



**Government of the Republic of 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 signed by and 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 for agriculture holdings point 11, Measure Investments in physical assets concerning processing and marketing of agriculture and fishery products point 11 and Measure Diversification of farms and business development point 11 from the EU Program for allocation of funds for rural development under the Instrument for Pre-Accession Assistance for Rural Development for the period 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 Progema 2014-2020 (Official Gazette of RM no.64/2016)

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

On 24 April 2017 hereby announces

CALL FOR APPLICATIONS No.01/2017
for submitting applications for allocation of funds from the IPARD Program 2014-2020

PART I

1. The Agency for Financial Support of the Agriculture and the Rural Development (hereinafter as the Agency), the relevant authority and contractual body for implementing the EU Instrument for Pre-accession Assistance for Rural Development (IPARD) calls all interested legal and natural persons from the Republic of Macedonia to submit applications for allocation of funds from the IPARD Program 2007-2013 for the following measures.

1. Investments in physical assets of agriculture holdings
2. Investments in physical assets concerning processing and marketing of agriculture and fishery products, and
3. Diversification of farms and business development



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2. The financial support for this Call is comprised of 75% funds under the EU Instrument for Pre-Accession Assistance for Rural Development (IPARD) according to the Financing Agreement 2014-2020 and 25% of the fund are provided from the Budget of the Republic of Macedonia.

3. **Financial assistance per individual application** will be allocated as a non-refundable financial assistance (grant) in the amount of:

3.1. 60% of the amount of the total eligible expenditures for investments for measure Investments in physical assets of agriculture holdings. The percent is increased by 65% for investments in agriculture holdings by young farmers (natural persons at the age between 18 and 40 years old on the day of submitting the application for financial support) and 70% for investments in agriculture holdings in mountainous areas

3.2. 50% of the amount of total eligible expenditures for investments for measure Investments in physical assets for processing and marketing of agriculture and fishery products

3.3. 65% of the amount of the eligible expenditures for investments under Measure Diversification of farms and business development.

4. The deadline for submitting the applications is 23 June 2017.

5. **Obtaining application forms and guidelines:**

The necessary forms from the “Application for allocation of funds from the IPARD Program 2014-2020” as well as the “Guideline for Beneficiaries of funds from the IPARD Programme 2014-2020” for each individual measure which contain all information concerning the criteria, the eligibility requirements for the projects and the funding conditions as well as all other relevant information necessary for preparing the application for allocation of funds from the IPARD Program 2014-2020, the Guideline for preparing the Business Plan/Technical project, the Guidelines for issuing the necessary documentation from the relevant institutions and other useful information in electronic form can be downloaded from the Agency’s web page: www.ipardpa.gov.mk

The printed forms of the Application for allocation of funds from the IPARD Program 2014-2020 as well as the “Guideline for Beneficiaries of funds from the IPARD Program 2014-2020 for each measure individually can be obtained directly from the Agency, at the following address: **Agency for Financial Support of the Agriculture and the Rural Development, Blvd: "3^{ta} Makedonska Brigada" no.20 (Makedonija Tabak building, blok C) 1000 Skopje** and in the nearest regional centers or work units of the **Agency for Development of the Agriculture**, every business day from 08.30 until 16.30 (The List of regional centers or work units of the for Agency for Development of the Agriculture with contact information is published on the Agency’s web page: www.ipardpa.gov.mk)

6. **Method of applying:**

The applicant should fill out and submit Application for allocation of funds from the IPARD Programme 2014-2020 for the individual measure; Business Plan developed



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according the Guideline for development of a Business Plan or Technical Project Proposal and supporting documentation as specified in this Public Call.

The filled out application for allocation of funds under the IPARD Program 2014-2020 along with the Business Plan/ Technical Project Proposal and overall necessary documentation are to be submitted in a closed envelope. The envelope, on the front side in the upper left corner must have a reference “DO NOT OPEN” for Call for applications IPARD No 01/2017. The applicant must specify the measure for which the application is submitted. The application can be submitted via the post office by registered mail or personally to the Writing office of the Agency.

Note: Due to performing the on-the -spot control by the Agency, the applicant is required to have copies from the overall documentation submitted to the Agency.

More detail information can be obtained at the contact telephone (02)3097-460 or at the Agency’s e-mail address: ipardpa.info@ipardpa.gov.mk and the Agency’s web page: www.ipardpa.gov.mk.



PART II

INVESTMENTS IN PHYSICAL ASSETS OF AGRICULTURE HOLDINGS

1. The financial support for the measure *Investments in physical assets for agriculture holdings* is for the agriculture production in the priority sector: crop sector, livestock sector, on-farm processing and direct marketing of own agriculture production, energy production from renewable resources for own consumption,
2. Type of investment
 - a. **Crop sector:** (1) cereals, (2) industrial crops (3) vegetables (including potato) (4) perennial crops (orchards, including table grapes, olive trees, meliferous trees (for honey production) (5) vine;
 - b. **Livestock sector:** (1) bovine (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 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.

3. Applicants

Applicants for allocation of funds under this measure are agriculture holdings, registered in the Farm Register within the Ministry for Agriculture, Forestry and Water Economy according the Law on Agriculture and Rural Development (Official Gazette of RM no.49/10):

Agriculture holding can be registered in the FR as a family holding, represented by natural person or individual farmer or as agriculture holding represented by a legal person.

Natural person is a member of the family agriculture holding, authorized by the members of the family agriculture holding to represent the agriculture holding before the institutions. The representative of the family agriculture holding and the members live at the same address, which is the seat of the agriculture holding, independently of the location of the agriculture



holding.

Individual Farmer is a natural person who is involved in the agriculture business on its own account and is owner of the farm or has the right to use the farm obtained via agreement for use by the owner and is registered in the Farm Registry and in the Register of Agriculture Producers in MAFWE as Individual Agriculture Producer or in the Pension Fund;

The legal persons can obtain support provided that in their total equity have state equity which does not exceed 25% for the time duration of the project and minimum 5 years after completing the investment activity funded under this Program. These legal persons are eligible for allocation of funds from the IPARD Programme 2014-2020.

Cooperative registered in the Central Register according the Law on cooperatives, processing agriculture products and/or services directly involved with the agriculture activities.

The agriculture cooperative involved in primary agriculture production should be in compliance with the Law on agriculture cooperatives and should be registered in the Register of agriculture cooperatives under MAFWE.

4. General Criteria

All applicants who apply for investments related to the crop production during the period of submitting the application should submit proof for existence of arable agriculture land registered in the Land Parcel Identification System (LPIS) with minimum size depending on the size of the crop production activity as specified in the table bellow.

All applicants for investments in the livestock production should provide document for livestock units (LU) registered in the Register for identification of the animals, administered in the Agency for Food and Veterinary before submitting claim for payment with minimum size regarding the type of livestock production subject to the investment specified bellow.



PRODUCTION CAPACITY OF THE APPLICANT

PRIORITY SECTOR		Minimum production capacity registered in LPIS/AFV
CROP PRODUCTION	Perennials (crops) and orchards	0,3 ha
	Open-farm vegetable production	0,5 ha
LIVESTOCK PRODUCTION	Bovine	5 LU
	Sheep and/or goats	1,5 LU
	pigs	8 LU
	Poultry (with the exception of ducks, geese, turkeys, pheasants, ostriches, emus and guinea fowls)	10 (LU)

All applicants which apply for purchase of agriculture machinery is necessary to provide document for minimum 1 ha arable agriculture land under crop production registered in the Land Parcel Identification System.

In addition to supplying document for registered production capacities in the LPIS, the applicants should also prove ownership or use right for the land with supporting property list to the application as well as lease contract within a period not longer than 7 i.e. 10 years in case of construction /reconstruction of buildings, reconstruction of perennials and irrigation system from the date of submitting the application. The lease contract, the time period and the area specified in the contract should mandatorily be registered 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 the Animal Identification Register, especially for those animals which are result of the implemented investment prior finally submitting the claim for payment.

The responsible person/ holder of the agriculture holding

Maximum eligible power capacity of the tractors per priority sector



- Should have minimum High School or Higher Education through diploma/certificates or



- Should prove minimum 3 years work experience in the area of the agriculture production, processing or services related to the agriculture (by supplying proof for professional work experience or via proof as beneficiary of the National Programs for support of the agriculture and the rural development or other acceptable written proofs)
- Proof that at least one of the managers in the legal person, representing the legal person in a procedure before the Agency is permanently employed in the legal entity that is applicant for the financial support or is recruited with a Contract in a time period not shorter than the time duration of the Contract for financial support signed with the Agency.

5. Specific criteria per types of investments

Investments in purchasing machinery/tractor: Purchase of agriculture machinery – tractor should be in compliance with the parameters specified in the table “Maximum eligible capacity power of tractors” i.e. the power of the proposed tractor for purchase should be adequate with the registered production capacities of the agriculture holding.

Maximum eligible power of all tractors





Type of crop production	Size (ha)	Maximum power (kW)
Mixed agriculture production including meadows and pastures	1-2	60
Production of fruits and vegetables	2-10	60
	10-50	80
	over 50	100
Vegetables	2-10	40
	10-50	60
	Over 50	80
Cereals, fodder and industrial crops	2-10	60
	10-50	80
	Over 50	100
Type of livestock production	Size of LU (Livestock units)	Maximum power (kW)
Livestock for fattening and bovine in lactation	5-20	60
	20-50	80
	Over 50	100
Pigs for fattening	8-50	60
	50-500	80
	Over 500	100
Goats/sheep	1,5-15	60
	15-500	80
	Over 500	100





Poultry	10-560	60
	560-1400	70
	Over 1400	100

In case the applicant was Beneficiary of the EU support for tractor, he can't reapply for investment in tractor under IPARD 2014-2020 Programme. This limitation does not refer to agriculture cooperatives.

6. Aid intensity

The **minimum amount** of eligible expenditures is 3.000 Euros in MKD equivalent.

The **maximum amount** of eligible expenditures can not exceed 1.500.000 euro in MKD equivalent of the total eligible expenditures.

The maximum amount of the financial support per Beneficiary can not exceed the above-specified amount and the same can be used in one Public Call i.e. one investment in the financial period 2014-2020.

The total financial support (75% of EU funds and 25% national co-funding) which is paid as co-funding of the investment under this measure is **60%** out of the total eligible expenditures of the investment.

This percentage for co-funding will be increased by:

- 65% for investments in agriculture holdings proposed by young farmers (natural persons between age of 18–40 at the day of submitting the application for financial support)
- 70% for investments in agriculture holdings in mountainous areas

The percentage for co-funding shall be increased by 10 percentage points for the part of the investment referring to:

- Investments in storage and manure handling systems (ex. Storage, treatment, further usage, etc)
- Investments for improving the efficiency in using nitrate manure (ex. Decreased usage, equipment for precise use of the manure, etc);
- Investment of buildings /equipment whose objective is to improve the energy efficiency (ex. Use of construction materials which decrease the heat loss);





- Investment in buildings/equipment for production of bio-energy in case of processing the products (raw materials) included in Annex 1 from the EU Agreement (processing plant or animal primary or secondary biomass);
- Investments in buildings/equipment for production of energy from other renewable energy resources for satisfying own energy needs of the agriculture holding;
- Investments in buildings/equipment for treatment of waste waters/sewage.

Reference: The percentage increase of the financial support for 10 percentage points refers only to part of the investment part due to which is made the increase of the support and not the completely proposed investment.

7. List of necessary documents

The following documents submitted in addition to the application for allocation of funds from the IPARD Program (2014-2020) should be original or notarized copies unless otherwise specified in the document. If the documentation is in another language, it must be accompanied by Macedonian translation verified by a certified translator. The documents issued based on public records or established record system should not be older than three months from the date of publication of the Call, with the exception of the documents confirming the fulfillment of obligations for paid taxes and contributions who should not be older than one month from the date of publishing the announcement.

1. APPLICATION FOR THE MEASURE INVESTMENT IN PHYSICAL ASSETS FOR THE AGRICULTURE HOLDINGS
2. VALID ID OR PASSPORT (COPY)
3. PROOF FOR COMPLETED EDUCATION (MINIMUM HIGH SCHOOL EDUCATION) FOR THE APPLICANT – NATURAL PERSON OR THE RESPONSIBLE PERSON IN THE LEGAL ENTITY OR THE AGRICULTURE COOPERATIVE, OR PROOF FOR COMPLETED TRAINING OF SIGNIFICANCE TO THE INVESTMENT, OR SIGNED STATEMENT THAT THE APPLICANT AGREES TO PARTICIPATE IN THE PROFESSIONAL TRAINING OF SIGNIFICANCE TO THE INVESTMENT
4. STATEMENT BY THE APPLICANT THAT AT THE END OF THE INVESTMENT, THE APPLICANT WILL BE REGISTERED FOR PERFORMANCE OF ADDITIONAL ON-FARM ACTIVITY (FOR PROCESSING AGRICULTURE PRODUCTS) (This document is obligatory in case the applicant is agriculture holding which proposes new investments i.e. the applicant is not registered for performance of additional activity at the moment of submitting the application).
5. STATEMENT BY THE APPLICANT THAT AT THE END OF THE INVESTMENT HE WILL BE REGISTERED IN THE REGISTRY OF AGRICULTURE HOLDINGS (This document is



provided in case the applicant proposes new investment in livestock production)

6. STATEMENT OF THE APPLICANT THAT HE/SHE IS FAMILIAR WITH THE CONDITIONS SPECIFIED IN THE LIST FOR SPECIAL MINIMUM CONDITIONS FOR GOOD AGRICULTURE PRACTICE AND ENVIRONMENTAL PROTECTION PUBLISHED IN OFFICIAL GAZETTE OF THE REPUBLIC OF MACEDONIA NO.178/2015 AND THAT THE SAME WILL BE OBEYED AND IMPLEMENTED ON THE WHOLE AGRICULTURE HOLDING BEFORE SUBMITTING THE CLAIM FOR PAYMENT.
7. STOCKHOLDERS BOOK AND SUPPORTING LETTER (These documents are mandatory in case the applicant is a shareholders company and in case when there are no information for the company on the web site of the Central Securities Depository of RM)
8. PROOF THAT MINIMUM ONE RESPONSIBLE PERSON IS REGULARLY EMPLOYED IN THE LEGAL ENTITY OR PROOF THAT AT LEAST ONE RESPONSIBLE PERSON IS HIRED ON CONTRACTUAL BASIS OR PROOF THAT MINIMUM ONE RESPONSIBLE PERSON IS TEMPORARILY EMPLOYED IN THE LEGAL ENTITY (The proof is obligatory in case the applicant has registered company or in case of new investment is one of these documents should be delivered by the end of the investment.).
9. PROOF FOR PAID LIABILITIES ON THE BASIS OF TAXES, PENSION AND SOCIAL AND HEALTH INSURANCE.
10. PROOF THAT THE APPLICANT IS NOT IN BANKRUPTCY AND LIQUADATION PROCEDURE (This document is obligatory only for applicants which are legal entities).
11. PROOF THAT AGAINST THE APPLICANT THERE IS NO INJUNCTION FOR PERFORMING PROFESSION OR ACTIVITY (This document is obligatory only for applicants which are legal entities).
12. DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY OR DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY WITH APPROVED ACTION PLAN OR A OR B INTEGRATED ENVIRONMENTAL LICENCE OR APPROVED APPLICATION FOR ISSUANCE OF A OR B INTEGRATED ENVIRONMENTAL LICENCE OR APPLICATION FOR ISSUANCE DECISION FOR APPROVED STUDY FOR ENVIRONMENTAL PROTECTION (The document refers to applicants that have registered or propose investment in production of milk, meat, eggs, post-processing activities and processing agriculture activities on the agriculture holding)
13. DOCUMENTS FOR OWNERSHIP AND/OR USE RIGHT OF LAND/BUILDING SUBJECT TO THE INVESTMENT
 1. PROPERTY LIST AND/OR FOR LAND
 2. LEASE CONTRACT FOR BUILDING AND/OR LAND
 3. CONCESSION CONTRACT FOR LAND

The Contract is valid minimum 7 years from the date of submitting the application for financial support in case of purchase of the machinery/equipment;





The Contract is valid minimum 10 years from the date of submitting the application for financial support in case of construction/reconstruction/improvement of systems for irrigation/reconstruction of perennials;

14. **PROOF FOR REGULARLY PAID LIABILITIES ON THE BASIS OF LOAN CONTRACT** (The document is submitted only in case the Bank has lease on the property subject to the investment).

DOCUMENTS FOR CONSTRUCTION WORKS

(THE BELLOW-SPECIFIED DOCUMENTS SHOULD BE IN COMPLIANCE TO THE PROVISIONS OF THE LAW ON CONSTRUCTION)

15. **COCONSTRUCTION PERMIT OR STATEMENT BY THE APPLICANT THAT THE RELEVANT PERMIT SHALL BE SUBMITTED BY SIGNING THE CONTRACT** (The statement is submitted only when the applicant can not obtain the permit by the date of submitting the application for use of funds).

OR STATEMENT FROM THE RELEVANT INSTITUTION THAT FOR THE PROPOSED INVESTMENT IS NOT NECESSARY TO OBTAIN CONSTRUCTION PERMIT.

16. **COPIES FROM THE BASIC TECHNICAL DRAWINGS AND REVISED BILL OF QUANTITY FROM THE TECHNICAL DOCUMENTATION (OR ELELCTRONI FORM – CD)** (The project documentation which is submitted to the Agency for Financial Support of the Agriculture and Rural Development must completely be in compliance with the project documentation (the technical number) which is submitted/shall be to the relevant institution as part of the submitted application for obtaining construction permit).

(The document should be verified by authorized persons for development of technical documentation and revisers)

17. **INTERIM SITUATION/SITUATION FOR THE OVERALLY PERFORMED CONSTRUCTION WORKS** (Interim situation is delivered in case when the applicant has built certain part of the building subject to the investment i.e. the completed construction works is necessary to comply with the lastly approved technical documentation).

18. **DOCUMENTS FOR PROVING THE ECONOMIC SUSTAINABILITY/VIABILITY**

1. Business Plan

(The Business Plan is an obligatory document if the total amount of the planned investment exceeds 50.000 euro in MKD without VAT included).

2. TECHNICAL PROJECT PROPOSAL

(The technical project proposal is an obligatory document if the total amount of the planned investment is smaller than 50.000 euros in MKD without VAT included).



**19. BIDS FOR CONSTRUCTION WORKS/EQUIPMENT**

1. BID FROM THE SUPPLIER FOR EACH ITEM/GROUP OF ITEMS WITH AN AMOUNT NOT EXCEEDING 10.000 EUROS IN MKD
2. THREE BIDS FROM VARIOUS SUPPLIERS FOR ITEM/GROUP OF ITEMS WITH AN AMOUNT THAT EXCEEDS 10.000 EUROS IN MKD
3. STATEMENT FROM THE SUPPLIER/S FOR THE COUNTRY OF ORIGIN

The statement is obligatory document if the bid exceeds 100.00 euro.

(The statement is an obligatory document when the bid does not have information for the country of origin and the manufacturer of the machinery/equipment).

20. PROOF FOR OWNERSHIP STRUCTURE FOR ALL FOREIGN SUPPLIERS**21. SHAREHOLDERS E-BOOK – CD/PAPER FORM AND/OR SUPPORTING LETTER**

(The above-specified documents are obligatory in case the supplier is joint stock company).

22. STATEMENT BY THE SUPPLIER WITH EXPLANATION FOR THE SELECTION OF THE SPECIFIC BID)

(The document is obligatory in case the purchase exceeds 10.000 euro in mkd per item/group of items if the selected items/services do not have lowest value).

23. BID/INVOICE/CONTRACT FOR GENERAL COSTS (for purchase which exceeds 10.000 euro in mkd it is necessary to supply 3 bids for each item)

(THE NERAL COSTS ARE ACKNOWLEDGED IF THEY HAVE OCCURRED AFTER 01.01.2014)

The Agency reserves the right to ask for additional documentation with an objective to prove the fulfillment of criteria from the IPARD Programme for allocation of financial support. Moreover, the Agency has the right to ask additional documents for the applicant from other Institutions to prove the fulfillment of the adequate criteria from the Programme.

PART III**INVESTMENTS IN PHYSICAL ASSETS FOR PROCESSING AND MARKETING AGRICULTURE AND FISHERY PRODUCTS****1. Eligible sectors**

- Milk and dairy products;
- Meat and meat products (including eggs and poultry);
- Fruit and vegetable (including potatoes, mushrooms and leguminous crops);
- Cereals, milliner's and starch products;



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- Plant products and animal oils and fats;
- Grape must, vine and vinegar and
- Production of energy via facilities for processing and animal products from primary and secondary biomass with an exception of fish biomass.

2. Beneficiaries

- Legal entities registered in the Central Register according to the Company Law with staff less than 250 employees and annual turnover of 50 million euro and/or annual balance sheet which does not exceed 43 million euro, which matches the present definition for small and medium enterprises (SME) included in the Commission Recommendation 2003/361/EC.
- Enterprises which are not included in the SME definition, but have less than 750 staff and annual turnover of less than 200 million euro can also be eligible but in this case, the support can be allocated for investments intended to upgrade the company to meet all relevant EU standards. The assessment of the beneficiary's size is made by the Agency.
- Cooperatives registered in the Central Register in compliance with the Cooperatives Law whose primary business activity is agriculture and/or services directly related with the agriculture activities.
- The legal entities classified as micro enterprises are not eligible for support under this measure.
- The startups will be assessed on the basis of the expected size as specified in the Business Plan.
- The necessary information on the basis of which can be determined the size of the legal entity are obtained from the document "OVERVIEW OF INFORMATION FROM THE ANNUAL ACCOUNT FOR THE PREVIOUS YEAR" issued by the Central Register of RM. Valid document through which can be assessed the size of the legal entity for the adequate Call is the one that refers to the previous calendar year.

3. Eligibility criteria

- The applicant must submit "Application for allocation of funds from the IPARD II Program" accompanied with the necessary documents;
- The applicant must be registered in the Central Registry as a legal person or an agriculture cooperative;
- The applicants - agriculture cooperatives should be registered in the Register of Agricultural Cooperatives under the Ministry of Agriculture, Forestry and Water Management;
- All Beneficiaries need to be registered at the Agency for Food and Veterinary as food operators or recorded due to changes caused by the relevant investments in accordance with the Law on Food Safety at the end of the investment;



- The investments should be implemented on the property of the applicant. In case of investment projects are implemented on property which is not in ownership of the applicant, contract or other supporting documents must be supplied to prove the use right of the property related to the investment for at least 10 years from the date of submitting the application;
- The applicant for financial support should be registered in the national VAT system under the Law on Value Added Tax.
- Before submitting the claim for payment, at least one responsible person in the legal entity representing the company must be permanently employed in the legal entity or must be recruited on temporary basis under contract for a time period which is not shorter than the duration of the contract for granting financial assistance under this Programme.
- The user is obliged to fulfill the relevant EU standards related to the implementation of the investment before submitting the claim for payment.
- The applicant who proposes investments in the wine sector should be registered in the Register of wine producers before submitting the claim for payment;
- The applicant who proposes investment in a Center for collection and distribution of vegetables and fruits, cereals and milk must be registered in the Register of buyers before submitting the claim for payment.
- The assistance can be allocated to beneficiaries with financial/economic sustainability. The economic and financial viability will be assessed on the basis of a business plan. The applicant should present the opportunity for continuity of operation for minimum five years from the onset of the implementation of the investment. The investment project will be evaluated based on these economic indicators:
 - Modified internal rate of return > 0 ,
 - Net present value > 0 , and
 - Return of the investment < 10

4. Aid Intensity

The total funding (75% EU funds + 25% national co-financing) should not exceed the ceiling of **50% total eligible expenditures of the investment**.



The financial support for measure Investments in physical assets for processing agriculture and fishery products can be increased by 10% for:

- Investment in buildings/equipment whose purpose is to improve energy efficiency (eg. Use of construction materials to reduce heat loss);
- Investments in buildings/equipment for production of bio-energy in case of processing products (raw material) included in Annex 1 of the Agreement with the EU (processing of primary and secondary biomass of animals and plants);
- Investments in buildings/equipment for energy production from other renewable sources of energy to produce amounts equal to its own electricity needs for processing enterprises;
- Investments in buildings/ water treatment/waste water equipment

In order to provide support under this measure, the total eligible expenditures of the proposed investment project should be minimum 10,000 euros in mkd denars.

The highest value of the total eligible expenditures per beneficiary for the entire period of implementation of this Program is 4,500,000 euros in mkd denars.

5. List of necessary documents

The bellow-specified documents submitted supporting to the application for allocation of funds from the IPARD Program (2014-2020) should be in original or notarized copy unless otherwise specified in the document. If the documentation is in another language, it must be accompanied by Macedonian translation certified by a certified translator. The documents issued based on public records or established record system should not be older than three months from the date of publication of the Call, with the exception of the documents confirming the fulfillment of the liabilities for paid taxes and contributions who should not be older than one month from the date of publishing the Call.

1. APPLICATION FOR MEASURE INVESTMENTS IN PHYSICAL ASSETS FOR PROCESSING OF AGRICULTURAL AND FISHERY PRODUCTS
2. PROOF THAT THE APPLICANT IS REGISTERED IN THE VAT SYSTEM
3. CERTIFICATE OF PAID TAXES AND CONTRIBUTIONS
4. COPY OF ID CARD OR PASSPORT
5. EVIDENCE THAT THE APPLICANT IS NOT IN PROCEDURE OF BANKRUPTCY
6. PROOF THAT THE APPLICANT IS IN NOT IN A PROCEDURE OF LIQUIDATION

7. PROOF THAT THERE IS NO MISDEMEANOR SANCTION, INJUNCTION FOR



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PERFORMING A PROFESSION, ACTIVITY OR DUTY AND A TEMPORARY BAN FOR PERFORMING CERTAIN ACTIVITY

8. DOCUMENTS FOR OWNERSHIP AND/OR RIGHT TO USE LAND/BUILDING SUBJECT TO THE INVESTMENT

4. PROPERTY LIST FOR BUILDING, AND/OR LAND

5. LEASE CONTRACT FOR BUILDING AND/OR LAND

6. LAND CONCESSION AGREEMENT

The agreement is valid minimum 7 years from the date of submission of the application for financial support in case of purchase of machinery/equipment;

The agreement is valid minimum 10 years from the date of submission of the application for financial support in case of construction/reconstruction/improvement of systems for irrigation/recovery of perennial crops;

9. PROOF OF REGULARLY PAID LIABILITIES ON THE BASIS OF LOAN AGREEMENT (The document is presented only when the Bank has mortgage on the property which is the subject of the investment).

10. CONSTRUCTION PERMIT OR STATEMENT BY THE APPLICANT THAT THE RELEVANT PERMIT WILL BE SUBMITTED BY SIGNING THE CONTRACT (The statement is submitted in case the applicant is unable to obtain the permit by the date of submission the application for allocation of funds).

OR STATEMENT BY THE COMPETENT INSTITUTION THAT THE PROPOSED INVESTMENT DOES NOT REQUIRE PERMIT.

11. COPIES FROM THE BASIC TECHNICAL DRAWINGS AND REVISED BILL OF QUANTITIES – FROM THE TECHNICAL DOCUMENTATION (OR ELECTRONIC FORM - CD) (The project documentation submitted to the Agency for Financial Support of Agriculture and Rural Development must fully comply with the project documentation (technical number) submitted/to be submitted to the competent authority as part of submitted application for obtaining construction permit).

(The document must be certified by authorized persons for preparation of technical documentation and revisers)

12. INTERIM SITUATION/STATUS FOR THE OVERALLY COMPLETED CONSTRUCTION WORKS (The interim situation shall be submitted in case the applicant has built certain part of the building subject to the investment i.e. The derivative works must be in accordance with the latest approved technical documentation).

13. DECISION FOR CHANGING THE INVESTOR OR STATEMENT BY THE APPLICANT THAT THE RELEVANT DECISION WILL BE SUBMITTED NOT LATER THAN THE DATE OF ADOPTION OF THE DECISION BY AFSARD

14. BUSINESS PLAN

15. BIDS FOR CONSTRUCTION WORKS/EQUIPMENT





a) BIDS FROM SUPPLIER FOR EACH ITEM /GROUP OF ITEMS WITH AMOUNT WHICH DOES NOT EXCEED 10,000 EUROS IN DENARS

b) THREE BIDS FROM DIFFERENT SUPPLIERS FOR ITEM/GROUP OF ITEMS WITH AN AMOUNT EXCEEDING 10,000 EUROS IN DENARS

c) STATEMENT BY THE SUPPLIERS/S FOR THE COUNTRY OF ORIGIN

The statement is a mandatory document if the bid exceeds 100,000 euros.

(The statement is a mandatory document in the event the Bid does not have information for the country of origin and the manufacturer of the machinery/equipment).

16. PROOF OF OWNERSHIP STRUCTURE FOR ALL FOREIGN SUPPLIERS

17. SHAREHOLDERS BOOKS IN ELECTRONIC FORM - CD/HARD COPY AND/OR COVER LETTER

(The above documents are required in case the supplier is a joint stock company).

18. DECLARATION BY THE APPLICANT EXPLAINING THE REASONS FOR CHOOSING A PARTICULAR BID

(The document is mandatory in case when the purchase exceeds 10,000 euros in denars per item/ group of items, if the selected goods/services do not have the lowest value).

19. BID/INVOICE/CONTRACT FOR GENERAL COSTS (for purchase exceeding 10,000 euro in denars, the applicant is required to submit 3 bids for each item)

(THE GENERAL COSTS ARE RECOGNIZED ONLY IF THEY ARE INCURRED AFTER 01.01.2014)

20. DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY OR DECISION FOR ENVIRONMENTAL PROTECTION STUDY WITH AN APPROVED ACTION PLAN, OR A OR B INTEGRATED ENVIRONMENTAL PERMITS OR APPROVED APPLICATION FOR ISSUING A OR B INTEGRATED ENVIRONMENTAL PERMITS OR APPLICATION FOR ISSUING DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY.

The Agency reserves the right to require additional documentation to prove the fulfillment of the criteria of the IPARD Program for allocation of financial support. In addition, the Agency has the right to request additional documents from the applicant and other institutions that prove the fulfillment of the relevant criteria of the Program

PART IV

DIVERSIFICATION OF FARMS AND BUSINESS DEVELOPMENT

1. Priority sectors

The groups of investments per priority sectors refer to the following types of investments:



- Investments in alternative agriculture production

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- Investments in manufacturing of food products and beverages
- Investments in production of non-food products
- Investments in crafts
- Investments in agriculture services
- Investment in services for the rural population
- Investment in rural tourism
- Investments in production and sale of energy from renewable sources

2. Beneficiaries

Natural persons with registered residence in rural area or have registered economic activity in the rural area:

- Natural person registered as a craftsman in the Register of craftsmen under the Law on craft activities for which the investment is proposed;
- Natural person who is registered as a caterer (including accommodation) in the Register of caterers pursuant to the Law on catering service for the activities for which the investment is proposed;
- Natural person registered as sole-proprietor in the Central Register in compliance with the Company Law;
- Natural person registered in the Farm Register as representative of the agriculture holding or another member of the agriculture holding and;
- Natural person registered as individual agriculture producer in the Register of agriculture producers in the Ministry for Agriculture, Forestry and Water Economy and the Fund for Pension and Social Insurance.

Natural persons who propose new investments for economic activities in rural areas (eg self-employment) are eligible for support under this measure only if they meet specific requirements or if he/she:

- possess proven professional skills which through vocational education or vocational training or other professional certificate for certain economic non-agricultural activity;
- undertakes to keep accounting books for individual economic activities during the project implementation;
- is obliged that at the end of investment (before submitting the final claim for payment) he/she will register the economic activity as craftsman, caterer or sole



proprietor in the municipality of the rural area.

Legal entities registered in the Central Registry in the range of micro and small enterprises. If the investment is included in the List of products in Annex 1 of the Agreement, the applicant for this measure can only be legal entity in the range of micro enterprise.

Criteria for size of the enterprise

Type of enterprise	Number of employees	Annual revenues (turnover)	Balance sheet
Small	<50	≤ € 10 million	≤ € 10 million
Micro	< 10	≤ € 2 million	≤ € 2 million

Cooperative registered in the Central Register in compliance with the Law on cooperatives whose primary business activity is agriculture, logging, collecting forest products, processing agriculture and forest products, marketing of agriculture products and/or services related directly to agriculture and forest activities. The proposed investment should be in compliance with the objectives of the cooperative which are specified in the statute of the cooperative.

3. General criteria for awarding funds

- The investments should be implemented on property in ownership of the applicant. In case of investment projects which are implemented on property which is not in ownership of the applicant, the applicant is required to provide document for use right of the property subject to the investment for a period of minimum 7 years from the date of application support.
- The applicant - natural person must provide certificate, document proving the professional competence for individual economic non-agriculture activity with minimum high school or higher education or vocational education and vocational training with a diploma/certificate. The applicants who do not meet the above skills and competences at the end of the investment should provide training certificate issued by relevant professional training institutions, educational and research institutions and public advisory services, including List of attendances at the training modules regarding investments.
- At least one responsible person in the individual agriculture producer, the legal entity or the agricultural cooperative should be regularly employed or hired under contract with a duration not less than five years. The natural persons need to be constantly employed as sole traders, craftsmen or caterers. In case of new investments this condition should be achieved prior to submission of the final claim for payment.
- The applicant should have no more than 25% equity share in the total equity of the state.
- The project is eligible for funding if the planned location of the investment is in a rural environment.



4. Aid Intensity

The total public expenditures (75% EU funds + 25% national co-financing) must not exceed the limit of **65% of the total eligible expenditures of the investment.**

- The minimum total eligible expenditures of the proposed investment projects are 1.500 euros in denars.
- The maximum total eligible expenditures of the proposed investment project should not exceed EUR 1.000.000 in mkd equivalent.
- If case of investment project plants for production and sale of energy produced from renewable resources, the maximum eligible costs should not exceed 3,000,000 euros in mkd.
- The maximum aid that can be allocated to a beneficiary under this measure is 1,500,000 euros in denars for the entire Program implementation period.

One applicant can submit investment projects with total eligible expenditures that exceed the maximum limitations of the investment project, but the requested support must not exceed the limits of the maximum eligible expenditures established for this measure.

5. List of required documents

The bellow-specified documents submitted in addition to the application for allocation of funds from the IPARD Program (2014-2020) should be original or notarized copies unless otherwise specified in the document. If the documentation is in another language, it must be accompanied by Macedonian translation certified by a certified translator. The documents issued based on public records or established record system should not be older than three months from the date of publication of the call, with the exception of the documents confirming the fulfillment of obligations for paid taxes and contributions that should not be older than one month from the date of publishing the announcement.

1. APPLICATION FOR THE MEASURE DIVERSIFICATION OF FARMS AND BUSINESS DEVELOPMENT

2. COPY OF VALID ID CARD OR VALID PASSPORT

3. STATEMENT BY THE APPLICANT - NATURAL PERSON WHO PROPOSES THE NEW INVESTMENT, THAT AT THE END OF THAT INVESTMENT I.E. BEFORE SUBMITTING THE FINAL CLAIM FOR PAYMENT THEY HE/SHE WILL REGISTER THE ECONOMIC ACTIVITY AS CRAFTSMAN, CATERER OR **SOLE TRADE INDIVIDUAL**

4. SHAREHOLDERS BOOK (APPLICANT) IN ELECTRONIC FORM - CD / HARDCOPY AND COVER LETTER

5. PROOF THAT AT LEAST ONE RESPONSIBLE PERSON IS REGULARLY



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EMPLOYED IN THE LEGAL ENTITY OR PROOF THAT MINIMUM ONE RESPONSIBLE PERSON IS HIRED UNDER CONTRACT, OR EVIDENCE THAT MINIMUM ONE RESPONSIBLE PERSON IS TEMPORARILY EMPLOYED IN THE LEGAL ENTITY (The Certificate is mandatory in case where the applicant has registered company i.e. in case of new investment, one of these documents should be submitted by the end of the investment)

6. CERTIFICATE FOR PAID TAXES ON THE BASIS OF HEALTH, PENSION AND DISABILITY INSURANCE ISSUED BY PUBLIC REVENUE OFFICE

7. EVIDENCE THAT THE INVESTMENT IS CONSISTENT WITH THE LOCAL ECONOMIC DEVELOPMENT STRATEGY OF THE LOCAL SELF-GOVERNMENT UNIT WHERE THE INVESTMENT IS LOCATED OR ON THE LOCATION WHERE THE INVESTMENT WILL BE IMPLEMENTED.

8. PROOF THAT THE APPLICANT IS NOT IN A BANKRUPTCY PROCEDURE

9. EVIDENCE THAT THE APPLICANT IS IN A LIQUIDATION PROCEDURE

10. PROOF THAT THERE IS NO MISDEMEANOR SANCTION AGAINST PERFORMING A PROFESSION, ACTIVITY OR LIABILITY AND TEMPORARY INJECTION AGAINST PERFORMANCE OF AN INDIVIDUAL ACTIVITY

11. DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY OR DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY, OR A OR B INTEGRATED ENVIRONMENTAL LICENSE OR A OR B INTEGRATED ENVIRONMENTAL LICENSE, OR APPROVED APPLICATION FOR ISSUING A OR B INTEGRATED ENVIRONMENTAL LICENSE OR APPLICATION FOR ISSUING DECISION FOR APPROVED ENVIRONMENTAL PROTECTION STUDY

12. DOCUMENTS FOR OWNERSHIP AND/OR RIGHT TO USE LAND/BUILDING SUBJECT TO THE INVESTMENT

1. PROPERTY LIST FOR BUILDING AND/OR LAND
2. LEASE CONTRACT FOR BUILDING AND/OR LAND
3. CONCESSION AGREEMENT FOR LAND

The agreement is valid minimum 7 years from the date of submitting the application for financial support in case of purchase of machinery/equipment;

The agreement is valid minimum 10 years from the date of submitting the application for financial assistance in case of purchase of request for financial support in case of construction / reconstruction / improvement of irrigation systems / recovery of perennial crops;

13. PROOF FOR REGULARLY PAID LIABILITIES ON BASIS OF A LOAN AGREEMENT (The Document is presented only when the bank has mortgaged the property subject to the



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investment).

14. CONSTRUCTION PERMIT OR STATEMENT BY THE APPLICANT THAT THE RELEVANT PERMIT WILL BE SUBMITTED BY SIGNING THE AGREEMENT (The statement is submitted only in case the applicant is unable to obtain the authorization by the date of submitting the request for allocation of funds).

OR STATEMENT BY THE COMPETENT INSTITUTION THAT THE PROPOSED INVESTMENT DOES NOT REQUIRE SUBMISSION OF CONSTRUCTION PERMIT.

15. COPIES FROM THE PRIMARY TECHNICAL DRAWINGS AND REVISED BILL OF QUANTITY FROM THE TECHNICAL DOCUMENTATION (OR ELECTRONIC FORM - CD) (The project documentation submitted to the Agency for Financial Support of Agriculture and Rural Development must fully comply with the project documentation (the technical number) submitted/will be submitted to the competent authority as part of submitted application for obtaining building permit).

(The document must be certified by authorized persons for preparation of technical documentation and revisers)

16. INTERIM SITUATION/STATUS FOR ALL COMPLETED CONSTRUCTION WORKS (interim situation/situation shall be submitted in case the applicant has built certain part of the building which is subject to the investment i.e. the completed construction works must be in accordance with the latest approved technical documentation).

17. DECISION FOR CHANGING THE INVESTOR OR STATEMENT BY THE APPLICANT THAT THE RELEVANT DECISION MUST BE SUBMITTED NO LATER OF THE DATE OF ADOPTING THE DECISION BY AFSARD

18. DOCUMENTS PROVING THE ECONOMIC VIABILITY/SUSTAINABILITY

1. BUSINESS PLAN

(The business plan is a mandatory document if the value of the planned investment exceeds EUR 50,000 in mkd equivalent, without VAT).

2. TECHNICAL PROJECT PROPOSAL

(The technical project proposal is mandatory document if the total value of the planned investment does not exceed EUR 50,000 in Denar equivalent, without VAT).

19. BIDS FOR CONSTRUCTION WORK/EQUIPMENT

1. BIDS FROM SUPPLIER FOR EACH ITEM/GROUP OF ITEMS WHICH DOES NOT EXCEED 10,000 EUROS IN MKD

2. THREE BIDS FROM DIFFERENT SUPPLIERS FOR THE ITEM/GROUP OF ITEMS EXCEEDING 10,000 EUROS IN MKD

3. STATEMENT BY THE SUPPLIER/S FOR THE COUNTRY OF ORIGIN

The statement is a mandatory document if the quote amount exceeds 100,000 euros.

(The statement is a mandatory document in the event when the quote lacks information for



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the country of origin and the manufacturer of the machinery/equipment).

20. PROOF OF OWNERSHIP STRUCTURE FOR ALL FOREIGN SUPPLIERS

21. SHAREHOLDERS BOOKS IN ELECTRONIC FORM - CD / HARD COPY AND / OR COVER LETTER

(The above documents are required in cases where the supplier is a joint stock company).

22. STATEMENT BY THE APPLICANT EXPLAINING THE REASONS FOR CHOOSING A PARTICULAR BID

(The document is mandatory in cases where the purchase exceeds 10,000 euro in denars per item / group of items, if selected goods/services do not have the lowest value).

23. BID/INVOICE/CONTRACT FOR GENERAL COSTS (for purchases over 10,000 euro in MKD it is necessary to submit 3 bids for each item)

(THE GENERAL COSTS ARE RECOGNIZED ONLY WHEN INCURRED AFTER 01.01.2014)

SPECIAL DOCUMENTS

SPECIAL DOCUMENTS

Alternative farming

1) CONTRACT FOR COLLECTION OF BASIC MATERIAL

(The contract is a mandatory document in case the applicant does not have own areas for collection of basic material)

2) CADASTRE MAP COPY

3) SUBMITTED APPLICATION FOR ISSUING PROOF FOR USING WATER FOR AQUACULTURE

Production of non-food products

REGARDING INVESTMENTS RELATING TO PRODUCTION OF NON-FOOD PRODUCTS, THE AGENCY IN COMPLIANCE WITH THE LEGISLATION FOR THE SPECIFIC ACTIVITY HAS THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION.

1. APPROVAL FOR ESTABLISHING PRODUCTION CAPACITY OF CHARCOAL (COAL) AND/OR SIMILAR FACILITIES





2. PROOF FOR EDUCATION OF THE APPLICANT- NATURAL PERSON OR STATEMENT BY THE APPLICANT (NATURAL PERSON) THAT AT THE END OF THE INVESTMENT HE/SHE WILL PROVIDE A CERTIFICATE/CERTIFICATE/DIPLOMA ISSUED BY THE RELEVANT VOCATIONAL TRAINING INSTITUTIONS, EDUCATIONAL AND RESEARCH CENTERS FOR COMPLETED TRAINING REGARDING THE INVESTMENT)

Development of craft activities

1) PROOF THAT THE LEGAL PERSON IS REGISTERED FOR CRAFTSMANSHIP (The document is mandatory in case where the applicant is a trade company or sole proprietor and is already involved in craft activities)

Service Development for the rural population

1) APPLICATION SUBMITTED BY THE APPLICANT FOR ESTABLISHING FACILITY FOR SOCIAL PROTECTION/NURSING CARE FOR ADULTS OR CHILDREN OR REQUEST BY THE APPLICANT FOR CHANGING FOUNDER OF THE INSTITUTION FOR SOCIAL CARE/NURSING CARE FOR ADULTS OR CHILDREN

2) APPLICATION SUBMITTED BY THE APPLICANT FOR ISSUING LICENSE FOR BROADCASTING LOCAL RADIO PROGRAMS AND/OR REQUEST SUBMITTED BY THE APPLICANT FOR ISSUING LICENSE FOR BROADCASTING LOCAL TV PROGRAM

Promotion of rural tourism

1) APPLICATION SUBMITTED BY THE APPLICANT FOR OBTAINING PERMIT FOR SETTING-UP CAMP TRAILLERS

2) DECISION FOR CATERING ACTIVITIES

3) DECISION FOR CLASSIFICATION OR REQUEST SUBMITTED BY THE APPLICANT FOR CLASSIFICATION

4) TECHNICAL DRAWINGS SUPPORTED WITH A STUDY ON THE TRADITIONAL CONSTRUCTION STYLE AND DESCRIPTION OF THE BUILDING MATERIALS WHICH WILL BE USED

5) PHOTOGRAPHS FOR THE BUILDING STYLE OF THE EXISTING TRADITIONAL BUILDINGS IN RURAL AREAS WHERE THE INVESTMENT WILL BE IMPLEMENTED

Production and sale of energy from renewable sources

1) SUBMITTED APPLICATION FOR ISSUANCE OF CONSTRUCTION PERMIT FOR NEW



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FACILITIES OR EXPANSION OF THE EXISTING FACILITIES FOR PRODUCTION OF ELECTRICITY AND/OR HEAT

2) PROOF FOR PLUG-IN IN THE TRANSMISSION OR THE DISTRIBUTION SYSTEM

The Agency reserves the right to request additional documentation to prove the fulfillment of the criteria of the IPARD Program for allocation of financial support. The Agency also has the right to request additional documents for the applicant from other institutions that prove the fulfillment of the relevant criteria of the Program.

SECTION V

PROCEEDINGS BEFORE THE AGENCY

The procedure before the Agency from the point of receipt of applications until signing Contract for use of the funds is comprised of:

1. Completeness check of the submitted documents against the required documents per measures and types of investments such as:

- Whether the documents are issued by relevant institutions;
- Whether the documents have all elements proving their reliability (stamp, signature of the responsible person, date, etc.).
- Whether the documents are within the validity date specified in the List of documents;

The applicant should supply additional documents to the incomplete applications for allocation of funds based when receiving written notice from the Agency. The deadline for completion of incomplete applications must not be shorter than 8 days.

2. Eligibility check of the application for allocation of funds is done in order to determine if:

- The delivered documents meet the eligibility criteria and conditions for the proposed investment activities;
- The proposed investment is economically and financially viable, which can be checked by analyzing the parameters contained in the enclosed business plan/technical project proposal;
- The proposed investment for which the financial assistance is required is not funded by other public funds (the National Budget and international donors);



- The prices of the proposed investments are within the market prices by analyzing

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the reference prices for the relevant activities.

Assistance can be allocated to Beneficiaries whose investment projects provide financial/economic sustainability. The economic and financial viability will be evaluated on the basis of the business plan and the Technical project proposal. The applicant with the business plan should present the projection for 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* >0
- *Net present value* >0
- Return period of the investment < 10 years

In the event of proposed projects with total budget of eligible assets under 50,000 euro, the economic sustainability is demonstrated through the technical proposal which will contain financial indicators in terms of generating sufficient income that will cover the operational costs of agricultural holding (this document does not apply to the measure Investments in physical assets for processing agricultural and fishery products).

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

The verification of the reliability of the information in the application for allocation of funds shall be performed with on-the-spot control by authorized persons of the Agency.

The classification is made for all complete and eligible applications for allocation of funds in compliance with the proposed Tables for classification per individual measures.

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

The incomplete, ineligible applications -and the applications for allocation of funds with smaller points in relation to the available funds per measure will be rejected with a Decision.

With the applicant whose application for allocation of funds is approved shall be signed Contract within 30 days of receipt of the Decision for allocation of funds under the IPARD Program.

Applicants must not begin with implementation of the investment before signing the Contract for allocation of funds with the Agency, with the exception of activities related to the General Costs (business plan development, technical project proposal, feasibility study, architects, project documentation).

After completion of the investment, the applicant shall submit to the Agency claim for payment within the time period stipulated in the Contract for allocation of funds. The Claim for payment is a standard form that the final beneficiaries receive when signing the contract for financial support. The claims for payment can be obtained in the Agency and the Agency's website.



The Claim for payment shall be submitted in accordance with the time
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period specified in the Contract. The Beneficiary is obliged personally or electronically to fill out the claim for payment and the invoices/pro-invoices submitted to the Agency, thereby specifying the measure and type of investment for which is applied.

The check of the financial records is made only against originals or notarized copies. In case the applicant submitted original documents during the authorization procedure, the Paying Agency is obliged to send them back to the final Beneficiary. They will be stamped with the seal of the Agency in order to avoid double funding.

If the documents supporting 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 are changes in the claim for payment i.e. if are procured activities which are not subject to contract and there is no request for signing annex to the contract, the claim will not be remunerated or will be paid partly depending on the effect of which the occurred change will have on the overall investment that is subject to contract.

If the Beneficiary fails to comply with the provisions of the Contract relating to the end period of implementation of the investment, it should be borne in mind that all activities which have occurred prior signing the contract (except expenditure for intellectual services) will not be part of the financial support. All activities purchase before the deadline i.e. before signing the contract will not be subject to investment. Also, all purchased and paid activities after the end of the realization of the investment or the deadline for submission of the claim for payment shall not be subject to financial support.

After the administrative check, if the claim for payment is identified as complete and eligible, the case will be checked on-the-spot by the authorized staff of the Agency whose objective is to check the implementation of the investment and in compliance with the Contract. After the on-the-spot control will be produced report where in detail will be described the factual situation established on site. It should be signed by persons performing the on-the-spot control, the beneficiary or the person authorized by the user. In the event of any objection to the control, the Beneficiary will have the right to specify it in the report.

After the control, if it is established that the investment is implemented in full and in compliance with the Contract, it will be continued with the procedure for authorization of payment. If there is any incompliance in the process of implementation of the investment fully or in compliance with the contract, it shall be initiated procedure for rejection of the claim for payment.

Once the payment is approved, the Agency will issue Decision for authorization of the payment. If the payment is rejected, the Agency will issue Decision for rejection.

The decision will inform the final Beneficiary of the authorized/rejected amount. The applicant who will sign a contract with the Agency is obliged not to alienate, lease or loan the investment subject to the agreement, nor to alter the purpose or the location of the investment for the entire duration of the contract or 5 years from the final disbursement of funds.

On-the-spot control and supervision over the implementation of contract shall be performed by authorized persons from relevant institutions of the Republic of Macedonia and the European Union.

