



Тема 9 Проектная заявка

*Программа территориального сотрудничества
Беларусь – Украина*

Подготовка и управление проектами

Георгий Баранец

г. Ровно, 23-26.09.2014

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Official Source for Calls
Официальный источник ^{1/2}

The **only** official source for EuropeAid Calls for Proposals (CfP) is the website – **Единственный** официальный источник о конкурсах заявок, объявляемых EuropeAid, веб-сайт:

<http://ec.europa.eu/europeaid/work/funding/>

*(Calls for proposals & Procurement notices -
Конкурсы заявок и объявления о закупках)*

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Official Source for Calls Официальный источник ^{2/2}



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Source for the Call Источник для конкурса ^{2/2}

Information for this CfP can be found via EaP TC web-site –
Информация о данном конкурсе может быть найдена через
сайт EaP TC:

<http://eaptc.eu/ru/>

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<http://eaptc.eu/ru/>



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Application Pack Документы для заявителя

Typical content of an Application Pack – Типичный
состав комплекта документов для заявителя

- Guidelines for grant applicants – Руководство для
соискателей гранта
- Annexes to Guidelines for grant applicants –
Приложения к Руководству для соискателей
гранта



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Annexes Приложения 1/4

- **Annex A.** Grant Application Form –
Приложение А. Форма заявки на грант
- **Annex B.** Budget for the Action, Justification of the Budget for the Action, Expected sources of funding & summary of estimated costs



Приложение В. Бюджет проекта, Обоснование бюджета проекта, Ожидаемые источники финансирования и сводка ожидаемых затрат

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Annexes Приложения 2/4

- **Annex C.** Logical Framework for the Project
Приложение С. Логическая структура проекта
- **Annex D.** Legal Entity Form (for private company and for public entity)
Приложение Д. Форма юридического лица (для частной компании и для государственной организации)
- **Annex E.** Financial Identification Form
Приложение Е. Форма финансовой идентификации



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Annexes Приложения 3/4

- **Annex G (I, II, IV-IX).** Grant Contract –
Приложение G (I, II, IV-IX). Контракт на грант
- **Annex J.** Information on the tax regime applicable to grant contracts signed under EuropeAid/135376/C/ACT/MULTI
Приложение J. Информация о налоговом режиме применяемом к контрактам на грант, заключенным в рамках EuropeAid/135376/C/ACT/MULTI



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Annexes Приложения 4/4

- **Annex K.** Guidelines and Checklist for assessing Action Budgets and Simplified Cost Options for Union financed Grant Contracts
Приложение K. Руководство и Контрольный перечень для оценки бюджета проекта и упрощенных показателей затрат для контрактов на гранты, финансируемые ЕС



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Concept Note (CN) Концепция проекта (КП)

1st Stage Deadline Этап 1 Срок подачи DD.MM.YYYY	Annex A. Grant Application Form. Part A. Concept Note Приложение А. Форма заявки на грант. Часть А. Концепция проекта
	PADOR on line registration Регистрация он-лайн в системе PADOR

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Full Application Полная заявка

2nd Stage* Deadline to be indicated Этап 2* Срок подачи будет уточнен * Only for successful applicants – Только для успешных заявителей	Annex A. Grant Application Form. Part B Full Application Form Приложение А. Форма заявки на грант. Часть В Полная форма заявки
	Annex B. Budget – Приложение В. Бюджет
	Annex C. Logical Framework – Приложение С. Логическая структура

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Concept Note Концепция проекта

- Concept Note is the integral part of the Project Application – Концепция проекта является неотъемлемой частью проектной заявки
- It includes definitions of the key project components and basic justifications – Она включает определения основных компонентов проекта и базовые обоснования

!!! These definitions and justifications cannot be changed in the Full Application – Эти определения и обоснования не подлежат изменению в Полной Заявке

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Cover page Титульная страница

Annex A

Contracting Authority: The European Commission

Supporting the Eastern Partnership cities in the implementation of Sustainable Energy Action Plans (SEAPs) under the Covenant of Mayors

Grant Application Form

Budget line: 19.080103 of the EU budget (Eastern Neighbourhood)
Reference: EuropeAid/135376/C/ACT/MULTI

Deadline for submission of concept notes: 21 March 2014
To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible.

Title of the action	
Number and title of lot	
Location(s) of the action	(specify country(ies), region(s), district(s) or town(s) to benefit from the Action)
Name of the applicant	
Nationality of the applicant*	

Dossier No

* An organisation is considered eligible if it was established under the national law of the country concerned and the main office is located in an eligible country. Any organisation established in a country which is not an eligible country will be considered an eligible local organisation. See the footnotes to the Guidelines.

Document reference: EaPTC/135376/C/ACT/MULTI/01 Page 1 of 44

- Title of the action (*be as specific and short as possible*) – Название проекта (как можно короче и конкретнее)
- Number and title of lot – Номер и название лота
- Location(s) of the action (*country, region and city*) – Место реализации проекта (страна, регион, город)
- Name of the applicant (*full official name*) – Наименование заявителя (полное официальное наименование)
- Dossier No (*do not fill in*) - № Досье (не заполнять)

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Information of the Applicant Информация о заявителе

EuropeAid ID ¹	
Choosing contract/Legal Entity ID (Number of available)	
Legal status ²	
Co-applicant ³	Name, EuropeAid ID, Nationality and date of establishment Legal status, Relations with the applicant or co-applicant
Affiliated entity ⁴	Name, EuropeAid ID, Nationality and date of establishment Legal status, Relations with the applicant or co-applicant
Applicant's contact details for the purpose of this action	
Postal address:	
Telephone number: (fixed and mobile) Country code + city code + number (extension, if any)	
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 address, phone numbers, fax numbers or e-mail, must be notified in writing to the Controlling Authority. The Controlling Authority will not be held responsible in the event that it cannot contact an applicant.	

1 To be inserted if the organisation is registered in the Public Register (insert data on time registration), for more information see the register, annex 10, [http://ec.europa.eu/development/external_relations/eas/eas_en.htm](#)

2 If an applicant has already registered in the Public Register, the Controlling Authority will be informed of the legal entity for the action.

3 E.g. non-profit, public, private, etc.

4 Use one or more of the following legal entities:

1. Non-profit organisation
2. Public organisation
3. Private organisation
4. Other

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- EuropeAid ID (PADOR registration) – Европейская Идентификация (регистрация в PADOR)
- Ongoing contract/Legal Entity File Number (fill in 'N/A' if not available) – Текущий контракт / Номер файла юридического лица (вставьте 'N/A', если нет)
- Legal status – Правовой статус
- Co-applicant (full data for each in the separate line) – Со-заявитель (полные данные о каждом в отдельной строке)
- Affiliated entity (as for co-applicant) – Аффилированная организация (то же, что и для со-заявителя)
- Applicant's contact details – Контактные данные заявителя

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Adjust as it is actually in the final version of
your AF

Приведите в соответствие с
окончательной версией Вашей ФЗ

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Summary of the action Резюме проекта

PART A. CONCEPT NOTE
1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that if this is a restricted call, only the concept note should be submitted in the first stage of the application. If this is an open call, both the concept note and the full application should be submitted at the same time.

There is no specific template for the Concept Note but the applicant must ensure that the text:

- does not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);
- provides full information (as the evaluation grid will be applied solely on the information in the concept note);
- is drafted as clearly as possible in order to be evaluated.

Summary of the action*

Please complete the table below, which should not exceed 1 page.

Title of the action	
Lot	<input type="checkbox"/> Lot 1 - Ukraine <input type="checkbox"/> Lot 2 - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova
Please tick the box corresponding to the specific lot for which you are applying:	
Location(s) of the action – overall country(ies) region(s) that will benefit from the action	
Total duration of the action (months)	
EU financing requested (amount)	EUR (currency of the Contracting Authority)
EU financing requested as a percentage of total budget of the Action (indicative)	%
Objectives of the action	Overall objective(s) Specific objective(s)
Target group(s)	
Final beneficiaries	

* Cover page as per template in page 1 should be attached as well.
 * "Target group" are the group(s) who will directly benefit from the action at the action progress level.
 * "Final beneficiaries" are those who will benefit from the action in the long term at the level of the society or wider at large.

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Annex A - European Union (EaPTC) ACT/MS/12

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Follow instructions and provide information as required – Следуйте инструкциям и представьте требуемую информацию
Summary of the action – Резюме (max XX p. – XX стр.)

- Title of the action – Название
- Lot – Лот
- Location(s) of the action – Место реализации проекта
- The same as on the Cover Page – Те же, что и на титульной странице
- Total duration of the action – Общая продолжительность проекта

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Summary of the action Резюме проекта

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EU financing requested (amount)	EUR (currency of the Contracting Authority)
EU financing requested as a percentage of total budget of the Action (indicative)	%
Objectives of the action	Overall objective(s) Specific objective(s)
Target group(s)	
Final beneficiaries	

* Cover page as per template in page 1 should be attached as well.
 * "Target group" are the group(s) who will directly benefit from the action at the action progress level.
 * "Final beneficiaries" are those who will benefit from the action in the long term at the level of the society or wider at large.

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Annex A - European Union (EaPTC) ACT/MS/12

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Estimated results	
Main activities	

- EU financing requested (amount) – Запрос на финансирование ЕС ($\geq \text{€ } XX,000 - \leq \text{€ } XXX,000$)
- EU financing requested as a percentage – Запрос на финансирование ЕС в % (maximum 90%)
- Objectives of the action – Цели проекта
 - overall objective(s) – общая цель (и)
 - specific objective(s) – конкретная цель (цели)
- Target group(s) – Целевая группа(ы)
- Final beneficiaries – Конечные бенефициары
- Estimated results – Ожидаемые результаты
- Main activities – Основные мероприятия

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Description of the action Описание проекта

Estimated results	
Main activities	

DESCRIPTION OF THE ACTION (MAX 1 PAGE)

Please provide all the following information:

Give the background to the preparation of the action.

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held with them.

Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters.

State the broad timeframe for the action and describe any specific factor that has been taken into account.

RELEVANCE OF THE ACTION (MAX 2 PAGES)

1.1.1. Relevance to the objectives/themes/specific priorities of the call for proposals

Please provide all the following information:

Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.

Describe the relevance of the action to any specific sub-theme/sectors and any other specific requirements stated in the Guidelines for the call, e.g. local ownership etc.

Describe which particular expected contribution to the Guidelines for the call will be addressed.

1.1.2. Relevance to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Please provide all the following information:

State clearly the specific pre-project situation in the target country(ies), region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans/undertaking at national, regional and/or local level relevant to the action.

Describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is, state the main results of the previous action, refer to the main constraints and any other relevant information.

Where the action is part of a larger programme, clearly explain how it is, state the main results of the programme or any other planned project. Specify the particular synergy with other initiatives, a particular by the European Commission.

1.1.3. Describe and define the target groups and final beneficiaries (quantified where possible), including selection criteria

Please provide all the following information:

Give a description of each target group and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints of each of the target groups and final beneficiaries.

Describe how the action will address the needs and constraints of the target groups and final beneficiaries.

Describe the proposed to the needs and constraints of the target groups and final beneficiaries.

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Maximum XX p. – XX стр.

- Background to the preparation of the action – Предпосылки подготовки проекта
- Explain the objectives – Разъясните цели
- Describe the key stakeholder – Опишите основных заинтересованных
- Briefly state the type of activities and specify related outputs and results – Кратко охарактеризуйте тип мероприятий соответствующие им результаты

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Relevance of the action Соответствие проекта

Estimated results	
Main activities	

DESCRIPTION OF THE ACTION (MAX 1 PAGE)

Please provide all the following information:

Give the background to the preparation of the action.

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held with them.

Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters.

State the broad timeframe for the action and describe any specific factor that has been taken into account.

RELEVANCE OF THE ACTION (MAX 2 PAGES)

1.1.1. Relevance to the objectives/themes/specific priorities of the call for proposals

Please provide all the following information:

Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.

Describe the relevance of the action to any specific sub-theme/sectors and any other specific requirements stated in the Guidelines for the call, e.g. local ownership etc.

Describe which particular expected contribution to the Guidelines for the call will be addressed.

1.1.2. Relevance to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Please provide all the following information:

State clearly the specific pre-project situation in the target country(ies), region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans/undertaking at national, regional and/or local level relevant to the action.

Describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is, state the main results of the previous action, refer to the main constraints and any other relevant information.

Where the action is part of a larger programme, clearly explain how it is, state the main results of the programme or any other planned project. Specify the particular synergy with other initiatives, a particular by the European Commission.

1.1.3. Describe and define the target groups and final beneficiaries (quantified where possible), including selection criteria

Please provide all the following information:

Give a description of each target group and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints of each of the target groups and final beneficiaries.

Describe how the action will address the needs and constraints of the target groups and final beneficiaries.

Describe the proposed to the needs and constraints of the target groups and final beneficiaries.

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Maximum XX p. – XX стр.

- To the objectives/ sectors/ themes/ specific priorities of the CFP – Целям/ сектору/ тематике/ приоритетам Конкурса заявок
- To the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors – Специфическим потребностям и ограничениям страны (стран), региона(ов) и/или определенного сектора
- To the needs and constraints of target groups and final beneficiaries – Потребностям и ограничениям целевых групп и конечных бенефициаров

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Relevance of the action Соответствие проекта

Explain any participatory process ensuring participatory the target groups and final beneficiaries.

1.1.1. Particular added-value elements
Indicate any specific addition elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

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Added-value elements – Элементы добавленной стоимости (дополнительной ценности, усиливающие актуальность):

- the promotion or consolidation of public-private partnerships – стимулирование государственного - частного партнерства
- innovation and best practice, or other cross-cutting issues such as – инновации и передовой опыт или 'горизонтальные' вопросы, такие, как:
 - environmental – окружающая среда
 - equal opportunities – равные возможности
 - needs of disabled people – потребности людей с ограниченными возможностями

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Checklist for the CN Контрольный список для КП

2 CHECKLIST FOR THE CONCEPT NOTE

EUROPAIDISTINGUISHING
SUPPORTING THE EASTERN PARTNERSHIP CITIES IN THE IMPLEMENTATION OF
SUSTAINABLE ENERGY ACTION PLANS GROUPS UNDER THE COVENANT OF
MAYORS
MEMBERS OF THE EU BUDGET EASTERN NEIGHBOURHOOD

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
EuropeAid ID number	
Nationality/Country and date of registration	
Legal Entity File number	
Legal status ¹	
Affiliated entity	
Name of the co-applicant	
EuropeAid ID number	
Nationality/Country and date of registration	
Legal Entity File number	
Legal status	
Affiliated entity	
Name of the Affiliated Entity	
EuropeAid ID number	
Nationality/Country and date of registration	
Legal status	
Specify in which entity you are affiliated (significant and/or the co-applicant)	
Specify the kind of affiliation you have with that entity	

¹ For individuals.
² For organisations.
³ If the applicant has already registered with the Commission.
⁴ E.g. non-profit, government, or other legal entity.
⁵ Add as many as you need.
⁶ Add as many as you need.

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Administrative data in the table on the Applicant and each Co-applicant and Affiliated entity in the consortia filling must be coordinated with the relevant information provided on the pp. 1 and 2 of the CN

Административные данные в этой таблице о Заявителе, каждом Со-заявителе (партнеры) и Аффилированной организации должны соответствовать информации, представленной на стр. 1 и 2 КП

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Checklist for the CN Контрольный список для КП

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF

Title of the Proposal:	Tick the boxes off below	
	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The information in the Concept Note has been filled out.		
2. The Declaration by the applicant has been filled in and signed.		
3. The proposal is typed and is in English. Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. One original and 3 copies are included.		
5. The approximate version of the concept note (3,000 words) is enclosed.		
PART 2 (ELIGIBILITY)		
6. The action will be implemented in an eligible country(ies) or in the minimum required number of eligible countries.		
7. The duration of the action is max. 48 months.		
8. The requested contribution is between the minimum and maximum allowed.		
9. This Checklist and the Declaration by the Applicant have been filled in and sent with the Concept Note.		

2013.1.000
Annex A - European Territorial Cooperation Support Programme

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- Check the CN against listed criteria marking the column 'Yes' or 'No' with an 'X' – Проверьте КП в соответствии критериями, поставив отметку 'X' в колонку 'Да' или 'Нет'
- If you put a mark in column 'No', it means you made a mistake and you should correct it – Если Вы поставили 'Нет', то это ошибка и ее надо исправить
- For a properly created CN, all criteria should be marked in column 'Yes' – Для хорошо подготовленной КП все ответы должны быть 'Да'

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Declaration by the Applicant Декларация заявителя

3 DECLARATION BY THE APPLICANT FOR THE CONCEPT NOTE

The applicant represented by the undersigned, being the authorized signature of the applicant, and in the context of the present application, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that:

- the applicant has the sources of financing and professional competence and qualifications specified in Section 2.6 of the Guidelines for Applicants;
- the applicant undertakes to comply with the obligations imposed in the affiliated entities 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 the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- if the requested amount is above EUR 40,000, the applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in Section 2.5.2 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: http://ec.europa.eu/eas/external_actions/contract_procedures/contract_procedures_en.htm); Furthermore, it is recognized 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 2.5.4 of the Practical Guide;
- the applicant and each co-applicant(s) and affiliated entity(ies) (if any) are in a position to deliver immediately upon request, the supporting documents stipulated under Section 2.4 of the Guidelines for Applicants;
- the applicant and each co-applicant(s) and affiliated entity(ies) (if any) are eligible in accordance with the criteria set out under Section 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 G);
- the applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of discharging the financial interests of the European Union, their proceeds may be transferred to financial audit services, to the European Court of Auditors, Financial Investigation Panel or to the European Anti-Fraud Office.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

2013.1.000
Annex A - European Territorial Cooperation Support Programme

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- Type in the Word document the name and position of person authorized to sign official documentation on behalf of your organization – Впечатывайте в документе Word имя и должность лица, уполномоченного подписывать документы от имени Вашей организации
- Ensure that it is properly signed sealed and dated – Подпишите и поставьте печать
- Provide original with original version of the CN – Представьте оригинал с оригинальной копией КП

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How to fill in Как заполнять 1/2

In the tables – в таблицах:

- do not change shadowed cells – не меняйте затененные ячейки
- fill in required information in the white empty cells – вставьте требуемую информацию в свободные белые ячейки
- do not change initial formatting – не меняйте исходное форматирование
- instructions in *italic type in <> brackets* must be changed to required information in required font without brackets – инструкции курсивом в <> скобках следует заменить на необходимую информацию требуемым шрифтом

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How to fill in Как заполнять 2/2

In the sections 'Description of the action' and 'Relevance of the action' – в разделах 'Соответствие проекта' и 'Описание проекта':

- insert required information immediately after instructions at the end of each section/subsection – вставьте необходимую информацию сразу после инструкций в конце раздела/подраздела
- use required font and spacing – используйте требуемый шрифт и интервалы
- check in the separate document with required margins that text does not exceed required volume – проверьте в отдельном документе с заданными полями, что текст не превышает требуемый объем

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Submission requirements Требования по представлению

- Paper version in 1 original & 3 copies in A4 size, each bound – Распечатанные на бумаге формата A4 и переплетенные 1 оригинал и 3 копии
- Electronic version of the (CD-Rom) – Электронная версия (CD-Rom)

Must be submitted in one sealed envelope – Должно быть представлено в одном запечатанном конверте

- NO ADDITIONAL documents and/or supplementary annexes – Дополнительные документы рассматриваться НЕ БУДУТ

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Grounds for exclusion Основания для отклонения

The application will be rejected if – Заявка будет отклонена, если:

- sent by any other means than prescribed – выслана иным способом, отличным от требуемого
- delivered to other addresses – доставлена по иному адресу
- is incomplete - неполная
- does not satisfy any the criteria as specified in the Checklist – не соответствует какому либо критерию, определенному в Контрольном списке
- deadline not met – нарушен срок представления
- received after the date of approval of the evaluation – получена после утверждения результатов оценки

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PADOR registration Регистрация в PADOR 1/2

PADOR – Potential Applicant Data Online Registration –
Онлайн регистрация данных о потенциальных
заявителях

<http://ec.europa.eu/europeaid/work/online-services/pador/>

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PADOR registration Регистрация в PADOR 2/2



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Available on the web Доступно на странице

- PADOR Help Guide for Applicants – Руководство для заявителей
- PADOR Help Guide for Co-applicants – Руководство для со-заявителей
- PADOR Help Guide for Affiliated Entity – Руководство для аффилированных организаций
- FAQ – Часто задаваемые вопросы (ЧЗВ)
- Helpdesk – Служба поддержки (Europeaid-pador@ec.europa.eu)
- PADOR off-line form – форма для печати



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Practical tips Практические советы ^{1/2}

- Download all documents available on the PADOR website – Скачайте все документы доступные на сайте
- Read carefully relevant Practical Guide and off-line form – Внимательно ознакомьтесь с формой и соответствующим руководством
- Prepare all required information and provide proper English translation – подготовьте необходимую информацию и сделайте перевод на английский

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Practical tips Практические советы ^{2/2}

- Follow steps indicated in the Guide – Следуйте пошаговым инструкциям в Руководстве
- In the case of questions refer to the use FAQ or use the helpdesk tool – в случае вопросов, обратитесь к ЧЗВ или используйте инструмент службы поддержки

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Available assistance Доступная поддержка ^{1/2}

Requests for clarifications in English or Russian may be –
Вопросы на английском и русском языках могут быть

- sent by e-mail – высланы по э-почте name@address
- sent by fax – высланы факсом +XX X XXXXX
- or asked by phone – заданы по телефону +XX X XXXXX
till – до DD.MM.YYYY

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Available assistance Доступная поддержка ^{2/2}

- The answers will not be sent to persons/organisations concerned by e-mail but will be published at the programme website – Ответы не будут рассылаться по электронной почте, но будут опубликованы на сайте программы
- Please check this website regularly. The last date for clarifications issued by the Contracting Authority is DD.MM.YYYY – Последняя дата публикации Контрактным органом ответов на ваши вопросы DD.MM.YYYY

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Evaluation: relevance Оценка: соответствие ^{1/3}

1. Relevance of the action – соответствие проекта	/30
1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals – В какой степени предложение соответствует целям и приоритетам конкурса?	(10)/5x2
1.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal – В какой степени предложение соответствует потребностям целевой страны или региона?	(10)/5x2

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Evaluation: relevance

Оценка: соответствие ^{2/3}

1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately – Насколько ясно определены и стратегически целесообразно выбраны участники (конечные бенефициары, целевые группы)? Насколько правильно определены и учтены в проекте их потребности ?

(5)/5

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Evaluation: relevance

Оценка: соответствие ^{3/3}

1.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices – Содержит ли предложение конкретные элементы, обеспечивающие дополнительную ценность, такие как охрана окружающей среды, продвижение гендерного равенства и равных возможностей, потребностей инвалидов, прав меньшинств, инновации, передовой опыт?

(5)/5

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Evaluation: design Оценка: дизайн

2. Design of the action – дизайн проекта	20
2.1. How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? – Насколько согласован дизайн проекта? В частности, основан ли он на анализе проблем, принимает ли во внимание внешние факторы и соответствующих заинтересованных?	(10)/5x2
2.2. Is the action feasible and consistent in relation to the objectives and expected results? – Насколько осуществим проект в части целей и ожидаемых результатов?	(10)/5x2

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Evaluation: capacity Оценка: возможности^{1/2}

3. Financial and operational capacity – финансовые и операционные возможности	20
3.1. Do the applicants and affiliated entity(ies) have sufficient experience of project management? – Обладают ли заявитель и аффилированная(ые) организация(ии) достаточным опытом по менеджменту проектов?	(5)/5
3.2. Do the applicants and affiliated entity(ies) have sufficient technical expertise? (special knowledge of the issues to be addressed) – Обладают ли заявитель и аффилированная(ые) организация(ии) достаточным опытом по менеджменту проектов?	(5)/5

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Evaluation: capacity Оценка: возможности ^{2/2}

3.3. Do the applicants and affiliated entity(ies), if applicable, have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)? – Обладают ли заявитель и аффилированная(ые) организация(ии) достаточными возможностями управления (персонал, оборудование, управление бюджетом)?	(5)/5
3.4. Does the lead applicant have stable and sufficient sources of finance? – Обладает ли заявитель стабильными и достаточными финансовыми ресурсами?	(5)/5

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Evaluation: feasibility Оценка: выполнимость ^{1/2}

4. Effectiveness and feasibility of the action – Эффективность и выполнимость	20
4.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? – Согласованы ли предложенные мероприятия с целями и ожидаемыми результатами	(5)/5
4.2. Is the action plan clear and feasible? – Насколько ясен и осуществим план мероприятий	(5)/5

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Evaluation: feasibility Оценка: выполнимость ^{2/2}

4.3. Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned? – Содержит ли предложение объективно проверяемые индикаторы для результатов проекта? Запланирована ли оценка?	(5)/5
4.4. Is the applicants/affiliated entities' level of involvement and participation in the action satisfactory? – Является ли степень участия заявителя /аффилированной организации удовлетворительной	(5)/5

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Evaluation: sustainability Оценка: устойчивость ^{1/2}

5. Sustainability of the action – Устойчивость проекта	15
5.1. Is the action likely to have a tangible impact on its target groups? – Будет ли проект иметь реальное воздействие на целевые группы?	(5)/5
5.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)? – Может ли проект иметь эффект множителя (включая повторение, продолжение и сохранение информации)	(5)/5

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Evaluation: sustainability Оценка: устойчивость^{2/2}

<p>5.3. Are the expected results of the proposed action sustainable? – Являются ли результаты предлагаемого проекта устойчивыми:</p> <ul style="list-style-type: none"> • financially – финансово • institutionally – институционально • at policy level – на политическом уровне • environmentally – экологически 	(5)/5
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Evaluation: budget Оценка: бюджет

6. Budget and cost-effectiveness of the action – Бюджет и эффективность расходов	15
6.1. Are the activities appropriately reflected in the budget? – Отлажены ли предложенные мероприятия в бюджете?	(5)/5
6.2. Is the ratio between the estimated costs and the expected results satisfactory? – Является ли соотношение между требуемыми затратами и результатами приемлемым?	(10)/5x2

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Evaluation: total Оценка: итого

7. Total score and recommendations – Общая оценка и рекомендации	120
7.1. Relevance of the action – Соответствие проекта	(30)/30
7.2. Design of the action – Дизайн проекта	(20)/20
7.3. Financial and operational capacity – Финансовые и операционные возможности	(20)/20
7.4. Effectiveness and feasibility of the action – Эффективность и выполнимость	(20)/20
7.5. Sustainability of the action – Устойчивость	(15)/15
7.6. Budget and cost-effectiveness of the action – Бюджет и эффективность расходов	(15)/15

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Заключительные замечания

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What is a good project?

Relevant	<ul style="list-style-type: none"> to the problems, needs and priorities of target groups, environment and policy framework
Efficient	<ul style="list-style-type: none"> high quality results obtained at reasonable cost
Effective	<ul style="list-style-type: none"> results are directly contributing to the project objectives
Impact	<ul style="list-style-type: none"> directly contributing to the programme and wider sector objectives
Sustainable	<ul style="list-style-type: none"> continuation of produced benefits in time

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Что такое 'хороший проект'

Уместный	<ul style="list-style-type: none"> по отношению к проблемам, потребностям и приоритетам целевых групп, окружающей среде и политическим установкам
Эффективный	<ul style="list-style-type: none"> результаты высокого качества достигаются по приемлемой цене
Действенный	<ul style="list-style-type: none"> результаты являются непосредственным вкладом в достижение целей проекта
Влияющий	<ul style="list-style-type: none"> привносит вклад в достижение целей программы и более широкого сектора
Устойчивый	<ul style="list-style-type: none"> полученные выгоды устойчивы во времени

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Thank you for your attention!
Благодарю за внимание!

Georgui Baranets

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