



## LIONS CLUB SEREGNO AID We Serve



### ANNO SOCIALE 2022-2023

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Distretto 108 Ib 1  
CIRCOSCRIZIONE V^  
ZONA B

Omologato 6 Maggio 2016  
Charter Night 11 Giugno 2016

Lions Guida

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**"Water is life!" - Call 2022 for the co-financing of an international cooperation project for the construction of drinking water supply systems. Funds from World Water Day Photo Contest by Lions Club Seregno AID.**

**TRANSLATION IN ENGLISH LANGUAGE  
OF THE ORIGINAL PUBLICATION IN ITALIAN LANGUAGE  
In case of dispute, the original Italian language version will prevail**

### 1 - Aimes and objectives

Lions Club Seregno AID supports an international cooperation project that promotes the access to water resources, with respect to the environment and sustainable development in a limited-resources country.

### 2 - Reference regulations

- Dlg 117/2017 “ Codice del Terzo Settore”
- DGR 951/11.12.2018 “Linee guida per la cooperazione internazionale di Regione Lombardia”
- Lions Club Seregno AID Statute
- Resolution of the Board of Directors of the Lions Club Seregno AID - October 11th, 202
- Resolution of the Executive Board of Lions Acqua per la Vita MD 108 ETS - October 17th, 2022

### 3 - Candidates to the funding

"Civil society organizations" can apply for co-financing, stating that:

- they are registered in the registers recognized by the administrative authorities of the respective countries
- they have carried out documented international cooperation activities in limited-resources countries in the two years preceding the date of publication of the notice
- they have the resources, personnel and organizational structure needed for the implementation of cooperation activities

The intervention should be carried out jointly by:

a **Project Leader**

a **Local Counterpart** in the country of intervention

one or more **Partner Subjects**

any **other** national and international subjects

#### a) **Project Leader**

The role of Project Leader must be entrusted to an organization that:

- contributes income and expenses to the project (costs and revenues)
- pays as a collector of contributions and is responsible for the correct transfer of the amounts pertaining to the Partners and the Local Counterparty: it will be required to document this activity when reporting
- carries out a necessary and qualifying activity for the project implementation
- assumes the coordination of the various interventions and activities and holds the powers of representation of the Partners
- is a privileged interlocutor for the results of the project and any requests for remodeling and audits
- supervises the reporting produced by the partners and the Local Counterpart
- is responsible for the formal presentation of the project and for sending all necessary documentation in the name and on behalf of the partnership

**b) Local Counterpart**

Public or private entity of the country of intervention involved in all phases of the project cycle starting from its conception, with a decisive role in the local development process to be promoted

**c) Partner**

Entity contributing to the project income (also in the form of equipment / machinery) and charges (costs and revenues)

**d) Altri soggetti**

Lenders (entities that contribute only revenue elements to the project)

Network subjects (involved in various ways, but not beneficiaries of part of the contribution)

**Partnership Agreement**

The formalization of the relationship between the parties in the partnership, for the purposes of carrying out the project, must take place through a "Partnership Agreement" signed by the legal representative of the leader, the partners and the local counterpart, containing the following elements:

- scope, object and duration of the agreement
- commitments, including financial and economic commitments, undertaken by each individual partner in the partnership
- roles assigned to the members of the agreement

Subjects not eligible for the partnership agreement:

- political parties and entities that carry out direct or indirect political propaganda to influence the legislative process and election campaigns
- subjects who aim to limit the freedom and dignity of citizens or to promote any form of discrimination
- single people

**4 - Fundable projects**

Initiatives aimed at supplying drinking water to disadvantaged populations in countries with limited resources, in compliance with human rights, respect for the environment and sustainability.

The submitted projects must:

- be written in Italian or English, with currency in Euro (€)
- formulate a request for a grant, to cover investment costs, not exceeding 50% of the project costs, up to a maximum of € 15,000.00
- provide for expenses for Italian expatriate personnel (including travel expenses) not exceeding 20% of the sum of all other project costs
- provide for the enhancement of volunteering for a value not greater than 20% of the sum of all other costs
- provide for overheads not exceeding 7% of the sum of all other costs
- be completed by 31 12 2023

Inadmissible initiatives:

- project proposals in continuity and / or integration of projects already funded by other international calls
- proposals not falling within the areas of intervention indicated in the call
- interventions promoted by Italian organizations without the involvement of Local Counterparts
- continuation of projects that are not innovative, developmental and different from a previous situation
- projects that do not foresee measurable results
- interventions of only mapping, research and definition of the need
- simple fundraising initiatives and contact with the various subjects involved in the project
- ordinary management of the activities usually carried out by organizations

The co-financed initiatives must not constitute the exercise of economic or entrepreneurial activity or the offer of goods and services on the market.

**Project duration**

The projects must be implemented and reported by 31 12 2023.

## 5 - Eligible expenses and minimum and maximum eligibility thresholds

Eligible expenses must be attributable exclusively to investment expenses.

All expenses are eligible from the date of publication of the Call on the website [www.worldwaterday.it](http://www.worldwaterday.it)

The expenses incurred (expense receipts) must be receipted (payment receipts) within the deadline for the transmission of the report and in any case by 31 12 2023

## 6 - Phases and times of the procedure

### 6a - Presentation of the proposals

The application form (attachment A), signed by the legal representative of the Project Leader, must be submitted **exclusively to the certified e-mail address [lcseregnoaid@pec.it](mailto:lcseregnoaid@pec.it)** from 12.00 on 21 10 2022 and by 12.00 on 31 12 2022

Verification of the updating and correctness of the data on the profile is the sole responsibility and responsibility of the applicant.

The applicant must attach the following documentation to the application form:

#### **Project documentation**

- Project sheet (accompanied by the logical framework and time schedule, specifying the commitment of each partner) digitally signed or with handwritten signature by the legal representative of the Project Leader, attaching a valid identity document (Annex B)
- Partnership agreement (Annex C) digitally signed or with handwritten signature of the legal representative of the Project Leader, the Local Counterpart, the Partner subjects, attaching the respective valid identity documents
- Alternatively, a number of copies of the Partnership Agreement equal to the number of signatories may be sent; in this case, each copy must be digitally signed or with the handwritten signature of the legal representative of each signatory member of the Agreement, attaching the respective valid identity document
- Economic plan digitally signed or with handwritten signature of the legal representative of the Project Leader, attaching a valid identity document (attachment D)

#### **Project Leader documents**

- Registered deed of incorporation of the Association
- Registered current statute of the Association
- Final balance sheets approved for the last two years
- Budget approved for the current year
- Documents certifying the experience of organizations in international cooperation activities in countries with limited resources in the 2 years preceding the date of publication of the call.

### 6b - Procedure for allocating resources

The grant is granted through a ranking evaluation procedure.

In addition to submitting the application and passing the formal investigation, the Call provides for an evaluation of the technical requirements of the project carried out by the Evaluation Committee including international cooperation experts.

The formal admissibility inquiry is aimed at verifying the following aspects and requirements:

- compliance with the deadlines for submitting the application
- formal regularity and completeness of the documentation and information produced and their compliance with the requirements of the Call
- existence of the subjective and objective eligibility requirements set out in the Call

The deadline for the conclusion of the proposals evaluation procedure is set at 30 days from the closing date for the submission.

The evaluation of the projects will take into account the characteristics relating to the proposer, the local counterpart, the partners and the aspects of merit and economic-financial sustainability of the individual project, based on the following criteria and scores:

**Partnership characteristics**

<b>Evaluation criteria</b>	<b>Scores</b>
Project Leader expertise on the project topic	up to 5
Partners expertise on the project topic	up to 5
Project Leader and Partners expertise in the specific intervention Country	up to 5
Local Counterpart expertise on the project topic	up to 5
Financial involvement of the Project Leader and Partners	up to 5
<b>Maximum score</b>	<b>25</b>

**Project characteristics**

<b>Evaluation criteria</b>	<b>Scores</b>
Project exposure clarity and impact	up to 5
Adequacy of the budget and soundness of the coverage plan and co-financing	up to 5
Communicative impact on the role of the Seregno AID Lions Club	up to 5
Repeatability of the project in other Countries	up to 5
Project novelty and implementation of good practices	up to 5
Proposed criteria for results evaluation in relation to methodology and indicators	up to 5
<b>Maximum score</b>	<b>30</b>

Value scale:

0	= not evaluable
1	= severely insufficient
2	= insufficient
3	= sufficient
4	= fairly good
5	= good

To be admitted to the “facilitation”, projects must achieve the minimum threshold of 33 points.

Only projects that have accrued a minimum score of 33 points will be eligible for the following additional awards (the project can earn the additional points only once per each line below):

<b>Type</b>	<b>Score</b>
Provision of services that are part of a health project	3
Activities that strengthen the action of the local Partner	3
Presence of a local Lions Club among the Partners	10

**6c - Evaluation results communication**

By 31 01 2023 the ranking will be approved by the Board of Directors of the Lions Club Seregno AID, published on the website [www.worldwaterday.it](http://www.worldwaterday.it) and communicated via certified e-mail to the applicants.

**7 - Project start-up times and post-concession formalities**

Within 60 days from the communication of the results of the evaluation process, the project must be activated, otherwise the funding will be revoked. The start of the project must be communicated to the Lions Club Seregno AID with a certificate signed by the Legal Representative of the Project Leader.

The project can be benefited, free of charge for the partnership, of the advice of specialized staff of Lions Acqua per la Vita MD108 ETS. This will take place to the extent suggested by the Lions Club Seregno Aid and requested by the leader, in order to increase the success rate thanks to the competence and means made available by Lions Acqua per la Vita MD108 ETS.

**8 - Procedures and obligations for the disbursement of the contribution**

The loan granted will be disbursed with the following deadlines:

- 50% upon notification of the start of the project
- 50% upon approval of the report at the end of the project

The reporting documentation relating to the closure of the project must be sent, signed in its entirety by the legal representative of the Project Leader, within 31 12 2023 to the Lions Club Seregno AID [lcseregnoaid@pec.it](mailto:lcseregnoaid@pec.it) certified mailbox, attaching:

- reporting sheet on the implementation of the planned actions and the achievement of the project objectives
- declaration of expenses incurred, presented in the form of the economic plan of the project where any changes to the budget must be indicated
- list of supporting documents for expenses incurred, sorted by chapter and corresponding to each expense item. The originals or certified copies of the expense and payment receipts must remain available, upon request, to the Lions Club Seregno AID
- paper, photographic and / or video material relating to the activities carried out as part of the project in which the use of the Lions Club Seregno AID logo is highlighted. The logo will be provided at the same time as the grant is awarded

For the purposes of reporting, only the expenses incurred by the beneficiary from the date of publication of the call will be considered valid.

## **9 - Project changes and redetermination of contributions**

Requests for changes to the project as long as they are not substantial, i.e. that they do not alter the design of the project and do not reduce the level of coverage against the risks of non-implementation, must:

- do not involve changes in the contribution of the Lions Club Seregno AID
- be inexpensive for the Lions Club Seregno AID
- specify changes with respect to the initial project, in particular as regards the actions, phases, implementation times, beneficiaries, expected results and the economic plan
- be accompanied by a declaration in favor of the change signed by the local counterpart, except in cases of documented impossibility

Requests for changes to expenses may provide for an offsetting between the expense items, indicated in the economic plan, up to a maximum limit of 20%, without prejudice to the percentage limits of personnel expenses and overheads. The Board of Directors of Lions Club Seregno AID authorizes or denies the project variation.

## **10 - Final provisions**

### ***10a - Obligations of the beneficiaries***

The beneficiary of the contribution is required to:

- comply with the administrative and accounting obligations required by the announcement and by current legislation
- provide the required documentation and information within the times and in the manner provided for in the announcement
- immediately notify the Seregno AID Lions Club in the event that it intends to renounce the financial benefit, providing for the return of any contributions received
- ensure financial coverage for the part of expenses not covered by the contribution
- highlight, in all possible forms of publicity of the project that it is carried out with the resource competition of the Lions Club Seregno AID, using the logo of the Lions Club Seregno AID obligatorily.

For building works and other co-financed projects affix a plaque with the caption: Project realized with the contribution of Lions Club Seregno AID.

The use of the Lions Club Seregno AID logo is not allowed for activities aimed at raising funds that are not directly related to actions contained in the project activity and approved.

### ***10b - Forfeiture, revocation, renunciation of beneficiaries***

The renunciation must be motivated by force majeure occurring after the request for the grant and must be communicated to the Lions Club Seregno AID via PEC at [lcseregnoaid@pec.it](mailto:lcseregnoaid@pec.it) indicating in the subject "renunciation of the International Development Cooperation 2022 Call" by means of a request digitally signed by the legal representative of the Project Leader.

The contribution is subject to forfeiture:

- a) in case of renunciation by a partner in the partnership;
- b) if the beneficiary does not comply with the requirements and constraints defined in the granting and disbursement, as well as in the event that the realization does not comply, in the content and results achieved, with the project presented and the declarations made;
- c) in cases of non-compliance with each of the obligations referred to in the previous article "Obligations of the beneficiaries"

***10c - Inspections and verifications***

The beneficiaries of the grant are required to consent and facilitate the carrying out of all the checks ordered by the Lions Club Seregno AID also through inspections and visits of specialists of Lions Club Seregno AID and Lions Acqua per la Vita MD108 ETS, in order to ascertain the regularity in the use of the resources provided. Originals or certified copies of expense receipts must be made available upon request from the Lions Club Seregno AID.

***10d - Publication, information and contacts***

This announcement is published on the website [www.worldwaterday.it](http://www.worldwaterday.it), in the form of the original publication in Italian language and the present version translated to English language. In the event of a dispute, the original publication in Italian language is valid.

Information relating to the announcement and the related obligations may be requested at the following address: [lcseregnoaid@pec.it](mailto:lcseregnoaid@pec.it)