Partner Support Pack:

Tips and resources for preparing

ENI CBC Project Proposals

**Black Sea Basin ENI CBC Programme 2014-2020**

#### **Introduction**

We hope you enjoyed the partner search forum. Did you meet some organisations that are interested in cooperating with you? Or do you already have some partners, perhaps from the previous generation of ENPI CBC projects? In any case it is important to keep in touch and work together to develop your project idea, complete the application form, and submit your joint project proposal to the Managing Authority.

To build and maintain your partnership, and to prepare a joint project proposal you will need to communicate at length. There is a lot of work still to come.

Here you will find some tips and resources to help you and your partners to have your project proposal prepared and submitted by the deadline for the call for proposals. They include:

1. **Steps for building partnerships and preparing an ENI CBC project proposal** –suggestions on what needs to be done to prepare and submit a project proposal
2. **Tips on useful and free electronic tools** for working with your partners to prepare your project proposal
3. **A suggested format for a one-page project idea summary** - essential for finding partners
4. **Information on further support**

Starting from the launch of the Call for Proposals there is a limited time to prepare and complete your proposal!

The clock is ticking - make sure you start now. Good luck!

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#### **Get ready for the call**

#### **Steps for building ENI CBC partnerships and preparing an ENI CBC project proposal**

#### **Useful Tools for partners working together**

In order to easily communicate and work together on your joint project proposal, there are a number of electronic tools available for free. Some of these are given below but maybe you know of others. These tools are not only useful for the completion of your proposal. Later on during the implementation of the project you will also find them really handy.

#### Cost Free Conversations

#### Several free applications allow you to speak to your partners and to organise online meetings for free, as long as you have access to a reasonable internet connection. To have a good quality video meeting, you will need all partners to be connected to high speed internet. Those with slow connections may switch off the video to increase voice quality.

******Skype allows you to communicate with one or several partners via a computer (with speakers/microphone), a tablet or a smartphone, connected to internet. Go to [www.skype.com](file:///C%3A%5CUsers%5Calber_000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRNV0TC5B%5Cwww.skype.com) to download Skype and create your own account. As soon as you have the account you can speak with others who have a Skype account or invite others to join Skype. You can talk as long as you like for free, and have group meetings with people in different places, including video meetings.

Messenger is an application provided by Facebook which operates in a similar way to Skype. You, and those you want to communicate with will need a Messenger account. You can name your group chat and add a photo so everyone can get back to it easily. You can down load messenger at [www.messenger.com](file:///C%3A%5CUsers%5Calber_000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRNV0TC5B%5Cwww.messenger.com).

Other applications include **WhatsAp** and **Viber** for mobile phones and tablets (with a sim card). Viber can also be used on a computer.

#### Scheduling meetings

With (many) partners in different places it is often difficult to get an agreement on a place and date for a meeting (either in person or online). Doodle will help you to easily set dates and times for meetings. You can present different options for the meeting that those invited can just accept or reject. The Doodle software is free and available via [www.doodle.com](file:///C%3A%5CUsers%5Calber_000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRNV0TC5B%5Cwww.doodle.com)

#### Storing & sharing documents & other files

When you are in the process of writing your project proposal and developing your project budget, you will need to share large documents with your partners.

Formerly *Google Docs*, Google Drive it is a file storage and synchronization service. With Google Drive you can create, share, edit and store Google documents, spreadsheets and presentations online together with your partners.

To start using Google Drive, you need to sign in with a Google Account. If you use Gmail, you already have an account. Google Drive available via [www.google.com/drive/](file:///C%3A%5CUsers%5Calber_000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRNV0TC5B%5Cwww.google.com%5Cdrive%5C).

Drop box is another application which allows you to store, share and synchronise files. The free version, available from [www.dropbox.com/](http://www.dropbox.com/) allows you up to 16Gb



For the Black Sea Basin, applications should be submitted online via the **eMS (electronic Monitoring System)**. The eMS will be also used for the approval, management and administration of projects. See the Guidelines for Applicants for information on creating an application and instructions on how partners can be given rights to add and edit information.

#### Find out the needs of your target group

When developing your project idea, you will want to find out the exact needs of your target group and the final beneficiaries of your project. An easy way to do this is via an online survey.

 Survey Monkey is one software tool that allows you to easily create online surveys. It provides you with online survey templates and helps you to analyse and share the results. The basic plan is also available for free and gives you up to 10 questions and 100 respondents. Go to www.surveymonkey.com for more information.

Zoomerang is another free electronic tool for conducting surveys. It provides you with online survey templates and helps you to analyse and share the results. The free Zoomerang tools include an unlimited number of survey and polls and, for each survey or poll, up to 12 questions and 100 respondents. Go to [www.zoomerang.com](http://www.zoomerang.com) for more information.

#### **Information and further support**

#### Questions?

* Contact the Managing Authority:

E-mail: black-sea.cbc@mdrap.ro

Phone: +40 372 111 323

Fax: +40 372 111 456

#### Looking for partners?

* Make yourself known and find contact details for possible partners by checking member organisations of umbrella groups or forums such as:
	+ [**Conference of Peripheral Maritime Regions**](http://www.crpm.org/index.php?act=2,2,2,c.BBSRC)www.crpm.org (look under Members for a list of members)
	+ [**Assembly of European Regions**](http://www.aer.eu/members-and-partners/) www.aer.eu/members-and-partners/
	+ [**United Cities and Local Governments**](http://www.uclg.org/)www.uclg.org/ (look under regional sections for lists of members)
	+ [**Black Sea NGO Forum Facebook page**](https://www.facebook.com/BlackSeaNGOForum)www.facebook.com/BlackSeaNGOForum
	+ [**Caucasus Environmental NGO Network**](http://www.cenn.org/)www.cenn.org
* Complete the included Project Idea Form so you have ready a short and helpful outline of your project idea to send to partners you want to approach.

#### Support events?

* Coming events for potential applicants and partners i
* Information events in Partner Countries in July and August 2016
* Project Identification & Development workshops in autumn 2016, after the call for proposals is launched.

Check the [programme website](http://blacksea-cbc.net/) regularly for dates and how to register [www.blacksea-cbc.net/](http://www.blacksea-cbc.net/).

#### **Project Idea form**

Here is a suggested format for sharing project ideas with potential partners. Put it on your organisation letterhead.

**Project idea form**

Black Sea Basin(BSB) ENI CBC Programme 2014-2020

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|  |
| **Project idea** |
| BSB programme priority |  |
| Title of the project idea  |  |
| Objectives of the project idea (What the project aims to achieve or contribute to in the short and long-term) |  |
| Expected results(What positive changes will occur as a result of the project) |  |
| Target groups/final beneficiaries(Who will be positively affected by the change. Who will benefit as a result of the project) |  |
| Main planned activities (networking, pilot test, etc?) |  |
| **Proposing organisation** |
| Name of organisation |  |
| Country |  |
| Type of organisation |  |
| Experience in cross-border or international cooperation |  |
| Contact person (name, telephone, email) |  |
| **Partner(s) sought** |
| Country(ies) |  |
| Type of organisation/s |  |
| Experience in cross-border or international cooperation |  |