CROSS-BORDER COOPERATION ENPI PROGRAMME

POLAND-BELARUS-UKRAINE 2007-2013

INSTRUCTIONS FOR FILLING IN

THE APPLICATION FORM

Content

1. Explanation of Application Form

FRONT PAGE

Registration date in the JTS – please leave this field empty.

Priority, Measure – please give the number and full name of the selected Priority and Measure under which you submit your Application form. For more information regarding the Priorities and Measures eligible under each call please refer to the Guidelines for applicants. Each Application form may be submitted only under one selected Measure.

Title of the action – please indicate the full title of your project. The title should be short, easy to repeat, if possible it shall correspond or clearly identify the aims/activities of the project. It must not repeat the exact names of the Programmers Priorities and Measures.

Location of the action – please specify the exact names of the country(ies), region(s), area(s) or town(s) where the project will be implemented and which shall benefit from the project implementation.

Name of the applicant – the exact and full official name of the Lead Partner should be given in this part. Please do not use any abbreviations.

Nationality of the applicant – please specify in which country the Lead Partner is registered.

Total duration of the action – the information on the total duration of the project expressed in whole months should be given in this part. Please remember that the overall duration of the project shall not exceed 24 months.

Total eligible cost of the action – please indicate the following information regarding the budget of the project:

A – Total value of eligible costs of the project
B – Amount of grant which you request from JMA for the project
B/A*100 – grant percentage ratio of total eligible project costs.

Dossier No – please leave this field empty.

Contact details – please provide in this part the contact details (actual postal address, telephone and fax number of your organization, its web-page as well as contact details - name and e-mail - of the person responsible for day-to-day management of the project. It shall be the person(s) in charge and authorized to deal with the JTS while implementation of the project including signature of the project reports. Please do not provide the details of the heads of institutions, unless they shall be indeed personally responsible for the project implementation.

2. Full application form

I. THE ACTION

1. Description

1.1. Title – please use exactly the same title as you used in the front page.

1.2. Location(s) – please use the same project location as in the front page.

1.3. Cost of the action and amount requested from the JMA – please use exactly the same figures as in the front page. In addition you should to indicate there the amount of total eligible costs of activities to be implemented in the adjacent area (D) and its percentage of total eligible costs for the Action (D/A*100).

1.4. Summary (max 1 page) – in this table the following information should be provided:

Total duration of the action:	Please define the indicative start and end date of the project and overall duration of the project (please apply the same period as in the front page);
Objectives of the action:	Please define the project objective(s) as clearly as possible – OVERALL OBJECTIVE shall inform about the long-term impact of the project (project contribution to program objectives); while the SPECIFIC OBJECTIVES shall result from the problems and needs of the project target groups and final beneficiaries and shall be related with the planned project results;
Partner(s):	Please list the partner(s) of your project;
Target group(s):	Please list the target group(s) of your project. The target group shall be understood as the groups/entities who will be directly positively affected by the project at the Project Purpose level (i.e. project participants);
Final beneficiaries:	Please list the final beneficiaries of your project. The final beneficiary shall be understood as those groups/entities who are expected to benefit from the project implementation in the longer term at the level of the society or sector at large. Please, remember, that according to Article 7.3 of the General Conditions *"Where the Beneficiary does not have its headquarters in the country where the Action is implemented and unless otherwise specified in the Special Conditions, the equipment, vehicles and supplies paid for by the Budget for the Action must be transferred to any local partners of the Beneficiary and/or the final beneficiaries of the Action".*
Estimated results:	Tangible products or services delivered by the project. Please keep in mind that these data should correspond to the

information provided in the Logical framework (i.e. Annex C to the Guidelines for Applicants);

Main activities: Please describe briefly the main project implementation activities;

Type of project: Please choose only one type from each category (integrated or symmetrical or simple **and** soft or investment or infrastructure of project which is applicable for your project.

Note: projects can be of three types:

1. integrated projects, where each partner carries out a part of the activities of the joint project on its own territory, if YES, provide a short explanation;
2. symmetrical projects, where similar activities are carried out in parallel on both sides of the border territory, if YES, provide a short explanation;
3. simple projects with a cross-border effect, taking place mostly or exclusively on one side of the border but for the benefit of both partners – no explanation is required .

AND

1. soft projects.
2. investment projects.
3. infrastructure projects.

Each project shall have two specifications chosen e.g. integrated and infrastructure, integrated and soft, simple and investment etc.

1.5. Objectives (max ½ page) – in this box you should describe in more details (within the given limit) the information summarized above on the objectives of your project. Please keep in mind that there shall be one overall objective and from one up to three specific objectives of your project. Do not indicate activities to be implemented within your project as objectives!

1.6. Relevance of the action (max 1 page) – in this box please answer the questions as given in the Application, i.e. describe the general problems and its impact on the regional development; describe the target groups and final beneficiaries and estimate their number; identify the problems to be addressed by project and needs and constraints of the target groups; demonstrate the project relevance to the needs of the regions and objectives and priorities of the Programme.

1.7. Description of the action and its effectiveness (max 6 pages) – in this box please answer the following questions as given in the Application:

Expected results (max 2 pages): Please indicate how the project will improve the situation of target groups/beneficiaries. In this field you should be concrete and quantify the results as much as possible. If applicable, please describe the possible replication and extension of the project results (multiplier effects).

Proposed activities and their effectiveness (max 2 pages): Please provide detailed description of activities, with clear indication of each partner's tasks. Please also justify why these activities were selected to be implemented.

Promotion visibility measures: please describe here publicity activities which will be done in order to inform the public about the European Union's co-financing of the Action. The following examples of the project promotion could be used: website, publications, exhibitions, information in media, etc.

Project impact on horizontal policies: please tick adequate field and describe the impact of the project on:

NATURAL ENVIRONMENT – in this point please describe and justify the compliance of the project with the EU and national environmental protection laws and with the law on the freedom of access to information on the environment (as stipulated in the Council Directive No.90/313/EEC of 7 June 1990). Please also refer to (and attach to the Application form) any additional documents which are required by the national law (e.g. Environmental Impact Assessment). Please justify whether the project has a positive or negative impact on the natural environment, or whether it is the main objective of the project;

EQUAL OPPORTUNITIES – it shall refer to the equality of men and women in accessing the labour market. In the wider meaning the activities shall ensure the access of disabled and other discriminated people to the labour market and to the public infrastructure. The impact of the project is mostly connected with the benefits of the project participants. Please justify whether the project has a positive or negative impact on the equal opportunities policy, or whether it is the main objective of the project;

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) – it shall refer to the development of modern technologies which are supposed to be innovative in order to facilitate the growth of the regional competitiveness. Please describe also how the Action will impact on development of the information society. Please justify whether the project has a positive or negative impact on the ICT policy, or whether its development is the main objective of the project;

1.8. Cross-border impact (max 1 page) – in this part please describe what is the expected impact which the project is going to have on the cross-border regions. Please describe also what are the benefits from the project to partners and regions from both sides of the border. This shall refer particularly to creating new basis for development of further cross-border cooperation through, for example:

- infrastructure connections (e.g. new roads) or soft activities (sharing best practices, workshops around common heritage);
- establishing stable structures of cooperation (e.g. joint cross-border fire rescue services and/or structures);
- removing the barriers in cross-border contacts (e.g. cross-border infrastructure); indirect benefits of the people on the other side of the border (e.g. campaigns raising environmental awareness).

Please also describe as clearly as possible the links to future cross- border co-operation of the project partners.

1.9. Partnership (max 1 page): Please describe here the role and participation in the Action of the partners, and the reasons for which these roles have been assigned to them. Please provide here more information on the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them. Also the history of cooperation with the applicant should be mentioned in this box. Please keep in mind that each project must fulfil at least two of the below mentioned criteria. The selection of any of these criteria shall be duly justified. Priority will be given to the integrated projects that will fulfil all of them (all four):

the project has been **JOINTLY PREPARED** (e.g. the partners were working together on the preparation of the project proposal e.g. agreed the project idea, the division of tasks and responsibilities and elaborated the full application form with all annexes);

the project will be **JOINTLY IMPLEMENTED** (all or most of the project's activities will be carried out by partners in close cooperation);

the project will have **JOINT STAFF** (the implementation of the project activities will be coordinated together by the representatives of the partners);

the project will be **JOINTLY FINANCED** (the project is co-financed by partners coming from different countries (partners' own financial contribution to the project) and Action budget is proportionally divided between partners).

In addition, please, fill in the table indicating division of tasks implementation between project all partners including the Lead partner.

1.10. Methodology (max 2 pages) – in this part you should describe in details and justify the selected methods of the project implementation. If applicable, please explain the relation with the previous project and what are the possible recommendations of the evaluation you might have carried out. In case the project is a part of a larger programme, please describe the coordination and potential synergies with that programme. It is also important to provide information on the role of various groups target groups in the project.

Please describe in details the project management structure giving information on the scope of tasks of the positions needed to implement the project. If needed, please explain which equipment, materials or other materials are needed to be purchased or rented. Describe also the attitudes of all stakeholders towards the Action and its activities. In case you plan to implement some activities outside the Programme area, list such activities and provide justification for their necessity.

1.11. Duration and indicative action plan for implementing the action – please indicate the project implementation period using whole months (not more than 24). Please remember that the estimated duration for each activity and total period should be based on the most probable duration and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable. Additionally please fill in the action plan. The activities should have short but precise names, indicating the concrete dates if possible. In the action plan, Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc. (month 1 is not the first calendar year but the first month of project implementation).

The activities stated in the action plan should correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the second year may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: The more detailed action plan for second year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

Please indicate also which partner shall be responsible for implementation of each activity (or participating in it).

In addition, please fill in the table indicating forecasts of costs to be incurred by Applicant and each partner in the division by quarter of project implementation

1.12. Project readiness for implementation – regarding the type of your project (indicated in point 1.4 please fill in the appropriate table (infrastructure/investment or soft project) indicating activities which already have been done or are planned to be done in order to prepare the project for its implementation. Please indicate the concrete dates whether the documents/tasks specified in the tables have been issued/implemented or when these are planned to be finalized. Please add any relevant additional information in the column *Comments*.

1.13. Sustainability (max 2 pages) – in this part please describe the main assumptions during and after the project implementation. You should provide a detailed risk analysis and possible contingency plans. Please explain also how do you plan to ensure the sustainability of the project (on financial, institutional and environmental levels) after the completion of the Action. Therefore, please describe e.g. the follow-up activities, ownership of the project results, sources of financing to maintain the project results etc.

1.14. Logical framework[1] – please fill in Annex C to Guidelines for applicants. Please keep in mind that it is very important to indicate the relevant indicators in order to provide the proper overview of the project which is needed to perform the assessment and monitoring of your project. The logical framework should be filled in coherence with the whole application form - it is highly recommended to **FILL IN THE LOGICAL FRAMEWORK BEFORE FILLING IN THE APPLICATION FORM** and only later-on to fill in the Application form basing on the information included in the logical framework. Please do not forget to submit also the electronic version of the logical framework.

In order to correctly prepare the logical framework, please start filling in the document from the bottom left fields, as it is shown below:

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective				
Specific objectives				
Expected results				
Activities				

Hence, the sequence of filling in the logical framework shall be as numbering below:

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective	(13)	(14)	(15)	
Specific objectives	(9)	(10)	(11)	(12)
Expected results	(5)	(6)	(7)	(8)
Activities	(1)	(2)	(3)	(4)

[1] For detailed information about logical Framework, please see European Commision Procet Cycle Management Guidelines – Part 2 *The Logical Framework Aproach* available at: http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

Intervention logic – please provide a narrative explanation of the logic of your project. You should briefly but extensively DESCRIBE AND JUSTIFY THE WAY YOU UNDERSTAND THE PROBLEMS OF THE PROJECT AND THE SOLUTIONS you plan to implement at the level of:

(1) Activities:	in this box please list the activities to be carried out (e.g.events, construction works) and in which sequence;
(5) Expected results:	describe the immediate project products, i.e. what precisely do you imagine to achieve during the project implementation (e.g. number of events, constructed objects etc);
(9) Specific objectives:	describe how do you imagine the results of these concrete products, i.e. what shall be their effect on the project target group. Please refer to the specific objectives of the project (as defined in point 1.4);
(13) Overall objective:	describe how do you imagine the consequences of the project implementation at the level of final beneficiaries in the longer term at the level of the society or sector. Please refer to the overall objective of the project (as defined in point 1.4).

Objectively verifiable indicators of achievement – please make a complete list of **INDICATORS WHICH SHALL EASILY ALLOW THE VERIFICATION** whether your plans have been achieved at level of:

(2) Activities:	in this box please mention the concrete means needed to implement the project activities, e.g. what is the necessary personnel, which equipment or documents are needed etc.
(6) Expected results:	the list of enumerative indicators shall measure the achievement rate of the products, which are the outcome of project activities (please indicate concrete figures); e.g. number of organized events, number of participants, number/length of constructed infrastructure objects etc. Please remember that the interval values shall not be acceptable;
(10) Specific objectives:	the list of these indicators shall reflect the changes achieved thanks to the delivery of the project results/products (in terms of quality and quantity), e.g. raised knowledge of the target group, shortened time of travel etc;
(14) Overall objective:	the project impact indicators shall be related with the wider consequences of the project implementation at the level of final beneficiaries in the longer term at the level of the society or sector.

Sources of means and verification – please provide a list of sources of information or other tools (e.g. reports, specific research, official statistics, etc) which is needed to verify the achievement rate of the indicators defined in the previous column. The lowest field in this column (3) shall shortly but extensively present the costs of the project implementation.

Assumptions – in this field please describe the external circumstances which might possibly have an impact on implementation of the project at the level of:

(4) Activities:	in this box please list the pre-conditions which should be filled in so that the project implementation could start; e.g. the project manager is employed, the building permission is issued, etc;
(8) Expected results:	please mention here the external conditions which should be met in order to achieve the indicators mentioned in field (6); e.g. the service tender is successful, the potential event participants are interested in the project, etc;
(12) Specific objectives:	please mention here the external conditions which should be met in order to reach the project objectives mentioned in field (9); e.g. the outcomes of the project are used by the local community to solve the problem. Additionally please list the possible risks which should be taken into account (e.g. the costs of project result maintenance are acceptable for the local community etc).

2. **Budget for the action** – please fill in Annex B (worksheet B1) to Guidelines for applicants. The budget must be filled in English and (in case the Application language is not English) in the language of the Application form. The budget should be filled in EUR, up to two decimals.

The minimum size of the grant is 100.000 EUR and the maximum size of the grant may not exceed 4.000.000 EUR. Total value of the grant may not exceed 90 % of the total eligible costs of the action. The balance must be financed from the partners' own resources or from sources other than the European Union.

The budget tables should be filled for the total project duration (i.e. columns D, E, F and G of the worksheet). Each budget line should correspond to only one expenditure which will be incurred exclusively **by one partner**. Name of the respective project partner should be indicated in column B of the worksheet. In case the whole budget line cost or its part will be incurred in the adjacent area, please indicate word "core" or "adjacent" in column C. Only eligible expenditures may be reflected in the project budget table. Please, use instructions provided in footnote below the B1 sheet to fill in correctly the Budget for the Action.

All figures should be presented in EUR.

3. **Justification of expenditures** – in the worksheet B2 of Annex B please provide:
   - in column B - provide a narrative clarification of **EACH BUDGET LINE** demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities in the Description of the Action);
   - in column C – provide a justification of the calculation of the estimated costs for **EACH BUDGET LINE** . Note that the estimation should be based on real costs, as described in section 2.1.4 of the Guidelines for Grants Applicants.

Please copy all budget lines (costs) presented in worksheet B1 in column A to worksheet B2 column A

Please also remember to indicate the relevant exchange which you have applied when calculating the budget – hence the EUR/PLN, EUR/BYR or EUR/UAH exchange rate should be provided in order to verify the level of expenditures in national currencies.

4. Expected sources of funding – in the worksheet B3 of Annex B please provide information on the expected sources of project funding giving the respective data (in EUR and in percentage of the total project budget) and summarized total value of the following possible sources of funding:

Applicant's and partners' financial contribution (min 10% of the total eligible project costs): Please indicate in this row how much the Applicant (Lead Partner) and other partners shall contribute for the project from their own financial resources. Please keep in mind that in-kind contribution shall not be eligible.

Commission/EDF contribution sought in this application: In this row you should indicate the amount which is requested from the EU under the current application for ENPI grant. Please keep in mind that the total value of this line shall not exceed 90% of the total eligible project costs.

Contribution from other European institutions or EU Member States: In case you expect to receive any other award from the EU or EU Member States for the implementation of this project, please indicate in this row the name of grant awarding institution or Member State, the expected amount and possible conditions.

Contributions from other organizations: If you expect to receive a financial contribution from any private or public organization for the implementation of this project, please indicate in this field the name of grant awarding body, the expected amount and possible conditions.

Direct revenue from the project: In case the implementation of the project activities shall generate any kind of revenue (e.g. participation fees, selling the publications, fees related with connecting to infrastructure, etc) please indicate the respective values in this row.

4. **Project Description in English** – please fill in Annex D to the Guidelines for applicants. The requested data should be accurate and should correspond to the information given in the Application form. If not specified otherwise all the fields shall be filled in and the data supplied in them shall be precise and thorough. In case some data is not applicable – it should be indicated as not applicable. While filling in the Project Description in English please follow the instructions mentioned above regarding the other parts of the Application

form.

The Project Description in English is composed of the following fields:

1. Name, address, nationality and legal status of the Lead Partner
2. Name, addresses, nationalities and legal statuses of Partners
    2a. Partner 1
    2b. Partner 2 (please add as many Partners as you have in the Action)
3. Title of the action
4. Duration of the action
5. Action location
6. Programme priority
7. Programme measure
8. Type of project
9. Relevance of the action
10. Summarized description of the action and its effectiveness
11. Cross-border impact
12. Partnership description
    12a. Partners responsibilities
13. Methodology of the action
14. Sustainability of the action
15. Experience of similar actions of all partners in the past 7 years
16. Project action plan and forecast of costs to be incurred by each partner
17. Logical framework for the project.

6. Experience of similar actions – in this point please provide a detailed description of projects (maximum ½ page per project) which your organization has managed over the past three years. This information should prove that you have sufficient experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested. Please indicate the exact location of these projects, their values, the donors and values of their contributions, who was the Lead Partner and exact dates when the projects were implemented. In addition, please describe the objectives and results of Actions you participated in. Please add as many tables as necessary.

7. General information – in this table please answer the following two questions:

No overlapping or duplication with other aid programmes *(e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme* – please confirm that the Action will be not financed by other aid programmes. In case you have already submitted the Project (or some of its activities) to another programme but your application is still in assessment process, indicate it in the Declaration by the Applicant and inform the JTS without delay if your application in question was awarded a grant.

Does the project constitute State aid? (applicable only for Polish applicants / partners) - please answer whether the Action (namely activities to be implemented by Polish Applicant or project partner) constitute the state aid.

8. Expected distribution of funds within the Action – please, fill in this table indicating the total project budget distribution (ENPI grant as well as total costs) between all the Partners. The data shall be coherent with annex B budget and other points of the application form.

II. THE APPLICANT

Please specify in the table at the top of the page a name of the organization which is acting as the Lead Partner of the project.

1. **Identity** – this table shall provide the registration and contact data of the Lead Partner.

Registration data: shall correspond to the extract from the register document attached to the Application form as Annex A6. In case of Polish partners both NIP and REGON numbers should be indicated as the Registration number. In case of Ukrainian and Belarusian partners – registration number of taxpayer.

Contact details: shall be responsible for the day-to-day management of the project. It shall be the person in charge and authorized to deal with the JTS while implementation of the project. Please do not provide the details of the heads of institutions, unless they shall be indeed personally responsible for the project implementation.

2. **Profile** – please mark the relevant boxes when declaring what is the legal status of the Lead Partner, whether it has a profit-making character and whether is linked with another entity.

3. **Capacity to manage and implement actions** – this table should provide information that the Lead Partner has skills and experience necessary to implement the project:

3.1 Experience by sector in project management:

Sector – indicate the sector of projects implemented (e.g. tourism, SMEs, regional development, innovations, etc);

Experience in the past 7 years – indicate your role in Actions implemented (Lead Partner or Partner) and types of these projects (soft, infrastructural, investment) within the relevant sector;

Number of projects in the past 7 years – indicate the number of projects implemented in the past 7 years within the relevant sector;

Estimated amount (in thousand Euros) in the past 7 years - indicate the total budgets (in thousand Euros) of projects implemented in the past 7 years within the relevant sector.

3.2 Resources

3.2.1 Financial data: if applicable, please provide the following information on the basis of the profit and loss account and balance sheet of your organization. The amounts should be given in thousand EUR. Please indicate what was the turnover and net earnings, what was share of

the shareholders equity. Information on the value of short, medium and long-term debts should also be given. All financial data should concern last 3 full financial years.

3.2.2 Financing Sources: please indicate the year and tick the relevant sources of the revenues of your organization giving as a percentage (100% = total of income). The last column (i.e. Number of fee-paying members) is related to only one of the rows (i.e. Member's fees). Only in case the value of requested grant exceeds 500.000 EUR then the second table in this part should be filled in indicating the name of the external auditor(s) who approved the report for the last financial year available. This obligation does not apply to the public bodies.

3.2.3 Number of Institution's staff (full time equivalent): please indicate in the table what is the CURRENT level of employment at the Lead Partner's organization (i.e. the type and number of staff should be indicated). Please list only the staff which is paid by your organization (either regularly or not) and do not mention the volunteers.

4. List of the management board/Committee of your organisation.

Please provide relevant information (name, profession, function, nationality and time on the board) of the Management Board members of your organisation. The information provided must correspond to the relevant registration document as specified in Annex 6 (Extract from the National Court Register).

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. Description of the partners – please complete this section FOR EACH PARTNER ORGANISATION participating in the project, therefore please insert additional copies of the table and statement accordingly to the number of partners.

In this table the registration and contact data of the partner should be given (just like explained above regarding the Lead Partner) together with some additional fields:

Registration data: shall correspond to the extract from the register which attached to the Application form as Annex A6. In case of Polish partners both NIP and REGON numbers should be indicated as the Registration document.

Contact details: contact person shall be responsible for day-to-day management of the project. It shall be the person in charge for implementation of the project. Please do not provide the details of the heads of institutions, unless they shall be indeed personally responsible for the project implementation.

Number of employees: accordingly to point 3.2.3 of section II please indicate in this field the total number of paid employees (equivalent to the full-time) of the Partner's organisation.

Other relevant resources: please mention other relevant resources which might be useful while implementing the project (e.g. premises, materials, etc).

Experience of similar projects in relation to the role in the implementation of the proposed project: accordingly to point 3.1 of section II please indicate in this field what is the experience of the partner in implementation of similar projects taking into account the role and tasks of the partner.

History of cooperation with Lead Partner: please describe here briefly how and when the partnership was established and what was its history until now.

Role and involvement in preparing the proposed project: please describe how and why the partner was involved in preparation of the current project.

Role and involvement in implementing the proposed action: please describe in details what will be the scope of responsibilities of the partner giving information whether partner shall organise and/or participate in the project events. Indicate a number of such events.

The explanation of the involvement of the partner from outside Programme area: to fill in (if applicable) explaining reasons for such involvement.

Financial data. Please provide the following information, on the basis of the profit and loss account and balance sheet of the Partner's organisation, amounts in thousands Euros *(to be completed in case if Partner financially contributes into project implementation as specified in Annex B – worksheet b3 "Sources of funding")*. Please indicate what was the turnover and net earnings, what was share of the shareholders equity. Information on the value of short, medium and long-term debts should also be given. All financial data should concern last 3 full financial years.

Financing source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested (to be completed in case if Partner financially contributes into project implementation - as specified in Annex B – worksheet b3 "Sources of funding"). Please indicate the year and tick the relevant sources of the revenues of your organization giving as a percentage (100% = total of income). The last column (i.e. Number of fee-paying members) is related to only one of the rows (i.e. Member's fees).

2. Partnership statement – it must be duly stamped (with official stamp of the organisation) and signed by the authorised person representing the relevant partner (in case other person signs the documents, the authorisation for such person to sign the documents issued by the authorised person should be attached). Please note that the separate partnership statements shall be signed and stamped and dated by each partner. The Applicant should sign the Declaration by the Applicant acknowledging in it as well the principles of good partnership practice.

IV. CHECKLIST

Please fill in the publication reference , title of the call and budget line (all this information you can find at the front page of the relevant Guidelines for Applicants). Also, please fill in the table with the administrative data (i.e. name, country and date of registration and legal status) of Lead Partner and project partners. Add as many rows as partners. The list of questions should be answered (leave the right answer – YES or NO – or note N/A in case the question is not applicable). Additional annexes may be added to the list (point 13). Please remember that the ANNEXES SHOULD BE NUMBERED AND ATTACHED IN THE SAME ORDER as it is indicated on the checklist. In case each annex is issued for each partner, it could be numbered using letters after numbers – e.g. A1.a, A1.b, A1.c etc.

V. DECLARATION BY THE APPLICANT

The document must be duly stamped (with official stamp of the organisation) and signed by the authorised person representing the Applicant (in case other person signs the documents, the authorisation for such person to sign the documents issued by the authorised person should be attached).

VI. ANNEXES

The final number of annexes depend on the type of the project and nationality of the partners. Also the infrastructure projects have additional annexes which are not required in case of non-infrastructure projects. Please mark on the checklist which annexes are applicable for your project.

Following Annexes shall be submitted together with the Application form:

Annex A1: Statutes or other relevant documents e.g. internal regulations of the applicant and all partners – not applicable for public institutions from Poland and Ukraine. For Belarusian public bodies – a copy of relevant National Resolution (relevant legislative act relating to establishing and functioning of the institution) should be provided. If necessary for conducting a reliable evaluation - the JTS and the Evaluation Committee may ask for additional clarifications/documents regarding the legal status of each applicant and partner;

Annex A2: Applicant's external audit reports for the previous year (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public institutions);

Annex A3: Copies of the profit and loss account and the balance sheets or other relevant fiscal documents for the last 3 years (if available) for the applicant and partner with financial contribution to the project, showing their financial standing (not applicable for public institutions);

Annex A4: The applicant's declaration on ensuring the funds necessary to project implementation. Please fill in the model form declaration which is attached to the Guidelines for applicants. (the total of the project co-financing);

Annex A5: If applicable authorisation from the applicant that the person has the right to sign the Application Form (if the Application Form shall be signed not by the Head of the organisation). In case of entity without legal personality a written statement on having the capacity to undertake legal obligations (including signing the grant contract) issued by Supervisory Institution will be required.

Annex A6: Register document applicable for the applicant/partners:

FOR POLISH PARTNERS: an extract from the National Court Register - Krajowy Rejestr Sądowy - issued not earlier than 6 months before the submission of the Application Form (not applicable for public institutions);

<u>FOR UKRAINIAN PARTNERS:</u>

for public institutions: a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary;

for non-public institutions:

1) a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary and

2) an extract from the Register of non-profit institutions issued by Tax Inspection of Ukraine;

<u>FOR BELARUSIAN PARTNERS:</u>

a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary (not applicable for public bodies).

Annex A7: Declaration on the entitlement to the recovery of VAT (applicable only for Polish partners). Please fill in the model form declaration which is attached to the Guidelines for applicants.

Annex A8: (for all investment and infrastructure projects as mentioned in point 2.1.3 of the Guidelines) – Brief Feasibility Study (containing the following elements: the executive summary, project background, definition of demand/ development needs and goals, implementation part, financial needs analysis and risk analysis). Brief Feasibility Study shall be submitted in original language accompanied *with English summary*, reflecting the main content of the document. The translation into English should be with the following remark: TRUE TO THE ORIGINAL and be signed and stamped by the Applicant. Brief Feasibility Study shall be submitted for all infrastructure projects and investment projects only. –

Annex A9: (only for infrastructural projects as mentioned in point 2.1.3 of the Guidelines)

FOR POLISH AND BELARUSIAN PARTNERS: the building permission or its equivalent (e.g. notification of works component – *zgłoszenie robot budowlanych*) – should be provided if available at the stage of project submission but not later than before signing of the grant contract.

If the project implementation does not require a building permission or its equivalent a self declaration with the reference to the relevant National regulation should be annexed that the works activities are not the subject of a building permission or its equivalent;

FOR UKRAINIAN PARTNERS: the positive *Decision of complex state expertise* should be provided before signature of the Grant Contract, and then after signing of Grant Contract but before first installment the Building permission should be provided.

If the project implementation does not require a building permission or its equivalent a self declaration with the reference to the relevant National regulation should be annexed that the works activities are not the subject of a building permission or its equivalent;

Annex A10: (for all investment and infrastructural projects as mentioned in point 2.1.3 of the Guidelines) – Declaration of the Applicant/Partner on the right for the land/real estate disposal for the construction/supplies purposes Annex A10

Annex A11: (for infrastructural project as mentioned in point 2.1.3 of the Guidelines)- Maps, project location sketches (simply presenting the location of the action)– Annex A11.

Annex A12: (for infrastructural project as mentioned in point 2.1.3 of the Guidelines) – if available at the stage of project submission but not later than before signing of the grant contract.

FOR POLISH PARTNERS: Decyzja o środowiskowych uwarunkowaniach. If not applicable – written statement issued by the relevant institution must be provided not later than before the grant contract signature.

<u>FOR UKRAINIAN PARTNERS</u>:

1. Conclusion of the State Ecological Expertise issued by the Ministry for Ecology and Natural Resources of Ukraine (Ukrainian: Висновок державної екологічної експертизи виданий Міністерством екології та природних ресурсів України) and
2. Environmental Impact Assessment as the part of Technical Documentation according to National Construction Standards A.2.2-1-2003 (ДБН А.2.2-1-2003) (Ukrainian: Оцінка впливу на навколишнє середовище як частина технічної документації згідно ДБН А.2.2-1-2003).

If not applicable – written statement issued by the relevant institution must be provided not later than before the grant contract signature.

FOR BELARUSIAN PARTNERS:

1. Conclusion of the State Ecological Expertise issued by the Ministry (or its regional bodies) for Natural Resources and Environmental Protection of the Republic of Belarus (Russian: Заключение государственной экологической экспертизы, выданное Министерством природных ресурсов и охраны окружающей среды Республики Беларусь либо его территориальными органами) and
2. Report on the Environmental Impact Assessment (Russian: Отчет о результатах проведения оценки воздействия на окружающую среду).

In case the above mentioned documents are not obligatory, the relevant letter, issued by the Ministry for Natural Resources and Environmental Protection of the Republic of Belarus (or its regional bodies), should be submitted.

ADDITIONAL REMARK FOR UKRAINIAN AND BELARUSIAN PARTNERS:

If the action is listed in Annex I or Annex II of the EIA Directive *(Council Directive 85/337/EEC of 27 June 1985 on the assessment of the effects of certain public and private projects on the environment)* and the following documents as proof of the compliance with the EIA Directive should be provided:

a) a copy of the non-technical summary - a document which has been used during the public consultations,

b) information about the consultation with the public (when, where, information about public hearings, etc) and the environmental authorities, as well as other Member States, if Transboundary consultations are applicable;

c) information in accordance with Article 9(1) of the Directive, i.e. a copy of the development consent, the information about mitigation and compensatory measures, and main considerations on which the decision is based including information about the public participation process.

If the action is covered by Annex II and the competent authority has determined that there is no need for the full EIA procedure for the project, the partners have to provide an explanation on the reasons and to give the thresholds, criteria or case by case examination carried out to reach the conclusion that the project has no significant environmental effects.

ANNEX A13 etc. Other necessary documents required by Polish/Belarusian/Ukrainian law – please specify and add next point e.g. A13, A14 etc.

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: PROJECT DESCRIPTION IN ENGLISH

3. Contacts

In case you shall have any further questions or doubts, please contact the Joint Technical Secretariat (hereinafter – JTS) or the Branch Offices of the JTS in Belarus and Ukraine.

Questions in writing may be sent not later than 21 days before the deadline for the submission of applications. Replies in writing will be given no later than 11 days before the deadline for the submission of applications. Please be informed, that following the requirements stipulated in PRAG, the JMA/JTS has no obligation to provide further clarifications to questions received after this date.

JTS cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities. Questions that may be relevant to other applicants, together with the answers, will be published on the internet site (www.pl-by-ua.eu). It is therefore highly recommended to regularly consult the Programme website.

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