# APPLICATION FORM

A.1 Project identification

| | |
|---|---|
| Call for proposals | |
| Project reference number | |
| Date of registration | |

| | |
|---|---|
| Project acronym | |
| Project title | |
| Name of the lead beneficiary organisation [in original language | Automatically filled in |
| Name of the lead beneficiary [organisation in english] | Automatically filled in |
| Thematic objective | |
| Programme priority | |
| Priority expected results to which the project is expected to contribute | |
| Type of action | |
| Type of project | |

| Target groups | Description [type, place of residence, profession, institution, etc] | Size of the target groups |
|---|---|---|
| [+] [-] | | |

| Final beneficiaries | Description [type, place of residence, profession, institution, etc] | Size of the final beneficiaries |
|---|---|---|
| [+] [-] | | |

## A.3 Project summary

| | | | |
|---|---|---|---|
| Location of activities | Core region [+] [-] | country | |
| | | county | |
| | | locality | |
| | Outside the Core region (if the case) [+] [-] | country(ies) | |
| | | county(ies) | |
| | | locality(ies) | |
| Project duration- [months] | | | |
| EU contribution requested - [EUR] | 0 Automatically filled in from section "Project Budget" | | |
| General objective | Formulate one general objective that your project is aiming to. Take into account that the general objective should be SMART(specific, measurable, achievable, realistic and time-bounded). | | |
| Specific objective 1 [+] [-] | Formulate max. 3 specific objectives that your project is aiming to reach by the end of its implementation. Take into account that objectives should be SMART (specific, measurable, achievable, realistic and time-bounded). | | |
| Budget for infrastructure [EUR] | Automatically filled in from section D | | |

## A.4 Project partners overview (*automatically filled in*)

| Beneficiary # | Project beneficiary name | Country | Budget per beneficiary [EUR] |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

## PART B - Project beneficiaries
### B.1 Project beneficiaries

| Beneficiary number | Beneficiary role in project | |
|---|---|---|
| 1 | | |
| Name of organisation in original language | | |
| Name of organisation in English | If existing, using the official translation | |
| Abbreviation of organisation | | |
| Beneficiary ID (Fiscal Code number) | unique identifier | |
| Main address of beneficiary | Type of location | |
| | Country | |
| | County/Region | |
| | District | |
| | Locality | |
| | Address | |
| Legal representative | Name | |
| | Surname | |
| | Telephone | |
| | E-mail | |
| Department/unit/division | | |
| Address of the department /unit/ division | County/District | |
| | Locality | |
| | Address | |
| Contact person for the project | Name | |
| | Surname | |
| | Telephone | |
| | E-mail | |
| Legal status of the organisation | | |
| Type of the organisation | | |
| Registered outside the core region | | |
| Profit making organisation | | |
| VAT number (if applicable) | | |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | | If partially explain how. |
| Which are the organisation's thematic competences and experiences relevant for the project? | | |
| If applicable, describe the organisation's experience in participating in and/or | Programme:<br>Project (title and reference number):<br>Start date and end date of the project:<br>Project partners: | |

| managing CBC EU co-financed projects or other international projects (1 line per project & max 3 projects) | Project objectives and main results: Project budget and grant received by your organisation: |
|---|---|
| | + | - |
| To what other projects do you intend to participate within the current call for proposals? | Project (title): Priority : Budget and grant requested: Role played: |
| | + | - |

## PART B - Project beneficiaries

### B.1 Project beneficiaries

| Beneficiary number | Beneficiary role in project | |
|---|---|---|
| 2 | | |
| Name of organisation in original language | | |
| Name of organisation in English | If existing, using the official translation | |
| Abbreviation of organisation | | |
| Beneficiary ID (Fiscal Code number) | unique identifier | |

| Main address of beneficiary | Type of location | |
|---|---|---|
| | Country | |
| | County/Region | |
| | District | |
| | Locality | |
| | Address | |

| Legal representative | Name | |
|---|---|---|
| | Surname | |
| | Telephone | |
| | E-mail | |

| Department/unit/division | | |
|---|---|---|

| Address of the department /unit/ division | County/District | |
|---|---|---|
| | Locality | |
| | Address | |

| Contact person for the project | Name | |
|---|---|---|
| | Surname | |
| | Telephone | |
| | E-mail | |

| Legal status of the organisation | | |
|---|---|---|
| Type of the organisation | | |
| Registered outside the core region | | |
| Profit making organisation | | |
| VAT number (if applicable) | | |

| | | |
|---|---|---|
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | | If partially explain how. |
| Which are the organisation's thematic competences and experiences relevant for the project? | | |
| If applicable, describe the organisation's experience in participating in and/or managing CBC EU co-financed projects or other international projects (1 line per project & max 3 projects) | Programme:<br>Project (title and reference number):<br>Start date and end date of the project:<br>Project partners:<br>Project objectives and main results:<br>Project budget and grant received by your organisation:<br><br>\[ + \] \[ - \] | |
| To what other projects do you intend to participate within the current call for proposals? | Project (title):<br>Priority :<br>Budget and grant requested:<br>Role played:<br>\[ + \] \[ - \] | |

\[ Add beneficiary \] \[ Delete beneficiary \]

## PART C  - Project description

## C.1 Project relevance and the expected cross border impact

**C.1.1 Project relevance**
*Describe the relevance of the project for the programme area in terms of common challenges and opportunities addressed.*

**C.1.2 What are the needs of the target groups that will be tackled by the project?**
*Describe the relevance of your project in terms of needs of the target groups to be addressed. Highlight the causes and effects of the problem(s) identified and make clear reference to official data whenever is possible.*

**C.1.3 What is the solution proposed by the project to tackle the respective problem(s).**
*Describe the solution proposed to tackle the needs of the target groups.*

**C.1.4 Why is cross-border cooperation needed to achieve the project's objectives and result? What are the long term cross border benefits envisaged by the project?**
*Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level.*
*Describe what long term cross border benefits are envisaged for the project partners/target groups/project area/programme area after project completion.*
*If the case, describe clearly the cross border relevance of the works / infrastructure envisaged by the project.*

**C.1.5 Please select all cooperation criteria that apply to your project and describe how you will fulfil them.**

| Cooperation criteria | | Description |
|---|---|---|
| Joint Development | ☐ | |
| Joint Implementation | ☐ | |
| Joint Staffing | ☐ | |
| Joint Financing | ☐ | |

## C.2 Project focus

C.2.1 Project intervention logic and its contribution to the programme

*According to the **project result** select the **result indicator(s)** to which your project is expected to contribute to*

Programme result indicator

General objective

*Detail on the contribution that the project general objective will bring to the programme result indicator selected*

*Select the **Programme Outputs** to be addressed by your project and quantify this contribution*

| Programme outputs | Description | Value |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Indicate the **project results** and the indicators measuring their achievement. Take into account that results should be be SMART (specific, measurable, achievable, realistic and time-bounded).*

| Project results | Description | Indicator of achievement |
|---|---|---|

| | | |
|---|---|---|
| [ + ] [ - ] | | |

*Detail on how the project results will contribute to the **Programme Output Indicators** selected.*

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## C.2.2 Project Logical Framework

| | Intervention logic | Objectively verifiable indicators of achievement | Sources and means of verification | Assumptions |
|---|---|---|---|---|
| General objective | What is the general objective to which the action will contribute? | What are the key indicators related to the general objective? | What are the sources of information for these indicators? | |
| | | | | |
| Specific objectives | What specific objective is the action intended to achieve to contribute to the general objective? | Which indicators clearly show that the objective of the action has been achieved? | What are the sources of information that exist or can be collected? What are the methods required to get this information? | Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration? |
| | | | | |
| Expected results | The results are the outputs envisaged to achieve the specific objectives. What are the expected results? (enumerate them) | What are the indicators to measure whether and to what extent the action achieves the expected results? | What are the sources of information for these indicators? | What external conditions must be met to obtain the expected results on schedule? |
| | null | | | |
| Activities | What are the key activities to be carried out and in what sequence in order to produce the expected results? (group the activities by result) | Means: What are the means required to implement these activities, e. g. personnel, equipment, training, studies, supplies, operational facilities, etc. | What are the sources of information about action progress? Costs What are the action costs? How are they classified? (breakdown in the Budget for the Action) | What pre-conditions are required before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities? |
| | | | | |

## C.3 Project context

### C.3.1 How does the project contribute to the wider strategies and policies?
*Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.*

|  |
|--|
|  |

Indicate to which strategy (regional,national,European) the project contributes and describe in what way:

| Strategy title 1 | ☐ |  |
|---|---|---|
| Strategy title 2 | ☐ |  |
| Strategy title 3 | ☐ |  |
| Strategy title 4 | ☐ |  |

### C.3.2 What are the synergies with past or current EU and other projects or initiatives the project makes use of?

|  |
|--|
|  |

## C.4 Work plan per Group of activities (GA)

| GA No | GA Title | Main outputs for the project at the end of the preparation stage |
|---|---|---|
| 0 | **Project preparation** | |

Stakeholders' involvement
*Indicate the main stakeholders (national/local institutions, civil society organizations, unions, local community organizations etc) who may influence and/ or support the project and indicate how and/ or if they have been involved in project design.*

|  |
|---|

Beneficiary involvement

| + | - | Involved beneficiaries | |
|---|---|---|---|

Explain each beneficiary contribution to project preparation

|  |
|---|

Description of activities within the GA

|  |
|---|

| GA No | GA Title | GA Start month | GA End month |
|---|---|---|---|
| 1 | **Project management** | 1 | |

| + | - | Beneficiary involvment |
|---|---|---|

| GA Responsible beneficiary | |
|---|---|
| Involved beneficiaries | |

*Describe how the project management will be carried out, specifically:*
- *share of responsibilities between beneficiaries, and procedures for the day-to-day management and coordination;*
- *communication within the partnership;*
- *self-monitoring, reporting and evaluation procedures;*
- *ways to involve the main stakeholders during project implementation*

|  |
|---|

*Describe what are the resources to be put at project disposal during implementation*
- *implementation team (for each project beneficiary, indicate the functions needed to implement their share of the project, both for the project team(supporting project implementation) and specialists/ technical staff)*
- *existing resources (office(s), equipment etc) (per beneficiary)*
  *resources to be purchased and/ or rent within the project*

|  |
|---|

Detail on the risks likely to hinder project implementation and actions to be taken by the project to limit the consequences or mitigate them, specifically:
- external risks (situations connected with the local/ regional/ national context that can pose difficulties for the project implementation)
- internal risks (e.g. institutional risks that have the potential of jeopardising project implementation)

|  |  |
|---|---|

Description of activities within the GA

| Activity 1.1 | Activity title | Start month | End month |
|---|---|---|---|
|  |  |  |  |

|  | Description and methodology |  |  |
|---|---|---|---|
|  |  |  |  |

| D1.1.1 + - | Deliverable | Target value | Delivery month |
|---|---|---|---|
|  |  |  |  |

| Activity + | Activity - |
|---|---|

| GA | GA Title | GA Start month | GA End month |
|---|---|---|---|
| 2 | **Information and Communication plan** |  |  |

Beneficiaries' involvement

GA Responsible beneficiary

|  |
|---|

| + | Involved beneficiaries |
|---|---|
| - |  |

Explain how will the beneficiares be involved (who will do what)

|  |
|---|

Description of activities within the GA

| Activity 2.1 | Activity title | Start month | End month |
|---|---|---|---|
|  |  |  |  |

|  | Description and methodology |  |  |
|---|---|---|---|
|  |  |  |  |

|  | Target group intended to be reached with the activity |  |  |
|---|---|---|---|

| D2.1.1 + - | Deliverable | Target value | Delivery month |
|---|---|---|---|
|  |  |  |  |

| Activity + | Activity - |
|---|---|

| GA | GA Title | GA Start month | GA End month |
|---|---|---|---|
| 3 | | | |

Beneficiaries' involvement

GA responsible beneficiary

| + | Involved beneficiaries |
|---|---|
| - | |

Explain how will the beneficiaries be involved (who will do what)

List in the table below main outputs that will be delivered based on the activities carried out in this group of activities. For each project main output a project result indicator should be chosen.

| Project main outputs<br><br>| + | - | | Description of each main output<br>(500 characters) | Output indicator | Project result indicator at which the result will contribute to |
|---|---|---|---|
| Output 3.1 | | | |
| Selected Output Indicator: | | | |

Target groups involvement

| Who will use the main outputs delivered in this GA?<br>(Press & Hold CTRL for multiple selection) | *null* |
|---|---|
| How will you involve target groups (and other stakeholders) in the development of the project main outputs? | |

| Activity 3.1 | Activity title | Start month | End month |
|---|---|---|---|
| | | | |
| | Description and methodology | | |
| | | | |

| D3.1.1<br><br>| + | - | | Deliverable | Target value | Delivery month |
|---|---|---|---|
| | | | |

| Activity + | Activity - |
|---|---|

| Add group activity | Delete group activity |
|---|---|

| GA No | Works / Infrastructure | Start month | End month |
|---|---|---|---|
| 4 | | | |

Beneficiaries' involvement

GA responsible beneficiary

| + | Involved beneficiaries |
|---|---|
| - | |

Explain how will the beneficiaries be involved (who will do what)

Justification
-Explain the need for investment to achieve project objectives and results.
-Describe who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way.
-In case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.

Location of works / infrastructure

Description of works / infrastructure
-Describe the infrastructure envisaged by the project considering that infrastructure is the result delivered by the execution of works and /or installation of equipment.

Risks associated with the works / infrastructure
-Description of risks associated with works / infrastructure, go/no-go decisions, etc. (if any)

Documentation for works / infrastructure
-List all the authorizations/ permissions (e.g. building permits) required for works/ infrastructure to be executed according to the respective national legislation.  In case they are already available attach them to this application form, otherwise indicate when do you expect them to be available.

**Ownership**
*-Who owns the site where works / infrastructure are to be executed?*
*-Who will retain ownership over the executed works / infrastructure at the end of the project?*
*-Who will take care of maintenance of works / infrastructure? How will this be done?*

| | |
|---|---|
| | |

**Description of activities within the GA**

| | Activity title | Start month | End month |
|---|---|---|---|
| Activity 4.1 | | | |
| | Description and methodology | | |
| | | | |
| D.4.1.1 <br> [ + ] [ - ] | Deliverable | Target value | Delivery month |
| | | | |

[ Activity + ]    [ Activity - ]

List in the table below project main outputs that will be delivered based on the activities carried out in this group of activities. For each project main output a project result indicator should be chosen.

| Project main outputs <br> [ + ] [ - ] | Description of each main output <br> *(500 characters)* | Project output indicator (number and measurement unit) | Project result indicator at which the output will contribute to |
|---|---|---|---|
| Output 4.1 | | | |
| Selected O.I.: | | | |

**Target groups involvement**

| | |
|---|---|
| Who will use the main outputs delivered in this GA? <br> "Press&hold CTRL for multiple selection" | *null* |
| How will you involve target groups (and other stakeholders) in the development of the project main outputs? | |

[ Add work ]    [ Delete work ]

C.5 Capacity building activities
*Describe which activities will contribute to the capacity building component of the project. eg: training, exchange of experience, enhance work environment etc*

C.6.1 Activities outside the programme area

*If applicable, please list activities to be carried out outside the programme area. Describe how these activities will benefit the programme area.*

C.6.2 Beneficiaries outside the programme area

*If applicable, please explain how the participation of this beneficiary located outside the programme area is required by the nature and by the objectives of the project. Explain why its participation is necessary for the effective implementation of the project.*

C.7 Indicative time plan

| GA and activities | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 | M13 | M14 | M15 | M16 | M17 | M18 | M19 | M20 | M21 | M22 | M23 | M24 | M25 | M26 | M27 | M28 | M29 | M30 | M31 | M32 | M33 | M34 | M35 | M36 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GA0 - Project preparation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **GA1 - Project management** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity 1.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **GA2 - Information and communication plan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity 2.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity 3.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity 4.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

C.8 Sustainability of project outputs and results

C.8.1 How will the project ensure that project outputs and results have a lasting effect beyond project duration?

*Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen sustainability of the project outputs and expected results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.*

*Explain how sustainability will be secured after completion of the project. This may include aspects of necessary follow-up activities, built-in strategies, ownership, communication plan etc.*

*In doing so, please make a distinction between the following dimensions of sustainability:*

*- **Financial sustainability** (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.);*

*- **Institutional sustainability** (including structures that would allow the results to continue to be in place after the end of the action, capacity building, agreements and "ownership" of action outcomes);*

*- **Policy level sustainability**, where applicable (including what structural impact of the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.);*

*- **Environmental sustainability** (what impact will the action have on the environment - have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment).*

C.8.2 How will the project ensure sustainability of works / infrastructure executed?

*A project comprising an infrastructure component (including works) cannot change its nature, objectives and implementation conditions for 5 years from its closure. Please explain in which way and by what means the partnership will ensure compliance with this specific requirement.*

C.9 Cross cutting themes

Please indicate which type of contribution to the programme cross cutting themes applies to the project, and justify the choice.

| Cross cutting themes | Type of contribution | Description of contribution |
|---|---|---|
| Democracy, participation and human rights | | |
| Equal opportunities (promotion of gender equality and opportunities for youth) | | |
| Environmental sustainability development | | |
| HIV/AIDS | | |