



**Government of the Republic of North Macedonia**  
**Agency for Financial Support of the Agriculture and Rural Development**

On the basis of article 9 paragraph 1 point (b) from the Law on ratification of the Sectoral Agreement between the Government of the Republic of Macedonia and the Commission of the European Communities for stipulating provisions for management and implementation of the EU financial assistance to the R. Macedonia according to the Instrument for Pre-Accession Assistance in the policy areas for “Agriculture and Rural Development (IPARD) (Official Gazette of RM no.38/2016) on the basis of Part II Measure Investments in Physical Assets of Agriculture Holdings point 11 of the Programme for allocation of funds from the EU Instrument for Pre-Accession Assistance for Rural Development of the European Union (IPARD 2014-2020) (Official Gazette no.177/2016) and on the basis of article 6 from the Decree on the manner and the procedure for allocation of the financial assistance for the rural development measures funded under the IPARD Programme 2014-2020 (Official Gazette of RM no.64/2016) and Article 4 of the Decree on amending the Decree on the manner and the procedure for allocation of the financial assistance for the rural development measures funded under the IPARD Programme 2014-2020 (Official Gazette no. 58/2019),

**The Agency for Financial Support of the Agriculture and the Rural Development**

On 29 February 2020 hereby announces

**Call for Applications No.01/2020**

for submitting applications for allocation of funds under Measure 1 “Investments in Physical Assets of Agriculture Holdings”  
from the IPARD Program 2014-2020

**PART I**

1. The Agency for Financial Support of the Agriculture and Rural Development (hereinafter: the Agency) as the competent institution and contracting authority for the implementation of the EU Instrument for Pre-Accession Assistance for Rural Development (IPARD) invites all interested natural and legal parties from the Republic of Macedonia to submit applications for allocation of funds from the IPARD Program 2014-2020 for the following measure:

**Measure 1. Investments in physical assets of agricultural holdings**

2. The financial support for this Public Call is comprised of 75% of the funds provided from the European Union Instrument for Pre-Accession Assistance for Rural Development (IPARD) according to the Financial Agreement 2014-2020 and 25% of the funds of the Budget of the Republic of Macedonia
3. **The Financial resources per single application** shall be awarded as a non-refundable financial support (grant) in the amount of:

3.1. 60% of the value of the total eligible expenditures of the investments for Measure *Investment in physical assets of agricultural holdings*. The percentage can be increased up to 65% for investments in agricultural holdings proposed by young farmers (natural persons aged 18 to 40 on the date of submitting the application for financial support) and 70% for investments in agricultural holdings in mountain areas.

**4. The deadline for submitting applications is April 14, 2020**

**The total financial support under this call is 9,216,693 euros or 568,147,394 denars.**

**5. Obtaining forms and instructions:**

The required forms from the "Application for allocation of IPARD Program 2014-2020" as well as the "Guidelines for Beneficiaries of the IPARD Program 2014-2020" for each measure separately which contains all the information on the criteria, eligibility requirements of the projects and the financing conditions, as well as any other information necessary for preparing an Application for allocation of funds under the IPARD Program 2014-2020, the Guidelines for drafting the Business Plan/Technical Proposal Design, Guidelines for issuing the necessary documents by the relevant institutions and other useful information in electronic form can be downloaded from the Agency's web address: [www.ipardpa.gov.mk](http://www.ipardpa.gov.mk)

The printed forms of the applications for Measure 1 of the IPARD Program 2014-2020 and Guidelines for Beneficiaries of funds under Measure 1 of the IPARD Program 2014-2020 can be obtained directly at the Agency at: **Agency for Financial Support of Agriculture and Rural development, Blvd. 3rd Makedonska Brigada No. 20, (Building of Makedonija Tabak, Bloc C), 1000 Skopje** and the nearest regional centers or the work units of the National Extension Agency, every working day from 8:30 to 16:30. (The list of regional centers or the work units of the National Extension Agency with contact details is published at the web address: [www.ipardpa.gov.mk](http://www.ipardpa.gov.mk)).

**6. Manner of submitting the application:**

The Applicant shall fill out and submit an Application for allocation of funds from the IPARD Programme 2014-2020 for Measure 1 - Investments in Physical Assets of Agricultural Holdings", and supporting documentation as defined in this Public Call.

The completed application for allocation of funds under Measure 1 of the IPARD Program 2014-2020 and all documentation shall be submitted in a sealed envelope. The front of the envelope, in the upper left corner should have an indication "DO NOT OPEN", for Public Call IPARD, number 01/2020 and indication of the measure for which the application is sent. The application can be sent via registered mail or in person to the Archive of the Agency.

**Note:** Due to on-the-spot controls, the applicant should have copies of the overall documentation submitted to the Agency.

**More detail contact information can be obtained at: Telephone (02) 3097-460 or the email address: [ipardpa.info@ipardpa.gov.mk](mailto:ipardpa.info@ipardpa.gov.mk) and the website: [www.ipardpa.gov.mk](http://www.ipardpa.gov.mk).**

---

## PART II

### INVESTMENTS IN PHYSICAL ASSETS OF AGRICULTURE HOLDINGS

1. The Financial Support for Measure 1 “**Investments in physical assets of agriculture holdings**“ is for adequate investments referring to priority sectors: Crop Sector, Livestock Sector, On-farm processing and direct marketing of own agriculture production, Production of energy from renewable resources for self-consumption.
2. **Type of Investment**
  - a. **Crop sector:** (1) cereals, (2) industrial and fodder crops (3) vegetables (including potato) (4) perennial crops (orchards, including table grapes, olive trees, meliferious trees (for honey production) (5) vine;
  - b. **Livestock sector:** (1) bovines (of which for: dairy, fattening), (2) pigs (of which for: reproduction, fattening, (3) sheep and goats (of which for: dairy, fattening), (4) poultry (of which for: laying hens, chicken kept for meat production –broilers)
  - c. **On-farm processing and direct marketing of own agriculture production:** (Direct marketing refers to activities related to agriculture products, preparation, direct sale and other marketing on-farm activities including processed farm products) (1) Milk and dairy products, (2) Meat and meat products (3) Fruits and vegetables including potatoes, mushrooms and leguminous crops (4) Cereal, miller’s and starch products (5) Vegetable and animal oils and fats (6) Grape must, grape juice, wine and vinegar;
  - d. **Production of energy from renewable resources for self-consumption,** through processing of plant and animal products from primary and secondary biomass (except biomass from fishery products) for production of biogas and/or bio-fuels, use of solar energy, windmills, geo-thermal energy, etc.

**NOTE: TRACTOR PURCHASE IS NOT AN ELIGIBLE EXPENDITURE UNDER THIS PUBLIC CALL**

### 3 .BENEFICIARIES

**The following types of Beneficiaries can apply and use the financial support under this Measure:**

1. **Agriculture holdings**
2. **Cooperatives**

- I. Agricultural holdings, registered in the Farm Register (FR) in MAFWE in accordance with the Law on Agriculture and Rural Development.

**An agricultural holding** may be registered with the FR as a family farm represented by a natural person or individual farmer or as a farm represented by a legal person.

- A natural person is a member of the family farm which is authorized, by all other members of the farm, to represent and manage the farm before the competent authorities. The Authorized Representative and other members of the holding must reside at the same address, listed as

---

the seat of the holding, irrespective of the location of the agricultural property (land and buildings).

- Individual agricultural producer is a natural person who deals with agriculture for his /her own needs as the owner of the agricultural property or who has the right to use the agricultural property obtained through legal agreement with its owner and is registered in the Register of Individual Farmers within the Ministry of Agriculture, Forestry and Water Management or as an Individual Agricultural Producer in the Pension and Disability Insurance Fund. The individual agricultural producer is registered as a family farm in the FR.
- Legal entity representing the agricultural holding registered in the Central Registry in accordance with the Company Law of the Republic of Macedonia.

II. **Cooperative** registered in the Central Registry under the Cooperative Law which primarily deals with agricultural activity, processing of agricultural products and or services directly related to agricultural activities.

The co-operative that deals primarily with agricultural production must be registered in accordance with the Law on Co-operatives (Official Gazette of the Republic of Macedonia No. 23/2013, 51/2015, 193/2015 and 39/2016) and / or be registered in the Register of Agricultural Cooperatives at MAFWE.

#### 4. Eligibility Criteria

- All applicants applying for crop-related investments shall at the time of application present the existence of arable land registered in the Land Parcel Identification System (LPIS) complying to the minimum size, depending on the type of crop production subject the investments as listed in the table below;
- All applicants applying for livestock production investments must demonstrate the minimum number of livestock units (DEs) registered in the Animal Identification Register, administered by the Food and Veterinary Agency (FVA) before submitting a claim for payment complying to the minimum size depending on livestock production subject to investment as listed in the table below;
- Applicants who start investing in livestock production or do not meet the minimum capacity of the LU can apply and use support if the investment reaches the minimum capacity in relation to the LU, which should be clearly stated in the Technical Project Proposal / Business Plan.

## Criteria for the Production capacity of the Applicant

PRIORITY SECTOR		Minimum arable area/production capacity registered in the LPIS/FVA
Crops	Perennials (crops) and green houses	min. 0,3 ha
	Open vegetable production	Min. 0,5 ha
Livestock	Livestock	5 Livestock units (LE)*
	Sheep and/ or goats	1,5 Livestock units (LE)
	pigs	8 Livestock units (LE)
	Poultry (excluding ducks, geese, turkey, pheasants, ostriches, emu and helmeted guineafowl)	10 Livestock units (LE)

\* The Livestock units are calculated in accordance with Annex No. 11 of the IPARD PROGRAM 2014-2020.

**At the time of application, all applicants planning to invest in agricultural machinery shall present minimum of 1 ha of arable agriculture land under crop production registered in the Land Parcel Identification System (LPIS).**

In addition to the fact that the applicants should demonstrate registered production capacity in the LPIS, the applicants are also required to prove ownership or use right of the land with supporting title deed/property list to the application as well as a lease contract with duration of not less than 7 years. The lease agreement, the duration and the area to which the contract relates must be entered in the property list.

**The Beneficiaries are obliged to register all changes in the production capacities in the Farm Register and in the Land Parcel Identification System and /or Animal Identification Register, in particular those changes that result from the investment made prior to submitting the final claim for payment.**

### **Responsible person in the legal entity or agricultural cooperative/ holder of the holding:**

- has to prove that he/she has completed a minimum secondary education or higher education by presenting a diploma/certificate or;
- Must have minimum 3 years of experience in agricultural production, processing or agricultural related services (certificate of professional work experience or evidence for Beneficiary of the national programs for support of the agriculture and the rural development or other acceptable written evidence) .
- submit a certificate issued by the Employment Service Agency of the Republic of North Macedonia that at least one of the managers of the legal entity, representing the legal entity in the proceedings before the Agency, has full-time employment in the legal entity that is the applicant for financial support or is hired

under a contract with a duration not shorter than the duration of the Agreement for financial support signed with the Agency.

## 5. Aid intensity

**The minimum value** of eligible expenditures per individual project is EUR 3,000 in MKD denars.

**The maximum amount** of financial support per beneficiary shall not exceed EUR 1,500,000 in MKD denars for the entire implementation period of the IPARD Program 2014-2020.

The total financial support (75% of EU funds + 25% national co-financing) shall not exceed the upper limit of 60% of the total eligible expenditures of the investments.

This co-financing percentage shall be increase up to:

- 65% for investments in agricultural holdings proposed by young farmers (natural persons aged 18 to 40 on the date of submission of the application for financial support);
- 70% for investments in agricultural holdings in mountain areas.

**The co-financing percentage shall be increased by 10 percentage points for the part of the investment that relates to:**

- Investments in manure storage and management systems (example: treatment, reuse, etc.);
- Investments to improve the efficiency of the use of nitrogen fertilizers (eg reduced use, equipment for precise fertilizer use, etc.);
- Investment in facilities/equipment aimed at improving energy efficiency (eg: use of building materials that reduce heat loss);
- Investment in bio-energy production facilities/equipment in case of processing of products (raw materials) covered by Annex I of the EU Treaty (processing of animal or vegetable primary and secondary biomass)
- Investments in energy production facilities/equipment from other renewable energy sources to meet the agricultural holding's own energy needs;
- Investment in facilities /equipment for wastewater treatment/sewerage.

**Note:** The increase of the percentage of financial support by 10 percentage points applies only to the part of the investment for which the support is increased, not to the fully proposed investment.

### 1. List of required documents

Pursuant to the Law on Amending the Law Establishing the Agency for Financial Support of Agriculture and Rural Development (Official Gazette of the Republic of North Macedonia No. 190/2019) the overall documentation listed below in this Public Call should be submitted at the moment of submitting the application for financial support, otherwise the application will be rejected.

**The bellow-listed documents submitted as supporting to the application for allocation of funds under the IPARD Program (2014-2020) should be original or notarized, unless otherwise specified in the document. If the documentation is in another language, it should be accompanied by a translation into Macedonian certified by a certified translator. Documents issued on the basis of public records or an established system of records shall not be older than three months from the date of publication of the public notice, with the exception of documents confirming the fulfillment of tax and contribution obligations which should not be older than one month from the date of publication of the public notice.**

- 
1. **COMPLETELY FILLED OUT APPLICATION FOR THE MEASURE INVESTMENTS IN PHYSICAL ASSETS OF AGRICULTURAL HOLDINGS**
  2. **COPY OF IDENTIFICATION CARD OR PASSPORT OF THE APPLICANT**
  3. **BANK ACCOUNT OF THE APPLICANT (COPY)**
  4. **STATEMENT BY THE APPLICANT THAT BY END OF THE INVESTMENT, IT WILL BE REGISTERED IN THE FARM REGISTER**  
**This document is submitted when the applicant proposes a new investment in livestock production).**
  5. **PROOF OF COMPLETED EDUCATION (Min. High School Education) OF THE APPLICANT- PHYSICAL PERSON OR RESPONSIBLE PERSON IN THE LEGAL ENTITY OR COOPERATIVE, OR**  
**MINIMUM 3 YEARS EXPERIENCE IN AGRICULTURAL PRODUCTION, PROCESSING OR SERVICES RELATED TO AGRICULTURE**  
**OR**  
**PROOF FOR ATTENDED TRAINING RELEVANT TO HE INVESTMENT,**  
**OR**  
**SIGNED STATEMENT THAT THE APPLICANT AGREES TO PARTICIPATE IN PROFESSIONAL TRAINING RELEVANT FOR THE INVESTMENT**
  6. **COPY OF SHAREHOLDER BOOK AND SUPPORTING LETTER**  
**(These documents are required when the applicant is a joint stock company).**
  7. **CERTIFICATE THAT MINIMUM ONE RESPONSIBLE PERSON IS REGULARLY EMPLOYED IN THE LEGAL ENTITY, ISSUED BY THE EMPLOYMENT AGENCY OF RNM**  
**PROOF THAT AT LEAST ONE RESPONSIBLE PERSON IS HIRED UNDER CONTRACT, OR CERTIFICATE THAT MINIMUM ONE RESPONSIBLE PERSON IS TEMPORARILY EMPLOYED IN THE LEGAL ENTITY ISSUED BY THE EMPLOYMENT AGENCY**  
**(Certificate is required in case the applicant has a registered company i.e. in case of new investment. one of these documents should be submitted by the end of the investment).**  
**New investment is an investment proposed by a newly registered company that has not yet presented annual financial reports or an existing company proposing investment in a completely new business, for example: the firm's primary business is in milk production and is proposing investment in planting fruits.**  
**In case when the applicant submits the contract, the responsible person must be registered in the Employment Agency as a temporary employee in the applicant company.**  
**(The Certificate that the responsible person is in full-time employment is compulsory for applicants: legal entities and co-operatives).**
  8. **PROOF OF PAID OBLIGATIONS ON THE BASIS OF TAXES, PENSIONS AND DISABILITY INSURANCE AND HEALTH INSURANCE ISSUED BY THE PUBLIC REVENUE OFFICE.**
  9. **STATEMENT BY THE APPLICANT THAT THE END OF THE INVESTMENT WILL BE REGISTERED FOR PERFORMANCE OF SUPPLEMENTARY ACTIVITY (FOR PROCESSING OF AGRICULTURE) IN THE AGRICULTURE HOLDING**  
**(This document is obligatory in case when the applicant is a family farm offering new investments ie the applicant is not registered to perform any further activity at the time of application submission).**
  10. **PROOF THAT THE APPLICANT IS NOT UNDER A BANKRUPTCY PROCEEDING, ISSUED BY THE CENTRAL REGISTRY OF RNM.**
  11. **PROOF THAT THE APPLICANT IS NOT UNDER LIQUIDATION PROCEEDINGS ISSUED BY THE CENTRAL REGISTRY OF RNM.**
  12. **PROOF THAT AGAINST THE APPLICANT THERE IS NO INJUNCTION FOR PURSUING A CAREER, ACTIVITY OR OBLIGATION AND TEMPORARY SANCTION FOR PERFORMANCE OF INDIVIDUAL ACTIVITY ISSUED BY THE CENTRAL REGISTRY OF RNM.**

---

**13. PROPERTY LIST FOR BUILDING, AND/OR LAND**

Note: If there is a lease agreement subject to investment, it should be recorded in the property list.

**14. BUILDING AND /OR LAND LEASE CONTRACT**

Lease agreement for building/ land is provided if the investment is planned on a leased building/land

**15. LAND CONCESSION AGREEMENT**

A land concession contract is submitted if an investment is planned for land under concession.

**16. PROOF OF REGULARLY PAID BANK LOAN LIABILITIES IN CASE WHEN THE BANK HAS ESTABLISHED MORTGAGE ON THE PROEPRTY REGISTERED IN THE RELEVANT PROPERTY LIST, SUBJECT TO THE INVESTMENT**

**17. WATER USE PERMIT USE FOR IRRIGATION ISSUED BY A.D Vodostopanstvo OR THE MINISTRY OF ENVIRONMENT AND SPATIAL PLANNING.**

Note: this document should be submitted in case of investment in irrigation systems.

**18. CERTIFICATE FOR PAID OBLIGATIONS FOR WATER SUPPLY ISSUED BY A.D. VODOSTOPANSTVO OR MINISTRY OF ENVIRONMENT AND THE SPATIAL PLANNING.**

Note: this document should be submitted in case of investment for upgrading / rehabilitation of existing irrigation systems and related to the Collective Irrigation Systems to AD Vodostopanstvo.

**19. DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY, OR DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY WITH AN APPROVED ACTION PLAN OR;**

**A OR B INTEGRATED ENVIRONMENTAL LICENCE;**

**APPROVED APPLIACTION FOR ISSUANCE OF A OR B INTEGRATED ENVIRONMENTAL LICENCE;**

**CERTIFICATE THAT THE AGRICULTURE HOLDING (APPLICANT) IS NOT OBLIGED TO PREPARE AN ENVIRONMENTAL PROTECTION STUDY**

The document refers to the entire agricultural holding.

The document is issued by the local government or the Ministry of Environment and Physical Planning;

The document applies to applicants who have registered or are proposing investments in the production of milk, meat, eggs, post-harvest activities and processing of agricultural products of the holding.

**20. STATEMENT BY THE APPLICANT THAT HE/SHE IS FAMILIAR WITH THE CONDITIONS STIPULATED IN THE LIST OF SPECIFIC MINIMUM REQUIREMENTS FOR GOOD AGRICULTURAL PRACTICES AND ENVIRONMENTAL PROTECTION PUBLISHED IN THE "OFFICIAL GAZETTE OF THE REPUBLIC OF MACEDONIA NO. 178/2015" AND THAT THEY WILL BE ADHERED TO AND IMPLEMENTED IN THE ENTIRE AGRICULTURAL HOLDING BEFORE SUBMITTING THE CLAIM FOR PAYMENT.**

**21. ONE OFFER FROM THE SUPPLIER FOR EACH ITEM / GROUP OF ITEMS (FUNCTIONAL DEPENDENT) IN AN AMOUNT NOT EXCEEDING EUR 10,000 ACCOMPANIED WITH TECHNICAL SPECIFICATIONS AND DECLARATION FOR COUNTRY OF ORIGIN FOR EACH ITEM / GROUP OF ITEMS**

**22. THREE OFFERS FROM VARIOUS INDEPENDENT SUPPLIERS FOR EACH ITEM / GROUP OF ITEMS (FUNCTIONAL DEPENDENT) IN AN AMOUNT EXCEEDING EUR 10,000**



---

**TOGETHER WITH TECHNICAL AND DECLARATION FOR COUNTRY OF ORIGIN FOR EACH ITEM / GROUP OF ITEMS**

**Note: the Items / group of items from one supplier should not be artificially divided in individual offers below € 10,000 for the purpose of collecting only one bid.**

**If the items are functionally dependent, for example they represent one production unit and are issued by one supplier, they will be treated as one set of items.**

**23. COPIES OF BUILDING PERMITS FOR THE RELEVANT CATEGORY OF CONSTRUCTION FOR EACH BIDDER**

**24. COPY OF DOCUMENT THAT CONTAINS DATA OF THE OWNERSHIP STRUCTURE FOR ALL FOREIGN SUPPLIERS / FOREIGN OFFERS**

**25. COPY OF SHAREHOLDER BOOK FOR ALL BIDDERS REGISTERED AS A SHAREHOLDER COMPANIES**

**26. STATEMENT BY THE APPLICANT EXPLAINING THE REASONS FOR SELECTION OF THE SPECIFIC BID IN CASE WHEN THE BID IS NOT LOWEST PRICE BID**

**Note: prices are compared with prices without VAT.**

**27. CONTRACT FOR GENERAL COSTS**

**The contract is submitted if the general costs are not incurred and not paid**

**28. INVOICE FOR GENERAL COSTS**

**An invoice is submitted if the general costs is incurred and paid**

**29. BANK STATEMENT CONFIRMING PAYMENT OF GENERAL COSTS**

**If the general costs are realized and paid, then a bank statement is submitted**

**30. ONE OFFER ISSUED BY SUPPLIER FOR EACH ITEM / GROUP OF ITEMS FOR GENERAL COSTS NOT EXCEEDING 10,000 EUR**

**31. THREE OFFERS FROM DIFFERENT SUPPLIERS FOR EACH ITEM/GROUP OF ITEMS FOR GENERAL COST EXCEEDING 10,000 EUR**

**32. APPROVAL FOR:**

- construction of a new facility**
- reconstruction of an existing building**
- adaptation of an existing facility**
- Upgrading an existing facility**
- Superstructure to an existing facility**
- Installation of equipment for energy production from renewable energy sources**
- performed condition**

**(THE APPROVAL SHOULD BE SUBMITTED IN ORIGINAL WITH AN ENFORCEMENT STAMP;**

**STATEMENT BY THE APPLICANT THAT THE RELEVANT APPROVAL WILL BE SUBMITTED BY THE DATE OF REACHING THE DECISION FOR APPROVAL OF THE APPLICATION FOR FINANCIAL SUPPORT BUT NO LONGER THAN 1 YEAR FROM THE DATE OF SUBMITTING THE APPLICATION, OR;**

**CERTIFICATE FROM THE RELEVANT INSTITUTION THAT BUILDING PERMIT IS NOT NECESSARY FOR THE PROPOSED INVESTMENT ;**

**The certificate is issued by the Unit of Local Self-Government**

33. **DECISION TO CHANGE INVESTOR OR STATEMENT BY THE APPLICANT THAT THE RELEVANT DECISION WILL BE SUBMITTED BY THE DATE OF REACHING THE DECISION FOR APPROVAL OF THE APPLICATION FOR FINANCIAL SUPPORT BUT NO LONGER THAN 1 YEAR FROM THE DATE OF APPLICATION.**

A decision to change an investor shall be submitted only if the building permit is not issued on behalf of the Applicant.

34. **COPIES OR ELECTRONIC FORM (CD) OF THE BASIC TECHNICAL DRAWINGS AND BILL OF QUANTITIES OF THE REVISED TECHNICAL DOCUMENTATION**

- construction of a new facility
- reconstruction of an existing building
- adaptation of an existing facility
- Upgrading an existing facility
- Superstructure an existing facility
- Installation of equipment / installations for the production of energy from renewable energy sources
- performed condition

35. **INTERIM SITUATION/CONDITION FOR THE PERFORMED CONSTRUCTION WORKS**

An interim situation is submitted only if the applicant has built a part of the facility which is subject to investment and does not require financial support

36. **BUSINESS PLAN FOR INVESTMENTS WITH TOTAL ELIGIBLE VALUE OVER 50.000 EUROS**

Note: The applicant - cooperative should submit a business plan regardless of the amount of the total eligible value of the investment.

37. **TECHNICAL PROJECT PROPOSAL FOR INVESTMETNS WITH TOTAL ELIGIBLE VALUE UNDER EUR 50,000**

The Agency reserves the right to request additional documentation to prove the compliance of the IPARD 2014-2020 criteria for allocation of financial support. The Agency also has the right to request additional documents for the Applicant from other Institutions proving that the Program has met the appropriate criteria.

**PART V  
PROCEDURE BEFORE THE AGENCY**

The procedure of the Agency from the receipt of the applications to signing the Contract for allocation of funds consists of:

1. **Completeness check** of the attached documents according to the required documents by measures and types of investments:

- Whether the application for Measure 1 “Investments in Physical Assets of the agriculture holding” has been fully completed and whether all documentation referred to in this call for proposals under the priority sectors has been submitted.

**An incomplete application for financial support is an Application that does not contain all the documentation at the time of submission.**

- Whether the documents enclosed with the application are original or a notarized copy (unless otherwise stated in the document itself).

- 
2. **Eligibility check** of the application for allocation of funds shall be checked in order to determine:
- Whether the submitted documents prove compliance with the eligibility criteria and conditions of the proposed investment activities;
  - Whether the proposed investment is economically and financially viable and sustainable, which is checked by analyzing the parameters contained in the attached business plan / technical proposal;
  - Whether the proposed investment is not funded by other public funding sources (Budget of the Republic of North Macedonia and international donors);
  - Whether the prices of the proposed investment activities are within market prices by analyzing the reference prices for the respective activities.

Assistance may be granted to beneficiaries whose investment projects provide financial / economic sustainability. Economic and financial sustainability will be assessed on the basis of a Business Plan or a Technical Project Proposal. The Applicant with the Business Plan should demonstrate the possibility of continuity of operation, minimum five years after the implementation of the investment. The investment project will be evaluated based on the following economic indicators:

- Modified internal rate of return that should be higher than 0,
- Net present value that should be higher than 0, and
- Period of return on investment that should be less than 10 years.

In case of proposed projects not exceeding EUR 50,000, the economic viability is demonstrated through a Technical Proposal Project containing financial indicators in order to generate sufficient revenue to meet the operating costs of the farm.

In order to establish the authenticity of the technical parameters, economic and financial data, the Agency shall have the right to request additional documents and information as a basis for making a decision.

The verification of the data authenticity in the Application for allocation of funds is performed by authorized persons of the Agency with on-the-spot control.

The rankings shall be made for all complete and eligible applications for allocation of funds in accordance with the attached ranking tables by individual measures.

Financial support will be granted for all complete and eligible applications for allocation of funds within the budget of available funds by measure on the basis of administrative and on-the-spot control.

Incomplete, ineligible applications as well as applications for allocation of funds that have a lower points than available disposable funds will be rejected by the Decision.

The Applicant, whose application for allocation of funds has been approved, shall sign an Agreement within 30 days from the date of receiving the Decision for approval of the allocation of funds from IPARD Program.

The Applicants must not commence the realization of the investment prior to the signing the Contract for the allocation of funds with the Agency, with the exception of activities related to general costs (business plan preparation, technical proposal design, feasibility study, architects, project documentation).

Upon completion of the investment, the applicant is obliged to submit to the Agency a claim for payment within the deadline stipulated in the Contract for allocation of funds.

Claim for payment is a unified form that the beneficiaries receive when signing a financial support contract.

---

The Claim for payment will also be available at the Agency's premises and can be downloaded from the website.

The Claims for payment are submitted according to the time frame given in the contract. The Beneficiary is obliged to complete the Claim for payment manually or electronically and submit the invoices / pro-invoices to the Agency, specifying the measure and type of investment.

The review of the financial documentation is performed exclusively on originals or notarized copies and in the event that original documents are submitted, during the payment procedure the Agency is obliged to send them to the final beneficiary. They will be stamped with the Agency seal to avoid further double funding.

If the documents accompanying the Claim for payment are submitted after the deadline, the application will be rejected and the agreed amount of financial support will not be paid.

If there any changes are made to the Claim for payment, ie activities that are not subject to the contract are procured and there was no request for signing annex to the contract, the claim will not be paid, or will be partially paid depending on the effect that occurred change has on the total investment subject to the contract.

If the beneficiary fails to comply with the contract provisions relating to the deadline for implementation of the investment, it should be borne in mind that all activities incurred prior to the signing of the contract (except actual overheads) will not be part of the financial support. All activities procured before the deadline, ie prior to signing the contract will not be subject to investment. Also, all activities purchased and paid after the investment realization deadline or the deadline for submission of the claim for payment will not be subject to financial support.

After administrative verification that the claim for payment is complete and eligible, the case will be inspected on-the-spot by authorized agents of the Agency who aim to verify the realization of the investment in full and in accordance with the contract. After the on-the-spot control will be drawn a report up detailing the actual on-the-spot situation. The Report should be signed by the controllers and the Beneficiary or the person authorized by the Beneficiary. In case of any remarks during the control, the beneficiary has the right to indicate it in the report.

After the control has been carried out, if it is found that the investment has been fully realized and in accordance with the contract shall continue the payment authorization procedure. If the implementation process is not fully complied with, in accordance with the agreement, the Agency shall continue with the procedure for rejecting the claim for payment.

Once the Claim for payment is approved, the Agency issues a decision for approval. If the Claim for payment is rejected, the Agency shall issue a decision for rejection

The decision shall inform the final beneficiary of the approved or rejected amount. The applicant who signs the contract with the Agency shall be obliged not to alienate, lease or loan the purpose and location of the investment for the duration of the contracts ie 5 years from the last payment of funds.

On-the-spot control and supervision of the contract is carried out by authorized persons from the relevant institutions of the Republic of North Macedonia and the European Union.