



Investment Grant Scheme - LOT 2

Application Guidelines



July 2025



Key Definitions

- **Kosovo Business Registration Agency (KBRA)** – The institution responsible for the registration and management of business data in Kosovo.
- **Food and Veterinary Agency (FVA)** – The institution responsible for food control and safety, animal health protection, and veterinary supervision in Kosovo.
- **Agency for Agricultural Development (AAD)** – The institution responsible for implementing support programs in agriculture and rural development, including the administration of subsidies and grants for farmers and agricultural enterprises.
- **Tax Administration of Kosovo (TAK)** – The authority responsible for tax collection and implementation of tax policies in Kosovo.
- **Agrotourism** – A form of tourism developed on farms or agricultural properties, where visitors engage in agricultural activities, learn about rural traditions, and experience rural life. The goal is to offer an educational and authentic experience of life and work in agriculture.
- **Applicant** – A term referring to any natural or legal person submitting an application under this support scheme. In this document, the term "applicant" is used in a gender-neutral way and applies equally to women and men, in line with principles of gender equality and inclusion.
- **Medicinal and Aromatic Plants (MAPs)** – Plants used for medicinal, pharmaceutical, or aromatic purposes, which may be wild-collected or cultivated.
- **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** – The German agency for international development cooperation.
- **Farm** – An agricultural production unit, in the technical and economic sense, managed by a farmer, where agricultural and rural activities are carried out. Farms must be registered in the Farmer Registry and have a Farm Identification Number (FIN).
- **Young Farmer** – A natural person engaged in agricultural activities who is under the age of 40 at the time of application submission.
- **HACCP (Hazard Analysis and Critical Control Points)** – A food safety system that helps identify and control risks during food production and processing.
- **ISO (International Organization for Standardization)** – An international system of standards that ensures quality and safety in products and processes managed in a controlled manner.
- **Ministry of Agriculture, Forestry and Rural Development (MAFRD)** – The institution responsible for developing and implementing policies in the agriculture and rural development sector in Kosovo.
- **Micro, Small and Medium Enterprises (MSEMs)** – According to the Law on Foreign Investments (Law No. 04/L-220):
 - Micro-enterprises: up to 9 employees.
 - Small enterprises: from 10 to 49 employees.
 - Medium-sized enterprises: from 50 to 249 employees.

- **Farm Identification Number (FIN)** – A unique number identifying a farm, issued after registration in the Farmer Registry.
- **Non-wood Forest Products (NWFPs)** – Products derived from forests that do not include wood. These include mushrooms, forest fruits, wild medicinal and aromatic plants, honey, humus, peat, gravel, sand, soil, game meat, and fish.
- **Farmer Registry** – The official list managed by AAD (Agency for Agricultural Development), where all farmers engaged in agriculture or rural development are registered. Registration is mandatory to benefit from support schemes and to obtain a FIN.
- **Information and Communication Technology (ICT)** – Technology that covers devices and services for collecting, processing, storing, and distributing information, including computers, networks, software, and the internet.

1.0 General information on the Investment Grant Scheme

In line with Rural Development Policy, the Government of the Republic of Kosovo, represented by the Ministry of Agriculture, Forestry and Rural Development (MAFRD), and The Deutsche Gesellschaft für International Zusammenarbeit (GIZ) have entered into an agreement for the implementation of the support program: “Support for the Sustainable Development of the Agricultural Sector in Rural Areas through the Diversification of Activities” (see: Law No. 08/L-252, published in the National Gazette on December 8th, 2023). The support program will be implemented by the GIZ “Entrepreneurship Promotion” project.

1.1 Primary aim of the grant scheme

The primary aim of the program is to support sustainable economic development by diversifying activities in rural areas. This objective will be specifically addressed under Measure 7 (The primary aim of the program is supporting sustainable economic development through the diversification of activities in rural areas, which will be specifically addressed under Measure 7 (diversification of farm activities and business development) in accordance with the Agriculture and Rural Development Program 2023-2027 by the Ministry of Agriculture, Forestry and Rural Development (MAFRD). The intended outcomes include the creation of new jobs, stimulation of a viable local economy, promotion of women economic empowerment, fostering innovation in production and services, and enhancing environmental sustainability, particularly in rural areas, with a focus on mountainous and border regions of Kosovo.

2.0 LOT 2 – Application Guidelines

2.1 Supported sub-sectors

LOT 2 of the Investment Grant Scheme targets farmers, and micro, small and medium sized enterprises who are already operating or plan to start economic activities in the following sub sectors:

- 701 Non-wood forest products (NWFP) including medicinal and aromatic plants (MAP), mushrooms and ornamental plants
- 702 Agritourism
- 703 Processing of agricultural products on farm and private households
- 704 Honey production
- 705 Non-agricultural activities
- 706 Poultry growing for egg & meat production
- 707 Aquaculture

2.2. Main objective

The main objective of LOT 2 is to foster diversified economic activities in the seven selected sub sectors described above. In addition, LOT 2 aims to support viable economic activities, sustainable use of natural resources, creation of new jobs in rural areas and generating public benefits for the rural community.

The following information relates to the completion of the full application for investment projects under LOT 2.

2.3 Application package for LOT 2

Following the call for applications for LOT 2 applicants submit their application package. All information and forms are part of the application package which consists of:

- Application guidelines for Investment Grant Scheme - LOT 2
- Annex 1: Application form - LOT 2
- Annex 2: Technical proposal
- Annex 3: Budget, ROI and Cashflow (excel files)
- Annex 4: List of supporting documents
- Annex 5: Declarations

2.4 Eligible applicants

1. Registered farmers and members of farm household - according to the definition of Law No. 08/L-072 on Agriculture and Rural Development (Official Gazette of the Republic of Kosovo/ No. 8/ March 29, 2023). Farmers must be registered in the Farm Registration System of Kosovo and have a farm identification number (FIN) certificate.

2. Enterprises - according to Law No. 04/L-220 For Foreign Investments, (Official Gazette No. 1/09 January 2014). Eligible are micro, small, and medium enterprises. The enterprise must be registered in the Business Registration Agency of Kosovo (KBRA), with indication of the business activity for which it is applying.

Remark: For the purposes of this program, the term "family economy" refers to all members who utilize the same agricultural assets (land, machinery, storage, livestock, barns, and accompanying facilities). A family economy must have only one FIN. If more than one FIN is encountered within a family economy, the application will be rejected.

2.5 General eligibility criteria

- All applicants must prove that they have no criminal or corruption related convictions.
- All applicants must declare no liabilities against MAFRD /Agency for Agriculture Development (AAD)
- All applicants must prove ownership or lease of the planned investment location.
 - In case of ownership, the applicants must submit the property certificate / title deed and copy of the site plan. In case of a family property, applicant must declare that all inheriting family members, agree to the use of the property as per project proposal.
 - If the property where the investment is to be made is under co-ownership, the applicant must declare that co-owners, agree to the use of the property as per project proposal.
 - In case the property is leased, a notarized lease agreement must be provided for a period of at least 3 years, starting from the year of application.
- All applicants must have completed compulsory elementary schooling (8-9 years). In the case of a legal entity, this applies to the owner or authorized person.
- All applicants must prove that the bank account balance of the applicant, over the past 6 months, was at least 25% of the own contribution amount. Please note that own contribution constitutes 30% of the total eligible investment costs.
- If the applicant is a registered farmer, with a farm identification number (FIN), they are not required to get registered at KBRA, for the purpose of this call.
- If applicant is a legal person, they must prove that they settled or regulated their tax obligations, including income tax, property tax and other applicable taxes.
- If the applicant is a micro, small and medium enterprise, and have declared they have employees, they should prove paid pension contributions are made in the last 6 months.
- If the applicant is a micro, small and medium enterprise and the project is not managed by the owner, then a legal representative should be authorized for project management.
- All beneficiaries who have declared in their technical proposal that they will create new jobs and have therefore earned points during the assessment must create them and prove it by paying pension contributions and payroll taxes starting latest a month before

hand over of machinery and equipment. Beneficiaries are obliged to keep these jobs filled with full-time employees for three (3) years, the duration of the monitoring period.

- Double financing is not allowed. The investments (equipment, machinery etc.) under this project proposal should not have double funding from other donors or institutions.
- The investment must be carried out in rural areas. According to the definition in the Strategy for Agriculture and Rural Development (SARD 2022-2028), cities of Prishtinë/ Priština, Prizren, Gjiilan/ Gnjilane, Pejë/ Peč, Mitrovicë/ Mitrovica, Ferizaj and Gjakovë/ Djakovica are classified as urban areas, and the rest of the territory is considered rural.
- Priority is given to projects in mountainous areas as defined in the SARD 2022-2028 and as presented in the National Program for Agriculture and Rural Development 2023-2027 – Annex 3.
- All beneficiaries of rural development projects are required to maintain their investments, as approved in the project, for three (3) years following project implementation, which corresponds to the monitoring period. If the investments are not maintained, the beneficiary is obligated to return the equipment or the financial amount equal to the value of the equipment as per the project.
- Applicants may receive only one grant per project under this Investment Grant Scheme.
- Investment must comply with national minimum standards (food safety, environmental protection, animal welfare standards). Beneficiaries that are not licensed or registered, must initiate the licensing/registration procedures no later than the equipment handover date.
- If applicant is a legal person, the turnover of the applicant from the previous year must be at least equal to the total project investment costs.

2.6 Common eligible and non-eligible investments

To be noticed

The grant amount is calculated based on the eligible investments for the project. No cash or cash equivalent grants will be provided to the applicants. Equipment will be purchased by the contracting authority and provided to beneficiaries.

Any equipment covered by the beneficiary's own contribution must be purchased directly by the beneficiary. Investments through own contribution must strictly relate to the investment project and be based on real market prices, proved by supporting documents (offers, invoices from suppliers, bank statements) which are checked before handover of procured equipment by the contracting authority.

2.6.1 Eligible investments

These are the categories of investments that can be supported through the grant:

- New equipment and machinery including IT hardware and software related to the approved investment project.
- Packaging and labelling machines for product presentation.
- Investments in renewable energy for self-consumption, are limited to solar panels. The investment is considered eligible when the (theoretical) energy capacity of the renewable energy investment does not exceed 120% of the household's/company's/ farm's average electricity consumption over the past three years. An increased electricity demand derived from the new investment should be considered.
- Investment in waste management (e.g. recycling, upcycling, composting)

Exception for own-contribution investments

As part of own contribution (the part of the investment that the beneficiary covers with own financial means) eligible investments include also:

- Construction/ extension/ renovation, as well as construction labor and material. Costs are eligible if they occur after signing the contract.
 - An approval from the competent authority (Municipality) for a construction permit, where applicable, according to the Law No. 04/L – 110 on Construction and relevant Administrative Instructions, is required, latest before handover of equipment date.
 - Environmental Consent, where applicable, according to the Law No. 08/L-181 on Environmental Impact Assessment, is required latest before handover of equipment date.
 - For the sub-measure 703 Agritourism, prior to signing the contract with contracting Authority, potential beneficiaries who plan to invest in facilities that are listed in the Cultural Heritage List must obtain approval from the Ministry of Culture / Department of Cultural Heritage, latest before handover of equipment date.
 - Services for architecture, are limited to 10% of the amount of investments for construction/renovation/extension.
 - Please note all construction work should be implemented by the applicant before handover of procured equipment by the contracting authority
- Investments in the marketing of products, including services, preparation and printing of catalogs, leaflets, brochures, flyers, posters, web site development, branding etc. The maximum eligible marketing expenses are limited to 10% of the total eligible investment costs.

2.6.2 Non-eligible investments

- Construction, extension, and renovation works, including construction material and labor as part of the investment grant from the contracting authority.
- Purchase of land and existing buildings.
- Purchase of secondhand equipment and machinery.
- Purchase of agricultural production rights, animals, annual plants and their planting.
- Lease-purchase, lessors' margin, interest refinancing costs, overheads and insurance charges.
- Expenditures incurred by the applicant.
- Running costs of farm / business such as agricultural input, material, salaries, maintenance work, utilities, rental costs.
- Costs which are not related to the investment project
- Costs for investment items to replace items grant-aided in the previous 5 years
- Interest rates, taxes, VAT, custom duties, licenses, costs from exchange rates from foreign currency (charges and exchange losses)
- Investments made prior to signing of contract with contracting authority
- Contribution in kind (labor input, material provided by applicant)

2.7 Specific eligibility criteria and eligible investments per sub-sector

In addition to general eligibility criteria, applicants must comply with the specific eligibility criteria defined below.

2.7.1 Non-wood forest products (NWFP), medicinal & aromatic plants (MAP), ornamental plants, mushrooms

The support focuses on improved picking practices, collection, storage and distribution of NWFP and wild MAP. The quality of cultivated MAP, mushrooms and ornamental plants should be improved. Organic production is prioritized

2.7.1.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households, micro, small, and medium sized enterprises.
- Holding a license for collection of NWFP and wild MAP issued by Department of Forestry of MAFRD. Beneficiaries that are not licensed, must initiate the licensing procedures no later than the equipment handover date.
- In case the application concerns organic products, applicants must hold a valid certificate for organic production.

2.7.1.2 Specific eligible investments

- Cultivation & harvesting equipment for cultivated MAP, mushrooms, ornamental plants
- Picking equipment for NWFP (like fruit picking tools, telescopic high-altitude scissors).
- Baskets for carrying harvested products.
- Equipment for weighing, cutting, grinding, shredding, grading, sorting, drying of harvested products (controlled temperature, humidity).
- Containers for transport to collection points.
- Equipment for pasteurization and sterilization
- Storage equipment (shelves, metal constructions, wooden pallets, loading and unloading equipment, etc.)
- Equipment for quality monitoring, control systems, and traceability of reception, storage, processing, packaging, and distribution, including laboratory equipment and instruments for analysis (excluding glassware and small lab tools)
 - Computer equipment and software, including sensors (only those directly connected to eligible equipment)

2.7.2 Agritourism

The support aims to diversify farm-based activities by complementing them with other tourism services such as accommodation, food and beverage services (e.g., catering, bistro), and recreational activities.

2.7.2.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households and micro, small and medium sized enterprises active in the field of agricultural production and/ or agritourism.

For farmers:

To be eligible for application, the permitted capacities after the completion of the investment must not exceed:

maximum number is 16 beds for accommodation, after investment.

maximum number is 40 seats for food and beverage service, after investment

For micro, small and medium enterprises:

To be eligible for application, the permitted capacities after the completion of the investment must not exceed:

maximum number is 30 beds for accommodation, after investment.

maximum number is 60 seats for food and beverage service, after investment.

- Registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency or proving initiated procedure no later than the equipment handover date.
- In case of processing of food and beverages, in case it is required by national law, licensing from the Food & Veterinary Agency (FVA), is required. In case of not possessing this license, the applicant must initiate procedures for licensing no later than the equipment handover date.

2.7.2.2 Specific eligible investments

- Equipment for guest rooms (beds, cupboard, tables, chairs, carpets), sanitary equipment, reception.
- Equipment and machinery for kitchen & other food and beverage infrastructure.
- Furniture for small restaurants, degustation (tasting), and shop at the farm level.
- Equipment and machinery for recreational activities at the farm level.
- ICT and other digital technologies related to the hospitality (i.e., accommodation, food and beverage, and recreational services).

2.7.3 Processing of agricultural products on farm and private households;

Focus is on higher value added and traditional food products processed out of regional / local agricultural raw material.

2.7.3.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households and micro, small and medium sized enterprises active in the field of agricultural production and/or agritourism. Eligible activities are processing of primary agricultural raw material from livestock / meat, milk (cow, sheep, goat etc.), fruits including soft fruits, grape and vegetables, crops, cereals, from own agricultural production or purchased from local and regional farmers, and also processing of dough-based products, including various types of baked goods and traditional sweets. Purchase of raw material from local / regional farmers by contractual provisions should be proved.
- Registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency or proving initiated procedure no later than the equipment handover date.
- For investments that involve the processing of food and/or beverages, licensing from the Food and Veterinary Agency (FVA), if required by national law. In case of not yet possessing this license, the applicant must initiate procedures for licensing no later than the equipment handover date.
- In the case of grape processing, applicants must be registered in the Kosovo Wine Register or have proof confirming the initiation of the registration process, no later than the date of equipment handover..

2.7.3.2 Specific eligible investments

- Equipment for sausage and ham production, fresh meat handling, and vacuum packaging.
- Machinery for processing of raw milk into dairy products such as, cheese, yogurt, cream, butter, and other value-added or fermented dairy products. Includes pasteurizers, homogenizers, storage tanks, separators, cheese-making tools, fermentation tanks, mobile milk processing units and a mini trailer for transporting mobile milk processing units.
- Equipment for processing fruits into juices, marmalades, jams, vinegar, wine, and alcoholic beverages. Includes crushers, shredders, presses, pasteurizers, filters, fermentation and distillation tanks.
- Equipment for producing dried products, spices, and herbal goods from fruits, vegetables, and herbs. Includes solar, air, or mechanical dryers, cutting and slicing machines, sorting equipment, grinders or mills, and sieves.
- Equipment for tea blending, extract and preparation production, and tea packaging, including tea bag packaging machines.
- Equipment for cleaning, washing, sorting, and packaging of vegetables, along with associated storage facilities.
- Equipment for producing bread, pastries, cookies, and cakes. Includes graining equipment, mixers, pots, ovens, weighing tools, cake pans, and cooling systems.
- Small-scale equipment and furnishings for direct marketing at farms or private households, such as shelves, refrigerators, and tables.
- Machinery for processing cereals, nuts, and legumes into value-added products.
- Cold storage equipment, such as refrigerators and freezers, for preserving product quality.
- Sanitation and cleaning systems to maintain hygiene and food safety.
- Computer hardware, software, and sensors (only those directly connected to eligible equipment) for process automation, quality control, and data management.
- Investments in necessary equipment for the implementation of the hazard analysis and critical control points system (HACCP) and international ISO standards.

2.7.4 Honey production

The support targets the improvement of honey production in rural areas to foster its productivity, and beekeepers who want to extend and/ or improve their honey production.

2.7.4.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households, micro and small and medium sized enterprises.
- Minimum number of 50 beehives at the time of application.
- Registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency or proving initiated procedure no later than the equipment handover date.

2.7.4.2 Specific eligible investments

- Beehives with inventory (beehives with antivaro floors).
- Equipment for bee handling, such as smokers, brushes, as well as equipment for honey quality control.
- Honey extraction equipment (centrifuge, opening of honeycomb)
- Wax melter for combs
- Filling and storage equipment
- Small selling points on farm, private house, markets.
- Equipment for prevention and treatment against bee diseases.
- Equipment for the production of honey side-products (propolis, gelee royal-bee milk)
- Equipment for royal jelly extraction and queen rearing, including a complete set of grafting needles, complete set of spatulas for royal jelly extraction, temperature measuring device, humidity measuring device, larva rearing device, cages for queen transport, mating nucs (no more than 100 units), special hives for queen mating (no more than 100 units), special transport refrigerator, deep-freeze refrigerator, incubator).

2.7.5 Non-agricultural activities

The support is targeted at enhancing traditional handcrafts in rural areas by applying new technical equipment, using materials from the region and offering services for agriculture and rural population.

2.7.5.1 Specific eligibility criteria

- Eligible applicants: farmers, members of farm households, micro, small and medium sized enterprises

The following are eligible non-agricultural activities:

- Processing and production of leather, wool, wood, metal, paper/cardboard, stone, pottery/ceramics, and textile-based products
- Production of humus.
- Products and services related to the eligible sub-sectors in this call.

2.7.5.2 Specific eligible investments

- Technical equipment for the production and processing of leather, wood, stone, metal, sheep wool, glass, potter's clay, textile, and paper /cardboard products.
- Technical equipment to produce humus.
- Equipment and materials for selling point for products.
- Equipment for agricultural machinery repair and maintenance services.
- Equipment for storage, distribution.
- Computer equipment and software, including sensors (only those connected to eligible equipment)
- Equipment for producing of items related to the eligible sub-sectors in this call.

2.7.6 Poultry growing for eggs / meat production

Support is targeted at small scale poultry growing for meat and eggs production having increasing chances on the local market. The aim is to increase productivity and to secure food safety and animal welfare.

2.7.6.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households, micro, small and medium sized enterprises
- Number of animals at time of application / end of project:
-

Min. number of animals at application	Min. number of animals at end of project
Laying hen: 300 Broiler: 500 Ducks: 300 Geese; 100 Turkey: 100	Laying hen: 800 Broiler: 1,500 Ducks: 800 Geese; 500 Turkey: 500

- In the case of combined keeping, one goose or one turkey is equal to three (3) chickens or three (3) ducks and the number equivalent to the above-mentioned values must be achieved.
- The minimum required area is: 5 m² for each hen or turkey, and 15 m² for each duck or tom turkey, in accordance with animal welfare standards.
- Registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency or proving initiated procedure no later than the equipment handover date.
- In case of investments in processing of animal products, if it is required by national law, licensing from the Food & Veterinary Agency (FVA), is required. In case of not possessing this license, the applicant must initiate procedures for licensing no later than the equipment handover date.

2.7.6.2 Specific eligible investments

- Fences for free range poultry keeping.
- Nesting boxes, and mobile houses.
- Small incubators in accordance with the production capacity.
- Drinking water bowls.
- Food bowls.
- Equipment for cleaning, sorting, packaging of eggs.
- Manure removal, handling and storage.
- Feeding systems

2.7.7 Aquaculture

The focus is in supporting small-scale freshwater fish farming as a valuable opportunity for diversifying income among rural households and small enterprises. Support may include essential equipment and tools required to ensure the quality, hygiene, and sustainability of fish production.

2.7.7.1 Specific eligibility criteria

- Eligible applicants are farmers, members of farm households, micro and small and medium sized enterprises.
- Fresh fish production must be minimum 5 tons annually at the time of application

- Registration in the Central Register of Registered or Approved Facilities at Food Veterinary Agency or proving initiated procedure no later than the equipment handover date.
- Licensing from the MAFRD is required. In case of not possessing this license, the applicant must initiate procedures for licensing no later than the equipment handover date.

2.7.7.2 Specific eligible investments

- Equipment for water aeration, oxygenation, and monitoring (including air injectors, oxygen sensors, temperature and pH meters, main channel pumps, and side channel pumps).
- Equipment for fish hatchery and breeding/incubation (including tanks or reservoirs for larvae and fingerlings).
- Equipment for fish grading and transport pumps within the farm.
- Equipment for fish feeding.
- Equipment for the transport of live fish (barrel/tanks, oxygen cylinders, and additional transport equipment);
- Equipment for water disinfection, filtration, and purification, including water pumps, protein skimmers or foam fractionators (including valves, pipes, and related devices);
- Equipment for the storage of fresh fish, ice production machines, cooling tanks (containers, pallets, trailers, refrigerated trailers), including auxiliary equipment for the storage of feed, additives, and for handling, loading, and unloading (e.g. forklifts, pallets, conveyor belt systems, weighing equipment).
- Equipment for fish slaughtering and cleaning, handling, disposal, storage, and treatment of waste.
- Equipment for quality monitoring systems, control, and traceability related to farming, storage, and distribution, as well as computer equipment and software, including sensors (only those connected to eligible equipment).

2.8 Financial conditions

2.8.1 Purchase of eligible investment

The equipment and machinery requested by the applicant, as part of the investment project will be purchased and handed over by the contracting authority after the contract is signed between the contracting authority and the beneficiary.

2.8.2 Minimum and maximum investment value

The minimum amount of eligible project investment costs is 5,001 EUR

The maximum amount of eligible project investment costs is 50,000 EUR

2.8.3 Aid intensity

Aid intensity is a maximum of 70 % of eligible project investment costs.

The Contracting authority will procure up to 70 % of the eligible equipment costs. After the beneficiary provides proof of purchase for the remaining 30% of the eligible investment items, the equipment handover will take place.

Each item within the project budget must be fully covered either by GIZ (100%) or by the applicant (100%). Cost-sharing on a single item (e.g., 50% by GIZ and 50% by the company) is not permitted.

2.8.4 Duration of the investment project

Duration of the investment project can be maximum 12 months.

2.8.5 Financial reporting

The grant foresees the submission of the financial report during the contract duration, before equipment handover from the contracting authority. Beneficiaries must present investments made through their own contribution and justify deviations. Details on the preparation of the financial reports are made available to successful applicants.

2.9 Procedure of application submission

2.9.1 Call for applications

The call for applications is published at the MAFRD's and AAD's website and social media, as well as GIZ social media. Potential beneficiaries are invited to submit their applications.

2.9.2 Application period and submission methods

The call for applications will be open for 2 months. The application period will be announced separately.

During this period, the application form along with all required documents must be submitted electronically via the following link: <https://rural-development-kosovo.grantplatform.com/>.

Alternatively, applicants may submit a hard copy of the full application package to the respective municipality's Officer for Agriculture and Rural Development. The forms must be completed electronically (on a computer) and not handwritten.

2.9.3 Full application package

The applicants must submit a complete application file containing:

- Application form signed (see Annex 01)
- Technical proposal (see Annex 02)
- Budget, ROI and Cashflow see Annex 03)
- Supporting documents (see Annex 04)
- Declarations (see Annex 05)
- All documents must be signed.

2.9.4 Supporting documents

Supporting documents are required to prove the eligibility of your application and compliance with the defined common and specific eligibility criteria (see the list of supporting documents in Annex 04).

2.9.5 Declarations

Declarations are pre-prepared; please read them carefully. The acceptance and signature of the declarations is mandatory for further processing of your application (see declarations in the Annex 05)

2.9.6 Application development

This application guideline supports the development of a complete application. Additionally, applicants can take part in consultation meetings free of charge to prepare their applications. Dates and locations for the consultation meetings will be announced separately.

2.9.7 Application processing

The submitted application including all required documents and information undergoes following processing and control steps:

- i) Completeness check
- ii) Eligibility check
- iii) On-the-spot control
- iv) *Ranking of applications*
- v) Selection of applications

i) Completeness check

All submitted documents of the application package are checked regarding their completeness. In case of small omissions, the missing information and documents are requested in writing from the applicant. Examples of minor omissions include:

- Application is missing some data or document(s)
- Signature on declarations is missing
- Arithmetical errors
- Etc.

The applicant is given up to 5 working days to submit the missing document(s) and information. In case the deadline is not met, or documents and information are not delivered as requested, the application is rejected.

The application is rejected without requesting submission/ resubmission of documents in case of major omissions such as (examples):

- Project does not comply with the sub sectors of LOT 2.
- Application is submitted after the announced deadlines.
- Missing application form or technical proposal
- .Etc.

ii) Eligibility check

The eligibility check aims at determining the compliance of the application with the eligibility criteria for financing such as, eligible beneficiaries, general and specific eligibility criteria, signed declaration, eligible investments and other criteria, based on the guideline for applicant's package.

iii) On-the-spot control on project site

The control is announced in advance when an controller will visit your project site. The on-the spot control is carried out before ranking of the application.

iv) Ranking of application

Applications which have passed positive completeness and eligibility checks, as well as positive on-the-spot check undergo the ranking process. For this purpose, a set of selection criteria and attributed scores are defined (see tables in section 2.10 Selection criteria). The applications are ranked according to the achieved scores. The applications with the highest scores are selected for the grant award.

v) Selection of beneficiaries

After the ranking, the successful applicants-grant beneficiaries are selected, and contracting procedures begin.

2.10 Selection criteria

Applications having the potential to mostly contribute to the achievements of the grant objectives and specifically LOT 2 objectives shall be selected. The selection is done according to selection criteria (see Table 01- Table 07) predefined for each sub sector. For the promotion of a result-orientated approach a minimum threshold of 50 scores is set. Applications below 50 scores are not eligible.

Table 01. Sub-sector 701 - Non-wood forest products (NWFP) including medicinal and aromatic plants (MAP), mushrooms and ornamental plants.

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Investment targets new products and improved quality	15
5	Project is in mountainous area	10
6	Project enhances cooperation with local people as collectors, other businesses & farmers for socio economic development of rural area	10
7	Investment promotes organic production of cultivated MAPs, mushrooms, ornamental plants	7
8	Applicant is young farmer, entrepreneur (under 40 years of age at the time of application)	5
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	<i>Total scores</i>	100

Table 02. Sub-sector 702 – Agritourism

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Project aims to create new services and improve quality in agritourism field	15
5	Project is in mountainous area	10
6	Project strengthens cooperations with other farmers, businesses, local actors for socio economic development of rural area	10
7	Investments in cultural heritage activities or products	7
8	Applicant is young farmer /entrepreneur (under 40 years of age at the time of application)	5
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	<i>Total scores</i>	100

Table 03. Sub-sector 703 - Processing of agricultural products on farm and private households

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	The project creates new job (s) and/or maintains jobs	15
3	The project considers the sustainable use of natural resources (water reuse, waste management, renewable energy for own consumption, etc.)	15
4	The project targets higher value-added products as well as traditional products	15
5	The project is in a mountainous area	10
6	Processing of agricultural raw materials mainly produced at local/regional level	10
7	The project strengthens collaborations between farmers, businesses, local actors for the socio-economic development of the rural area	7
8	Applicant is a young farmer/entrepreneur (under 40 years old at the time of application)	5
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	<i>Total scores</i>	100

Table 04. Sub-sector 704 - Honey production

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Project targets improved honey quality, new products from beekeeping	15
5	Project is in mountainous area	10
6	Project strengthens cooperations with other honey producers, local businesses for socio economic development of rural area	10
7	Project targets to increase number of beehives and honey production quantity	7
8	Applicant is young farmer, entrepreneur (under 40 years of age at the time of application)	5
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	<i>Total scores</i>	100

Table 05. Sub-sector 705 - Non-agricultural activities

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Project targets traditional handicraft and new products	10
5	Investment targets innovative services for rural economy, agriculture, food sector	10
7	Project strengthens cooperations with other farmers, restaurants, agritourism businesses for socio economic development of rural area	10
6	Project is in mountainous area	10
8	Applicant is young entrepreneur (under 40 years of age at the time of application)	7
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	<i>Total scores</i>	100

Table 06. Sub-sector 706 - Poultry growing for eggs and meat production

	<i>Selection criteria</i>	<i>Scores</i>
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Project focus is on improved quality of eggs & poultry meat	15
5	Project strengthens cooperations with other farmers, restaurants, agri tourism businesses for socio economic development of rural area	10
6	Project is in mountainous area	10
7	Investment tends to deepen processing level in the value-chain	7
8	Applicant is young farmer, entrepreneur (under 40 years of age at the time of application)	5
9	Applicant is a female	5

10	Applicant belongs to a minority group	3
	Total scores	100

Table 07. Sub-sector 707 – Aquaculture

	Selection criteria	Scores
1	The project strengthens economic sustainability	15
2	Project creates new job(s) and / or maintains jobs	15
3	Project considers sustainable use of natural resources (water reuse, recycling or upcycling of waste, renewable energy for own consumption, etc.)	15
4	Project increases quality of fresh fish and fish products	15
5	Project strengthens cooperations with other fish farmers, local tourism/ restaurants, other local actors for socio economic development of rural area	10
6	Project is in mountainous area	10
7	Investment in growing new fish varieties	7
8	Applicant is young fish farmer, entrepreneur (under 40 years of age at the time of application)	5
9	Applicant is a female	5
10	Applicant belongs to a minority group	3
	Total scores	100

2.11 Other issues

2.10.1 Notification on decision of the application

Applicants will be informed in writing of the decision of the Contracting authority concerning their application; In case of positive assessment/ decision the applicants will be invited to sign the contract, and, in case of rejection, the Contracting authority informs them on the reasons for the negative decision.

2.10.2 Complaints

Applicants can submit their written complaints directly to the email address: ep.kosovo@giz.de within eight (8) working days starting from the date of issuing the notification on the rejection of the application. The complaint should state why the applicant believes that the decision on the rejection is not correct, whether there is an indication of an error or irregularity during the award process. After reassessment of the complaint file, the contracting authority will reply in writing.

2.10.3 Procurement of goods and services by the beneficiary

After signing the contract, the beneficiary starts the purchase of the investment items by asking for offers from potential suppliers. Please note that any offer or purchase made prior to the contract signing date is not eligible. The companies invited to submit offers must not be related to each other or to the applicant (not be relatives or business related).

The invitation to suppliers must indicate the technical specifications (type, model, capacity, power and other main characteristics) for each investment item the offer is asked for.

The offers must include main elements such as.

- date of issue of offer,
- name of supplier,
- registration number in the business register,
- reference to the invitation to submit an offer,
- detailed technical specifications for equipment & machinery, installation service & testing,
- price incl. discounts (net, VAT and other taxes separately quoted),
- validity of the offer to be proved by signature of the legal representative.

The beneficiary makes a comparison of the received offers. If the offer with the lowest price for the requested equipment is not selected, the applicant must provide a meaningful justification for the decision.

The language of the offers can be Albanian and/ or Serbian. In case of offers in another language offers must be translated.

2.10.4 Visibility

Each beneficiary is required to place a highly visible sign indicating that the investment has been co-financed by the Project “**Support for the Sustainable Development of the Agricultural Sector in Rural Areas through the Diversification of Activities**” with financial support from the Government of the Republic of Kosovo, represented by the Ministry of Agriculture, Forestry and Rural Development and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). Instructions regarding the size, font, and logo will be provided by the contracting authority.

2.10.5 *Final Remark*

The contracting authority shall not bear any costs and expenses incurred by any applicant during the competition and shall retain right to accept or refuse completely any offer, annul, or repeat the procedure at any time before the execution of a contract, holding at the same time no liability towards the applicants, and shall have no responsibility to provide reasons for such decision.