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2007-2013

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ЕИДП ТГС ПРОГРАММЫ ПОЛЬША-БЕЛАРУСЬ-УКРАИНА 2007-2013

Презентация Заявочной формы: 3-ий конкурсный набор

Беларусь, 30.03.2012 – 05.04.2012



Contracting Authority:
Ministry of Regional Development of Poland¹
(Joint Managing Authority – JMA)

CROSS BORDER CO-OPERATION PROGRAMME
POLAND – BELARUS – UKRAINE
2007-2013

Priority 3. Networking and people-to-people cooperation
Measure: 3.2. Local communities' initiatives

Grant Application Form

JMA reference: PBU3
Reference: EuropeAid/.....
Deadline for submission of applications:2012

Date of registration in the Joint Technical Secretariat (JTS):		
Title of the action:		
Location(s) of the action:	<specify country(ies), region(s), area(s) or town(s) that will benefit from the Action>	
Name of the applicant		
Nationality of the applicant ²		
Total duration of the action:	<months>	
Total eligible cost of the action (A)	Amount requested from the Joint Managing Authority (B)	% of total eligible cost of the action (B/Ax100)
EUR	EUR	%

Dossier No	
(for official use only)	

Пожалуйста,
оставьте это поле
пустым

Укажите полное
название зонтичного
проекта

Укажите точное название
страны(-н), региона(-ов),
территории(ий) или города
(ов), где проект будет
реализован.

Общие приемлемые расходы
зонтичного проекта

Запрашиваемая сумма
гранта для зонтичного
проекта в EUR

Точное и полное название
Ведущего партнера и
страны регистрации

Общая
продолжительность
зонтичного проекта в
месяцах

Запрашиваемый грант
для зонтичного
проекта в %

Пожалуйста,
оставьте это поле
пустым

¹ Contracting Authority (CA)=Joint Managing Authority (JMA)=Ministry of Regional Development of Poland
² The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the countries concerned (Poland, Belarus, Ukraine). In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.



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Контактные данные лица,
ответственного за
каждодневное управление
зонтичным проектом



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<For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.>

Contact details for the purpose of this action:

Postal address:	
Telephone number:	Country code + city code + number
Fax number:	Country code + city code + number
Contact person for this action:	
Contact person's email address:	
Website of the Organisation	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JMA through the JTS. The JMA will not be held responsible in case it cannot contact an applicant.



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FULL APPLICATION FORM

I. THE ACTION³

Please remember to delete this paragraph, any other text written in italics in such brackets in the final version of your application.

The applicant has to ensure that the text of his/her application responds, in the same sequence, to the headings listed below. The applicant may provide any additional information that he/she may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the application form and annexes.>

1. DESCRIPTION

1.1. Title of the Umbrella Project

1.2. Location(s)

Country(ies)			
Region(s)			
Town(s)			

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

Total eligible cost of the action (A)	[EUR]
Amount requested from the Contracting Authority (B)	[EUR]
% of total eligible cost of action (B/Ax100)	%
Total eligible cost of activities which will be implemented in the adjacent area (C)	[EUR]
Percentage of total eligible cost of the activities which will be implemented in the adjacent area/ the total eligible cost of the action (%) (C/A x100)	%

³ Action = umbrella project

Используйте точно такую же информацию, которую вы использовали на титульном листе

Укажите здесь сумму общих приемлемых расходов на мероприятия, которые будут реализовываться на прилегающей территории (C), и в процентном соотношении к общим приемлемым расходам на проект (C/A*100)

ИНФОРМАЦИЯ

**ДОЛЖНА
СООТВЕТСТВОВАТЬ
ЛОГИКО-
СТРУКТУРНОЙ
МАТРИЦЕ**


(ПРИЛОЖЕНИЕ С) !


Перечислите все микро-проекты зонтичного проекта вместе с общими приемлемыми расходами на каждый микро-проект в EUR и в процентном соотношении к общим расходам на зонтичный проект

Перечислите всех ведущих партнеров микро-проектов в рамках зонтичного проекта

Перечислите группы/организации, непосредственно на которые проект окажет позитивное влияние на уровне целей проекта

Перечислите тех, кто извлечет пользу от реализации проекта на длительный срок на уровне общества или широкого сектора





Micro-project number	Micro-project title*	Total eligible cost of the micro-project (D)	Total eligible cost of the micro-project/the total eligible cost of the action (%) (D/A x100)
		[EUR]	[%]

*Please add as many rows as it is necessary.
Please note: the same number of the particular micro-project shall be used in the whole application pack.

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

1.4. Summary (max 1 page)

Total duration of the action	<start of the action>: <end of the action>: <... months>
Objectives of the action	<Overall objective(s)> <Specific objectives>
Micro-projects Lead Partners	
Target group(s) ⁴	
Final beneficiaries ⁵	
Estimated results	
Main activities	

Кратко опишите основные мероприятия зонтичного проекта

Индикативное начало и дата окончания проекта, а также общая продолжительность зонтичного проекта (см. титульный лист)

ОБЩАЯ ЦЕЛЬ будет указывать на долгосрочное влияние проекта; в то время как **КОНКРЕТНЫЕ ЦЕЛИ** будут установлены на основании проблем и потребностей целевых групп проекта, конечных бенефициаров и соотноситься с планируемыми результатами проекта.

Перечислите результаты, которые будут достигнуты посредством реализации зонтичного проекта.

⁴ "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose.

⁵ "Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large.



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Обобщённая информация о
целях зонтичного проекта.

Общая цель = макс. 1

✓ Конкретные цели
зонтичного проекта = общие
цели микро-проектов
(макс. 1 для каждого микро-
проекта)

Следуйте вопросам,
заданным в этом поле.
(макс. 3 стр.)



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1.5. Objectives (max 1 page)

Describe the overall objective (max 1) to which the action aims to contribute towards and the specific objective(s) that the action aims to achieve⁶.

1.6. Relevance of the action to the Programme (max 3 pages)

Please provide the following information, in relation to the particular micro-projects:

- ☐ *Provide a detailed presentation and analysis of the problems and their interrelation at all levels.*
- ☐ *Provide a detailed description of the target groups and final beneficiaries and estimated number.*
- ☐ *Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.*
- ☐ *Demonstrate the relevance of the action to the needs and constraints of the target country(ies) or region(s) in general and to the target groups/final beneficiaries in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries.*
- ☐ *Demonstrate the relevance of the action to the objectives and priority 3 of the Programme, as indicated in the Guidelines.>*

1.7. Description of the action and its effectiveness

Provide a description of the proposed umbrella project (including activities of Lead partner and each micro-projects) and where relevant, background information that led to the formulation of the action.

This should include:

- ☐ *Expected results (max 3 pages) - with clear reference to particular micro-project. Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify results as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects).*
- ☐ *The proposed umbrella project activities (activities implemented by Lead Partner) and their effectiveness (max 2 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities, indicating their sequence and interrelation and specifying where applicable the role of each partner or contractors⁷ in the activities. In this respect, the detailed description of activities must not repeat the action plan to be provided in section 1.10 below.*
- ☐ *The micro-projects and their effectiveness (max 0,5 page for 1 micro-project). Describe briefly⁸ each micro-project to be implemented to produce the results, justifying the choice of the micro-projects, and specifying the role of each micro-project in achieving expected results and common objective of the umbrella project.*
- ☐ *Promotion visibility measures*

⁶ Specific objectives of the umbrella project = overall objectives of the micro-projects; max 1 for each micro-project.



⁷ Contractor⁷ within the meaning of Guidelines for applicants and the PRAG (version from November 2010) corresponds to the "subcontractor" within the meaning of the relevant Ukrainian legislation.

⁸ Detailed description of the particular micro-projects shall be provided in Annex D.

Следуйте вопросам,
заданным в этом поле, и
опишите зонтичный проект,
включая все микро-
проекты, учитывая, что
соответствующим
Приложением для
подробного описания
конкретного микро-проекта
является Приложение D.

Каково ожидаемое воздействие проект будет иметь на трансграничные регионы. Это будет указывать в том числе на создание новой основы для развития дальнейшего трансграничного сотрудничества.

Описание первого уровня партнерства между Ведущим партнером зонтичного проекта и партнером, обеспечивающим реализацию зонтичного проекта – ТОЛЬКО если был выбран такой вид партнерства.

Note : The indicators must be specific, measurable, achievable, relevant, timely, recalling that their number should remain small.

Please make sure that the objectives, results, impact, activities and the relevant indicators are coherent with the point 1.13 – Logical Frameworks>

1.8. Cross-border impact (max 1 page)

Demonstrate:

- How does the project create basis to develop cross-border co-operation?
- How the project results effect both sides of the border?
- Clear links to future cross-border co-operation.

1.9. First partnership level description (max 1 page)

Please filled in this point only when the first partnership level (according to point 2.1.2 of the Guidelines for Applicants) has been adopted.

Describe in detail:

- the role and participation in the action of the partners supporting the implementation of the umbrella project, and the reasons for which these roles have been assigned to them;
- the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- history of the cooperation with the applicant

1.10. Methodology (max 4 pages)



Describe in detail:

- ☐ the methods of implementation and management of umbrella project, reasons for the proposed methodology, including relations with micro-projects;
- ☐ the procedures for follow up and internal/external evaluation;
- ☐ the role of the Lead partner in the action and the reasons for which this role has been assigned to them;
- ☐ the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- ☐ the main means proposed for the implementation of the action (equipment, materials and supplies to be acquired or rented);
- ☐ the attitudes of all stakeholders towards the action in general and the activities in particular.>
- ☐ Synergy effect - will the umbrella project produce an overall better result than if each micro-project implemented separately/individually?

Опишите подробно и обоснуйте выбранные методы реализации зонтичного проекта. Следуйте другим вопросам, заданным с этом поле.

Укажите период реализации зонтичного проекта в месяцах (не более 24 месяцев)

Следуйте вопросам, заданным выше в этом поле и заполните план мероприятий по реализации микро-проекта.

1.11. Duration and indicative action plan for implementing the Umbrella Project

The duration of the action will be	<X> months (max. 24 months).
------------------------------------	------------------------------

<Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each micro-project / activity⁹ and total period on the most probable duration and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The micro-projects/activities stated in the action plan should correspond to the micro-projects/activities described in section 1.7. The implementing body shall be either the applicant or any of the Micro-project Lead Partners, contractors. Any months or interim periods without implementation of the micro-projects / activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity of Umbrella Lead Partner and Micro-projects implementation terms. The action plan for the subsequent year may be more general and should only list the main applicant activities/micro-projects foreseen for that year. (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract)>

<The action plan will be drawn up using the following format as it is shown in example:>

Year 1	Months:												Implementing body
Micro-project	1	2	3	4	5	6	7	8	9	10	11	12	
<Activity 1>													Lead Partner of the Umbrella project/ Partner responsible for the implementation of the Umbrella Project

⁹ Micro-project – please mark duration of a whole micro-project; "Activity" means only the activity of Umbrella Lead Partner or his partner responsible for the implementation of the Umbrella Project (first level partnership). Please don't describe here the activities within the particular micro-project.

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Заполните таблицы, демонстрирующие предстоящие прогнозируемые расходы на управление зонтичным проектом (Ведущий партнер зонтичного проекта) и на реализацию каждого микро-проекта (Ведущий партнер микро-проекта)

Опишите главные предусловия и выводы, сделанные во время и после реализации микро-проекта. Вы должны предоставить подробный анализ рисков и возможные планы на случай чрезвычайных обстоятельств. Объясните, как Вы собираетесь обеспечить устойчивость проекта (на финансовом, институциональном и политическом уровне) после завершения микро-проекта.



The action expenses will be incurred according to the following plan:

Year 1,				
Months 1-3	Months 4-6	Months 7-9	Months 10-12	Implementing body
Amount	Amount	Amount	Amount	Lead Partner of the Umbrella project
Amount	Amount	Amount	Amount	Micro-project Lead Partner 1
Amount	Amount	Amount	Amount	Micro-project Lead Partner 2
Amount	Amount	Amount	Amount	Etc.

Year 2,				
Months 13-15	Months 16-18	Months 19-21	Months 22-24	Implementing body
Amount	Amount	Amount	Amount	Lead Partner of the Umbrella project
Amount	Amount	Amount	Amount	Micro-project Lead Partner 1
Amount	Amount	Amount	Amount	Micro-project Lead Partner 2
Amount	Amount	Amount	Amount	Etc.

1.12. Sustainability (max 3 pages)

- ☐ Describe the main preconditions and assumptions during and after the implementation phase.
 - ☐ Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
 - ☐ Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities, ownership by target groups 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 level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);
 - ☐ Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.).

Заполните Приложение С к Руководству для аппликантов – на англ. языке (если язык заявки не английский) и на языке Заявочной формы. Логическая матрица должна быть последовательна со всей проектной заявкой – настоятельно рекомендуем ЗАПОЛНЯТЬ ЛОГИКО-СТРУКТУРНУЮ МАТРИЦУ ПЕРЕД ЗАПОЛНЕНИЕМ ФОРМЫ ПРОЕКТНОЙ ЗАЯВКИ

Заполните Приложение В: рабочие листы В1-В7 к Руководству для аппликантов. Бюджет должен быть заполнен на англ. языке (если язык заявки не английский) и на языке Заявочной формы. Бюджет должен заполняться в EUR.

В рабочих листах В4 и В5 Приложения В предоставьте описательное разъяснение КАЖДОЙ БЮДЖЕТНОЙ ЛИНИИ, демонстрирующей необходимость расходов (колонка В) и обоснование метода расчёта предполагаемых расходов (колонка С).

В рабочих листах В3, В5 и В7 Приложения В для каждого микро-проекта должны быть заполнены отдельные таблицы.

Заполните Приложение Д к Руководству для аппликантов – на англ. языке (если язык заявки не английский) и на языке Заявочной формы. Для каждого микро-проекта должно быть заполнено отдельное Приложение Д. Конкретный микро-проект должен быть пронумерован тем же номером, что и во всех приложениях заявки – как это указано в разделе 1.3 Заявочной формы (Микро-проект 1, Микро-проект 2 итд.).

В рабочем листе В6 Приложения В предоставьте информацию об ожидаемых источниках финансирования зонтичного проекта.

В рабочем листе В7 Приложения В предоставьте информацию об ожидаемых источниках финансирования каждого микро-проекта.



1.13. Logical framework

Please fill in Annex C¹⁰ to the Guidelines for applicants. The Annex C must be fill in for the whole umbrella project

1.14. Micro-project description

Please fill in Annex D to the Guidelines for applicants. Annex D must be fill in separately for each micro-project. Please number Annexes D in the following way:
Micro-project 1: Annex D1
Micro-project 2: Annex D2
Etc.

2. BUDGET FOR THE ACTION

Fill in Annex B to the Guidelines for applicants. For further information see the Guidelines for applicants (Sections 1.3 and 2.1.4).

The complete Annex B must consists of sheets: B1 - Budget for the Action (to be completed for the total duration of the action and for its first 12 months); B2 Management cost Budget (to be completed for the total duration of the action and for its first 12 months); B3 - Budget of each micro-project; B4 - Management costs justification; B5 - Justification of costs of each micro-project; B6 - Sources of funding for the action; B7 - Sources of funding of each micro-project

The number of tables presented in sheets B3, B5 and B7 depends on the number of micro-projects in the umbrella project (e.g. if the umbrella project consists of five micro-projects – five separate tables must be presented in worksheets B3, B5 and B7).

¹⁰ Explanations can be found in Instructions for filling in the Application Form at the following address:
http://www.pl-by-ua.eu/page.php?page_group=6&page_id=33

В этом разделе предоставьте подробное описание проектов (макс. 1 стр. на один проект), которыми управляла Ваша организация за последние 3 года.

Пожалуйста, подтвердите что зонтичный проект не будет финансироваться другими программами. В случае, если Вы уже подали проект (или его микро-проекты/мероприятия) в другую программу, но Ваша заявка находится еще в процессе оценки, укажите это в Декларации аппликанта.

Пожалуйста, ответьте является ли зонтичный проект (именно мероприятия, реализуемые польским заявителем или партнерами) объектом государственной помощи.



3. EXPERIENCE OF SIMILAR ACTIONS

*<Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years
This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.>*

Project title:		Sector			
Location of the action	Cost of the action (EUR)	lead manager or partner	Donors to the action (name) ¹¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

4. GENERAL INFORMATION

No overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme)	YES	
	NO	
Does the project constitute State aid? (applicable only for Polish applicants / partners)	YES	
	NO	

5. EXPECTED DISTRIBUTION OF FUNDS WITHIN THE ACTION

	All Years	
	ENPI contribution	Total costs
Lead Partner of Umbrella Project		
Micro-project Lead Partner 1		
Micro-project Lead Partner 2		

Заполните таблицу, указывающую распределение общего бюджета проекта (грант ЕИДП также как общие расходы) между Ведущим партнером зонтичного проекта (расходы на управление) и ведущими партнерами всех микро-проектов (расходы каждого микро-проекта).

Добавьте столько строчек, сколько необходимо (для всех микро-проектов).

¹¹ If the Donor is the European Union or an EU Member State, please specify the EU budget line, Programme name etc.
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Должен соответствовать выписке из регистрационного документа, приложенного к заявке в качестве Приложения А6. В случае польских партнеров оба номера NIP и REGON должны быть указаны как Регистрационный номер. В случае украинских и белорусских партнеров – регистрационный номер налогоплательщика.

Отметьте
следующие поля



II. THE APPLICANT

Name of the organisation	
--------------------------	--

1. IDENTITY

Registration Number (or equivalent)	
Date of Registration	
Place of Registration	
Official address	
Country of Registration ¹³	
E-mail address of the Organisation	
Telephone number:	Country code + city code + number
Fax number:	Country code + city code + number
Website of the Organisation	

2. PROFILE

Legal status	<input type="checkbox"/> Public administration <input type="checkbox"/> Body governed by public law <input type="checkbox"/> International organisation <input type="checkbox"/> Non – Governmental Organization <input type="checkbox"/> Other (please specify)
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: <i><please specify></i> <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organization / network entity ¹⁴ <input type="checkbox"/> No, independent

Это должно быть ответственное лицо, уполномоченное сотрудничать с СТС во время реализации зонтичного проекта. Должно быть ответственным за каждодневное управление зонтичным проектом.

¹³ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location
¹⁴ E.g. confederation / federation / alliance

Пожалуйста, предоставьте информацию, подтверждающую, что у аппликанта есть навыки и опыт для реализации проекта.

Укажите сектор реализованных проектов (туризм, SMEs, региональное развитие, инновации, ит.д.)

Данная информация должна основываться на отчете о прибыли и убытках и также на бухгалтерском балансе Вашей организации



3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector

Sector	Experience in the past 7 years	Number of projects implemented in the past 7 years	Estimated amount (in thousand Euros) in the past 7 years

3.2. Resources

3.2.1. Financial data. Please provide the following information, **if applicable**, on the basis of the profit and loss account and balance sheet of your organisation, amounts **in thousands Euros**

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 ¹⁵						
N-1						
N-2						

3.2.2. Financing source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)



Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU		Not applicable
N	<input type="checkbox"/> Member States Public Bodies		Not applicable
N	<input type="checkbox"/> Third Countries Public Bodies		Not applicable
N	<input type="checkbox"/> United Nations		Not applicable
N	<input type="checkbox"/> Other International Organisation(s)		Not applicable
N	<input type="checkbox"/> Private Sector		Not applicable
N	<input type="checkbox"/> Member's fees		Not applicable
N	<input type="checkbox"/> Other (please specify):		Not applicable
N	Total	100%	Not applicable

¹⁵ N = previous financial year

Укажите год и отметьте соответствующие источники доходов Вашей организации, предоставляя в процентом соотношении (100%= сумма дохода)

Только в случае, если размер запрашиваемого гранта превышает 500 000 EUR:
Таблица должна быть заполнена с указанием имени внешнего аудитора (-ов), который утвердил отчет за последний доступный финансовый год. Это требование не распространяется на организации государственного сектора.

Укажите текущий уровень занятости в организации аппликанта (вид и количество персонала). Перечислите только тот персонал, который оплачивается организацией аппликанта (и регулярно, и нерегулярно) и не упоминайте здесь волонтеров.

3.2.3. References of the external audit report established by an approved auditor for the last financial year available

Furthermore, where the grant requested exceeds EUR 500 000, please provide the references of the external audit report established by an approved auditor for the last financial year available. This obligation does not apply to public bodies.

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy

3.2.4. Number of staff (full-time equivalent) (please tick one option for each type of staff):

Type of staff*	Number of staff

*manager, secretary, experts etc.

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION



Name	Profession	Function	Country of nationality	On the board since
Mr				
Ms				

Предоставьте соответствующую информацию о руководстве организации аппликанта.

Заполните данный раздел ДЛЯ КАЖДОГО МИКРО-ПРОЕКТА и КАЖДОЙ ОРГАНИЗАЦИИ ПАРТНЕРА МИКРО-ПРОЕКТА (начиная с Ведущего партнера микро-проекта), поэтому вставьте дополнительные копии таблиц и утверждение в соответствии с количеством микро-проектов и партнеров по микро-проекту.

Должен быть ответственным за каждодневное управление проектом партнерской организацией

Опишите опыт партнера в реализации подобных проектов, принимая во внимание роль и задачи партнера в предложенном проекте.

III. PARTNERS PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

<This section must be completed for each Micro-project Partner organisation (including Micro-project Lead Partner) 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 partners.>

Micro-project no	
Title of the micro-project	

Full legal name	
Date of Registration	
Place of Registration	
Legal status ¹⁶	
Official address of	
Country of Registration ¹⁷	
Contact person	
Telephone number:	Country code + city code + number
Fax number:	Country code + city code + number
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to the role in the implementation of the proposed action	

Должен соответствовать выписке из регистрационного документа, приложенного к заявочной форме в качестве Приложения А6.

- ✓ В случае польских партнеров оба номера NIP и REGON должны быть указаны как регистрационный номер.
- ✓ В случае украинских и белорусских партнеров – регистрационный номер налогоплательщика.

Укажите в этом поле общее количество оплачиваемых работников (эквивалент полного рабочего дня)

¹⁶ E.g. non profit making, governmental body, international organisation

¹⁷ If not in one of the countries listed in section 2.1.2 of the Guidelines, please justify its location

Предоставьте следующую информацию на основании отчета о прибыли и убытках, а также бухгалтерского баланса партнерской организации, суммы в тысячах Евро (заполняется в случае, если Партнер вносит финансовый вклад в реализацию проекта – первый уровень партнерства).

Укажите год и отметьте соответствующие источники доходов партнерской организации, предоставляя в процентном соотношении (100%=сумма дохода) (заполняется в случае, если Партнер вносит финансовый вклад в реализацию проекта – первый уровень партнерства).



Financial data. Please provide the following information, on the basis of the profit and loss account and balance sheet of your organisation, amount in thousands Euro (to be completed in case if Partner responsible for the umbrella project implementation - 1st partnership level contributes financially into project implementation)

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 ¹⁸						
N-1						
N-2						

Financing source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested (to be completed in case if Partner responsible for the umbrella project implementation - 1st partnership level) contributes financially into project implementation)
)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU		Not applicable
N	<input type="checkbox"/> Member States Public Bodies		Not applicable
N	<input type="checkbox"/> Third Countries Public Bodies		Not applicable
N	<input type="checkbox"/> United Nations		Not applicable
N	<input type="checkbox"/> Other International Organisation(s)		Not applicable
N	<input type="checkbox"/> Private Sector		Not applicable
N	<input type="checkbox"/> Member's fees		Not applicable
N	<input type="checkbox"/> Other (please specify):		Not applicable
N	Total	100%	Not applicable

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, including the applicant, in accordance with the model provided.

¹⁸ N = previous financial year

Отдельные декларации о партнерстве должны быть подписаны, проштампованы и датированы каждым партнером.

Декларация должна быть проштампована надлежащим способом (официальной печатью организации) и подписана уполномоченным лицом, представляющим соответствующего партнера.



2. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the Joint Managing Authority. To ensure that the action runs smoothly, the Joint Managing Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

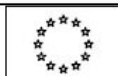
1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Joint Managing Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Joint Managing Authority and represent them in all dealings with the Joint Managing Authority in the context of the action's implementation.
3. The Micro-project Lead Partner must consult with its partners regularly and keep them fully informed of the progress of the action.
4. The Micro-project Lead Partner must report to the applicant regularly on the progress of the micro-project.
5. All partners must receive copies of the reports - narrative and financial - made to the applicant.
6. On the base of these reports and applicant's activities implementation, the applicant reports on the progress of the umbrella project to the Joint Managing Authority.
7. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the micro-project partners and the applicant before being submitted to the Joint Managing Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Joint Managing Authority.
8. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the JTS. I undertake to comply with the principles of good partnership practice.

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

Please note that the separate Partnership statements shall be signed and stamped by each partner.

Пожалуйста, заполните референтный номер конкурса, название конкурсного набора и бюджетную линию (всю данную информацию Вы можете найти на титульном листе Руководства для аппликантов).



IV. CHECKLIST

<PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>

ADMINISTRATIVE DATA	<To be filled in by the applicant>
Name of the Applicant	
Country and date of registration	
Legal status ¹⁹	
Title of the Micro-project 1	
Micro-project 1 Lead Partner 1	
Name:	
Country of registration:	
Legal status:	
Micro-project 1 Partner 2	
Name:	
Country of registration:	
Legal status:	
NB: Add as many rows as micro-projects and micro-project partners	

Заполните таблицу с административными данными. Добавьте столько строк, сколько у Вас микро-проектов и партнеров.

Если применимо, также для партнера первого уровня (непосредственно под данными об аппликанте).

¹⁹ E.g. non profit making, governmental body, international organisation...



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BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

To be filled in by the applicant

A/ ADMINISTRATIVE COMPLIANCE

ADMINISTRATIVE CHECKLIST			
1.	The deadline has been respected	YES	NO
2.	The full Grant Application Form together with supporting documents have been submitted in closed and sealed envelope	YES	NO
3.	The correct grant application form, published for this call for proposals, has been used (the proposal keeps strictly to the format of the application form template)	YES	NO
4.	One original and 2 copies are included	YES	NO
5.	The proposal is complete and filled out in accordance with the Guidelines for Applicants (note: all required annexes enclosed):	YES	NO
	The proposal is computer typed	YES	NO
	The proposal is bound, pages are numbered	YES	NO
	The last page of the proposal is signed, stamped, dated and the total number of pages is indicated	YES	NO
	Are the next points of the proposal filled in:	YES	NO
	1.4 - "Summary",		
	1.5 - "Objectives",		
	1.6 - "Relevance of the action to the Programme",		
	1.7 - "Description of the action and its effectiveness",		
	1.8 - "Cross border impact",		
	1.10 - "Methodology" and		
	1.13 - "Sustainability".		
6.	The proposal is in Polish/Russian/Ukrainian or English	YES	NO
7.	The e-version is enclosed:	YES	NO
	An electronic version (CD/DVD) of the relevant Annexes is enclosed:	YES	NO
	A - Application Form,		
	B - Budget for the Action,		
	C - Logical Framework		
	D - Description of each micro-project and		
	E - English summary of the Umbrella Project		
	The electronic and paper versions of relevant Annexes are the same:	YES	NO
	A - Application Form,		
	B - Budget for the Action,		
	C - Logical Framework		
	D - Description of each micro-project and		
	E - English summary of the Umbrella Project		
8.	Budget of the Action – Annex B is enclosed:	YES	NO
	Are all budget sheets (The budget of the umbrella project, management cost budget and separate budgets of each micro-project consisting of: (budgets (B1, B2, B3), justification of expenditures (B4, B5), expected sources of funding (B6, B7)) presented?	YES	NO
	Are all budget sheets presented in the format requested?	YES	NO



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	Are the costs expressed in EUR currency?	YES	NO
	Are all budget sheets presented in the national language and in English?	YES	NO
9.	The logical framework of the umbrella project (Annex C) is enclosed:	YES	NO
	Is the logical framework presented?	YES	NO
	Is the logical framework presented in the format requested?	YES	NO
	Is the logical framework presented in national language and in English	YES	NO
10.	The description of each micro-project (Annex D) is enclosed, complete, and filled out in accordance with the Guidelines for grant applicants	YES	NO
11.	English summary of the Umbrella Project (Annex E) is enclosed, complete and presented in the format requested	YES	NO
12.	The Declaration by the applicant has been submitted, has been filled in and has been signed by the head of the organisation or another authorised person (s) (in this case the authorisation is enclosed) (as part V of the Application Form)	YES	NO
13.	The Partnership statement has been submitted, filled in and signed by all partners (except for the lead partner) by the head of the organisation or another authorised person (s)	YES	NO
14.	All required supporting documents are included (as listed in point 2.2.1 of the Guidelines for Applicants). Supporting documents are valid and in compliance with <Polish/Ukrainian/Belarusian> legal system	YES	NO
	Annex A1 Statutes or other relevant documents e.g. internal regulations of the applicant and all partners are presented (if applicable according to point 2.2.1 of the Guidelines for Applicants)	YES	NO
	Annex A2 Applicant's external audit reports for the previous year has been submitted? (if applicable)	YES	NO
	Annex A3 Copies of the profit and loss account and the balance sheets or other relevant fiscal documents for the last 3 years (if available) for the applicant and partner with financial contribution to the project, showing their financial standing – have been submitted? (if applicable)	YES	NO
	Annex A4 The applicant's declaration on ensuring the funds necessary to project implementation (the total of the project co-financing) – has been provided, filled in correctly and signed by the authorised person?	YES	NO
	Annex A5 The relevant authorisation from the applicant that the person has the right to sign the Application Form has been submitted (if applicable)	YES	NO
	Annex A6 Register document for the applicant/partner(s) is provided (if applicable)	YES	NO
	Annex A7 Declaration on the entitlement to the recovery of VAT is provided (if applicable)	YES	NO



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B/ ELIGIBILITY VERIFICATION

ELIGIBILITY VERIFICATION

1.	The applicant and partners are eligible according to points: 2.1.1 and 2.1.2. of the Guidelines for applicants:	YES	NO
	are legal persons or an entity without legal personality	YES	NO
	are non profit making (according to Directive 2004/18/EC, Art. 1):	YES	NO
	a) the institution has been established for the purposes of public interest or for the specific purpose of meeting needs in the general interest,		
	b) not having an industrial or commercial character,		
	c) financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law;		
	d) subject to management supervision by those bodies or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law		
	are specific types of organisations such as:	YES	NO
	a) non-governmental organisations,		
	b) public sector operators,		
	c) local authorities,		
	d) bodies governed by public law,		
	e) international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation		
	are nationals of Poland, Belarus or Ukraine. This obligation does not apply to international organisations and	YES	NO
	are directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and	YES	NO
	are registered and located in the eligible area of the Programme (core and adjacent area can be listed here also)	YES	NO
2.	The eligible partnership scheme has been presented according to point 2.1.2 of the Guidelines for grant applicants		
3.	The proposed activities correspond to the Measure 3.2 of Programme and are not included as an ineligible according to point 2.1.3 of Guidelines for grant applicants		
4.	The umbrella project and micro-projects are to be implemented in the eligible area	YES	NO
5.	The costs are not regarded as ineligible according to point 2.1.4 of the Guidelines for Applicants	YES	NO
6.	The duration of the umbrella project is equal to or lower than 24 months (the maximum allowed)		
7.	The duration of each micro-project is equal to or lower than 12 months (the maximum allowed)		
8.	The umbrella project includes from 5 up to 20 micro-projects	YES	NO
9.	The requested EU contribution is within limits available:	YES	NO
	The grant requested falls between minimum 225 000 EUR and maximum 900 000 EUR	YES	NO
	The total budget of each micro-project is between 10 000 EUR and 50 000 EUR	YES	NO



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	The requested EU contribution for the umbrella project and each micro-project is equal to or lower than 90% of the total eligible costs (maximum percentage allowed)	YES	NO
10.	The applicant's (and partners', if applicable) financial contribution is equal to or higher than 10% of the total eligible costs (minimum percentage required)	YES	NO
11.	Compliance with state aid provisions (i.e. project does not constitute state aid) according to point 7 of the Application Form	YES	NO
12.	No overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme) according to point 7 of the Application Form	YES	NO



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V. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

- ☐ the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- ☐ the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice as set out in the part III.2 (PARTNERSHIP STATEMENT) of this Application Form;
- ☐ the applicant is directly responsible for the preparation, management and implementation of the action with its partners, if any, and is not acting as an intermediary;
- ☐ the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm) which means that they will be excluded from participation in procurement procedures if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Joint Managing Authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Joint Managing Authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation (10th EDF).

Points (a) to (d) shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

The cases referred to in point (e) applicable are the following:

- 1) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995²⁰;

²⁰ OJ C 316, 27.11.1995, p.48.



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- 2) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997²¹;
- 3) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council²²;
- 4) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC²³.

Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

- ☐ the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.2.1 of the Guidelines for Applicants;
- ☐ the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- ☐ if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);
- ☐ the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

- <list only actions in the same field as this proposal>

The applicant ensures no overlapping or duplication of the project financing with other aid programmes.

The applicant and its partners will keep the documents related with the implementation of the Action for at least seven years after completion of the Action.

Signed on behalf of the applicant

Name	
Signature and stamp	
Position	
Date and place	

²¹ OJ C 195, 25.6.1997, p. 1.
²² OJ L 351, 29.12.1998, p. 1. Joint Action of 21 December 1998 of the Council of the European Union on the organisation in the Member States of the European Union of the fight against organised crime.
²³ OJ L 166, 28.6.1991, p. 77. Directive of 10 June 1991, European Parliament and of the Council of 4 December 1990 on the prevention of money laundering and on the freezing of assets.

Документ должен быть проштампован надлежащим образом (официальной печатью организации) и подписан уполномоченным лицом, представляющим аппликанта (в случае другое лицо подписывает документы, доверенность для данного лица подписывать документы, выданная уполномоченным лицом должна прикладываться).



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Пожалуйста, заполните
типовую форму декларации,
которая приложена к
Руководству для аппликантов.



Annex A4

The Applicant's declaration on ensuring the funds necessary to project implementation

I ([name of the Applicant]) hereby ensure the co-financing of [amount] EUR which accounts for% of the total eligible costs described in the budget for the implementation of the Project [name of the project] within the Poland-Belarus-Ukraine Cross-Border Cooperation Programme 2007-2013

(place and date)

(signature and stamp)



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Декларация о праве на
возвращение налога НДС
(касается только польских
партнеров). Пожалуйста,
заполните типовую форму
декларации, которая
приложена к Руководству для
аппликантов.



Annex A7

Declaration on the entitlement to the recovery of VAT

I hereby declare that according with the grant application form of [name of the Applicant/Partner] for co-financing of the Project [name of the project] from the Poland-Belarus-Ukraine Cross-Border Cooperation Programme 2007-2013

-we are not entitled to reclaim at any mean the incurred cost of the value added tax (VAT) which was estimated in the eligible expenditures in the project budget*.

-we are entitled to reclaim the incurred cost of the value added tax (VAT)*.

At the same time, [name of the Applicant/Partner] declares to refund any amount of VAT which was reimbursed under the abovementioned project, in case it shall be possible to recover this tax.

(place and stamp)

(signature and stamp)

* delete as appropriate



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ЗА ВАШЕ ВНИМАНИЕ!**