**Offline template for Application Form for**

**1st Call for Proposals**

**Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Herzegovina-Montenegro 2014-2020**

Version 1.0

April 2016

**Application Form:**

Disclaimer: Please note that the Application Form **has to be completed and submitted via the electronic monitoring system (eMS) of the Programme**, this offline template **is for information purposes only** and it is considered as a help tool for the applicants during project preparation phase. In case of a discrepancy between this offline template and the Application Form in electronic Monitoring System (eMS), the Application Form in electronic Monitoring System (eMS) prevails.

*Please note that fields automatically generated by the electronic monitoring system (eMS) are highlighted in grey.*

*Please note that fields to be filled in by the applicants are highlighted in light blue.*

|  |
| --- |
| 1. **PROJECT SUMMARY**
 |

|  |  |
| --- | --- |
| Programme Priority | ***<please select from a drop down list>*** |
| Specific Objective | ***<please select from a drop down list>*** |
| Project Acronym | ***< please insert>*** |
| Project Title | ***< please insert>*** |
| Project Number | ***The system will automatically generate this field*** |
| Project Duration | ***The system will automatically generate this field*** |
| Start Date | ***< please select date>*** |
| End Date | ***< please select date>*** |

|  |
| --- |
| Please give a short overview of the project (please cover all the points below):* what are the common cross-border problems and challenges that will be jointly tackled in your project;
* what is the project’s approach in addressing common challenges and/or joint assets;
* what is the main project objective and the expected change your project will make to the current situation;
* what are the project outputs;
* which are the main target groups (those individuals and/or organisations positively affected by the activities and results of the project, though not necessarily being directly involved in the project) that will benefit from the implementation of the project;
* the cross-border added value of the project.
 |
| Characters : Limit 2000 |

|  |
| --- |
| 1. **PARTNER**
 |

***Please note that the following sections need to be filled in for each partner!***

**New Partner (information for each Project Partner)**

|  |  |
| --- | --- |
| Partner Role In The Project | ***<please select from a drop down list>*** |
| Partner Name (as in the Legal Registration Act) | ***< please insert>*** Characters : Limit 250 |
| Partner Name (En) | ***< please insert>*** Characters : Limit 250 |
| Abbreviation | ***< please insert>*** |
| Department (if applicable) | ***< please insert>*** Characters : Limit 250 |

**Address**

|  |  |
| --- | --- |
| Nuts0 | ***<please select from a drop down list>*** |
| Nuts2 | ***<please select from a drop down list>*** |
| Nuts3 | ***<please select from a drop down list>*** |
| Street | ***< please insert>*** |
| House number | ***< please insert>*** |
| Postal Code | ***< please insert>*** |
| City | ***< please insert>*** |
| Internet Page | ***< please insert>*** |

**Legal And Financial Information**

|  |  |
| --- | --- |
| Type of Partner Organisation | ***<please select from a drop down list>*** |
| Co Financing% (max=85.00 %) | ***< please insert percentage>*** ***Please note that this field is connected to defined contributions under section Project Budget/Partner Budget*** |
| Vat Number/ Other National Identifying Number/ Type Of Identifying Number | ***< please insert>*** |
| Recover Vat | ***<please select from a drop down list: no/partly/yes>*** |
| **I Would Like To Receive Advanced Payment** | ***<please tick the box>*** |

**Legal Representative**

|  |  |
| --- | --- |
| Title | ***<please select from a drop down list: Mr/Ms>*** |
| Name | ***< please insert>*** |
| Last Name | ***< please insert>*** |
| E-mail Address | ***< please insert>*** |
| Telephone | ***< please insert>*** |

**Contact Person**

|  |  |
| --- | --- |
| Title | ***<please select from a drop down list: Mr/Ms>*** |
| Name | ***< please insert>*** |
| Last Name | ***< please insert>*** |
| E-mail Address | ***< please insert>*** |
| Telephone | ***< please insert>*** |

**Competences**

|  |
| --- |
| Which are the organisation’s thematic competences and experiences relevant for the project? What is the main activity of the organisation? Is the organisation normally performing economic activities on the market? If yes, please specify. |
| Characters : Limit 2000 |

**Role in the Project**

|  |
| --- |
| What is the partner’s role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project? Is the organisation performing any economic activity within the project or as a result of it? |
| Characters : Limit 2000 |

**EU/International Projects Experiences**

|  |
| --- |
| If applicable, describe the organisation’s experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage cross-border cooperation project. |
| Characters : Limit 2000 |

***Please note that the following section needs to be filled in for entire partnership!***

**Partnership Description**

|  |
| --- |
| Please explain proposed composition of partners that will be involved in the project (closely linked to the project results and objectives). |
| Characters : Limit 750 |

|  |
| --- |
| 1. **PROJECT DESCRIPTION**
 |

**3.1. Project Relevance**

**Territorial Challenge**

|  |
| --- |
| What are the common territorial challenges that will be tackled by the project? Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed. Please specify the situation for the territories participating in the project. |
| Characters : Limit 2000 |

**Project Approach**

|  |
| --- |
| What is the project’s approach in addressing these common challenges and/or joint assets? Please describe solution that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Please explain how will the approach used in the project further improve existing practice in the sector and/or programme area. |
| Characters : Limit 2000 |

**Cross-border Cooperation**

|  |
| --- |
| Why is cross-border cooperation needed to achieve the project's objectives and results?Please explain why the project goals cannot be efficiently reached acting only on a national/regional/local level and describe what benefits the project partners/target groups/project area gain in taking a cross-border approach. |
| Characters : Limit 2000 |

**Cooperation Criteria**

|  |  |
| --- | --- |
|  | What is the degree of cross-border cooperation within the partnership? Please select at least 3 cooperation criteria that apply to the project, out of which Joint Development and Joint Implementation are compulsory, as well as one of the remaining cooperation criteria, Joint Staffing or Joint Finances. |
| Joint Development (compulsory) | Characters : Limit 500 |
| Joint Implementation (compulsory) | Characters : Limit 500 |
| Joint Staffing | Characters : Limit 500 |
| Joint Finances | Characters : Limit 500 |

**3.2. Project Focus**

|  |  |
| --- | --- |
| Programme Priority Specific Objective | ***The system will automatically generate this field*** |

|  |
| --- |
| 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 priority specific objective? |
| Characters : Limit 1500 |

**Programme Result**

|  |  |
| --- | --- |
| Indicator | ***<please select from a drop down list>*** |

**Expected Project Results**

|  |
| --- |
| What are the project’s main results and how do they contribute to the programme result indicator? |
| Characters : Limit 1500 |

**Project Specific Objectives**

Which are the specific objectives the project aims to achieve? ***Define max. 5 specific objectives of the project.***

|  |  |
| --- | --- |
| Project Specific Objective Title | ***< please insert>*** |
| Project Specific Objective Explanation | Characters : Limit 750 |

**Sustainability, Durability And Transferability Of Project Outputs**

|  |
| --- |
| Sustainability And Durability Description. Please describe how will the project outputs be further used and how the sustainability will be ensured once the project has been finalised? Please describe concrete measures (e. g. follow-up activities, financial sources, institutional framework, etc) taken during and after project implementation to ensure the durability of project outputs. If applicable, please explain who will be responsible for the ownership of the project. |
| Characters : Limit 1000 |

|  |
| --- |
| Transferability Description. Please describe how will the project ensure that the project's outputs are applicable and replicable by other organisations/regions/areas/countries outside the current partnership? Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/areas/countries outside the current partnership? |
| Characters : Limit 1000 |

**3.3. Project Context**

**EU/International Strategies and Policies Contribution**

|  |
| --- |
| Please describe the project's contribution to relevant strategies and policies at EU/international level (e.g. EU 2020, SEE 2020, etc); in particular, those concerning the thematic scope of the project and the participating regions. |
| Characters : Limit 2000 |

**Macroregional Strategies Contribution**

|  |
| --- |
| Please indicate if the project contributes to the following macro-regional strategies, and if so, describe in what way. |
| EU Strategy for the Adriatic and Ionian Region***<please tick: yes/no>*** | Characters : Limit 1500 |
| EU Strategy for the Danube Region***<please tick: yes/no>*** | Characters : Limit 1500 |

**National/Regional/Local Strategies and Policies Contribution**

|  |
| --- |
| Please describe the project's contribution to relevant strategies and policies at national/regional/local level; in particular, those concerning the thematic scope of the project and the participating regions. |
| Characters : Limit 2000 |

**3.4. Horizontal Principles**

|  |
| --- |
| Please indicate and describe how the project is likely to affect the following horizontal principles:* ​**sustainable development (environment):** How does the project take into account environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management?
* **equal opportunity and non-discrimination:** How does the project promote equal opportunities and prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the project?
* **equality between men and women:** How does the project contribute to the promotion of equality between men and women?
 |
| Sustainable development (environment)***<please select: neutral/negative/positive>*** | Characters : Limit 1000 |
| Equal opportunity and non-discrimination***<please select: neutral/negative/positive>*** | Characters : Limit 1000 |
| Equality between men and women***<please select: neutral/negative/positive>*** | Characters : Limit 1000 |

**3.5. Project Risks**

*Risks are internal or external events that may occur during project implementation and could threaten the achievement of project objectives and/or project as a whole. Please provide a list of potential risks relevant for your project accompanied by corresponding mitigation measures.*

*Please qualify each risk according to its impact on the project (from low to high) and the likelihood of occurring (from not likely to very likely).*

*In case the project involves investment, please note that it is obligatory to identify risks related to the envisaged investment.*

Risk 1,2,3..etc.

|  |  |
| --- | --- |
| Start Date | ***< please select date>*** |
| End Date | ***< please select date>*** |
| Risk Impact | ***<please select: Low/medium/high>*** |
| Risk Likelihood | ***<please select: Not likely/likely/very likely>*** |
| Title | ***< please insert>*** |
| Please provide the description of the risk relevant for your project or the threats and problems that can potentially become risks during project implementation. | Characters : Limit 750 |
| Please describe the solutions to avoid threats/problems and/or measures to reduce or mitigate the impact of the risk identified. | Characters : Limit 750 |

|  |
| --- |
| 1. **WORK PLAN**
 |

**4.1. Workpackage List**

**Preparation P**

|  |  |
| --- | --- |
| Wp Start | ***< please select date>*** |
| Wp End | ***< please select date>*** |

**Partner**

**Partners Involvement**

|  |  |
| --- | --- |
| Partner 1 |  |
| Partner 2,...etc. |  |

**Summary**

|  |
| --- |
| Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Workpackage Preparation only)Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Workpackage Communication only) |
| Characters : Limit 2000 |

**Management M**

|  |  |  |
| --- | --- | --- |
| **Wp details** | **Wp start** | **Wp end** |
| **Management** | ***The system will automatically generate this field*** | ***The system will automatically generate this field*** |

**Summary**

|  |
| --- |
| Please provide description for project management and coordination activities of the proposed project (e.g. project management (the organisational structure and the team proposed for the implementation), coordination, joint meetings and monitoring of the project implementation, financial management). |
| Characters : Limit 2000 |

**Activity A.M.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Start Month | ***< please select date>*** |
| End Month | ***< please select date>*** |
| Indicative Budget | ***<please insert>*** |
| Please describe each activity in a more detailed way. |
| Characters : Limit 750 |

**Deliverable D.M.1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Target Value | ***<please insert>*** |
| Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs. |
| Characters : Limit 255 |

**Implementation T1**

|  |  |  |
| --- | --- | --- |
| **Wp details** | **Wp start** | **Wp end** |
| **Title** | ***The system will automatically generate this field*** | ***The system will automatically generate this field*** |
| ***<please insert>*** |

**Partner**

**Partners Involvement**

|  |  |
| --- | --- |
| **Partner 1** |  |
| **Partner 2,...etc.** |  |

**Summary**

|  |
| --- |
| Please provide short description of the activities that will be implemented within this work package in order to achieve objectives and results of the project (i.e. work package project outputs, clear roles and responsibilities of project partners, short overview of activities). |
| Characters : Limit 2000 |

**Work package Project Outputs**

|  |
| --- |
| Project outputs represent outcomes obtained following the implementation of project activities. Each output should be captured by a programme output indicator and should directly contribute to the achievement of the project result.  |

**Project Output O.T1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Description | Characters : Limit 500 |
| Programme Output Indicator | ***<please select from a drop down list>*** |
| Month | ***<please select>*** |
| Quantity | ***<please select>*** |

**Target Groups**

|  |  |
| --- | --- |
| Target Groups | ***<please select from a drop down list>*** |
| Please provide description how target groups will be involved in the development of the foreseen outputs (how targeted group will benefit from implemented activities, how they will be involved in the implementation of the activities). Clearly describe the specific problems to be addressed by the project and the perceived needs and constraints of the target groups in the cross border area. |
| Characters : Limit 500 |

**Activity A.T1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Start Month | ***<please select>*** |
| End Month | ***<please select>*** |
| Indicative Budget | ***<please insert>*** |
| Please describe each activity in a more detailed way. |
| Characters : Limit 750 |

**Deliverable D.T1.1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Target Value | ***<please insert>*** |
| Delivery Month | ***<please insert>*** |
| Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs. |
| Characters : Limit 255 |

**Investment I1**

|  |  |  |
| --- | --- | --- |
| **Wp details** | **Wp start** | **Wp end** |
| **Title** | ***The system will automatically generate this field*** | ***The system will automatically generate this field*** |
| ***<please insert>*** |

**Partner**

**Partners Involvement**

|  |  |
| --- | --- |
| **Partner 1** |  |
| **Partner 2,...etc.** |  |

**Summary**

|  |
| --- |
| Please provide short description of the investment activities included in this work package to be undertaken to achieve objectives and results of the project. Please note that this work package is related only to the infrastructure investments planned within the project. |
| Characters : Limit 2000 |

**Justification**

|  |
| --- |
| Please describe:* the challenges or problems that will be tackled/solved by the investment
* relevance of the investment, including cross-border impact
* who is benefitting from the investment and in what way
* the ownership and durability of the investment
* how it can be replicated or transferred to organisations/regions/countries outside of the current partnership
 |
| Characters : Limit 2000 |

**Location Of Investment**

|  |
| --- |
| Please describe in detail location of the Investment planned to be conducted (e.g. country, county, district, city, municipality). If investments will be conducted in more than one location, please provide specific details of each location of Investment, separately. |
| Characters : Limit 1000 |

**Investment Documentation**

|  |
| --- |
| If applicable, please specify the technical requirements and authorisations (eg. feasibility study, building permits) necessary for realisation of the investment according to the respective national legislation. Please indicate if they will be available by the envisaged contracting period. |
| Characters : Limit 1000 |

 **Ownership And Durability**

|  |
| --- |
| Who owns the site where the investment is located? Who will retain ownership of the investment after the end of project implementation?How will the investment be further used after the end of project implementation? Who will be responsible for the maintenance of the investment?Please describe concrete measures (e. g. follow-up activities, financial sources, institutional framework, etc) taken during and after project implementation to ensure the durability of investments. |
| Characters : Limit 1000 |

**Work package Project Outputs**

|  |
| --- |
| Project outputs represent outcomes obtained following the implementation of project activities. Each output should be captured by a programme output indicator and should directly contribute to the achievement of the project result. Each activity within this work package must foresee at least one project output. |

**Project Output O.I1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Description | Characters : Limit 500 |
| Programme Output Indicator | ***<please select from a drop down list>*** |
| Month | ***<please select>*** |
| Quantity | ***<please select>*** |

**Target Groups**

|  |  |
| --- | --- |
| Target Groups | ***<please select from a drop down list>*** |
| Please provide description how target groups will be involved in the development of the foreseen outputs (how targeted group will benefit from implemented activities, how they will be involved in the implementation of the activities). Clearly describe the specific problems to be addressed by the project and the perceived needs and constraints of the target groups in the cross border area. |
| Characters : Limit 500 |

**Activity A.I1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Start Month | ***<please select>*** |
| End Month | ***<please select>*** |
| Indicative Budget | ***<please insert>*** |
| Please describe each activity in a more detailed way. |
| Characters : Limit 750 |

**Deliverable D.I1.1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Target Value | ***<please insert>*** |
| Delivery Month | ***<please insert>*** |
| Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs. |
| Characters : Limit 255 |

**Communication C**

|  |  |  |
| --- | --- | --- |
| **Wp details** | **Wp start** | **Wp end** |
| **Management** | ***The system will automatically generate this field*** | ***The system will automatically generate this field*** |

**Partner**

**Partners Involvement**

|  |  |
| --- | --- |
| **Partner1** |  |
| **Partner2,...etc.** |  |

**Summary**

|  |
| --- |
| Please provide description of the activities implemented in project preparation phase which can be clearly linked to the planned (lump sum) expenditures (e.g. costs of staff, meetings and travel of the project team members, external experts, preparation of the documentation, studies, translation of documents, consultations and any other activity related to the project development). (Applies to Work package Preparation only)Please provide a summary of communication objectives, description of the approach used to achieve those communication objectives and related communication activities. (Applies to Work package Communication only) |
| Characters : Limit 2000 |

**Objectives**

|  |  |
| --- | --- |
| Communication Objectives | ***<please select from a drop down list>*** |
| Communication approach/tactics planned to be used | Characters : Limit 2000 |

**Activity A.C.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Start Month | ***<please select>*** |
| End Month | ***<please select>*** |
| Indicative Budget | ***<please insert>*** |
| Please describe each activity in a more detailed way. |
| Characters : Limit 750 |

**Deliverable D.C.1.1**

|  |  |
| --- | --- |
| Title | ***<please insert>*** |
| Target Value | ***<please insert>*** |
| Delivery Month | ***<please insert>*** |
| Each activity should include one or more deliverables (tangible, measurable and specific) that contribute to the achievement of project outputs. |
| Characters : Limit 255 |

**Target Groups**

|  |  |  |
| --- | --- | --- |
| Target Groups | Description | Target Value |
| Target group 1 | Characters : Limit 255 |  |
| Target group 2,...etc. | Characters : Limit 255 |  |

**Periods**

Information will be automatically filled in by the eMS System.

|  |
| --- |
| 1. **PROJECT BUDGET**
 |

***For the budget description please see Excel document Budget tool!***

**Activities outside**

**Project Impact Area**

***<please select Project Impact Area>***

**Nuts Region**

|  |  |
| --- | --- |
|  | **BA50 Bosnia and Herzegovina (A-Grude)** |
|  | BA500 Banovići |
|  | BA501 Banja Luka |
|  | BA502 Berkovići |
|  | … |
|  | **HR03 Jadranska Hrvatska** |
|  | HR032 Ličko-senjska županija |
|  | HR033 Zadarska županija |
|  | HR034 Šibensko-kninska županija |
|  | … |
|  | **HR04 Kontinentalna Hrvatska** |
|  | HR042 Zagrebačka županija |
|  | HR047 Bjelovarsko-bilogorska županija |
|  | HR049 Požeško-slavonska županija |
|  | … |
|  | **ME50 Црна Гора (Crna Gora)** |
|  | ME500 Herceg Novi |
|  | ME501 Bar |
|  | ME502 Budva |
|  | … |

|  |
| --- |
| Please describe in what way the implementation of the project will have impact on the selected geographical areas. |
| Characters : Limit 760 |

**Activities Outside The Programme Area**

|  |
| --- |
| Please justify how will activities envisaged to be implemented outside the programme area benefit the programme area.  |
| Characters : Limit 750 |

|  |  |
| --- | --- |
| Total Budget for Activities Outside | ***<please insert>*** |
| IPA Budget for Activities Outside | ***<please insert>*** |

**Purchase Of Land**

|  |
| --- |
| Amount Of Expenditure For Land Purchase (EUR) |
| 0,00 |

|  |
| --- |
| Please explain why the purchase of land is necessary for the project in terms of related activity and project output. |
| Characters : Limit 1000 |