGIBILITY CRITERIA

1.6 Production of honey

Applicants:

- have at least 50 bee societies (beehives);

1.7 Processing of agricultural products in the family business (on the farm)

- In the case of wine and brandy production, applicants must have less than 3 hectares of vineyards / orchards; surface area for which direct payments are made shall be checked.
- In the case of milk processing, the processing capacity of the applicant must not exceed 500 liters per day;

1.8 Development of craft activities

- No specific criteria.

1.9 Development of rural tourism

Applicants should:

- prove that the facility to be renovated / expanded is adapted to the structure of

the "rural area".

- provide a picture of the existence of that facility with the appearance of the structure of the rural area (at the time of filing the application);
- Beneficiaries who plan to invest in facilities included on the cultural heritage list, before signing a contract with the Agricultural Development Agency, should obtain the consent of the Ministry of Culture / Department of Cultural Heritage;
- applicants should submit a preliminary design prepared by the architect at the time of submission of the application, adapted to the appearance of the facility as shown in the picture;
- In the case of projects with stay over, at the end of the investment, the facility should have at least 5 and a maximum of 25 beds;
- The number of places in catering facilities should not exceed 50 seats. In the case of investment in the construction of pedestrian and bicycle paths in the surroundings of rural tourism facilities and when these pathways pass through private property, when submitting a request, the consent of the owner of the property certified by the notary should be also submitted.

1.10 Aquaculture / fish breeding

- Only those who sold more than 30 tons of fresh fish in the previous year can apply for construction / renovation / expansion / incubators for fish breeding. (this is evidenced by direct payments based on the quantity of fish sold in the previous year or TAK evidence for the sold quantity of fish)
- For sub-measure 302.5 aquaculture / fish breeding, before applying for payment, a license for aquaculture activities / fish breeding by the MESP should be submitted.

1.11 Poultry breeding for the production of eggs and meat

- At the time of submitting the application, applicants should prove that they have at least 5m² of land per chicken or goose or 15 m² of land per turkey or duck
- Upon completion of the investment, applicants should have the least:
 - 300 hens, but no more than 3000 or
 - 300 geese, but no more than 3000 or
 - 100 ducks, but no more than 1000 or
 - 100 turkeys, but no more than 1000 or
- In the case of combined breeding, one duck or turkey has the same value as 3 hens or 3 geese and should reach the equivalent number of the indicated values.

SELECTION CRITERIA

1.12 Table 2 Production of honey

No.	Criteria type	Criteria / Category	Score	
1.	Farm size at the time of filing *	Number of beehives	50 - 100	50
			101 - 300	45
			> 300	40
2.	Registration of business	The applicant is registered in the Business Register (with the code 01.49 Breeding of other animals)	5	
3.	Employment	Creating a new FTJ ³	5	
4.	Address/residence of the applicant **	Mountain area	10	
		Rural area	5	
5.	First support	The applicant or his farm were not beneficiaries of MAFRD grants in the last three years	10	
6.	Gender	Applicant is a woman	2	
7.	Age	The applicant is 40 years old or younger	5	
8.	Education	University degree in the field of agriculture, veterinary / food technology	5	
9.	Organic farming	Certificate for organic production	8	
TOTAL			100	

* Individual evidence certified by the Municipal Directorate of Agriculture - Municipality, on the number of bee societies and the location of the beehives; Law no. 02 / L-111 - on beekeeping; (02/L-111)

**Address of the applicant means the address of the farm or the applicant. In cases where the applicant claims that his residence is at an altitude of over 700 m above sea level but is not on the list of mountain areas, he should state in the business plan / proposal-project the fact that his place of residence is, according to his own measurements, above that height. When evaluating the project, this application is accepted by the evaluation officer, but this fact should be confirmed during the first field inspection by ADA officers.

1.13 Table 3 Processing of agricultural products on the farm

³ (FJC = full-time job= 220 working days per year)

No.	Criteria type	Criteria / Category	Score
1	Origin of the raw material (described in the project proposal or in the business plan)	More than 50% of the raw material for processing the applicant products at his farm.	50
		The applicant acquires more than 50% of the processing raw material from other local producers	45
2	The applicant's experience in processing activities (for individuals with the FIN number, is described in the project proposal or business plan, for enterprises, this needs to be proven with a business certificate)	At least one year of experience in the activities for which he applies	20
		There is no experience in the activities for which he applies	15
3	Employment	Creation of new jobs (FTJ)	8
4	Investment location	Investment in the mountainous area	10
		Investment in the rural area	5
5	Gender	Applicant is a woman	2
6	Age	The applicant is 40 years old or younger	10
TOTAL			100

1.14 Table 3 Development of craft activities

No.	Criteria type	Criteria / Category	Score
1	Applicant's gender	The investment is managed by a feminine person	55
		The investment is managed by a male person	45

2	The Applicant's experience in craft activities for individuals (with the FIN) is described in the project proposal or business plan; enterprises should prove this with business certificate)	Has at least one year experience in one of the craft activities for which he applies	15
		There is no experience in any of the craft activities for which he applies	10
3	Age	The applicant is 40 years old or younger	10
4	Investment location	Investment in the mountainous area	10
		Investment in the rural area	5
5	Employment	Creation of new jobs (FTJ)	10
TOTAL			100

1.15 Table 4 Development of rural tourism

No.	Criteria type	Criteria / Category	Score

1.	The applicants experience in rural tourism (for individuals (with FINs) is described in the project proposal or business plan; enterprises prove this with the business certificate	Has at least one year experience in providing tourist services	35
		There is no experience in providing tourist services	25
2.	Investment location	Investment in the mountainous area	10
		Investment in the rural area	5
3.	Investment type: In the case of investments referred to in points a) and point b), points are calculated from an investment with a larger proportion of assets (maximum 20 points)	Investment in accommodation facilities (at least 5 new beds)	15
		Investment in the provision of gastronomic services	10
		Investment in pedestrian and/or bicycle paths	5
4.	Age	The applicant is 40 years old or younger	5
5.	Gender	The investment is managed by a feminine person	2
6.	Employment	Creation of new jobs (FTJ)	10
7	First support	The applicant or his farm were not beneficiaries of MAFRD grants in the last three years	10
8	Cultural heritage	The facility/ building to be renovated is on the list of cultural heritage	8
9	Education	High school/hotel/tourism faculty degree	3
10	LAG support	The project was proposed by the LAG with the adopted strategy	2
TOTAL			100

1.16 Table 5 Aquaculture / fish breeding

No.	Criteria type	Criteria / Category	Score
1.	Production capacity of investments (in the business plan)	≥ 3 t/years - < 10 t/years	45
		≥ 10 t/ years - < 30 t/ years	40
		≥ 30 t/ years	35

2	Experience of Applicant in aquaculture	The applicant has a MAFRD license for more than 3 years	20
		The applicant has a MAFRD license for more than 2 years	15
		The applicant is a beginner/no license	10
3	Employment	The applicant will create at least one new job	10
4	Investment location	Mountain area	5
5	First support	The applicant or household was not a beneficiary of MAFRD grants in the last three years	10
6	Age	The applicant is 40 years old or younger	5
7	Gender	The applicant is a feminine person	5
TOTAL			100

Note:

1. For sub-measure 302.5 Aquaculture / fish breeding - The deadline for the implementation of the project is 10 months (300 days), with the possibility of continuation in accordance with the applicable legislation.
2. For sub-measure 302.5 Aquaculture / fish breeding, before request for payment, a license for performing aquaculture / fish breeding activities should be submitted.

1.17 Table 6 Poultry breeding for the production of eggs and meat

No.	Criteria type	Criteria / Category	Score
1	Experience of the applicant before applying	The applicant has at least 30 hens or their equivalent in the certificate of farmers in the year prior to the submission of the application	20

2.	Contractual relationships	The applicant has a contract for the sale of at least 70% of the value of his production (the value stated in the business plan)	20
4	Employment	Creation of new jobs (FTJ) ⁴	10
5	Address of the applicant / residence of the applicant	Mountain area	20
		Rural area	10
6	First support	The applicant or his farm was not a beneficiary of MAFRD grants in the last three years	20
7	Gender	The applicant is a feminine person	5
8	Age	The applicant is 40 years old or younger	5
TOTAL			100

NOTE FOR ALL SUB MEASURES: IN CASES WHERE THE APPLICANTS HAVE THE SAME NUMBER OF POINTS, THE PRIORITY HAVE PROJECTS THAT WERE SUBMITTED EARLIER.

⁴ (FJC = full-time job= 220 working days per year)

Explanation of the Selection Criteria

The criterion of "age" in cases where the applicant is a legal person, for scoring young farmers will also take into account the age of the owner of the enterprise, while in case where legal entity has more owners, then the average age of all co-owners shall be taken into account.

Criteria: "Investment Location", points for this selection criterion are for those applicants who invest in the mountain areas that are presented in Annex no. 9 and 10. In cases where the applicant claims that his settlement is at an altitude of over 700 m above sea level but is not on the list of mountainous areas, he should state in the business plan / project proposal the fact that his settlement is, according to his own measurements, above this height. When evaluating the project, this fact is accepted by an evaluation officer; however this fact should be confirmed during the first field inspection by ADA officers.

IMPLEMENTATION DEADLINE

The deadline for the implementation of projects of this measure is 90 days from the date of signing the contract with the ADA, except for sub-measure 302.5 Aquaculture / fish breeding - in which the deadline for the implementation of the project is 10 months (300 days) with the possibility of extension in accordance with the legislation in force. After 90 days, i.e. 300 days, the beneficiary has additional 15 days to prepare the documentation and submit a request for payment.

ADA can extend the deadline for implementation for a maximum of 30 days, if there are solid reasons for this, such as a malfunction of a particular machine, etc.

Eligible costs rules

1.18 Eligible indicative costs for this measure:

Grant funds can only be obtained after the realization of the investment by the beneficiary and the payment of the accounts in accordance with his application and the contract he signed with the Agricultural Development Agency (see Annex 6).

Costs are eligible only if they have been incurred after the signing of a contract between the beneficiary and the Agricultural Development Agency, the administrative costs for preparing the project that may arise prior to the signing of the contract are only eligible for the selected beneficiaries.

All goods purchased should be part of the eligible costs list (see Annex 8)

Eligible costs must be limited to:

- Construction / renovation / extension of immovable property (but not for the purchase of property);
- Procurement of machines, equipment at market value;
- The maximum eligible costs for promotion cannot be more than 10% of the total

value of eligible investments. Investments for the promotion of manufactured and processed products are: promotional materials, payments for participation in local/national fairs, etc.;

- Costs for developing a business plan or project proposal cannot exceed 3% of eligible costs;

In the case of investments that envisage the construction / renovation / expansion of facilities, the costs for architects and engineers are eligible only up to 7% of the eligible costs.

1.19 Level of support

Maximum value of eligible costs for the sub-measure project:

302.1- Production of honey, 20.000 Euros.;

302.2 - Processing of agricultural products on farms, 20,000 Euros;

302.3 - Development of craft activities, 30.000 Euros;

302.4 - Development and promotion of rural tourism, 50.000 Euros;

302.5 - Aquaculture / fish breeding, 50,000 Euros;

302.6 - Poultry breeding for the production of eggs and meat, 20,000 Euros;

The minimum value of the project is 5,000 Euros for all sub-measures

- Public support is 65% of eligible investment costs.
- Additional support of 5% is given for investments in mountainous areas.

1.20 The list of indicative costs for sub-measures is the following

Production of honey

- Buying empty beehives;
- Purchase of machines and equipment for production and processing of honey; Specialized trailers for transport of beehives, only for candidates with over 100 beehives;
- Investment in equipment for the extraction of bee products;
- Investment in equipment for breeding queen bees;
- Construction/renovation/expansion of warehouse space for a maximum value of 5,000 €.
- Purchase of laboratory equipment for analysis of bee products;
- Purchase of technological lines for filling and packaging of honey;
- Purchase of renewable energy equipment.

Processing of agricultural products on farms

Construction / renovation / expansion of facilities for production, storage and processing of products;

- Construction/renovation/expansion the facilities with a traditional look for use for local sales outlets (describe them in the project proposal);
- Investment in machinery and equipment for milk processing (including mobile units for the production of traditional cheese), processing of fruit and vegetables, cleaning, sorting, drying, collection, pasteurization, storage, cool storage facilities, baking oven, various dough mixers , brandy production equipment, brandy and wine bottling equipment, etc.;
- Investments in the purchase of equipment for measuring, packaging and labeling;
- Investments in the purchase of renewable energy equipment;
- Investments in specific equipment, with the aim of improving the safety and quality of food.

Development of craft activities

- Construction / renovation / expansion of facilities for developing craft activities as well as for storage of products;
- Construction/ renovation/ expansion of the facilities with a traditional look for use as local sales outlets (describe them in the project proposal);
- Investments in the purchase of machinery and equipment for knitting and weaving;
- Investments in the procurement of machines and equipment for making rugs and carpets;
- Investments in the purchase of machinery and equipment for processing of the leather;
- Investments in the purchase of machines and equipment for metalworking;
- Investments in procurement of machines and equipment for wood processing;
- Investments in the procurement of machines and equipment necessary for the development of other craft activities;

Development and promotion of the rural tourism

- Renovation / expansion of traditional facilities to be used for accommodation and catering services (with not less than 5 and no more than 20 beds);

Renovation / expansion of traditional-looking buildings (e.g. mill, towers, traditional houses, etc.) for use for the purpose of local sales outlets, providing traditional gastronomic services, tourist information about the area, etc;

- Investments in the construction of pedestrian and biking paths around rural tourist facilities;
- Purchase of furniture necessary for arranging rooms, bathrooms, kitchens, dining rooms (beds, benches, tables, chairs, etc.);
- Purchase of renewable energy equipment;
- Purchasing equipment that offers entertainment activities for children (slide, swings, table for Ping-Pong etc.);
- Investments in website development.

Aquaculture / fish breeding

Equipment for aquaculture farms for freshwater fish

- Construction / extension / renovation of fish pond;
- Construction/extension/renovation of the incubator for the reproduction of fish;
- Equipment for technical installations (water supply, ventilation systems, heating / cooling systems, aggregates and electricity supply and installations, drainage, sewage network / sewerage, wastewater treatment, water purification) and controlled conditions (micro-control of water quality, humidity etc. .), including energy saving practices and the use of renewable energy sources;
- Equipment for hygienic and sanitary requirements (including storage of hygienic and sanitary products and workers' space), cleaning and disinfection equipment, as well as space for storage of medicines);
- Water purification equipment, water oxidation, oxygen level monitoring equipment (oxygen injectors), temperature, pH, pumps for main ducts, side channel pump;
- Equipment for incubators for breeding / reproduction of fish (including tubes or tanks of larvae and reproductive material);
- Equipment for classification of fish and transport pumps within the farm;
- Fish feeding equipment;
- Storage facilities;
- Equipment for transporting live fish (reservoir, oxygen bottles and transport equipment);
- Water disinfection devices, filtering, water purification, water pumps, proteins or fractionation of foam (including valves, tubes and equipment, etc.);

- Fresh fish storage equipment, ice making equipment, refrigeration tanks (containers, pallets, trailers, refrigerated trailers) including auxiliary equipment for storing food, additives, loading and unloading, forklift, pallets, conveyor belt systems, measuring devices
- Equipment for killing and cleaning the fish, packaging and labeling (including handling, disposal, storage and treatment of waste);
Equipment for monitoring, control and investigation of quality of breeding, storage and distribution, computer equipment and software including sensors (only related to eligible equipment)

Poultry breeding for the production of eggs and meat

- Construction of a stable ⁵ with internal infrastructure (electricity, water, nests, rods, etc.)
- Storage space, incubator installation, etc.
- Pasture fence
- Drinking water
- Poultry feed bowls
- Small compatible incubators with production capacity

SUPPORT PROMOTION

All beneficiaries must comply with the promotion rules set by the funding institutions. All beneficiaries of the grants from the Agriculture and Rural Development Program, before the final payment request, at the place of implementation of the investment, need to set up the plate listed in Annex no. 16. This plate should be placed in a prominent position, size: 100 cm x 50 cm, made of solid plastic, printed with a weather resistant paint to atmospheric influences.

INELIGIBLE COSTS

Ineligible costs are the obligation of the beneficiary and should not be included in the request for payment. The beneficiary must have his own financial resources to fully cover these costs! For ineligible costs, there is no need to comply with procurement procedures.

⁵ Maximum density in the stable: 6 hens/geese/m² or 2 turkeys/ducks/ m², without calculating the area occupied by the nest. For every 7 animals at least one nest in the stable.

1.21 The following costs are ineligible:

1. Costs incurred prior to the signing of the contract with ADA, other than administrative ones;
2. Taxes, including VAT, except for natural persons and enterprises that declare VAT. Customs and import duties or other deductions;
3. Purchase, lease of land and existing facilities;
4. Penalties, fines and court costs;
5. Operating costs (costs for implementation of activities);
6. Used equipment;
7. Equipment without serial number and technical data, other than handmade equipment;
8. Banking fees, warranty costs and similar fees;
Converting costs, deductions and losses of currency changes, as well as other net financial costs;
9. In kind contribution;
10. Purchase of rights for agricultural production, cattle, annual plants and their planting;
11. Maintenance, reimbursement or lease charges;
12. Public administration costs for managing and implementing assistance;
13. Insurance costs.

APPLICATION PROCEDURE

1.22 Content of the application

The application must contain all the documents listed in the list specified in Annex 1 and submitted within the prescribed deadline. The application files are delivered in two printed copies and all documents of printed copies are scanned and stored on a CD that is delivered together with printed copies. Applicants are advised to keep one copy of the file for personal use.

In the event of a lack of any required document, the ADA officer in the Regional Office will not receive the application. The applicant has the deadline to complete the documentation by the end of the call for applications. Applicants are advised to submit the application at least 5 days before the closing date for the application in order to have the opportunity to complete their documentation in case of a lack of a document. In cases where copies of documents are required, the original documents must be presented to the officials of the Agricultural Development Agency. The Applicant in the copy should indicate the following text: "*as in the original*", and sign it.

SUBMISSION OF APPLICATIONS AND DEADLINE

When?

The call for applications is announced by the Agricultural Development Agency on the website of the MAFRD: <http://ëëë.mbpzhr-ks.net/> and on the website of the Agricultural Development Agency <http://azhb-ks.net/>.

Applications together with all necessary documents as in Annex no. 1 must be delivered within the time limit specified in the advertisement.

In the event of a lack of a mandatory document, the ADA officer does not accept the same and instructs the applicant to complete the missing documents. The Applicant has a deadline to complete the documents until the end of the call for applications.

SELECTION, CONTRACTING AND IMPLEMENTATION

1.23 Evaluation of the project proposal/business plan

The business plan or project proposal is part of the eligibility check.

Note: False information will lead to the refusal of the application or return of any payment made for the beneficiary! Any attempt of fraud will be reported and treated as a fraud at the expense of public funds!

The application with the amount of eligible investments of over EUR 20,000 must contain one business plan - Annex 5.

For sub-measure 302.4 rural tourism developments - project proposal / business plan, is implemented in accordance with the model shown in Annex no. 4.

Applications in the value of eligible investments up to EUR 20,000 should include one Project proposal according to the presented model, see Annex no. 3.

The business plan / project proposal, as well as their model for the sub-measure 302.4, are part of the check and control.

The data/ information presented in these documents should be checked in all existing databases (Farm Register, Animal Identification Register, sLLIS, etc.), should be supported by supporting documents - see Annex no. 1 and should be subject to field control before the contract is signed, before the payment of funds and after the project is completed during the ex-post monitoring period.

Business plan/project proposal, Model for sub-measure 302.4 should fully respect the model prepared by the MAFRD. It is not a document that needs to be "fulfilled", but contains recommendations on how to prepare the project. All of its sections should be fully processed; therefore the exclusion of one section will lead to the rejection of the application. In addition, sections that are surplus will not be taken into account during the project evaluation.

The following controls are part of the evaluation of business plans / project proposals of all sub-measures:

14. All sections and sub-sections should be filled in detail, if a section is not applicable to the project proposal, then this should be explained;
15. At least 1 (one) specific objective of this measure should be met;
16. The project is in line with the potential of the zone;
17. Return on investment proves that additional profit (additional income - additional costs) covers investment costs (calculate only private co-financing) in less than 10 years;
18. A sufficient number of staff (employees) for operating the business/farm;
19. Proposed purchases/construction are in accordance with the applicant's needs (e.g. no more equipment than necessary, construction is not allowed if the applicant has enough space);
20. Proposed construction/renovations are in accordance with the applicants capacities;
21. Estimated purchasing / construction / renovation costs should be reasonable; The applicant should check that his estimated costs are in line with market prices.
22. The purchase / construction / renovation schedule should be realistic and give an investment opportunity. The schedule ends by the end of November at the latest;
23. Presented production capacities before and after the investment, as well as the service delivery capacities;
24. The foreseen increase in production capacity is fully proven on the basis of the proposed costs;
25. Equipment / technology described;
26. The technological process should be in accordance with the existing and envisaged funds;
27. Potential suppliers and potential buyers have been identified (proven by contracts and pre-contracts);
28. The market strategy is real;
29. All eligible and ineligible investments accurately reflect the amounts of public aid and private financing;
30. For the past 3 years, it should be presented whether the applicant had a profit or loss, legal entities should file a balance of income and balance sheet;
31. The balance of cash flow, at the end of each month, should be positive in the next 3 years after the completion of the investment;
32. The estimated costs include: additional labor costs (wages and salaries); additional energy consumed, payments for new suppliers, service providers, debt repayments, etc..;
33. All additional costs are the same while we calculate the return on investment;
34. The anticipated additional revenues are in line with production capacities;
35. The anticipated additional revenues are in line with the marketing strategy (e.g. it is impossible to supply large quantities of vegetables directly from the beneficiary to the green market);
36. Additional revenues in the calculation of the return on investment are in line with the additional production presented in the impact indicators;

37. The applicant did not create artificial conditions for gaining an advantage;
The Applicant did not create artificial conditions for obtaining an advantage that is contrary to the objectives of the measure.

Applicable controls for the project proposal are no: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16 and 24.

1.24 Field controls

At least 3 field controls are envisaged:

1. First control (before award),
2. Second control (after investment and before payment),
3. Ex-post control and super control
4. Re-control.

First control - It is realized after the assessment process and involves:

- Control of the declared property in the business plan,
- Control of cadastral parcels and a copy of the plan,
- Control of application score.

Any mismatch will be recorded in the control report and will affect the approval process.

Second control - (control after investing the advance payment), will be realized after the completion of the investment under the contract and the submission of the payment request and includes:

- Control of every investment position according to the foreseen investment fund, information letter and signed contract,
- Investment quality assessment,
- Assessment of the number of animals, poultry, etc. and
- Checking the implementation of minimum national standards.

Any inconsistency will be recorded in the report of the second control and will affect the process of payment approval.

Ex-post control (monitoring) - is the process of monitoring the project co-financed by the ADA/MAFRD and the beneficiary, in accordance with the undertaken obligations by signing the

contract for a period of 3 years and includes:

- Investment control,
- Checking the functionality of the project and maintaining the investment.

Any inconsistency will be registered in the ex-post control report and will be sent to the Legal Department for further processing.

Super control is a special control organized by the decision of high officials and is aimed at:

- Preventing fraud attempts,
- Verification of investments made in the field,
- Evaluation of the work of inspectors on the field.

Re-control is carried out in special cases according to the request of the appropriate departments (Project Approval Department and Payment Approval Department).

Note: When performing control, beneficiaries are obliged to allow free and direct access to the enterprise, equipment of the enterprise and any document required by the Agricultural Development Agency. In the event of non-compliance with this requirement, immediate repayment of public support should be made and the beneficiary should be sentenced!

APPLICANTS RANKING

All projects that have met the criteria, after evaluation, should be ranked on the list based on the points received and, possibly, the time of filing the application. The selection of beneficiaries is made starting with the applicant with the highest number of points and continues until the estimated budget is spent.

Procedure for obtaining support from public funds and notice of the applicants.

Upon evaluation, ADA is preparing an Assessment Report. Projects are classified in this report under categories: 1) eligible projects and rated by points; and 2) ineligible projects (which did not meet eligibility criteria). The preliminary report is signed by the Executive Director of ADA and is published on the ADA website and the MAFRD website.

COMPLAINTS

After administrative control and evaluation, ADA prepares the Preliminary Report. The report is published on the ADA website and the information is sent to the applicants via SMS and e-mail. Applicants who do not receive information via SMS and e-mail may request information from ADA regarding their applications:

The report includes:

- 1) Eligible projects and scores;
- 2) Eligible projects, for which the scoring is in process; and
- 3) Ineligible projects (who did not meet the eligibility criteria - rejected).

The preliminary report is signed by the Director of ADA and published on the ADA website and the MAFRD website.

Since the date of publication on the ADA/ MAFRD web site and the receipt of an informative letter, the Evaluation Report and the Refusal Decision, the applicant has a deadline of 15 days (calendar) to file a complaint with the Complaints Commission, Complaints Commission should decide upon complaint within 30 days.

PROCUREMENT PROCEDURE

All beneficiaries will sign a standard contract - see Annex no. 6. A business plan or project proposal together with all submitted documents become part of the contract. The contract shall remain in force from the moment of signing of both parties (ADA and beneficiary) until the end of the monitoring period, which is 5 years after the implementation of the project.

(If, in the period stipulated by the contract, the potential beneficiary was previously a beneficiary of a MAFRD project, checks should be carried out before the signing of a new contract with the ADA to check whether the previous project is functional. (The contract remains in force from the moment of signing by both parties (ADA and beneficiary) until the end of the monitoring period, which is 5 years after the implementation of the project).

The completion period of the project implies completion of the investment. The contract covers the monitoring period.

The applicant cannot be given a new project, if he was a beneficiary in the previous year and if the investment is not completed.

Note: If the beneficiary withdraws from the implementation of the project after signing the contract, he / she will lose the right to apply in the next year.

Beneficiaries who do not implement the project after signing the contract and do not submit the report to the ADA, lose the right to apply for the next three years.

GRANT DISBURSEMENT

Upon signing the contract, the beneficiary will ask for payment of the eligible costs, in accordance with the intensity of the public aid, fulfilling the form given by the Agricultural Development Agency. See Annex no. 11.

Family business - for the purposes of the program, the term household business implies: all members using the same agricultural assets (land, machinery, depot, animals, stables and supporting facilities). Households should have only one FIN. If more than one FIN is found in the household, the application shall be rejected.

The beneficiary encloses evidence of the completion of the procurement procedures in the request for payment - as required by procedures (included as an Annex to the standard contract) and proof of payment (together with accounts and proof of payment execution, e.g. a bank transfer verified / sealed by a bank for payments of over 500 euros, and for those below 500 euros, invoices and fiscal accounts).

Approval of payments will be made after a certain control of the submitted document and after second field control, carried out by the officials of the Agricultural Development Agency. The entire payment request file must be scanned on a CD and filed together with a payment request to the ADA.

Note: In the event that the beneficiaries are legal persons, the account on which the payment will be made by the Agricultural Development Agency must be on behalf of the legal entity, and not on behalf of the owner. Also, if the beneficiary is a woman, the bank account should belong to her, and not to her husband, and vice versa.

EX-POST MONITORING

All projects will be monitored 3 years after the implementation of the Project, and the control will be carried out by the Agricultural Development Agency. The investment objective should be maintained 3 years after the investment. Also, beneficiaries should continue to respect all eligibility criteria and selection criteria for which they received a grant. If there is a violation of these rules, then the grant will be refunded and the beneficiary will be penalized.

IMPORTANT PROVISION THAT CAN BE REASON FOR APPLICATION REJECTION

Applications can be rejected if they are not complete, if do not meet the eligibility criteria and because of the low score.

Note: Reasons for refusal should be presented and clarified in the information letter provided by the Agricultural Development Agency to the applicant.

1. Incomplete applications shall be rejected when checked by the officials of the Agricultural Development Agency after their submission. If it is later determined that the application is incomplete, it shall also be rejected.
2. Ineligible applications - declared ineligible during the verification process by officials of the agricultural Development Agency in Pristina. Projects may be declared ineligible during administrative control (e.g. non-compliance with records from the Farm Register or the Register for Animal Registration and Identification) during the assessment of documents (e.g. assessment of the draft proposal) or during field control (e.g. earlier performed investment). Ineligible projects are not the subject of the selection procedure

Note: The applicant will be notified immediately of incomplete applications. Ineligible and eligible applications, but with low score, are part of the Evaluation Report.

Annexes

- Annex 1: List of necessary documents;
- Annex 2: Application Form;
- Annex 3: Project Proposal - model;
- Annex 4: Model for the preparation of the project proposal for the sub-measure 302.5
Development of rural tourism;
- Annex 5: Business Plan Model;
- Annex 6: Contract Form and Procurement Procedures;
- Annex 7: A list of traditional handicrafts eligible for support in measure 302;
- Annex 8: List of eligible investments / eligible costs;
- Annex 9: List A - List of settlements in mountainous areas („Type A”);
- Annex 10: List B - List of settlements in mountainous areas ("type B”);
- Annex 11: Payment request for measure 302;
- Annex 12: Evaluation Report;
- Annex 13: Complaint Form;
- Annex 14: Indicators Form;
- Annex 15: List of regional office addresses and contact details;
- Annex 16: Logo - Promotion;
- Annex 17: A list of cultural heritage for temporary protection;
- Annex 18: Code of Ethics for Advisory Companies.
- Annex 19: List of consultants for advisory services

1.25 Annex 1: List of necessary documents;

Filled documents (files) must contain the documents listed in the list below and each page must have a written (handwritten) number. This number should appear on the list next to the document name. The application files are delivered in two printed copies and all documents of printed copies are scanned and stored on a CD that is delivered together with printed copies. Applicants are advised to keep one copy of the file for personal use.

In the absence of any mandatory document, the ADA officer does not accept the application, but registers the applicant and gives him a copy of this Annex rounding out the missing documents. The applicant has time until the end of the call for applications, to complete his application.

In cases where only a copy of the document is requested, the applicant manually writes in the copy "as in the original" and brings the original to the regional officer verifying the conformity of the copy and returning the original to the applicant.

Applicants are advised to submit the application at least 5 days before the closing date for applications in order to have the opportunity to complete their documentation in case of a lack of a document.

If application is being filed on the last day of the call for application and if is being observed that some of the mandatory document is missing, the applicant will not have the opportunity to complete his application.

ADA is not responsible for the content of the submitted documents. If the application is incomplete in the ADA office (as a result of any technical errors in the regional office), the ADA officer invites the applicant by the phone or informs him by email and gives 5 calendar days to submit the missing document.

Documents for which the applicant can submit additionally:

This rule does not apply to scoring documents.

Documents that may be required during the evaluation.

1. ID (copy)
2. Current account (Bank confirmation)
3. Birth certificate.
4. Declaration of blood relationship
5. Consent of the co-owner (signed statement, to which an ID card is attached) in the case of investments in multi-owner property.

No.	Document	Mandatory	Optional
1.	APPLICATION FORM According to the ADA model, filled in on a computer (hand writing is not allowed).	f. --- <input type="checkbox"/>	
2.	ID COPY The officer checks in the presence of the applicant whether the identity card has been issued by the Republic of Kosovo and is valid at the time of filing the application.	f. ---- <input type="checkbox"/>	
3.	BIRTH CERTIFICATE, copy	f. -- <input type="checkbox"/>	
4.	INDICATORS FORM filled in (in original) In the presence of the applicant, the official checks whether the indicator form is properly completed	f. <input type="checkbox"/>	
5	CURRENT ACCOUNT, a document issued and certified (in original) by a bank operating in Kosovo	f. <input type="checkbox"/>	
6.	In case of legal entities: FISCAL NUMBER CERTIFICATE - copy and BUSINESS REGISTRATION CERTIFICATE-copy	f. <input type="checkbox"/> <input type="checkbox"/>	
7.	a) DRAFT - PROPOSAL - In cases of projects with the value of up to € 20,000; b) BUSINESS PLAN - In cases of projects with the value of up to € 20,000; c) DRAFT PROJECT WITHIN THE MEASURE 302.4 (see Annex 4) As per ADA model	f. -- <input type="checkbox"/>	
8.	FARM IDENTIFICATION NUMBER (FIN) with an Annex	f. <input type="checkbox"/>	
9.	- Diploma or certificate of mandatory education (8 or 9 grade) (in the case of a legal entity, this applies to the owner / authorized person).	f. <input type="checkbox"/>	

10	STATEMENT BY OATH The right to use inherited land			f. <input type="checkbox"/>
11	Urban approval in case of construction/ extension of the facility above 10m2.		f. <input type="checkbox"/>	
12.	- A title sheet and a copy of the mandatory plan for all applicants;		F_ <input type="checkbox"/>	
13.	In the case of construction / extension / renovation projects, the applicant should submit: - Copy sketches; - Cost calculation for materials and work; - A title sheet and a copy of the mandatory plan for all applicants; - If the land is leased - a lease agreement for at least 10 years for the parcel or facility in which the construction / extension / renovation will be carried out, while for projects that do not foresee construction / extension / renovation foreseen on leased property, certified lease agreement for 5 years is sufficient;		F. <input type="checkbox"/>	
14.	For legal and natural persons: a) CONFIRMATION by the Tax Administration of Kosovo which proves that the Applicant has no unpaid or unregulated obligations under the TAK.		f. --- <input type="checkbox"/>	
15.	AUTHORIZATION - In case when applications are submitted through an authorized person, only a certificate certified by a notary shall be accepted. a) Authorization for application b) Authorization for project implementation		f. --- <input type="checkbox"/>	
16.	302.1 Production of honey	1. Certificate for organic production		f. ---
		2. Certificate of business registration Applicant is registered as producer / processor of honey		f. --- <input type="checkbox"/>
		Individual evidence confirmed by the Municipal Directorate of Agriculture - Municipality, number of bee societies and location of the beehives; (02 / I-111)	f. ---	

17.	302.2 : Processing agricultural product on the farm	1. 1. Experience of the applicant a) natural person - written statement and FIN and b) Legal person – business registration certificate		f. --- <input type="checkbox"/>
-----	---	--	--	---------------------------------------

		2. In case of wine production: a) Certificate of the Cadaster Register for vineyards; less than 3 hectares of vineyard; / orchard; the surface area for direct payments shall be checked.		f. --- <input type="checkbox"/>
		3. In case of the milk processing: b) A written statement - that the processing capacity will not exceed 500 liters of milk per day;		f. --- <input type="checkbox"/>
18.	302.3 Development craft activities	1. 1. Experience of the household a) Natural persons - FIN or written statement; b) Legal persons- Business registration certificate		f. --- <input type="checkbox"/>
19.	302.4 Development of rural tourism	Applicant's experience in the activities of providing rural tourism services, a) Natural persons - FIN or written statement; b) Legal persons- Business registration certificate	<input type="checkbox"/> <input type="checkbox"/>	f.- <input type="checkbox"/>
		1. Proof that the facility/ building will be renovated on the cultural heritage list	<input type="checkbox"/>	f.- <input type="checkbox"/>
		2. Conceptual design adapted to the appearance of the building, prepared by the architect. (copy of the architectural diploma)	f.- <input type="checkbox"/>	
		3. Pictures of existing objects;	f.- <input type="checkbox"/>	
		2. Consent of the owner certified by the notary public, or the official approval of the public authority in case of investment in the construction of pedestrian and bicycle paths around rural tourist facilities.	f.- <input type="checkbox"/>	
		5. Letter of recommendation by the LAGs selected with approved strategies.		f.- <input type="checkbox"/>

20.	302.5 Aquaculture / fish breeding	<p>Only those who sold over 30 tons of fresh fish in the previous year can apply for construction / renovation / expansion / incubators for fish reproduction. (this is evidenced by direct payments based on the quantity of fish sold in the previous year on subsidies or evidence by the TAK for the quantity of fish sold)</p> <p>Aquaculture / fish breeding license</p>	<p>f.-</p> <p><input type="checkbox"/></p> <p>f.-</p> <p><input type="checkbox"/></p>	
		<p>For sub-measure 302.5 Aquaculture / fish breeding, before submitting a payment request, a license for aquaculture / fish breeding activities must be submitted by the MAFRD</p>	<p>f.-</p> <p><input type="checkbox"/></p>	
21.	302.6 Poultry breeding for the production of eggs and meat	<p>- At the time of filing, applicants must prove that they have at least 5 m² of land / per chicken or goose or 15 m² of land / per turkey or duck</p>	<p>f.-</p> <p><input type="checkbox"/></p>	

1.26 Annex 2: Application Form

VI. Business registration number (BRN):	
VII. For legal persons, registration number	
APPLICATION FORM - 2019 FORMULARI PËR APLIKIM -2019 MASA 302 Nenmasa 302....	
I. Name of the applicant ((Name, father's name, surname or legal person)
	Personal number <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px; vertical-align: middle;"></table>
	ID number <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px; vertical-align: middle;"></table>
	Municipality:
	Residence:
	Address:
	Telephone:
	E-mail:
	Web site:
	Legal status: Natural person <input type="checkbox"/> Legal person <input type="checkbox"/>
II. Name of the project	_____ _____
<i>For official use only (filled by regional official):</i>	
Project unique registration number (URN) : _____	
III. Date:	(dd/mm/vvvv)
IV. Time:	(hour and minute, shall be filled only if the request for payment is complete)

V. Application is complete	YES	<input type="checkbox"/> NO
MEASURE 302 Sub measure 302		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

DD – MM– YY/...../..... /..... (Name, surname, signature) (Legal person stamp)
----------------------------------	---

XII. Calculation for measure 302

Public support amounts to 65% of eligible investment costs.

- Additional support of 5% is provided for investments in mountainous areas.

Eligible costs	Percentage of the support 65%	Additional support of 5% is given for investments in mountainous	Public support (the percentage of support from eligible investments is calculated)	Co-financing

 (Name, surname and signature of the applicant)

 (Name, surname and signature of the regional officer)

Date: _____

1.27 Annex 3: Project proposal - model



Ministry of Agriculture, Forestry and Rural Development

PROJECT PROPOSAL MODEL

The name of the advisory company - if the project proposal was prepared by an advisory company.

NOTE! *This document must be fully respected.* This document is not for filling, but represents a model for writing a project proposal. In case there is a section that does not relate to your project, you should specify it in the appropriate section.

1. General information

1.1 Name of the applicant (with his specific identification data)

1.2 Main assets owned by the beneficiary: land (with specification of type of property), facilities, equipment and machinery, animals etc.

Table 1. Assets of the Applicant

Asset	Date of purchase/ construction	Purchase value for natural persons or the latest balance sheet for Legal entities	Quantity (peace)
1. Facilities - total			
1.1 Details.....			
1.2 Details.....			
2. Equipment - total			
2.1 Details			
2. n Details			
3. ANIMALS			

3.1 details.....			
3. n details.....			
4. Other - details			
TOTAL			

Table 2. Land

No.	Region/municipality/village	Surface area (m ²) / type of use	Legal status
1			
n			

2. Project description

2.1 Name of the investment

2.2 Project location (region, municipality and village)

2.3 Objective, with description, explanation of needs and investment possibilities

3. Workforce and project management data

2.1 Legal technical manager (name, surname, position within the organization, relevant studies and professional experience).....
.....

2.2 Total number of current employees of which
with executive tasks

2.3 Estimates of the workforce that will be engaged in the implementation of the project..... .. new job positions for the implementation of the project

3. Description of executed purchases through the project

Name, number, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / devices purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be located. Procurement must be based on the currently projected production capacity.

Table 3. Description of executed purchases through the project

No.	Name /type of equipment /machinery	Unit	Value without VAT	VAT	Total value including VAT	Percentage of public support
TOTAL						

3. Note! The names of the manufacturer, the trademark, the name of the tenderer, etc. should not be given

4. Implementation Calendar (months) and main stages

Schedule of investments expressed in values, months and activities.

Table 6. Example/ distribution

Type of investment and total cost (euro)	Year (e.g.. 2019)		
	Month 1	Month 2	Month 3
For example, a cleaning table	5 000		
For example, classification machine		5 000	
For example, drying machine			5 000

Table 7. Example / Schedule for the construction of new facilities

Type of investment and total cost (euro)	Year (ex. 2019)		
	1. Month	2. Month	3. Month
e.g. elements of construction	5 000		
e.g. Construction of the 1st floor without windows and roof		5 000	

e.g. 1 floor, windows and			5 000
------------------------------	--	--	-------

5. Production Capacity

Production capacity resulting from investment (in physical units kg / ton).

Specifications regarding the existing capacity should be given before and after the finalization of the investment. A description of the technological processing process used in the project should be carried out.

Present participation (in%) of raw materials produced at the applicant's farm in the processing process.

5. Market of supply / sale

Table 6. Potential suppliers of the enterprise

Potential suppliers of the enterprise				
Name of supplier of raw materials/auxiliary materials/products/services	Address	Supplied product and approximate amount	Calculated Value	% of total distribution
1.				
2.				
3.				

Table 7. Potential clients of the applicant

Potential clients of the applicant			
No.	Client (name and address)	Value	% sale
1.			
2.			
3.			

6. Financial details of the investment

Table 8. Detailed eligible and ineligible costs

Eligible costs	Public support percentage	Public aid (% eligible values for public aid)	Private co-financing	Total
(Investemnts in installments)	...%			
.....				
Administrative costs				
Ineligible investments				
Total				

1.28 Annex 4: Model for the preparation of the project proposal for the sub-measure 302.5 Development of rural tourism



Ministry of Agriculture, Forestry and Rural Development

NOTE! This document must be fully respected. This document is not for filling in, it is a model for how to write a project proposal. In case there is a section that does not relate to your project, you should specify it in the appropriate section. General information

1.1 Name of the beneficiary (with specific identification data)

1.2 Main assets owned by the user: land (with specification of type of ownership), facilities, equipment and machines, animals, etc. - like in the farm register

Table 1. Assets of the Applicant. If the property belongs to other family members, it should be included as a family business and within the following table, but in the first column it

is necessary to emphasize who is the owner.

Asset	Date of purchase/construction	Purchase value for	Asset
1. Facilities - total			
1.1 details....., Address:.....			

1. n details....., address:.....			
2. Equipment - total			
2.1 details.....			
2. n details.....			
3. . ANIMALS			
3.1 details.....			
3. n details.....			
4. Other - details			
Total			

Table 2. Land

No.	Region / Municipality / Village (and owner if not belong to the applicant)	Surface area (m ²) / use type	Legal status (land on the name of the applicant or leased)
1			

n			
---	--	--	--

2. Project description

2.1 Name of the investment

2.2 Project Location (region, municipality and village)

2.3 Purpose, with description of objectives, explanation of the need and possibilities of investment.

3. Workforce data

Table 3. Active members of the household:

No.	Name and surname	Age	Relation with the applicant	Vocational Education	Experience of the household

Table 4. Employed members of the household (if households employs non-family members)

No.	Name and surname	Age	Vocational Education	Employment status (work hours per day)

3. Description of executed purchases through the project / characteristics of traditional facilities / Diversification of farm activities - if this is the case

Name, quantity, value, technical and functional characteristics of the machinery / equipment / technology / means of transport / equipment to be purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be placed

Purchase and construction must be based on current and / or anticipated production capacities. In case of construction, please use the Annex to this document

Table 5. Description of executed purchases through the project

No.	Name / type of equipment / machinery / construction / services	Units / m2 for buildings / days for services	Value excluding VAT	VAT	Total value including VAT	Public support percentage
TOTAL						

Note! It is not permissible to indicate the names of the manufacturers, trademarks, name of the tenderer, etc.

Implementation calendar (months) and main stages

Schedule of the investment expressed in values, months and activities.

Table 6. Example/distribution

Type of investment and total cost (euro)	Year (e.g.- 2019)		
	1. month	2. month	3. month
For example, room furniture	5 000		
For example, kitchen furniture		5 000	
etc.			5 000

Table 7. Example / schedule for renovating / expanding facilities

Type of investment and total cost (euro)	Year (ex.- 2019)		
	Month 1	Month 2	Month 3
E.g. construction material	5 000		
For example, construction of the 1st floor without windows and roof		5 000	
Eg.1 floor with windows and roof			5 000

Production capacity

Production capacity resulting from investment (in physical units). Specifications regarding the existing capacity should be given before and after the finalization of the investment. A description of the technological processing process used in the project should be carried out. A description of the technological process applied in the project technology will be provided. The type of product should be explained - if it is traditional. In the case of tourism, especially for agro-tourism.

In the case of agro-tourism, the preparation of food products from the farm should be shown

Table 8. Type and capacity of the facility

Capacity of the facility	Before investment	After investment
Number of beds		
Number of seats		
Number of tables		
Number of bathrooms		
Number of floors		
Total construction volume		
Total area of construction in m ²		
Other details - if deemed necessary by the applicant		

(This is filled in by applicants wishing to invest in the renovation / adaptation / extension of the facility)

7. Market supply/sale

Table 9. Potential suppliers of the applicant

Potential suppliers of the applicant				
Name of the supplier of the raw material / auxiliary material / products / services	Address	The product that is supplied and the approximate value	Calculated value	% Of the total disbursement
1				
2				
N				

Table 10. Potential clients of the applicant

Potential clients of the applicant			
No.	Client (name and address)	Value	% sale
1			
2			
n			

Financial details of the investment

Table 11. Detailed eligible and ineligible costs

Eligible costs	Public support	Private co-financing (euro)	Total
Eligible investments			
...			
Administrative costs (e.g. project proposal)			
Ineligible investments			
TOTAL			

Minimum information should be provided if the projects include construction work: The location of the building within the land owned, the plot of land - the land area - including the sketch of the total area together with the basement - the number of floors - sketched for each floor; height - including facade sketches provided with windows or doors building volume - materials to be used.

All sketches must have the name and dimensions.

The impact of the role of each part of the facility is mandatory.

1.29 Annex 5: Business plan model



Ministry of Agriculture, Forestry and Rural Development

BUSINESS PLAN MODEL

For projects supported by the Ministry of Agriculture, Forestry and Rural Development

NOTE! *This document must be fully applied.* This document is not for filling in, it is a model for how to write a project proposal. In case there is a section that does not relate to your project, you should specify it in the appropriate section.

1. General information

1.1 1.1 Name of the applicant (with specific identification data)

1.2 Main assets owned by the beneficiary: land (with specification of type of ownership), facilities, equipment and machines, animals, etc. - like in the farm register

Table 1. Applicant's property

Property	Purchase / construction date	Purchase value for natural persons or last balance sheet for legal person	Quantity (in pieces)
1. Facilities - total			
1.1 details.....			
1. details.....			
2. equipment -total			

2.1 details.....			
2. details.....			
3. ANIMALS			
3.1 details.....			
3. details			
4. Other - details			
TOTAL			

Table 2. Land

Br.	Region/municipality/village	Surface area (m ²) / type of use	Legal status (land on the ownership of the applicant, family property or leased)
1			
n			

2. Project description

2.1 Investment name

2.2 Project location (region, municipality and village)

2.3 Purpose, with description of objectives, explanation of the need and possibilities of investment

2.4 It is necessary to indicate the alignment between the objectives of the measure and the objectives of the project. Explanations of general objectives and at least one of the objectives of the project should be presented in the

following table:

Table 3. Harmonizing program objectives with project objectives

General and specific goals	Project objective (Insert "x" in the square next to the achieved goal)	Description of manner of achieving project goals (write within the square of this column in parallel with the goal)
<i>Capacity to compete</i>	<input type="checkbox"/>	
At least one of the following specific goals:		
Specific objectives of measures and sub-measures. Applicant takes over objectives and measures of the program from the program and displays them in this column	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Table 4. Technical and financial data

	Project objective (Insert "x" in the square next to the achieved goal)	Description of manner of achieving project goals (write within the square of this column in parallel with the goal)
The project is in compliance with the potential of the zone (mandatory)	<input type="checkbox"/>	

** In the case of new orchards, vineyards or fruit, the additional value of sales should be calculated for that year when the plants begin to provide maximum yields

*** the presentation should be based on revenues and costs should be shown in Table 11.

□

3. Workforce and project management data

1.1 Legal technical manager (name, surname, position within the organization, relevant studies and professionally education).....

1.2 Total number of current employees

of which..... employees

1.3 Assessment of the workforce that will be engaged after the project implementation

Number of new jobs created as a result of the investment:.....

4. Description of completed purchases through the project

Name, number, value, technical and functional characteristics of the machinery/equipment/technology/means of transport/equipment to be purchased through the project and, if necessary, technical presentation of the facilities in which the equipment and means will be installed. Purchase must be based on the current and/or anticipated production capacity.

Table 5. Description of purchases / investments made through the project

Br.	Name/type of equipment/machinery/construction/services	Unit/ m ² for buildings / service	Value without VAT	VAT	Total value with VAT	The percentage of public support
TOTAL						

1.1.4 **Note!** It is not permissible to indicate the names of the manufacturers, trademarks, name of the tenderer, etc.

Implementation Calendar (Months) and Main stages

1.1.5 Investment schedule expressed in values, months and activities.

Table 6. Example / distribution

Type of investment and total costs (euro)	Year (e.g.: 2019)		
	1. month	2. month	3. month
E.g. land preparation	5 000		
E.g. planting seedlings		15 000	
e.g. maintenance system			8 000

Table 7. Time planning for the construction of new facilities

Type of investment and total costs (euro)	Year (e.g.: 2019)

	1. month	2. month	3. month
e.g. construction material	5,000		
e.g. construction of the 1st floor without windows		10,000	
Eg.1. floor windows and roof		5,000	

8. Production capacities

Production capacity resulting from investment (in physical units). Specifications regarding the existing capacity should be given before and after the finalization of the investment. A description of the technological processing process used in the project should be given..

Market supply/sale

Table 8. Potential suppliers of the applicant

Potential suppliers of the applicant				
Name of the supplier of raw materials/products/services (in case of domestic supplier to put the "V" sign after the name)	Addresses	Product to be supplied and the approximate amount	Calculated value	% Total allocation
1				
2				
n				

Table 9. Potential clients of the applicant

Potential clients of the applicant			
No.	Client (name and surname), in case of domestic client to put the "V" sign after the name	Value	% sale
1			
2			
n			

9. Competition and market strategy

Description of domestic and international competition. Description of the market strategy.

10. Financial details of the investment

Table 10. Detailed eligible and ineligible costs

Eligible costs	Public support	Private co-financing (euros)	Total
Eligible investments			
...			
Administrative costs (e.g.: business plan)			
Eligible investments			
TOTAL			

Cash flow (revenues - expenditures)

Forecasting of revenues and expenditures for 3 years after the implementation of the investment. The applicant should prove that his economy will be profitable and that cash will not have a negative value in any month. If the applicant plans to take a loan,

the amount of money received from the loan is recorded as income, while the monthly rates for the return of the loan are recorded as expenditure

Legal persons with experience should submit an income overview for the last three years submitted to the tax authorities.

Table 11. Cash flow (Please use the excel table presented on the ADA website)

	Revenues		Expenditures		Available cash (euro)
	Item	Value (euro)	Item	Value (euro)	
Initial cash flow 2019, moths,					
January					Initial cash flow + revenues - 52 expenditures = Should be positive
February				
.....				

Note: Projections within the project should be based on the financial situation of the previous year.

In addition, relationship between sales, forecasting, production capacities and pre/contract sales shall be considered.

PROCUREMENT PROCEDURES

(attached to the contract of the Agricultural Development Agency with the beneficiary)

1. General provisions applicable to all types of purchases

- No subcontractor can establish a contractual relationship with any other subcontractor and beneficiary;
 - The procurement process should be in line with investments that meet the eligibility criteria set out in the business plan measures and guidelines, e.g. in terms of return on investment, cash flow, etc.
 - Procurement procedures are valid only for eligible investments, because for ineligible investments it is not necessary to respect the procurement procedures;
 - There are 3 types of procedures: direct purchases, purchases with at least 3 bids and procurement-based selection through public advertisement (open tender);
 - The purchase procedure to be carried out depends on the purchase value; it is prohibited to divide the purchase for the same kind of goods, works or services in order to avoid the applicable procedural rules for a higher threshold;
 - Bidders must not be in conflict of interest;
 - In the event of providing the wrong information requested by the beneficiary or in case of providing incomplete information, the bidders will be exempted from the award of the contract;
 - Compliance with the procurement rules is a prerequisite for eligible costs. Therefore, the application file should contain payment documents proving the completion of the procurement procedures, see Annex 5.
- Award criteria:
- A. In case of supply of goods, based on the lowest price;
 - B. In case of construction (means the result of a construction or construction project which in itself is sufficient to fulfill one economic or technical function and covers both execution and design) - based on the lowest price
 - C. In case of services (study or technical assistance) - based on the lowest price;

Definition of conflict of interest

- The existence of links between beneficiary and suppliers (family relationship or joint shareholders in the companies that participate in the tender) or between members of the Evaluation Commission.
 - Joint ownership (as a natural person or as a shareholder) of suppliers who submit bids.
3. Purchase procedures:

3.1 Direct purchase up to 10 000,00 Euros

Rules:

- The beneficiary can buy directly on the market,
- The purchase costs must respect the thresholds set in Measure,
- There is no need for a signed contract between the beneficiary and the supplier, except in the case of consulting costs,
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number certificate.

3.2 Selection based on at least 3 bids ranging from EUR 10 000.01 to EUR 60 000.00.

Rules:

- Purchase can only be made with at least 3 bids (quotation price);
- The costs within the offer must also respect the thresholds set within the scope of the measures;
- In all cases, a contract between the beneficiary and the supplier should be signed,
- Call for submission of tenders, tenders and contracts must be in accordance with the provisions presented within the technical project and within the business plan.
- The beneficiary should submit a call for bids, in accordance with the standard form - see Annex 1;
- Suppliers must declare their offer in the entry/exit register.
- The beneficiary signs the Conflict of Interests Avoidance Statement - see Annex 2.
- Bidders must sign a Confidentiality Statement - see Annex 3.
- The beneficiary decides on the award of contracts to bidders based on the arguments;
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number of the bidder.

3.3 Procurement through a public call for tender (public tender) - in the amount of 30,000.01 to 60,000.00 Euros

Rules:

- All the provisions of point 4.2 must be complied with;
-
- The beneficiary must announce a call for bids, at least through national daily newspapers, however, if the value is greater than 150,000 €, the call to submit bids must be published in international media. In addition, the beneficiary has the right to directly send an invitation to submit offers to potential suppliers in order to ensure greater competition among the bidders, but only on the same day when a call for bids was announced;

- The call for tenders must contain all the information in Annex 1 of the contract;
- The deadline for the receipt of tenders must be at least 10 days;
- The beneficiary establishes an Evaluation Commission; This commission has an odd number of members, at least three, with all the technical and administrative capacity needed to give valid opinion on the offers;
- The Evaluation Commission should issue a reasoned decision on awarding the contract;
- Members of the Evaluation Commission must sign a Confidentiality and Neutrality Statement - see Annex 4;
- All requests for participation and bids that meet the requirements must be evaluated and ranked by the Evaluation Commission on the basis of the previously announced selection criteria and the award of contracts;

The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number certificate.

Annex 1 of the Contract

Invitation to submit one bid

- Name of the private beneficiary.....
 ..

- Business registration number or personal identification number

- Fiscal number.....

Address.....

Tel./ fax, e-mail.....No.....

Date.....

For: Name of the enterprise.....

Received:

No Date / /

Name and Surname: Business registration number

Fiscal number..... Signature.....

Call for Tenders
(Form)

Honored,

(Name of the winner) we invite you to submit your offer for (type of purchase) for the implementation of a project co-financed by MAFRD under the measure/sub-measures <code and the name of the measure/sub-category> for the needs of the project, (project title), to be carried out in the municipality <name of the municipality>.

Selection Criteria are as follows..... (should be stated according to the type of contract shown in point 2 of this document - Pricing criteria);

The contract will apply to purchase for the realization of the said project;
Type of contract: purchase of <services, goods / construction works>;
Deadline for submission of bids: <date>, <time>.

Address at which the bid shall be submitted
.....

Date and time of the evaluation
Maximum purchase value.....

In the attachment you can find the quantities, technical specifications / references for the requested bid (attach as presented in the technical project and, if applicable, within the business plan).

We are expecting your offer by the deadline and at the above address.<name and surname of the legal representative of the winner>

Signature, place, date

Annex 2

Statement on compliance with the rules for avoiding conflict of interest

I, the undersigned , as legal representative of the project declare under threat of sanctions of applicable laws, that:

1. There are no connections (family or joint investments) between the beneficiary (or partner) and the bidders (or bidding partners) who submit bids;
2. There is no joint ownership (as individuals or as a shareholder) among the bidders from which bids were received.

Name and Surname of the legal representative

Signature _____

Datum ___/___/_____

Annex 3 of the Contract

Statement of Reliability of the bidders

I, undersigned, as a legal representative of the project, declare with full responsibility under the threat of sanctions of the laws and applicable regulations that I am not in one of the situations listed below:

1. bankruptcy or liquidation, affairs administered by courts, a contract with creditors, a suspended business activity, a subject of legal action in connection with those matters, or in any similar situation arising from similar procedures provided for in national legislation or regulations;
2. convicted of violating professional conduct through the trial of res judicata, proven guilty of serious violation of professional conduct proven by any means, which affects the award;
3. failure to fulfill obligations relating to the payment of social security contributions or payment of taxes, in accordance with the legal provisions of the country in which I am established and in the country of beneficiary;
4. I am not the subject of a trial of res judicata for fraud, corruption, participation in a criminal organization, or any other illegal activity detrimental to the financial interests of Kosovo;
5. subject to the financial administrative penalty issued by ADA, responsible for subsidies and grants for agriculture and rural development in Kosovo.

6. declared ineligible for the European Commission.
< Name and surname of the legal representative >

Date and place

Signature

Annex 4
Statement on Confidentiality and Neutrality

I, the undersigned, Member of the Evaluation Commission for the Purchase
....., according to the applied procedure based on at least 3 bids or
selection based on open tender for procurement organized by name of the beneficiary.

I declare under full responsibility, and the threat of sanctions under the law and regulations in
force, as follows:

- a) I am not a member of any committee, decision-making body or supervisor of bidders;
- b) I am not a member of any committee, decision-making body or supervisor of bidders;
- c) I have no interest that could affect my neutrality when evaluating bids.

Also, I will fully engage in safeguarding the confidentiality of the content of the bid and the
activity
of the evaluation commission if that information can affect the legal rights, the property of the
bidder or their trade secret.

Name and surname of the legal representative

Date ____/____/____

Signature _____

Annex 5 Contract

Documents to be submitted together with the Request for Payment, depending on the procurement procedure

Document no.	*tender value		
	Up to 10 000 Euro	10 000 - 60 000 Euro	More than 60 000 Euro <input type="checkbox"/>
Procurement type	a. Goods b. Construction c. Services <input type="checkbox"/>	a. Goods b. Construction c. Services <input type="checkbox"/>	a. Goods b. Construction c. Services <input type="checkbox"/>
1.	Declaration	-	A copy of the advertisement published in the press /

2.		At least three written calls completed, signed by the bidder, Annex 1	Completed written invitations, signed by the recipient (bidder) Annex 1 - not mandatory - If the grant beneficiary decides on this
3.		Copies of the business registration certificate of all bidders (for at least 3 bidders)	Copies of the business registration certificate of all bidders (for at least 3 bidders)
4.		Copies of the bidders fiscal number (for at least 3 bidders)	Copies of the bidders fiscal number (for at least 3 bidders)
5.		Accepted bids (at least 3 bids)	Accepted bids (at least 3 bids)
6.			Decision on the establishment of an Evaluation
7.		Statement on compliance with the rules for avoiding conflict of interest (Annex 2)	Statement on compliance with the rules for avoiding conflict of interest (Annex 2))
8.		Statement of Reliability of the bidders (Annex 3)	Statement of Reliability of the bidders (Annex 3)
9.		-	Statement on Confidentiality and Neutrality (Annex 4)
10.		Tender Report	Tender Report
11.		Contract signed with a winner	Contract signed with a winner

*Value and completeness of documents refers to one or more purchases - depending on the type of purchase (specific to services, goods or construction), each purchase may refer to one or more paid invoices.

System of penalties for irregularities in the implementation of investment grants

The penalty system shall be implemented if the beneficiary of the investment grant submits a request for payment of ineligible costs to the Agency for the Development of Agriculture.

In addition to the non-payment ineligible costs based on request for payment, the submission of such request is also punishable on the basis of the value of the ineligible costs for which the request for payment is made, according to the following calculation.

If the value of the ineligible costs for which payment is requested:

- - 0-4% of the value of the grant, costs are deducted without additional penalty,
- - 5 to 20% of the value of the grant, the costs are deducted with a fine in the amount of ineligible costs,
- 21-50% of the value of the grant, the penalty is equal to the percentage of ineligible costs, a fine of 1000 to 5000 euros, a charge of fraud with relevant court and the registration on blacklisted user in ADA for a period of 36 months, which means the loss of the right to file an application un period of three years.
- in the amount of 50% of the value of the grant, the beneficiary is denied the grant and all subsequent payments are terminated, a suit for fraud shall be filed before the competent court and a permanent loss of the right to apply for grants to MAFRD.

The amount of the fine is deducted from the amount that the ADA pays to the beneficiary.

Annex 7: List of traditional craft activities eligible for support under Measure 302

Sub/measure 302.3 - Development of handicraft activities (processing of textiles, leather, wool, woodworking and other craft activities)

Woodworking:

Wood processing -

Production of wood packaging (Crates and Pallet)

Other wood products / ornaments - souvenirs,,

Production of traditional kitchen equipment,

Manufacture of other wood products (tap, wooden frames, etc.),

Manufacture of wooden toys, production of dolls in traditional costumes,

Production of various traditional musical instruments

Textile, leather and wool processing:

Combing wool, knitting rugs, making fabric -

Preparing and wetting of wool

Production of textiles;

Production of rugs and carpets

Weaving

Manufacture of knitted products - manufacture of knitted garments (socks, scarves, hats, etc.)

Manufacture of other knitted products

Embroidery

Embroidery products

Tailors

Manufacture of clothing and footwear - traditional costumes, other clothes and footwear

Leather processing

Manufacture of suitcases, handbags, saddle production, and manufacture of other leather products (imitation jewelry)

Pottery

Manufacture of pottery products (pots, pan, pots, imitation jewelry, etc.)

Annex 8: List of eligible cost/investments

Annex 8: List of eligible investments/ costs

Table LIST OF ELIGIBLE COSTS FOR MEASURE 302	
Cost code	Eligible costs description
302.1	Sub measure 302.1 – Honey production
302.1/ A	<i>Construction and renovation of facilities for honey processing activities</i>
302.1/1	Construction materials/installation material other necessary elements for a facility under construction or renovation (doors, windows, etc.)
302.1/2	Construction material/material for facilities for creating conditions for fulfilling hygienic-sanitary requirements for ensuring physical conditions in order to achieve food safety standards and their installation
302.1/3	Construction materials/material for facilities for achieving environmental standards for waste management and their installation
302.1/4	Construction materials/installation of materials for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices renewable energy use
302.1/5	Construction material/material for providing access roads and road networks for carrying out work and restraint zone around facilities
302.1/B	<i>Equipment for eligible activities</i>
302.1/1	Investments in hives, honey production (hives)

302.1/2	Honey collection process (acid-resistant INOX materials) <ul style="list-style-type: none"> - Cassette honey extractors; - Trough for separating frames;; - Trough (casserole) for frame removal; - Electrical frames opener; - Wax tray (electric or gas))
302.1/3	Bee fence (5 € for hives), but not more than 500 €
302.1/4	Investments for honey equipment and laboratories for the analysis of bee products; (refract meter and spectrophotometer)
302.1/4	Equipment for extracting royal jelly from honey for treatment of queen bee (set of needles for transplantation, set of sticks for extracting royal jelly from honey, temperature measuring apparatus, humidity measuring apparatus, lavry treatment apparatus, cage for transporting queen bee, reproductive material for fertilization no more than 100 pieces, special fertilization hens no more than 100 pieces, special refrigerator for transport, deep freeze fridge, incubator);
302.1/5	Various types of honey packing equipment
302.1/6	Special trolley for transferring bee hives, not less than 50 hives
302.1/7	Investments for the purchase of renewable energy equipment
302.1/8	Investing in marketing of products, including: <ul style="list-style-type: none"> - Prepare and print of catalogues, leaflets, brochures, posters, etc., to promote production, payments for participation in local and national level exhibitions - Website development <p style="text-align: center;"><i>Maximum eligible marketing costs are limited to 10% of the total project value</i></p>
	Sub measure 302.2
(302.2)	Processing of farm products on farms
302.2/ A	<i>Construction, renovation and expansion of facilities for post-harvest activities, construction and renovation of traditional facilities in order to use these places for sale</i>

302.2/1

Construction materials/installation material other necessary elements for a facility under construction or renovation (doors, windows, etc.)

302.2/2	Construction material/material for facilities for creating conditions for fulfilling hygienic-sanitary requirements for ensuring physical conditions in order to achieve food safety standards and their installation
302.3/3	Construction materials/material for facilities for achieving environmental standards for waste management and their installation.
302.2/4	Construction materials/installation of materials for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices
302.2/5	Construction material/material for providing access roads and road networks for carrying out work and restraint zone around facilities
302.2/B	<i>Equipment for eligible activities</i>
302.2/1	Equipment for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices
302.2/2	Equipment for fulfilling hygienic-sanitary requirements including hygienic and sanitary facilities for workers, as well as cleaning of machines and equipment (CIP system/station)*
302.2/3	Equipment for acceptance and storage of raw materials (measurement, inspection, sorting, etc.)
302.2/4	Equipment for preparing raw materials for production (harvest, drying, grinding, milling)
302.2/5	Product storage (refrigerator, deep freeze refrigerator)
302.2./6	Rafts for drying the product
302.2/7	Equipment for processing vegetables and fruit
302.2/8	Equipment for processing mushrooms
302.2/9	Equipment for processing and production of milk and dairy products
302.2/10	Purchase of a mobile unit for the milk collection;

302.2/11	Purchase a mini trailer for a tractor or a small truck (where a mobile unit for the milk processing is placed)
302.2/12	Equipment for the production of dough, bread, pasta, etc.
302.2/13	Tea mixing equipment, production of extracts and tea-based preparations, tea packaging including packaging in bags, plant production (mint, verbena, chamomile, etc.)
302.2/14	Spice production equipment
302.2/15	Vinegar production equipment
302.2/16	Wine production equipment
302.2/17	Equipment for the production of alcoholic beverages from grapes and fruits
302.2/18	Equipment for pasteurization, sterilization, bottling in cans, bottling in bottles and other packaging of products and storage in warehouse
302.2/19	Equipment for pasteurization and sterilization
302.2/20	Packaging and labeling equipment
302.2/21	Renewable energy equipment
302.2/22	Quality control equipment, control and traceability systems, warehouse, processing, packaging and distribution including laboratory equipment and apparatus for product analysis (excluding supply of glassware equipment)
302.2/23	Waste disposal , storage and handling equipment (including for composting and production of sub products)
302.2/24	Computer equipment and software including sensors (which are only related to eligible equipment)

302.2/25	<p>Investing in marketing of products, including:</p> <ul style="list-style-type: none"> - Prepare and print of catalogues, leaflets, brochures, posters, etc., to promote production, payments for participation in local and national level exhibitions - Website development - Maximum eligible marketing costs are limited to 10% of the total project value
(302.3)	Sub measure 302.3 - Development of craft activities

302.3.A	<i>Construction, renovation and expansion of facilities</i>
302.3/1	Construction materials/installation material other necessary elements for a facility under construction or renovation (doors, windows, etc.
302.3/2	Construction material/material for facilities for creating conditions for fulfilling hygienic-sanitary requirements for ensuring physical conditions in order to achieve food safety standards and their installation.
302.3/3	Construction materials/material for facilities for achieving environmental standards for waste management and their installation
302.3/4	Construction materials/installation of materials for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices
	Construction material/material for providing access roads and road networks for carrying out work and restraint zone around facilities
302.3/B	<i>Equipment for eligible activities</i>
302.3/1	Equipment for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices.

302.3/2	Equipment for fulfilling hygienic-sanitary requirements including hygienic and sanitary facilities for workers, as well as cleaning of machines and equipment (CIP system/station)*
302.3/3	Equipment for acceptance of raw materials
302.3/4	Equipment, machines and installations for the production of clothing and footwear
302.3/5	Equipment, machines and installations for the production of leather and leather products
302.3/6	Equipment, machines and installations for the production and processing of wood
302.3/7	Equipment, machines and installations for the production of paper and paper products
302.3/8	Equipment, machines and installations for the manufacture of other non-metallic and mineral products
302.3/9	Equipment, machines and installations for the production of metals
302.3/10	Equipment, machines and installations for production of furniture
302.3/11	Equipment, machines and installations for the production of imitation jewelry and similar products, including imitation decorations of articles having similarities to the same
302.3/12	Equipment, machines and installations for the production of musical instruments
302.3/13	Equipment, machines and installations for the production of toys made of paper and paperboard
302.3/14	Equipment, machines and installations for the production of brooms and brushes
302.3/15	Equipment and storage in warehouse (rafts, metal fences, wooden pallets, loading and unloading equipment, forklifts, etc.)
302.3/16	Packaging and labeling equipment and machines
302.3/17	Waste disposal, storage and treatment equipment
302.3/18	Computer equipment and software including sensors (which are only related to eligible equipment)

302.3/19	Investing in marketing of products, including: <ul style="list-style-type: none"> - Prepare and print of catalogues, leaflets, brochures, posters, etc., to promote production, payments for participation in local and national level exhibitions - Website development <p>Maximum eligible marketing costs are limited to 10% of the total project value</p>
(302.)4	Sub measure 302.4- Development of rural tourism
302.4	Renovation, expansion and modernization of business in rural tourism
302.4/A	<i>Renovation, expansion and modernization (interior)</i>
302.4/11	Construction materials / material for facilities for providing accommodation (room, apartments), catering/gastronomic services (preparing and serving food), places for sale of crafts, agricultural products, museums in rural areas (from historical, natural, traditional, educational importance etc.
302.4/2	Construction material/material for the installation/regulation of additional recreational and sports facilities (indoors and outdoors); cycling/hiking / climbing, facilities for horses, riding zones, fishing river; recreational facilities (indoor and outdoor), sport fields; and installment of equipment.
302.4/3	Construction material/ renovation of facilities for providing access to persons with disabilities and special sanitary equipment
302.4/4	Construction material for the renovation of facilities for training and seminars
302.4/5	Construction material/material for facilities for creating conditions for fulfilling hygienic-sanitary requirements for ensuring physical conditions in order to achieve food safety standards and their installation.
302.4/6	Construction materials/material for facilities for achieving environmental standards for waste management and their installation.
302.4/7	Construction materials/installation of materials for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices

302.4/8	Materials for the construction, regulation/repair of land/facilities for providing catering services in nature, including landscaping of the yard, natural paths, fountains, natural light, roasting in nature, glass houses, places under the shadow, towers, picnic tables for rest, etc..
302.4/9	Construction material/material for providing access roads and road networks for carrying out work and restraint zone around facilities
302.4/B	<i>Equipment for eligible activities</i>
302.4/1	Equipment for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment), including energy saving practices
302.4/2	Equipment for fulfilling hygienic-sanitary requirements including hygienic and sanitary facilities for workers, as well as cleaning of machines and equipment (CIP system/station)
302.4/3	Equipment for accommodation rooms including carpentry products, rugs, TV, radio, audio equipment, etc.
302.4/4	Kitchen equipment, including equipment and tools and carpentry products
302.4/5	Equipment for landscaping of the yard, natural paths, fountains, natural light, roasting in nature, glass houses, places under the shadow, towers, picnic tables for rest, etc.
302.4/6	Equipment for providing recreational - sports activities e.g.; cycling / hiking / climbing; riding, fishing, outdoor sports equipment as well as children's playgrounds.
302.4/7	Equipment for landscaping of the yard, natural paths, fountains, natural light, roasting in nature, glass houses, places under the shadow, towers, picnic tables for rest, etc.
302.4/8	Equipment for training and seminars
302.4/9	Equipment for access (including elevators) and special sanitary equipment for accommodating persons with disabilities;
302.4/10	Equipment for the treatment, destruction, storage and treatment of waste (including waste treatment equipment such as by-products), filtering/cleaning water station.

302.4/11	Computer equipment and software including sensors (which are only related to eligible equipment) For activities related to rural tourism
302.4/12	Renewable energy equipment.
302.4/13	Investing in marketing of products, including: - Prepare and print of catalogues, leaflets, brochures, posters, etc., to promote production, payments for participation in local and national level exhibitions - Website development Maximum eligible marketing costs are limited to 10% of the total project value
A	<i>Renovation, expansion and modernization of facilities for accommodation in nature</i>
302.4/14	Material for construction/facilities for accommodation in nature (stay and camping, bungalows, camping trailers), and additional hotel services (food storage and serving) and installation and accommodation equipment
302.4/15	Construction material/materials for installation / for improvement of supplementary objects of sports and recreational activities (indoor and outdoor) e.g.; cycling / hiking / climbing; riding, fishing, outdoor sports ground as well as children's playgrounds.
302.4/16	Material for construction/facilities including auxiliary facilities (straw for animals, repair means, supply and similar), providing access for people with special needs and providing special sanitary facilities
302.4/17	Construction material/material for facilities for creating conditions for fulfillment of hygienic and sanitary requirements (including keeping hygienic sanitary products in the workers' area), administrative space and installation / accommodation of eligible equipment
302.4/19	Construction materials/material for facilities for achieving environmental standards for waste management and their installation.

302.4/20	Construction materials/installation of materials for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices
302.4/21	Materials for the construction, regulation/repair of land/facilities for providing catering services in nature, including landscaping of the yard, natural paths, fountains, natural light, roasting in nature, glass houses, places under the shadow, towers, picnic tables for rest, etc.
302.4/22	Construction material/material for providing access roads and road networks for carrying out work and restraint zone around facilities
<i>B</i>	<i>Equipment for eligible activities</i>
302.4/23	Equipment for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment), including energy saving practices.
302.4/24	Equipment for the fulfillment of hygienic sanitary requirements including hygienic and sanitary facilities for workers, sterilization and disinfection of equipment and facilities
302.4/25	Kitchen equipment, including equipment and tools and carpentry products
302.4/26	Equipment for landscaping of the yard, natural paths, fountains, natural light, roasting in nature, glass houses, places under the shadow, towers, picnic tables for rest, etc.

302.4/27	Equipment for providing recreational - sports activities e.g.; cycling / hiking / climbing; riding, fishing, outdoor sports equipment as well as children's playgrounds
302.4/28	Equipment for horse and donkey riding
302.4/29	Sewing equipment and special sanitary equipment, equipment for accommodating persons with disabilities;
302.4/30	Equipment for the treatment, destruction, storage and treatment of waste (including waste treatment equipment such as by-products), filtering/cleaning water station.
302.4/31	Computer equipment and software including sensors (which are only related to eligible equipment) For activities related to rural tourism
302.4/32	Renewable energy equipment.
302.4/33	Investing in marketing of products, including: <ul style="list-style-type: none"> - Prepare and print of catalogues, leaflets, brochures, posters, etc., to promote production, payments for participation in local and national level exhibitions - Website development - Maximum eligible marketing costs are limited to 10% of the total project value

Edit the numbers as in the previous table

302.5 Aquaculture / fish breeding

Equipment for freshwater fish farms.

- Construction / extension / renovation of the fish breeding pool
- Construction / extension / renovation of incubators for fish production;
- Equipment for the provision of technical services (water supply, ventilation systems, heating/cooling systems, energy production and energy supply, catchment, sewage network/reservoirs, wastewater/water treatment) controlled conditions (microclimate conditions, air/water quality control, air humidity levels, water/air purification, etc.), including energy saving practices;
- Equipment for fulfilling hygienic-sanitary requirements including hygiene in the workers' area, cleaning and disinfection equipment, as well as storage space and storage of medicines);
- Water treatment apparatus, water oxidation, oxygen level monitoring equipment (oxygen injectors), temperature, pH, pumps for main channels, side channel pump;
- Equipment for incubators for breeding / reproduction of fish (including tubes or tanks of larvae and reproductive material);
- Equipment for classification of fish and transport pumps within the farm;
- Fish feeding equipment;
- Food storage facilities;
- Equipment for transporting live fish (reservoir, oxygen bottles and transport equipment);
- Water disinfection devices, filtering, water purification, water pumps, proteins or foam fractionation (including valves, tubes and equipment, etc.);
- Equipment for storing fresh fish, ice making equipment, refrigeration tanks (containers, pallets, trailers, refrigerated trailers) including auxiliary equipment for storing food, additives, loading and unloading, forklift, pallets, belt conveyor systems, measuring devices
- Equipment for killing and cleaning of fish, packaging and labelling (including handling, disposal, storage and treatment of waste);
- Equipment for monitoring, control and investigation of the quality of breeding, storage and distribution, computer equipment and software, including sensors (only related to eligible equipment).

9.1.6 Poultry breeding for egg and meat production

Ndërtimi i stallës⁶ me infrastrukturë të brendshme (rryma, uji, foletë, purtekat etj.)

⁶ Maximum density in stables: 6 hens/ ducks / m² or turkeys / geese / m², without calculating the area taken by the nest. For each of the 7 pieces at least one nest in the stable .

⁷ Maksimalna gustina u štali : 6 Koke/patke/m² ili ćurke /guske/m², bez obračuna površine koju uzima gnezdo . Za svaku od 7 komada bar jedna gnezdo u štali .

⁸ Maksimalna gustina u štali : 6 Koke/patke/m² ili ćurke /guske/m², bez obračuna površine koju uzima gnezdo . Za svaku od 7 komada bar jedna gnezdo u štali.

302.6 Poultry breeding for egg and meat production

- Construction of a stable⁹ with internal infrastructure (electricity, water, nests, rods, etc.)
- Storage space, incubator installation, etc.
- Pasture fence
- Drinking water
- Poultry feed bowls
- - Small compatible incubators with production capacity

⁹ Maximum density in stables: 6 hens/ ducks / m² or turkeys / geese / m², without calculating the area taken by the nest.
For each of the 7 pieces at least one nest in the stable..

302.A LIST OF ELIGIBLE WORKS FOR MEASURE 302	
<i>List of construction/reconstruction works</i>	
302.A1.1	<p>Demolition work - destruction</p> <ul style="list-style-type: none"> - demolition of the existing building - transport of materials to the nearest landfills - Auxiliary works
302.A1.2	<p>Land works</p> <ul style="list-style-type: none"> - excavation of the surface layer - digging - digging the foundation - construction of embankment - construction and strengthening the base - transport of excavated material - Auxiliary works
302.A1.3	<p>Concrete works</p> <ul style="list-style-type: none"> - construction of concrete base - installation of the necessary construction - installation of reinforcement
	<ul style="list-style-type: none"> - construction of concrete floor and cement embankments - concrete works, landscaping, access road/road connection - installations of the necessary prefabricated elements - channel systems - auxiliary activities
302.A1.4	<p>Masonry with block/brick</p> <ul style="list-style-type: none"> - Masonry - horizontal and vertical insulation of the building - plastering the ceilings and walls of the building - construction of fences, landscaping, roads/road connections - installation of mounting elements - construction of small elements within the plant (chimney, ventilation system etc.) <p>auxiliary works</p>

302.A1.5	<p>Wood works</p> <ul style="list-style-type: none"> - construction of all elements that connect with a new object or adaptation of old building - establishment of wooden structures (foundations, beams and roof structures) - construction of wood such as flooring, space arrangement, road fence - installation of small structures of wood - auxiliary works
302.A1.6	<p>Isolation and facade</p> <ul style="list-style-type: none"> - Isolation - facade - installation of mounting elements - auxiliary works
302.A1.7	<p>Works on roof construction</p> <ul style="list-style-type: none"> - installation of roof structures - roof covering/ process of laying bricks/ sheet metal and other materials - auxiliary activities
302.A1.8	<p>Sheet Metal Works</p> <ul style="list-style-type: none"> - construction of a gutter - construction of an atmospheric sewage system - snow barriers - - auxiliary activities
302.A1.9	<p>Ceramic works</p> <ul style="list-style-type: none"> - Preparation of the base for the installation of ceramic tiles - the installation of ceramic tiles - Final activities after placement of ceramic tiles - auxiliary activities
302.A1.1 0	<p>Wooden works</p> <ul style="list-style-type: none"> - construction of windows, doors, wooden fences, stairs, etc. - construction of internal and external elements
	<ul style="list-style-type: none"> - auxiliary activities
302.A1.1 1	<p>Work on storey construction</p> <ul style="list-style-type: none"> - creating a foundation for the storey construction - storey construction - final activities - auxiliary activities

302.A1.1 2	<p>Varnishing/painting works</p> <ul style="list-style-type: none"> - painting of attics/walls - painting of wood and metal surfaces <p>auxiliary activities</p>
302.A1.1 3	<p>Metal works</p> <ul style="list-style-type: none"> - construction of metal elements - installation of metal structures - fencing (balconies, stairs, etc.) and fencing facility - installation of necessary metal prefabricated elements - auxiliary activities
302.A1.1 4	<p>Stone works</p> <ul style="list-style-type: none"> - masonry with stones - stone coating/ stone layers coating - masonry fence, arranging ambient with stone, access to road/road connections, - installation of mounting elements
302.A1.1 5	<p>Technical installations</p> <ul style="list-style-type: none"> - installation of electricity supply - installation of gas supply - installation of external and internal electrical installations - installation of drainage system - Installation of water supply system, placement of water tank, hydrophones etc. - installation of internal and external sewage system that is connected with secondary sewage system or septic tank/reservoir sewerage, - septic tank/reservoir construction - installation of indoor sanitary appliances - installation of heating, ventilation, conditioned air systems and air/air conditioning systems (heating or cooling systems), - installation of water treatment devices and water purification stations - auxiliary activities

302.A1.1	Other activities
6	<ul style="list-style-type: none">- construction of parking spaces- construction of a road network- decorating the environment (with the exception of decorative plants)

	- other auxiliary activities
302.A2	<i>list of eligible costs for installing the equipment</i>
302.A2.1	Installing the device and an eligible machine
302.A2.3	Installing renewable energy devices (wind, solar, geothermal, bio-gas, etc.
302.A2.4	Installing computer devices and computer programs, including sensors
302.A2.5	Installing computer devices and computer programs, including sensors
302.B	- GENERAL COSTS FOR MEASURE 302
302.B1	<i>List of general costs for preparation of business plan</i>
302.B1.1	Eligible costs for preparation of business plan or project proposal amounts up to a maximum of 3% of eligible costs;
302.B2	<i>General costs of project implementation</i>
302.B2.	Costs for architects / engineers and obtaining permits and different licenses are acceptable up to 7% of eligible costs
302.B4	<i>Marketing costs and project level information</i>
302.B4.1	designing information and advertising material
302.B4.2	Printing of advertising and informative material

1.29.1 Annex no. 8 List of settlements (cadastral zones) in mountain areas ("type A")

The list (grouped by municipalities (in brackets) in alphabetical order of settlements) contains names of settlements in cadastral zones with an average altitude of over 700m. Since there are cadastral zones without settlement, but which have potential beneficiaries, they are shown with an italic font (with the corresponding municipality in brackets).

Belle (Deçan)	Zgatar (Dragash)	Vërtomicë (Hani i Elezit)
Deçan (Deçan)	Zlipotok (Dragash)	Cercë (Istog)
Hulaj (Deçan)	Zym (Dragash)	Cërkolez (Istog)
Isnig (Deçan)	Burrnik (Ferizaj)	Istog i Poshtëm (Istog)
Lëbushë (Deçan)	Jezerc (Ferizaj)	Istog (Istog)
Lloqan (Deçan)	Manastiricë (Ferizaj)	Kaliqan (Istog)
Pobërxhë (Deçan)	Nerodime e Epërme (Ferizaj)	Lubozhdë (Istog)
Strellc i Epërm (Deçan)	Pleshinë (Ferizaj)	Mojstir (Istog)
Voksh (Deçan)	Gërçinë (Gjakovë)	Shushicë (Istog)
Baçkë (Dragash)	Goden (Gjakovë)	Sinajë (Istog)
Bellobradë (Dragash)	Koshajë (Gjakovë)	Studenicë (Istog)
Blaç (Dragash)	Qerret (Gjakovë)	Suhogërlle (Istog)
Brezne (Dragash)	Bresalc (Gjilan)	Uçë (Istog)
Brod (Dragash)	Burincë (Gjilan)	Vrellë (Istog)
Brodosanë (Dragash)	<i>Burinicë (Gjilan)</i>	Zhakovë (Istog)
Brrut (Dragash)	Çelik (Gjilan)	Gjocaj (Junik)
Buçë (Dragash)	Dunav (Gjilan)	Jasiq (Junik)
Buzez (Dragash)	Gadish (Gjilan)	Junik (Junik)
Dikancë (Dragash)	Goden (Gjilan)	Biçec (Kaçanik)
Dragash (Dragash)	Kishnapolë (Gjilan)	Drenogllavë (Kaçanik)
Glloboqicë (Dragash)	Lipovicë (Gjilan)	Gjurgjedell (Kaçanik)
<i>Gllobošicë II (Dragash)</i>	Muçibabë (Gjilan)	Glloboqicë (Kaçanik)
Kapre (Dragash)	Ponesh (Gjilan)	Ivajë (Kaçanik)
Kërstec (Dragash)	Shurdhan (Gjilan)	Korbliq (Kaçanik)
Kosavë (Dragash)	Sllakoc i Epërm (Gjilan)	Kotlinë (Kaçanik)
Krushevë (Dragash)	Sllakoc i Poshtëm (Gjilan)	Kovaçec (Kaçanik)
Kuk (Dragash)	Sllubicë (Gjilan)	Nikoc (Kaçanik)
Kukjan (Dragash)	Stançiq (Gjilan)	Runjevë (Kaçanik)
Kuklibeg (Dragash)	Vërbicë e Zhegocit (Gjilan)	Semajë (Kaçanik)
Leshtan (Dragash)	Zhegoc (Gjilan)	Sllatinë (Kaçanik)
Lubovishtë (Dragash)	Arlat (Gilloqoc)	Vatë (Kaçanik)
Mlikë (Dragash)	rushtice e Epërme (Drenas)	Bratilloq (Kamenicë)
Orqushë (Dragash)	Gradicë (Drenas)	Busovatë (Kamenicë)
Plavë (Dragash)	Kërzharekë (Drenas)	Dazhnicë (Kamenicë)
Pllajnik (Dragash)	Negroc (Drenas)	Desivojcë (Kamenicë)
<i>Pllavë I (Dragash)</i>	Nekoc (Drenas)	Feriqevë (Kamenicë)
Radesh (Dragash)	Sankoc (Drenas)	Gjyrishec (Kamenicë)
Rapqë (Dragash)	Vuçak (Drenas)	Gmicë (Kamenicë)
Restelicë (Dragash)	Badoc (Graçanicë)	Gragjenik (Kamenicë)
Rrenc (Dragash)	Dromjak (Hani i Elezit)	Karaçevë e Epërme (Kamenicë)
<i>Sainovac II (Dragash)</i>	Kërvenik (Hani i Elezit)	Kostadincë (Kamenicë)
Shajné (Dragash)	Neçavc (Hani i Elezit)	Kranidell (Kamenicë)
Vranishtë (Dragash)		Kremenatë I (Kamenicë)
Xërxë (Dragash)		Kremenatë II (Kamenicë)
Zaplluzhë (Dragash)		

Krilev (Kamenica)	Ostrac (Leposavic)	Senik (Malisevo)
Lajčici (Kamenica)	Plakanice (Leposavic)	Donja Trpeza (Malisevo)
Lisocke (Kamenica)	Planinice (Leposavic)	Trpeza (Malisevo)
Maroc (Kamenica)	Potomile (Leposavic)	Bajgora (Mitrovica)
Mešine (Kamenica)	Cirkovic (Leposavic)	Bare (Mitrovica)
Poličke (Kamenica)	Rikovo (Leposavic)	Batahir (Mitrovica)
Rahovica (Kamenica)	Rodel (Leposavic)	Brobonic (Mitrovica)
Sedlar (Kamenica)	Rucmanc (Leposavic)	Dedi (Mitrovica)
Sahič (Kamenica)	Simičiste (Leposavic)	Kačandol (Mitrovica)
Svirce (Kamenica)	Sočanica (Leposavic)	Kopriva (Mitrovica)
Trstene (Kamenica)	Trebice (Leposavic)	Kovačica (Mitrovica)
Tudjevce (Kamenica)	Vračevo (Leposavic)	Kutloce (Mitrovica)
Vaganeš (Kamenica)	Zabrdže (Leposavic)	Lisice (Mitrovica)
Gornja Veleglava (Kamenica)	Zavrata (Leposavic)	Madzera (Mitrovica)
Donja Veleglava (Kamenica)	Zemanica (Leposavic)	Mazic (Mitrovica)
Vričec (Kamenica)	Zrnosek (Leposavic)	Melenica (Mitrovica)
Zajčec (Kamenica)	Aklap (Lipljane)	Ovčar (Mitrovica)
Zuje (Kamenica)	Baice (Lipljane)	Rahovo (Mitrovica)
Bare (Leposavic)	Brus (Lipljane)	Rasan (Mitrovica)
Belobrade (Leposavic)	Bukovica (Lipljane)	Reka (Mitrovica)
Berberište (Leposavic)	Cellopek (Lipljan)	Rezane (Mitrovica)
Brzance (Leposavic)	Divljak (Lipljane)	Selac (Mitrovica)
Bistrica Salje (Leposaviq)	(Lipljane)	Staritrg (Mitrovica)
Borčane (Leposavic)	Hanroc (Lipljane)	Strane (Mitrovica)
Cerajë (Leposavic)	Janjevo (Lipljane)	Trstena (Mitrovica)
Černotavë (Leposavic)	Klečka (Lipljane)	Prvi tunel (Mitrovica)
Crven (Leposavic)	Krojmir (Lipljane)	Vidisic (Mitrovica)
Drenovë (Leposavic)	Lipovica (Lipljane)	Vidomic (Mitrovica)
Dubokë (Leposavic)	Mirena (Lipljane)	Vlahina (Mitrovica)
Gërkajë (Leposavic)	Okosnice (Lipljane)	Zabrdze (Mitrovica)
Gnezdane (Leposavic)	Plitkovic (Lipljane)	Zijace (Mitrovica)
Graničane (Leposavic)	Resinoc (Lipljane)	Bolec (Novobrdo)
Guli (Leposavic)	Sala (Lipljane)	Bostan (Novobrdo)
Guvnistë (Leposavic)	Saskoc (Lipljane)	Busince (Novobrdo)
Donje Isevë (Leposavic)	Sisarke (Lipljan)	Carevce (Novobrdo)
Jellakcë (Leposavic)	Slovina (Lipljane)	Dragance (Novobrdo)
Kjeverciq (Leposavic)	Teče (Lipljan)	<i>Irznic II (Novobrdo)</i>
Koporac (Leposavic)	Trbufce (Lipljan)	Izvor (Novobrdo)
Kostin Potok (Leposavic)	Vogocice (Lipljane)	Jasenovic (Novobrdo)
Kruscice (Leposavic)	Vrelo (Lipljane)	Klobukare (Novobrdo)
Lozne (Leposavic)	Berisa (Malisevo)	Kosac (Novobrdo)
Majdevo (Leposavic)	Ladroce (Malisevo)	Gornje Kufce
Miokovic (Leposavic)	Mosnice (Leposaviq)	Ladrovic (Malisevo)
		Milanovic (Malisevo)
		Ngucat (Malisevo)

(Novobrdo)
Labjane
(Novobrdo)
Gornji
Makres(Novobrd
o)

Donji Makres (Novobrd)
 Manisince (Novobrd)
 Miganoc (Novobrd)
 Mozgovo (Novobrd)
 Novobrd (Novobrd)
 Paralovo (Novobrd)
 Prekoc (Novobrd)
 Straze (Novobrd)
 Trnicec (Novobrd)
 Tirince (Novobrd)
 Zebince (Novobrd)
 Bellopac (Peć)
 Bellopoja (Peć)
 Boge (Peć)
 Crni Breg
 (Peć) Drelaj
 (Peć) Dugaivo
 (Peć) Hadjaj
 (Peć)
 Velika Jablanica (Peć)
 Mala Jablanica (Peć)
 Košutane (Peć)
 Kucište (Peć)
 Levoše (Peć)
 Lipa (Peć)
 Llaz-Belopac (Peć)
 Lubenic (Peć)
 Malaj (Peć)
 Novoselo (Peć)
 Peć (Peć)
 Pepić (Peć)

Reka Alage (Peć)
 Skrelj (Peć)
 Veliki Stupeć (Peć)
 Mali Stupeć (Peć)
 Stankaj (Peć)
 Baloce (Podujevo)
 Baraine (Podujevo)
 Brvenik (Podujevo)
 Blate (Podujevo)
 Bradas (Podujevo)
 Braine (Podujevo)
 Brec (Podujevo)
 Dobrdol (Podujevo)
 Dobratin (Podujevo)

Gornja Dumnica
 (Podujevo) Dvoriste
 (Podujevo) Duz
 (Podujevo) Hrtica
 (Podujevo) Kalatice
 (Podujevo)
 Krpimeh (Podujevo)
 Kusevica (Podujevo)
 Ladoc (Podujevo)
 Gornji Lupc (Podujevo)
 Metehi (Podujevo)
 Metergoce (Podujevo)
 Muhazob (Podujevo)
 Murgul (Podujevo)
 Orlane (Podujevo)
 Gornja Pakaštica
 (Podujevo)
 Donja Pakaštica
 (Podujevo) Prpelac
 (Podujevo) Polate
 (Podujevo) Popovo
 (Podujevo) Potok
 (Podujevo) Rakinica
 (Podujevo) Recica
 (Podujevo) Rep
 (Podujevo) Revuc
 (Podujevo) Sajkovac
 (Podujevo) Slatina
 (Podujevo) Surdul
 (Podujevo) Sulevica
 (Podujevo)

Turicec (Podujevo)
 Velikareka (Podujevo)
 Ziti (Podujevo)
 Novoselo (Pristina)
 Ballaban (Pristina) Busi
 (Pristina) Dabišec
 (Pristina) Dragoc
 (Pristina) Glogovica
 (Pristina) Graštica
 (Pristina) Hajkobila
 (Pristina) Kecekola
 (Pristina) Kolic
 (Pristina) Kolovica
 (Pristina) Kukavica
 (Pristina)

Lukar (Priština)
 Makoc (Priština)
 Marec (Pristina)
 Mramor (Pristina)
 Nisec (Pristina)
 Prapashticë (Pristina)
 Radasec (Pristina)
 Rimaniste (Pristina)
 Sarbane (Pristina)
 Sicevo (Pristina)
 Slivovo (Pristina)
 Sofalija (Pristina) Zlas
 (Pristina) Zlatare
 (Pristina) Dojnice
 (Prizren) Dražić
 (Prizren) Grnčar
 (Prizren) Gornjaselo
 (Prizren) Gorozupa
 (Prizren) Jablanica
 (Prizren) Jeskovo
 (Prizren) Kabas
 (Prizren)
 Karashëngjergj (Prizren)
 Kuznin (Prizren)
 Kustendil (Prizren)
 Leskovec (Prizren)
 Lez (Prizren)
 Lokvice (Prizren)
 Gornje Lubinje
 (Prizren)
 Donje Lubinje

Lubicevo (Prizren)
 Lubizde Hasa
 (Prizren)
 Manastirica (Prizren)
 Milaj (Prizren)
 Muradem (Prizren)
 Mušnikovo (Prizren)
 Nebregošte (Prizren)
 Novoselo (Prizren)
 Planeje (Prizren)
 Planjane (Prizren)
 Pouske (Prizren)
 Rečane (Prizren)
 Skrobište (Prizren)
 Sredska (Prizren)

Struze (Prizren)
 Vrbican (Prizren)
 Zivinjan (Prizren)
 Zur (Prizren)
 Zatrić (Orahovac)
 Bozec (Ranilug)
 Rajnoc (Ranilug)
 Beroc (Strpce)
Berofc II (Strpce)
 Gornja Bitina(Strpce)
 Donja Bitina(Strpce)
 Brezovica (Strpce)
 Brod (Strpce)
 Drekoc (Strpce)
 Firaja (Strpce)
 Gotovusa (Strpce)
 Izance (Strpce)
 Jazince(Strpce) Strpce)
 Kastanevo (Strpce)
 Sevce (Strpce) Strpce
 (Strpce) Susice
 (Strpce) Vrbestice
 (Strpce) Vice (Strpce)
 Belince (Stimlje)
 Caralevo (Stimlje)
 Devetak (Stimlje)
 Duga (Stimlje)
 Karačica (Stimlje)
 Laniste (Stimlje)
 Molopolce (Stimlje)
 Petrovo (Stimlje)
 Pjeterstice (Stimlje)
 Rance (Stimlje)
 Rečak (Stimlje)
 Topilo (Stimlje)
 Zborce (Stimlje)
Krajice (Srbica) Baje
 (Srbica) Blace
 (Suvareka)
 Budakovo
 (SuvaReka) *Bukos II*
 (Suvareka) Čadrak
 (Suvareka) Čubrel
 (Srbica) Deloce
 (Suvareka) Greicec
 (Suvareka)
 Javor (Suvareka)
 Kotor (Srbica) Kozice
 (Srbica) Krasalic
 (Srbica) Krasmiroc
 (Srbica)
 GornjaKrusica
 (Suvareka)
GornjeKrusice
 (Suvareka)
 Kucica (Srbica)
 Lužnice (Suvareka)
 Lubavec (Srbica)
 Macitevo (Suvareka)
 Mustiste (Suvareka)
 Papaz (Suvareka)
 Popolan (Suvareka)
 Preloc (Srbica)
 Radisevo (Srbica)
 Runik (Srbica)
 Surigane (Srbica)
 Trnavce (Srbica)
 Vrsec (Suvareka)
 Vitak (Srbica) Vranic
 (Suvareka) Balance
 (Vitina) Buzovik
 (Vitina) Debelde
 (Vitina)
 VelikiGoden
 (Vitina) Letnica
 (Vitina) Lubiste
 (Vitina)
 Mjak (Vitina)
 Sasare (Vitina)
 Gornje Stuble (Vitina)
 Donje Stuble (Vitina)
 Vrnakolo (Vitina)
 Vrnez (Vitina)
 Bečuk (Vučitrn)
 Bosljane (Vučitrn)
 Ceceli (Vučitrn)
 Dubovce (Vučitrn)
 GornjaDumnica
 (Vučitrn)
 Grace (Vučitrn)
 Gumniste (Vučitrn)
 Karače (Vučitrn) Kole
 (Vučitrn) Kunovik
 (Vučitrn)
 Kurilovo (Vučitrn)
 Pasoma (Vučitrn) Sala
 (Vučitrn) Slivovice
 (Vučitrn) Skocan
 (Vučitrn) Skroma
 (Vučitrn) Slakoce
 (Vučitrn) Strofc
 (Vučitrn) Vesekoc
 (Vučitrn) Zagore
 (Vučitrn) Zilivoda
 (Vučitrn) Babic (Zubin
 Potok) Babudovice
 (Zubin Potok)
 Banja (Zubin Potok)
 Brnjak (Zubin Potok)
 Bojnovice (Zubin Potok)
 Veliki Breg (Zubin
 Potok)
 Bube (Zubin Potok)
 Burlate (Zubin Potok)
 Caber (Zubin
 Potok)Cecevo (Zubin
 Potok) Cesanovic
 (Zubin Potok)
 Citluk (Zubin Potok)
 Crepulje (Zubin Potok)
 Dobrosevine (Zubin
 Potok)
 Dragalice (Zubin Potok)
 Drainovic (Zubin Potok)
 Dren (Zubin Potok)
 Gazivoda (Zubin Potok)
 Jabuke (Zubin Potok)
 Jagnjenice (Zubin Potok)
 Gornji Jasenovik (Zubin
 Potok)
 Donji Jasenovik
 (Zubin Potok)
 Junake (Zubin Potok)
 VelikaKaludra (Zubin
 Potok)
 Mala Kaludra(Zubin
 Potok)
 Krligate
 (Zubin Potok) Kijevc
 (Zubin Potok) Klečka
 (Zubin Potok)

Kobiloglava (Zubin Potok)
Kopilovic (Zubin Potok) Kovač (Zubin Potok) Kozarevo (Zubin Potok) Lučkareka (Zubin Potok)
Medjipotok (Zubin Potok)
Oklac (Zubin Potok) Padine (Zubin Potok) Paruc (Zubin Potok) Prelez (Zubin Potok) Presek
(Zubin Potok) Prevlak (Zubin Potok) Pridvorice (Zubin Potok) Rančic (Zubin Potok) Rezala (Zubin
Potok) Rujiste (Zubin Potok) Sipovo (Zubin Potok) Stuoce (Zubin Potok) Gornji Strnac (Zubin
Potok)
Tusice (Zubin Potok) Uglar (Zubin Potok) Gornja Varaga (Zubin Potok)
Donja Varaga (Zubin Potok) Vrba (Zubin Potok)
Vitakovo (Zubin Potok) Vojmislic (Zubin Potok) Vukojevic (Zubin Potok) Zagradje (Zubin Potok)
Zagul (Zubin Potok) Zecevič (Zubin Potok) Zarevo (Zubin Potok) Zubin Potok (Zubin Potok)
Banovdol (Zvečane) Grizan (Zvečan) Izvor (Zvečan) Kamenica (Zvečan) Kula (Zvečan)
Lipovica (Zvečane) Lokve (Zvečan) Lovac (Zvečan) Mekidol (Zvečan)

Annex 10: List B - List of settlements in mountain areas ("Type B")

The list (grouped by municipalities (in brackets) in alphabetical order of settlements) contains Albanian names of settlements in cadastral zones with an average altitude of over 600m, where at least 20% of the surface has a slope of at least 10%.

Batuše (Djakovica)	Dren (Leposaviq) Jarinje	Tverdjan
Ponošec	(Leposavic)	(Leposavic) Ulinje
(Djakovica) Popoc	Jašanica (Leposavic)	(Leposavic)
(Djakovica) Inatoc	Kajkovo (Leposavic)	Vitanovic
(Gnjilane) Pidic	Kalin (Leposavic)	(Leposavic) Vu
(Gnjilane)	Gornji Krnin (Leposavic)	(Leposavic) Biluše
Pustenik (Hani i	Kruševo (Leposavic)	(Prizren) Koriše
Elezit) Bob (Kačanik)	Kutnje (Leposavic)	(Prizren) Kabaš
Gajre (Kačanik)	Leposavic (Leposaviq)	(Viti) Novoselo
Kačanik (Kačanik)	Leshak (Leposavic)	(Vitina) Bajnjska
Lanište (Kačanik)	Mekinice (Leposavic)	(Zvečane) Boletin
Hajnoc (Kamenica)	Mihalic (Leposavic)	(Zvečan) Bresnice
Strezoc (Kamenica)	Popoc (Leposavic)	(Zvečan) Joševik
Bistrica (Leposavic)	Rvatska (Leposavi)	(Zvečan)
Borovo (Leposavic)	Seoce (Leposavic)	Lipa (Zvecane)
Desetak (Leposavi)	Slatina (Leposavic)	Reka Banjske (Zvečan)
	73 Trikosë (Leposaviq)	Rudar Veliki(Zvečan)

Rudar Mali

(Zvečan)

(Zvečan) Srboce

Suhodol Banje (Zvečan)

Annex 11: Request For Payment for Measure302

Request For Payment

REQUEST FOR PAYMENT MEASURE 302, SUBMEASURE 302. ____	
I. Applicant's data	Region: (Emri dhe mbiemri ose subjekti juridik)
	Municipality:
	Place of residence:
	Address:
	Telephon:
	E-mail:
	Web site:
II. Project name
III. Project unique identification number (UIN)
<i>Only for official use (filled by a regional official):</i>	
Unique identification number (UIN) of the request for payment:	
<i>Only for official use (filled by a regional official):</i>	
IV. Submission date	(dd/mm/vvvv)
IV. Date	(dd/mm/vvvv)
V. Submission time:	(hour and minute , shall be filled only if the request for payment is complete))
VI. Request for payment is completed	<input type="checkbox"/> YES <input type="checkbox"/> NO

VII. Farm identification number (FIN:																				
VIII. Business registration number																				
IX. For all applicants:																				
Bank		Bank name:																		
		IBAN:																		
		Current account no.:																		
		Address:																		

_____ (Beneficiary name and surname, and signature) _____ (Official name, surname and signature)

X. Statements	
By signing this Request for Payment, I hereby declare:	
<ol style="list-style-type: none"> 1) All the data and documents submitted with this Request for Payment are true. 2) The investments included in the Request for Payment are actually executed. 3) The costs for which I require payment are listed in the Costs Table of this Request. I did not received any other public financial support for the same investment 4) I have no outstanding debts towards public institutions. 5) I agree that the Ministry of Agriculture, Forestry and Rural Development publish the following project information - beneficiary name, the location of the investment, the amount of support and the total amount of the costs. All accounts are paid and the prices are realistic. 6) I fully followed the procurement procedure as described in the annex to the contract I signed with ADA. 7) I am aware that the presentation of untrue data is punishable by applicable laws 	

XII. Date / Signature	
(Stamp for legal entities)	
Day – Month – Year	(Name, surname and signature)

Note : The applicant completes white fields only

ATTACHED DOCUMENTS
Please mark with " " and the document according to this schedule at the end of the Request for Payment

<u>1 General documents</u>	
1. Copy of the valid ID card issued by Republic of Kosovo authorities and copy of the Business registration, the document stating who has the right to sign on behalf of the business	<input type="checkbox"/>
2. Authorization certified by a notary (in case the request is submitted by an authorized person)	<input type="checkbox"/>
3. Copy of the valid ID card of an authorized person (in case the request is submitted by authorized person)	<input type="checkbox"/>
4. Original invoices proving the incurred costs	<input type="checkbox"/>
5. Payment order (in case of payment through a bank over 500 €) / fiscal coupon (in the case of cash payment below 500 €) which is attached with the account and shows that the beneficiary made a payment	<input type="checkbox"/>
6. A bank account statement that includes a payment period indicating that the beneficiary made payments (in cases where payments were made by a bank transfer)	<input type="checkbox"/>
Only for construction projects	

7. Construction permit issued by the competent municipal authority;	<input type="checkbox"/>
8. The consent of the community in an environment in which the construction of the stables is planned and	<input type="checkbox"/>
9. Environmental Impact Assessment, if provided for by law	<input type="checkbox"/>
<u>Documents related to procurement procedures (separate and completed documents for each procurement procedure)</u>	
10. Procurement type and applied procedure	<input type="checkbox"/>
11. A copy of the tender invitation (according to Annex 1 of the procurement procedure) with the signature of the bidder	<input type="checkbox"/>
12. Signed statement on compliance with the rules for avoiding conflict of interest (Annex 2);	<input type="checkbox"/>
13. Statement of Reliability	<input type="checkbox"/>
14. Copies of the business registration certificate of all bidders (beneficiaries and non-beneficiaries)	<input type="checkbox"/>
15. Copies of the bidders fiscal number of all bidders (beneficiaries and non-beneficiaries)	<input type="checkbox"/>
16. Signed statement on Confidentiality and Neutrality (Annex 4)-	<input type="checkbox"/>
17. Reasoning of the decision on the award of the tender (in the case of selection with at least 3 bids, the decision is made by the beneficiary, while in the case of selection by public procurement, the decision is made by the	<input type="checkbox"/>
18. Contract signed with a winner.	<input type="checkbox"/>

Costs table according to the Request for Payment

Unique registration number (URN) of the Request for:.....

№	Costs type	Quantity		Unit price without VAT/Euro/	Unit price with VAT/Euro/	Total amount without VAT /Euro/	Total amount with VAT /Euro/	Account no.	Account date	Approved support /Euro /
		Measurement	Quantity							

1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total:										

Note: The shaded areas in the table above must be filled only by ADAS officials

Previous table must be filled only by ADAS officials

Annex 12: Evaluation report

- Evaluation report shall be sent to all applicants

Annex 13: Complaint form

Complaint

Name and surname _____, village _____
municipality _____

I hereby present complaint against decision no: _____, date _____, as applicant

- Rural Development project: *Sector:*
302.1 Beekeeping, production and processing of honey
302.2 Processing of agricultural products
302.3 Development of craft activities
302.4 Rural tourism development
302.5 Aquaculture / fish breeding
302.6 Breeding poultry for eggs and meat production

Direct payment: Wheat Sheep and goats milking cows beekeeping
Corn other _____ Application no _____

Reasons for complaint:

Note: Attach disputed documents

Annex 14: Indicators form

2018

Measure 302 FARM DIVERSIFICATION AND BUSINESS DEVELOPMENT

Sub / measure

Municipality.....

Collected project indicators.....

Applicant.

Farm identification
number

Indicator type	Indicator	Data provided by Applicant		Control by a regional officer
		YES	NO	
Input	Total value of public support (Euro)			<input type="checkbox"/>
Output	* Total value of public investments (Euro)			<input type="checkbox"/>
	New business	YES	NO	<input type="checkbox"/>
	Novi farmer	YES	NO	<input type="checkbox"/>
	Farmer	YES	NO	<input type="checkbox"/>
Results	Activities will expand towards process of lower level	YES	NO	<input type="checkbox"/>
	Additional sources of income should be created	YES	NO	<input type="checkbox"/>
	Marketing needs to be improved	YES	NO	<input type="checkbox"/>
	*** Additional full-time jobs were created (FTJ)			<input type="checkbox"/>
Impact	** Total value of revenue from sale of production in the next year as a result of the implementation of the project (euros / year)			<input type="checkbox"/>
	*** The total non-agricultural additional value with full time jobs (FTj) was created next year after the implementation of the project.			<input type="checkbox"/>

* - The total volume of investments includes eligible costs (public finances) and private co-financing of eligible costs

** - Total revenue should be counted as an additional sales value in the first year after the implementation of the project as a direct consequence of project investing.

*** - total number of full-time employees (FTE) The total number of employees (FTE) will be counted as additional work in the year after the implementation of the project, as a direct result of investments through this project.

1 FTE = 225 working days per year.

Annex 15: List of addresses of regional agricultural offices

Contacts and information points regarding the filing of the application

MBPZHR / AZHB MBPZHR / AZHB Address: str. Migjeni 10,000 Pristina, former building of the Ljubljana Bank from Monday to Friday 10.00 to 12.00 hours and 13.00 -15.00 hours Tel; 03820038878.				
ADA Regional Offices				
No.	Region	Address	Phone	e-mail
1	Prishtinë Priština	Industrial Zone- Fushë Kosovë/ Kosovo Polje (in front of Maxi- Marke)	038 601 169	
2	Mitrovicë /Mitrovica	Kraljica Teuta bb.	028 522 501	
3	Pejë/ Peć	Agricultural Institute, nursery garden	039 431-276	
4	Gjakovë/ Đakovica	Str. Marin Brleti no.2, III floor	0390 320-992	
5	Prizren	str. Avni Rrustemi #159	029 244-793	
6	Ferizaj/ Uroševac	Deshmoret e kombit bb.	0290 324 661	
7	Gjilan /Gnjilane	Independence boulevard (str, Ferizaja;.Soliter I floor)	0280 326 106	

Annex 16: promotion



Annex 17: A list of cultural heritage for temporary protection

It can be found on the website of the Ministry of Culture, Youth and Sport www.mkrs-ks.org

and on the website of the Agriculture Development Agency www.azhb-ks.net.

Annex 18: Code Of Ethics For Advisory Company

Recommendation for applicants : code of ethics for advisory company
MAFRD or ADA should not intervene in contractual relations between two private parties.

However, we believe that some of the following recommendations are important:

- In order to prepare the request, the applicant is not obliged to hire an advisory company.
- The applicant decides whether to hire an advisor and which advisor to hire.
- In the case of complicated projects (for example, with a business plan and construction), we advise the applicant to hire a specialized advisor.
- It is forbidden for officials of the Agricultural Development Agency to recommend certain

advisers. If it proves that there is a conflict of interest between an adviser and the paying agency, the request shall be rejected as an attempt to deceive and the official shall be punished by domestic laws and internal rules of the ADA

- The applicant signs the contract with the advisor before submitting the application. Oral agreement is not enough!
- The costs of advisor are eligible, if the ADA accepts and finances the project. For these services, the adviser should issue a regular account, and the applicant should pay it.
- If the project is declared ineligible by the fault of the advisor, the applicant should not pay because the adviser's duty is to prepare only eligible projects.
- If the application is eligible, but has not received a sufficient number of points, the advisor should be paid, as it has no impact on scoring.
- The Applicant should provide all the necessary documents and attach them to the request. The adviser should check whether the request is complete.
- Applicant may seek assistance from the advisor and during the project implementation, if this is stipulated by the contract.
- Applicants are not allowed to change the advisory company after the selection of the project, because the receipt of the costs for the preparation of the project is related to the company that prepared the project.

Annex 19: Advisory services

- You can find the list of consultants, advisory services licensed by MAFRD on this link:
<http://www.mbpzhr-ks.net/> <http://keshillabujgesore.com/sq/>

This document has been prepared by the Agricultural Development Agency in cooperation with the administrative body and is distributed free of charge



Republika e Kosovës- Republika Kosova-Republic of Kosovo
MINISTRIA E BUJQËSISË, PYLLTARISË DHE ZHVILLIMIT RURAL
MINISTARSTVO POLJOPRIVREDE, ŠUMARSTVA I RURALNOG
RAZVOJA
MINISTRY OF AGRICULTURE, FORESTRY AND RURAL DEVELOPMENT
Guide for applicants

Measure 303

**“IMPLEMENTATION OF LOCAL DEVELOPMENT STRATEGIES -
LEADER APPROACH”**

Kosovo Agriculture and Rural Development Program 2019

Application deadline: May 22 - July 01 2019

Content

1. Objectives, priorities and measures of grant schemes	3
1.1 History	3
1.2 Key definitions	4
1.2 Objective of the Measure 303	5
1.3 Specific objectives of the Measure 303	5
1.4 Financial Resources for Measure 303	6
2. Intensity and amount of financial assistance and eligible applicants	9
2.1 Intensity of the assistance	9
2.2. Eligible applicants	10
2.3 Eligible activities for Activity 1	10
2.4 Indicative list of eligible costs for Activity 1	11
2.5 Eligible activities for Activity 2a	11
2.6 Indicative list of eligible costs for Activity 2a	11
2.7 Eligible activities for Activity 2b	12
3. Application procedure	12
3.1 Application submission and deadline	12
3.2 Application deadline	12
3.3 Application submission	12
4. Selection, contracting and implementation of activities	13
4.1 Selection procedure	13
4.2 Important notes for applicants in connection with the rejection of applications	13
5. Administrative procedure	14
6. List of Annexes	14
Annex 1: List of submitted documents	15
Annex 2: Application form	17
Annex 3: Project proposal for selected LAGs and RDN	20
Annex 4: Project proposal for selected LAGs and RDN	24
Annex 5: Contract form	27
Annex 6: Payment request for Measure 303	32
Annex 7: Evaluation report	39
Annex 8: List of eligible costs	39
Annex 9: Indicators	41

1. Objectives, priorities and measures of grant schemes

1.1 History

In the period 2007-2009, with the initiative of MAFRD, 30 Local Action Groups (LAGs) were established in Kosovo - covering the entire rural area of the country. LAGs in Kosovo are organized on the basis of municipalities, so that each municipality responds to the LAG. LAGs are registered as non-governmental organizations (NGOs) in accordance with Kosovo's legislation. Over the last few years LAGs have implemented / realized various projects in favor of their communities with the financial support of MAFRD, municipalities and other donor organizations. In order to facilitate the promotion, communication and dissemination of information between LAGs and other rural actors, the Rural Development Network (RDN) was established. RDN functions as a platform for discussion of project ideas, different suggestions and exchange of experiences. RDN has the legal status of a non-governmental organization (NGO).

Although 30 LAGs have been formed, less than half actively promote and implement/realize projects in their areas while others are less or not active.

The implementation of the LEADER measure and the current interrelated measures will be crucial for provision of additional support for the existence of LAGs in order to enhance their capacity to play the role of an agent / promoter for the development of rural areas in accordance with the well-known principles of the LEADER approach.

In the second half of 2014, the "Technical Assistance for Possible LAGs" activity was conducted in the form of calls for local development strategy (LDS). LAGs had to present new local development strategies or to update / revise existing ones in order to be selected and qualified for the following activities under the LEADER chapter of the KARDP. The call was launched by the Administrative body of PPRZ (PPRZ-DPDM/AM) (June 6, 2014) and the deadline for submitting the documents was December 2, 2014.

The Selection Committee was established in December 2014. The Committee was composed of 5 members (December 3, 2014), including experts from the MAFRD - the Department of Rural Development Policy (DRP), Advisory Services Division (ASD), Agricultural Development Agency (ADA) and the Independent Expert who represents civil society.

The Selection Committee conducted a detailed assessment of the 12 LDSs submitted. The assessment was carried out on the basis of previously established eligibility and selection criteria, whereby the Selection Committee has also made recommendations for improving the quality of the delivered LDSs. The selection process was completed on 11 December 2014; all 12 LDSs were considered eligible for those who reached more points than the required minimum (60/100). The selection result was forwarded to the Minister for Strategy Adoption, signed by the Minister on 30 April 2015.

For the analysis of 12 LDSs delivered in December 2014 (9, 10 and 11 December), a number of interesting elements appeared, presented below:

- All 12 LDSs were positively assessed on the basis of the eligibility and selection criteria set out in the document of the measure compiled in accordance with EU-IPARD Guidelines 2014-2020. All 12 LDSs have reached more than the minimum required.
- Small deficiencies have been analyzed, as outlined below (mentioned remarks are of a general nature and do not refer to any specific LDS)
 - o The presented local development strategies are not fully coherent and linked to the KARDP 2014-2020 (because the KARDP was not officially approved at the time the LAGs compiled and submitted their LDSs);
 - o Presented LDSs are not sufficiently specific. Specifically: I) in the contextual analysis there is specificity of the territory in terms of providing socio-demographic and economic data, but not specific problems and needs of the rural sector according to priorities; and II) the selected objectives are only partially related to the specific needs of the territory and its rural sector;
 - o LDSs are not focused on a particular topic so that: the proposed concrete measures / projects that are often presented are just a list of "things to do"; and ii) links between carrying out of activities or project and achieving goals - the reported costs are not recorded, the results and impact indicators are missing;
 - o The realized consultations and contributions made by partners and interested parties in the development of LDSs in the submitted documents are only partially reported.

In January 2015, the LEADER Working Group (WG) was established through the EDD / AM Initiative and approved by the Permanent Secretary. WG consists of representatives of LAGs and their Rural Development Network, DPDDR / MA employees, employed in ADA, NGOs and private experts.

Successful selection of the first group of 12 LAGs follows the implementation of the first two sub-measures within the measure 303.2 Leader "Creation and Implementation of Local Development Strategies - A Leader Approach" and 303.1 subsection "Acquiring Skills" and Encouraging / Animating LAG Residents for Selected LAGs. Subsection 303.3 (cooperation) will be launched at a later stage, as LAGs are well-structured, their employees are trained and residents in their territories have showed their capacity to take advantage of these activities.

1.2 Key definitions

Local Action Group (LAG) - means part of the social structure according to the bottom-up principle;

The Rural Development Network (RDN) - means a management structure which consists of LAG representatives;

Local Development Strategy (LDS) - means local development strategy of a particular territory.

Amount of assistance - means participation (expressed in percentages) of public funds in the eligible costs;

Application - means the submission of all necessary documents to the Paying Agency; Call for Application - means Public Notice on Call for Application;

Contract - means a contract signed between the selected applicant and the Paying Agency, according to the unprepared model, see Annex 4;

Eligible costs or Investments - means costs or Investments supported by public means, see Annex no. 8;

Grant - means non-refundable financial assistance provided by the Paying Agency for eligible costs;

Administrative body - means a public entity within the MFARR that is organized as a department with key responsibilities in terms of drafting and monitoring the Program;

Measure - means a Technical Document that represents the Basic Unit of the Program and its main parts in which the eligibility and selection criteria of the applicants are presented. This measure has its own budget that seeks to achieve a certain impact. The measure is implemented through the call for application and the project evaluation process.

Agricultural Development Agency and Paying Agency (<http://azhb.rks-gov.net/>) with main responsibilities in project evaluation and contracting and payment of costs in accordance with the procedures envisaged;

Agriculture and Rural Development Program 2019 - means a complex technical document setting out rural development measures, the logic of interventions and the expected impact of grants;

Project - means the planned investment submitted by the applicant;

Project Implementation Period - means a period from mutual signing of the contract (ADA and beneficiary) until the last payment by ADA;

Selection - means determining the number of points for qualified applicants, listing them according to points and their marking "selected for funding" and allocating financial resources, starting from those on top of the list.

1.2 Objective of the measure 303

The purpose of the activities envisaged is to support capacity building of selected LAGs, LAG members and rural residents in order to improve their skills in the area of democracy and local development.

1.3 Specific Objectives of Measure 303

- Functioning of selected LAGs according to LEADER approach;
- Capacity building of selected LAGs;
- Raising awareness of the rural population on the activities of selected LAGs;
- Exchange of experiences between selected LAGs;
- LDS implementation (projects)

MEASURE 303, LEADER consists of three main activities:

- Activity 1: "Acquiring skills and encouraging residents in the territories of selected LAGs"
- Activity 2 "Drafting and implementing local development strategies -LEADER approach for selected LAGs" and
- Activity 3. "Coordination / Cooperation" which will commence at a later stage after LAGs are well-structured, their employees have been trained and residents on their territories have demonstrated capacities to benefit from those activities.

1.4 Financial Resources for measure 303

- Activity 1: "Acquiring skills and encouraging residents in the territories of selected LAGs".
- Activity 2 "Drafting and implementing local development strategies -LEADER approach for selected LAGs".

The budget for 2019 amounts to 300 000 €.

Measure 303	Budget %	Budget in €
Activity 1: "Acquiring skills and encouraging residents in the territories of selected LAGs"	30%	For municipalities from 10.000 to 50.000 residents up to EUR 5.000; For municipalities from 50.000 to 90.000 residents up to EUR 7.000; For municipalities from 90.000 to 150.000 residents up to EUR 9.000 For Rural Development Network EUR 7,000
Total		EUR 89, 00
Activity 2 "Implementing Local development strategy"		
Activity 2a: "Functioning of selected LAGs" by supporting their Operational costs.	26%	EUR 78,480
Activity 2b: The second activity "Support for Implementation of LDS by LAGs"	44%	EUR 132,520
Total budget for LAGs and RDN		EUR 300,000

Activity 1: "Acquiring skills and encouraging residents in the territories of selected LAGs"

Activity 1: There are three thresholds of maximum eligible costs, depending on the number of residents of the territory covered by the selected LAGs.

Based on the report of Kosovo Agency of Statistics, Kosovo Population Census 2013 in municipalities where LAGs have been selected shall be as follows:

For municipalities from 10,000 to 50,000 residents, maximum eligible costs for Activity 303.1 "Acquiring skills and encouraging residents in the territories of LAGs for selected LAGs shall amount to EUR 5,000:

- Dečane/Dečan
- Obilić/Obiliq
- Vitina/Viti
- Štimlje/Shtime

For municipalities from 50,000 to 90,000 residents, maximum costs shall amount to EUR 7,000:

- Mitrovica/Mitrovicë
- Srbica/Skenderaj;
- Orahovac/Rahovec
- Lipjlan/Lipjan
- Mališevo/Malisheva

For municipalities with from 90,000 to 150,000 residents, maximum costs shall amount to EUR 9,000:

- Prizren/Prizren;
- Uroševac/Ferizaj and
- Peć/Pejë

For RDN, up to EUR 7.000

2. Intensity and amount of financial assistance

2.1 Aid intensity

Activity 1: "Acquiring skills and encouraging/animating residents in the territories of selected LAGs".

Following the signature of contract with ADA, selected LAGs shall receive 80% of all eligible costs as an advance payment.

Following project completion, beneficiary shall provide necessary evidences (invoices, the working day sheet for the manager and experts, and the CV of manager and expert and procedure for selection of manager or expert) as well as funds received as advance payment and the 20% of funds which are to be paid following the completion of the project (after another field test, billing of invoices and outcomes of investments). In case of failure to fulfill this condition, the beneficiary (contracted LAG) shall be obliged to return the funds received.

Note: The aid intensity of MAFRD for selected LAGs amounts 100%.

Activity 2 "Implementing local development strategies"

Activity 2a "Functioning of LAGs by supporting their operational costs"

Table 2 Eligible costs for functioning of LAGs and RDN

Eligible costs for functioning of LAGs and RDN for 2019	Euro	Month	Total
Salaries of LAG manager and/or other LAG employees; (gross salary)	220	12	2.640
Office rent and operational costs;	150	12	1.800
Office material;	10	12	120
Services (IT specialists, accountants, etc.);	50	10	500
Electricity, water and utilities	30	12	360
Transport costs	20	12	240
Unpredicted costs	300	1	300
Total for the functioning of one LAG			5.960
Total for the functioning of 12 LAGs			71.520
Costs for the functioning of RDN			5.960
Total for functioning of LAGs and RDN			77.480 €

Following the signature of contract with ADA, selected LAGs shall receive 80% of all eligible costs as an advance payment.

Following project completion, beneficiary shall provide necessary evidences (invoices, the working day sheet for the manager and experts, and the CV of manager and expert and procedure for selection of manager or expert) as well as funds received as advance payment and the 20% of funds which are to be paid following the completion of the project (after another field test, billing of invoices and outcomes of investments). In case of failure to fulfill this condition, the beneficiary (contracted LAG) shall be obliged to return the funds received.

Note: The aid intensity of MAFRD for selected LAGs amounts 100%.

Activity 2 "Implementing Local Development Strategies"

Activity 2b Implementing LDS of selected LAGs, whereby many small projects in compliance with LDSs shall be promoted and implemented.

Selection of LAG's projects and application procedure.

Selected LAGs shall implement the program according to the bottom-up approach. Decisions related to the elaboration and implementation of local development strategies should be taken by the LAG's Management Board through a simple majority vote.

LAGs shall prepare (and choose the project) and then submit the application to the Agricultural Development Agency (ADA).

Following the signature of contract with ADA, selected LAGs shall receive 80% of all eligible costs as an advance payment.

Following project completion, beneficiary shall provide necessary evidences (invoices, the working day sheet for the manager and experts, and the CV of manager and expert and procedure for selection of manager or expert) as well as funds received as advance payment and the 20% of funds which are to be paid following the completion of the project (after another field test, billing of invoices and outcomes of investments). In case of failure to fulfill this condition, the beneficiary (contracted LAG) shall be obliged to return the funds received.

Note: The aid intensity of MAFRD is 80% and 20% by other donors or members of selected LAGs.

Public support from MAFRD shall be provided in two installments: 80% as advance payment and 20% following project completion.

LAGs and RDN shall submit the request for payment and advance payment.

2.2. Eligible applicants

Final beneficiaries of activity 2 "Implementing Local Development Strategies" and Activity 1 "Acquiring skills and encouraging/animating residents in the territories of selected LAGs" are all selected LAGs and RDNs of LAGs.

2.3 Eligible Activities for:

Activity 1 "Acquiring skills and encouraging/animating residents in the territories of selected LAGs"

- Preparation of study areas (e.g. socio-economic, regional, marketing studies, etc.);
- Training and education of employees and LAG members based on various topics:
- Topics related to the LEADER approach (e.g. LEADER concept, local governance, SSL, network management, advancement of stakeholder participation, etc.)

- Management related topics (e.g. preparation of business plans, preparation of project applications, accounting and reporting, etc.);
- Attracting interest, organizing publicity and promotional materials and events for LAG members and residents of the area (e.g. workshops, seminars, meetings, etc.);
- Participation of LAG members in seminars, workshops, meetings, study visits, including events organized by the Rural Development Network.

2.4 Indicative list of eligible costs for: Activity 1

- Costs of expert services with verified CVs (experts for economic, rural and regional, environmental, marketing development);
- Translation costs in writing and oral;
- Travel expenses within Kosovo and abroad including accommodation and per diems; (members of selected LAGs);
- Costs related to promotional activities, animation of interests (e.g. training, participation in seminars, workshops and fairs, publishing and purchase advance payment, other interest-driven activities);
- Costs of organizing workshops and information events to promote / animate the active participation of the rural population in the local development process;
- Renting of facilities and equipment for various organizations, as well as hotel services;
- Costs for the preparation and publication of promotional materials, including

2.5 Eligible costs:

Activity 2a "Functioning of selected LAGs by supporting their operational costs"

- Opening of the LAG office, including office equipment and office furniture;
- Personnel recruitment - manager, full time or half-time ;
- Office lease and annual running costs, such as office supplies, electricity, telephony, internet, etc.;
- Budgeting allocation for other external services, such as IT, accounting, etc.;
- Costs for activities for the manager and board members, such as travel for meetings outside the office with other LAGs, etc.;
- Identifying and budgeting for small projects that will be implemented directly.

2.6 Indicative list of eligible costs for Activity 2a

- Salaries of the LAG manager and/or other LAG staff;
- Office lease and operational costs;
- Office Supplies;

- Purchase of equipment, including IT equipment, furniture;
- Services for IT specialists, accountants, etc.;
- Unpredictable costs.

2.7 Eligible activities for:

2.8 Activity 2b –Implementing small projects

LAGs implement small projects in accordance with LSDs such as cultural events (fairs, festivals, exhibitions etc.), promotion of local products (labeling, marketing, leaflets, brochures etc.), small scale infrastructure (fences, fountains, parks, small bridges, field paths, renovation of cultural heritage, etc.).

3. Application procedure

Following the completion of the required documents, see Annex no. 1. Necessary documents for the application:

The application must be submitted to the Agricultural

Development Agency,

Street "Migjeni"

10000 Prishtina, Kosovo

3.1 Submission of the application and the last deadline

When?

Call for the application is published by the Agricultural Development Agency and the announcement will be published on the MAFRD website: <http://www.mbpzhr-ks.net/> and on the Agricultural Development Agency website <http://azhb.rks-gov.net>.

This document is issued by the Agricultural Development Agency.

3.2 Application deadline

The call for applications will be open from the day of publication in daily newspapers xxxxxxxx to xxxxxxxx for selected LAGs and for RDN.

3.3 Submission of the application

Applications, together with all the necessary documents - must be submitted only in the period specified in the ad.

In the event of a lack of a compulsory document, the official of the Agricultural Development Agency shall not accept the application. The Applicant has a deadline to complete the documents until the end of the call for applications.

4. Selection, contracting and carrying out actions

4.1 Selection procedure

The selection of potential beneficiaries is carried out in accordance with the eligibility and administrative control criteria of all selected LAGs and URR that meet the eligibility and administrative control requirements (required documents and project proposal according to the form outlined in the guide) to be potential beneficiaries.

4.2 Important notes for applicants related to rejection of application

Applications shall be rejected if they fail to complete the documentation or if they fail to meet the eligibility criteria.

Attention: The reasons for the rejection should be presented and clarified in the decision that the Agricultural Development Agency shall submit to the applicant!

2. Ineligible applications - only those that do not meet the eligibility criteria and the criteria of administrative control given by officials of the Agricultural Development Agency in Pristina shall be declared as ineligible.

Note: The applicant shall be notified within 5 days of receiving the information to complete the documentation

You can only submit call for documents (such as ID, bank account number, fiscal number). If these requirements are not met within the foreseen time frame, the project shall be rejected.

5. Administrative procedures

- Selected LAGs for the period 2014-2020 and URR are submitted to the Agricultural Development Agency with a project proposal or business plan to cover operational costs for functioning and building capacities of LAGs.
- Selected LAGs shall sign a contract with ADA (the contract shall define the rights and obligations of the LAGs) in accordance with the established rules.
- ADA shall control the LAGs in respect of the obligations deriving from the contract (administrative and on-site control).
- ADA shall execute payments to LAGs based on controlled and approved payment requests.

6. List of annexes

1. Annex 1: List of submitted documents
2. Annex 2: Application Form
3. Annex 3: Project Proposal for Potential LAGs and RDN/ Activity "Functioning of Selected LAGs"
4. Annex 4: Project proposal for selected LAGs and RDN / Activity 1 "Acquiring skills and encouraging/ animating residents in the territories of selected LAGs"
5. Annex 5: Contract form
6. Annex 6: Payment Request Form for measure 303
7. Annex 7: Information letter
8. Annex 8: List of Eligible costs
9. Annex 9: Indicators

Annex1: List of Submitted Documents

The application must contain the documents listed in the following list and each page must have a (manually) written number. This number should be listed on the list next to the document name.

In the event of a lack of a required document, the ADA official rejects the application and registers the applicant and submits a copy of this annex with cycled missing documents. The Applicant has the deadline to complete the documents by the end of the Call for Applications.

In cases where only a copy of the document is requested, the applicant shall manually print it on the copy "as in the original" and submit the original to the regional official who checks the conformity of the copy and returns the original to the applicant.

For selected LAGs

Attached documents / Please mark with <input type="checkbox"/> / <input type="checkbox"/> / (and list them according to the list given at the end of this application)	Mandatory
Application Form - according to the ADA model it is preferred to fill in by machine or computer. See Annex no. 2	<input type="checkbox"/>
The selected applicant / LAG must submit project proposal (see Annex 3)	<input type="checkbox"/>
Evidence that the administrative body of the selected LAG represents the interests of various public and private groups (List of members of Steering Committee)	<input type="checkbox"/>
More than 50% of members should be representatives of economic, social, civil society, associations, different associations covering this territory (List of members and institutions, organizations, private companies, etc.)	<input type="checkbox"/>
Not less than 20% should be members of public institutions (list of members)	<input type="checkbox"/>
Observance of diversity of the age and gender equality - at least 10% of members should be women and youth. (list of members as well as their age, gender, date of birth)	<input type="checkbox"/>
Registration certificate of the selected LAG in the Register of NGOs in the Ministry of Public Administration	<input type="checkbox"/>

A copy of the ID card of the authorized representative of the selected LAG	L
Evidence of bank account on behalf of representative of the selected LAG	L
Certificate of Fiscal Number of Selected LAG, Evidence of carrying out the obligations of Membership in the RDN	L

For RDN

Attached documents / Please mark with // (and list them according to the list given at the end of this application	Mandatory
Application Form - according to the ADA model it is desirable to fill on a computer. See Annex No. 2	
The selected applicant / LAG must submit project proposal See Annex 3	L
Registration certificate of the RDN in the Register of NGOs in the Ministry of Public Administration	L
Evidence that the manager (head of RDN) has experience in rural development / Diploma of the Faculty and CV	
A copy of the ID card of the authorized RDN representative	L
Evidence of bank account on behalf of RDN representative	L
Certificate of Fiscal Number of RDN	L

Annex 2: Application form

MEASURE 303: Support for selected LAGs and RDN	
I. Applicant's name (Legal person and name of contact person)
 (Municipality)
	Region: _____
	Municipality: _____
	Residence: _____
	No. of street: _____
	Zip code: _____
	Phone: _____
	Fax: _____
	E-mail: _____
Web-site: _____	
II. Name of the LAG	_____ _____
<i>For official use only (filled in by ADA Regional Official)</i>	
Project unique registration number (URN):	
III. Date:	_____ (dd/mm/gggg)
IV. Time:	_____ (hour and minute, shall be filled only if _____)
V. Application is complete	YES <input type="checkbox"/> NO
<i>For official use only (filled by ADA Regional Official):</i>	

(Signature of the applicant)

(Signature of the ADA official)

VI. Description of applicant

X. Statements

By signing this application form,

I hereby declare, that:

All data, information and documentation I have provided in this form are correct.

The LAG shall be obliged to:

Use investments in accordance with project proposal (not to sell, fund, or waive);

Perform the repayment of the grant received if it fails to comply with the terms of the contract:

XII. Date / Signature

Date – month – year

...../...../.....

(Name, surname, signature)

Note: The beneficiary fills empty fields only

Annex 3: Project proposal for selected LAGs and RDN

A. Model Project Proposal Model for selected LAGs

B. 2. - "Implementing Local Development Strategies"

Activity 2a - "Functioning of selected LAGs"

1. General information
 - 1.1 Selected Local Action Group, address, registration and contact information of the Operational Office
 - 1.2 Brief Description of The Role of Local Action Groups
 - 1.3 Steering Committee and administrative body nominated by the responsible person.
 - a) Administrative body of the selected LAGs should be composed in a manner to represent the interests of the various public and private groups of rural population.
 - 1.4 More than 50% of members should be partners representing civil society, economic partners, various associations operating in the territory (list of members and institutions, organizations, private companies, etc.)
 - 1.5 At least 20% should be members of public institutions (less than 50%)
 - 1.6 To observe the diversity and gender equality- less than 10% are women and 10% are young (indicate names, gender and date of birth)
 - 1.8 Activities and plans implemented so far.
 - 1.9 Require from selected LAGs and RDN of LAGs a deadline for implementation of this activity.

For example, if the deadline for implementation is 12 months, it is possible to continue with an indicative schedule of their activities for 2 months (e.g. establishment of office, selection of manager, purchase of office equipment and other managerial activities presented in the schedule).

All activities are documented with photographs and the list of participants is stated

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
The establishment						
Selection of the manager						
Procurement of office equipment						
Etc.						

Activity 2 "Implementation of local development strategies"

a) Activity 2a is the functionalization of selected LAGs and MRRs by supporting their operational costs.

Table 1 Indicative cost for functionalization of LAG and MRR

Eligible cost for the functionalization of LAGs and MRR	Euro	Month	Total
Salaries for LAGs managers and/or other employees in LAGs; (gross wages)	220	12	2,640
Office rent and operating costs;	150	12	1,800
Office Supplies;	10	12	120
Services (IT specialists, accountants, etc.);	50	10	500
Electricity, water and utilities	30	12	360
Transport costs	20	12	240
Unforeseen expenses	300	1	300
Costs for functioning of RDN			5,960
Total for the functioning of 11 LAGs			65,560
Costs for functioning of RDN			5,960
Total for the functioning of LAGs and RDN			71,520
Functionalization			6,960
LAG - Bifurcation Ferizaj/Uroševac			
Total budget for 12 LAGs and MRR			78,480€

B. Model for project proposal for RDN

For: RURAL DEVELOPMENT NETWORK

1. General information

1.1 Rural Development Network (RDN) address, registration and contact information of the operational office

1.2 A brief description/ Role of the network

1.3 Steering committee and the managing body nominated by the responsible person

1.4 Number of members

2. Recent MRR activities

3. Work plan (activities) of MRR for 2019

Table 1 Indicative costs for the functioning of the RDN

Eligible cost for the functionalization of LAGs and RDN	Euro	Month	Total
Wages of LAG managers and/or other employees in LAGs; (gross wages)	220	12	2,640
Office rent and operating costs;	150	12	1,800
Office Supplies;	10	12	120
Services (IT specialists, accountants, etc.);	50	10	500
Electricity, water and utilities	30	12	360
Transport costs	20	12	240
Unforeseen expenses	300	1	300
Total for the functioning of the LAG			5,960
Total for the functioning of 11 LAGs			65,560
Costs for functioning of RDN			5,960
Total for the functioning of LAGs and RDN			71,520
LAG - Bifurcation Ferizaj/Uroševac			6,960
Total budget for 12 LAGs and RDN			78,480€

e.g. if the implementation deadline is 12 months with the possibility of extension for another 2 months, the indicative schedule of activities (e.g. establishment of the office, selection of managers, purchase of office equipment, any other manager activities) will be presented in one schedule)

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
The establishment of the office						
Selection of the manager						
RDN activities, etc.						

All activities shall be documented with pictures and a list of participants

Annex 4. Project proposal for selected LAGs and RDNs

For Activity 1 "The acquisition of skills and encouraging inhabitants of the LAG's territory"

A. Model for the proposed LAG project

For: Selected local groups

NOTE: This document should be fully respected. This document should not be filled in, but the model is how to write the project proposal.

1. General information

Selected Local Action Group, address, registration and contact information of the operational office.

A brief description: The role of the Local Action Group

The steering committee and the administrative body nominated by the responsible person. The administrative body of the potential LAG should be structured in such a way as to represent the interests of various public and private groups of rural population.

More than 50% of members should be partners which representing civil society, economic partners, various associations operating in that territory.

At least 20% should be members of public institutions. (Less than 50%)

Respect for diversity and gender equality - at least 10% are women and 10% are young (indicate names, gender and birth dates)

Capacity of experts engaged in specific issues such as LEADER approach, agriculture, economics, finance, market analysis, socio-economic analysis of territory, project preparation, accounting, etc. In accordance with the need of the LAG selected and approved by the Committee, the selected LAG (the selection procedure should be transparent) should be submitted to CVs for at least 3 experts)

Previous implemented activities and plans.

Planned activities to be implemented during the project implementation period Project description - please use the table below.

Table 1 -number of proposed activities for

Activities	Quantity/ number	Cost /total calculated
Organizing meetings with interested parties	xxxxxx	...euro
Organizing seminars at the local level	xxxxxx	...euro
Field visits	xxxxxx	...euro
Expert 1	Working day	...euro
Expert 2	Working day	...euro
Transport (map / fuel) based on	Details need to be	...euro

Registry for travel with vehicles); - costs for (office supplies);	in special books	
Various publications (brochures, leaflets)		
Other activities		...euro

Description of proposed activities, example:

In the case of hiring an expert:

- The optimum number of working days for all experts is 30 days. (it cannot be overcome)

- The maximum amount of expert fees per day is 100 euro/day. (payment per day must not be more than 100 euros/day)

- When contracting experts, CV experts and confirmation of experience should be submitted at the moment of submitting a request for payment to the Rural Development Agency (The selection process must be transparent) CV should be submitted for at least 3 experts)

In the case of a proposal for an activity:

Organizing meetings with stakeholders: approximate number of participants; make description of a meeting space (for example, a minimum area of m²); provide logistics (microphones and sound systems, video projectors and laptops, sheet boards, etc.), agenda, printed materials, etc. This should be assessed in this project proposal;

All participants in the meeting should be documented on the list of participants, as well as with the agenda of the meeting, which will have to be submitted at the time of submitting the request for payment of the remaining amount.

In the case of a proposal for an activity:

Organizing seminars at the local level: approximate number of participants; make a description of the space in the meeting room (e.g. the minimum area of m²); provide logistics (microphones and sound systems, video projectors and laptops, sheet boards, etc.), agenda, printed materials, etc. This should be assessed in this project proposal

All participants in the meeting should be documented with the list of participants and the agenda, which will have to be submitted at the moment of submitting a request for payment of the remaining amount (20%).

In the case of a proposal for an activity: A visit to the field estimates how much field visits can be realized

All visits should be documented by a brief report on field visits (purpose of the visit, with whom they met and the results of the meeting). All this must be submitted at the time of payment for the remaining amount (20%). List of participants;

Transportation (maps / fuel) based on the travel register by car); (25 cents is paid per km)

Unforeseen costs

For all this, an estimate of possible costs should be made

While at the end of the activity/project, these costs must be documented with the invoices and working days of the manager. All this must be submitted at the moment of submitting a request for payment of the balance (20%).

- Indicative schedule for the envisaged activities

e.g. if the implementation deadline is 12 months with the possibility of an extension for another 2 months, the indicative schedule of their activities (e.g. establishment of the office, selection of managers, purchase of office equipment, any other managerial activities) will be presented in one schedule.

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6

Etc. _____

A list of expected results and expected indicators.

All activities are documented by photos and a list of participants is stated

CONTRACT

ON FINANCING LAGs and RDN

No. xxxxxxxxxxxx

Concluded in Pristina, on xxxxxxxxxxxx, between:

1. Agency for Development of Agriculture - MAFRD, represented by the Chief Executive Officer, Mr. xxxxxxxxxxxx, hereinafter referred to as the contracting authority, on the one hand, and.
2. XXXXXXXXX from xxxxxxxx with the number of businesses xxxxxxxxxxxx with a unique identification number in the farmers register xxxxxxxxxxxx, represented by XXXXXXXXX with the number of the ID card xxxxxxxxxxxx as a beneficiary on the other side.

Article 1

Objectives of the contract

1. This document should establish a legal and operational framework for the Agency for Agricultural Development to finance requests for payment of beneficiaries.
2. The beneficiary will be financed under the conditions specified in the contract, for which he states that he acknowledges and accepts them.
3. Obligatory parts of the contract is:
 - a) Payment Request and its appendixes;
 - b) Project and the appendixes of the project submitted by the beneficiary, after assessment (eligibility and criteria of selection for which are given the points) together with all changes which are made during the assessment.
4. The beneficiary is obliged to fully comply with these requirements during implementation (until the last payment is made) and 5 years after the last payment during the monitoring period.

Article 2

Implementation and validity of the contract

1. Implementation of contract begins at the moment that the contract is signed by both parties.

2. The validity of the contract includes the period from the moment of signing the contract until the last payment is made and 5 years of the monitoring period calculated from the date of the last payment.

Article 3

The value of the contract

1. The eligible total amount of the funded project is xxxxxxxxxxxxxxxx euro and
2. The amount of public support with xxxxx% is xxxxxxxxxxxxxxxx €

The deadline for the execution of the investments is xxxxxxxxxxxxxxxx days, and after the completion of the planned investments within 15 days, you need to contact the ADA offices to apply for payment. If the investment is completed before the deadline provided for in the contract, you can immediately contact the ADA office to make a payment request.

Article 4

Payments

1. Public support for the accepted amount of the project will be made in two installments. The first installment of 80% of public support will be granted as a deposit after signing a contract between the beneficiary and the ADA;
2. A second installment of 20% of public support is made after second field visit, calculation of accounts and completion of investments.
3. Payment will be made on the basis of the payment request that the beneficiary has submitted to the Agency for Agricultural Development. Payment authorizations will be made on the basis of the documentation provided by the beneficiary and the results of the inspection in accordance with the Administrative Instructions of the Agency for Agricultural Development. Any payment authorization may become void in case of any irregularities detected during the validity of the contract.

Article 5

Control and monitor of the project during the validity of the contract

1. The beneficiary is obliged to provide full access to all controls of the Agency for Agricultural Development in relation to the completed investments, including data on employees, accounting and paid tax.
2. If the Agency for Agricultural Development determines that an investment financed from public funds is not used according to the purpose, the technical plan of the project and the business plan, or is sold or leased, the Agency for Agricultural Development has the right and obligation to demand return of the costs made.

3. The beneficiary is responsible for preserving the economic viability of the investment and demonstrating its public utility.

Article 6

A contract amendments

1. The beneficiary may require modifications in the contract only if they do not change the eligibility and result of the project and only during implementation period. However, these modification may not have a retroactive effect. Changes can only impact the financial and technical terms only if they are in line with the measure, unless they change the main purpose of the project and are limited to a maximum of 10% of the total eligible costs.
2. The total public support which had originally granted cannot be increased under any circumstances.
3. Agency for Agricultural Development may approve amendment/supplements of the Contract according to the request of the Beneficiary making them part of the Contract.
4. The rights and obligations of the contract cannot be provided by the beneficiary to the third party without a special contract with the Agency for Agricultural Development. In such cases, the Agency for Agricultural Development has to oversee the ongoing maintenance of eligibility and selection criteria.

Article 7

Termination of the contract

1. Only in exceptional and duly justified circumstances, including "force majeure" in cases created and communicated by the Parties, the Agency for Agricultural Development may decide to terminate the contract without asking to refund the public support received.
2. Parties may decide in termination of contract according to the common agreement, in this case the beneficiary must return all the public support received.
3. In case of any irregularities in the performance of the contract, including the cases when the beneficiary is unable to do payment or has bankrupted or it is observed that the provided documents are false/expire/not complete/ do not reflect the reality then the Agency for Agricultural Development should terminate the contract notifying in written the Beneficiary, without any delay and without any other formality and without intervention of any law of the Court. In such case the beneficiary should return all the support that he has received.
4. At any time, in case of any doubt, the Agency for Agricultural Development may temporarily suspend the contract and payments as a preliminary measure until the end of investigations, without any notification.

Article 8

Force majeure

1. Referring to the force majeure, the Party is excluded from liability set out for in this contract.
2. The Force Majeure is defined as an event that is unpredictable and it is impossible for the parties to avoid it after the signing of the contract and which threatens to terminate the contract.
3. The following cases can be regarded as force majeure: earthquakes, floods, wars, revolutions, embargoes, etc.
4. Every case of force majeure must be proven and accepted by the Agency for Agricultural Development.

Article 9

Communication between the Parties

1. Any exchange of information in regards to this contract should be done in written form: directly by mail or fax.
2. Verbal notifications will not be considered if no written notice has been made as specified in Article 9.

Article 10

Entry into force

This contract shall enter into force on the date of signing xxxxxxxxxxxxxxxx

ADA Contracting authority:
Elhami Hajdari, Executive Director

Grant beneficiary:
xxxxxxxxxxxxxxxxxxxxxx

/Signature/

/Signature/

Annex 6: Payment request form for measure 303

PAYMENT REQUEST

MEASURE 303: Support for selected LAGs and RDNs

<p>I. Name of the LAG</p> <p>Address Headquarter LAG</p>	<p>.....</p> <p>.....</p> <p>(Name of the LAG)</p> <p>.....</p> <p>.....</p> <p>(Municipality)</p>
---	---

<p>II. Project name</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--------------------------------	---

<p>III. Unique registration number (URN) of the project</p>	<p>.....</p> <p>.....</p>
--	---------------------------

Only for official use (this section is filled out by an ADA officer):

.....

The unique registration number (URN) payment request:

.....

IV. Date:

_____ (dd/mm/yyyy)

Time

_____ (hour and minute, to be fill in only when payment request is complete)

VI. Kërkesa për pagesë është e

YES

NO

VI. The payment request is complete

(signature beneficiary LAG)

Signature of the ARP officer

VII. LAG registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LAG registration number

VIII. Description users

--

For legal entities:

--

Business

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Business

Legal status

For all beneficiaries:

Bank

Name of the Bank:

IBAN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Code BIC:

Address:

Natural person or

Name

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ID No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

E-mail:.....

IX. Project location

Project location	Region:
	Municipality:
	Residence:
	No. of street:
	P.O. Box

XI. Statements

By signing this payment request,

I declare:

- 1) All data, information and documents I have submitted with this payment request are true.
- 2) The investments included in the payment request are actually executed.
- 3) The costs for which I want to be paid are shown in the cost table of this payment request.
- 4) The LAG did not receive any other public financial support for the same investments.
- 5) The LAG has no arrears in public institutions.
- 6) The LAG agrees that the Ministry of Agriculture, Forestry and Rural Development will publish this information for my project - the name of the beneficiary, the location of the investment, the amount of support and the total amount of costs.

XII. Data/Signature

<p>Day – month– year</p> <p>...../...../.....</p>	<p>...../.....</p> <p>.....</p> <p>(Name, surname, signature)</p> <p>(stamp for legal entities)</p>
---	---

Note: The beneficiary fills in only white fields

Attached documents/ Please mark with / / and sort them according to this sequence at the end of the payment request

General documents

1. A copy of a valid bank account on behalf of the LAG	L
2. Original invoices which prove the costs incurred (for payments of less than € 500)	L
3. The process for the selection of manager/vacancy/CV of the selected manager	L
4. Payments to the manager realized by the responsible bodies of the LAG (committee or chair of the LAG) a) Each month, a working day signed by the LAG chairperson and the LAG manager (Annex 9), a form for completing working days for the manager	
5. Description (specification) of performed activities/investments A report prepared by the manager of the LAG about the activities carried out and the schedule of	

6. A complete review of bank payment date, which indicates that the beneficiary has made a payment (in case the payment is made through bank transfer)

L

Annex 7: Assessment Report

In case of challenging the results, you have a deadline of 5 business days from the date of receipt of the letter with information to submit an appeal in which you submitted the application. The appeal must be accompanied by an informative letter and other documents if you have them. The complaint can be submitted no later than 12 working days from the date of publication of the Assessment Report on the ARP website.

The ADA evaluates complaints and publishes the REPORT ON THE COMPLAINT at the latest 25 working days after the appeals expires and publishes this report together with the FINAL REPORT ON THE ELECTION. No later than 5 days after this publication, the applicant should receive an informative letter containing the results of the assessment and additional clarifications in the event that the appeal was rejected.

Annex 8: A list of eligible costs

- └ Measure 303 "Implementation of local development strategies"
- a) The first activity is the functionalization of selected LAGs and RDN by supporting their operational costs
 - └ Costs for furniture and office equipment, IT equipment, computers, printers, telephone, projector;
 - └ Costs of utility services (electricity, water, garbage, telephone bills)
 - └ Salaries of managers of the LAG and / or other LAG staff;
 - └ Office rent and operating costs;
 - └ Office supplies;
 - └ Services (IT experts, accountants, etc.);
 - └ Transportation costs;
 - └ Unforeseen costs;
 - └ Measure 303 "Skills acquisition and promotion/animating the inhabitants of the LAG territory for selected LAGs"
 - └ Expert services with verified CV (experts for economic, rural and regional development, environment, and marketing)

- ↳ Costs of the study area (e.g. Socio-economic, regional, marketing studies, etc.).
 - ↳ Translation costs in written and oral form;
 - ↳ Travel costs within Kosovo, including accommodation and daily allowance;
 - ↳ Costs of activities to encourage animation of the interest of the population from rural areas (e.g. training, participation in seminars, workshops and fairs, subscription for publication and purchase, other activities of awakening interest, etc.);
 - ↳ Workshop costs and information events for encouraging / animating active participation of rural population in the local development process
 - ↳ Costs for renting facilities and equipment for various events, as well as hotel services (providing food and beverages);
 - ↳ Costs for preparing and publishing the promotional materials/publications (various flyers, promotions, etc.).
- ↳ **Measure 303 "Implementation of local development strategies"**
- b) The second activity is the implementation of the objective of selected LDS LAGs in which they promote and implement small projects in accordance with the LDS.
 - ↳ Cost for cultural events (fairs, festivals, exhibitions, etc.).
 - ↳ Costs for organizing various promotions of local products (labeling, marketing, leaflets, marking of mountain roads, etc.); improvements.
 - ↳ The cost of small infrastructure projects (fences, fountains, parks, small bridges, flat roads, restoration of cultural, natural heritage, hiking trails, etc.).

Annex 9: Indicators

Type of indicator	Indicator	The goal in 2019
	303.1 - Skills acquisition and encouragement of the population of the territories of selected LAGs	89,000
	303.2 - Implementation of local development strategies for selected LAGs	211,000
	Activity 1: "Functionalization of selected LAGs"	78,480
	Activity 2: "Support for the implementation of LDS LAGs"	132,520
Input		300,000€
Outcome	Total number of supported projects	46
	Of which	
	303.1 - Skills acquisition and encouragement of the population of the territories of selected LAGs	12
	303.2 - Implementation of local development strategies for selected LAGs) "Functionalization of selected LAGs "	12
	b) " Support for the implementation of LDS LAGs "	22
	303.3 - Cooperation projects	0
	Value of total investments	
	Of which	
	303.1 - Skills acquisition and encouragement of the population of the territories of selected LAGs	89,000
	303.2 Implementation of local development strategies	78,480
	Activity 1: "Functionalization of selected LAGs"	132,520
	Activity 2: "Support for LDS implementation"	
Outcome	Number of additional people participating in LAG meetings without members of the General Assembly	25%
	Number of LAGs that are able to produce a successful application	12
	Relevance of cooperation activities as assessed by participants (1 - very low, 2 - low, 3 - relevant, 4 - very relevant)	3,5
Impact	Number of inhabitants in rural areas who have the opportunity to benefit from the next Rural Development Program through the LAGs	80%

Monday to Friday: from 10 am to 3:30 pm

e-mail

1				
2				
3				
4				
5				
6				

This document was developed by the Agricultural Development Agency in cooperation with the Administrative body and is free of charge.

Applicant's Manual

MEASURE FOR IRRIGATION OF AGRICULTURAL LAND

This document was prepared by the Agricultural Development Agency in cooperation with the MAFRD Governing Body and shall be distributed free of charge.

CONTENT

CONTENT	2
16.1.1. OBJECTIVES, PRIORITIES AND FUNDS FOR THIS MEASURE	4
1.1 Introduction	4
1.2 Measure objectives.....	4
1.3 Financial resources	5
1.4 Key definitions	5
16.1.2. AMOUNT AND DURATION OF FINANCIAL ASSISTANCE AS WELL AS ELIGIBLE APPLICANTS	6
1.....	6
2.1 Intensity of assistance.....	6
2.2 Eligibility between applicants and their applications.....	6
16.1.3. COMMON ELIGIBILITY CRITERIA	6
16.1.4. OTHER ELIGIBILITY CRITERIA.....	8
16.1.5. INVESTMENTS VALUE AND FINANCIAL SUPPORT LEVEL	9
16.1.6. APPLICATION PROCEDURES	9
16.1.7. SELECTION CRITERIA	10
16.1.8. APPLICATION SUBMISSION AND DEADLINE	11
16.1.9. IMPLEMENTATION DEADLINE	11
16.1.10. RULES FOR ELIGIBLE COSTS.....	11
10.1 Ineligible costs	11
1. Promoting support.....	12
16.1.11. APPLICATION PROCEDURE	12
11.1 Application content.....	12
11.2 Submission of applications and deadline.....	12
16.1.12. SELECTION, CONTRACT AND IMPLEMENTATION	13
12.1 Assessment and selection of applications;	13
1.....	13
12.2 Field controls	13
12.3 Applicants ranking	14
1.....	14
1. 14.1 Contract between the beneficiary and the ADA, together with the procurement procedures.....	15
Ex-post monitoring	16
15. IMPORTANT PROVISIONS MAY BE A CAUSE FOR APPLICATION REJECTION	16
2. Note: Reasons for rejection should be presented and clarified in the information letter provided by the Agency for Agriculture Development to the applicant.....	16
16. ANNEX LIST	17
16.1 ANNEX 1 LIST OF DELIVERED DOCUMENTS.....	17
16.2 ANNEX 2: APPLICATION FORM.....	19
XIII. The support percentage is 80%.....	22
The project financial table (as presented in the draft proposal	22
16.3 ANNEX 3: PROJECT PROPOSAL;.....	22
16.4 ANNEX 4: CONTRACT MODEL	22

Agree to sign a contract on the request for payment <registration number>, additions and <name> project submitted by the beneficiary and his annexes under the following conditions:.....	23
Article 1 General provisions.....	23
Article 2 Application and validity of the contract.....	23
3.1 The total eligible value of the funded project is <in numbers> and (<in letters>).....	23
3.2 The total eligible value of the funded project is (<in letters>).	23
3.3 The total eligible value of the funded project is (<in numbers>).	23
Article 4 Payment.....	23
Article 5 – Control and monitoring of the project during the validity of the contract	24
Article 6 Contract annexes	24
Article 7 – Contract termination	24
Article 8 Force majeure.....	25
Article 9 Communication between the Parties	25
16.5 ANNEX 5: PROCUREMENT PROCEDURES	26
3. Definition of conflict of interest.....	26
4. Purchase Procedure:.....	27
4.3 Procurement through a public invitation to tender (public tender) – in the amount of EUR 30.000,01 to EUR 60.000,00	27
16.6 ANNEX 6: LIST OF AVAILABLE INVESTMETNS/COSTS	28
16.7 ANNEX 7: FORM FOR PAYMENT REQUIREMENTS WITHIN THE REGULATION	29
16.8 ANNEX 8: Assessment Report	33
16.9 ANNEX 9: INDICATOR FORM	33
Farmer’s Identification Number.....	33
16.10 ANNEX 10: COMPALINT FORM.....	34
1. Name and last name.....	34
16.11 Annex 11: LIST OF ADDRESS OF REGIONAL OFFICES AND CONTACTS.....	35
16.12 ANNEX 12: PROMOTING	36

1 OBJECTIVES, PRIORITIES AND FUNDS FOR THIS MEASURE

1.1 Introduction

A sustainable agriculture development is one of the Government of Kosovo's main priorities and such development cannot be achieved without the rational use of water resources and without deployment, renewal and expansion of irrigation infrastructure. While there are enough water resources in other seasons, they are missing during the summer. Therefore, there is a need for accumulation, collection and structuring of water resources, so it can be used during the summer in purpose of vegetable crops irrigation. A large part of the irrigation infrastructure is in poor technical condition. Recovery of joints, water reservoirs, irrigation stations, pumps, canals, pipes, etc. are required as well as new constructions and regular maintenance. A development of intensive and competitive agriculture, in the conditions of a free market economy, is not possible without the development of irrigation systems. This becomes even more important if we take into account climate change in recent years and forecasts for the future.

1.2 Measure objectives

- Development of the irrigation area;
- Rehabilitation of infrastructure in existing irrigation systems;
- Modernization of irrigation systems, reduction of losses and rationalization of water use;
- Improvement of the internal connections of the existing irrigation network.

1.3 Financial resources

For this measure for
2019, in total is
allocated: 1,000,000 €

1.4 Key definitions

Assistance amount - is participation (expressed in percentages) of public funds in eligible costs;

Applicants - are natural or legal persons who meet the eligibility criteria presented in this document and who are applying for rural development grants;

Applications submission - submission of all documents required by the Agriculture Development Agency;

Beneficiary - natural or legal person declared as a Beneficiary after evaluation of the application and signed contract with the Agriculture Development Agency;

Call for Proposals - Public announcement on the reception of applications;

Contract - a contract signed between the selected Applicant and the Payment Agency, in accordance to the prepared model, see Annex 4.

Eligible costs or investments - are costs or investments supported by public funds, see Annex 6.

Ex-post monitoring period - *a time period of 5 years after the completion of the investment, during which the beneficiary must maintain the purpose of the investment and all the conditions under which it was approved for financing;*

Grant - non-refundable financial assistance provided by the Paying Agency for eligible costs;

Governing body - a public body within the MAFRD organized as a Department with key responsibilities for developing and monitoring the Program;

Measure - a technical document representing the basic unit of the Program and its main parts are eligibility criteria and criteria for the selection of candidates. This measure has its own budget that aims to achieve a certain impact. The measure is implemented through a Call for proposal and a Project Assessment Process.

Agriculture Development Agency and Payment Agency (<http://azhb-ks.net/>) with key responsibilities in project evaluation and contracting and payment of costs in accordance with the procedures envisaged;

Program for Agriculture and Rural Development 2019 - is a complex technical document defining a rural development measures, logic of intervention and expected impact of grants;

Project - planned investment lodged by the Applicant;

Project implementation period - the time between the signing of the contract between both parties (ADA and Beneficiary) until the last payment is made by the ADA;

Selection - determining the number of points for the eligible applicants, their listing in accordance to their points and their "choice for funding", statement and allocation of funds starting with those at the top of the list.

2 AMOUNT AND DURATION OF FINANCIAL ASSISTANCE AS WELL AS ELIGIBLE APPLICANTS

1.

2.1 Intensity of assistance

Public assistance is 80% of eligible costs.

Note: VAT presents an ineligible cost and is paid by the beneficiary! Other ineligible costs will also be paid by the beneficiary.

Any attempt of fraud (for example, counterfeiting of accounts, manipulation of procurement procedures, etc.) will be punished by non-payment of the work that is the subject of fraud and additional penalties to the total waiver of payment.

2.2 Eligibility between applicants and their applications

- Applicants for this measure are:
- Farmers, as defined by Law no. 04 / L-090 on Amendments to the Law no. 03 / I-098 on Agriculture and Rural Development;
- Association of water users;
- Regional irrigation companies

3 COMMON ELIGIBILITY CRITERIA

- Consent of a public irrigation company, if the applicant envisages, in his project, the use of public enterprises irrigation systems;
 - Proof that farmers are beneficiaries of Measure 101 "Investments in physical assets of agricultural holdings", included in the projects, if any;
 - Projects that can be financed by public funds are only projects that after the completion of the investments are in function of the purpose for which they have been invested (capable of irrigating agricultural land) and this has to be proved in event of the last control on the field. If projects after completion of the investment are not functional, the Beneficiary is obliged to return the amount of public support received as an advance. All beneficiaries of rural development projects are obliged to maintain their investments in accordance with the project approved during the three years after the implementation of the projects, as long as the monitoring period takes place;
 - If the investment is not maintained, the Beneficiary is obliged to return the publicly funded amount of public support during the monitoring period;
 - Beneficiaries cannot be beneficiaries of a new project if the previous projects have not been completed in accordance with the contract signed with the ADA;
- In the case of a construction or rehabilitation project, the Applicant must also present:
- Ideal (technical) project with cost forecasts and investments;

In case of project selection before signing the contract, the Beneficiary must submit the following

- Construction permit issued by the competent authority
- Detailed project by accounting
- Environmental Impact Assessment, if provided for by law.
- All Applicants are subject to an admissibility control. If it is established that the applicant is inadmissible, the application shall be rejected. The applicant's admissibility is checked on the basis of the requested and submitted documents;
- The applicant may submit only one project within one year;
- Applicants must submit a request with supporting documents - see Annex 1;
- The Applicant must sign a statement stating that he will not change the purpose of the investment at least three years after the realization of the investment.
- The applicants must have regulated tax obligations, such as natural persons, property tax, and legal persons, income taxes and should not have financial obligations to the MAFRD;
- MAFRD only supports projects financed from public funds and which, after the completion of investments, are functional and could bring benefit to the Beneficiary.

Note: It is important that taxes are paid during the implementation of the project and during the period of Ex-post monitoring (3 years after the implementation of the project). Beneficiaries who will be found with unpaid taxes within the specified deadlines will be obliged to fully return public support and subject to penalties provided for by law.

4 OTHER ELIGIBILITY CRITERIA

- The technical concept of the project must show a reduction of water losses of at least 20% in case of modernization of existing irrigation systems;
- The beneficiary must conclude a contract with construction companies that have participated in the construction of the irrigation and water supply systems that are required in the project for the last three years and will guarantee construction work for at least 3 years after the completion of the works;
- The company with which the contract has been concluded must comply with the criteria of the Administrative Instruction on Measures and Criteria for Support in Agriculture and Rural Development 2019, as well as applicable legislation on public procurement;
- The beneficiary must submit a written statement guaranteeing that he will participate with 20% of the total amount approved for the implementation of the Project;
- The minimum area covered by the irrigation network within the project should be 10 ha;
- The applicants must prove the property rights over their land and other agricultural land on which the proposed investment will be carried out, or over the area to be irrigated, and a written consent (signed declaration, which includes the parcel number for which the consent is granted) and personal data (ID card copy) of the landowner in whose parcel the investment will be carried out. Property right is proven through a property certificate (ownership list); the right to ownership is also recognized when the landlord and beneficiary of the land, which is part of the investment - irrigation, in the marriage or blood related (parents, grandparents and grandchildren); proves by means of a marriage certificate, birth certificate and/or death certificate
 - Likewise, the applicant must fill in the Statement under the oath, which proves that the land with which he is applying for his or her inheritance;
- Land leased for at least 10 years from this year;
- In case of natural disasters, the LDA and MAFRD, should establish a commission, and the commission's report states that the damage to the investment is a consequence of a natural disaster. In this case, the Beneficiary is not liable for the damage caused;
- Regional irrigation companies, water consumption associations or farmers as natural persons can apply for only one project within one year.

5 INVESTMENTS VALUE AND FINANCIAL SUPPORT LEVEL

- The Minimum investment value eligible within this measure is EUR 10,000, and the maximum value of the investment is EUR 200,000.

If the amount of eligible costs exceeds EUR 100,000, the payment is made in two installments, the first part of the public support in the amount of 50% is made in the form of an advance after the signing of the contract with the beneficiary, under the condition of insurance, while the remaining part of 50% is paid after assessing the completion of the total investments. The maximum public support for the period of implementation of the Program for agriculture and Rural Development 2014-2020 for Measurement of agricultural land irrigation is EUR 600,000 for the Beneficiary.

The Applicant can apply with several projects during the period of implementation of the Program for Agriculture and Rural Development 2014-2020 over the years, provided that the previous projects have been successfully completed and the public support does not exceed that amount.

6 APPLICATION PROCEDURES

Content of the application

Note: For the purpose of eligibility, the application must contain all the documents listed in the list specified in Annex 2.

When copies of documents are required, the original documents must be submitted for inspection to the officials of the Agriculture Development Agency. The Applicant must write in the copy: "as in the original" and sign.

Applications are submitted in two printed copies, and all printed copies of the documents are scanned and stored on a CD that is delivered with printed copies. Keeping copies for personal needs is advised.

Applicants are advised to submit applications at least 5 days before the expiration of the application deadline, so that they can complete their documentation in the event of a lack of any document.

7 SELECTION CRITERIA

Table 1. Criteria for selection for the measure of irrigation of agricultural land

Criteria	Parameter	Points
Effective costs for extending irrigation areas and rehabilitation of existing irrigation networks	<p>Calculation method: When all projects are assessed, the hierarchy of costs by hectare will be generated from eligible projects ranging from lowest to highest. The lowest priced project will receive the maximum number of points, while the project with the highest price per hectare will receive 0 (zero) points. The remaining eligible projects will receive points (with 2 decimal places) according to this basic cost criterion by hectare, while the results will be evenly distributed. Calculation for scoring: $15 * (C_p - \max C) / (\min C - \max C)$ C_p - cost per 1 ha of irrigated land or 1 ha of modernization of the irrigation network for the estimated project. $\min C$ - the cost of 1 hectare irrigated land or 1 hectare of modernization of the irrigation network with the lowest price per hectare. $\max C$ - the cost of 1 hectare irrigated land or 1 hectare of modernization of the irrigation network with the highest price per hectare.</p>	Max. 15
Area that is being irrigated (ha)	≥ 10 - < 30 ha	20
	≥ 30 - < 50 ha	25
	≥ 50 - < 75 ha	35
	≥ 75ha	40
The Applicant, who is a member of the Association of Water Consumption for Irrigation of Agricultural Land in the Regional Irrigation Company		10
Number of farmers registered in the agricultural register benefiting from the project	1 - 10	10
	11 - 20	15
	More than 20	20
Implementation of the project includes beneficiaries of Measure 101 "Investments in physical assets of agricultural	1 - 5	5
	More than 5	10
Total		100

Note: In cases where applicants have the same number of points, the previously submitted projects are preferred.

8 APPLICATION SUBMISSION AND DEADLINE

The Call for Proposals will be open from 00/00/2019 to 00/00/2019.

Applications along with all necessary documents (see Annex 1) must be submitted within the deadline specified in the advertisement. If the application is not complete, it shall be rejected. Applications must be submitted to the Regional Agricultural Development Agency.

9 IMPLEMENTATION DEADLINE

Implementation deadline for this measure is 180 days from the date of signing the contract with ADA. After a period of 180 days, the Beneficiary has an additional 15 days to prepare the documentation and submit a request for payment. In the event that the Beneficiary has failed to implement the project within 180 days from the date of signing the contract due to weather conditions, the ADA may extend the deadline by an annex to the contract for the fixed time;

10 RULES FOR ELIGIBLE COSTS

Grant funds can only be obtained after the realization of the investment and payment of the invoice from the beneficiary in accordance with its application and the contract signed with the Agricultural Development Agency (see Annex 6, Eligible investment schedule).

Costs are eligible only if they occur after the signing of the Agreement between the applicant and the Agriculture Development Agency, with the exception of administrative costs that may arise before the contract is signed, but are eligible only for the selected applicants.

Administrative costs such as: paying architects, engineers, as well as fees for consulting services, feasibility studies, licensing of copyrights and licenses. The maximum amount eligible for these costs should not exceed 10% of eligible project costs. Costs for the preparation of project proposals and business plans must not exceed 3% of the eligible costs, but no more than EUR 1,000.00 of eligible costs.

In the case of investments, the drafting of an efficient engineering estimation of environmental impacts for architectural and engineering permits is envisaged and different licenses are eligible in the value of 7%, i.e. not more than EUR 3,000.00.

These costs are only retroactively eligible to final beneficiaries.

10.1 Ineligible costs

- Ineligible costs are as follows:
 - Costs incurred prior to the signing of the contract with ADA, excluding administrative costs;
 - Taxes, including VAT, except for natural persons and companies that declare VAT;
 - Customs and import taxes or other deductions;
 - Purchase, lease of land and existing buildings;
 - Penalties, fines and court costs;
 - Operating costs (costs for the implementation of activities);
 - Used equipment;

- Bank deductions, warranty costs and similar deductions;
- Converting costs, deductions and losses of currency change;
- Contributions in kind;
- Purchase of cattle, one-year-old plants and seeds for agricultural production;
- Maintenance, indemnification or lease costs;
- Public administration costs for managing and implementing assistance;
- Insurance costs;

Ineligible costs are beneficiary's obligation, so they should not be included in the request for payment, so the Beneficiary should have their own funds to cover the same. For ineligible costs, the procurement procedure is not required.

Any attempt to deceive (for example, counterfeiting of accounts, manipulation of procurement procedures, purchase of used cars or equipment, etc.) will be punished by non-payment of the work that is the subject of fraud and additional penalties until the total refusal of payment, as foreseen by the penal system that is part of the contract.

1. Promoting support

All Beneficiaries must comply with the promotion rules set by the funding institution. All grant beneficiaries from the Agriculture and Rural Development Program, before applying for the last payment of the investment, need to fill out the table as indicated in Annex 12. This table should be placed on a visible place, size: 100 cm k 50 cm, made of hard plastic, filled with ink in order to be resistant to atmospheric influences.

11 APPLICATION PROCEDURE

11.1 Application content

The application must contain all the documents listed in the list specified in Annex 1 and submitted within the prescribed deadline. The application files are delivered in two printed copies and all documents of printed copies are delivered together with printed copies. Applicants are advised to keep one copy of the file for personal use.

In the absence of any compulsory document, the ADA officer in the Regional Office does not accept the application. The applicant may fill out the documentation in the course of the Call for Proposals. **Applicants are advised to submit the application at least 5 days before the closing date for the application in order to be able to complete their documentation in the event of a document missing.**

In cases where copies of documents are required, the original documents must be presented to the officials of the Agriculture Development Agency. The applicant in the copy should indicate the following text: "*as in the original*", and sign it.

11.2 Submission of applications and deadline

The Call for Proposal is announced by the Agriculture Development Agency on the MAFRD website: www.mbpzhr-ks.net and on the Agriculture Development Agency website www.azhb-ks.net.

ADA plans to announce a Call for Proposal in the first quarter of this year. Interested parties should visit the ADA website at least once a week.

Applications must be submitted to the Regional Offices of Agriculture Development Agency (see Annex 11, with their addresses)

12 SELECTION, CONTRACT AND IMPLEMENTATION

12.1 Assessment and selection of applications;

1.

The election procedure is based on a system for calculating selection criteria to be developed by the Agriculture Development Agency as part of a public Call for Proposals within a measure for irrigation of agricultural land.

The assessment of the project and the control in the field will be carried out by the Agriculture Development Agency and the Department for PBT MAFRD before and after the signing of the contract.

12.2 Field controls

At least 4 field controls are foreseen:

1. **First control** (before adoption),
2. **Second control** (a check after preliminary payment),
3. **Ex-post control** (supervisor) and **super control**,
4. **Re-check**.

First control - is realized after the assessment process and involves

- The control of the declared property in the business plan by the applicant,
- Checking cadastral parcels,
- Checking key logic points.

Any mismatch will be recorded in the control report and will affect the approval process.

Second control - (control after investing the advance), will be realized after completion of the investment according to the contract and submission of the payment request and includes:

- **Controlling of every investment position according to the information letter and contract,**
- **Checking the quality of the investment,**
- **Checking the implementation of minimum national standards.**

Any inconsistency will be recorded in the report of the other control and will affect the process of payment approval

Ex-post control (monitoring) - is a process of monitoring the project co-financed by the ADA/MAFRD and the Beneficiary, in accordance with the undertaken obligations by signing the contract for a period of 5 years and includes:

- **Checking the investment, and**
- **Checking the functionality of the project and maintaining the investment.**

Any mismatch will be recorded in the ex-post control report and will be sent to the Legal Department for further processing.

Super control is a special control organized by the decision of high officials and aims to:

- verify investments made on the ground,
- prevent fraud attempts, and
- evaluate work of inspectors on the field.

Re-check is carried out in special cases according to the request of the appropriate departments (after the adoption of the project and after the request for payment).

Note: When performing control, Beneficiaries are obliged to allow free and direct access to the company, equipment of the company and any document required by the Agriculture Development Agency. In the event of non-compliance with this requirement, a direct return of public support should be made and the Beneficiary should be penalized!

12.3 Applicants ranking

1.

All projects that have passed the eligibility criteria, after evaluation, are ranked on the basis of the points earned and receive public financial support, starting with the application with the highest points and lasting until the foreseen budget is spent.

13 PROCEDURE FOR OBTAINING SUPPORT FROM PUBLIC FUNDS AND THE NOTICE OF THE APPLICANTS

Upon the assessment, ADA prepares the Assessment Report. Projects are classified in this report on: 1) Eligible projects together with points and 2) Ineligible projects (who have not passed eligibility criteria. Preliminary report is signed by the ADA chief and published on the ADA and MAFRD website. Dissatisfied persons may, within 15 days of the date of publication, contact the ADA and be informed of the assessment details and receive an information letter or receive an information letter with explanations of assessment or decision. From the date of publication on the website, the receipt of the Letter of Information, the assessment report and the decision on the refusal, the Applicant has a deadline of 15 days (calendar) to file a complaint with the Complaints Commission. The complaint must be accompanied by a copy of the information letter and if another document is attached. The Complaint Commission shall make a decision within 30 days.

The selected candidates are invited to sign the contract, according to the model in the appendix, with the ADA in Prishtina no later than 20 days after the publication of the Final Report on the selection. All messages on the evaluation result on the ADA website should be available for at least two years.

Note: If the Beneficiary withdraws from the implementation of the project after signing the contract, he/she will lose the right to apply next year.

Beneficiaries who fail to implement the project after signing the contract and do not submit a report to the ADA shall lose the right to apply for the next three years.

14 PAYMENT OF GRANTS

If the amount of eligible costs exceeds EUR 100,000, the payment is made in two installments. The first parts of the public support in the amount of 50% is made in the form of an advance after the signing of the contract with the signing of the contract with the Beneficiary, subject to the provision of a bank guarantee, while the remaining 50%, is paid after assessing the completion of the total investment.

All payments in the amount of EUR 500 must be made through a bank transfer. For payments of less than EUR 500, invoices and fiscal accounts must be in possession.

1. 14.1 Contract between the beneficiary and the ADA, together with the procurement procedures

All beneficiaries will sign a standard contract. - see Annex 4. ADA will publish a list of beneficiaries who are signing the contract.

Business plan or project proposal together with all submitted documents become part of the contract. The contract shall remain in force from the moment of signing of both parties (ADA and Beneficiary) until the end of the monitoring period, which is 5 years after the implementation of the project.

(If within 3 years the potential Beneficiary was previously the beneficiary of any MAFRD project, before signing a new contract with the ADA, a check must be made to verify that the previous project is functional. (The duration of the contract remains in force from the moment of signing of both parties (Agriculture Development Agency and Beneficiaries) until the end of the monitoring period, i.e. 3 years after the implementation of the project). The period of completion of the project implies the termination of the investment. The contract also includes a monitoring period.

Ex-post monitoring

All projects will be monitored 3 years after the implementation of the Projects, and the control will be carried out by the Agriculture Development Agency. The investment goal should be maintained 3 years after the investment. Also, beneficiaries should continue to respect all eligibility criteria and selection criteria for which candidates received a grant. If there is a violation of these rules, then the grant will be refunded and the beneficiary will be penalized.

15. IMPORTANT PROVISIONS MAY BE A CAUSE FOR APPLICATION REJECTION

Application can be rejected if they are not complete, they do not meet the eligibility criteria and because of the small number of points.

Note: Reasons for rejection should be presented and clarified in the information letter provided by the Agency for Agriculture Development to the applicant.

Incomplete applications are denied when checked by IDA officers after their submission. If it is later determined that the application is incomplete, it shall also be rejected.

- Inadmissible applications - declared inadmissible during the verification process by officials of the Agriculture Development Agency in Prishtina. Projects may be declared inadmissible during administrative control (e.g. Non-compliance with records or assessments of documents or during field control). Inadmissible projects are not the subject of the selection procedure.

Note: Incomplete applications are denied when checked by IDA officers after their submission. If it is later determined that the application is incomplete, it is also rejected.

- Inadmissible applications - declared inadmissible during the verification process by officials of the Agriculture Development Agency in Prishtina. Projects may be declared inadmissible during administrative control (e.g. Non-compliance with records or assessments of documents or during field control). Inadmissible projects are not the subject of the selection procedure.

16. ANNEX LIST

- Annex 1: List of submitted documents
- Annex 2: Application form;
- Annex 3: Project proposal
- Annex 4: Form of contract
- Annex 5: Procurement procedures;
- Annex 6: List of eligible investment/ costs;
- Annex 7: Payment request form for irrigation;
- Annex 8: Informative letter;
- Annex 9: Indicator form;
- Annex 10: Form of appeal;
- Annex 11: List of regional addresses and contact details;
- Annex 12: Promotion

16.1 ANNEX 1 LIST OF DELIVERED DOCUMENTS

Filled documents (files) must contain the documents listed in the list below and each page must have a written (hand) number. This number should appear on the list next to the document name

In the absence of any binding document, the ALD officer does not accept the application, but registers the application, but registers the applicant and gives him a copy of this Annex by rounding out the missing documents. The applicant has time until the end of call, for completion of the documents. Applicants are advised to fill in the documentation or to apply 5 days before the end of the Call for Proposals.

In cases where only a copy of the document is requested, the Applicant manually writes in the copy "as in original" and brings the original to the regional officer verifying the conformity of the copy and returning the original to the Applicant

No.	Document	Mandatory	Optional
1.	APPLICATION FORM According to the AAD model, filled in on the computer (handwriting is not allowed). Make sure that the documents are properly filled in at the time of submission in the presence of the Applicant	f. —	
2.	ID CARD COPY of the Applicant In the case of legal persons, a copy of the ID card of the manager, owner or authorized person of the company.		
3.	FARM REGISTRY CERTIFICATE (FIN - Farmer Identification Number)	f.	
4.	INDICATOR FORM Filled out, in original (filling out by hand is not allowed) in the presence of the applicant, the official confirms that the Indicator Form is properly filled out.	f.	

5.	CURRENT ACCOUNT , a document issued and certified (in original) by a bank operating in Kosovo	f.	-
6.	In case of legal entities: BUSINESS NUMBER CERTIFICATE - copy FISCAL NUMBER CERTIFICATE - copy	f.	-
7.	TECHNICAL PROJECT with diameter and calculation.	f.	-
8.	PROJECT PROPOSAL containing the economic feasibility of the investment	f.	-
9.	MUNICIPALITY CONSENT which proves that, in case of granting the grant, the applicant concerned may obtain a building permit	f.	-
10.	PARCEL PLAN COPY to be involved in irrigation.	-	-
11.	SKETCH (drawing) in which all parcels included in the irrigation with the parcel number from the copy of the plan are shown	-	-
12.	LIST OF FARMERS beneficiaries of the proposed system to be built/modernized/expanded along with the IBF (from the Farm Register)	f.	—
13.	For physical and legal persons: CERTIFICATE from the Tax Administration of Kosovo which proves that the applicant has not unpaid or regulated obligations under the TAK.	f.	—
14.	AUTHORIZATION - certified, if the application is submitted through an authorized person	f.	-
15.	CERTIFICATE OF LAND OWNERSHIP (a copy of the plan and ownership list where it will be invested)	f.	-
16.	Statement of contribution of 20% for the project implementation.	f.	-
17.	A list of signatures (including the number of the land for which the consent is given) and personal data (ID card copy) of the owners of the land over which the investment will be made.	-	-

16.2 ANNEX 2: APPLICATION FORM

APPLICATION FORM - 2019	
MEASURE - Irrigation of agricultural land	
I. Applicant name	<p>.....</p> <p>.....</p> <p>(Name, father's name, last name or legal person)</p>
	Personal number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	ID Card number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Municipality: <input type="text"/>
	Residence: <input type="text"/>
	Address: <input type="text"/>
	Phone: <input type="text"/>
	E-mail: <input type="text"/>
	Website: <input type="text"/>
Legal Status: Natural person <input type="checkbox"/> Legal person <input type="checkbox"/>	
II. Project name	<input type="text"/> <input type="text"/> <input type="text"/>
<i>For official use only (filled out by a regional official)</i>	
Unique Project Registration Number (UPRN): <input type="text"/>	
III. Date:	(dd/mm/yyyy)
IV. Time:	(hour and minute, fills out when the application is complete)
V. Application is complete	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> <input type="checkbox"/> NO

VIII. For all applicants:											
Bank	Bank name:										
	IBAN:										
	Current Account number:										
	Address:										
IX. In the case when application is submitted through an authorized person, only a certificate certified by a notary is accepted, which is submitted in the original, and from the authorized person the following data is obtained:											
Name _____ Father's name _____ Last name _____	Personal number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> ID Card number _____ Email: _____										
The number of farms/farmers who will benefit from the previously modernized/expanded system is _____, as shown in Annex no. 9											
XI. Obligations											
I will participate in providing co-financing (20% of eligible costs) and ineligible project costs. I will undertake to maintain an investment for at least 3 years after the implementation of the project, knowing that if it fails, then I must return the received assistance plus fines under the national legislation. I undertake to contract (according to the procurement law) the builder who: - They can test the relevant experience; - I guarantee construction for at least 3 years;											
I will participate in providing co-financing (20% of eligible costs) and ineligible project costs. I will be obliged to maintain the investment for at least 3 years after the implementation of the project, knowing that if I fail, then I must return the received assistance plus fines under the national legislation. I undertake to conclude a contract (under procurement law) with contractors who: - Might have a relevant experience; - Guarantee for construction that is done for at least 3 years;											
I will participate in providing co-financing (20% of eligible costs) and ineligible project costs. I will be obliged to maintain the investment for at least 3 years after the implementation of the project, knowing that if I fail, then I must return the received assistance plus fines under the national legislation. I undertake to conclude a contract (under procurement law) with contractors who: - Might have a relevant experience; - Guarantee for construction that is done for at least 3 years;											
XII. Date / Signature											
Day – Month – Year/...../..... /..... (Stamp, name, surname and signature) (Stamp for legal entities)										

XIII. The support percentage is 80%.

The project financial table (as presented in the draft proposal)

	Eligible investments (minimum EUR 10,000 and maximum EUR 200.000)	% of support (80%)	Public assistance (calculated percentage of support from eligible investment in EUR)	Co-financing (EUR)
Total				

 (Name, surname and signature of Applicant)

 (Name, surname and signature of Regional officer)

Date: _____

16.3 ANNEX 3: PROJECT PROPOSAL;

Preparation of the project proposal is done by the Applicant.
 The project proposal should include the economic feasibility of the investment.

16.4 ANNEX 4: CONTRACT MODEL

Measure/sub-measure.....
 Agreement on financing of investment projects for rural development
 No.
 Period:
 Agriculture Development Agency (ADA), address, phone no.
 represented by, Director of the Agency for
 Agriculture Development (ADA), on one side,
 and
 Mr./Ms.,
 Personal number

Unique identification number in the Farmer's Registry, as a natural person or as a representative of a legal entity.....
Fiscal number>, address, phone no.

On the other side, as a beneficiary
Ovom dokumentu „strane

Agree to sign a contract on the request for payment <registration number>, additions and <name> project submitted by the beneficiary and his annexes under the following conditions:

Article 1 General provisions

This document should establish the legal and operational framework for the SDA to finance the payment request of beneficiary <registration number

1.2 The beneficiary obtains financial means under the conditions specified in the Contract, with which the Beneficiary is aware and accepts.

1.3 Obligatory parts of the Contract are:

a) Application form and annexes

b) Project (business plan or project proposal) and project annexes submitted by the Beneficiary, after verification (eligibility and election criteria for which points are awarded), together with any charges made during the verification.

The Beneficiary is obliged to fully comply with these conditions during the implementation (until the last payment) and 3 years since the last payment during the monitoring period.

1.4 The Beneficiary accepts public support and assumes the responsibility of implementing the project on his own responsibility, respecting the provisions of this contract and national legislation.

Article 2 Application and validity of the contract

2.1 The implementation of the contract starts on the day of signing the contract of both parties. The investment time is 180 days, as foreseen in the measure and represents the deadline for the last request for payment.

2.2 The validity of the contract shall include the time period from the moment of signing the contract until the last payment is made and 3 years of the monitoring period calculated from the date of the last payment.

Article 3 Contract value

3.1 The total eligible value of the funded project is <in numbers> and (<in letters>).

3.2 The total eligible value of the funded project is (<in letters>).

3.3 The total eligible value of the funded project is (<in numbers>).

Article 4 Payment

In cases of projects with payments exceeding EUR 100,000, payment may be made in two installments as eligible costs.

4.2 In case the Beneficiary is entitled to submit 2 payment requests, the first condition should be greater than 50% of the total public assistance. Eligible administrative costs (relating to the processing of technical projects, business plan, engineers, architects, etc.) may be required as a return in accordance with the percentage rate.

4.3 Payment will be made based on the payment request that the beneficiary has submitted to the ADA. Payment authorization will be made based on the documentation provided by the Beneficiary and audit results in accordance with ADA's administrative directives. Any payment authorization may become void in case of any irregularities detected during the validity of the Contract.

Article 5 - Control and monitoring of the project during the validity of the contract

5.2 The Beneficiary is obliged to provide full access to all controls performed by ADA in connection with the performed investment, including employee records, accounting and paid taxes.

5.2 If the ADA recognizes that an investment founded from public funds is not used for the intended purpose, the technical plan of the project and the business plan, or is sold or leased, ADA has the right and obligation to request the reimbursement of incurred costs.

5.3 The beneficiary is responsible for maintaining the economic viability of the investment and demonstrating its public utilities.

Article 6 Contract annexes

6.1 The Recipient may require modification of the Contract only if it does not alter the eligibility and outcome of the Project and only during the Implementation Period. However, these changes cannot have a retroactive effect. Charges may only affect the financial and technical aspects if they are in accordance with the measure, unless they alter the main purpose of the project and are limited to a maximum of 10% of the total eligible costs.

6.2 The total public support originally granted cannot be increased under any circumstances.

6.3 ADA may approve all amendments to the Contract at the Recipient's request, and they represent parts of the Agreement.

6.4 The rights and obligations of the contract cannot be transferred to a third beneficiary without the special permission of the ADA. In such cases, ADA has the obligation to continuously monitor the adherence and selection criteria.

Article 7 - Contract termination

7.1 Only in exceptional and justified circumstances, including "force majeure" in cases contracted by the Parties, ADA may decide to terminate the contract without asking the Beneficiary to refinance public support.

7.2. The parties may decide to terminate the contract on the basis of a joint agreement, in which case the Beneficiary shall return all public support.

7.3 In case of notification of any irregularities in the execution of the contract, including when the Beneficiary is unable to pay or has not fulfilled the obligation for other reasons or if it is

noticed that the submitted documents are false/expired/incomplete/do not reflect the actual situation, then the ADA may terminate contract by submitting a written notice to the Beneficiary without delay and without any other formalities and without a court dispute. In this case, the Beneficiary must return all received support.

7.4 At any time, in case of any doubt, the ADA may suspend the contract and payments as a precautionary measure until the conclusion of an investigation, without prior notice.

Article 8 Force majeure

8.1 In the event of force majeure, the Party shall be released from liability provided for in this Contract.

8.2 A force majeure is defined as an event that is unpredictable and which party cannot prevent it, which occurred after the signing of the contract and during the implementation of the contract.

8.3 A force majeure can be considered disasters such as earthquakes, floods, wars, revolutions, embargoes, etc.

8.4 Each case of force majeure must be confirmed and accepted by the ADA.

Article 9 Communication between the Parties

9.1 Any exchange of information regarding this contract must be in writing: directly, by e-mail or by fax.

9.2 Verbal notices shall not be considered unless written notice is provided as referred to in Article 9.1.

AAD Representative

Beneficiary or his legal representative

Name and surname

Name and surname

Signature

Signature

Date

Date

16.5 ANNEX 5: PROCUREMENT PROCEDURES

Part of the Contract

PROCUREMENT PROCEDURES (enclosed together with the Contract of the Agency for Agriculture Development for Beneficiaries)

1. General Provisions relating to all types of procurement

- All bidders must comply with the origin rule – for more information, see the terms and other relevant additions in the Applicant’s Manual;
- No subcontractor can establish a contractual relationship with any other subcontractor and beneficiary;
- The procurement process should be in line with investments that meet the eligibility criteria set out in the business plan measures and guidelines, e.g. in terms of return on investment, cash flow, etc.
- Procurement procedures apply only to eligible investments, as procurement procedures are not required for ineligible investments;
- There are 3 types of procedures: direct purchases, purchases with at least 3 bids and a procurement-based selection through a public ad (open tender);
- The purchase procedure to be carried out depends on the purchase value; it is prohibited to divide the purchase for the same kind of goods, works or service in order to avoid the applicable procedural rules for a higher threshold;
- Bidders must not be in conflict of interest;
- In case of providing the wrong information requested by the Beneficiary or in case of providing incomplete information, the bidders will be exempted from the award of the contract;
- Compliance with the procurement rules is a prerequisite for accepting costs. Therefore, the application file should contain payment documents proving the completion of the procurement procedures, see Annex 5.

2. Criteria for Granting Contracts

Contracts are awarded on the basis of the following criteria:

- A. In the event of supply of goods, based on the lowest price;
- B. In the case of a construction facility (it implies the result of a construction or a construction project which in itself is sufficient to fulfill on economic or technical function and covers both execution and design) – based on the lowest price;
- C. In the case of services (study or technical assistance) – based on the lowest price;

3. Definition of conflict of interest

- The existence of links between beneficiaries and suppliers (family ties or joint shareholders in the companies that participate in the tender) or between members of the Evaluation Commission.

- Joint ownership (as a natural person or as a shareholder) of suppliers who submit bids.

4. Purchase Procedure:

4.1 Direct purchases up to EUR 10,000.00.

Rules

- The beneficiary can buy directly on the market,
- Costs of purchase must respect the thresholds set in Mary,
- There is no need for a signed contract between the beneficiary and the supplier, except in the case of consulting costs.
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the Bidder's fiscal number certificate.

4.2 Selection based on at least 3 bids ranging from EUR 10,000.01 to EUR 60,000.00.

Rules:

- Purchase can only be made with at least 3 bids (price quotation),
- The costs within the offer must also respect the thresholds set within this measures;
- In all cases, a contract between the beneficiary and the supplier should be signed,
- Calls for Proposals, tenders and contract must comply with the provisions presented within the technical project and within the business plan.
- The beneficiary should submit a call for proposals, in accordance with the standard form – see Annex 1;
- Suppliers must declare their offer in the entry/exit register.
- The beneficiary signs a statement on compliance with the Rules on the Avoidance of Conflict of Interest see Annex 2.
- Bidders must sign a Confidentiality Statement – see Appendix 3.
- The beneficiary decides on the awarding of contract to bidders based on the arguments;
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the fiscal number certificate.

4.3 Procurement through a public invitation to tender (public tender) – in the amount of EUR 30.000,01 to EUR 60.000,00

Rules:

- The beneficiary must announce a Call for Proposal, at least through national daily newspapers, however, if the value is greater than EUR 150,000, the invitation to submit bids must be published in international media. In addition, the Beneficiary has the right to directly send an invitation to submit offers to potential suppliers in order to ensure greater competition among the bidders, but only on the same day when the invitation to tender was announced;

- The invitation for call for proposals must contain all the information in Annex 1 of the contract.
- The time limit for the receipt of tenders must be at least 10 days;
- The beneficiary establishes an assessment committee; This commission has an odd number of members, at least three, with all the technical and administrative capacities required to give a valid opinion on the offers;
- The Evaluation Commission should make a reasoned decision to award the contract.
- Evaluation Commission members must sign a statement of confidentiality and neutrality – see Annex 4.
- All requests for participation and bids that meet the requirements must be evaluated and ranked by the evaluation commission on the basis of the previously announced selection criteria and the award of the contract;
- The beneficiary seeks and obtains a copy of the business registration certificate and a copy of the Bidder's fiscal number certificate.

5.6

ANNEX 6: LIST OF AVAILABLE INVESTMENTS/COSTS

Rehabilitation and expansion of irrigation canals and tubes;

- Construction of water reservoirs;
- Irrigation dams;
- digging well;
- Drainage/ sewerage construction;
- Irrigation pumps and other associated equipment (water meters, electricity meters, etc.);
- Equipment rehabilitation (valves, couplings, pipes, connections and works)
- Environmental-friendly works on reconstruction, drainage (terraces, land equalization, depending on the project).

Costs for preparing a business plan or project proposal cannot have a value greater than 3% of eligible costs, i.e. not more than EUR 1,000.00. In case anticipated investments; development costs, detailed engineering projects, environmental impact assessments are eligible up to a value of 7% of eligible costs, but not more than EUR 3,000.00. Delivery of projects costs after signing the contract.

16.7 ANNEX 7: FORM FOR PAYMENT REQUIREMENTS WITHIN THE REGULATION

I. Beneficiary name and address (Name and last name or legal person)
	Region:
	Municipality:
	Residence:
	Street no.:
	Zip Code:
	Phone:
	Fax:
	E-mail:
Website:	
II. Project name
III. Unique project registration number (URN)
<i>For official use only (this part is filled out by a municipal official)</i>	
Unique registration number (URN) request for payment:	

<i>For official use only (this section is filled out by a municipal official)</i>	
IV. Date:	(dd/mm/yyyy)
V. Time:	(hour and minute, fill out only if the request for payment is complete)
VI. The payment request is complete	<input type="checkbox"/> YES <input type="checkbox"/> NO

(Beneficiary signature)

(Municipal official signature)

Project location	Region:
	Municipality:
	Residence:
	Street no.:
	Zip Code:
X. Request for:	

X.1. Total cost (with VAT)	X.2 Amount of support		X.3 Co-financing of beneficiary
EUR	EUR	%	EUR

XI. Statements

By signing this Payment Request, I declare that:

All data, information and documents submitted with this Payment request are true.

The investments included in the Payment Request are indeed implemented. The costs for which I request a payment are shown in the attached table of costs.

I did not get any other public financial support for the same investments. I do not have debts toward public institutions.

I agree that the Agriculture Development Agency will publish information about my project - the name of the beneficiary, the location of the investment, the amount of support and the total amount of costs.

XII. Date / Signature

Day – Months – Year

...../...../.....

.....
.....
.....
.....

~~Napomena: Korisnik popunjava samo neosenčene delove obrasca~~

16.8 ANNEX 8: Assessment Report

Assessment Report

The assessment report is submitted in case of challenging the results. Within 15 business days from the date of receipt of the letter of information, you are entitled to file a complaint in the office where you applied. Complaints must be communicated to the informative letter as well as other document if you have them. Complaint Commission shall make a decision within 30 days.

16.9 ANNEX 9: INDICATOR FORM

Measure: National grants scheme for irrigation of agriculture land - year 2019

Municipality.....

Collecting Project indicators.....

Applicant.....

Farmer's Identification Number

--	--	--	--	--	--	--	--

Indicator types	Indicators	Information provided by the Applicant	Control of regional officer
Input	Total value of public assistance (EUR)		<input type="checkbox"/>
Output	* Total investment volume (EUR)		<input type="checkbox"/>
Results	Investments will increase areas that are irrigated, if yes, indicate the area (ha)		<input type="checkbox"/>
	A modernized irrigation system allows irrigation of large agricultural area (ha)		<input type="checkbox"/>
	Total production growth (per tons / annually) on irrigated areas as a result of direct investments, as follows	Cereals	<input type="checkbox"/>
		Vegetables (including potatoes)	<input type="checkbox"/>
		Fruits (grape)	<input type="checkbox"/>
			<input type="checkbox"/>

Impact: Total value of additional agricultural production (EUR/year)

* - eligible costs (public support + financing eligible costs) + ineligible costs.

16.10 ANNEX 10: COMPALINT FORM

Complaint

1. Name and last name _____

Village _____ Municipality _____

I am making a complaint to decision: _____ no. _____ dated _____

As an Applicant within the framework of the Rural Development Project:

Sectors:

Application number _____

Payments: Direct Other _____

Application number _____

Reasons for complaint:

Signature _____

Note: Attach the documents you are contesting

Annex 11: LIST OF ADDRESS OF REGIONAL OFFICES AND CONTACTS

Every working day from 08: 30-16: 00				
No.	Region	Addresses	Phone	E-mail
1	Prishtina	Industrial zone - Fushe Kosovo/Kosovo Polje, in front of Maxi-Marketa,	038 601 169	
2	Mitrovica	"Mbretëresha Teutë" no number	028 522 501	
3	Peje/Peć	Agricultural Institute "Fidanishtja Peçi"	039 431-276	
4	Gjakova/Đakovica	Marin Brleti no. 2, floor III.	0390 320-992	
5	Prizren	Avni Rrustemi 159	029244-793	
6	Ferizaj/Uroševac	"Dëshmoret e kombit" no number	0290 324 661	
7	Gjilan/Giljane	St: Bulevardi i Pavaresisë (St. Uruševca) (Soliteri floor I)	0280 326 106	

16.12 ANNEX 12: PROMOTING



All beneficiaries of the grants from the Agricultural and Rural Development Program, before the final payment request, at the investment site, need to set up the indicated table. This table should be placed in a visible place, size: 100 cm x 50 cm, made of solid plastic, printed with a stable color resistant to atmospheric influences.