



Contracting authority:

Roma Entrepreneurship Development Initiative – REDI Serbia

IPA III/2024/457-197

**EU SUPPORT TO REDI PHASE II:
ADVANCING ROMA ENTREPRENEURS IN THE WESTERN BALKANS
AND TÜRKIYE**

Guidelines for grant applicants

Budget line: 6.1. Grant scheme

Reference: SRB-MNE.GRANT. 2026/01

Deadline for submission of full application: 18.03.2026

Table of contents

1. IPA III/2024/457-197, EU SUPPORT TO REDI PHASE II: ADVANCING ROMA ENTREPRENEURS IN THE WESTERN BALKANS AND TÜRKİYE	.4
1.1. Background	4
1.2. Objectives of the programme and priority issues	4
1.3. Financial allocation provided by the contracting authority	4
2. Rules for this call for proposals	5
2.1. Eligibility criteria	5
2.1.1. Eligibility of applicants	6
2.1.2. Eligible actions: actions for which an application may be made	8
2.1.3. Eligibility of costs: costs that can be included	9
2.1.4. Ethics clauses and Code of Conduct	10
2.2. How to apply and the procedures to follow	11
2.2.1. Application forms	12
2.2.2. Where and how to send applications	12
2.2.3. Deadline for submission of applications	13
2.2.4. Further information about applications	13
2.3. Evaluation and selection of applications	14
2.4. Notification of the Contracting Authority's decision	15
2.5. Conditions for implementation after the contracting authority's decision to award a grant	17
2.5.1. Grant Agreement and Payment Structure	17
2.5.2. Grant Contract Framework	19
3. List of annexes	19

NOTICE

This grant programme is implemented under a two-stage application procedure.

Applicants are required to submit all application forms and supporting documents specified in this Guidelines as a complete application package, in one submission, by the application deadline. The second stage of the application process will be interviews with the applicants who have met the criteria.

There is no concept note stage under this call for proposals. Applications will be submitted and assessed directly on the basis of a full application.

After submission, applications will be processed as follows:

- An administrative eligibility and document completeness check will be conducted first.
- Applications that are administratively compliant will proceed to technical and financial evaluation.
- Applications that meet all the criteria will progress to the interview stage/final stage of evaluation process.
- Applications containing missing documents or not complying with the format and requirements set out in this Guidelines may be rejected without further evaluation.

Applicants are strongly advised to carefully review these Guidelines before preparing their application and to ensure full compliance with all requirements.

1. GRANT PROGRAM WITHIN THE SCOPE OF “IPA III/2024/457-197, EU SUPPORT TO REDI PHASE II: ADVANCING ROMA ENTREPRENEURS IN THE WESTERN BALKANS AND TÜRKİYE”

1.1. BACKGROUND

The EU Support to REDI Phase II builds upon the first phase of the program launched in 2021, which aims to strengthen Roma entrepreneurship in the Western Balkans through improved access to finance, mentorship, and business development services. This initiative aligns with broader EU policy frameworks, including the Roma Strategic Framework for Equality, Inclusion and Participation (2020–2030), the Economic and Investment Plan for the Western Balkans (2021–2027), and the Poznan Declaration (2019), which set specific targets for Roma employment and inclusion.

REDI has demonstrated its capacity to deliver impactful interventions, including the establishment of Roma Business Clubs, digital skills programs, and green transition pilots. These efforts have contributed to formalizing informal work, enhancing access to financial institutions, and promoting sustainable economic practices. Phase II expands the program’s geographic scope to include Montenegro, with a continued focus on inclusive growth, digitalization, and sustainability. The program is supported by the European Commission’s Directorate-General for Enlargement and Eastern Neighborhood (DG ENEST) and is implemented under the Instrument for Pre-accession Assistance (IPA III).

1.2. OBJECTIVES OF THE PROGRAM AND PRIORITY ISSUES

The global objective of this call for proposals is:

The overarching goal of this Call for Proposals is to improve employment and the economic situation of Roma and Egyptians communities in Montenegro by advancing inclusive economic empowerment across the Western Balkans and Turkiye. To achieve this, the grant program provides targeted financial and technical support to Roma entrepreneurs.

The specific objective(s) of this call for proposals are:

- To encourage formal and sustainable employment of Roma and Egyptians in Montenegro and to support Roma owned businesses to grow.

The priority of this call for proposals is:

- Employment of Roma and Egyptian community - women and youth (aged 18-35).

1.3. FINANCIAL SUPPORT TO BE PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 30 000** for **this round**. The contracting authority reserves the right not to award all available funds.

Size of Grants

Under this call for proposals, only grants up to EUR 5 000 EURO will be given.

Eligible costs

Under this call only costs for salaries, mandatory tax, social and health contributions and optional costs for related counting expenses are eligible.

Grant Contribution to Eligible Costs

Beneficiaries of these grants are requested to co-finance at least one month of employment under the same conditions as given for those that are financed under the granting scheme.

2. RULES FOR THE CALL FOR PROPOSAL

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).

All rules regarding the grant program are in conformity with the Granting Methodology Prepared by REDI.

2.1. ELIGIBILITY CRITERIAS

2.1.1 Eligibility of Applicants

1. Eligibility criteria

To be eligible under this grant scheme, applicants must meet the following requirements:

- **Formality of business:** The business must be formally registered in the Republic of Montenegro.
- **RE Ownership or Employment:** The business must be owned by Roma or Egyptian, **or** the new employee hired must be a member of the RE community.
- **Employment Commitment:** Applicants must commit to employing a RE individual for **at least 6 months**.
- The grant scheme can only be used for new employees, rehiring of the past employees of the company is not eligible under this grant scheme.
- **Location:** The business and created position must be based in Montenegro.
- **Exclusions:** political parties, religious institutions, or businesses involved in illegal or environmentally harmful activities are not eligible for this grant.
- Please note that **special priority** will be given to employment of RE women and youth (aged 18-35).

The following applicants are not eligible to receive grants under this program:

- Political parties, religious institutions, or organizations affiliated with them;
- Entities or individuals involved in illegal, discriminatory, or environmentally harmful activities;
- Applicants who fail to submit complete application materials or provide false information.
- Employees of REDI, former employees (within the last 12 months), and their immediate family members (spouse, partner, parents, siblings, or children) are strictly prohibited from participating in the grant as direct beneficiaries, subcontractors, or vendors. Any actual or perceived conflict of interest must be declared

in advance. Failure to disclose such relationships may lead to disqualification, contract termination, or recovery of funds.

2.1.2. Eligibility of Actions: Actions for which an application may be made

Duration

The initial planned duration of an action may not be lower than 6 months and not exceed 12 months.

Location

Actions must take place in the following country: Montenegro

Eligible actions

Under this Call for Proposals, applicants may submit only employment proposals.

Human Resources

- Hiring new employees to support core business operations.
- Creating employment opportunities for Roma youth and/or women.
- Strengthening internal capacity through new staff recruitment.

Number of applications and grants per applicants / affiliated entities

The applicant may not submit more than 1 application(s) under this call for proposals.

The applicant may not be awarded more than 1 grant(s) under this call for proposals.

Ineligible costs

The following cost items are not eligible for reimbursement under this grant scheme:

1. Human Resources

- Salaries or fees paid to existing staff not newly recruited for the project.
- Payments to consultants, freelancers, or external service providers not engaged through formal employment contracts.
- Performance-based bonuses, premiums, awards, or other discretionary or non-contractual payments.
- Bonuses included in staff costs, regardless of contractual status.
- Severance payments, compensation for termination, or retroactive salary adjustments.

Financial support to third parties

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission (Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu)).

2.1.4. Ethical Rules

a) Absence of conflict of interest

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

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

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment

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

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

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such a self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

Detailed ethical rules and practice guidelines are included in Guidelines on Ethical conduct

A signed copy of this document is required in the application file.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Application Form

- Applications must be submitted in accordance with the instructions in the grant application form
- Applicants can prepare their applications in Montenegrin.
- Handwritten applications will not be accepted.
- Applicants are required to complete all sections of the application form. Failure to complete the application may result in rejection for this sole reason.
- In order to ensure proper evaluation, the application form must be completed carefully and as clearly as possible.
- Inconsistencies in other application documents may lead to rejection of the application.
- A request for clarification from the applicant will only be made if the information provided is not sufficiently clear and this prevents the contracting authority from making an impartial assessment.
- Please note that only the full application form and the required printed annexes are specified in section 2.2.2. will be submitted for consideration. Therefore, it is crucial that the documents contain all relevant project information.

2.2.2. Where and how to submit applications

Application documents must be submitted in both electronic and hard copy formats. The electronic version can be sent via email. Printed documents must be submitted in one original and two copies in A4 size, along with the attachments specified below.

Applications submitted solely in electronic or printed format will be deemed invalid. For an application to be considered valid, it must:

- All application documents must be submitted in a sealed envelope in hard copy.
- The electronic version should be sent by email or placed in a sealed envelope on a flash drive.
- The electronic and printed versions must be identical in terms of content. In the event of any discrepancies, the printed version will prevail.

Information That Must Be Included on the Envelope:

- Call for proposal reference number: SRB-MNE.GRANT.2026/01
- Applicant's full name and full address

Applications must be submitted in a sealed envelope by one of the following methods:

- Registered mail with return receipt
- Private cargo company
- Hand delivery

Application Address:

Inicijativa za razvoj romskog preduzetništva

Svetozara Markovića 7/4 Niš 18 000

Republika Srbija

Reference: SRB-MNE.GRANT.2026/01

Applicants must submit all required attachments in their application file. Incomplete applications may not be considered.

To facilitate the review of applications, the original file and should be submitted in A4 size and in the following order:

1. Completed REDI online application form with all supporting documents:

1. Employment plan with the budget estimation for the cost of employment of the new employee, employer's contribution and related accounting costs (inclusion of accounting costs is optional) (Annex 2.1)
2. Anti-fraud Declaration (Annex 2.2)
3. Confirmation of Genuine Employment (Annex 2.3)
4. Financial Management Declaration (Annex 2.4)
5. GDPR Declaration (Annex 2.5)
6. Declaration of Intent to Employ (Annex 2.6)
7. Roma/Egyptian Self-Declaration of the business owner and/or employee (Annex 2.7)
8. Whistleblowing and Whistleblower Protection Protocol (Annex 2.8)
9. Guidelines on Ethical Conduct (Annex 2.10)

2. Valid ID of the owner (Roma/Egyptian self-declaration included if applicable - Annex 2.7).

3. Business registration certificate

4. CV of the potential employee (Annex 2.9)

5. Draft Employment Contract

6. Bank Account Details of your Company

7. Certificate issued by the Employment Agency of Montenegro confirming the unemployment status of the candidate.

Applicants cannot apply more than once within the same application round. However, applicants may reapply for subsequent rounds.

2.2.3. Deadline for submission of applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service.

In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip.

The deadline for submitting applications is 18.03.2026, 17:00 (CET).

- For applications sent via mail or courier, the date of dispatch, revenue stamp or payment date will be taken as the basis for confirmation of the deadline.
- The deadline for electronic applications submitted via email is again 18.03.2026, 17:00 (CET).

Applications submitted after the specified date and time will not be taken into consideration.

For reasons of administrative efficiency, the contracting authority may reject applications sent by post on time but received after the deadline for any reason beyond the control of the contracting authority, if this significantly delays the evaluation procedure or creates problems with decisions already taken and notified.

Any application submitted after the deadline will be rejected.

2.2.4. Additional information regarding the applications

As part of this call, an online information session will be held on 27.02.2026, at 11:30 a.m. (CET). The public link to participate in the meeting will be shared on the Redi Serbia Instagram account.

Questions regarding the application can be sent by email until 17:00 (CET) on 09.03.2026 clearly stating the reference number and title of the call for proposals, to the following email address:

Reference: SRB-MNE.GRANT.2026/01

Email: rediserbia@redi-ngo.eu

The contracting authority is not obliged to consider questions submitted after the specified date and time.

In order to ensure equal treatment of applicants, the contracting authority does not give applicants a prior opinion on the eligibility of the project or a particular activity.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria. If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

Once applications are received, they are subjected to a structured three-tiered evaluation process.

Layer 1: Administrative and Technical Evaluation (Evaluation Team)

Evaluation Method:

- Each application is scored by two evaluators.
- If there is more than a 30% difference between scores, a third rater is assigned.
- The final score is determined by averaging the third evaluator's score and the closest of the first two scores.
- Assessors may conduct administrative and technical assessments sequentially or simultaneously; however, technical scoring begins after administrative eligibility is confirmed.

Key Points:

- If the deadline is not met, the application will be automatically rejected.
- All criteria in the Application Form and Document Checklist must be met, including the eligibility of the project topic. Applications containing incomplete or inaccurate information will be rejected for that sole reason and will not be considered further.
- Eligible applications that meet the technical threshold criteria will be advanced to the next stage.

Layer 2: Interview stage

All applicants who fulfill the requested criteria will be invited for the interview stage to present their employment plans in more detail. Based on the outcome of this stage, a list of candidates will be passed to the Project Management Committee.

Layer 3: Strategic Assessment and Preliminary Approval

The Project Management Committee is the central coordinating and decision-making body for advancing applications to the contracting stage. It validates the Evaluation Grid and ensures that applications align with REDI's mission and priorities. The PMC consists of the following members: the Director (Chair), Grant Program Officers (GPOs) or designated evaluators, the Finance Officer (appointed by the CFO), and Observers (non-voting): which could be Communications Officer and Country Facilitators.

Decision Making Process:

- A simple majority of members with voting rights at the meeting or via teleconference is sufficient for the decision.
- Decisions are taken by majority vote or consensus. In case of disagreement, the Director makes the final decision or refers the matter to the Council.
- PMC may reject applications that do not align with REDI's priorities; even if they receive high scores, they may advance the application to the next ranked application.
- In exceptional circumstances, the ranking may be changed in light of new and relevant information; such change requires approval from at least one assessor or the Director.

Evaluation criteria and scoring:

Only applications that have all documents submitted will be reviewed. The following evaluation criteria will be applied to this call:

1. Impact on economic inclusion of the Roma/Egyptian Community and Employment of priority groups - 40 points maximum
 - Business is owned by Roma/Egyptian 10pts
 - New Employee is Roma/Egyptian 10pts
(Both can apply; max -20 points)
Priority groups inclusion:
 - Roma/Egyptian woman employed: -10 points
 - Roma/Egyptian youth (18–35) employed: -10 points
(Both can apply; max -20 points)
2. Feasibility & readiness to hire – 40 pts maximum
 - Potential candidate already identified and short CV attached - 10pts
 - Employment of the individual registered with the National Employment Agency as unemployed - 10 pts
 - Job role and duties clearly defined 10pts
 - Draft employment contract attached 10pts
3. Sustainability evidence – 20 points maximum

Objective, document-based ladder (the highest level met):

- 0 points No evidence of employment continuing beyond the 6 months.
- 5 points - for 1 additional month beyond 6 months (Signed retention intent to keep the employee (by indicating additional months of employment in Annex 2.1 & 3.1. Employment plan and Budget estimation and employment contract)

- 10 points - for 2-3 additional months of employment beyond the initial 6 months (Signed retention intent to keep the employee (by indicating additional months of employment in Annex 2.1 & 3.1. Employment plan and Budget estimation and employment contract)
- 15 points - for 3-6 additional months of employment beyond the initial 6 months (Signed retention intent to keep the employee (by indicating additional months of employment in Annex 2.1 & 3.1. Employment plan and Budget estimation)
- 20 points - for permanent employment contract (draft employment contract attached)

Minimum technical threshold: 50/100 points. Ties broken by: (1) Points on women/youth employment, (2) more guaranteed months of employment.

NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. Content of the Decision

The applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

Following the completion of the selection and approval process, successful applicants proceed to the pre-contracting phase, which includes final administrative checks on the project scope, deliverables, and milestones, and the signing of the formal contract.

This section describes the procedures, conditions, and policies for making grant payments and managing the contractual relationship between REDI and grant recipients.

The aim is to ensure that grants are distributed effectively, transparently and in line with intended business objectives, while also ensuring that full compliance with EU financial regulations and REDI's internal governance framework is maintained.

2.4.2. Projected Schedule

Type:		Round 1
Period:		February 2026 – May 2026
Order	Activity	Deadline
1	Publication of the Call for Proposals	February 19, 2026
2	Announcement of the online information meeting	February 19, 2026 – 26 February, 2026
3	Online Information Meeting	27 February, 2026
4	Application Deadline	March 18, 2026
6	Administrative and Technical Evaluation of Application Files	March 19 th – March 30 th 2026
7	Interviews - by the Selection Committee	March 30 th – 3 rd April 2026
8	Meeting of the REDI's Grants Committee	April 3 rd - 10 th April 2026

9	Announcement of the Grant beneficiaries	April 10 th 2026
10	Signing of Contracts	April 10 th – 30 th April 2026

All times are determined according to the time zone of the country where the Contracting Authority is located. The proposed schedule (excluding dates 1, 2, 3 and 4) may be updated by the Contracting Authority during the procedure. In such a case, the updated schedule will be published on the <https://redisrbija.rs/>

2.4. CONDITIONS FOR PROJECT IMPLEMENTATION FOLLOWING THE CONTRACTING AUTHORITY'S GRANT AWARD DECISION

2.5.1. Grant Agreement and Payment Structure

Following the award of a grant, the beneficiary(ies) will be offered a contract based on the contracting authority's standard grant agreement. If awarded a grant, applicants declare their acceptance of all provisions of the standard grant agreement.

5. Contracting

The Contract should be signed within 15 working days after the official announcement of the list of grant recipients. The contract is signed on a minimum period of six months and commences with the first day of the new hire engagement.

Funds approved for the Grant will be disbursed to the Beneficiary in two installments. Approved funds will be paid to the Beneficiary as follows:

Instalment 1: 60%, which covers the first three months of employment, will be paid to the Beneficiary no later than 15 working days after the Beneficiary signs the Contract and provides proof of labour registration.

Instalment 2: 40%, up to 15 working days upon receiving the proof of payment of the employment costs for the first four months of employment (3 financed by REDI and 1 by the employer).

Eligible Milestones for the First and Second Installments

To qualify for the second installment of the grant, recipients must demonstrate tangible progress aligned with the approved employment plan. The following milestones must be achieved and documented accordingly:

Particular emphasis is placed on the employment of Roma youth and/or women. Grant recipients must provide verifiable evidence of new employment created under the project.

Acceptable documentation includes:

- Signed employment contracts or agreements
- Payroll records
- Social security registration documents
- Bank payment receipts confirming salary disbursement

Receipts of the accounting costs if the granting funds have been used for this purpose

In case of misuse of the grant, expenditures in violation of the contract provisions, or failure to submit the required reports on time and in accordance with the procedure, the Contracting Authority has the authority to exercise its legal rights and initiate the necessary legal proceedings within the framework of the relevant legislation and contract provisions.

In this context, the reclaiming of the grant, termination of the contract or other appropriate administrative and/or legal sanctions may be applied.

2.5.2. Grant Contract Framework

All grant agreements will be drafted using REDI's standard grant agreement template. This template complies with the following regulations:

The EU's PRAG external aid guidelines (version 2021.1), DG ENEST General and Special Conditions and grant-funded programmes, REDI's own internal procedures, code of ethics and financial controls.

3. ANNEXES

Documents to be added to the application file along with the application form:

1. **Completed REDI application form** with all supporting documents:
 1. Employment plan with the budget estimation for the cost of employment of the new employee and REDI's contribution and related accounting costs (inclusion of accounting costs is optional) (Annex 2.1)
 2. Anti-fraud Declaration (Annex 2.2)
 3. Confirmation of Genuine Employment (Annex 2.3)
 4. Financial Management Declaration (Annex 2.4)
 5. GDPR Declaration (Annex 2.5)
 6. Declaration of Intent to Employ (Annex 2.6)
 7. Statement of Nationality (if applicable) (Annex 2.7.)
 8. Whistleblowing and Whistleblower Protection Protocol (Annex 2.8)
 9. Guidelines on Ethical Conduct (Annex 2.10)
2. **Valid ID of the owner** (Roma self-declaration included in applicable - Annex 2.7).
3. **Business registration certificate**
4. **CV of the potential employee (Annex 2.9)**
5. **Draft Employment Contract**
6. **Bank Account Details of your Company**
7. **Certificate issued by the Employment Agency of Montenegro confirming the unemployment status of the candidate.**

APPLICANT CHECKLIST

Applicants are strongly advised to verify compliance with all items below prior to submission. Failure to meet any of the requirements may result in administrative rejection of the application.

1. ACTION AND BUDGET

- The proposed action has a duration between 6 and 12 months (apart from the permanent contract)
- The budget includes only eligible costs, in accordance with the Guidelines
- VAT is excluded from all budget lines
- No ineligible costs (including but not limited to rent, debts, penalties, interest, or fines) are included

2. APPLICATION DOCUMENTS (COMPLETE AND SIGNED)

- REDI application form**
- Annex 2.1. Employment plan with the budget estimation for the cost of employment
- Annex 2.2. – Anti-fraud Declaration
- Annex 2.3. – Confirmation of Genuine Employment
- Annex 2.4. – Financial Management Declaration
- Annex 2.5. – GDPR Declaration
- Annex 2.6. – Declaration of Intent to Employ
- Annex 2.7. – Roma Self-declaration (if applicable)
- Annex 2.8. - Whistleblowing and Whistleblower Protection Protocol
- Annex 2.9. - CV of the potential employee (if applicable)
- Annex 2.10. - Guidelines on Ethical Conduct
- Business Registration Certificate
- Valid ID of the owner
- Draft Employment Contract
- Bank Details of your Company
- Certificate issued by the Employment Agency of Montenegro confirming the unemployment status of the candidate.

3. SUBMISSION FORMAT

- All application forms were completed electronically; handwritten forms were not used
- All documents were printed and duly signed
- One original is submitted
- An electronic version of the full application file in Word format was prepared (email)
- The hard copy and electronic versions are identical in content
- The sealed envelope clearly indicates the reference number and full name and address of the applicant

4. DEADLINE AND SUBMISSION CONDITIONS

- The complete application package was submitted before 18 March – 17:00 (Montenegro local time)
- The application was submitted as one single, complete package
- The electronic version submitted by email was sent before 18 March – 17:00 (Montenegro local time)