This programme is funded by the European Union

LATVIA LITHUANIA BELARUS
2014-2020 ENI CBC

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	
In national language	

Country and Region of the Applicant:

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. 3.500 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:

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. 5.000 characters)

1.7 Fulfilment of Cooperation Criteria

Joint Development (max. 400 characters)

Joint Implementation (max. 400 characters)

Joint Staffing (max. 400 characters)

Joint Financing (max. 400 characters)

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)	

2. RELEVANCE OF THE PROJECT

2.1 Contribution to the Programme Indicators

Programme result indicators

Description of the expected results or produced outputs (max. 500 characters)	Number	GAs

Programme output indicators

Description of the expected results or produced outputs (max. 500 characters)	Number	GAs

Programme output indicators

Description of the expected results or produced outputs (max. 500 characters)	Number	GAs

Programme output indicators

Description of the expected results or produced outputs (max. 500 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)

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

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

DESCRIPTION OF COMMUNICATION PLAN

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

5.7 Table of Communication Outputs			
Outputs (must be filled in)	No of outputs	No of copies (if applicable)	Activity

6. SUSTAINABILITY OF RESULTS

Ownership of the outputs and results and institutional sustainability (max 2000 characters)

Financial plan (max 2000 characters)

Action plan and further use of the Project outcomes (max 2000 characters)

Accessibility to public (max 2000 characters)

Sustainable structures/networks, if relevant (max 2000 characters)

7. METHODOLOGY OF THE PROJECT IMPLEMENTATION

7.1. Means and Methods of Implementation (max 5.500 characters)

7.2. Analysis of Implementation Risks Related to GAs

Associated risks (max 1.000 characters)	Measures to mitigate the risks (max 2.000 characters)

7.3. Links between Soft Activities and Investments (max 2.000 characters)

7.4. Procurement of External Services.(max 2.000 characters)

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								
2									
3									
4									
5									

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 *Must be filled in*	Title of the project *Must be filled in*	Brief description of the project and duration (months) *Must be filled in*	Years of implementation	Budget (EUR)

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

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

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

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		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 2		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 3		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 4		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 5		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 6		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 7		
state budget		
regional authority budget		
municipal budget		
Co-financing by Beneficiary 8		
state budget		
regional authority budget		
municipal budget		

12. BUDGET TABLE 3 - ESTIMATED COSTS OUTSIDE PROGRAMME AREA

Activities outside Programme area	Beneficiary	Total costs outside the Programme area (in EUR)	% of total budget
	Total costs		

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	