



The Republic of Croatia  
Ministry of Finance  
Central Finance and Contract Unit (CFCU)



European Commission

# Adriatic New Neighbourhood Programme

## INTERREG/CARDS-PHARE

### Grant Application Form

**Budget line: Croatia 2006 Phare Adriatic Cross-border Programme**

**< 2006-017-xxx >**

*(PHARE funding share)*

***Deadline for receipt of applications : 06<sup>th</sup> September 2007***

Name of applicant:	
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Dossier No	
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*(for official use only)*



## **NOTICE**

Please read and complete this form with all due care, in accordance with the guidelines for applicants.

Please note that the procedure has changed. The evaluation of your application will only be performed if your concept note is provisionally selected. Your application will then undergo the evaluation. The eligibility conformity check will only be performed for the proposals that have been provisionally selected according to the score obtained after the evaluation, on the basis of the supporting documents requested by the Contracting Authority and the Declaration by the applicant signed and sent together with the application.



## I. THE ACTION

### 1. Description

1.1 Measure, Title and acronym

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1.2 Location(s) of the action

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Country(ies), region(s), town(s)

1.3 Cost of the action and amount requested from the Contracting Authority

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Total eligible cost of the action	Amount requested from the Contracting Authority	% of total eligible cost of action
EUR	EUR	%

NB: The % of total eligible cost of the action is calculated by dividing the Amount requested from the Contracting Authority by the Total eligible costs of the action and multiplying by 100.



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## CONCEPT NOTE FORMAT

The Concept Note must answer 4 sections in a maximum of 4 pages (each section must be answered on maximum 1 page - the font size **cannot** be smaller than Arial 10). Any Concept Note not meeting those basic requirements will be rejected without appraisal.

### **1. Summary of the action**

*Please provide the following information:*

- 1.1 *Brief description of the proposed action.*

### **2. Relevance:**

*Please describe the following:*

- 2.1 *How relevant is your proposal to the needs and constraints of the target country(ies) or region?*
- 2.2 *What are the problems to be resolved and the needs to be met?*
- 2.3 *Who are the actors involved (final beneficiaries, target groups)?*
- 2.4 *What are the objectives and expected results?*
- 2.5 *What is the added value of the action (what adds the action by reference to (central or local) government action and actions implemented by non state actors)?*

### **3. Methodology and Sustainability:**

*Please describe the following:*

- 3.1 *What are the main project activities?*
- 3.2 *Who will be your main implementing partners, what is the length of your relationship with them and how will they be involved in the project?*
- 3.3 *How will the project achieve sustainability?*
- 3.4 *Will it have multiplier effects?*

### **4. Expertise and operational capacity:**

*Please describe the following:*

- 4.1 *What is the experience of your organisation in project management?*
- 4.2 *What is the experience of your organisation and your partner(s) of the issues to be addressed?*



## 1.4 Summary

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Maximum 1 page

Duration of the action	... months
Objectives of the action	Overall objective(s) Specific objective
Partner(s)	
Target group(s) <sup>1</sup>	
Final beneficiaries <sup>2</sup>	
Estimated results	
Main activities	

## 1.5 Objectives

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Maximum 1 page. Describe the overall objective(s) and the specific objective of the project.

## 1.6 Justification

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Maximum 3 pages. Provide the following information:

- a) Relevance of the action to the objectives and priorities of the programme
- b) Identification of perceived needs and constraints in the target country/ies, in particular in the region(s) concerned.
- c) Description of the target group(s) and final beneficiaries and estimated number
- d) Reasons for the selection of the target group(s) and identification of their needs and constraints. How does the Action contribute to the needs of the target group(s) and final beneficiaries

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<sup>1</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level

<sup>2</sup> “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large



## 1.7 Detailed description of activities

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Maximum 9 pages. Indicate the title and a detailed description for each activity to be undertaken to produce the results, specifying where applicable the role of each partner or associate or subcontractor in the activities. In this respect, the detailed description of activities must not be confused with the plan of action (see 1.9).

## 1.8 Methodology

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Maximum 4 pages. Detailed description of:

- a) Methods of implementation and reasons for the proposed methodology
- b) Where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action
- c) Where the action is part of a larger programme, explain how it fits or is coordinated with this programme. Please specify the potential synergies with other initiatives, in particular from the EC
- d) Procedures for follow up and internal/external evaluation
- e) Description of the role and participation in the action of the various actors (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them.
- f) Team proposed for implementation of the action (by function: there is no need to include the names of individuals here)
- g) Main means proposed for implementation of the action (equipment, tools...)



## 1.9 Duration and action plan

- The duration of the action will be \_\_\_\_\_ months.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.7). Any months without activities must be included in the action plan and the duration of the action.

The action plan for the first year of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan must be drawn up using the following format:

Year 1													
Activity	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

For the following years:										
Activity	Semester 3	4	5	6	7	8	9	10	Implementing body	
Example	example									example
Execution Activity 1 (title)										Local partner 1
Execution Activity 2 (title)										Local partner 2
Preparation Activity 3 (title)										Local partner 1
Etc.										



## 2. Expected Results

### 2.1 Expected impact on target groups

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Maximum 2 pages. Indicate how the action will improve:

**(a) the situation of final beneficiaries**

**(b) the technical and management capacities of final beneficiaries and partners (where applicable)**

### 2.2 Publications and other outputs

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Maximum 1 page. Be specific and quantify outputs as much as possible<sup>3</sup>.

### 2.3 Multiplier effects

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Maximum 1 page. Describe the possibilities for replication and extension of the expected action outcomes.

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<sup>3</sup> see Addendum 2 to Chapter 9-2 of the Programme Complement



## 2.4 Short- and long-term impact (Sustainability)

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Maximum 3 pages. Please distinguish between the following three dimensions of the short and long-term impact:

- (a) **The financial aspect (*how will activities be financed when the grant ends?*)**
  
- (b) **Institutional level (*Will structures allowing the activities to continue be in place at the end of the project? Will there be local "ownership" of action outcomes?*)**
  
- (c) **Policy level (*What structural impact will the project have - e.g. will it lead to improved legislation, codes of conduct, management methods, etc?*)**

## 2.5. Logical Framework

Please fill in Annex C<sup>4</sup>

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<sup>4</sup> Explanations can be found at the following address:  
[http://europa.eu.int/comm/europeaid/qsm/documents/pcm\\_manual\\_2004\\_en.pdf](http://europa.eu.int/comm/europeaid/qsm/documents/pcm_manual_2004_en.pdf)



### 3. Budget for the action

Fill in Annex B ( **all 3 sheets** ) for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

### 4. Expected sources of funding

Fill in Annex B to provide information on the expected sources of funding for the project.

#### In kind contributions

Please mention here below the contributions in kind provided by the applicant, his partners or another source (please specify), if any (maximum 1 page).



## II. THE APPLICANT

### 1. Identity

Full legal name (business name):	
Acronym (where applicable)	
Legal status	
Legal Entity Sheet Number (where applicable):	
Official address <sup>5</sup>	
Postal address	
Contact person	
Telephone number	
Fax number	
E-mail	
Website	

**Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JTS and Contracting Authority. These parties will not be held responsible in case it cannot contact an applicant.**

### 2. Bank details

Before the grant contract is signed, the applicants selected will have to supply a financial identification form using the model in Annex E to the Guidelines for applicants, certified by the bank where the payments are to be made.

Account name	
Account number	
Sort code	
IBAN code (optional)	
Bank name	
Address of bank	

<sup>5</sup> If not in one of the countries listed in section 2.1.1(1) of the Guidelines, please justify its location.



Name of signatory/ies	
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### 3. Description of applicant (one page maximum)

3.1 When was the applicant's organisation founded and when did it start its activities?

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3.2 What are the applicant's main activities at present?

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3.3 List of the management board / committee of the applicant's organisation

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Name	Profession	Sex	Position	Years on the board
		F / M		
		F / M		



## 4 Capacity to manage and implement projects

### 4.1 Experience of similar projects

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Maximum 1 page per project. Please provide a detailed description of projects managed by the applicant over the past five years in the fields covered by this programme, taking care to identify for each project:

- (a) the object and location of the project
- (b) the results of the project
- (c) your organisation's role (lead manager or partner) and its degree of involvement in the project
- (d) the cost of the project
- (e) donors to the project (name, address and e-mail, telephone number, amount contributed)

This information will be used to assess whether you have sufficient experience of managing projects in the same sector of a comparable scale to the one for which you are requesting a grant.

### 4.2 Resources

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Maximum 3 pages. Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

- (a) annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed
- (b) the number of full-time and part-time staff by category (e.g. *number of project managers, accountants, etc*), indicating their place of employment
- (c) equipment and offices
- (d) other relevant resources (e.g. *volunteers, associated organisations, networks that might also contribute to project implementation*).

This information will be used to assess whether you have sufficient resources to implement a project of the scale of the one for which you are requesting a grant.

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4.2.1. Financial data. Please provide the following information on the basis of the profit and loss account and balance sheet of your organisation

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N						
N-1						
N-2						

Any guarantees granted by third parties:

Any other factors demonstrating financial viability and any risks or uncertainties about implementation:



## 5. Other applications made to European Institutions, the European Development Fund (EDF) and EU Member States

**5.1** Grants, contracts and loans obtained over the last three years from European Institutions, the European Regional Development Fund (ERDF) and EU Member States. The applicant may list only actions in the same field as this proposal.

Country of intervention	EC budget line, EDF or EU Member States	Amount (EUR)	Year obtained

**5.2** Grant applications submitted (or about to be submitted) to European Institutions, the ERDF and EU Member States in the current year. The applicant may list only actions in the same field as this proposal.

Country of intervention	EC budget line, EDF or EU Member States	Amount requested (EUR)

**Nota Bene:** The applicant is required to inform without delay the Commission department to which this application is submitted if the same application for funding made to other



Commission departments or Community institutions has been approved by them AFTER submission of this grant application.



### III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

#### 1 Description of the partners

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

**Important:** This application form must be accompanied by a signed and dated partnership statement from the main applicant and from every partner, in accordance with the model provided on the next page.



## 2 Partnership statement<sup>6</sup>

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded under the INTERREG IIIA Adriatic Cross Border Programme for its internal element and under CARDS-PHARE ANNP for its external element. To ensure that the project runs smoothly, the Managing Authority for the internal element as well as each Contracting Authority involved for the external element requires all internal and external partners, (including the lead applicant that signs the Contribution Agreement), respectively, to acknowledge this by agreeing to the principles of good partnership practice set out below.

### *Principles of Good Partnership Practice*

1. All partners must have read the application form and understood what their role in the project will be before the application is submitted.
2. All partners must have read the standard contribution agreement (internal and external) and understood what their respective obligations under the contract will be if the grant is awarded. They agree with their respective internal or external lead applicant to sign the contribution agreement, as the case may be, with the Managing Authority and with the Contracting Authority concerned and to represent them in all dealings with the concerned Authority in the context of the project's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the technical and financial report submitted to the Managing Authority and the Contracting Authority concerned.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Managing Authority and the Contracting Authority concerned. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Managing Authority and the Contracting Authority concerned.
6. Before the end of the project, the partners must indicate the distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners situated in the target countries. Copies of the transfer titles must be attached to the final report.

### *Statement of partnership*

We have read and approved the contents of the proposal submitted in the context of the Adriatic New Neighbourhood Programme. We undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	
Project:	

<sup>6</sup> To be provided by the applicant and each partner in all cases where there is a partner in addition to the applicant.



#### IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

##### 1. DESCRIPTION OF THE ASSOCIATES

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	



## V. DECLARATION BY THE APPLICANT

I, the undersigned, being the person responsible in the applicant organisation for the project proposed, certify that:

a) the information given in this application is correct; and

### **The applicant declares that:**

- It has the sources of financing and professional competence and qualifications specified in section 2.3 of the Guidelines for Applicants.
- It undertakes to comply with the principles of good partnership practice foreseen in section III.2 of the grant application form.
- It is directly responsible for the preparation and management of the action with its partners, and is not acting as an intermediary.
- It and its partners do not fall in any of the categories (a) to (f) listed in section 2.1.1(2) of the Guidelines for Applicants.
- If selected, it is in a position to deliver immediately, upon request, the supporting documents stipulated under point 2.4 of the Guidelines for Applicants

### **Furthermore, the applicant declares that :**

- 1. It is eligible in accordance with the criteria set out under point 2.1.1 of the guidelines.)**
- 2. Partner 1 is eligible (in accordance with the criteria set out under point 2.1.2 of the guidelines.) (if any)**
- 3. Partner 2 is eligible (in accordance with the criteria set out under point 2.1.2 of the guidelines.) (if any)**
- 4. Partner ... is eligible (in accordance with the criteria set out under point 2.1.2 of the guidelines.) (if any)**

**NB:** add as many rows as partners

I, the undersigned and person responsible in the applicant organisation for the proposal, certify that the information given in this Declaration is correct.

Name:	
Position:	
Signature:	
Date and place:	



## VI. Checklist

Before dispatching your application, please check that it is complete (see Notice on page 1) and specifically that:

### The application form

- the dossier is complete and complies with the application form's requirements
- one original and 3 copies of all documents are annexed
- an electronic copy of the file is enclosed where required
- the dossier is typed and is in English
- the declaration by the applicant (Section V) is signed and attached
- if there are partners, the applicant has completed and signed a partnership statement, also included
- each partner has completed and signed a partnership statement and the statements are included
- the budget and the expected sources of funding are presented in the format of the application form (Annex B), completed and drawn up in EURO
- in the budget the Contracting Authority's contribution is identified and is a maximum of [...] % of the total eligible costs of the action
- in the budget, the stated expenditure does not exceed the maximum and minimum financial limits indicated in the call for proposals