



Contracting Authority¹: Ministry of Regional Development of Poland

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

Grant Application Form

Reference: <call for proposals number>
Deadline for submission applications <date>

Registration date in the Joint Technical Secretariat (JTS):		
Priority:		
Measure:		
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	
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(for official use only)

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 country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.

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 Joint Managing Authority. The Joint Managing Authority will not be held responsible in case it cannot contact an applicant.

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PART A. CONCEPT NOTE

I. INSTRUCTIONS FOR THE DRAFTING OF THE CONCEPT NOTE

The applicant has to ensure that the text of his/her concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). 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 concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

In the box:

Provide a general description of the problem(s) and their impact on the regional development.	
Identify clearly specific problems to be addressed by the action	
Include a brief description of the target groups and final beneficiaries.	
Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular	
Demonstrate the relevance of the proposal to the objectives and priorities and requirements of the call for proposals (point 1.2 of in the Guidelines for grant applicants).	
Demonstrate the cross-border impact (the straightening of cross- border co-operation)	

Indicate the relevance to national/regional development strategies/plans and justify the compliance referring to relevant parts, points etc. of those documents.	
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2. Description of the action and its effectiveness

In the box, provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

a description of the overall objective of the action, duration, expected results	
a description of the proposed activities and their effectiveness	
Indication on the type of project (<i>integrated, symmetrical or simple</i>)	
involvement of any implementing partners, their role and relationship to the applicant, if applicable	

3. Sustainability of the action

In the box:

Provide an initial risk analysis and possible contingency plans. This should include at least a list of risks associated with each main 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	
Give the main preconditions and assumptions during and after the implementation phase	
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	

PART B. FULL APPLICATION FORM

I. THE ACTION³

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

1. DESCRIPTION

Title

Location(s)

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

Cost of the action and amount requested from the Joint Managing Authority

Total eligible cost of the action (A)	Amount requested from the Joint Managing Authority (B)	% of total eligible cost of the action (B/A x100)
EUR	EUR	%

Total eligible cost of activities which will be implemented in the adjacent area (D)	Total eligible cost of the activities which will be implemented in the adjacent area/ the total eligible cost of the action (%) (D/A x100)

³ Action=project

Please note that the cost of the action and the contribution requested from the **Joint Managing** Authority have to be expressed in <EURO>.

Summary (max 1 page)

Total duration of the action <...start of the action>
<...end of the action>

<... months> (max.24 months)

Objectives of the action <Overall objective(s)>
<Specific objective>

Partner(s)

Target group(s)⁴

Final beneficiaries⁵

Estimated results⁶

Main activities

Type of project	<u>Integrated project</u> YES <input type="checkbox"/> NO <input type="checkbox"/> If YES , please give a short explanation.....
	<u>Symmetrical project</u> YES <input type="checkbox"/> NO <input type="checkbox"/> If YES , please give a short explanation and the key information on the symmetrical project submitted by the project partner from another side of the border (<i>name of the partner, project title, date of project submission/ date of approval for financing or date of expected decision on the approval for funding/EU funds requested etc.</i>)
	<u>Simple project</u> YES <input type="checkbox"/> NO <input type="checkbox"/>

Objectives (max ½ page)

In the box, describe the overall objective (max. 1) to which the action aims to contribute towards and the specific objective(s) that the action aims to achieve (max.2-3).

Relevance of the action to the Programme (max 1 page)

In the box, please provide the following information:

⁴ “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level – See paragraph 2.3 in Section II for the list.

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.

⁶ Estimated results have to be connected with those described in the Logical framework

- ☐ Provide a detailed description of the general problems and its impact on the regional development.
- ☐ Provide a detailed description of the target groups and final beneficiaries and their 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 priorities of the Programme as indicated in the Guidelines.

Description of the action and its effectiveness (max 6 pages)

In the boxes below, please provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- ☐ Expected results (max 2 pages). Indicate how the action will improve the situation of target groups/beneficiaries. 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 activities 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 subcontractors in the activities. In this respect, the detailed description of activities must not repeat the action plan to be provided in section 1.11 below.

It is suggested to reverse the order: first activities, then results.

Note : The indicators must be specific, measurable, achievable, relevant, timely, recalling that their number should remain small (*for a more detailed explanation and examples see the website:*)

Please make sure that the objectives, results, impact, activities and the relevant indicators are coherent with the point 1.14 – Logical Framework

- ☐ Promotion visibility measures

- ☐ Project impact on the horizontal policies:

Natural environment (*Please, tick the adequate field and describe the impact*)

	<i>Please, tick the adequate field</i>	<i>(Please, describe the impact, if applicable)</i>
Protection of the environment is the main theme of the project		
Project has a positive contribution to the protection of the environment		
Project has a neutral contribution to the protection of the environment		

Equal opportunities		
	<i>Please, tick the adequate field</i>	<i>(Please, describe the impact, if applicable)</i>
Equal opportunities policy is the main theme of the project		
Project has a positive contribution to the equal opportunities policy		
Project has a neutral contribution to the equal opportunities policy		

Information and communication technology (ICT)		
	<i>Please, tick the adequate field</i>	<i>(Please, describe the impact, if applicable)</i>
ICT policy is the main theme of the project		
Project has a positive contribution to the ICT policy		
Project has a neutral contribution to the ICT policy		

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

Partnership (max 1 page)

Describe in detail:

- the role and participation in the action of the partners, 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

Joint project preparation	YES		Description	
	NO			
Joint project implementation	YES			
	NO			
Joint project staff	YES			
	NO			
Joint project financing	YES			
	NO			

Tasks/activities implemented under the project	
Partner	Tasks/activities implemented under the project
	1.
	2.

Methodology (max 2 pages)

In the box, describe in detail:

☐

- ☐ the methods of implementation and reasons for the proposed methodology;
- ☐ 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. Give the main conclusions and recommendations of evaluations that might have been carried out;
- ☐ where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Commission;
- ☐ the role and participation in the action of the various target groups and the reasons for which these roles have 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;

Duration and indicative action plan for implementing the action

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 activity 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 activities stated in the action plan should correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, or subcontractors. Any months or interim periods without 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. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (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:

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

Year 2													
	Semester 3						Semester 4						
Activity	Month 13	14	15	16	17	18	19	20	21	22	23	24	Implementing body
Example	example												Example
Preparation Activity 1 (title)													Applicant
Execution Activity 1 (title)													Partner 2
Preparation Activity 2 (title)													Partner 1
Etc.													Etc.

Project readiness for implementation

1.12.1. Infrastructure projects

<i>Activities, necessary for project implementation done/ planned to be done</i>	<i>Date/ Estimated date</i>	<i>Comments</i>
Project partnership agreement		
Documentation proving purchase of land or rights of tenure/ disposal of land required for implementation of project		
Feasibility study/ Financial economic analysis		
Environmental Impact Assessment (<i>if applicable</i>)		
Technical documentation		
Permit for construction/reconstruction issued		
Preparation of tender documentation		
Tender announcement		
Other (<i>please specify</i>)		

1.12.2. Soft projects

<i>Activities, necessary for project implementation done/ planned to be done</i>	<i>Date/Estimated date</i>	<i>Comments</i>
Project partner agreement		
Agreed/ prepared training plan/ meeting plan/ conference plan/ cultural events' plan/ research plan		
Chosen groups of participants in the trainings/ meetings/ conferences/ cultural events/ research		
Chosen/ agreed group of the team conducting the trainings/ meetings/ conference/ cultural events/ research		
Tender announcement		
Other (<i>please specify</i>)		

Sustainability (max 2 pages)

In the box:

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 (due to which the project could not be successfully implemented). 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);
- ☐ Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment).

Logical framework

Please fill in Annex C to the Guidelines for applicants.

2. BUDGET FOR THE ACTION

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Sections 1.3, 2.1.4).

3. JUSTIFICATION OF EXPENDITURES

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide the justification of project expenditures.

4. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 3) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are three different sheets to be completed.

5. PROJECT DESCRIPTION IN ENGLISH

Fill in Annex D to Guidelines for applicants to provide information concerning the project in English

6. EXPERIENCE OF SIMILAR ACTIONS

Maximum ½ 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) ⁷	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

7. GENERAL INFORMATION

Has the project applied for other co-financing (<i>e.g. EU funds ERDF, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme</i>)? If YES , please, specify within which programme and provide details of its scope and of its timeframe.	NO	
	YES	
State aid received by applicant	NO	
If YES, please, provide the amount of state aid (<i>EUR</i>)	YES	

⁷ If the Donor is the European Commission or an EU Member State, please specify the EC budget line, EDF or EU Member State.

II. THE APPLICANT

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

1. IDENTITY

Registration Number (or equivalent)	
Date of Registration	
Place of Registration	
Official address of Registration	
Country of Registration⁸	
Contact person	
E-mail address and telephone number	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	

⁸ For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

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"/> NGO <input type="checkbox"/> Other (please specify)
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organization / network entity ⁹ <input type="checkbox"/> No, independent

⁹ E.g. confederation / federation /alliance

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector in project management

Type of project	Year(s) of Experience	Experience in the past 7 years	Number of Projects 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 thousand 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 (<1year)
N-1 ¹⁰						
N-2						
N-3						

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 Commission		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		

¹⁰ N = previous financial year

N	<input type="checkbox"/> Other (please specify):		Not applicable
N	Total	100%	Not applicable

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 - 1		From dd/mm/yyyy to dd/mm/yyyy
N – 2		From dd/mm/yyyy to dd/mm/yyyy
N – 3		From dd/mm/yyyy to dd/mm/yyyy

3.2.3. Number of Institution's staff (full-time equivalent) :

Type of staff*	Number of staff	

* manager, engineer, 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				

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	
Date of Registration	
Place of Registration	
Legal status¹¹	
Official address of Registration¹²	
Country of Registration¹³	
Contact person	

¹¹ E.g. non profit making, governmental body, international organisation

¹² If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

¹³ For organisations

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	
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 , in accordance with the section ... of Guidelines of Applicants.

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 applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports – narrative (4-months, interim, final) and financial - made to the Joint Managing Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners 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.
6. Where the Beneficiary does not have his 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 Joint Managing Authority. I undertake to comply with the principles of good partnership practice.

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

IV. CHECKLIST

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

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
Country¹⁴ and date of registration	
Legal status¹⁵	
Partner 1 Name: Country of registration: Legal status	

¹⁴ For organisations

¹⁵ E.g. non profit making, governmental body, international organisation

Partner 2

Name:

Country of registration:

Legal status

NB: Add as many rows as partners

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

Title of the Proposal: <indicate the title>

	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form, published for this call for proposals, has been used		
2. The Declaration by the applicant 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 (part V of the AF))		
3. The Partnership statement has been signed by all partners, by the head of the organisation or other authorised person (s)		
4. The proposal is complete and filled out in accordance with the Guidelines for Applicants (note: all required annexes enclosed)		
5. The proposal is typed and is <in Polish/Russian/Ukrainian>		
6. One original and 2 copies are included		
7. An electronic version of the proposal (CD-Rom) is enclosed		
8. The budget (budget (b1), justification of expenditures (b2), and expected sources of funding (b3)) is presented in the format requested, is expressed in € and is enclosed		
9. The logical framework has been completed and is enclosed		
10. Compliance with state aid provisions		
11. Additional documents are included (if applicable) <ul style="list-style-type: none"> Statutes or articles of association for the applicant/partners¹⁶ – Annex A1 Applicant's external audit report (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public bodies) – Annex A2 Copies of the profit and loss account and the balance sheet or other relevant fiscal documents for the last 3 years (if applicable), showing the financial standing of the applicant/partner with financial contribution to the project – Annex A3 <ul style="list-style-type: none"> The applicant's declaration on ensuring the funds necessary to project implementation – Annex A4. If applicable authorisation from the applicant that the person has the right to sign the Application Form (if the Application Form shall be signed not by the Head of the organisation) 		

¹⁶ Where the Applicant is a public body created by a law, a copy of the relevant legislative act must be provided

<p>Annex A5. In case of entity without legal personality a written statement on having the capacity to undertake legal obligations (including signing the grant contract) issued by Supervisory Institution will be required.</p> <ul style="list-style-type: none"> • Register document applicable for the beneficiary/partners (for Polish partners - Extract from the National Court Register – Krajowy Rejestr Sądowy – <i>issued not earlier than 6 months before the submission of the AF</i>; for Ukrainian and Belarusian partners: Notarized copy of the Certificate of state registration of legal person issued by a relevant authority) – Annex A6. <i>Not applicable for public institutions.</i> • Declaration on the entitlement to the recovery of VAT- Annex A7 (applicable only for Polish partners). • (infrastructural project) - building permission Annex A8- if available at the stage of project submission but not later than before signing the grant contract. If the applicant doesn't possess building permission at the stage of project submission a certification (notified copy) from the relevant authority must be annexed that the request is under consideration. Expected date of the request endorsement should be also provided in the application form. If the project implementation does not require a building permission, a certification issued by the relevant institution should be annexed that the works component is not a subject of a building permission. • (infrastructural project)- Declaration of the Applicant/Partner on the right for the land/real estate disposal for the construction purposes Annex A9 • (infrastructural project) – Feasibility study or Brief Feasibility Study (containing the following elements: the executive summary, project background, definition of demand/development needs and goals, implementation part, financial needs analyses and risk analysis). Feasibility study or Brief Feasibility Study shall be submitted in original language accompanied <i>with brief English summary</i>, reflecting the main content. The translation into English should be with the following remark: TRUE TO THE ORIGINAL and be signed and stamped by the Applicant. – Annex A10 • (infrastructural project)- Maps, project location sketches (simply presenting the location of the action)– Annex A11. • (infrastructural project) - Environmental impact assessment (if applicable according to the national law). If not applicable – written statement issued by the relevant institution must be provided – Annex A12 • Other necessary documents required by Polish/Belarusian/ Ukrainian law – please specify and 		
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add next point e.g. A13, A14 etc.		
12 . The applicant and partners (s) are eligible		
13. The action is implemented in eligible area		
14. The activity is eligible under the Programme		
15. The costs are eligible and properly calculated		
16. The administrative costs do not exceed 7% of the total direct eligible costs		
17. The contingency reserve does not exceed 5% of the total direct eligible costs		
18. The duration of the action is equal to or lower than 24 months (the maximum allowed)		
19. The requested contribution is equal to or higher than 100 000 EURO (the minimum allowed)		
20. The requested contribution is equal to or lower than 1 500 000 EURO (the maximum allowed)		
21. No overlapping or duplication with other aid programmes		
22. The requested contribution is equal to or lower than 90 % of the total eligible costs (maximum percentage required)		
23. The applicant's financial (and partners', if applicable) contribution is equal to or higher than 10 % of the total eligible costs (minimum percentage allowed)		
24. The Checklist is filled in and sent with the full Application Form		

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;
- ☐ 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 1995¹⁷;
- 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 1997¹⁸;

¹⁷ OJ C 316, 27.11.1995, p.48.

¹⁸ OJ C 195, 25.6.1997, p. 1.

- 3) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council¹⁹;
- 4) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC²⁰.

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	
Position	
Date	

¹⁹ OJ L 351, 29.12.1998, p. 1. Joint Action of 21 December 1998 making it a criminal offence to participate in a criminal organisation in the Member States of the European Union.

²⁰ OJ L 166, 28.6.1991, p. 77. Directive of 10 June 1991, as amended by Directive 2001/97/EC of the European Parliament and of the Council of 4 December 2001 (OJ L 344, 28.12.2001, p.76).