



**Romanian Ministry of Regional Development and Housing
Directorate for International Territorial Cooperation**

**Joint Managing Authority of the
Joint Operational Programme “BLACK SEA 2007-2013”**

GRANT APPLICATION FORM

Reference: 1st Call for Proposals

Deadline for submission of proposals: 12th of October 2009

Title of the Action and acronym	
Locations of the Action	<i><specify country(ies), region(s) and town(s) that will benefit from the Action></i>
Name of the Applicant	
Name of the IPA Financial Beneficiary ¹	
Priority and measure	<i><specify the priority and measure, as presented in Section 1.3 of the Guidelines for Grant Applicants></i>

Dossier No	
(for official use only)	

June 2009

¹ If at least one Turkish partner is involved in the project.
2009

Nationality of the Applicant ²		
Legal status of the Applicant	<specify the type of legal entity, as presented in Section 2.1.1, point (1) of the Guidelines for Grant Applicants>	
Partners ³	Name, Nationality	
Total eligible cost of the Action (A)	Amount requested from the Joint Managing Authority (B)	% of JMA co-financing / total eligible cost of the Action (B/Ax100)
ENPI funds: EUR	ENPI funds: EUR,...%
IPA funds ⁴ : EUR	IPA funds ⁵ : EUR,...%
Total funds: EUR	Total funds : EUR,...%
Total duration of the Action	<specify the number of months of Action implementation> ... months	

Contact details of the Applicant for the purpose of this Action:	
Postal address:	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this Action:	
Contact person's e-mail address:	
Contact person's mobile phone:	
Website of the Organisation:	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Joint Managing Authority. The Joint Managing Authority will not be held responsible in case it cannot contact an Applicant.

² The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.

³ Add as many rows as partners.

⁴ If it is the case.

⁵ If it is the case.

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I. THE ACTION

To be submitted by all applicants

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. DESCRIPTION

1.1. Title of the Action and acronym⁶

1.2. Locations of the Action

*Country(ies), region(s), town(s)*⁷

1.3. Priority and Measure concerned

As presented in Section 1.3 of the Guidelines for Grant Applicants

1.4. Type of the Action (project)

As presented in Section 2.1.3 of the Guidelines for Grant Applicants

Please check the type of project⁸:

- ☐ Integrated project
- ☐ Symmetrical project
- ☐ Project implemented mainly or entirely in a single participating-country but having a cross-border impact

Please check the criteria which the project respects⁹:

- ☐ Joint development
- ☐ Joint implementation
- ☐ Joint staffing
- ☐ Joint financing

⁶ For easier identification, an acronym is strongly recommended.

⁷ If not in one of the eligible regions listed in section 2.1.1 of the Guidelines for Grant Applicants (except Turkey, as candidate country financed by IPA), please justify its location in Section 1.10.5. This exception can only be applied on the basis of a substantial justification showing that the projects cannot be implemented or would have difficulties in achieving their objectives without that partner's participation.

⁸ Explanation will have to be provided in Section 1.8.6.

⁹ Explanation will have to be provided in Section 1.8.7.

1.5. Cost of the Action and amount requested from the Joint Managing Authority, split by the financial partners

Total eligible cost of the Action (A)	Amount requested from the Joint Managing Authority (B)	% of JMA co-financing / total eligible cost of the Action (B/Ax100)
ENPI partners: EUR	ENPI funds: EUR,...% (cannot be more than 90%)
IPA partners ¹⁰ : EUR	IPA partners ¹¹ : EUR,...% (cannot be more than 90%)
Total funds: EUR	Total grant: EUR	

Please note that the cost of the Action and the contribution requested from the Joint Managing Authority have to be expressed in Euro.

¹⁰ If it is the case.

¹¹ If it is the case.

1.6. Summary (max 1 page)

Total duration of the Action	<... months>
Objectives of the Action	<Overall objective> <Specific objectives>
Partners	
Applicant ¹² :	<name, country, region>
ENPI Partner no 1:	<name, country, region>
ENPI Partner no 2:	<name, country, region>
ENPI Partner no 3 ¹³ :	<name, country, region>
IPA Financial Lead Beneficiary ¹⁴ :	<name, Turkey, NUTS II equivalent region>
IPA Partner ¹⁵ no 1:	<name, Turkey, NUTS II equivalent region>
IPA Partner ¹⁶ no 2 ¹⁷ :	<name, Turkey, NUTS II equivalent region>
Target group(s) ¹⁸	
Final beneficiaries ¹⁹	
Estimated outputs and results	
Expected impacts	
Main activities	

¹² According with ENPI Implementing Regulation, the body which signs a grant contract with the Joint Managing Authority and which assumes full legal and financial responsibility for project implementation vis-à-vis that authority is called 'Beneficiary'. Until the grant contract is signed, any body that submits a proposal is called 'Applicant'.

¹³ Please insert as many rows as you need.

¹⁴ If it is the case.

¹⁵ If it is the case.

¹⁶ If it is the case.

¹⁷ Please insert as many rows as you need.

¹⁸ "Target groups" are the groups/entities who will be directly positively affected by the project.

¹⁹ "Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large.

1.7. Objectives (max 1 page)

Describe the overall objective to which the Action aims to contribute towards and the specific objectives that the Action aims to achieve, with a clear demonstration of the cross-border impact.

1.7.1. Overall objective	...
1.7.2. Specific objectives	1. 2. ...

1.8. Relevance of the Action (max 4 pages)

Please provide the following information:

1.8.1. Provide a detailed presentation and analysis of the problems and their interrelation at all levels.
1.8.2. Provide a detailed description of the target groups and final beneficiaries and estimated number.
1.8.3. Identify clearly the specific problems to be addressed by the Action and the perceived needs and constraints of the target groups.
1.8.4. Demonstrate the relevance of the Action to the needs and constraints in general of the target country(ies) or region(s) and to the target group(s)/final beneficiary in particular and how the Action will provide the desired solutions, in particular for the targeted beneficiaries.
1.8.5. Demonstrate the relevance of the Action to the chosen programme's and Call for Proposals' objective and priority.
1.8.6. Demonstrate the type of the Action (project): integrated project, symmetrical project or project implemented mainly or entirely in a single participating-country but having a cross-border impact

1.8.7. Demonstrate a direct cross-border impact of the Action. Explain how the following criteria (1) joint development; (2) joint implementation; (3) joint staffing; or (4) joint financing are fulfilled.
1.8.8. Explain how the Community horizontal policies will be integrated in the Action, especially the environmental protection, equal opportunities, and non-discrimination.
1.8.9. Explain whether your Action has links to various <i>policies and initiatives</i> implemented in the Black Sea Region, for example initiatives under DABLAS, Commission for the Protection of the Black Sea against pollution etc.
1.8.10. Explain whether the Action has any complementarity or synergies with <i>other actions</i> implemented in the area on a similar topic, and how duplication with similar activities will be avoided.
1.8.11. If the Action is the prolongation of a previous Action, explain how the Action is intended to build on the results of this previous Action. Give the main conclusions and recommendations of evaluations that might have been carried out.
1.8.12. If the Action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project.

1.9. Description of the Action and its effectiveness (max 5 pages)

Provide a description of the proposed Action including, where relevant, background information that led to the formulation of the Action. This should include:

† **Expected outputs and results.** Indicate how the Action will improve the situation of target groups/final beneficiaries as well as the technical and management capacities of target groups and/or any partners where applicable. Be specific and quantify outputs and results as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the Action outcomes (multiplier effects).

† **The proposed activities and their effectiveness.** In order to facilitate the management of the Action, Applicants are asked to divide the Action into thematically diversified components: Groups of Activities interlinked thematically in the Action. The Action must provide a comprehensive description of the activities and the implementation process planned under each Group of Activities (GA). The description under GAs must be as precise as possible to deliver a clear picture of the planned activities and their outputs and results, to allow for proper assessment of the relevance and necessity of the Action, as well as its cost-effectiveness and cross-border impact.

The last GA must always contain information about the overall *management and coordination of the Action* activities and the penultimate GA must always contain information about the *visibility of the Action* activities. The remaining GAs (up to 3 thematic GAs) will be defined by the Action. First, the Action must define the titles of the GAs, describe their aim and purpose (justification), and then provide the description of the GAs as defined below in the GA tables.

In the tables below, the Action must identify and describe each activity to be undertaken in different Groups of Activities to produce the results and which partners are involved in implementing these activities. Also, it must justify the choice of the Groups of Activities, indicating their sequence and interrelation and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must develop the action plan to be provided in section 1.11 below.

The information must be consistent with the contents of the Logical Framework (please see section 1.13 of this Grant Application Form).

Please note that the texts in *blue* are provided only as examples and remember to delete them in the final version of the Grant Application Form.

1.9.1. GROUP OF ACTIVITIES 1			
G R O U P o f A C T I V I T I E S 1	Name	for example: Increasing public awareness	
	Responsible partner (P): Partner no 2		
	Involved partners		
	Partner no 1:		
	Partner no 5:		
	Applicant:		
		
	Aim and purpose (general description of the GA)	<p>for example: The aim of the Action is to contribute to a cleaner environment in the Black Sea Basin by increasing the competence and awareness in the region on sustainable waste management. The aim of this GA is to change the inhabitants' patterns in their household waste management (by encouraging people to produce less waste or recycle their waste domestically).</p> <p>At the moment, very little waste is recycled in the countries participating in the Action, and tons of waste is delivered to landfills each day, contributing to high level of greenhouse gases produced in these countries. Changing this practice at national level is only beginning in many countries and takes years, including changing the applicable legislation.</p> <p>This GA will encourage the people themselves to change their behaviour - to reduce the load of waste they produce, and reuse and recycle their waste at home (for example composting biodegradable items, giving old clothes to charities, reusing packages, etc), which can be done even without the national legislation and procedures on recycling in place.</p>	
	Activities description		Partners involved
	Activity 1:	for example: Organising two cross-border expert seminars on environment protection and sustainable development to discuss the situation in countries participating in the Action (one in R.Moldova, one in Turkey)	
	Activity 2:	for example Elaborating guidelines for waste reduction, reuse and recycling	
	Activity 3:	for example: 6 Public awareness activities (one in each country participating in the Action)	
	Activity 4:	-	
	-	
	Expected outputs (quantified)		

	for example Months 1-4 Until 1 st Progress Report	for example: 2 expert seminars organised, 50 participants at each seminar.
	Months 5-8 Until 2 nd Progress Report	for example: Guidelines for waste reduction, reuse and recycling developed (40 pages) in English.
	Months 9-12 Until Interim Report	for example: Guidelines for waste reduction, reuse and recycling translated to all 6 national languages in the Action. 6 public awareness events completed, participants ranged from 100 - 180, altogether 900 participants.
	...	
	...	
	Months 21-24 Until Final Report	
	Expected results (listed; if possible, quantified)	
	for example: Expert knowledge on the situation of waste management and sustainable development increased in the region. Public knowledge of the necessity to reduce waste, and increase the share of reuse and recycling significantly increased in participating regions, which over years may contribute to cleaner environment in the Black Sea Basin.	

1.9.2. GROUP OF ACTIVITIES 2			
G R O U P of	Name	for example: Increasing sector expertise	
	Responsible partner (P): Partner no 2		
	Involved partners		
	Partner no 1:		
	Partner no 5:		
	Applicant:		
		
	Aim and purpose (general description of the GA)	for example: The Aim of this GA is to increase the knowledge of the legislation and waste recycling procedures in various best-practice countries in the authorities in charge of waste management in the countries participating in the Action.	
	Activities description		Partners involved
	Activity 1:	for example: 4 Training of municipality environmental officials, 30 participants in each.	

A C T I V I T I E S 2	Activity 2:	<i>for example: Study-trip to for example Germany to see a good practice of waste recycling and get information on the legislation what regulates it.</i>	
	Activity 3:	...	
	Activity 4:		
		
	Expected outputs (quantified)		
	for example Months 1-4 Until 1 st Progress Report		
	Months 5-8 Until 2 nd Progress Report		
	Months 9-12 Until Interim Report		
	...		
	...		
	Months 21-24 Until Final Report		
	Expected results (listed; if possible, quantified)		

1.9.3. GROUP OF ACTIVITIES 3			
G R O U P of A C T I V I T I E S 3	Name	Visibility of the Action ²⁰	
	Responsible partner (P): Partner no 2		
	Involved partners		
	Partner no 1:		
	Partner no 5:		
	Applicant:		
		
	Aim and purpose (general description of the GA)		
	Activities description		Partners involved
	Activity 1:	for example: Dissemination of press releases	
	Activity 2:	for example: Creation of brochures Dissemination of brochures	
	Activity 3:	for example: Creation of newsletters Dissemination of newsletters	
	Activity 4:	for example: Organisation of dissemination events	
		
	Expected outputs (quantified)		
for example Months 1-4 Until 1 st Progress Report	for example: No. of press releases disseminated		
Months 5-8 Until 2 nd Progress Report	for example: No. of brochures created No. of brochures disseminated		
Months 9-12 Until Interim Report	for example: No. of newsletters created No. of newsletters disseminated		
...	for example: No. of dissemination events organised		
...			
Months 21-24 Until Final Report			
Expected results (listed; if possible, quantified)			
for example: No. of articles/appearances in press and media Estimated no. of participants in events Average no. of visits per month on Action's website			

²⁰ Visibility of the Action is compulsory as Group of Activities.
2009

1.9.4. GROUP OF ACTIVITIES 4		
GROUP OF ACTIVITIES 4	Name	Management and coordination of the Action ²¹
	Responsible partner (P): Applicant	for example: Municipality of XXX (Romania)
	Involved partners	for example: Municipality of YYY (Greece)
	Partner no 1:	
	Aim and purpose (general description of the GA)	
	Activities description	
	Partners involved	
	Activity 1:	for example: Organisation of Steering Committee meetings
	Activity 2:	
	Activity 3:	
	Activity 4:	
	...	
Expected outputs (quantified)		
for example Months 1-4 Until 1 st Progress Report	for example: Number of Steering Committee meetings organised	
Months 5-8 Until 2 nd Progress Report		
Months 9-12 Until Interim Report		
...		
...		
Months 21-24 Until Final Report		
Expected results (listed; if possible, quantified)		
for example: A well managed Action reaching its objectives, without serious conflict between the partners, without irregularities and with smooth reporting to the programme.		

²¹ Management and coordination of the Action is compulsory as a Group of Activities.
2009

1.10. Methodology (max 2 pages)

Describe in detail:

1.10.1. The methods of implementation and reasons for the proposed methodology.
1.10.2. Explain the partners' relevance for the implementation of the Action, their level of involvement and the reasons for which the roles have been assigned to them. Demonstrate the coherence of the partnership and if it involves the appropriate partners to implement the proposed solution.
1.10.3. Explain the organisational structure and the team proposed for the implementation of the Action (by function: there is no need to include the names of individuals).
1.10.4. Explain the main means proposed for the implementation of the Action (equipment, materials, and supplies to be acquired or rented, any contribution in kind).
1.10.5. In case of partners registered and located outside the programme area ²² , in an Action implemented in the eligible area, please provide a substantial justification showing that the Action cannot be implemented or would have difficulties in achieving its objectives without that partner's participation.
1.10.6. Present briefly the attitudes of all stakeholders towards the Action in general and the activities in particular and how the Action shall address them (focus on the problem, the needs and actors identified).
1.10.7. Explain the procedures for follow up and internal/external evaluation.

²² This exception will be subject to approval of the JMC in the framework of the Guidelines for Grant Applicants.

1.11. Duration and indicative action plan for implementing the Action

The duration of the Action will be <X> months.

The procurement procedures (if necessary) should be taken into account.

Applicants should not indicate a specific start up date for the implementation of the Action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period 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.

The activities stated in the action plan should correspond to the activities described in detail in section 1.9. The implementing body shall be either the Applicant or any of the partners, associates or subcontractors. 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 within each Group of Activities (Table 1).

In addition²³, the action plan should give an overview of the preparation and implementation of each Group of Activities for the second year of the Action (Table 2). (NB: A detailed action plan for the second year will have to be submitted before the receipt of the forecast second instalment of pre-financing).

The action plan will be drawn up using the following formats:

²³ In case of projects with a duration of more than 12 months
2009

Table 1

Year 1												
	Semester 1						Semester 2					
	Month 1	2	3	4	5	6	7	8	9	10	11	12
GA 1												
Activity 1 (title)												
Preparation Activity 1 (title)												
Execution Activity 1 (title)												
Activity 2 (title)												
Preparation Activity 2 (title)												
Execution Activity 2 (title)												
Activity 3 (title)												
Etc.												
GA 2												
Activity 1 (title)												
Preparation Activity 1 (title)												
Execution Activity 1 (title)												
Activity 2 (title)												
Preparation Activity 2 (title)												
Execution Activity 2 (title)												
Activity 3 (title)												
Etc.												
GA 3												
Activity 1 (title)												
Preparation Activity 1 (title)												
Execution Activity 1 (title)												
Activity 2 (title)												
Preparation Activity 2 (title)												
Execution Activity 2 (title)												
Activity 3 (title)												
Etc.												
GA 4												
Activity 1 (title)												
Preparation Activity 1 (title)												
Execution Activity 1 (title)												
Activity 2 (title)												
Preparation Activity 2 (title)												
Execution Activity 2 (title)												
Activity 3 (title)												
Etc.												

Table 2

Year 2												
	Semester 1						Semester 2					
Action	Month 1	2	3	4	5	6	7	8	9	10	11	12
Example	example											
GA 1												
GA 2												
GA 3												
GA 4												

1.12. Sustainability (max 3 pages)

1.12.1. Describe the main preconditions and assumptions during and after the implementation phase.
1.12.2. Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated for each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
1.12.3. Explain how sustainability will be secured after completion of the Action. This can include aspects of necessary measures and strategies built into the Action, follow-up activities, ownership by target groups etc. In so doing, please make a distinction between the following dimensions of sustainability: (a) Financial sustainability (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.); (b) Institutional level (which structures would allow, and how, the results of the Action to continue be in place after the end of the Action? Address issues about the local "ownership" of Action outcomes); (c) Policy level where applicable (What structural impact will the Action have - for example will it lead to improved legislation, regulations, planning methods, etc.); (d) Environmental sustainability (what impact will the Action have on the environment - have conditions put in place to avoid negative effects on natural resources on which the Action depends and on the broader natural environment).
1.12.4. Explain whether the Action is expected to have springboard or multiplier effects, and if so, how these are foreseen to come into action.

1.13. Logical framework

Please fill in Annex C²⁴ to the Guidelines for Grant Applicants. The Applicants should start the preparation of the Action by filling first in the Logical Framework, and thereafter the Grant Application Form.

2. BUDGET FOR THE ACTION

Fill in Annex B (several worksheets) to the Guidelines for Grant Applicants for the total duration of the Action. For further information see the Guidelines for Grant Applicants (Sections 1.4, 2.1.4 and 2.2.1).

Please note that there are several different sheets to be completed, depending on the partners' number and type (ENPI, IPA²⁵).

3. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page. Please provide a detailed description of similar actions managed by your organisation over the past three years.

This information will be used to assess whether you have sufficient and stable experience of managing actions of a comparable scale to the one for which a grant is being requested.

Project title:					
Locations of the Action	Cost of the Action (EUR)	Lead manager or partner	Donors to the Action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the Action					

²⁴ Explanations can be found at the following address:

http://ec.europa.eu/europeaid/evaluation/methodology/tools/too_obj_bib_en.htm

²⁵ If it is the case.

II. THE APPLICANT

Name of the organisation:	
---------------------------	--

1. IDENTITY

Registration Number (or equivalent)	
Date of Registration	
Place of Registration	
Official address of Registration	
Country and region of Registration	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	
Contact person	
Name and position of the person(s) who is/are legally authorised to sign the contract	

2. PROFILE

Legal status ²⁶	National public authority	↑
	Regional public authority	↑
	Local public authority	↑
	Body governed by public law	↑
	Association formed by one or several national, regional or local public authorities or one or several bodies governed by public law	↑
	Other non-profit organisation	↑
	Public undertaking	↑

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3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience in project management

Maximum 1 page. Please provide a detailed description of actions managed by your organisation over the past three years.

Project title:					
Locations of the Action	Cost of the Action (EUR)	Lead manager or partner	Donors to the Action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the Action					

²⁶ Please specify the type of legal entity of your organisation, as defined in its statutes (or equivalent document) and as described in Section 2.1.1 in the Guidelines for Grant Applicants - ONE CHOICE ONLY.

3.2. Resources

3.2.1. Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation²⁷, amounts in thousands EUR

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N ²⁸						
N-1						
N-2						

3.2.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Partner Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

Furthermore, where the grant requested exceeds EUR 500,000, please provide the references of the **External Audit Report** established by an approved auditor for the last financial year available. This obligation does not apply to public authorities, public equivalent bodies and international organisations.

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N - 1		From dd/mm/yyyy to dd/mm/yyyy
N - 2		From dd/mm/yyyy to dd/mm/yyyy

²⁷ Not applicable for public authorities.

²⁸ N = previous financial year.

3.2.3. Number of staff

Members of the team of the Action should be directly employed by the Beneficiary's and/or partner(s)' organisation(s) on the basis of a regular work contract between themselves as employees and the Beneficiary's and/or partner(s)' organisation(s) as employer(s).

The employee(s) could work full-time or part-time for the Action.

In instances where the Beneficiary's and/or partner(s)' organisation(s) do(es) not have the adequate professionals to perform the tasks related to the Action, external experts may be employed/contracted for these tasks.

Total number of staff		Number of staff which could be used for Action implementation		Number of external experts contracted ²⁹	
<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>
for example 4 project coordinators 4 assistants 2 financial managers	for example 1 project coordinator 1 assistant	for example 1 financial manager	for example 1 project manager

²⁹ If it is the case.

III. THE IPA (FINANCIAL) LEAD BENEFICIARY³⁰

Name of the organisation:	
---------------------------	--

1. IDENTITY

Registration Number (or equivalent)	
Date of Registration	
Place of Registration	
Official address of Registration	
Region (NUTS II equivalent) of Registration ³¹	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	
Contact person	
Name and position of the person(s) who is/are legally authorised to sign the contract	

³⁰ If at least one partner from Turkey is involved in the project.

³¹ If not in one of the Turkish eligible NUTS II equivalent regions listed in section 2.1.1 of the Guidelines, please justify its location. This exception can only be applied on the basis of a substantial justification showing that the projects cannot be implemented or would have difficulties in achieving their objectives without that partner's participation.

2. PROFILE

Legal status ³²	National public authority	↑
	Regional public authority	↑
	Local public authority	↑
	Body governed by public law	↑
	Association formed by one or several national, regional or local public authorities or one or several bodies governed by public law	↑
	Other non-profit organisation	↑
	Public undertaking	↑

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience in project management

Maximum 1 page. Please provide a detailed description of actions managed by your organisation over the past three years.

Project title:					
Locations of the Action	Cost of the Action (EUR)	Lead manager or partner	Donors to the Action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the Action					

³² Please specify the type of legal entity of your organisation, as defined in its statutes (or equivalent document) and as described in Section 2.1.1 in the Guidelines for Grant Applicants - ONE CHOICE ONLY.

3.2. Resources

3.2.1. Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation³³, amounts in thousands EUR

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N ³⁴						
N-1						
N-2						

3.2.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Partner Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

Furthermore, where the grant requested exceeds EUR 500,000, please provide the references of the **External Audit Report** established by an approved auditor for the last financial year available. This obligation does not apply to public authorities, public equivalent bodies and international organisations.

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N - 1		From dd/mm/yyyy to dd/mm/yyyy
N - 2		From dd/mm/yyyy to dd/mm/yyyy

³³ Not applicable for public authorities.

³⁴ N = previous financial year.

3.2.3. Number of staff

Members of the team of the Action should be directly employed by the Beneficiary's and/or partner(s)' organisation(s) on the basis of a regular work contract between themselves as employees and the Beneficiary's and/or partner(s)' organisation(s) as employer(s).

The employee(s) could work full-time or part-time for the Action.

In instances where the Beneficiary's and/or partner(s)' organisation(s) do(es) not have the adequate professionals to perform the tasks related to the Action, external experts may be employed/contracted for these tasks.

Total number of staff		Number of staff which could be used for Action implementation		Number of external experts contracted ³⁵	
<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Full-time</i>	<i>Part-time</i>
for example 4 project coordinators 4 assistants 2 financial managers	for example 1 project coordinator 1 assistant	for example 1 financial manager	for example 1 project manager

³⁵ If it is the case.

IV. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for **each partner organisation** within the meaning of Section 2.1.2 of the Guidelines for Grant Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name	
Date of Registration	
Place of Registration	
Legal status ³⁶	
Official address of Registration ³⁷	
Country and region of Registration	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar projects, in relation to the role in the implementation of the	

³⁶ Please specify the type of legal entity of your organisation, as defined in its statutes (or equivalent document) and as described in Section 2.1.1 in the Guidelines for Grant Applicants.

³⁷ If not in one of the eligible regions listed in section 2.1.1 of the Guidelines, please justify its location. This exception can only be applied on the basis of a substantial justification showing that the projects cannot be implemented or would have difficulties in achieving their objectives without that partner's participation.

proposed Action	
History of cooperation with the Applicant	
Role and involvement in preparing the proposed Action	
Role and involvement in implementing the proposed Action	

Financial data: Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation³⁸, amounts in thousands EUR

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N ³⁹						
N-1						
N-2						

Important: This Grant Application Form must be accompanied by a signed, stamped and dated Partnership Statement from each partner (including IPA Lead Beneficiary⁴⁰), in accordance with the model provided.

³⁸ Not applicable for public authorities.

³⁹ N = previous financial year.

⁴⁰ If it is the case.

2. PARTNERSHIP STATEMENT

Action name and acronym:	
Name of the legal entity applying for funding as partner or IPA Lead Beneficiary ⁴¹ :	
Country and region of Registration:	

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the Action contracted by the Romanian Ministry of Regional Development and Housing (Joint Managing Authority). To ensure that the Action runs smoothly, the Joint Managing Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

By signing this Partnership Statement, the above named legal entity applying for funding from the Joint Operational Programme "Black Sea 2007-2013" as partner or IPA Lead Beneficiary⁴² (hereafter referred to as "organisation") hereby declares:

1. The legal status of our organisation falls within the following category⁴³ (please choose only one category a-e):

a. national, regional or local public authority;

b. body governed by public law⁴⁴, other than legal entities defined under paragraph a, established for the specific purpose of meeting needs in the general interest (needs not having an industrial or commercial character) and which fulfils at least one of the following conditions:

- i. be financed, for the most part, by the national, regional or local authorities, or other bodies governed by public law or
- ii. be subject to management supervision by those bodies or
- iii. have an administrative, managerial or supervisory board, more than half of whose members are appointed by the national, regional or local authorities, or by other bodies governed by public law;

c. association formed by one or several national, regional or local public authorities or one or several bodies governed by public law, as defined under paragraphs a-b;

d. other non-profit organisation, other than legal entities defined under paragraph c;

e. public undertaking⁴⁵ operating in the water, energy and transport services sectors, undertakings over which the legal entities defined under paragraphs a-c may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation

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⁴¹ If it is the case.

⁴² If it is the case.

⁴³ As described in the Guidelines for Grant Applicants, section 2.1.1.

⁴⁴ Bodies governed by public law as defined in Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDF>) and in compliance with the national legislation of each participating country.

⁴⁵ Public undertaking as defined in Article 2(1)b of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0001:0113:EN:PDF>).

therein, or the rules which govern it; a dominant influence on the part of the entities defined under paragraphs a-c shall be presumed when these entities, directly or indirectly, in relation to an undertaking:

- i. hold the majority of the undertaking's subscribed capital or
- ii. control the majority of the votes attaching to shares issued by the undertaking or
- iii. can appoint more than half of the undertaking's administrative, management or supervisory body.

2. Our organisation has read the Grant Application Form and understood what our role in the Action is before the proposal is submitted to the Joint Managing Authority.
3. Our organisation got acquainted with the joint operational programme, has read the Guidelines for Grant Applicants and the Grant Contract and we understand and accept what our obligations under the contract will be if the grant is awarded. We authorise the Applicant⁴⁶ to sign the contract with the Joint Managing Authority and represent us in all dealings with the Joint Managing Authority in the context of the Action's implementation.
4. Our organisation has sufficient human, financial and administrative capacity to implement Action activities that have been assigned to our organisation. Our organisation will be able to maintain sufficient financial liquidity to implement the Action activities.
5. The activities that our organisation will carry out in the Action are in line with the Community and national legislation and policies and with the rules of the Programme, in particular, on requirements for public procurement, environmental impact and sustainable development, equal opportunities, and non-discrimination.
6. We are aware of our obligation to sign a Partnership Agreement with the Applicant as a prior condition for the signature of the Grant Contract between the Applicant and the JMA, and we will sign the above agreement, which specifies our obligations in the Action, with the Applicant in due time.
7. We are aware of the Applicant/Beneficiary's obligation to consult our organisation and other partners regularly and keep us fully informed of the progress of the Action.
8. We have agreed with the Applicant/Beneficiary that it is obliged to send us and the other partners the copies of the reports - narrative and financial - made to the Joint Managing Authority.
9. We are aware that the proposals for substantial changes to the Action (for example activities, partners, etc.) should be agreed by the partners before being submitted to the Joint Managing Authority. Where no such agreement can be reached, the Applicant/Beneficiary must clearly indicate this when submitting changes for approval to the Joint Managing Authority.
10. Our organisation will inform the public about Community assistance received from the Programme to implement the Action in compliance with external aid visibility guidelines.
11. Our organisation has not received or will receive either in whole or in part, any other Community funding for any of the activities scheduled in the proposal.

⁴⁶ According with ENPI Implementing Regulation, the body which signs a grant contract with the Joint Managing Authority and which assumes full legal and financial responsibility for project implementation vis-à-vis that authority is called 'Beneficiary'. Until the grant contract is signed, any body that submits a proposal is called 'Applicant'.

12. Our organisation will assume responsibility in the event of any irregularity in the expenditure which our organisation has declared, and will repay the Joint Managing Authority any amount unduly paid.
13. Our organisation will keep available all documents related to the Action in accordance with the programme requirements on the availability of documents.
14. The total budget of our organisation within the Action amounts to **EUR**, In the event of approval of the Action applying for assistance from the Joint Operational Programme "Black Sea 2007-2013", we hereby commit to participate in the Action and provide as a partner **EUR**, as a co-financing to the budget of the Action.

Please choose:

- a). Our organisation **is not** entitled to recover any paid VAT (Value Added Tax) by whatever means, and therefore all Action related expenditure to be reported **will include** VAT.
- b). Our organisation **is** entitled to recover any paid VAT (Value Added Tax), and therefore all Action related expenditure to be reported **will not include** VAT.
- c). Our organisation **is** entitled to **partially** recover the paid VAT (Value Added Tax), and therefore the respective Action related expenditure to be reported **will not include** VAT. For the **partially** non-recoverable paid VAT (Value Added Tax) by whatever means, the respective Action related expenditure to be reported **will include** VAT.

I have read and approved the contents of the proposal submitted to the Joint Managing Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature and official stamp:	
Date and place:	

V. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for **each associated organisation** within the meaning of Section 2.1.2 of the Guidelines for Grant Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name	
Country and region of Registration	
Legal status ⁴⁷	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar projects, in relation to role in the implementation of the proposed Action	
History of cooperation with the Applicant	
Role and involvement in preparing the proposed Action	
Role and involvement in implementing the proposed Action	
Relevance and added value of the Associate Partner	

⁴⁷ Please specify the type of legal entity of your organisation, as defined in its statutes (or equivalent document) and as described in Section 2.1.1 in the Guidelines for Grant Applicants.

VI. CHECKLIST
1ST CALL FOR PROPOSALS

ADMINISTRATIVE DATA	<i>To be filled in by the Applicant</i>
Name of the Applicant	
Country / region and date of Registration	
Legal status⁴⁸	
Partner 1⁴⁹ / IPA Financial Lead Beneficiary	Name: Country / region of Registration: Legal status:
Partner 2	Name: Country / region of Registration: Legal status:
NB: Add as many rows as partners	

⁴⁸ Please specify the type of legal entity of your organisation, as defined in its statutes (or equivalent document) and as described in Section 2.1.1 in the Guidelines for Grant Applicants.

⁴⁹ If it is the case.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:		To be filled in by the Applicant	
Title of the proposal:			
PART 1 (ADMINISTRATIVE)		Yes	No
1. The correct Grant Application Form template (published for this Call for Proposals) has been used			
2. The Grant Application Form is typed and is in English (except for dates and signatures)			
3. The Grant Application Form is entirely filled in (point by point)			
4. One original of the Grant Application Form (with original annexes and supporting documents as unofficial translations into English) are enclosed			
5. 3 copies of the Grant Application Form (with annexes and supporting documents) are enclosed			
6. A complete electronic version of the Grant Application Form, all annexes and all supporting documents (as a unique pdf file and separately the Budget also as xls file, on CD-Rom) is enclosed			
7. Each partner has completed, signed, stamped and dated a Partnership Statement and the statements are enclosed			
8. Declaration by the Applicant and Declaration by the IPA Financial Lead Beneficiary (if it is the case) has/have been filled in, has/have been signed, stamped and dated and is/are enclosed			
9. Budget (Annex B, all worksheets) is presented in the format requested, is expressed in EUR and is enclosed			
10. Logical Framework Sheet (Annex C) has been completed and is enclosed			
11. Legal Entity Sheet(s) (Annex D) for the Applicant, IPA Financial Lead Beneficiary (if it is the case) and each partner have been completed, signed and stamped and dated, and are enclosed			
12. Statutes or Articles of Association and Registration Acts (as unofficial translation(s) into English of the relevant parts/extract(s) from national Register(s)) are enclosed (this obligation does not apply to public authorities and international organisations which have signed a framework agreement with EC)			
13. Latest accounts (as full unofficial translation(s) into English) has/have been enclosed (this obligation does not apply to public authorities)			
14. External Audit Report(s) for the ENPI Applicant and IPA Financial Lead Beneficiary (if it is the case) (as full unofficial translation(s) into English) has/have been enclosed, in case the grant sum exceeds EUR 500,000 (this obligation does not apply to public authorities, bodies governed by public law and international organisations)			

PART 2 (ELIGIBILITY)	Yes	No
15. The Action is between Eur 50,000 and Eur 100,000 and has a duration not exceeding 12 months		
16. The Action is over Eur 100,000 up to Eur 700,000 and has a duration not exceeding 24 months		
17. The requested grant under Priorities 1 and 2 is equal to or higher than EUR 100,000 (the minimum allowed) and is equal to or lower than EUR 700,000 (the maximum allowed)		
18. The requested grant under Priority 3 and for projects implemented mainly or entirely in a single participating-country but having a cross-border impact is equal to or lower than EUR 50,000 (the minimum allowed) and is equal to or lower than EUR 250,000 (the maximum allowed)		
19. The rate of national co-financing is equal to or higher than 10% of the total eligible costs (minimum percentage required)		
20. The Action includes at least 1 partner from Member State and 1 partner from Partner Country (non Member States, except Turkey) and/or Turkey		
21. The Applicant represents one of the eligible legal entities (national, regional or local public authority, body governed by public law, non-profit organisation or public undertaking)		
22. The Applicant is registered and located: <input type="checkbox"/> in the eligible programme area OR <input type="checkbox"/> outside the programme area - in this case a justification is provided		
23. The IPA Financial Lead Beneficiary (if it is the case) represents one of the eligible legal entities (national, regional or local public authority, body governed by public law, non-profit organisation or public undertaking)		
24. The IPA Financial Lead Beneficiary (if it is the case) is registered and located: <input type="checkbox"/> in the eligible programme area OR <input type="checkbox"/> outside the programme area - in this case a justification is provided		
25. All partners represents eligible legal entities (national, regional or local public authority, body governed by public law, non-profit organisation or public undertaking)		
26. The partners are registered and located: <input type="checkbox"/> in the eligible programme area AND/OR <input type="checkbox"/> outside the programme area - in this case a justification is provided		
27. The Action activities will take place in the eligible programme area		
28. The Action (project) falls under one of the eligible project types (integrated project; symmetrical project; project implemented mainly or entirely in a single participating-country but having a cross-border impact)		

VII. DECLARATION BY THE APPLICANT

The Applicant, represented by the undersigned, being the authorised signatory of the Applicant, in the context of the present Call for Proposals, representing any partners in the proposed Action, hereby declares that:

1. The legal status of our organisation falls within the following category⁵⁰ (please choose only one category a-e):

a. national, regional or local public authority;

b. body governed by public law⁵¹, other than legal entities defined under paragraph a, established for the specific purpose of meeting needs in the general interest (needs not having an industrial or commercial character) and which fulfils at least one of the following conditions:

- i. be financed, for the most part, by the national, regional or local authorities, or other bodies governed by public law or
- ii. be subject to management supervision by those bodies or
- iii. have an administrative, managerial or supervisory board, more than half of whose members are appointed by the national, regional or local authorities, or by other bodies governed by public law;

c. association formed by one or several national, regional or local public authorities or one or several bodies governed by public law, as defined under paragraphs a-b;

d. other non-profit organisation, other than legal entities defined under paragraph c;

e. public undertaking⁵² operating in the water, energy and transport services sectors, undertakings over which the legal entities defined under paragraphs a-c may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it; a dominant influence on the part of the entities defined under paragraphs a-c shall be presumed when these entities, directly or indirectly, in relation to an undertaking:

- i. hold the majority of the undertaking's subscribed capital or
- ii. control the majority of the votes attaching to shares issued by the undertaking or
- iii. can appoint more than half of the undertaking's administrative, management or supervisory body.

2. Our organisation has the sources of financing and professional competence and qualifications specified in Section 2 of the Guidelines for Grant Applicants;

3. Our organisation can hold a dedicated bank account for the Action⁵³ and it has the legal capacity to transfer funds to foreign countries.

4. Our organisation undertakes to comply with the obligations foreseen in the Partnership Statement of the Grant Application Form and with the principles of good partnership practice;

⁵⁰ As described in the Guidelines for Grant Applicants, section 2.1.1.

⁵¹ Bodies governed by public law as defined in Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDF>) and in compliance with the national legislation of each participating country.

⁵² Public undertaking as defined in Article 2(1)b of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0001:0113:EN:PDF>).

⁵³ Bank accounts in EUR are strongly recommended, due to high currency exchange risks.

5. Our organisation is directly responsible for the preparation, management and implementation of the Action with our partners and is not acting as an intermediary;
6. Our organisation and our partners are not in any of the situations excluding them from participating in contracts, which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm). Furthermore, we recognise and accept that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with Section 2.3.5 of the Practical Guide;
7. Our organisation and each of our partners are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the Guidelines for Grant Applicants;
8. If recommended to be awarded a grant, we accept the contractual conditions as laid down in the Grant Contract annexed to the Guidelines for Grant Applicants (Annex F);
9. Our organisation and our partners are aware that, for the purposes of safeguarding the financial interests of the Communities, our personal data may be transferred to internal audit services, to the European Commission, to the European Court of Auditors or to the European Anti-Fraud Office.

The following Grant Application Forms have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

- <list only Actions in the same field as this proposal>

Our organisation is fully aware of the obligation to inform without delay the Joint Managing Authority to which this proposal is submitted if the same proposal for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this Grant Application Form.

Signed on behalf of the Applicant:

Name	
Signature	
Position	
Date	

VIII. DECLARATION BY THE IPA FINANCIAL LEAD BENEFICIARY⁵⁴

The IPA Financial Lead Beneficiary, represented by the undersigned, being the authorised signatory of the IPA Financial Lead Beneficiary, in the context of the present Call for Proposals, representing any Turkish partner (if it is the case), hereby declares that:

1. The legal status of our organisation falls within the following category⁵⁵ (please choose only one category a-e):

a. national, regional or local public authority;

b. body governed by public law⁵⁶, other than legal entities defined under paragraph a, established for the specific purpose of meeting needs in the general interest (needs not having an industrial or commercial character) and which fulfils at least one of the following conditions:

- i. be financed, for the most part, by the national, regional or local authorities, or other bodies governed by public law or
- ii. be subject to management supervision by those bodies or
- iii. have an administrative, managerial or supervisory board, more than half of whose members are appointed by the national, regional or local authorities, or by other bodies governed by public law;

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c. association formed by one or several national, regional or local public authorities or one or several bodies governed by public law, as defined under paragraphs a-b;

d. other non-profit organisation, other than legal entities defined under paragraph c;

e. public undertaking⁵⁷ operating in the water, energy and transport services sectors, undertakings over which the legal entities defined under paragraphs a-c may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it; a dominant influence on the part of the entities defined under paragraphs a-c shall be presumed when these entities, directly or indirectly, in relation to an undertaking:

- i. hold the majority of the undertaking's subscribed capital or
- ii. control the majority of the votes attaching to shares issued by the undertaking or
- iii. can appoint more than half of the undertaking's administrative, management or supervisory body.

2. Our organisation has the sources of financing and professional competence and qualifications specified in Section 2 of the Guidelines for Grant Applicants;

3. Our organisation undertakes to comply with the obligations foreseen in the Partnership Statement of the Grant Application Form and with the principles of good partnership practice;

⁵⁴ If it is the case.

⁵⁵ As described in the Guidelines for Grant Applicants, section 2.1.1.

⁵⁶ Bodies governed by public law as defined in Article 1(9) of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDF>) and in compliance with the national legislation of each participating country.

⁵⁷ Public undertaking as defined in Article 2(1)b of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0001:0113:EN:PDF>).

4. Our organisation is directly responsible for the preparation and implementation of the Action with the Applicant/Beneficiary⁵⁸ and our Turkish partners (if it is the case) and is not acting as an intermediary;

5. Our organisation and our Turkish partners (if it is the case) are not in any of the situations excluding them from participating in contracts, which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm).

Furthermore, we recognise and accept that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with Section 2.3.5 of the Practical Guide;

6. Our organisation and each of our Turkish partners (if it is the case) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Grant Applicants;

7. If recommended to be awarded a grant, we accept the contractual conditions as laid down in the Grant Contract annexed to the Guidelines for Grant Applicants (Annex F);

8. Our organisation and our Turkish partners (if it is the case) are aware that, for the purposes of safeguarding the financial interests of the Communities, our personal data may be transferred to internal audit services, to the European Commission, to the European Court of Auditors or to the European Anti-Fraud Office.

The following Grant Application Forms have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

- <list only Actions in the same field as this proposal>

Our organisation is fully aware of the obligation to inform without delay the Joint Managing Authority to which this proposal is submitted if the same proposal for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this Grant Application Form.

Signed on behalf of the IPA Financial Lead Beneficiary:

Name	
Signature	
Position	
Date	

⁵⁸ According with ENPI Implementing Regulation, the body which signs a grant contract with the Joint Managing Authority and which assumes full legal and financial responsibility for project implementation vis-à-vis that authority is called 'Beneficiary'. Until the grant contract is signed, any body that submits a proposal is called 'Applicant'.

IX. INDICATORS OF THE PROGRAMME

The Action (project) will contribute to the following programme output indicator(s) (*please check the box(es) of the output indicator(s) to which your Action will contribute*):

Output indicators:

PRIORITY 1	Check
OUT 1: Number of cross border partnerships ⁵⁹ for local development projects created	<input type="checkbox"/>
OUT 2: Number of entrepreneurs / economic agents involved in project activities	<input type="checkbox"/>
OUT 3: Number of training / innovation promotion initiatives for entrepreneurs initiated	<input type="checkbox"/>
OUT 4: Number of local administrations involved in initiatives for capacity building	<input type="checkbox"/>
OUT 5: Number of new researched and/or established links of information, communication, transport and trade	<input type="checkbox"/>
PRIORITY 2	Check
OUT 6: Number of environmental training and/or research initiatives carried out	<input type="checkbox"/>
OUT 7: Number of agencies / associations involved in project activities	<input type="checkbox"/>
OUT 8: Number of research / education institutions assisted / involved in project initiatives	<input type="checkbox"/>
OUT 9: Number of trainings initiatives begun in environmental protection	<input type="checkbox"/>
OUT 10: Number of inhabitants of natural areas participating in awareness events	<input type="checkbox"/>
PRIORITY 3	Check
OUT 11: Number of partnerships created for cultural and educational initiatives	<input type="checkbox"/>
OUT 12: Number of media products produced and distributed by the project	<input type="checkbox"/>
OUT 13: Number of cultural agencies / associations participating in project activities	<input type="checkbox"/>
OUT 14: Number of education institutions assisted in project initiatives	<input type="checkbox"/>
OUT 15: Number of citizens / students participating in events and activities implemented in the project	<input type="checkbox"/>

⁵⁹ Partnerships are defined as two or more organisations acting together by contributing their diverse resources in pursuing of a common vision that has clearly defined goals and objectives.

The Action (project) will contribute to the following programme result indicator(s) (please check the box(es) of the result indicator(s) to which your Action will contribute):

Result indicators:

PRIORITY 1	Check
RES 1: Number of project partnerships establishing permanent economic relations between the economic actors from different countries after the end of project activities	<input type="checkbox"/>
RES 2: Number of entrepreneurs adopting innovations and starting new production after involvement in projects	<input type="checkbox"/>
RES 3: Number of entrepreneurs / economic agents completing activities and achieving new skills and competencies	<input type="checkbox"/>
RES 4: Number of new permanent joint products or partnerships in the area of tourism	<input type="checkbox"/>
RES 5: Number of local administrations and organizations activating new types of services or new ways of providing existing services	<input type="checkbox"/>
PRIORITY 2	Check
RES 6: Number of partnerships contracts / agreements establishing permanent relations among institutions / agencies active in the environmental sector	<input type="checkbox"/>
RES 7: Number of entrepreneurs / technicians / researchers completing activities and achieving new skills and competencies	<input type="checkbox"/>
RES 8: Number of institutions active in environmental protection adopting innovations developed by projects.	<input type="checkbox"/>
PRIORITY 3	Check
RES 9: Number of permanent cultural and educational networks established after the implementation of projects	<input type="checkbox"/>
RES 10: Number of citizens completing cultural projects and achieving educational / cultural objectives	<input type="checkbox"/>
RES 11: Number of students completing an internship or training in partner countries	<input type="checkbox"/>

Annex. ASSESSMENT GRID
(to be used by the Selection Committee)

Title of the proposal:		
STEP 1: ADMINISTRATIVE CHECK	YES	NO
1. The submission deadline has been respected		
2. The Grant Application Form satisfied all the criteria mentioned in Part 1 (Administrative) of the Checklist (Section VI of this Grant Application Form)		
The administrative check has been conducted by: Date:		
STEP 2: ELIGIBILITY VERIFICATION	YES	NO
3. The Grant Application Form satisfied all the criteria mentioned in Part 2 (Eligibility) of the Checklist (Section VI of this Grant Application Form)		
4. The annexes and supporting documents listed hereunder satisfied all the eligibility criteria of the Applicant, IPA Financial Lead Beneficiary (if it is the case) and partners:		
a. Legal Entity Sheet(s) (Annex D) for the Applicant, IPA Financial Lead Beneficiary (if it is the case) and each partner		
b. Statutes or Articles of Association and Registration Act for each partner (this obligation does not apply to public authorities and international organisations which have signed a framework agreement with EC)		
c. Latest accounts for each partner (this obligation does not apply to public authorities)		
d. External Audit Report(s) for the ENPI Applicant and IPA Financial Lead Beneficiary (if it is the case), in case the grant sum exceeds EUR 500,000 (this obligation does not apply to public authorities, bodies governed by public law and international organisations)		
The assessment of the eligibility has been conducted by: Date:		
DECISION 1: The Selection Committee has recommended the Grant Application Form for evaluation after having passed the administrative check and eligibility verification.		
STEP 3: EVALUATION OF THE GRANT APPLICATION FORM	YES	NO
5. The proposal successfully passed the minimum score of 12 points for Section 1 of the Evaluation Grid (Section 2.3 of the Guidelines for Grant Applicants)		
6. The proposal successfully passed the minimum score of 20 points for Section 2 of the Evaluation Grid (Section 2.3 of the Guidelines for Grant Applicants)		
7. The proposal successfully passed the minimum total score of 65 points for the entire Evaluation Grid (Section 2.3 of the Guidelines for Grant Applicants)		
The evaluation of the proposal has been conducted by: Date:		
DECISION 2: The Selection Committee has recommended the proposal for funding after having successfully passed the evaluation of the Grant Application Form.		