

**Application form for Small-scale projects**

**PART A – Project identification**

**A.1 Project identification**

|  |  |  |
| --- | --- | --- |
| Project ID |  | Automatically generated according to programme rules in their monitoring system |
|  |  |  |
| Name of the lead partner organisation (original language or English language) |  | *Automatically filled in from part B* |
|  |  |  |
| Project title |  | Project acronym |
| *Enter title here* |  | *Enter acronym here* |
| Programme priority |  | Programme priority specific objective |
| Select from drop-down |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)* |
|  |  |  |
| Project duration (nr. of months) |  | *Enter a number* |

**A.2 Project summary**

|  |
| --- |
| Please give a short overview of the project and describe:   * the common challenge of the programme area you are jointly tackling in your project; * the overall objective of the project and the expected change your project will make to the current situation; * the main outputs you will produce and those who will benefit from them; * the approach you plan to take and why a cross-border approach is needed; * what is new/original about the project. |
| *Enter text in Slovene language [max. 5000 characters]* |
| *Enter text in Croatian language [max. 5000 characters]* |
| *Enter text in English language [max. 5000 characters]* |

**A.3 Project budget overview (automatically generated)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme funding** | | | **Contribution** | | | | | **Total eligible budget** |
| Funding source | Funding amount | Co- financing rate (%) | Public contribution | | | Private contribution | Total partner contribution |
| Public contribution | Auto. public contribution | Total public contribution |
| *ERDF* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

**A.4 Project outputs and result overview (automatically generated)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Aggregated value per programme output indicator | Measurement unit | Output | Output title | Output target value | Programme result indicator | Baseline | Result indicator target value | Measurement unit |
| *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | From WPs | *From C.5* | From WPs |
|  | *From WPs* | *From WPs* | *From WPs* |
| *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From C.5* | *From WPs* |
|  | *From WPs* | *From WPs* | *From WPs* |
|  | *From WPs* | *From WPs* | *From WPs* |

**PART B – Project partners**

**B.0 Partner overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner number** | **Organisation abbreviation** | **Partner role in the project** | **NUTS (country, if NUTS not applicable)** | **Partner total eligible budget** |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

**B.1.1 Partner identity**

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *lead partner, project partner* |
| Abbreviated name of organisation |  | *Enter here [max 15 characters]* |
| Name of organisation in original language |  | *Enter here [max 100 characters]* |
| Name of organisation in English (not need to be filled in) |  | *If existing, using the official translation [max 100 characters]* |
| Department /unit / division |  | *If applicable, enter here [max 250 characters]* |

Legal and financial information

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down pre-defined list* |
| Legal status |  | *Drop-down (public/ private)* |
| VAT number |  | *Enter here [max 50 characters]* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? |  | *Yes / Partly / No* |
| Other identifier number (if VAT number not exists) |  | *Enter here [max 50 characters]* |
| Other identifier description |  | *Enter here [max 100 characters]* |

**B.1.2 Partner main address**

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
| *Enter here [max 50 characters]* |  | *Enter here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter here [max 20 characters]* |  | *Enter here [max 50 characters]* |
|  |  |  |
| Homepage |  | *Enter here [max 250 characters]* |

Address of department / unit / division (if applicable)

|  |  |  |
| --- | --- | --- |
| Country (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (Nuts 2) |  | Nuts 3 |
| *Drop-down* |  | *Drop-down* |
|  |  |  |
| Street |  | House number |
| *Enter here [max 50 characters]* |  | *Enter here [max 20 characters]* |
|  |  |  |
| Postal code |  | City |
| *Enter here [max 20 characters]* |  | *Enter here [max 50 characters]* |

**B.1.4 Legal representative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  | *Enter here [max 50 characters]* |

**B.1.5 Contact person**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Enter here [max 25 characters]* |  | *Enter here [max 50 characters]* |  | *Enter here [max 50 characters]* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here [max 255 characters]* |  | *Enter here [max 25 characters]* |

**B.1.6 Partner motivation and contribution**

|  |
| --- |
| Which of the organisation’s thematic competences and experiences are relevant for the project? |
| |  |  | | --- | --- | | *Enter text here (max. 3000 characters)* |  | |
|  |

**B.1.7 Budget**

**Partner Budget**

**Unit costs covering more than one cost category**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program unit cost | Description | Unit type | No. of units | Price per unit | Total |
| Select from drop-down menu | Automatically filled in | Automatically filled in | Enter here | Automatically filled in | Automatically calculated |

#### Partner lump sums (assigned in section E.1 - Project lump sums)

**B.1.8 Co-financing**

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| *Drop-down menu* | *Automatically filled in* | *Enter here (max 80%)* |
| *Partner Contribution* | *Automatically filled in* | *Automatically filled in* |
| *Partner total eligible budget* | *Automatically filled in* | *Automatically filled in* |

**Origin of partner contribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Source of contribution | Legal status | Amount | % of total partner budget |
| *Partner organisation automatically filled in* | *Drop-down menu* | *Enter here* | *Automatically filled in* |
| *+ Add new contribution origin* | *Drop-down menu* | *Enter here* | *Automatically filled in* |

|  |  |  |
| --- | --- | --- |
| Contribution | Amount | % of total partner budget |
| *Sub-total public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total automatic public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total private contribution* | *Automatically filled in* | *Automatically filled in* |
| *Total* | *Automatically filled in* | *Automatically filled in* |

**B.1 Project partner 2**

*All sections from B.1.1-B.1.8 repeated*

**B.1 Project partner 3**

*All sections from B.1.1-B.1.8 repeated*

**PART C – Project description**

C.1 Project overall objective

|  |
| --- |
| Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.). |
| *(Automatically inserted once it is selected in section A.1)* |

**Project overall objective**

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme’s objective.

Your objective should:

* be realistic and achievable by the end of the project, or shortly after;
* specify who needs project results and in which territory;
* be measurable and durable – indicate the change you are aiming for.

|  |  |
| --- | --- |
| |  | | --- | | *Enter text (max. 500 characters)* | |

C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the cross-border territorial challenge(s) that will be tackled by your project?  Please describe why your SSP project is needed in the project area and the relevance of your SSP project for the project area, in terms of (re)gaining the cross-border connections of your living area and (re)building of mutual trust. |
| |  | | --- | | *Enter text (max. 5000 characters)* | |
|  |
| C.2.2 How does the project tackle identified joint challenges and needs and what is new about the approach of your project? – **Not required for Small-scale projects**  Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also inn what way the approach goes beyond existing practice in the sector/programme area/participating countries.  C.2.3 Why is cross-border cooperation needed to achieve the project objectives and results? -**Not required for Small-scale projects**  Please explain why the project objectives and results can be more efficiently and/or to a higher level reached acting at the cross-border level - and not only on a national/regional/local level. Please describe what is the added value of the cross-border approach for the partnership, the target groups and the project/programme area. |

C.2.4 Who will benefit from your project outputs and results?

Please select the target groups from the drop-down list, which are relevant for your project. For each of them please provide a more detailed specification and explain how they will be reached and benefit from your project outputs and results. Please ensure consistency with the target groups defined in the work plan (section C4).

|  |  |
| --- | --- |
| Target group | Specification |
| *Select from drop-down* | |  | | --- | | *Enter text (max. 2000 characters)* | |
| *Select from drop-down* | |  | | --- | | *Enter text (max. 2000 characters)* | |
| *Select from drop-down* | |  | | --- | | *Enter text (max. 2000 characters)* | |

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute and briefly describe in what way.

|  |  |  |
| --- | --- | --- |
| Strategy | | Contribution |
| EU Strategy for the Danube Region (EUSDR) |  | *Enter text (max. 2000 characters)* |
| EU Strategy for the Alpine Region (EUSALP) |  | *Enter text (max. 2000 characters)* |
| Other |  | *Enter text (max. 2000 characters)* |

#### C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of? – Not required for Small-scale projects

|  |
| --- |
| C.2.7 How does your project build on available knowledge? - **Not required for Small-scale projects**  Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on. If relevant, please specify the projects to be capitalised on and which project partner(s) have been involved. |
|  |

C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

|  |
| --- |
|  |
| *Enter text here [max 5000 characters]* |

C.4 Project work plan

|  |  |
| --- | --- |
| Work package number | Work package name |
| *Automatically filled in* | *Automatically filled in* |

C.4.1 Work package 1

|  |  |
| --- | --- |
| Work package number | *Automatically generated* |
| Work package title | *Enter the title here [max 100 characters]* |

**Objectives**

Your objectives should be:

* realistic and achievable by the end of the project;
* specific - who needs project outputs delivered in this work package, and in which territory;
* measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

|  |  |
| --- | --- |
| Project specific objective | *Describe the project specific objective here [max 1000 characters]* |

In addition, please define the communication objective that will contribute to the achievement of project specific objective and include reference to the relevant target groups.

|  |  |
| --- | --- |
| Communication objective and target groups | *Describe the communication objective here [max 1000 characters]* |

**Activities**

Please describe the activities foreseen (recommended not more than 3 activities) in order to achieve the planned project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Start period | End period | Activity description | Partner(s) involved |
| A 1.1 | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 3000 characters]* | *Select Partner(s) from drop-down* |
| A 1.2 | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 3000 characters]* | *Select Partner(s) from drop-down* |
| A 1.3 | *Enter text [max 200 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Enter text [max 3000 characters]* | *Select Partner(s) from drop-down* |

Activity description

*Enter text here [max 3000 characters]*

List of outputs

Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output  Nr. | Programme output indicator | Measurement unit | Output title | Output description | Output target value | Delivery period |
| Output 1.1 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 200 characters]* | *Enter text [max 500 characters)* | *Enter the number* | *Drop-down* |

C.5 Project results

Please select and quantify the relevant programme result indicators to which your project will contribute. For each selected result indicator, please briefly describe the contribution of the project and the relevant project results you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Result description | Result indicator baseline | Result indicator target value |
| Result 1 | *Choose from the drop-down list* | *Automatic* | *Enter text [max 1000 characters]* | *Enter the number* | *Enter the number* |

C.6 Time plan

The project time plan is automatically generated using data from the Application form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work packages and activities | Period 1 |  |  |  |  |  |
| WP 1: Title |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |
| A 1.2 title |  |  |  |  |  |  |
| A 1.3 title |  |  |  |  |  |  |

**C.7 Project management**

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise the work within the partnership, to ensure the project work runs smoothly.

|  |
| --- |
| C.7.1 How will you coordinate and manage your project? – **Not required for Small-scale projects**  Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work? |
| C.7.2 Which measures will you take to ensure quality in your project?  Describe specific approaches and processes and responsible partners. |
| *Enter text here [max 5000 characters]* |
| C.7.3 What will be the general approach you will follow to communicate about your project? - **Not required for Small-scale projects**  Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here. |
|  |
|  |

C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)? **- Not required for Small-scale projects**

C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Please note that the joint development, joint implementation and joint financing criteria are mandatory.

|  |  |  |
| --- | --- | --- |
| Cooperation criteria | | Description |
| Joint development |  | *Enter text here [max 2000 characters]* |
| Joint implementation |  | *Enter text here [max 2000 characters]* |
| Joint staffing |  | *Enter text here [max 2000 characters]* |
| Joint financing |  | *Enter text here [max 2000 characters]* |

C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development | *Choose: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |
| Equal opportunities and non-discrimination | *Choose: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |
| Equality between men and women | *Choose: neutral, positive effects, negative effects* | *Enter text here [max 2000 characters]* |

C.8 Long term plans

As a programme, we would like to support projects that have a long-lasting effect in the programme area and those who will benefit from them. Please describe below what you will do to ensure this.

|  |
| --- |
| C.8.1 Ownership - Not required for Small-scale projects Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the relevant organisations. |
| C.8.2 Durability Some outputs should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the project area and the population. Please describe how your outputs/results in the sense that they bring people together and create favourable cooperation conditions. |
| *Enter text here [max 5000 characters]* |
| C.8.3 Transferability – Not required for Small-scale projects Some outputs/deliverables that you will deliver could be adapted or further developed to be used by target groups or in other territories not directly involved in the project. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them? |
|  |

**PART D – Project budget**

D.1 Project budget per co-financing source (fund) – breakdown per partner

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partner | Country | ERDF | ERDF % rate | Public contribution | Auto Public contribution | Private contribution | Total partner contribution | Total eligible budget | % of Total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

D.2 Project budget - overview per partner / per simplified cost option

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Partner | Organisation abbreviation | Country | Lump sum | Unit Cost | Total |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *TOTAL* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

**PART E– Project lump sum and unit costs**

E.1 Project lump sums

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme lump sum | Split up | Costs | LP | PP | Sum | Gap |
| *Select from drop-down menu* | *No* | *Automatically filled in* | *Enter here* | *Enter here* | *Automatically calculated* | *Automatically filled in* |

E.2 Project unit costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Programme Unit cost | Description | Unit type | Price per unit | No. of units | Total |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |