



This programme is funded
by the European Union



Contracting Authority:
Ministry of the Interior of the Republic of Lithuania
European Neighbourhood Instrument Cross-border Cooperation Programme
Latvia-Lithuania-Belarus 2014-2020
EC Decision C(2015)9316

GRANT APPLICATION FORM

The filled in Grant Application Form should be submitted to:

Joint Technical Secretariat
Konstitucijos pr. 7, LT-09308 Vilnius, Lithuania
Tel.: +370 5 261 0477
Fax: +370 5 261 0498
E-mail: information@eni-cbc.eu

Reference No: _____
(for official use only)
Date of receipt: _____
(for official use only)
Date of approval: _____
(for official use only)

Title of the Project (in English):

Short Title (in English):

Name of the Applicant:

In English	<input type="text"/>
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In national language	<input type="text"/>
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Country and Region of the Applicant:

<input type="text"/>	<input type="text"/>
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Thematic Objective:

Priority:

1. DESCRIPTION OF THE PROJECT

1.1. Short Summary of the Project (max. 2.000 characters)

1.2. Analysis of the Problem and Justification for the Project Need (max. 3.000 characters)

1.3. Added Value and Novelty of the Project (max 1.500 characters)

1.4. Target Groups and Geographic Coverage (regions targeted by the project) (max. 1.500 characters)

Involvement of Vulnerable Groups:

<i>Other (please specify)</i>	

1.5. Cross-border Character and Socio-Economic and Environmental Impact on the Targeted Region
(max. 2.000 characters)

1.6. Composition and Justification of Partnership and Role of Each Beneficiary. (max. 3.500 characters)

1.7 Fulfilment of Cooperation Criteria

Joint Development (max. 400 characters)

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Joint Implementation (max. 400 characters)

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Joint Staffing (max. 400 characters)

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Joint Financing (max. 400 characters)

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1.8 Budget of the Project		
Total eligible costs of the Project	Amount requested from the Contracting Authority	% of total eligible costs of the Project

1.9. Duration of the Project (months)	
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2. RELEVANCE OF THE PROJECT

2.1 Contribution to the Programme Indicators

Programme result indicators

Description of the expected results or produced outputs (max. 300 characters)	Number	GAs

Programme output indicators

Description of the expected results or produced outputs (max. 300 characters)	Number	GAs

Programme output indicators

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Programme output indicators

Description of the expected results or produced outputs (max. 300 characters)	Number	GAs

2.2 Respect of Cross-cutting Issues

Environmental sustainability (max. 500 characters)	Impact	

Equal opportunities and non-discrimination (max. 500 characters)	Impact	

Gender equality (max. 500 characters)	Impact	

2.3 Compliance with National, Regional or Local Planning Documents /Strategies (max. 2.000 characters)

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2.4 Compliance with the EUBSR Strategy (max. 1.000 characters)

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3. DETAILS ON INVOLVED BENEFICIARIES (PARTNERS)

Lead Beneficiary	in English			
	in national language			
Country				
County/Region/City				
Municipality				
Legal form				
Type of organisation				
Registration No. or equivalent				
Date of registration			Place and country of registration	
Official address of registration of organisation				
Adress of registered branch office <i>(if applicable)</i>				
Telephone Number <i>(country code+number)</i>			Fax Number <i>(country code+number)</i>	
Website of the organisation				
Registered for VAT		<input type="radio"/> Yes <input checked="" type="radio"/> No		VAT payer Number
Contacts for correspondence				
Contact person				
Position in organisation				
Correspondence address				
Telephone Number <i>(country code+number)</i>			Mobile Telephone Number <i>(country code+number)</i>	
Fax Number <i>(country code+number)</i>			E-mail address	

Beneficiary 2	in English			
	in national language			
Country				
County/Region/City				
Municipality				
Legal form				
Type of organisation				
Registration No. or equivalent				
Date of registration			Place and country of registration	
Official address of registration of organisation				
Adress of registered branch office <i>(if applicable)</i>				
Telephone Number <i>(country code+number)</i>			Fax Number <i>(country code+number)</i>	
Website of the organisation				
Registered for VAT		<input type="radio"/> Yes <input type="radio"/> No	VAT payer Number	
Contacts for correspondence				
Contact person				
Position in organisation				
Correspondence address				
Telephone Number <i>(country code+number)</i>			Mobile Telephone Number <i>(country code+number)</i>	
Fax Number <i>(country code+number)</i>			E-mail address	

Beneficiary 3	in English			
	in national language			
Country				
County/Region/City				
Municipality				
Legal form				
Type of organisation				
Registration No. or equivalent				
Date of registration			Place and country of registration	
Official address of registration of organisation				
Adress of registered branch office <i>(if applicable)</i>				
Telephone Number <i>(country code+number)</i>			Fax Number <i>(country code+number)</i>	
Website of the organisation				
Registered for VAT		<input type="radio"/> Yes <input type="radio"/> No	VAT payer Number	
Contacts for correspondence				
Contact person				
Position in organisation				
Correspondence address				
Telephone Number <i>(country code+number)</i>			Mobile Telephone Number <i>(country code+number)</i>	
Fax Number <i>(country code+number)</i>			E-mail adress	

4. LOGICAL FRAMEWORK FOR THE PROJECT

	Rationale (I)	Objectively verifiable indicators of achievement (II)	Sources and means of verification (III)	Assumptions (IV)
Overall objective: IMPACT				

Maximum number of characters 500

Actual no of characters

Actual no of characters

Actual no of characters

	Rationale (I)	Objectively verifiable indicators of achievement (II)	Sources and means of verification (III)	Assumptions (IV)
Specific objectives: RESULTS (OUTCOMES)				

Maximum number of characters 1.000

Actual no of characters

Actual no of characters

Actual no of characters

Actual no of characters

	Rationale (I)	Objectively verifiable indicators of achievement (II)	Sources and means of verification (III)	Assumptions (IV)
Outputs:				

Maximum number of characters 1.500

Actual no of characters

Actual no of characters

Actual no of characters

Actual no of characters

	Rationale (I)	Objectively verifiable indicators of achievement (II)	Sources and means of verification (III)	Assumptions (IV)
Activities:				

Maximum number of characters 1.500

Actual no of characters

Actual no of characters

Actual no of characters

Actual no of characters

5. DESCRIPTION OF THE PROJECT ACTIVITIES

5.1. First group of activities (GA 1)

Title of GA 1 Management and coordination

Aim of the GA			
Responsible Beneficiary			
No. and Title of Activity	Involved Beneficiaries	Description and Timing of the Activity	Outputs and their quantification
1. Management and coordination system			

No. and Title of Activity	Involved Beneficiaries	Description and Timing of the Activity	Outputs and their quantification
2. Internal monitoring and reporting procedures			

5.2. Second Group of Activities (GA2)

Title of GA 2			
Aim of the GA 2			
Responsible Beneficiary			
No. and Title of Activity	Involved Beneficiaries	Description and Timing of the Activity	Outputs and their quantification

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No. and Title of Activity	Involved Beneficiaries	Description and Timing of the Activity	Outputs and their quantification

DESCRIPTION OF COMMUNICATION PLAN

5.6. Description of Communication Plan (max. 3000 characters)

5.7 Table of Communication Outputs

Outputs	No of outputs	No of copies (if applicable)	Activity

6. SUSTAINABILITY OF RESULTS

Ownership of the outputs and results and institutional sustainability (max 1500 characters)

Financial plan (max 1500 characters)

Action plan and further use of the Project outcomes (max 1500 characters)

Accessibility to public (max 1500 characters)

Sustainable structures/networks, if relevant (max 1500 characters)

7. METHODOLOGY OF THE PROJECT IMPLEMENTATION

7.1. Means and Methods of Implementation (max 4000 characters)

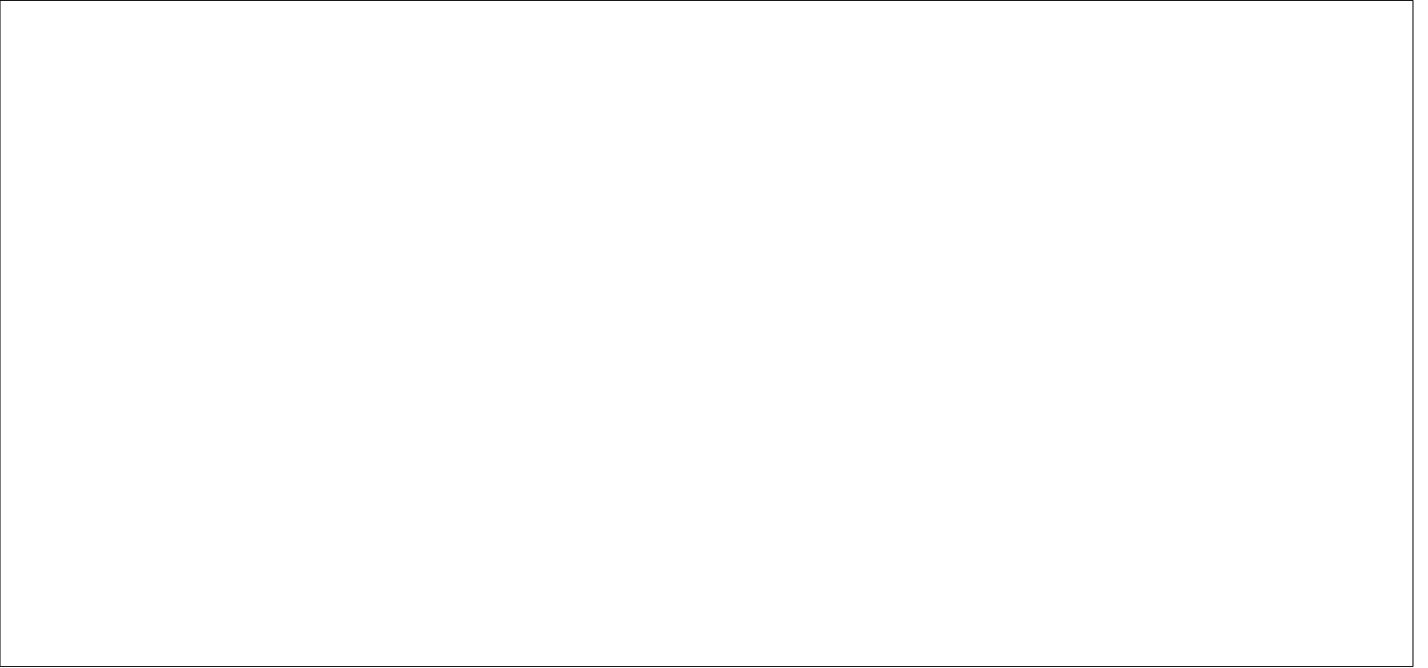
7.2. Analysis of Implementation Risks Related to GAs

Associated risks

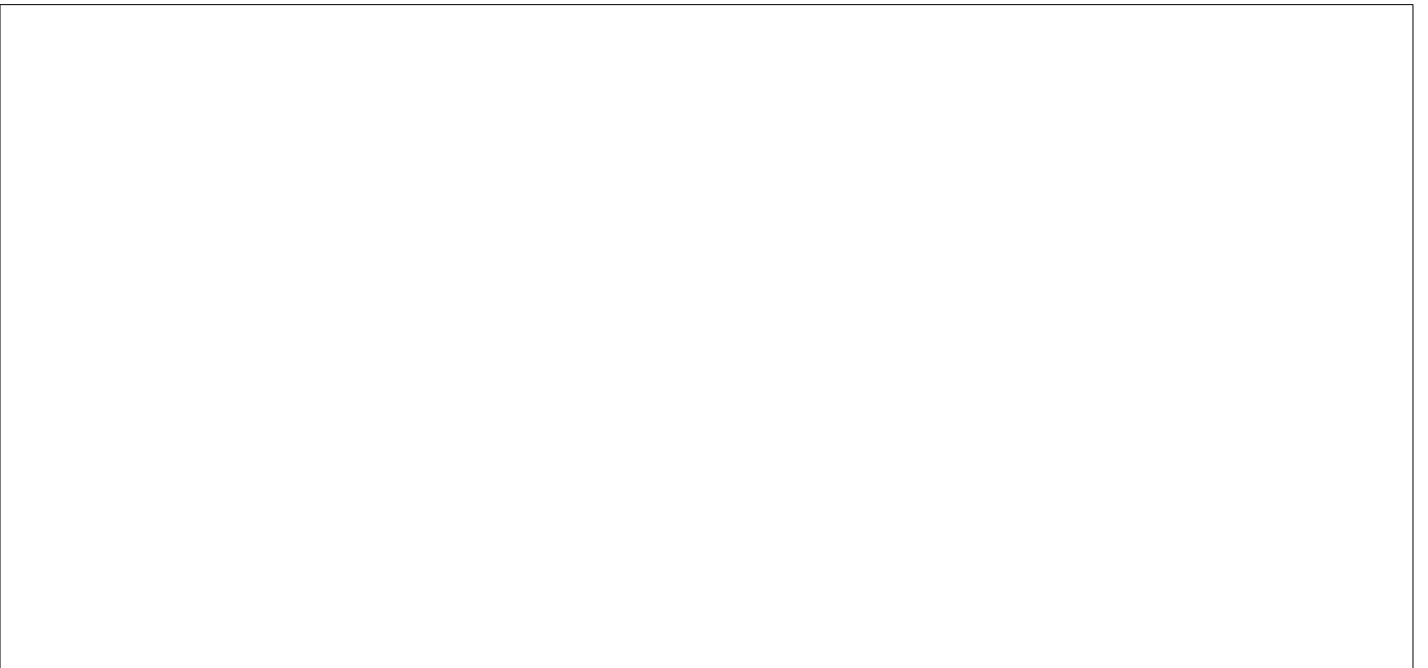
Measures to mitigate the risks

Associated risks	Measures to mitigate the risks

7.3. Links between Soft Activities and Investments

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7.4. Procurement of External Services

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8. TIMETABLE OF THE PROJECT

8.1. Duration of the Project (months)

8.2. Timetable by quarters (3 months)

GA	Title of GA	Quarter I	Quarter II	Quarter III	Quarter IV	Quarter V	Quarter VI	Quarter VII	Quarter VIII
1	Management and coordination system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. ADMINISTRATIVE AND INSTITUTIONAL CAPACITY TO MANAGE AND IMPLEMENT THE PROJECT

9.1 Experience in the Field of EU Funded and Other National Instruments and International Programmes' Projects

Lead Beneficiary/ Beneficiaries	Title of the project	Brief description of the project and duration (months)	Years of implementation	Budget

Lead Beneficiary/ Beneficiaries	Title of the project	Brief description of the project and duration (months)	Years of implementation	Budget

9.2 Experience and Capacities of the Staff

Applicant (Lead Beneficiary)

General Information on the Lead Beneficiary Organisation (max 1.000 characters)

Experience and Capacities of the Lead Beneficiary's Staff Assigned to the Project (max 2.000 characters)

Detailed Description and Justification of External Experts to be Contracted (max 1.500 characters)

Beneficiary 2 (Partner)

Experience and Capacities of the Beneficiary's Staff Assigned to the Project (max 2.000 characters)

Detailed Description and Justification of External Experts to be Contracted (max 1.500 characters)

Beneficiary 3 (Partner)

Experience and Capacities of the Beneficiary's Staff Assigned to the Project (max 2.000 characters)

Detailed Description and Justification of External Experts to be Contracted (max 1.500 characters)

9.3 Experience in Sector and Area of Operation of Lead Beneficiary and Beneficiaries (max 2500 characters)

9.4 Experience of Lead Beneficiary and Beneficiaries in Procurement of Service, Supplies and Works within the Last 3 Years

Beneficiary	Type of the contract (supply, service or works)	Subject of the contract, months and year of signature	Costs of the contract in national currency

9.5 Partnership (Lead Beneficiary and Beneficiaries) Resources for Co-financing (max 2500 characters)

9.6 Partnership (Lead Beneficiary and Beneficiaries) Resources for Finalisation of the Project,
Payment for All Contracts and Commitments (max 2500 characters)

9.7 Financing sources of the Applicant (Lead Beneficiary) in EUR

Sources of funding	Year 1	Year 2	Year 3
EU Commission			
Member States public bodies			
International organisations			
Private sector			
Members' fees			
<i>Other (please specify)</i>			
<i>Other (please specify)</i>			
<i>Other (please specify)</i>			

10. BUDGET TABLE 1 - EXPECTED DISTRIBUTION PER BENEFICIARIES AND COST CATEGORIES

	Lead Beneficiary	Beneficiary No.2	Beneficiary No.3	Beneficiary No.4	Beneficiary No.5	Beneficiary No.6	Beneficiary No.7	Beneficiary No.8	Total	%
Budget headings/ Region										
1. Human resources										
2. Travel and accommodation										
3. Supplies, external services and other costs										
4. Works and long-term investments										
5. Preparation costs										
6. Total direct eligible costs of the project (1+5)										
7. Indirect administrative costs (Not more than 7% of BH1)										
8. TOTAL ELIGIBLE COSTS (6+7)										
Beneficiary share of Total Budget in %										

11. BUDGET TABLE 2 - SOURCES OF FUNDING

Financing sources	Amount (in EUR)	Percentage %
TOTAL PROJECT FUNDING		
EU FUNDING (GRANT AMOUNT REQUESTED)		
TOTAL CO-FINANCING BY BENEFICIARIES		
Co-financing by Applicant/Lead Beneficiary		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 2		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 3		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 4		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 5		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 6		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 7		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		
Co-financing by Beneficiary 8		
<i>state budget</i>		
<i>regional authority budget</i>		
<i>municipal budget</i>		
<i>other (please specify)</i>		

13. DECLARATION BY THE APPLICANT

I, the undersigned, as representative of the applying for funding from the Latvia, Lithuania and Belarus Cross-border Cooperation Programme within the European Neighbourhood Instrument 2014-2020 approved by the EC decision No.C(2015)9136 of 17 December 2015 (hereinafter – the Programme) as the Applicant of the Project hereby declare:

1. To possess sufficient human, financing and administrative capacity as specified in the Chapter 2 of the Guidelines for Applicants and Beneficiaries necessary for implementation of the proposed Project. In particular it will be able to maintain sufficient financial liquidity to finance activities of the Project until receipt of the interim and balance payments;
2. Itself and its beneficiary(s) are not in any of the situations excluding them from participation in the Call for Proposals and award of Grant Contract which are listed in Chapter 2 of the Guidelines for Applicants and Beneficiaries;
Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations we may be excluded from other procedures in accordance with the Chapter 2 of the Guidelines for Applicants and Beneficiaries;
3. Itself and its beneficiary(ies) are eligible in accordance with the criteria set out under the Chapter 2 of the Guidelines for Applicants and Beneficiaries;
4. To inform the public about funding received from the Programme to implement the Project in compliance with Communication and Visibility Manual for EU External Actions and Programme requirements as set in Chapter 3 of the Guidelines for Applicants and Beneficiaries;
5. To be directly responsible for the management and implementation of the Project with its beneficiaries, and not to act as an intermediary;
6. To undertake to comply with the principles of good partnership practice, including:
 - a) to consult beneficiaries regularly and keep them fully informed on the progress of the Project;
 - b) to send to beneficiaries copies of the reports made for the Managing Authority;
 - c) to agree with beneficiaries on proposals for changes to the Project before submission to the Managing Authority. Where no such agreement can be reached, the Applicant/Lead Beneficiary must clearly indicate this fact when submitting changes for approval to the Managing Authority;
7. itself and its beneficiaries have provided all the supporting documents as stipulated under the Chapter 2 of the Guidelines for Applicants and Beneficiaries and confirms that the information provided within the supporting documents is true and correct. Moreover the Applicant by signing the Declaration declares that:
8. the proposed Project does not fall under the category of non-supported projects as indicated in the Chapter 2 of the Guidelines for Applicants and Beneficiaries, in particular, the Applicant/Lead Beneficiary and beneficiaries do not receive or has not applied for any State aid or de minimis aid to finance the same costs and activities supported by the Programme.
9. the proposed Project neither in whole nor in part has been financed from the other international, national, regional or European Union financial instruments or programmes;
10. the Project will be co-financed by the Lead Beneficiary and beneficiary (-ies) from their own resources or from sources other than the European Union funding;
11. the activities that will be carried out in the framework of the Project are in line with the European Union national legislation and the Programme rules.
12. itself and its beneficiary (s) are aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, the European Court of Auditors, the Financial Irregularities Panel or the European Anti-Fraud Office;
13. in case of signature of the Grant Contract with the Managing Authority will assume a full legal and financial responsibility for project implementation vis-à-vis that authority as Lead Beneficiary.

Please tick, if relevant

- VAT – our organisation is not entitled to recover any paid Value Added Tax (VAT) by whatever means, and therefore all project related expenditure to be reported will include VAT.

Name and position of the signatory	
Location	
Date of signature	
Signature and stamp	