



Guidelines

for sub-grant applicants

SIRCLES – Supporting Circular Economy Opportunities for Employment and Social Inclusion (B_A.3.1_0157)

Deadline for submission of application: October 23th, 2022

Organisation issuing the call for sub-grants: EDAMA

Contact: Info@edama.jo

Link to the call for sub-grants: [Subgrant](#)



Statement about the EU

The European Union is made up of 27 Member States who have decided to gradually link together their know-how, resources and destinies. Together, during a 50-year period of expansion, they have built a zone of stability, democracy, and sustainable development whilst maintaining cultural diversity, tolerance and individual freedoms. The European Union is committed to sharing its achievements and its values with countries and peoples beyond its borders.

Statement about the Programme:

The 2014 2020 ENI CBC Mediterranean Sea Basin Programme is a multilateral Cross Border Cooperation initiative funded by the European Neighbourhood Instrument (ENI). The Programme objective is to foster fair, equitable and sustainable economic, social and territorial development, which may advance cross border integration and valorise participating countries' territories and values. The following 13 countries participate in the Programme: Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Lebanon, Malta, Palestine, Portugal, Spain, Tunisia. The Managing Authority (JMA) is the Autonomous Region of Sardinia (Italy). Official Programme languages are Arabic, English and French. For more information, please visit: www.enicbcmed.eu

Disclaimer:

This document and its annexes have been produced with the financial assistance of the European Union under the ENI CBC Mediterranean Sea Basin Programme. The contents of this document are the sole responsibility of AITEX/HCST and can under no circumstances be regarded as reflecting the position of the European Union or the Programme management structures.

These guidelines set out the rules for the submission, selection, and implementation of the actions funded under this call, in conformity with the ENI CBC MED Programme rules, which apply to the present call (available at <http://www.enicbmed.eu/home>).

- ENI Regulation (EC) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument
- ENI CBC Implementing Rules (Regulation (EC) No 897/2014) of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument
- ENI CBC Mediterranean Sea Basin Joint Operational Programme and its annexes adopted on 17/12/2015 - Decision No. C(2015) 9133 and related annexes
- Strategic Environmental Assessment for the ENI CBC Mediterranean Sea Basin Joint Operational Programme. (Available at: http://www.enpicbmed.eu/sites/default/files/strategic_environmental_assessment.zip).
- State Aid Conditions and “de minimis” grants. As the subgrantees are economic operators, in the meaning of the EC Recommendation n.2003/361/CE of 6 May 2003 (EUR-Lex - 32003H0361 - ES - EUR-Lex (europa.eu)), project partners when preparing the Sub-grant Agreement, they are required to meet the State Aid requirements:
 - Assign the Sub-grant under the de minimis regime;
 - Ask for De minimis self-declarations to Sub-grantees;
 - Keep the register of granted aids;
 - Inform Sub-grantees about the amount granted.

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These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmec.eu/home>).

1.1. BACKGROUND

The high rate of youth **unemployment**, in particular **NEETs** (Not in Education, Employment or Training) and **women**, in the **Mediterranean** basin has economic and social consequences that are not specific to one country, but rather impact all Mediterranean countries. These groups share common challenges like lack of education, unequal access to education and employment, mismatch of their skills with the needs of the labour market, and they suffer a difficult transition from school to work. **SIRCLES** partners want to explore **new employment opportunities** by applying the **circular economy model** applied to the **biowaste sector** in Spain, Greece, Palestine, Jordan, Lebanon, Tunisia and Italy. The project mainly focuses on developing new capacities oriented to business development and separation, collection, composting and agriculture processes. The training is being tested through **7 pilot projects** that address the hotel, food retail and household sectors, adjusted to the diverse local contexts of each territory involved in the project. Consequently, SIRCLES will contribute to the **creation of green jobs** by involving the most vulnerable sectors of the population and supporting environmental sustainability.

For more information on SIRCLES project and updates visit the project website at [project websites](#)

1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The **objective** of this call for sub-grant proposals is to support **new or existing** companies in JORDAN **following a circular economy business model in the field of biowaste management**. All proposed projects must therefore contribute to increase **green employment opportunities**, especially for vulnerable social groups/groups at risk of social exclusion (i.e., NEET and women).

1.3. FINANCIAL ALLOCATION AND FUNDING SCHEME

The overall indicative amount made available under this call for sub-grant proposals is **EUR 35.000,00**. The EDAMA as project partner reserves the right not to award all available funds.

Size of sub-grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- **minimum** amount: EUR **10.000,00**
- **maximum** amount: EUR **35.000,00**

The sub-grant shall take the forms of **reimbursement of costs**.

Co-financing

Selected applicants (subgrantees) will be required a **5%** (for new business) or **10%** (for existing business) **cash contribution** of the project budget (against proof of expenditure and in compliance with eligible costs) specifically and directly related to the implementation of the project

Payment schedule

The grant will be paid out in 3 instalments, only via **bank transfers**, to the subgrantees:

- 1st instalment (pre-financing) at the onboarding of the sub-grantee after signing of the grant agreement: **50%** of the overall requested fund amount
- 2nd instalment (intermediate payment) after proof of expenditure of the entire 1st instalment: **30%** of the overall requested fund amount
- 3rd instalment (balance payment) after proof of expenditure of 100% of requested fund amount: remaining **20%** of the overall requested fund amount

In addition to the submission of proof of expenditure (i.e., purchase receipts), subgrantees will also have to fill and return Financial Reports (Annex 4b of this call for sub-grants) in order to receive the intermediate and balance payments.

1.4. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**applicant**', i.e. the entity submitting the application form (1.4.1)

(2) the action:

- Type of actions for which the sub-grant may be awarded (1.4.2)

(3) the costs:

- Forms of financing and types of cost that may be taken into account in setting the amount of the sub-grant (1.4.3)

1.4.1. Eligibility of applicants

Applicant

(1) In order to be eligible for a grant, the Applicant must:

- be a **legal person**; and
and
- be established in JORDAN
and
- be directly responsible for the preparation and management of the action, not acting as an intermediary

- **Natural persons aged 18 or older and or older and JORDAN citizens** may also apply provided that, if awarded the subgrant, such applicants will register the entrepreneurial activity as a **legal entity** - in one of the eligible legal forms listed above - as a **requirement** to sign the sub-grant contract.
 - *the notification of SIRCLEs sub-grant awards will be published on **December 23rd 2022** and,*
 - *the overall sub-grant implementation period cannot exceed **6 months** and,*
 - *the overall sub-grant implementation period cannot, in any case, extend after **August 10th, 2023**.*

(2) Applicants and, in case of legal entities, persons who have powers of representation, decision-making or control over the applicant are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules¹, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the applicant must declare that him/herself is not in any of these situations.

If awarded the sub-grant contract, the applicant will become the sub-grantee, who is the main interlocutor of the project partner EDAMA awarding the sub-grant and coordinates the design and implementation of the action.

1.4.2. Eligible actions: actions for which an application may be made

Duration

The initial planned duration of an action may not exceed **6 months** (timeframe established from February 2023 to July 2023)

Sector

Biowaste management

Location

Actions must take place in the following country JORDAN

Types of action

Business development of existing enterprises or **business creation** of new enterprises in the **biowaste management sector** following a **circular economy business model**.

¹ EC Regulation 897/2014.

Visibility

Subgrant applicants must take all necessary steps to publicise the fact that the ENI CBC MED Programme has financed or co-financed the action. Sub-grant applicants, therefore, must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

Number of applications and sub-grants per applicant

- The applicant may not submit more than 1 application under this call for sub-grant proposals.
- The applicant may not be awarded more than 1 sub-grant under this call for sub-grant proposals.

1.4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of costs.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

General criteria for eligibility costs:

To be eligible under this call for proposals, costs must meet the following criteria:

- be incurred by the beneficiary during the duration of the project and paid before the submission of the final report
- be indicated in the estimated overall budget included in the proposal and signed in the agreement
- be necessary for the implementation of the action
- be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary according to the usual cost accounting practices
- comply with the requirements of applicable tax and social legislation. Duties, taxes and charges, including VAT are not eligible in CBC partner countries. VAT is eligible in EU Member States when it is non-recoverable
- be reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency
- they are supported by adequate proving documents

Eligible direct costs

Costs incurred for the implementation of the project shall fall under the following **categories** and meet the following **conditions** to be considered **eligible**:

- **Human resources** (including applicant team members) directly related to the proposed entrepreneurial project - **maximum 50%** of the total project budget
- **Business & Technical support services** directly related to the proposed entrepreneurial project
- **Investments** (i.e., equipment, vehicles, supplies & machinery) directly related to the proposed entrepreneurial project

- **Visibility costs** (i.e., brand design, promotional materials, marketing) directly related to the proposed entrepreneurial project - **maximum 20%** of the total project budget
- **Rent of office, land, workplace or warehouse** directly related to the proposed entrepreneurial project - **maximum 50%** of the total project budget

Moreover, they must be supported by original expenditure documents (“supporting documents”) as well as the occurred payment documents (bank receipts etc.).

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed **7 %** of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant contract. The applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

NB: If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest)
- provisions for losses or potential future liabilities
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant
- purchases of land or buildings
- currency exchange losses
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement
- loans to third parties
- fines, penalties, and expenses of litigation
- contributions in kind

All costs must be detailed in the Application Budget (Annex 2b). In exceptional cases, the Evaluation committee can vote to exceptionally surpass the set maximum quota for an activity, if assessed as having a substantial effect on the project success.

The sub-grant applicant agree that the expenditure verification referred to in Article 10 of the sub-grant contract (Annex 3) will be carried out by the auditor contracted by the project partner EDAMA

The budget calculation is a **mandatory** part of the application. The amounts should be included in the country **LOCAL CURRENCY**. Any other currency will not be accepted.

The Budget of the proposal is divided into direct and indirect costs.

DIRECT COSTS are organized according to the following categories:

- **HUMAN RESOURCES** (Limit maximum of 50% of the total budget) corresponding to actual gross salaries including social security charges and other remuneration-related costs of the staff assigned to the project incurred and referred to the sub-grant implementation period. Salaries and other costs must not exceed those normally borne by the beneficiaries unless it is proven that the higher amounts are essential to carry out the project activities.
- **EQUIPMENT, SUPPLIES AND MACHINERY** include the purchase or rental costs for equipment, supplies, machineries, vehicles and durables (new or used) specifically identified and exclusively devoted for the purpose of the action, as well as the costs of services for their transportation and installation provided they correspond to market rates, and incurred during the sub-grant implementation period. It refers to all materials (durable goods with a lifetime of at least one year) that are used to perform the project activities, and which usually have to be (after the purchase) listed in the “inventory of durable goods” of the organization. Invoices and proof of payments will be required.
- **RENT OF OFFICE, LAND, WORKPLACE OR WAREHOUSE** (Limit maximum of 50% of the total budget) necessary to carry out the proposed entrepreneurial project incurred and referred to the sub-grant implementation period. Invoices and proof of payments will be required.
- **SERVICES**: technical subcontracting services, information and dissemination activities purchased during the sub-grant implementation period and which have to be aligned with the current market rates. Invoices and proof of payments will be required.

INDIRECT COSTS should not be detailed, only ensure that they do **not exceed 7%** of the estimated total eligible direct costs.

If selected, awarded subgrantees and EDAMA can work together on a more detailed and refined version of the budget, considering necessary resources for the project, before signing the grant agreement. Once the latter has been signed, deviations of these costs are not eligible unless there is an explicit agreement of the parties.

1.4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in

the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. Applications

Sub-grant applicants are invited to submit an Application filling the following **templates** annexed to these guidelines (Annex 1_ SIRCLES Guidelines for sub-grant applicants):

1. [Annex 2a](#) – SIRCLES Sub-grant application form
2. [Annex 2b](#) – SIRCLES Sub-grant Budget
3. *[for legal persons only]* [Annex 6](#) - Financial identification form
4. *[for legal persons only]* [Annex 7b](#) – Legal entity identification sheet, *including* official supporting documents (register(s) of companies, official gazette, VAT registration, etc.)

Please note that only the above documents will be evaluated.

Additionally, the following **optional** document integrating the information provided in Annex 2a may be sent for the Evaluation Committee's assessment:

5. OPTIONAL - No template provided **Breakdown of business expected costs and revenues** (in Excel or PDF format)

Applicants must apply in **English** or **Arabic**.

Hand-written applications will **not** be accepted.

Please complete all templates carefully and as clearly as possible so that they can be assessed properly. Any error related to the points listed in the checklist of the sub-grant application form (Annex 2a) or any major inconsistency may lead to the rejection of the application. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. Clarifications will only be requested when information provided is unclear and thus prevents the project partner EDAMA from conducting an objective assessment.

1.5.2. Where and how to send applications

Modalities for the submission of the sub-grant applications are defined by the project EDAMA issuing the call.

Application documents must be submitted in *either one of the two* following modalities:

- **[Hard copies in A4 size]** in a sealed envelope by registered **mail**, private **courier** service or by **hand-delivery** (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address: 455, AMMAN 11831

Address for hand delivery: El-Rawaby, Yousef El Sukkar Street Building No. 8, Amman

The envelope must bear the **reference "SIRCLES call for sub-grants"**, together, the full name and address of the lead applicant, and the words 'Not to be opened.

- **Electronic format** via **e-mail** to the e-mail address below:

E-mail address: Info@edama.jo

E-mail object: "Application for SIRCLES call for sub-grants"

E-mail attached Files:

- [Annex 2a](#) – SIRCLES Sub-grant application form (**PDF**)
- [Annex 2b](#) – SIRCLES Sub-grant Budget (**Excel**)
- *[for legal persons only]* [Annex 6](#) - Financial identification form (**PDF**)
- *[for legal persons only]* [Annex 7b](#) – Legal entity identification sheet, *including* official supporting documents (register(s) of companies, official gazette, VAT registration, etc.) (**PDF**)

Applications sent by any other means (e.g. by fax) or delivered to other addresses will be **rejected**.

Applicants must verify that their application is complete using the checklist included in the sub-grant application form (Annex 2a). Incomplete applications may be rejected.

1.5.3. Deadline for submission of applications

The deadline for submission is **October 23th, 2022, at 6.00 pm (Jordan time)**

The compliance with the deadline will be evidenced by i) the signed and dated certificate of receipt given to the deliverer in case the Application is delivered by hand, registered mail, or private courier; ii) date and time of sent e-mail in case of Applications sent via e-mail.

1.5.4. Further information about applications

Questions may be sent (in English or Arabic) **by e-mail** no later than **5 days** before the deadline for the submission of applications to the following e-mail address Info@edama.jo indicating clearly the reference of the call for sub-grants.

The project partner EDAMA has no obligation to provide clarifications to questions received after this date. Replies will be given no later than **5 calendar days** or, in any case, no later than **4 calendar days** before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project partner cannot give a prior opinion on the eligibility of applicants or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the FAQs section on the website <https://www.enicbcmed.eu/index.php/info-center> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

For applicants needing special assistance during the application phase, the following hotline will be available from 1/9/2022 to 23/10/2022, Sunday to Thursday , from 9:00 Am to 16:00 Pm Jordan time :

Phone number : +962 (6) 5810 717

1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an Evaluation Committee composed by representatives of the project partner and All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 1.4, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the **deadline** has been met. Otherwise, the application will be automatically rejected.
- If the application complied with the **modalities for the submission** specified in this present document (Section 1.5.2)
- If the application is **complete**. If any of the requested information or requested document (Section 1.5.1) is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

During the eligibility screening, the Evaluation Committee will assess if the application satisfies all the **eligibility criteria** specified in this present document (Section 1.4) on the basis of the following main supporting documents requested by the project partner:

- *[for legal persons only]* [Annex 6](#) - Financial identification form
- *[for legal persons only]* [Annex 7b](#) – Legal entity identification sheet, *including* official supporting documents (register(s) of companies, official gazette, VAT registration, etc.)

Applicant **may** be asked to submit **further supporting documents** throughout the selection and/or contracting process.

STEP 3: EVALUATION OF THE APPLICATION

A) Preliminary selection

The applications that pass the administrative checks and the eligibility screening will be further evaluated using set criteria which assess the quality of the applications in relation to the objectives set forth in these guidelines. The criteria cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness as well as the operational and financial capacity of the applicant. The evaluation criteria for this call for sub-grants are reported in the table below:

CRITERIA	SUB-CRITERIA	
1. Relevance	1. Environmental relevance	The business idea should address relevant environmental challenges.
	2. Social relevance	The business idea should address relevant social challenges.
2. Innovation	3. Social Innovation capacity	The business idea should offer an innovative solution to the addressed environmental/social challenges.
	4. Market innovation capacity	The business idea should be new/innovative compared to existing offered goods/services in the local reference market.
3. Impact	5. Environmental Impact potential	The business idea should provide a valuable long-term and sustainable solution effectively contributing to solve environmental challenges and/or to reduce negative environmental impact.
	6. Social & Economic impact potential	The business idea should offer a clear social/community value proposition. Moreover, it should provide job opportunities, especially for women and NEETs, therefore providing a valuable long-term and sustainable solution effectively fostering social inclusion.
	7. Market opportunity	The business idea should satisfy existing and relevant customers' needs.

4. Economic Sustainability		The business idea should identify effective marketing strategies to reach its customers. The business idea should bring new added value compared to the competitors in the market. The business idea should take advantage of strategic supply channels in the reference market.
	8. Scale-up opportunities	The business idea should identify strategic stakeholders and potential partners that could be engaged, and which can unlock scale-up opportunities.
	9. Market resilience	The business idea should be relatively “safe” from market competitors and market risks.
	10. Cost-effectiveness	The business costs estimates should be adequate (i.e., neither underestimated nor overestimated) to the business.
	11. Profitability of the business model	The business should be able to generate sufficient revenues to cover its costs, its economic forecasts should be in surplus (or at least at breakeven point) over the years. The business idea should have a good chance of surviving the first year.
5. Environmental sustainability	12. Green business model	The business idea and overall life cycle of its offered service/product should be environmentally sustainable.
6. Social sustainability	13. Inclusive business model	The business idea and overall life cycle of its offered service/product should be socially inclusive.
7. Feasibility	14. Operational/supply feasibility	The business idea should be feasible in terms of offered product/service, identified supply and distribution channels and elaborated business model.
	15. Management capacities	The entrepreneurial team should have sufficient experience, skills, and know-how.
	16. Financial capacity	The applicant should have sufficient sources of finance (other than SIRCLES sub-grant) to implement the proposed business idea and to participate in its funding. If not, the applicant should be actively seeking (or planning to seek) for sources of financing.
	17. Time feasibility	The filled Budget should be realistic and feasible in 6 months.
8. Quality & accuracy of application	18. Application completion	All sections of the Application Form and Budget should be appropriately completed.
	19. Application accuracy	The proposed project description should be clear and the information provided in the Application Form accurate and detailed.
	20. Application language appropriateness	The language used in the Application Form should be proper and correct.

Scoring:

The evaluation grid is divided into **8 Sections** and **20 Subsections** corresponding to the evaluation criteria and sub-criteria indicated above. Each subsection will be given a score **between 1 and 5** as follows:

1 = very poor; **2** = poor; **3** = adequate; **4** = good; **5** = very good.

All applications will be assessed according to the following **evaluation grid**:

SECTION	SUBSECTION	EVALUATION QUESTIONS	MAX SCORE	SECTION WEIGH ON TOTAL SCORE
A. Relevance	1. Addressed Environmental challenges	Is the business idea addressing relevant environmental challenges?	5	10%
	2. Addressed Social challenges	Is the business idea addressing relevant social challenges?	5	
A. Max score:			10	
B. Innovation	3. Social Innovation	Does the business idea offer an innovative solution to the addressed environmental/social challenges?	5	10%

	4. Market innovation	Is the business idea new/innovative compared to existing offered goods/services in the local reference market?	5	
B. Max score:			10	
C. Impact	5. Environmental Impact	Is the business idea providing a valuable long-term and sustainable solution effectively contributing to solve environmental challenges/to reduce negative environmental impact?	5	10%
	6. Social & Economic impact	Does the idea offer a clear social/community value proposition? Is the business idea providing job opportunities, especially for women and NEETs, therefore providing a valuable long-term and sustainable solution effectively fostering social inclusion?	5	
C. Max score:			10	
D. Economic Sustainability	7. Market opportunity	Is the business idea satisfying existing and relevant customers' needs? Has the business idea identified effective marketing strategies to reach its customers? Does the business idea bring new added value compared to the competitors in the market? Does the reference market offer strategic supply channels?	5	25%
	8. Scale-up opportunities	Has the business idea identified strategic stakeholders and potential partners that could be engaged, and which can unlock scale-up opportunities?	5	
	9. Market risks	Is the business idea relatively "safe" from market competitors and market risks?	5	
	10. Business Costs	Are the business costs adequate (i.e., neither underestimated nor overestimated) to the business?	5	
	11. Profitability of the business model	Can the business generate sufficient revenues to cover its costs? Has the business idea a good chance of surviving the first year?	5	
D. Max score:			25	
E. Environmental sustainability	12. Green business model	Is the business and overall life cycle of the offered service/product environmentally sustainable?	5	5%
E. Max score:			5	
F. Social sustainability	13. Inclusive business model	Is the business socially inclusive?	5	5%
F. Max score:			5	
G. Feasibility	14. Operational/supply feasibility	Is the business idea feasible in terms of product/service offered, supply and distribution channels and business model?	5	20%
	15. Management capacities	Does the entrepreneurial team have sufficient experience, skills, and know-how?	5	
	16. Financial capacity	Has the applicant indicated to have sufficient sources of finance (other than SIRCLES grant) to implement the proposed business idea and to participate in its funding? If not, is the applicant actively seeking for sources of financing?	5	
	17. Time feasibility	Is the filled Budget realistic and feasible in 6 months?	5	
G. Max score:			20	
H. Quality & accuracy of application	18. Complete	Are <i>all</i> sections of the Application Form and Budget appropriately completed?	5	15%
	19. Accurate and detailed	Is the proposed project clear? Is the information provided in the Application Form and Budget accurate and detailed?	5	
	20. Well written	Is the language used proper and correct?	5	
H. Max score:			15	

TOTAL MAX SCORE:	100	100%
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Extra bonus points may be awarded according to the following criteria:

- Entrepreneurial activity **led by or hiring women &/or NEETs** (max 5 extra bonus points)
- Entrepreneurial activity entailing the **production & selling/use of organic compost** (max 5 extra bonus points)
- Applicant showcasing **technical experience** and **expertise on biowaste** (max 5 extra bonus points)

Hence, the final maximum score per application will be equal to **115 points**.

B) Pitching & Interview Sessions

After the evaluation, a table will be drawn up listing the applications ranked according to their score. **The highest scoring applicants** will be short-listed and invited to the online or in-person **Pitching & Interview sessions**, while all other ranked applications will serve as a reserve list throughout the evaluation process. This list will be used if short-listed applicants do not pass the full evaluation procedure or if more funds become available during the validity period of the reserve list.

Pitching & Interview sessions are meant to give short-listed applicants an opportunity to further clarify and explain their submitted projects and budget breakdowns, and, for the Country Evaluation Committee, to further investigate the feasibility and solidity of the proposals.

In efforts of providing a fair and equal opportunity for all short-listed applicants, a set time limit will be respected for each Pitching & Interview Sessions as follow:

15 minutes – Pitching time

25 minutes – Q & A

20 minutes – Evaluation and scoring by the Country Evaluation Committees between each session

= **1 hour** per short-listed applicant

Following the assessment of the Pitching & Interview sessions, the Country Evaluation Committees will revise the scoring of short-listed applicants, using the same evaluation criteria and scoring system and, finally, proceed to the final ranking. The highest scoring applications will be selected **until the available budget for this call for proposals is reached**.

1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

1.7.1. Content of the decision

Applicants will be informed in writing via e-mail or via mail according to how the application was sent by applicants of the project partner's decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

1.7.2. Indicative timetable

	DATE(S)
1. Deadline for requesting any clarifications from the project partner	October 11th, 2022 (5 days before the submission deadline)
2. Last date on which clarifications are issued by the project partner	October 12^h, 2022 (4 days before the submission deadline)
3. Deadline for submission of applications	October 23th, 2022, at 6 pm
4. Notification to short listed applicants	November 21st, 2022
4. Pitching and Interview Sessions	November 28th – December 11th, 2022
5. Information to applicants on the evaluation	December 19th-December 22nd, 2022
6. Replies and complaints	Within 3 days after receiving the notification
7. Notification of award	December 23rd, 2022

This indicative timetable refers to provisional dates and may be updated by the project partner during the procedure. In such cases, the updated timetable will be published on the project [Project web](#)

1.8. ADMINISTRATIVE DUTIES

The selected applicants will each sign a **sub-grant contract** with EDAMA. The administrative tasks for the beneficiaries, including visibility activities, financial and activity reporting obligations and related documents will be provided during the agreement's formalization. Applicants will prepare, in fact, **3 Activity reports** during the 6 months sub-grant execution (two mid-term report at month 2 and 4 and a final report at month 6). Additionally, **2 financial reports** will have to be prepared and submitted, along with proof of expenditure, in order to request the second (30% of the total requested fund amount) and final (remaining 20% of the total requested fund amount) sub-grant instalments. The **final financial report** at the end of the sub-grant execution will be also including an audit. Templates of both Activity and Financial Reports are provided in Annex 4a and 4b of this call for sub-grants.

List of annexes:

- [Annex 1](#) SIRCLES Guidelines for sub-grant applicants
- [Annex 2a](#) SIRCLES Sub-grant application form
- [Annex 2b](#) SIRCLES Sub-grant Budget
- [Annex 3](#) SIRCLES Sub-grant contract
- [Annex 4a](#) SIRCLES Sub-grant Activity Report
- [Annex 4b](#) SIRCLES Sub-grant Financial Report
- [Annex 5](#) SIRCLES De-Minimis declaration for sub-grantee
- [Annex 6](#) Financial identification form
- [Annex 7b](#) Legal entity identification sheet

DOCUMENTS TO BE COMPLETED WHEN SUBMITTING THE APPLICATION:

- [Annex 2a](#) – SIRCLES Sub-grant application form
- [Annex 2b](#) – SIRCLES Sub-grant Budget
- *[for legal persons only]* [Annex 6](#) - Financial identification form
- *[for legal persons only]* [Annex 7b](#) – Legal entity identification sheet, *including* official supporting documents (register(s) of companies, official gazette, VAT registration, etc.)
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These documents should be signed by the applicants. The signature can be manual or digital/electronic.

For further inquiries, you can contact us at: info@edama.jo