**APPLICATION FORM**

**for bilateral funds requested under the**

Call 1 - call for bilateral initiatives aiming to identify partners for donor partnership projects, the development of such partnerships and the preparation of an application for a donor partnership project to be submitted under the Program “Local Development, Poverty Reduction and Enhanced Roma Inclusion” (Local Development)

|  |  |
| --- | --- |
| **Number of registration** |  |
| **Date of registration** |  |
| **Time of registration** |  |

*(these data will be filled in by RSDF)*

**Section 1: GENERAL INFORMATION ABOUT THE REQUEST**

**Request title:**

|  |
| --- |
|  |

**Estimated duration of the planned bilateral activities:**

|  |  |
| --- | --- |
| Estimated duration (no. of weeks) |  |
| Estimated period of implementation |  |

**The financial dimension of the request:**

|  |  |
| --- | --- |
| Total estimated costs (Euro) |  |
| The amount of requested grant (Euro) |  |

**Summary of the request[[1]](#footnote-1):**

|  |
| --- |
|  |

**Section 2: GENERAL INFORMATION ABOUT THE APPLICANT FOR BILATERAL FUNDS**

|  |  |
| --- | --- |
| Organization full name: |  |
| Official address: |  |
| Postcode: |  |
| Town/ city: |  |
| County/ Region: |  |
| Country: |  |
| Phone number: |  |
| Fax: |  |
| E-mail: |  |
| Website: |  |
| Name of the Legal Representative: |  |
| Position of the Legal Representative: |  |

**Section 3: PRESENTATION OF THE PROJECT TO BE DEVELOPED AND SUBMITTED IN PARTNERSHIP UNDER THE PROGRAMME**

|  |  |
| --- | --- |
| Project (interim) title: | [*assign a title, even if it is an interim one, for the project you plan to develop and submit for funding in partnership with an entity from Donor States/ Romania*] |
| The call for proposals organized under the Programme in which you plan to submit the project | [*fill in the name of the call within which you plan to submit the project in partnership with an entity from Donor States/ Romania*] |
| Short description of the project: | [*provide details, on no more than 15 lines, regarding the objectives, planned activities and expected results of the project*] |
| Stage of project development: | [*indicate the project development stage, mention if the project was presented and/ or discussed with and/ or agreed by the potential partner/s from the Donor States/ Romania. If applicable, attach to the application form proofs of submission and/ or discussion and/ or approval of the project idea by the potential partner/s from the Donor States/ Romania (i.e., exchange of e-mails, letter of interest, and so on). Declaration of eligibility signed by the potential partner will be quantified in this respect*] |

**Section 4: PRESENTATION OF THE PROJECT PARTNERSHIP PROPOSAL**

|  |  |
| --- | --- |
| The stage of partner identification and partnership conclusion: | [*describe the efforts you made so far to identify and engage a partner from Donor States/ Romania for the project and specify the stage you have come to: search on the internet, contacting by e-mail, receiving an accept/ a formal or informal agreement on a partnership, submission of a draft for partnership agreement etc. If the case, attach to the application form evidence/ documents concerning the potential partner/s targeted/ found/ contacted, exchanged messages about a potential partnership, a letter of interest, etc. Declaration of eligibility signed by the potential partner will be quantified in this respect)*] |

*Depending on the stage of identifying partner/s and of the partnership conclusion, please provide the following information about the entities involved in efforts to conclude a project partnership:*

**4.1 Information about the Romanian entity:**

|  |  |
| --- | --- |
| Organization full name: |  |
| Official address: |  |
| Postcode: |  |
| Town/ city: |  |
| County/ Region: |  |
| Country: |  |
| Phone number: |  |
| Fax: |  |
| E-mail: |  |
| Website: |  |
| Name of the Legal Representative: |  |
| Position of the Legal Representative: |  |
| Organization's experience in the project area | [*briefly describe maximum 2 similar activities/ projects in the same area as the proposed project, at the development and/ or implementation of which your organization participated in the last 5 years, providing details about the responsibilities of the organization in implementing these activities/ projects. As evidence, attach to the application form any document showing this, i.e.: activity reports of the organization referred to these activities/ projects, copies of official documents presenting these activities/ projects/ official announcement of the project approval by the donor, etc. or provide a link to a webpage where such documents are published*] |
| The role of the entity in Romania in the project to be developed and submitted within the Programme | [*Project Promoter or project partner]* |

**4.2 Information about the entity from Donor States:**

|  |  |
| --- | --- |
| Organization full name: |  |
| Official address: |  |
| Postcode: |  |
| Town/ city: |  |
| County/ Region: |  |
| Country: |  |
| Phone number: |  |
| Fax: |  |
| E-mail: |  |
| Website: |  |
| Name of the Legal Representative: |  |
| Position of the Legal Representative: |  |
| Field of activity of the organization | [*specify the field/ area of ​​expertise of the organization, emphasizing the extent to which it overlaps, at least partially, with specific Programme area within which you plan to submit the project*] |
| Organization's experience in the project area | [*briefly describe maximum 2 similar activities/ projects in the same area as the proposed project, at the development and/ or implementation of which the organization participated in the last 5 years, providing details about the responsibilities of the organization in implementing these activities/ projects. As evidence, attach to the application form any document showing this, i.e.: activity reports of the organization referred to these activities/ projects, copies of official documents presenting these activities/ projects/ official announcement of the project approval by the donor, etc. or provide a link to a webpage where such documents are published*] |
| The role of the entity in the Donor States in the project to be developed and submitted within the Programme | [*Project Promoter or project partner]* |

[*If the applicant intends to involve in the bilateral activities more than one entity from the Donor States/Romania, please provide the same information for each entity, by multiplying the above sections, as needed*]

**4.3 Partnership justification and the added value of the partnership**

|  |  |
| --- | --- |
| Justification for choosing the potential partner: | [*justify why it’s important to develop and to implement the project in partnership and provide arguments for your option regarding the potential partner (why you chose this partner and not another one, etc.)]* |
| Added value of the project partnership: | [*demonstrate the added value of the partnership regarding the project development and implementation – i.e. partner entities have similar and/ or complementary expertise in the Programme/ project area, and the partnership will facilitate the transfer of knowledge and best practice between partners, or one of the potential partners have more extensive experience/ expertise in the field, and the partnership will ensure the transfer of knowledge and best practices from it to the less experienced partner etc.*] |
| Medium and long term implications of the partnership | [*please explain the extent to which bilateral activities planned - those for which you are requesting funding by submitting this application - will contribute to the achievement of Programme objectives regarding development of bilateral relations, and will have a significant and sustainable impact on strengthening bilateral cooperation between Romania and the Donor State/s of potential partner/s.* |
| Anticipated results of planned bilateral activities concerning the development of bilateral relations between partner entities involved in these activities | [*describe the concrete, measurable results that you want to reach as a result of the completion of bilateral activities planned, including by reference to the following indicators:*]  No. of participants from Romania in bilateral activities: [*insert no.*], out of which: [*insert no.*] women and [*insert no.*] men  No. of participants from Liechtenstein involved in bilateral activities: [*insert no.*], out of which:[*insert no.*] women and [*insert no.*] men  No. of participants from Iceland involved in bilateral activities: [*insert no.*], out of which:[*insert no.*] women and [*insert no.*] men  No. of participants from Norway involved in bilateral activities: [*insert no.*], out of which:[*insert no.*] women and [*insert no.*] men  Number of letters of intent on future collaboration, signed by entities that participated in bilateral activities: [*insert no.*]  No. of partnership agreements drafted/ signed by entities that participated in bilateral activities, in order to submit, in partnership, projects under the Local development Programme: [*insert no.*]  No. of projects/ application forms jointly developed by entities that participated in bilateral activities, for the purpose of their submission under the Local development Programme: [*insert no.*]  Other (specific) indicators:  [*indicator 1*]: [*value*]  [*indicator 2*]: [*value*] |

**Section 5: PLANNED BILATERAL ACTIVITIES**

[*please present, in chronological order, all bilateral activities planned, by using the table below. Carefully plan the activities so that they do not exceed the deadline for submission of projects within the Programme call in which you plan to submit the project*]

|  |  |
| --- | --- |
| No. (A1, A2, ...) |  |
| Activity title/ name | [*fill in a short and relevant title*] |
| Location of the activity: | [*offices, town/city, country*] |
| Short description of the activity | [*explain the main objectives of the activity/ meeting/s, describe the sub-activities/ actions to be implemented and how it will be performed*] |
| Organization responsible for carrying out the activity | [*name of the organization*] |
| Participants: | [*list the organisations who will attend, their role in the project/ bilateral activity, the name of the representatives of each organisation and their position in the organisation*] |
| Estimated period of implementation: | [*between …*] |
| Overall duration (no. of days): | [*…*] days, of which:  [*…*] days for travel abroad  [*…*] days for activities listed in the attached agenda |

[*if necessary, add activities by multiplying the above table*]

**Section 6: BUDGET FOR PLANNED BILATERAL ACTIVITIES**

**6.1. Estimated budget for bilateral activities (in EUR, VAT included\*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Costs of traveling abroad** (using flat rates) | No. of participants from abroad (Romania or Donor States)  (1) | No. of days (travel included) / participant (2) | Lump sum/ day/ participant  (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Lump sum for international transport/ participant (2) | | (1)x(2) |
| ***[insert no.]*** | ***[insert value]*** | |
| **TOTAL 1** | | | **[T1]** |
| **Costs of traveling in Romania** (using flat rates) | No. of participants from Romania or Donor States  (1) | No. of days (travel included) / participant (2) | Lump sum/ day/ participant  (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Lump sum for internal transport in Romania/ participant (2) | | (1)x(2) |
| ***[insert no.]*** | ***[insert value]*** | |
| **TOTAL 2** | | | **[T2]** |
| **Travel costs** (using Romanian legislation – if the case) | No. of participants from Romania traveling abroad  (1) | No. of days (travel included)/ participant (2) | Daily allowance/ participant (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| No. of accommodation nights/ participant (2) | Accommodation allowance/ night/ participant (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Costs of national and international transport/ participant (2) | | (1)x(2) |
| ***[insert no.]*** | ***[insert cost/participant]*** | |
| **TOTAL 3** | | | **[T3]** |
| **TOTAL** | | | | **T1+T2+T3** |

*\* recoverable VAT will not be covered by the grant, so please do not take it into account in setting the budget*

**6.2. Justification of the budget for bilateral activities**

|  |
| --- |
| [*provide details for each type of costs, by indicating unit costs, , if more details are needed*] |

Signatures

I certify that I am duly authorized to sign this application form and that the information provided is accurate.

I confirm that planned bilateral activities will be conducted as described in this application and that the proposed expenditures are correct estimated.

I agree that the data contained in this application and in the attached forms and documents to be used in accordance with the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).**

Applicant:

|  |  |
| --- | --- |
| Date: [*dd-mm-yyyy*]  Place: | Name of the Legal Representative (please use capitals)  Position of the Legal Representative  Signature of the Legal Representative  Organization stamp |

1. summary shall include a short presentation (up to 15 lines) with reference to at least the following: objectives, planned activities and expected results [↑](#footnote-ref-1)