



## ENI CROSS-BORDER COOPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2014-2020

### CONCEPT NOTE

Call for proposals no 1.

Deadline for submission of concept notes: <...>

Registration date (filled in by the JTS-IB)	
Project index number (filled in by the JTS-IB)	

#### Instruction:

1. The applicants - Lead beneficiaries shall submit their concept notes (CN) to the Joint Technical Secretariat – Intermediate Body (JTS-IB) **in two ways:**
  - a) **.xml and .pdf forms of the CN** filled in with the use of the application (available on the Programme website) and recorded on the mover (CD, DVD, pendrive, etc.) along with
  - b) **one signed and stamped paper version.** The paper version is considered as an official application. CNs submitted only in electronic file will be automatically rejected.
2. The CN shall be **filled in only in English**<sup>1</sup>. CN submitted in language(s) other than English will be automatically rejected.
3. The CN must be **computer-typed** using the CN application, published for this call for proposals and available on the Programme website for downloading.
4. A properly generated and validated CN will be given a unique checksum which shall be displayed on each page of the CN. CN validated shall be printed and submitted together with an electronic file to the JTS-IB.
5. Hand-written applications or applications filled in using an incorrect CN form will be automatically rejected.
6. The evaluation will be carried out in accordance with the evaluation grid from the Guidelines for Applicants (GfA) and it will be based solely on the information provided by the Lead beneficiary in the CN.
7. The CN will be **automatically rejected** without asking for clarification if the partnership is not in line with point ... of the GfA;
8. The lead beneficiaries are obliged to submit the CN along with the **Partnership statements** signed by the authorized persons of all beneficiaries' institutions in the project (point 6 of the CN).
9. For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

1 Does not apply to field where proper names in national languages are requested.

## 1. PROJECT IDENTIFICATION

<b>1.1. Thematic objective</b>				
<b>1.2. Programme priority</b>				
<b>1.3. Project title (English)</b>		Max 200 characters		
<b>1.4. Lead Beneficiary</b>	Name in original language			
	Name in English			
	Nationality	<Polish, Belarusian, Ukrainian, international>		
	Type of organization	<national government, regional government, local government, NGO, healthcare institution, security institution, fire department, educational institution, institution of culture, museum, church institution, unitary enterprise, other – specify >		
	Registration address			
<b>1.5. Project beneficiaries:</b>				
<b>Beneficiary 1</b>	Name in original language			
	Name in English			
	Nationality	<Polish, Belarusian, Ukrainian, international>		
	Type of organization	<national government, regional government, local government, NGO, healthcare institution, security institution, fire department, educational institution, institution of culture, museum, church institution, unitary enterprise, other – specify >		
<b>Beneficiary 2<sup>2</sup></b>	Name in original language			
	Name in English			
	Nationality	<Polish, Belarusian, Ukrainian, international>		
	Type of organization	<national government, regional government, local government, NGO, healthcare institution, security institution, fire department, educational institution, institution of culture, museum, church institution, unitary enterprise, other – specify >		
<b>1.6. Project duration</b>	Number of months	In full months, max. 24 months		
<b>1.7. Indicative budget</b>	<b>Costs category</b>	<b>Total budget (EU grant + co-financing), EUR</b>	<b>EU grant amount, EUR</b>	<b>EU co-financing rate, %</b>
	Infrastructure component:			
	Costs for the preparation of strong partnership:			
	Other costs <sup>3</sup> :			
	<b>Total project costs</b>		...	...
<b>1.8. Location(s) of the project activities</b>	<specify country(ies) that will benefit from the project>	<specify region(s) that will benefit from the project>	<specify powiat/raion, area/town that will benefit from the project>	
<b>1.9. Project summary</b>				
Please give a short overview of the project (in the style of a press release) 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 who will benefit from them;				
the approach you plan to take and why is cross-border approach needed.				
-				

2 Number of rows depends on the number of project beneficiaries.

3 All other eligible costs of the project.

Max. number of characters is 2000

## 2. RELEVANCE OF THE PROJECT

### 2.1 Provide a brief analysis of the problems and needs justifying the project

- 1) Clearly identify specific problems or challenges in the Programme area to be addressed by the project.
- 2) Refer to target groups and final beneficiaries.
- 3) If possible, support your statements with statistical information and examples.

**Please note: information provided under this point cannot be modified in the FAF.**

Max. number of characters is 2000

### 2.2 Indicate the relevance of problems and needs identified in point 2.1 to wider strategies/plans

Please refer to the Programme strategy and justify the compliance referring to relevant parts, points etc. of those documents and relevant national/regional strategies.

**Please note: information provided under this point cannot be modified in the FAF.**

Max. number of characters is 2000

### 2.3 Describe the relevance of the project to the Thematic objective/priority selected

Please refer to project's objectives and expected outputs and results

**Please note: information provided under this point cannot be modified in the FAF.**

Max. number of characters is 2000

### 2.4 Demonstrate the cross-border impact of the project

- 1) What advantages will the project bring to both/three sides of the border (project partners, target groups, Programme area)?
- 2) Why it is important to implement the project in the proposed cross-border partnership? Can't the result be achieved without cooperation within the Programme?
- 3) Will the project create a basis to develop the current/future cross-border cooperation?

**Please note: information provided under this point cannot be modified in the FAF.**

Max. number of characters is 2000

### 2.5 Project impact on the cross-cutting issues:

Please, tick the adequate field and describe the effects of the project on the following cross-cutting issue.

**Please note: information provided under this point cannot be modified in the FAF.**

Environmental sustainability	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 500
Human rights	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 500
Gender equality	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 500
HIV/AIDS	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 500

Democracy	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 500
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### 3. DESIGN OF THE PROJECT

Note: your project shall clearly lead to realization of the Programme objective and TO, as well as the Programme output and result indicators.

#### 3.1 Overall objective of the project

Indicate one overall objective to which the project aims to contribute.

The objective shall clearly link to selected Programme Thematic objective and priority.

**Please note: information provided under this point cannot be modified in the FAF.**

Max. number of characters is 300

#### 3.2 Specific objectives

Indicate max. three specific objectives of the project that will lead to achievement of the overall objective.

**Please note: information provided under this point cannot be modified in the FAF.**

1. Max. number of characters is 300

2. Max. number of characters is 300

3. Max. number of characters is 300

#### 3.3 Key activities

Outline the planned main activities of the project.

In the description of each activity specify the role of each beneficiary and activities of cross-border character.

If planned, describe the investments/infrastructure activities. If applicable, provide a justification regarding any activity to be implemented outside the Programme area. Activities outside the Programme area shall clearly benefit the Programme area.

**Please note: key activities provided under this point cannot be modified in the FAF.**

Max. number of characters is 1000 for description of each activity

Name of the activity	Description
1) max. number of characters is 100	max. number of characters is 1000
2) max. number of characters is 100	max. number of characters is 1000
3) max. number of characters is 100	max. number of characters is 1000
Add as many rows as needed (max 10 rows)	Add as many rows as needed (max 10 rows)

#### 3.4 Project results – output and result indicators

Please select pre-defined Programme indicator(s) presented in point 3.1.6 of the JOP or/and add indicators from the full list of indicators (drop down menu).

##### 3.4.1 Output indicators\*:

1) Choose the adequate pre-defined Programme output indicators. If no indicator is appropriate for your project please put 0 in the target value column.

Programme indicator	Target value
1)	1) Max. number of characters is 10
2)	1) Max. number of characters is 10
3)	1) Max. number of characters is 10

2) Add indicators from the suggested list.

Suggested indicators	Target value
1) Drop down menu	1) Max. number of characters is 10
2) Drop down menu	2) Max. number of characters is 10
Add as many rows as needed	Add as many rows as needed

##### 3.4.2 Result indicator\*\*:

Pre-defined result indicator for selected priority.

Indicator	Baseline value	Target value
	1) Max. number of characters is 10	1) Max. number of characters is 10

\* Measure the direct products of the chosen activities. They concern the direct beneficiaries (lead beneficiaries, beneficiaries as well as entities, persons and organisations that are actually involved in the project implementation) of the projects and are only affected by what the project actions lead to, being insensitive to any external factors

\*\* Measure the broader societal impact of a project in the short- or medium term. They generally span beyond the direct beneficiaries of the support and cover a wider group of society (such as final beneficiaries or the entire target group). They are affected by external factors that lay beyond the activities of the project.

## 4. PARTNERSHIP

### 4.1 Composition of the partnership

Describe the partnership that will implement the project. The project shall involve partners needed to address the territorial challenge specified. All partners shall play a defined role in the partnership and get a benefit from it. Describe the particular experience, capacity, know-how of each of the involved beneficiaries to achieve the expected results.

Maximum number of characters is 2000.

### 4.2 Budget per budget line

Please, note that the lead beneficiaries invited to submit the FAF will have to present a detailed budget. The EU contribution of the FAF budget cannot be increased from the initial estimate presented in CN **by more than 10%**, however the requirements regarding the minimum and maximum grant values under the CfPs shall also be observed.

Budget line	Indicative total budget (€) (EU + own financing)
1. Staff costs	
2. Travel and subsistence costs <sup>4</sup>	
3. Equipment and supplies <sup>5</sup>	
4. Services	
5. Subtotal direct costs without infrastructure	Automatic calculation
6. Infrastructure component (works) <sup>6</sup>	
7. Total direct eligible costs of the Project (5+6)	Automatic calculation
8. Administrative costs (maximum 7% of 5, subtotal direct costs without infrastructure component) <sup>7</sup>	
9. Total eligible costs (7+8)	Automatic calculation

4 If planned, costs of strong partnership preparation shall be included in line 2. Travel and subsistence costs. In order to allow the preparation of strong partnerships costs incurred before submission of the grant application but after the publication of the call for proposals may be considered as eligible. These costs shall be limited to travel and subsistence costs of staff employed by the beneficiaries.

5 Purchase or rental costs for equipment (new or used) and supplies specifically for the purpose of the project, provided they correspond to market prices.

6 The total costs of works and services related to (re)construction, renovation, installation of infrastructure and its supervision but also other activities like e.g.: costs of preparation of the technical documentation, costs of supplies including purchase of fixed assets. In order to support beneficiaries in financing the preparation of studies and documentation related to infrastructure component, a grant may be awarded retroactively to cover such costs. However, these costs could be considered as eligible where the applicant can demonstrate the need to start the project before the contract is signed. Costs eligible for financing shall however not have been incurred prior to the date of the submission of the Concept Note to the JTS-IB. Only applicants with whom a grant contract is signed, could claim the reimbursement of these costs. In any case, no costs incurred by the lead beneficiary/beneficiary registered in Ukraine/Belarus before the signature of a Financing Agreement by that country could be considered as eligible.

7 Indirect costs may be calculated on a flat-rate of up to 7 % of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure, provided that the rate is calculated on the basis of a fair, equitable and verifiable calculation method. For example, administrative costs may include costs of running the beneficiary's office (or part of the office) that is in his possession and is used for the day-to-day implementation of the project. Administrative costs may not include ineligible costs or costs already declared under another cost item or heading of the budget of the project.

<b>4.3 Budget per beneficiary</b>			
<b>Overall beneficiary's budget (LB, B1, B2<sup>8</sup>)</b>	<b>Indicative EU co-financing (€) (max. 90% of the total)</b>	<b>Indicative own co-financing (€) (min. 10% of the total)<sup>9</sup></b>	<b>Indicative total budget for beneficiary (€) (EU + own financing)</b>
<i>Filled in automatically basing on the number of beneficiaries.</i>	<i>Maximum number of characters is 10.</i>	<i>Maximum number of characters is 10.</i>	<i>Automatic calculation</i>
<i>Filled in automatically basing on the number of beneficiaries.</i>	<i>Maximum number of characters is 10.</i>	<i>Maximum number of characters is 10.</i>	<i>Automatic calculation</i>
<b>Total eligible costs</b>	<i>Maximum number of characters is 10.</i>	<i>Maximum number of characters is 10.</i>	<i>Automatic calculation</i>

<sup>8</sup> Add as many rows as needed.

<sup>9</sup> The lead beneficiary and beneficiary(-ies) shall co-finance at least 10% of the project total costs. The 10% co-financing is counted on the project level, not in relation to each of the lead beneficiary/beneficiary(-ies).

## 5. DECLARATION BY THE LEAD BENEFICIARY (TO THE CONCEPT NOTE)

The lead beneficiary, represented by the undersigned, being the authorised signatory of the lead beneficiary, in the context of the present call for proposals, representing other beneficiaries in the proposed project, hereby declares that:

- it is directly responsible for the management and implementation of the project with other beneficiaries specified above and is not acting as an intermediary;
- it has the sources of financing and professional competence and qualifications necessary to implement the project;
- in case of approval of the concept note, it will develop with the project beneficiaries listed in the concept note and submit to the JTS-IB a full application form in line with the Programme requirements.

Signed on behalf of the lead beneficiary

<b>Name of the person entitled to represent the organisation</b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>On the paper version only</i>
<b>Date and place</b>	

## 6. PARTNERSHIP STATEMENT OF .....

The beneficiary, represented by the undersigned, being the authorised signatory of the beneficiary, in the context of the present call for proposals, hereby declares that:

- I have read the concept note and understood role of my organization in the project before it is submitted to the JTS-IB;
- organization that I represent has the sources of financing, professional competence and qualifications necessary to implement part of the project that it is responsible for;
- in case of approval of the concept note, I declare my will to further participate and implement the project. I declare to cooperate with the lead beneficiary in development and submission to the JTS-IB a full application form in line with the Programme requirements.

Signed on behalf of the beneficiary

<b>Name of the organisation</b>	
<b>Name of the person entitled to represent the organisation</b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>On the paper version only</i>
<b>Date and place</b>	

**PLEASE NOTE THAT A SEPARATE PARTNERSHIP STATEMENT SHALL BE SIGNED AND STAMPED AND DATED BY EACH BENEFICIARY.**

**WORKING version / save**

*Validate & finalise & print*

*Please press this button to finalise the CN. It will generate the checksum and open the print dialog to allow you printing the CN.*

*Please note that generating of the checksum can take even several minutes (depending on the amount of text in the form and the performance of your computer).*

**ANNEX 1**

Information on contact details for the project purposes

Contact person for this project:	
Postal address:	
Telephone number:	
Fax number:	
Contact person's email address:	