



CBC 2014-2020
SOUTH-EAST FINLAND - RUSSIA

APPLICATION TEMPLATE
SOUTH-EAST FINLAND – RUSSIA CBC 2014-2020

To apply for funding the application and its annexes
must be submitted via electronic
Programme Management system PROMAS

Published by the Managing Authority
Publication date 30 January 2017

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1. Basic information

Name of the project:

Acronym:

Project ID:

Full legal name of the Lead Partner in English:

Country of the Lead Partner:

Region of the Lead Partner:

Priority:

Thematic Objective:

Duration of the project in months:

2. Requested financing

Total costs of the project (EUR):

Investments included in total costs (EUR):

Requested programme financing (EUR):

3. Lead partner and partners

Identity

Full legal name:

Name of the organisation in original language:

Department/unit in charge of the activities:

Business ID:

Legal status:

Type of organisation:

Description of the organisation:

Official address:

Postal address:

Telephone number:

Email of the organisation:

Website of the organisation:

Contact person

Name:

Position:

Telephone number:

Email:

Motivation

What is the role of the partner in the project?

Why does the organisation participate in the project (reason and motivation)?

How does the organisation benefit from participating in the project?

Operational capacity

What are the organisation's thematic competences and experiences relevant for the project?

Describe the organisation's previous experience in participating in and/or managing EU co-financed projects or other international projects.

In the case of partners from outside the Programme's core area: What is the added value of this partner for the project?

Financial capacity

Does the organisation have a euro based bank account or can it be established?

Can the project costs be separately allocated and reported in the organisation's bookkeeping?

Can the organisation transfer or receive programme funding to/from other project partners?

Does the organisation participate in the financing of the project?

Organisation's average annual turnover:

(Question for the lead partner only)

Does the organisation have sufficient financial resources to implement the project taking into account both own contribution and final payment?

Other public financing

Other public financing in the field of this application within three previous years.

Programme financing	Name of the project	Amount

...

Has public financing for same or similar activities been applied for?

4. Summary of the project

Overview of the project, maximum length 12 000 characters.

- the problem the project is planning to solve and how it has been identified;
- the objective of the project;
- the expected change the project will make to the current situation;
- the target groups and beneficiaries of the project;
- the main outputs the project will produce;
- the approach planned to take (type of activities to be implemented);
- why cross-border cooperation is necessary for implementation of this?

5. Relevance

Objective

Problem Analysis:

Describe the problem that will be solved by the project and how it has been identified?

Overall objective of the project:

Specific objective of the project:

Why cross-border cooperation is needed for reaching the objective of the project?

Does the project contribute to the crosscutting issues of the programme? If yes, to which and how?

6. Thematic indicators

Thematic indicator name	Target value

7. Project specific indicators

Indicator name	Target value

...

8. Work plan/Activities

Describe the main activities to be implemented in the project. Make sure the described activities and outputs are in line with the logical framework of your project. Also, compose an indicative schedule and a *RACI matrix for the project by providing information for each activity.

Activity name	Description	Output	Country and region (location)

...

*define a role for each partner: responsible, accountable, consulted or informed.

9. Activity planner/Add activity

Name of the activity:

Description:

Status of the activity:

Estimated start date:

Estimated end date:

Activity order:

Responsible partner:

Accountable partner:

Consulted partner:

Informed partner:

10. Sustainability

How and by whom will the project's main outputs be further utilized once the project has been finalized?

How will the sustainability of the expected results be maintained financially and operationally?

11. Implementation

Describe the proposed team and the administration structure of the project:

Describe the communication and visibility channels, tactics and tools that will be used:

Describe the monitoring and evaluation arrangements; how will the project implementation and achieving of the expected results be monitored and evaluated?

Does the project have any negative or positive environmental impact? Analyse the environmental impact, if any:

Are any permits, for example building permits, needed for implementing the proposed project activities?

If yes, describe the process:

12. Project budget

Title:

Programme name:

Priority name:

Type of Cost	Year 1	Year 2	Year 3	Total
Staff				
Travel				
Equipment and supplies				
Outsourcing costs, services				
Infrastructure investments				
Administrative costs (overheads)				
Total eligible costs				
Income, revenues				
Total net eligible costs				

13. Financial plan

Financial plan

Requested programme financing (EUR):

Co-financing from the project partners (EUR):

Co-financing from other sources (EUR):

Total co-financing (EUR):

Total financing (EUR):

Investments included in total costs

Amount of investment EUR):

Share from total cost (%):

14. Annexes

Upload and name the required annexes.

File name	Description
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15. Signature

By signing the application the lead partner on behalf of all partners, confirms that:

- the project partners have the sources of financing, professional competence and qualifications required by implementation of the proposed project;
- in case of approval of the project proposal by the Joint Monitoring Committee, our organisation will take the role of the Lead Partner with all the responsibilities assigned to it;
- our organisation is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary;
- neither our organisation nor the partners are in any of the situations excluding them from participating in contracts which are listed in the respective documents and we accept that if we participate in spite of being in any of these situations, we may be excluded from other procedures;
- if recommended to be awarded a grant, our organisation accepts the contractual conditions as laid down in the Grant Contract and in its conditions;
- our organisation is fully aware of the obligation to inform without delay the Managing Authority if the same application for funding made to other financing programmes of the European Union or the participating countries has been approved after the submission of this application;
- all natural persons participating in the project or project activities have in advance given their consent to collection, recording, storage and transfer of their personal data in databases of the Programme authorities and management bodies.

Name:

Position:

Date:

(Available after the electronic submission in PROMAS)

Signature: _____