



Managing Authority: Prime Minister's Office of Hungary

Hungary-Slovakia-Romania-Ukraine

ENI Cross-border Cooperation Programme

2014-2020

Grant Application Form

for the 2nd Call for Proposals

Open call procedure for regular project proposals

Deadline for submission: 15th of September 2017

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1. General information

1.1. Project identification

Reference of the call for proposals	
Thematic objective¹	<p><i>[Please choose and delete those which are not applicable]:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> TO3 Local culture and preservation of historical heritage <input type="checkbox"/> TO6 Environmental protection, climate change mitigation and adaptation <input type="checkbox"/> TO7 Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication networks and systems <input type="checkbox"/> TO8 Common challenges in the field of safety and security
Programme priority²	<p><i>[Please choose and delete those which are not applicable]:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> TO3: Priority 1: Promoting local culture and history along with tourism functions <input type="checkbox"/> TO 6 - Priority 1: Sustainable use of the environment in the cross border area - preservation of natural resources, actions to reduce GHG emission and pollution of rivers <input type="checkbox"/> TO 7 - Priority 1: Development of transport infrastructure to improve the mobility of persons and goods <input type="checkbox"/> TO 7 - Priority 2: Development of ICT infrastructure and information sharing <input type="checkbox"/> TO 8: Priority 1: Support to joint activities for the prevention of natural and man-made disasters as well as joint action during emergency situations <input type="checkbox"/> TO8 Priority 2: Support to the development of health
Project full title	

¹ Section 1.3 of the Guidelines for Applicants

² Section 1.3 of the Guidelines for Applicants

Project acronym	
Name of the Lead Applicant [in English] and country of registration³	
Applicant(s)⁴:	

1.2. Information on the Lead Applicant

Any change in the addresses, phone numbers, or e-mail, must be notified in writing to the Managing Authority. The Managing Authority will not be held responsible in the event that it cannot contact an Applicant

Name of the Lead Applicant [in English and in original language]	
Legal status⁵	
Postal address	
Telephone/fax [Landline: Country code + city code + number]	
Fax [Country code + city code + number]	
E-mail:	
Contact person and position within the organization/ institution:	
Mobile and e-mail of the contact person:	
Website of the Lead Applicant	

³ Section 2.1.2 (a) in the Guidelines for Applicants

⁴ Section 2.1.2 (c) in the Guidelines for Applicants

⁵ Section 2.1.1 (1) in the Guidelines for Applicants. 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 (Hungary, Slovakia, Romania and Ukraine). In this respect, any legal entity whose statutes have been established in another country cannot be considered as an eligible local organisation

1.3. Information on the other Applicants

Name of Applicant 1 [in English and in original language]	
Country of registration of Applicant 1	
Name of Applicant 2 [in English and in original language]	
Country of registration of Applicant 2	
Name of Applicant 3 [in English and in original language]	
Country of Applicant 3	

1.4. Summary of the Project

Location of the project activities	<i>[Specify country(ies), territorial unit(s), area(s) or town(s) that will benefit from the Project]</i>
Nature of the project⁶	<i>[Please select from the below]:</i> <input type="checkbox"/> Integrated project <input type="checkbox"/> Symmetrical project
Type of the action	<i>[Please select from the below]⁷</i> <input type="checkbox"/> Infrastructure <input type="checkbox"/> Soft with infrastructure component <input type="checkbox"/> Soft project
Duration of the project⁸	<i>(In months)</i>

⁶ Section 2.1.3 (c) in the Guidelines for Applicants: the projects can be either integrated (where each partner carries out a part of the activities of the joint action on its own territory) or symmetrical (where similar activities are carried out in parallel in the eligible territory of two or more countries)

⁷ Infrastructure refers to a set of works, activities or services intended to produce physical assets such as roads, bicycle lanes, bridges, buildings (e.g.: rehabilitation of a bridge or building 3 km of bicycle lanes). Soft with infrastructure component comprises of a mixture of works, activities and services that include both non-physical and physical assets (e.g. new rules, policies or training for emergency intervention together with rehabilitation of a building that would host the intervention team and equipment). Soft: a project in which the project's activities produce results that are not necessary tangible. A soft project starts with an idea and results in specific accomplishments that are distinguished from the initial situation (e.g: capacity building, sharing best practice, setting up a network, writing a research, etc.)

⁸ Section 2.1.3 in the Guidelines for Applicants

Project overview Please provide a short overview of the project, describing it in the style of a press release (please cover all the points below): <ul style="list-style-type: none"> - A brief description of the project and what challenges it tackles; - The expected achievements and change the project will make to the current situation; - The expected results of your projects and who will benefit from them; - What is innovative about your it 	<i>Max 2000 characters</i>
Planned total budget of the project	EUR
Requested EU contribution	EUR
- % of EU contribution on total eligible cost of Project	

1.5. Partnership

Please describe in detail the following sections.

1.5.1. Composition of the Partnership

Please describe the organisations which are building the partnership, experience and capacities of each Applicant organisation in the Project specific area and explain how the composition of the Partnership contributes to the achievement of the Project objectives. [Max 2000 characters]

1.5.2. Arrangements among Partners / beneficiaries⁹

Please describe the arrangements planned among partners and note that each project shall designate one lead beneficiary for representing the partnership. The lead beneficiary shall receive the financial contribution from the Managing Authority for the implementation of the project activities, ensure that the beneficiaries receive the grant as quickly as possible and assume the responsibility for ensuring implementation of the entire project. All beneficiaries shall actively cooperate in the development and implementation of projects. In addition, they shall cooperate in the staffing and financing of projects.. The specific obligations as well as the financial responsibilities of the beneficiaries shall be laid down in the partnership agreement (as Annex to Grant Contract). [Max 2000 characters]

1.5.3. Task distribution/identification of roles during the project implementation

Please describe the roles of all Partners during implementation of the Project and distribution of tasks among Partners taking into account the specifics of the CBC cooperation: joint development, joint implementation and joint staffing. [Max 2000 characters]

⁹ The terms “applicants”, “partners” and “beneficiaries” are used interchangeable in the proposal submission phase. However, once a project is selected and a grant contract is signed, the Lead Applicant becomes the Lead Beneficiary while the Applicants will be referred as “beneficiaries”

2. Project Description

Please describe your project idea while providing the following information:

2.1. Overall objective of the Project

[Max 1000 characters]

What is the main objective of the project and how does it link to the overall programme goal? How does it contribute to the programme specific objective?

2.2. Please describe the specific objectives of your project.

[Max 2000 characters]

Which are the specific objectives the project aims to achieve? Define max. 3 specific objectives of the project.

2.3. Logical framework matrix

Please fill in the logical frame matrix. Before filling it in, revise the relevant section 2.7.1 in the Guideline for the definitions of outputs, results and impacts. Please be aware that the results, outputs and Activities Groups will be detailed in section 4. Work Plan.

	Intervention logic	Indicators	Sources and means of verification	Assumptions (must answer what other conditions must exist?)
Overall objective	What are the problems and needs to which the Project will contribute? Which is the impact of the project in the medium and long term? Max 500 characters	What are the key indicators related to the overall objective? Max 500 characters e.g. increase in tourist visit to the region	What are the sources of information for these indicators? Max 500 characters e.g. projects report and surveys	What are other external factors necessary to sustain the objective on the long term? Max 500 characters e.g. No economic meltdown in the region in the next period AND
Specific objectives IF THEN	What are the specific objectives the Project intended to achieve to contribute to the overall objective? Max 500 characters	Which indicators show that the objectives of the Project have been achieved? Max 500 characters e.g Number of facilitated collaborations	What are the sources of information that exist or can be collected? What are the methods required to get this information? Max 500 characters e.g Testimonials or surveys of beneficiaries or external sources	Which factors and conditions outside the Applicant's responsibility are necessary to achieve that objective? Max 500 characters AND e.g. Positive attitude of the local communities towards the project
Expected results IF	What are the expected results? Results are used to measure the intended change obtained as a	What are the indicators to measure whether and to what extent the Project achieves the expected results? Max 500	What are the sources of information for these indicators? Max 500 characters	What external conditions must be met to obtain the expected results on schedule? Max 500 characters

THEN	result of the project outputs. Max 500 characters	characters e.g. Increased knowledge on the tourist assets in the region	e.g. at project level (interval surveys or testimonials or online sources) or external sources (statistical data)	AND e.g Sound project management and partners' involvement and commitment
Activities Group IF Activities X, Y,Z	What are the key activities (2-3 main) to be carried out and in what sequence in order to produce the expected results? State the activities in the order they are planned Max 500 characters	What are the means required to implement these activities, e. g. personnel, equipment, training, studies, supplies, operational facilities, etc. Max 500 characters	What are the sources of information about action progress? Max 500 characters e.g: Project's website, project management's team communication, project's reports	What pre-conditions are required before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities? Max 500 characters e.g. Stable economic and social context;

2.4. Indicators¹⁰

Please provide a detailed list in the table below of the output and result indicators of the Project (the outputs are the products, goods and services which result from the Project's funded activities; the results are the immediate advantages of carrying out the activities). All projects shall select at least one pre-defined output and one pre-defined result indicator from sections 4.7 and 4.8 of the Joint Operational Programme.

	Source of verification	Base value	Target value	Activities Group
Which are the Programme output indicator(s) to which your project contributes? Consult the list of programme result indicators in section 4.7. of the JOP.				
Name the Programme output indicator and briefly describe how your project contributes to its achievement	Name the source of verification for your project's most relevant contribution to the Programme output indicator	Insert the base value if applicable	Insert the target value if applicable	
Which is/are the Programme result indicator(s) to which the project will contribute? Consult section 4.8 of the JOP for the Programme output indicators.				
Name the Programme result indicator and briefly describe how your project contributes to its	Name the source of verification for your project's most relevant contribution to the Programme result	Insert the base value if applicable	Insert the target value if applicable	

¹⁰ Section 2.6.1 in the Guidelines for Grant Applicant

<i>achievement</i>	<i>indicator</i>			
Which are the expected results of your project (e.g. number of regional policy changes, , percentage reduction of certain pollutants in a river system, number of new business start-ups). Please mention all project expected results as well as the corresponding Activities Group where they are achieved				
<i>Please insert as many rows as needed</i> <i>Name of project result indicator</i>				
Which are the outputs that define your project and would measure its progress (e.g. number of reports written, number of seminars held, number of members of target group given additional training, kilometres of riverbed cleaned, number of innovation centres opened)? Please mention all project expected outputs as well as the corresponding Activities Group where they are achieved				
<i>Please insert as many rows as needed</i>				

2.5. Preconditions, transferability and sustainability

2.5.1. Preconditions and assumptions

Please describe the main preconditions and assumptions during and after the implementation phase. [Max 1000 characters]

2.5.2. Dissemination, capitalisation and possibilities for replication and extension

Please describe the possibilities for extension of the Project outputs (multiplier effects), clearly indicating any intended dissemination channel. Please also describe any capitalisation measures planned, e.g. how the applicants will encourage the creation of added value for the project and the Programme, by developing synergies with other projects, and ensure the dissemination of project results both beyond the project objectives and after the end of the project. [Max 1500 characters]

2.5.3. Financial and institutional sustainability of the project

Please explain how the action will be made sustainable after completion. This should include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between two types of sustainability:

- Institutional sustainability: structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.
- Financial sustainability: financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs after the end of the project.

[Max 1500 characters]

3. Relevance of the Project

Please provide adequate information about your project proposal while providing the needed information for each section.

3.1. Relevance of the project to the Programme's thematic objective/priority.

Please describe the relevance of the project to the thematic objective and priority selected. Max 1000 characters.

3.2. Territorial needs, problems and challenge of the target countries, regions and/or relevant sectors.

Please specify the situation for the territories participating in the project. Max 1000 characters.

3.3. Analysis of the problems and needs the project's addresses.

Please provide an analysis of the problems and needs justifying the project, taking into account the Programme strategy and its expected contribution to address the corresponding priority as well as the contribution to the relevant national/regional policies and strategies. Max 2000 characters.

3.4. Project's approach in addressing the identified common problems and needs

Please describe what solutions would be developed during the project and what is its added value. Max 1000 characters.

3.5. Cross-border cooperation approach in achieving the project's objectives and results

Please explain why the project objectives and results cannot be efficiently reached acting only on a national/regional/local level and/or describe what would be the impact of the cross border cooperation. Max 1500 characters.

3.6. Target groups and final beneficiaries

Please define the target groups and final beneficiaries of the project, focusing on their description as well as on their needs. Please also indicate an estimation of the size of the target groups the project aims to involve. Max 1500 characters.

3.7. Analysis of the effects of the project on the cross-cutting issues

Please provide an Analysis of the effects of the project on the cross-cutting issues (democracy and human rights, environmental sustainability, gender equality and HIV/AIDS; marginalised communities). 4 x 500 characters.

3.8. Relevance of infrastructure component within the cross-border context

Please describe the reason why you consider the particular infrastructure component should be financed from CBC aid/source.

3.9. Cross-border effect of the infrastructure component

Please describe the cross-border effect of the infrastructure component. Max 1000 characters.

3.10. Avoiding double financing

- 3.10.1. Please provide information if the same Project proposal was submitted to the Romania-Ukraine ENI CBC Programme 2014-2020. Also stipulate if some activities are the same, even if the proposal is not identical. Max 700 characters.
- 3.10.2. Please provide information if the same Project proposal or a proposal with the same activities is overlapping with other projects or was submitted to other Programmes, e.g.. Poland-Belarus-Ukraine ENI CBC Programme 2014-2020 Hungary-Romania INTERREG V-A Cooperation Programme, Slovakia-Hungary INTERREG V-A Cooperation Programme. Max 700 characters

4. Work plan

4.1. Activities groups (AG) and project level outputs and results

Please group the project activities in Activities Groups as suggested below. The AGs should be based on the specificity of your project. The main criteria should be the theme of the activities and their main results. It is very important to keep information focused and coherent in this section and limit the number of AG (as suggested below) as well as the number of outputs (max 3 for AG dedicated to soft components), results (max 3 for AG(s) dedicated to soft components, AG infrastructure and AG Project management and Communication).

- AG 1-3 (maximum 3 AGs) - Allocate this AG to soft components of your project (E.g tools development, awareness raising, data gathering, research, exchange programs, study visits etc).
- AG 4-5 (maximum 2 AGs) - If your project envisions infrastructure component(s).
- AG 6 – Project Management and Communication. Please index this AG as the final one¹¹.

4.1.1 AG 1-3 – Soft project components.

Activity Group (AG) 1 <i>Please modify the no (#) of the AG according to your project needs</i>		Title of the AG	Total AG indicative budget in euro
#		Max 300 characters	
Responsible Applicant(s)			
Applicants' involved. Please only mention the applicants involved without further details (1.5.3 is dedicated for more details)			
Activity #	Activity title <i>Max100 characters</i>	Brief description <i>Max 500 characters</i>	
Activity 1.1			
Activity 1.2			
Activity 1.n			

¹¹ Please be aware that the structure of the AGs is slightly different according to their thematic. AG(s) for soft component require the listing of results and outputs, AG infrastructure only requires the listing of the results while AG Project Management and Communication requires the listing of the results (project management) and outputs and results (the communication part).

Outputs of activities. Please list minimum 1 and maximum 3 outputs per AG and correlate them with Section 2.4				
	Title of the output <i>Max 100 characters</i>	Brief description of the output <i>Max 500 characters</i>	Corresponding activity(ies)	Target value
Output 1.1				
Output 1.2				
Output 1.n (max 5)				
Results. Please list minimum 1 and maximum 3 result(s) per AG and correlate them with Section 2.4.				
Result #	Results title <i>Max. 100 characters</i>	Please provide a brief description of the results emerging from this AG <i>Max. 500 characters</i>	Programme output indicator or other indicators to which the result will contribute	Target value
Result 1.1				
Result 1.2				
....				
Detailed risk analysis and contingency plan				
Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).				
<i>Max 1500 characters</i>				

4.1.2. AG 4-5 – Infrastructure.

Activity Group (AG) 4-5 Please modify the no of the AG according to your project needs	Title	Total AG indicative budget
	<i>Max 300 characters</i>	
AG Responsible Applicant(s)		
Applicants' involved. Please only mention the applicants involved without further details (1.5.3 is dedicated for more details)		
Readiness for implementation and information on preliminary activities Please provide information on the infrastructure component readiness for implementation and information on preliminary activities undertaken by the Applicants (permits, technical documentation and other relevant documents already obtained etc.). Please indicate separately the estimated time necessary to obtain those documents which have been requested but are still pending.		
<i>Max 2000 characters</i>		

Description of the infrastructure(s) <ul style="list-style-type: none"> - Please describe the technical concept of the investment, applicable technologies and possibly applied new technologies and their costs. - Please provide a detailed description of infrastructure component of the Project and also highlight its location and capacity building implications 			
Max 2000 characters			
Location of the infrastructure Please indicate the location of infrastructure and provide a short explanation			
Max 1000 characters			
Detailed risk analysis and contingency plan Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).			
Max 1500 characters			
Sustainability of the infrastructure component Please describe the sustainability of the infrastructure component, in particular during the five years following project closure, where the project cannot be subject to a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives, in accordance with article 39.3 of ENI CBC IR.		Max 1000 characters	
Activity 4.1	<i>Activity title</i> Max 100 characters	<i>Brief description</i> Max 500 characters	
Activity 4.3	
Activity 4.N	
Project results Please describe the results of the project that will be the result of the activities carried out in this AG. Each result should be linked to a programme output indicator (please ensure that it has the same measurement unit). The infrastructure built or refurbished has to be defined as one result.			
Result #	Programme output indicator or other indicators to which the result will contribute (focus on min 1 and max 3 results)	Baseline	Target
Result 4.1	Name of the of programme output indicators		
Result 4.2...			
Other information. Please provide any other information which you consider important. Max 1500 characters			

4.1.3. AG 6 – Project Management and communication

Activities Group (AG) 6	AG title:	Total AG indicative budget
	Project management and communication	Project management indicative budget: Communication indicative budget:
Responsible Applicant(s) for project management		
Responsible Applicant(s) for communication		
Applicants' involvement in AG 6		
<i>Applicant 1</i>	<i>Applicant name, role, abbreviation</i>	
<i>Applicant 2</i>	<i>Applicant name, role, abbreviation</i>	
<i>Applicant N</i>	<i>Applicant name, role, abbreviation</i>	
Description of the project management and implementation structure Please provide a description on how the Lead Applicant plans to manage the Project in terms of appointed project team (number of involved people from each Applicant, their experience and professional involvement). Please explain how in terms of management, are the Applicants going to apply already established or newly developed management practices, how are the Applicants going to handle changes during implementation, e.g. partner change, activity update, organisational/personal changes, legislation.		
<i>Max 1500 characters</i>		
Organisational structure and the team proposed Please describe the organisational structure and the team proposed for the implementation of the Project by function (there is no need to include the names of individuals).		
<i>Max 1000 characters</i>		
Monitoring and evaluation arrangements Please describe the Project internal monitoring and evaluation arrangements (internal procedures of the Applicants' organisations can be applied).		
<i>Max 1000 characters</i>		
Equipment, materials and supplies for the implementation of the Project Please describe the main means proposed for the implementation of the Project (equipment, materials and supplies to be acquired or rented).		

Max 1000 characters		
Project management activities		
Activity 6.1	Activity title Max100 characters <u>E.g Activity titles:</u> <ul style="list-style-type: none"> • Start-up activities • Project management, coordination • Steering and monitoring of the project implementation • Financial management 	Brief description Max 500 characters
Activity 6.2		
Activity 6.n		
Detailed risk analysis and contingency plan Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).		
Max 1500 characters		
Communication Plan		
Project specific objective. Please restate your project specific objectives in order make it more visible on how they correlate with the project's communication		
Max 1000 characters		
Communication objectives What can communication do to reach the specific objectives of the project? Please identify up to 2 communication objectives for each project specific objective. E.g. creating awareness, shaping attitudes, changing opinion, sharing knowledge etc. The communications objectives should be clearly defined, detailed, achievable and measurable.		
Max 1000 characters		
Target audience. Please indicate specific groups of stakeholders which will be targeted by the communication activities.		
[Max 1000 characters]		
Messages for each target audience. A message is a simple and clear idea that acts as a guiding principle for all		

communication tools.
[Max 1000 characters]
Communication activities. Please describe the planned activities that will ensure the visibility of the Project and the contribution of the EU to its funding.
<p>Communication Activity (CA) 1 – title and brief description</p> <p>CA 2- title and brief description</p> <p>CA 3- title and brief description</p> <p>CA n- title and brief description</p>
<p>Outputs and results for communication activities.</p> <p>Please indicate what are the quantitative and qualitative outputs and results per activity e.g. for outputs – number and tone of press articles/TV news, number of events; for results – number of readers/viewers, number of participants etc. Please correlate these outputs and results with Section 2.4. Indicators as well. Please keep the information provided focused and limit to max 3 outputs and 3 results for this section.</p>
[Max 1000 characters]
Calendar of communication activities. The communication activities should be planned according to the project logic and activities. Please include the communication activities in section 4.2 Time plan as well.
[Max 1000 characters]
<p>Communication tools</p> <p>Please indicate what kind of communication channels and tools do you plan to use e.g. website, social media, campaigns, press events, public events, information materials, advertising etc.</p>
[Max 1000 characters]
In house and externalized resources Please indicate which communication activities will be implemented by the project team and which will be subcontracted, including the planned budget for communication activities.
[Max 1000 characters]

4.2. Time plan

Please choose the right section of the table for your project proposal (for ex. Projects lasting 12 months are required in first column; projects with planned implementation period of less than 24 months but more than 12 months are falling into first and second column). Please, indicate planned activities according their planned timely implementation. Please use the same numbers of activities as in the description of the Activities Group.

Activity Group	1	2	3	4	5	6	7	8	9	10	11	12	YEAR 1	13	14	15	16	17	18	19	20	21	22	23	24	YEAR 2	25	26	27	28	29	30	31	32	33	34	35	36	YEAR 3	
AG1																																								
1.1.																																								
1....																																								
AG2																																								
2.1																																								
2....																																								
AG3																																								
3.1.																																								
...																																								
AG4																																								
4.1.																																								
...																																								
AG5																																								
5.1.																																								
...																																								
AG6																																								
6.1.																																								
...																																								
Communication activities																																								

Implementation year 3										

4.4. Project team

Please list the project team and add the CVs of the key permanent staff which will be involved in the Project implementation (use the following CV template: http://europass.cedefop.europa.eu/sites/default/files/cvtemplate_6.doc). In case some staff is to be recruited once the project has started, please only fill in the professional requirements of the table below without mentioning the name of the expert.

Proposed position	Name of expert	Years of experience	Educational background	Specialist areas of knowledge	Experience in beneficiary country	Languages and degree of fluency (Very Good, Good, Weak)

5. Lead Applicant's Profile

Name of the organisation in EN	
Name in original language	
Nationality	
Legal Status	
Organisation ID	
Postal address	
Contact person	
Contact person's availability (email and phone)	

Experience with similar projects

Please indicate max. 5 relevant projects (is 5 really needed or is it a bit restrictive?) implemented by the Lead Applicant's organisation and funded under EU or governmental programmes.

Name of the Programme	
Title of project	
Sector	
Location of the project	
Total budget	
Managed budget	
Role in the Project	
Project duration	
Short description of the project (max. 500 characters)	

Financial capacity of the Lead Applicant organisation will be clarified in the Annex no. 7.

6. Applicant N's Profile

Name of the organisation in EN	
Name of the organisation in original language	
Nationality	
Legal Status	
Organisation ID	
Postal address	
Contact person	
Contact person's availability (email and phone)	

Experience with similar projects

Please indicate max. 5 relevant projects implemented by the Applicant's organisation and funded under EU or governmental programmes.

Name of the Programme	
Title of project	
Sector	
Location of the project	
Total budget	
Managed budget	
Project duration	
Short description of the project (max. 500 characters)	

Financial capacity of the Applicant organisation will be clarified in the Annex no. 8.

7. Checklist

Before sending your proposal, please check that each of the following criteria have been met in full and tick them off.

	Yes	No
1. The correct grant application form has been used.		
2. The proposal is typed and is in English.		
3. An electronic version of the proposal is enclosed.		
4. The Lead Applicant has completed, signed and included the Declaration by the Lead Applicant.		
5. All Applicants have completed and signed the Declaration(s) by the Applicant(s) and they are enclosed.		
6. The legal entity form is completed, signed and enclosed.		
7. The financial identification form is completed, signed and enclosed.		
8. The budget of the project and the financial plan are enclosed, presented in the format requested, and stated in EUR.		
9. Financial capacities are enclosed.		
10. The state aid declarations are completed, signed and enclosed.		
11. Copy of the Lead Applicant's and all the Applicants' approved and audited annual accounts for the last two financially closed years are enclosed.		
12. The Statutes or Articles of association of the Lead Applicant organisation in original language accompanied with brief English summary are enclosed		
13. The Statutes or Articles of association of each Applicant organisation in original language accompanied with brief English summary are enclosed		
14. The original specimen of signature of the legally authorized representative of the Lead Applicant organisation issued by a public notary is enclosed		
15. The infrastructure related attachments (A detailed description of the infrastructure investment and its location, full feasibility study or equivalent, environmental impact assessment, evidence of ownership, project technical documentation, building permit etc.) are enclosed.		
16. One original and as many copies as the number of countries involved in the Partnership but not less than 2 copies of the Application are enclosed.		

8. List of Annexes

The following documents must be signed by legal representatives and enclosed to the Grant Application Form.

1. Declaration by the Lead Applicant
2. Declaration(s) by the Applicant(s)¹²
3. State aid declaration (MS)¹³
4. State aid declaration (UA)¹⁴
5. Legal entity form (sample provided^{15,16})
6. Financial identification form (sample provided¹⁷)

¹² Declaration by the Applicant has to be filled and signed by each Applicant (separately).

¹³ Declaration on State aid has to be filled in and signed by each Applicant (separately) including Lead Applicant as well.

¹⁴ Declaration on State aid has to be filled in and signed by each Applicant (separately) including Lead Applicant as well.

¹⁵ http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_public_en.pdf

¹⁶ http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf

¹⁷ http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

Annex 1 - Declaration by the Lead Applicant

Project title	
Acronym	

I, the undersigned, being the legally authorised representative of **<name of the organisation>**, the Lead Applicant, in the context of the present Call for Proposals, hereby declare the following:

By signing the present Declaration, I certify that the organisation I legally represent:

- has the sources of financing specified in the Grant Application Form;
- has sufficient financial capacity to carry out the proposed Project;
- certifies the legal statues of the Lead Applicant reported in the Grant Application Form;
- has the professional competences and qualifications specified in the Grant Application Form;
- undertakes to comply with the obligations foreseen in the Grant Application Form and with the principles of good partnership practice;
- is directly responsible for the preparation, management and implementation of the entire Project with other Applicant(s);
- is not in any of the situations excluding it from participating in contracts which are listed in Article 106(1) and Article 107 of Regulation (EU, Euratom) No 966/2012. Furthermore, it is recognised and accepted that if the Lead Applicant participates in spite of being in any of these situations, it may be excluded from other procedures;
- has fulfilled all repayment obligations (if any) in Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme 2007-2013 irrespectively from its nature (i.e. irregularity, unduly paid etc.);
- has not attempted and does not attempt to obtain confidential information or to influence the Joint Monitoring Committee, the Managing Authority, the National Authorities, the Joint Technical Secretariat or the Branch Offices during the evaluation process of the current or a previous Call for Proposals of the Hungary-Slovakia-Romania-Ukraine ENPI/ENI CBC Programmes;
- is in a position to deliver immediately, upon request, the supporting documents stipulated in the Guidelines for applicants;
- is eligible in accordance with the criteria set out in the Guidelines for Applicants;
- agrees on and accepts all the conditions stated in the relevant documents of the Application Package (Call for Proposals, Guidelines for Applicants, Grant Contract, Partnership Agreement, etc.);
- if selected to be awarded a grant, the Lead Applicant accepts the contractual conditions as laid down in the Grant Contract;
- is aware of its obligation and agrees to sign a Partnership Agreement with the Beneficiary/ies as a prior condition for the signature of the Grant Contract between the Managing Authority and the Lead Beneficiary;

- if selected to be awarded a grant, the Lead Applicant is in a position to deliver, upon request and within the set deadline, any supporting documents necessary for concluding the Grant Contract.

I declare that the part of the present Project application planned to be implemented by the organisation I represent does not receive funding from other EU, national or international financial sources. I am fully aware of the obligation to inform without delay the Managing Authority to which this application is submitted if the same application for funding submitted to other EU programmes has been approved after the submission of this Project application.

I agree that the organisations of the implementing structure of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme may

- collect data and information necessary for the processing of the Application and, with the help of own or acquired automated data processing systems, may handle, use, transmit and delete relevant data;
- consult and contract third parties, bound by a pledge of secrecy, for the evaluation of the project proposal and the annexed documents;
- if necessary, share data included in the application with organisations responsible for the national level co-ordination;
- for the purposes of safeguarding the EU's financial interests, transfer our personal data to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Declaration on the VAT status of the Lead Applicant

(The applicable VAT status must be marked with X):

<p>a) Value added taxes are not recoverable by any means.</p> <p>Total gross costs (total net costs + total VAT) are planned in the budget of the Lead Applicant.</p>	
<p>b) Value added taxes are in general recoverable but they cannot be reclaimed for this given project.</p> <p>Total gross costs (total net costs + total unrecoverable VAT) are planned in the budget of the Lead Applicant.</p>	
<p>c) Value added taxes are recoverable.</p> <p>Total net costs are planned in the budget of the Lead Applicant.</p>	

I, by submitting the Application to the present Call for Proposals, duly consent to the fact that the Data Manager (Prime Minister's Office of Hungary) and the Technical Data Processor (Széchenyi

Programme Office Non-profit Ltd.) will manage all the personal data included in the Application and provided in the contracting or project implementation phase, in particular with regard to the data managed in the Monitoring and Information System. Hungarian Act CXII of 2011 on the Right to informational self-determination and on the freedom of information shall apply to the protection of personal data and to the disclosure of information of public interest.

I, the legally authorised representative of the organisation, certify with my signature that the data and statements provided in this Declaration are complete, correct and actual, furthermore that the provisions of the relevant Call for Proposals and the Application package have been noted and respected and that all copies enclosed with the Application correspond to the original documents.

I acknowledge that if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website.

Any relevant changes to the data provided are subject to immediate notification by the Lead Applicant.

Signature and stamp	
Name	
Position within the organisation	
Organisation	
Date and place	

Annex 2 - Declaration by the Applicant

Project title	
Acronym	

I, the undersigned, being the legally authorised representative of **<name of the organisation>**, the Applicant in the proposed Project, in the context of the present Call for Proposals, hereby declare the following:

By signing the present Declaration, I certify that the organisation I legally represent:

- a) has the adequate legal, financial and operational capacity to complete the proposed project including the capacity of co-financing;
- b) has read the project Application and undertakes to comply with the obligations foreseen in the Grant Application Form and with the principles of good partnership practice;
- c) agrees on and accepts all the conditions stated in the relevant documents of the Application Package (Call for Proposals, Guidelines for Applicants, Grant Contract, Partnership Agreement, etc.);
- d) understood what its respective obligations under the Grant Contract will be if the grant is awarded. The Applicant authorises the Lead Applicant to sign the Grant Contract with the Managing Authority and to represent it in all dealings with the Managing Authority in the context of the Project's implementation;
- e) is aware of its obligation and agrees to sign a Partnership Agreement with the Lead Beneficiary and other Beneficiaries (if any) as a prior condition for the signature of the Grant Contract between the Managing Authority and the Lead Beneficiary;
- f) has acknowledged that Beneficiary(ies) also bear financial responsibility for the funds;
- g) is not in any of the situations excluding it from participating in contracts which are listed in Article 106(1) and Article 107 of Regulation (EU, Euratom) No 966/2012. Furthermore, it is recognised and accepted that if the Applicant participates in spite of being in any of these situations, it may be excluded from other procedures;
- h) has fulfilled all repayment obligations (if any) in Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme 2007-2013 irrespectively from its nature (i.e. irregularity, unduly paid etc.);
- i) has not attempted and does not attempt to obtain confidential information or to influence the Joint Monitoring Committee, the Managing Authority, the National Authorities, the Joint Technical Secretariat or the Branch Offices during the evaluation process of the current or a previous Call for Proposals of the Hungary-Slovakia-Romania-Ukraine ENPI/ENI CBC Programmes;
- j) is eligible in accordance with the criteria set out in the Guidelines for Applicants.

I declare that the part of the present Application planned to be implemented by the organisation I represent does not receive funding from other EU, national or international financial sources.

I agree that the organisations of the implementing structure of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme may

- a) collect data and information necessary for the processing of the Application and, with the help of own or acquired automated data processing systems, may handle, use, transmit and delete relevant data;
- b) consult and contract third parties, bound by a pledge of secrecy, for the evaluation of the project proposal and the annexed documents;
- c) if necessary, share data included in the application with organisations responsible for the national level co-ordination;
- d) for the purposes of safeguarding the EU's financial interests, transfer our personal data to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Declaration on the VAT status of the Applicant

(The applicable VAT status must be marked with X):

<p>a) Value added taxes are not recoverable by any means.</p> <p>Total gross costs (total net costs + total VAT) are planned in the budget of the Applicant.</p>	
<p>b) Value added taxes are in general recoverable but they cannot be reclaimed for this given project.</p> <p>Total gross costs (total net costs + total unrecoverable VAT) are planned in the budget of the Applicant.</p>	
<p>c) Value added taxes are recoverable.</p> <p>Total net costs are planned in the budget of Applicant.</p>	

I, by submitting the Application to the present Call for Proposals, duly consent to the fact that the Data Manager (Prime Minister's Office of Hungary) and the Technical Data Processor (Széchenyi Programme Office Non-profit Llc.) will manage all the personal data included in the Application and provided in the contracting or project implementation phase, in particular with regard to the data managed in the Monitoring and Information System. Hungarian Act CXII of 2011 on the Right to informational self-determination and on the freedom of information shall apply to the protection of personal data and to the disclosure of information of public interest.

I, the legally authorised representative of the organisation, certify with my signature that the data and statements provided in this Declaration are complete, correct and actual, furthermore that the provisions of the relevant Call for Proposals and the Application package have been noted and respected and that all copies enclosed with the Application correspond to the original documents. Any relevant changes to the data provided are subject to immediate notification by the Lead Applicant.

Signature and stamp	
Name	
Position within the organisation	
Organisation	
Date and place	

Annex 3 - State aid declaration for Applicants in Member States

Project title	
Name of the Applicant	
Country	

Definition of state aid in accordance with Article 107(1) of the Treaty on the Functioning of the European Union: *“Save as otherwise provided in the Treaties, any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market. Derogations are set out in Article 107 (2) and (3)”*.

State aid rules apply only to measures that satisfy all of the criteria listed in Article 107(1) of the Treaty, and in particular the following criteria below.

Criteria for aid to applicant	Relevant for Applicant (Yes/No)	Comments (if No, please specify)
The recipient is an undertaking The recipient of the aid is an “undertaking”, which is carrying out an economic activity regardless of their legal status and regardless of whether they aim to make a profit or not.		
Transfer of state resources State aid rules cover only measures involving a transfer of State resources (including national, regional or local authorities, public banks and foundations, etc.).	YES	
Granting of an advantage Aid (directly or indirectly) distorts or threatens to distort competition (all advantages have to be taken into account). The aid should constitute an economic advantage that the undertaking would not have received in the normal course of business.		
Selectivity of the measure Aid favours certain undertakings or the production of certain goods.	YES	
Possible distortion of competition between Member States		

Aid affects trade between Member States because the concerned activities are open to competition in various Member States.		
Result		
Support to be received is state aid relevant (ex-ante estimate):	Yes/No	
If yes, please specify the individual activities concerned and cost per activities:		
Please indicate the measures used to manage the state aid in the concerned activities:		
Further comments or suggestions:		

In case of the “indirect State aid” the project Beneficiary grants State aid to other undertakings outside the project.

Criteria for indirect aid	Relevant for target groups and final beneficiaries (Yes/No)	Comments (if No, please specify)
The recipient is an undertaking The recipient of the aid is an “undertaking”, which is carrying out an economic activity regardless of their legal status and regardless of whether they aim to make a profit or not.		
Transfer of state resources State aid rules cover only measures involving a transfer of State resources (including national, regional or local authorities, public banks and foundations, etc.).	YES	
Granting of an advantage Aid (directly or indirectly) distorts or threatens to distort competition (all advantages have to be taken into account). The aid should constitute an economic advantage that the undertaking would not have received in the normal course of business.		
Selectivity of the measure Aid favours certain undertakings or the production of certain goods.	YES	
Possible distortion of competition between Member States		

Aid affects trade between Member States because the concerned activities are open to competition in various Member States.		
Result		
Support to be received is state aid relevant (ex-ante estimate):	Yes/No	
If yes, please specify the individual activities concerned and cost per activities:		
Please indicate the measures used to manage the state aid in the concerned activities:		
Further comments or suggestions:		

De minimis¹⁸

☐ the institution I represent and all other entities belonging to the same company group as my institution have not received any contribution falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years);

☐ the institution I represent and all other entities belonging to the same company group as my institution have received the following contribution(s) falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

Fiscal Year	Date of receipt of de minimis	Country which granted the <i>de minimis</i> aid	Organisation providing the <i>de minimis</i> aid	Amount of the <i>de minimis</i> aid in EUR
<n-2>				
<n-1>				
<n>				

Place and date:

Signature and stamp

Name of the statutory representative

Name of the organisation

¹⁸ Based on Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid

Annex 4 - State aid declaration for Applicants in Ukraine

Project title	
Name of the Applicant	
Country	

Definition of state aid in accordance with Article 262 of Chapter 10 of Title IV of the EU-Ukraine Association Agreement:

1. *“Any aid granted by Ukraine or the Member States of the European Union through state resources which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods is incompatible with the proper functioning of this Agreement insofar as it may affect trade between the Parties.*
2. *However the following shall be compatible with the proper functioning of the agreement:*
 - (a) *aid having a social character, granted to individual consumers, provided that such aid is granted without discrimination related to the origin of the products concerned;*
 - (b) *aid to make good the damage caused by natural disasters or exceptional occurrences.*
3. *Moreover, the following may be considered compatible with the proper functioning of this Agreement:*
 - (a) *aid to promote the economic development of areas where the standard of living is abnormally low or where there is serious underemployment;*
 - (b) *aid to promote the execution of an important project in the common European interest¹⁹ or to remedy a serious disturbance in the economy of one of the Member States of the European Union or Ukraine;*
 - (c) *aid to facilitate the development of certain economic activities or of certain economic areas where such aid does not adversely affect trading conditions contrary to the interests of the Parties;*
 - (d) *aid to promote culture and heritage conservation where such aid does not adversely affect trading conditions contrary to the interests of the Parties;*
 - (e) *aid to achieve objectives allowed under the EU horizontal block exemption regulations and horizontal and sectoral state aid rules granted in line with the conditions set out therein;*

¹⁹ For the purposes of this provision, the common European interest shall encompass the common interest of the Parties.

(f) aid for investment to comply with the mandatory standards of the EU directives listed in Annex XXIX to Chapter 6 (Environment) of Title V of this Agreement, within the implementation period provided for therein, and involving adaptation of plant and equipment to meet the new requirements, can be authorised up to the level of 40 % gross of the eligible costs.”

State aid rules apply only to measures that satisfy all of the criteria listed Chapter 10 of Title IV of the EU-Ukraine Association Agreement, and in particular the following criteria below.

Criteria for aid to applicant	Relevant for Applicant (Yes/No)	Comments (if No, please specify)
The recipient is an undertaking The recipient of the aid is an “undertaking”, which is carrying out an economic activity regardless of their legal status and regardless of whether they aim to make a profit or not.		
Transfer of state resources State aid rules cover only measures involving a transfer of State resources (including national, regional or local authorities, public banks and foundations, etc.).	YES	
Granting of an advantage Aid (directly or indirectly) distorts or threatens to distort competition (all advantages have to be taken into account). The aid should constitute an economic advantage that the undertaking would not have received in the normal course of business.		
Selectivity of the measure Aid favours certain undertakings or the production of certain goods.	YES	
Possible distortion of competition between Member States and Ukraine Aid affects trade between Member States and Ukraine because the concerned activities are open to competition in various Member States and in Ukraine.		
According to Article 262 of the EU-Ukraine Association Agreement the aid is incompatible with the proper functioning of the Association Agreement.		(If no, please specify based on which point(s) of Article 262 of the EU-Ukraine Association Agreement it is compatible with the proper functioning of the Agreement: 262.2 a, b, 263.3 a, b, c, d, e, f,)

Result		
Support to be received is state aid relevant (ex-ante estimate):	Yes/No	
If yes, please specify the individual activities concerned and cost per activities:		
Please indicate the measures used to manage the state aid in the concerned activities:		
Further comments or suggestions:		

In case of the “indirect State aid” the project Beneficiary grants State aid to other undertakings outside the project.

Criteria for indirect aid	Relevant for target groups and final beneficiaries (Yes/No)	Comments (if No, please specify)
The recipient is an undertaking The recipient of the aid is an “undertaking”, which is carrying out an economic activity regardless of their legal status and regardless of whether they aim to make a profit or not.		
Transfer of state resources State aid rules cover only measures involving a transfer of State resources (including national, regional or local authorities, public banks and foundations, etc.).	YES	
Granting of an advantage Aid (directly or indirectly) distorts or threatens to distort competition (all advantages have to be taken into account). The aid should constitute an economic advantage that the undertaking would not have received in the normal course of business.		
Selectivity of the measure Aid favours certain undertakings or the production of certain goods.	YES	
Possible distortion of competition between Member States and Ukraine Aid affects trade between Member States and Ukraine because the concerned activities are open to competition in various Member States and in Ukraine.		
According to Article 262 of Chapter 10 of Title IV of the EU-Ukraine Association Agreement the aid is incompatible with		(If no, please specify based on which point(s) of Article 262 of the EU-Ukraine Association

the proper functioning of the Association Agreement.		Agreement it is compatible with the proper functioning of the Agreement: 262.2 a, b, 263.3 a, b, c, d, e, f,)
Result		
Support to be received is state aid relevant (ex-ante estimate):	Yes/No	
If yes, please specify the individual activities concerned and cost per activities:		
Please indicate the measures used to manage the state aid in the concerned activities:		
Further comments or suggestions:		

Place and date:

Signature and stamp

Name of the statutory representative

Name of the organisation