****

**APPLICATION FORM**

**for**

**3rd CALL FOR PROPOSALS[[1]](#footnote-2)**

###### PART A – Project identification

A.1 Project identification

|  |  |
| --- | --- |
| Project ID | *Automatically generated*  |
| Project acronym | *Enter acronym here* |
| Project title | *Enter title here* |
| Project duration in months | *Enter a number* |
| Project priority and specific objective | Select from drop-down |

A.2 Project summary

Please give a short overview of the project and describe:

* the common challenge of the programme area you are jointly tackling in your project;
* the overall objective of the project and the expected change your project will make to the current situation;
* the main outputs you will produce and those who will benefit from them;
* the approach you plan to take and why a cross-border approach is needed;

|  |
| --- |
| *In English/Latvian/Lithuanian languages [5000 characters in total]* |

A.4 Project outputs and result overview

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Aggregated value per Programme output indicator | Measurement unit | Output  | Output title | Output target value | Programme result indicator | Baseline | Result indicator target value | Measurement unit |
| *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From C.5* | From C.5 | *From C.5* | *From C.5* |
| *From WPs* | *From WPs* | *From WPs* | *From C.5* |  |

PART B – Project partners

Project partner overview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Partner number | Status | Organisation abbreviation | Partner role  | NUTS  | Partner total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

B.1 Project partner 1

B.1.1 Partner identity

|  |  |
| --- | --- |
| Partner role in the project | *Choose between: lead partner, project partner*  |
| Abbreviated name of organisation | *Enter here* |
| Name of organisation in original language | *Enter here* |
| Name of organisation in English | *Enter here*  |
| Department /unit / division | *If applicable, enter here* |

Legal and financial information

|  |  |
| --- | --- |
| Type of partner | *Drop-down, pre-defined list (see Annex 1 – Type of partner and target group classification)* |
| Legal status | *Drop-down (public / private)* |
| Registration number | *Enter here* |

B.1.2 Partner main address (registration address)

|  |  |
| --- | --- |
| Country | *Drop-down* |
| Nuts 2 | *Drop-down* |
| Nuts 3 | *Drop-down* |
| Street | *Enter here* |
| House number | *Enter here* |
| Postal code | *Enter here* |
| City | *Enter here* |
| Homepage | *Enter here* |

Address of department / unit / division (optional)

|  |  |
| --- | --- |
| Country | *Drop-down* |
| Street | *Enter here* |
| House number | *Enter here* |
| Postal code | *Enter here* |
| City | *Enter here* |

B.1.4 Legal representative

|  |  |
| --- | --- |
| Title | *Enter text here* |
| First name | *Enter text here* |
| Last name | *Enter text here* |

B.1.5 Contact person

|  |  |
| --- | --- |
| Title | *Enter text here* |
| First name | *Enter text here* |
| Last name | *Enter text here* |
| Official e-mail address for communication with the Programme | *Enter text here* |
| Telephone | *Enter text here* |

B.1.6 Partner motivation and contribution

|  |
| --- |
| Which of the organisation’s competence in the thematic field concerned and experiences are relevant for the project? In case Lead partner/Project partner is registered outside eligible Programme area, please describe its specific competencies/knowledge that is not available in the Programme area and indicate how its participation will benefit the Programme area. |
| *Enter text here* |
|  |
| What is the role (contribution and main activities) of your organisation in the project? |
| *Enter text here* |
|  |
| If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects. |
| *Enter text here* |
|  |

B.1.7 Partner budget

Partner budget overview

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Staff costs | Office and administrative costs | Travel and accommodation | External expertise and services | Equipment | Infrastructure and works | Lump sum | total |
| Partner role (generated automatically) | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* |
| Total | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* | *generated automatically* |

**Partner Budget Options**

|  |  |
| --- | --- |
| [tick if applicable] | Staff costs flat rate |
| [tick if applicable] | Office and administrative costs flat rate based on direct staff costs |
| [tick if applicable] | Travel and accommodation flat rate |

**Partner Budget**

|  |
| --- |
| Staff costs |
| *Add* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Programme Unit costs | Staff function | Comments | Unit type | No. of units | Price per unit | Total | Breakdown by periods |
| *Drop-down* |  |  |  |  | *generated automatically* | *generated automatically* |  |

**Partner is not allowed to add real staff costs, only flat rate method or Programme unit cost is possible.**

|  |
| --- |
| Travel and accommodation |
| *Add* |

**Partner is not allowed to add real costs, only flat rate method is possible or not to have Travel and accommodation costs at all.**

|  |
| --- |
| External expertise and services |
| *Add* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Comments | Investment | Unit type | No. of units | Price per unit | Total | Breakdown by periods |
| *Drop-down* |  | *Drop-down* |  |  |  | *generated automatically* |  |

|  |
| --- |
| Equipment |
| *Add* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Comments | Investment | Unit type | No. of units | Price per unit | Total | Breakdown by periods |
| *Drop-down* |  | *Drop-down* |  |  |  | *generated automatically* |  |

|  |
| --- |
| Infrastructure and works |
| *Add* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Comments | Investment | Unit type | No. of units | Price per unit | Total | Breakdown by periods |
| *Drop-down* |  | *Drop-down* |  |  |  | *generated automatically* |  |

#### Partner lump sums (assigned in section E.1 - Project lump sums)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme lump sum | Period | Lump sum cost | Partner share of lump sum cost | Description |
| *generated automatically from E.1* | *generated automatically from E.1* | *generated automatically from E.1* | *generated automatically from E.1* | *generated automatically from E.1* |

### Co-financing

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| *Drop-down* | *generated automatically* | *generated automatically* |
| Partner contribution | *generated automatically* | *generated automatically* |
| Partner total eligible budget | *generated automatically* | *generated automatically* |

### Origin of partner contribution

|  |  |  |  |
| --- | --- | --- | --- |
| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
| *Partner abbreviation* | *Drop-down* | *Enter here* | *generated automatically* |
| *Add* |  |  |  |
| Sub-total public contribution |  | *generated automatically* | *generated automatically* |
| Sub-total automatic public contribution |  | *generated automatically* | *generated automatically* |
| Sub-total private contribution |  | *generated automatically* | *generated automatically* |
| Total |  | *generated automatically* | *generated automatically* |

State aid criteria self-check

#### Criterium I: Is the partner involved in economic activities through the project?

Please consider questions below, answer Yes/No and briefly justify

|  |  |  |
| --- | --- | --- |
| State aid question | Answer | Justification |
| 1. Will the project applicant implement activities and/or offer goods/services for which a market exists? | *Choose between Yes and No* | *Enter text here* |
| 2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant’s intention)? | *Choose between Yes and No* | *Enter text here* |

#### Criterium II: Does the partner receive an undue advantage in the framework of the project?

Please consider questions below, answer Yes/No and briefly justify

|  |  |  |
| --- | --- | --- |
| State aid question | Answer | Justification |
| 1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example? | *Choose between Yes and No* | *Enter text here* |
| 2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)? | *Choose between Yes and No* | *Enter text here* |

|  |  |
| --- | --- |
| Result of State aid criteria self-check: | To see the result, please answer all the questions above. |

State aid relevant activities

|  |
| --- |
| *Enter text here* |

GBER scheme / de minimis

|  |
| --- |
| *Enter text here* |

B.2 Project partner 2

All sections from B.1 repeat

PART C – Project description

C.1 Project overall objective

|  |  |
| --- | --- |
| Programme priority specific objective | Project overall objective |
| *(automatically inserted once it is selected in section A.1)* | *Enter text here* |

C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project?Please describe why your project is needed in the Programme area and the relevance of your project for the Programme area, in terms of common challenges and opportunities addressed. |
| *Enter text here* |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what are innovative solutions the project takes?Please describe innovative solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/Programme area/participating countries. |
| *Enter text here* |
|  |
| C.2.3 Why is cross-border cooperation needed to achieve project objectives and results?Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/Programme area gain in taking a cross-border approach. |
| *Enter text here* |
|  |

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column, explain in more detail exactly who will benefit from your project. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory.

|  |  |
| --- | --- |
| Target group  | Specification  |
| *Select from drop-down* | *Enter text here* |
| *Select from drop-down* | *Enter text here* |
| *Select from drop-down* | *Enter text here* |

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

|  |  |
| --- | --- |
| Strategy  | Contribution  |
| *Select from drop-down* | *Enter text* |
| *Select from drop-down* | *Enter text* |
| *Select from drop-down* | *Enter text* |

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

|  |
| --- |
| Synergies |
| *Enter title*  | *Enter text here*  |
| *Enter title*  | *Enter text here*  |

|  |
| --- |
|  |
| C.2.7 How does the project build on available knowledge?Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on. |
| *Enter text here* |
|  |

C.3 Project partnership

|  |
| --- |
| Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives.  |
| *Enter text here* |

C.4 Project work plan

C.4.1 Work package 1

|  |  |
| --- | --- |
| Work package number | *Automatically generated* |
| Work package title  | *Enter text here*  |

Objectives

Your objectives should be:

* realistic and achievable by the end of the project;
* specific (who needs project outputs delivered in this work package, and in which territory);
* measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented, and outputs delivered.

|  |  |
| --- | --- |
| Project specific objective  | *Enter text here* |

Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

|  |  |
| --- | --- |
| Communication objective(s) and target audience  | *Enter text here* |

Investments

|  |  |
| --- | --- |
| Investment number | *Automatically generated* |
| Investment title | *Enter text here* |
| Expected delivery period | *Drop-down* |

Justification

|  |  |
| --- | --- |
| Please explain why this investment is needed. | *Enter text here* |
| Please clearly describe the cross-border relevance of the investment. | *Enter text here* |
| Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way. | *Enter text here* |
|  |  |

Location of the investment

Please describe; if possible, a specific address where the investment will be located

|  |  |
| --- | --- |
| Country | *Drop-down* |
| Street | *Enter text here* |
| House number | *Enter text here* |
| Postal code | *Enter text here* |
| City | *Enter text here* |

Investment documentation

|  |  |
| --- | --- |
| Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. Attach them to the Application Form. | *Enter text here* |
| For investments in infrastructure with an expected lifespan of at least five years, please indicate how expected adaptation (resilience) of infrastructure to negative impacts of climate change will be addressed. | *Enter text here* |

Ownership

|  |  |
| --- | --- |
| Who owns the site where the investment is located? | *Enter text here* |
| Who will retain ownership of the investment at the end of the project? | *Enter text here* |
| Who will take care of the maintenance of the investment? How will this be done? | *Enter text here* |

Activities

List of activities

Please describe the activities by which the project achieves the above project specific objective and related communication objective(s).

|  |  |
| --- | --- |
| Activity number | *Automatically generated* |
| Title | *Enter text here* |
| Start period | *Drop-down* |
| End period | *Drop-down* |
| Description | *Enter text here* |
| Partner(s) involved | *Enter text here* |

Outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

|  |  |
| --- | --- |
| Output number | *Automatically generated* |
| Output title | *Enter text here* |
| Programme output indicator | *Drop-down* |
| Measurement Unit | *Enter text here* |
| Target Value | *Enter number here* |
| Delivery Period | *Drop-down* |
| Output Description  | *Enter text here* |

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.5 Project results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the Programme result indicators and select those that you will contribute to.

|  |  |
| --- | --- |
| Result number | *Automatically generated* |
| Programme result indicator | *Drop-down* |
| Measurement unit | *Automatically generated* |
| Baseline | *Automatically generated* |
| Target value | *Enter number here* |
| Delivery period | *Drop-down* |
| Result description | *Enter text here* |

C.6 Time plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work packages and activities | Period 1 | Period 2 | Period 3 | Period 4 |
| WP 1 |  |  |  |  |
| A 1.1 title |  |  |  |  |
| A 1.2 title |  |  |  |  |
| OI 1.1 |  |  |  |  |
| OI 1.2 |  |  |  |  |
| WP 2 |  |  |  |  |
| Etc. |  |  |  |  |
| Result indicator |  |  |  |  |
| R.I.1 |  |  |  |  |
| R.I.2 |  |  |  |  |

C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

|  |
| --- |
| C.7.1 How will you coordinate your project?Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work? |
| *Enter text here* |
|  |
| C.7.2 Which measures will you take to ensure quality in your project?Describe specific approaches, processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here. |
| *Enter text here* |
|  |
| C.7.3 What will be the general approach you will follow to communicate about your project? Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring your project results? Please note that all communication activities should be included in the work packages as an integral part of your project. There is no need to repeat this information here. |
| *Enter text here* |
| C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the Programme)?  |
| *Enter text here* |
|  |
|  |

C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Joint development, joint implementation and joint financing are mandatory, while joint staffing is optional.

|  |  |
| --- | --- |
| Cooperation criteria | Description |
| [ ]  | Joint Development | *Enter text here* |
| [ ]  | Joint Implementation  | *Enter text here* |
| [ ]  | Joint Staffing | *Enter text here* |
| [ ]  | Joint Financing | *Enter text here* |

C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice. Projects with NEGATIVE CONTRIBUTION will be REJECTED!

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development  | *Choose between: neutral, positive effects, negative effects* | *Enter text here* |
| Equal opportunities and non-discrimination  | *Choose between: neutral, positive effects, negative effects* | *Enter text here* |
| Equality between men and women | *Choose between: neutral, positive effects, negative effects* | *Enter text here* |

C.8 Long-term plans

As a Programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

|  |
| --- |
| C.8.1 Ownership Please describe who will ensure the financial and institutional support for outputs/activities developed by the project (e.g., tools), and explain how these outputs/activities will be integrated in the work of partner organisations.  |
| *Enter text here* |
|  |
| C.8.2 Durability Some outputs/activities should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. Please describe how your outputs/activities will be used after the project ends, and by whom. |
| *Enter text here* |
|  |
| C.8.3 Transferability Some outputs/activities that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/activities and are able to use them?  |
| *Enter text here* |
|  |

PART D – Project budget

### D.1 Project budget per co-financing source (fund) - breakdown per partner

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | ERDF | ERDF % Rate | Public Contribution | Auto Public Contribution | Private Contribution | Total partner contribution | Total eligible budget | % of Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

D.2 Project budget - overview per partner / per cost category

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | Staff costs | Office and administrative costs | Travel and accommodation | External expertise and services | Equipment | Infrastructure and works | Lump sum | % of Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

D.3.1 Project budget - overview per partner / per period

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | Preparation | Period 1 | Period 2 | Period 3 | Period 4 | Closure | Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| % of Total budget |  | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

### D.3.2 Project budget - overview per fund / period

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fund | Preparation | Period 1 | Period 2 | Period 3 | Period 4 | Closure | Total  |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total EU Funds | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

PART E – Project lump sums and unit costs

E.1 Project lump sums

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme lump sum | Period | Split up | Costs | LP1 | PP2 | Sum | Gap | Description |
| *Drop-down* | *Drop-down* | *Automatically filled in* | *Automatically filled in* | *Enter number here* | *Enter number here* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

Application annexes

Attachments

|  |  |
| --- | --- |
| Application attachments | *Upload file* |
|  Partners |  |
|  LP1 | *Upload file* |
|  PP2 | *Upload file* |
| Investment documentation |  |
|  I1.1 | *Upload file* |

1. This Application Form is a Word document extracted from the Programme’s Joint Electronic Monitoring System (JEMS) available at <https://jems.latlit.eu> The Application Form must be filled in and submitted to the Programme via JEMS. [↑](#footnote-ref-2)