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INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION FORM

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INTRODUCTION

Before you start filling in the Grant Application Form, please read the Programme documents, in particular, the Joint Operational Programme and the Guidelines for Applicants and Beneficiaries for your Call. These documents will also give you an overview of selection and assessment process and criteria, as well as implementation requirements for projects.

The full list of Annexes and supporting documents to be attached to the Grant Application Form is provided in the Guidelines for Applicants and Beneficiaries. All documents can be found on the website: www.eni-cbc.eu/IIb. The application documents can be submitted printed on both sides.

The Grant Application Form (in File Maker format), Detailed Budget (Annex I) (in Excel format) and Detailed Description and Justification of Equipment and Works (Annex II) (in Excel format), if applicable must be completed in **English**. Hand-written applications will be rejected.

NB: the set deadline for receipt of the application at the Joint Technical Secretariat must be respected in order for your application to be accepted!

NB: the Applicant is recommended to fill-in and submit together with the application the Checklist for Self-Check on Submission of the Application (Annex XV to the Guidelines for Applicants and Beneficiaries). The Applicant and beneficiaries planning construction works are recommended to fill-in and submit together with the application the Checklists for Self-Check on Technical Documentation for Construction Works, for works in Latvia, Lithuania and Belarus (Annexes XVI-XVIII to the Guidelines for Applicants and Beneficiaries). These checklists are tools for self-check by the Applicant (Lead Beneficiary) and beneficiaries in order to facilitate preparation of quality applications and submission of full package of supporting documents, as well as to speed up the process of Administrative and Eligibility Check. At the same time, non-submission of these checklists together with the application, or any information in them will not affect the results of Administrative and Eligibility Check, or Quality Assessment.

Definitions

Vulnerable groups	Various groups that experience a higher risk of poverty and social exclusion than the general population, including children, women, physically or mentally disabled, elderly, minorities, those struggling with substance abuse, homeless, long-term unemployed, etc.
Target groups	The groups and/or entities which are directly positively affected by the project at its purpose level. This may also include staff from the beneficiaries' organisations.
Overall objective (impact)	The long term effects produced by the project. It is the broader and positive change to which the project (along with others), contributes. It should indicate relevance to the Programme by being directly linked to the selected Priority within a Programme Thematic Objective.
Specific objective (result)	The short-term and medium-term effects of the project outputs. It tends to focus on the positive changes (e.g. in behaviour, awareness, skills, etc.) resulting from the outputs. It specifies what the project aims to achieve and identifies what will change and who will benefit as a result of the project (target groups/final beneficiaries). The specific objective should be achieved by the end of the project.
Outputs	Services, goods and infrastructure that are produced or delivered by the project activities. The outputs provide the conditions necessary to achieve the project result(s).
Activities	Project activities . They should be necessary and sufficient to produce/deliver the outputs. Activities should be grouped according to the outputs that they will

	produce/deliver in order to better follow the logical link.
Soft activities	Activities, which do not contain investment or infrastructure elements (events, trainings, experience exchange, etc.).
Investments	Long term equipment and infrastructure, necessary in order to reach the project objective(s).

TECHNICAL INSTRUCTIONS

The digital version of the Grant Application Form is developed using FileMakerPro programming tool.

How to get Grant Application Form

Zipped Grant Application Form can be downloaded from the Programme website: www.eni-cbc.eu/llb. It is placed under the section CALLS FOR PROPOSALS, sub-section Grant Application Form.

To use the digital Grant Application Form you do not need to have FileMakerPro installed on your computer. After the download of zipped Grant Application Form it needs to be unzipped in the chosen place or folder. Downloaded and unzipped Grant Application Form has more than 100 files necessary to run the programme APPLICATION for filling Grant Application Form.

NB: Do not delete any of these files!

How to fill in Grant Application Form

APPLICATION is the program that allows to fill-in the Grant Application Form and the file ATTACHMENT LLB Ver.1.0.fmpur contains the information which is typed into the Grant Application Form. If you want to start filling in the Grant Application Form, to continue the previous draft of Grant Application Form or to change anything in the draft Grant Application Form you should open the file APPLICATION.

In order to start filling the Grant Application Form open the file APPLICATION. The opened program has menu window which contains buttons for different sections of the Grant Application Form (green column on the right) and the information on checkpoints. All the required fields must to be filled in. Some of the text input fields are limited to a certain amount of characters (incl. spaces) to be entered. It will not be possible to enter more characters than indicated in the field. Instructions for filling in the certain fields can be found by clicking on the button  which helps you to understand what data or information is required. The 9th font size should be used when filling in the application. In case the entered text in the field is not fully visible on screen or in printed version, **the size of fonts can be decreased for selected text** by clicking the right button of the mouse and selecting the relevant font sizes. **After filling the Grant Application Form please check that all entered information is visible in all fields.**

Several questions have to be answered by choosing the respective answer from the drop-down list. When clicking on the respective field, the list will appear. Click on the relevant answer to select it.

NB: All the fields in the Grant Application Form are mandatory for filling in. Put down N/A for every field that is not relevant for the project, except for the following sections, which shall be filled in accordingly to the actual number of the project beneficiaries and planned Groups of activities: Section 3, Section 5, Subsection 9.2. Failure to fill in the mandatory fields may result in rejection of the application.

Functional menu

Functional menu has the following options:

- (+) Zoom in/(-) Zoom out allow increasing and decreasing the size of the view;
- Checkpoints (in the section MENU) help to check whether certain parts of the Grant Application Form are filled in correctly and/or information filled in different places matches; please note that positive outcome of this check does not mean that the Grant Application

form is fully correct; nevertheless, the administrative and eligibility checks will be performed basing on printed and signed version of the Grant Application form, annexes and supporting documents;

- TEST PRINT allows printing of the Grant Application Form and proofread it before final printing;
- FINAL PRINT allows printing of the Grant Application Form and locks the filled information, i.e. no more changes are possible.

How to share the data

Application is open when the file *APPLICATION* is opened. When having closed the file the filled-in information is left and is saved automatically in the file *ATTACHMENT LLB Ver.1.0.fmpur*. The full pack of the digital Grant Application Form is too big in size and cannot be sent via e-mail. In case the Applicant wants to share the information or to get input from other partners it is possible to send via e-mail only the file *ATTACHMENT LLB Ver.1.0.fmpur*. In order to open the received file *ATTACHMENT LLB Ver.1.0.fmpur* partners need to download the Grant Application Form with the full folder *APPLICATION* from the Programme website and to replace the initial *ATTACHMENT LLB Ver.1.0.fmpur* with the one received via e-mail.

How to print and record

In order to print the Grant Application Form the options Test print and Final print can be used.

1) **TEST PRINT:** to be used for checking if all information provided in the Grant Application Form is correct, clearly described and could be easily proofread after you have finished filling information in the Grant Application Form and before the final printing and locking the information entered in the Grant Application Form. After selecting the TEST PRINT, the full Grant Application Form shall be printed.

2) **FINAL PRINT:** to be used only after all the check fields in the Checkpoint Report are marked with the sign "OK", no mistakes have been detected after the test printing of the Grant Application Form and all the partners have got acquainted with the contents of the Grant Application Form.

After you choose the option "FINAL PRINT" the full version of the Grant Application Form will be printed, the information entered will be locked and the program will be closed automatically. Next time the Grant Application Form can be opened with the Guest-account rights with limited privileges only, and **it will not be possible to change anything in it**. Only such printout and such locked e-version of the Grant Application Form should be submitted to the JTS.

NB: *The program automatically gives a random number to the Grant Application Form after any text changes to it are entered. After the final printing the random number stays unchanged. The random number on the e-version and on the printed version of the Grant Application Form **must be identical**.*

After the Grant Application Form is finally locked using the button FINAL PRINT the e-version – **only** the file *ATTACHMENT LLB Ver.1.0.fmpur* - should be recorded in a proper way to the CD-ROM/flash memory and shall be sent to the JTS together with the paper version.

NB: *All the pages of the paper version of the Grant Application Form must be numbered. The numbering shall be done by hand.*

GRANT APPLICATION FORM

Title of the Project

Enter the title of the project in English. The title should clearly describe the project, be short and clear.

Short Title

Enter the short title of the project in English. The short title should consist of one or a few words, be easily spelled and remembered. The acronym of the full title of the project should not be used as the short title.

Name of the Applicant

Indicate the correct name of the Lead Beneficiary that is a legal entity in English and in national language.

Country and Region of the Applicant

Choose the country and region of the Applicant from the drop-down list.

Thematic Objective

Choose the Thematic Objective of the project from the drop-down list.

Priority

Choose the Priority of the project from the drop-down list.

SECTION 1: DESCRIPTION OF THE PROJECT

Subsection 1.1 “Short Summary of the Project”

Provide general information about your project. The description should include overall and specific objectives of the project indicated in the Logical Framework, cross-border problem or issues your project aims to solve, partnership structure, the main activities and expected results. This will be used by the assessors as a short overview of the project as well as for publication reasons in case the project is approved. Therefore, provided information should be easy to read, attractively written and without references to other parts of the Grant Application Form or other attached documents.

Subsection 1.2 “Analysis of the Joint Problem and Justification for the Project Need”

Indicate the joint problem(s) or main issues relevant for the cross-border region your project is going to address and the need for the cross-border cooperation in order to solve the problem. Description of the specific problem should be concrete, detailed and properly analyzed:

- 1) the problem should be concrete, specific and relevant for your selected regions. The scope of the problem should be indicated;
- 2) the problem should be relevant for identified target groups;
- 3) problem analysis is supported by the concrete data (taken from latest statistics, surveys and other objective sources) or facts relevant for bordering regions;
- 4) the problem can be solved by the project.

Advice: Use abbreviations for indicating the beneficiaries (LB – Lead Beneficiary, B2 – second beneficiary, B3 – third beneficiary, etc.).

Subsection 1.3 “Added Value and Novelty of the Project”

Added value is the value, additional to the value created by projects of an individual European country. It may result from different factors, e.g. coordination gains, legal certainty, greater effectiveness or complementarities.

Describe how unique, creative, and interesting your idea is and how your project builds on existing practices/results and clearly shows the added value and demonstrates novelty. Describe how the planned activities will differ from the already implemented activities, solutions or practices in order to avoid their duplication. If any innovative solutions are proposed, describe them.

Project should propose solutions to unsolved problems/ issues that have not been carried out yet. **The proposed activities, solutions or practices should be different from the regular activities of beneficiaries (e.g. organisation of annual events).**

Example of novelty: Basing on the previous experience and research the new models for the problem solution have been developed in the flood prevention field.

Subsection 1.4 “Target Groups and Geographic Coverage (regions targeted by the project)”

Target groups: indicate and clearly describe those target groups, which will benefit from your project. Provide their estimated number and explain how the project will help to meet their needs (provide sources for estimation and basis how the needs were estimated). Also describe how the target groups will be involved in the development of the main outputs in order to ensure their durability. Note that the target groups shall be specific (without generalisation) and quantified.

Geographic Coverage: indicate the precise locations (areas), where activities of the project will take place. In duly justified cases activities can partially take place in territories other than the Programme area. In such case the following requirements must be taken into account:

- 1) activities are necessary for achieving the objectives of the Programme and benefit the Programme area;
- 2) the total amount allocated under the Programme to activities outside the Programme area does not exceed 5 per cent of the EU contribution at the Programme level.

If any activity takes place outside the Programme area, indicate a location, describe an activity, justify why it is necessary to implement it outside the Programme area and how it is in line with the mandatory requirements indicated above.

Involvement of vulnerable groups: has to be filled in only when the Priority 1.1 or Priority 1.2 is selected. If the Priority 1.1 or Priority 1.2 is selected, indicate the type of vulnerable group and provide clear and realistic quantification.

NB: Within the Priority 1.1 the social risk groups facing social exclusion are targeted such as children, women, physically or mentally disabled, elderly, minorities, ex-cons, those struggling with substance abuse, homeless, long-term unemployed, etc. Vulnerability of target groups shall be properly explained and justified (e.g. all the students at the school cannot be considered as a vulnerable group, but physically disabled students can).

NB: Within the Priority 1.2 the social risk groups facing unemployment are targeted such as young people (15-29 years old) and people of pre-retirement age (55-64 years old in the EU member states, 50-59 years old in Belarus).

Example of vulnerable groups:

- 30 women after maternity leave of each participating country residing in the targeted region and having difficulties to find a job and thus being unemployed for a year and more.
- 30 young people of each participating country, from 22 up to 29 years old, who reside in the targeted region and are unemployed for a year and more after graduation of a university at the time.

Subsection 1.5 “Cross-border Character and Socio-Economic and Environmental Impact on the Targeted Region”

Cross-border character: describe 2 aspects:

- 1) why there is a need for a cross-border cooperation to solve the problem or reach the project objectives and;
- 2) why the problem cannot be solved and project objectives cannot be reached without cross-border cooperation.

Example: Through cross-border cooperation the common network of heritage sites will be established on both sides of the border having the same historical and cultural links.

Measures to solve the problems related to pollution of the common water basin (e.g. river, lake) have only sense if efforts on the both sides of the border are implemented..

Establishment of joint cross-border cultural route for promotion of common cultural and historical heritage of two countries.

Projects with cross-border added value are jointly designed for mutual benefit on both sides of the border and their results are achievable and sustainable only through joint action. In addition, they should not cover elements which are already funded or could more suitably be funded from other ENI or EU programmes.

Socio-Economic and Environmental Impact: describe a positive sustainable regional development impact on both sides of the border, including:

- 1) social impact (e.g. stronger involvement of local communities, social inclusion, combating poverty, increase in safety, etc.),
- 2) economic impact (e.g. strengthening competitiveness, creating stronger opportunities for employment, raising qualifications according to market needs, etc.) and
- 3) environmental sustainability (e.g. “green” solutions, effective use of resources, environmentally friendly solutions, etc.) demonstrated by activities in the beneficiaries' countries.

Also describe if there are conditions put in place to avoid negative effects on natural resources on which the project depends and on the broader environment.

Subsection 1.6 “Composition and Justification of Partnership and Role of Each Beneficiary”

Explain how the partnership is relevant to solve the problem addressed:

- 1) history of cooperation;
- 2) why each particular beneficiary has been selected, its competence, experience, expertise and specific know-how in the field of the proposed project;
- 3) explain each beneficiary's role and responsibilities within the project and how each beneficiary will benefit from the project.

The information should be consistent with description in the Groups of Activities (hereinafter – GAs).

NB: In the Grant Application Form the partnership consists of the Applicant (Lead Beneficiary) and other beneficiaries. In case the proposal is approved the Applicant will sign the grant contract, thus becoming the Lead Beneficiary of the project. For this reason, an organisation capable of taking overall financial and legal responsibility for the project implementation has to be selected as the Applicant.

Subsection 1.7 “Fulfilment of Cooperation Criteria”

Indicate how your project application fulfils at least **three cooperation criteria** out of four (joint development, joint implementation, joint staffing and joint financing) and provide a short description.

NB: Selection of the criteria “Joint Development” and “Joint Implementation” is compulsory.

Subsection 1.8 “Budget of the Project”

The information will be filled in automatically from the Budget Table 2.

NB: The budget of the project consists of the Programme funding (grant) and the partnership own co-financing to the project. The **Programme funding (grant) shall be 90 % of the total eligible costs** of the project. The amount of **10 % of the total eligible costs of the project must be the partnership's (the Lead Beneficiary's and/or beneficiary's(-ies')) own co-financing** to the project.

Subsection 1.9 “Duration of the Project”

The information about the duration of the project (in months) will be filled in automatically from the Section 8 “Timetable”. Please note that it can not exceed 24 months.

NB: The project duration cannot exceed 24 months.

SECTION 2: RELEVANCE OF THE PROJECT

Subsection 2.1 “Contribution to the Programme Indicators”

Choose the respective Programme result indicator your project is addressing and select the result and output indicators relevant to your project. **Within the selected Priority** you must choose:

- one result indicator;
- and**
- at least one or several output indicators.

When choosing indicators, also provide brief and clear description on the expected results (e.g. information on the newly established or improved services, involved persons and institutions, mutually cooperating organisations, etc.) and produced outputs (e.g. information on the implemented initiatives, participating persons, cooperating organisations, implemented joint actions, improved

cultural or historical sites, trained professionals, etc.), indicate the respective number of the expected results and produced outputs and the corresponding GA.

NB: For the full list of the Programme indicators see the Table 23 “Indicative monitoring plan of the Programme” in the Section 9.3.1. of the Joint Operational Programme document.

Subsection 2.2 “Respect of Cross-cutting Issues”

Describe how your project will contribute to such cross-cutting issues as environmental sustainability, equal opportunities and non-discrimination (including promotion of healthy lifestyle and tackling different health-related risks (HIV/AIDS, among others)) and gender equality. Indicate whether the project is likely to have a positive, negative or neutral effect on them and provide explanation.

Example: - The rights of the disabled will be taken into consideration and respected by developing such informative material as virtual tour, thus contribution to equal opportunities and non-discrimination will be ensured.

- Within implementation of the project more environmentally friendly cars and recycled paper will be used in order to contribute to environmental sustainability.

Subsection 2.3 “Compliance with National, Regional or Local Planning Documents / Strategies”

Describe how your project is in line with the national, regional and local planning documents or strategies (e.g. strategies, development plans, investment programmes, regional programmes and plans, etc.). Indicate these documents or strategies.

Subsection 2.4 “Compliance with the EUBSR Strategy”

Describe how your project is in line with the European Union Strategy for the Baltic Sea Region in the light of the Programme priorities. For guidance please follow the website of the EUBSR Strategy: <http://www.balticsea-region-strategy.eu/>.

Please note, that only policy areas, those are relevant for the particular project shall be indicated/described. It is not requested to describe/list all EUBSR policy areas.

SECTION 3: DETAILS ON INVOLVED BENEFICIARIES (PARTNERS)

In this section provide the requested information about the Lead Beneficiary and other beneficiaries. The maximum number of beneficiaries, including the Lead Beneficiary, is **8**.

NB: The correct title of the Lead Beneficiary/beneficiary that is a legal entity must be indicated. In the text field “Legal Form” indicate the legal form according to the statutes for an organisation or legal acts for public institutions.

NB: In case a registered operating office which is located in the Programme eligible area is not a legal person, **its headquarters being a legal person and located outside of the Programme eligible area in Latvia, Lithuania or Belarus shall be indicated as a Lead Beneficiary or as a beneficiary in the Grant Application Form.**

SECTION 4: LOGICAL FRAMEWORK FOR THE PROJECT

The logical framework is 4X4 matrix consisting of separate sections. It is an effective tool for project planning and implementation purposes (including internal monitoring, control and reporting). It is also used for evaluation of project applications, external monitoring, control and evaluation. The logical framework is a tool to concisely summarise in a standard format:

- what the project is going **to achieve**;
- what **activities** will be carried out;
- what **means** are necessary;
- what **external factors** could affect the success of the project;
- how the **progress** and ultimate success of the project will be **measured and verified**.

It is strongly recommended to complete the logical framework first before filling in the whole Grant Application Form. Fill it in following the sequence indicated in the table below.

	Rationale (I)	Objectively verifiable indicators of achievement (II)	Sources and means of verification (III)	Assumptions (IV)
Overall objective: IMPACT	1	8	9	
Specific objectives: RESULTS (OUTCOMES)	2	10	11	7
Outputs	3	12	13	6
Activities	4	14 (means)	15 (costs)	5

The project will be dealing with problems and needs that make difficulties for cross-border cooperation in specific sectors. These sectors are specified under the Programme Thematic Objectives and Priorities. It is expected that the Programme resources will allow beneficiaries to employ the necessary means to deliver concrete results. According to the general scope of the Programme such results will eliminate barriers for cross-border cooperation and allow feasible positive change in the sectors concerned.

There are **4 columns** in the logical framework:

1) The **1st column “Rationale”** sets the basic project intervention logic according to a **cause and effect relationship**. It is also called the “results chain”. The beneficiaries should develop it using a top down approach: starting from what they want to achieve until defining what needs to be done. The column includes the definitions of:

- impact – input to the positive long term effect resulting from the project implementation at national or sectoral level and corresponding to the selected Priority within the Programme Thematic Objective;

- results – outcomes produced via delivered outputs within time-frames of the project implementation process (positive effects at the level of the project target group(s), e.g. new experience, wider knowledge, additional opportunities, better conditions, etc.); results characterize positive quality change of the situation which happened because of the project activities at the level of the target groups;
- corresponding outputs - immediate results (goods and services) of implemented activities which are largely under project management's control (e.g. events, renovated facilities, infrastructure, publications, etc.);
- planned activities – the tasks that will be carried out to deliver the planned results.

It should be clear what activities are planned for delivering each specific output and what output(s) is (are) necessary for each specific result(s)/ outcome(s).

2) The **2nd column “Objectively verifiable indicators of achievement”** defines indicators, which will show **at what level the project objectives and results are achieved** in order to provide the project monitoring and evaluation. Please note that indicators must be measurable and include appropriate details of quantity, quality and time.

3) The **3rd column “Sources and means of verification”** defines the system for monitoring and evaluation. In order to verify the indicators, it is needed to provide **necessary supporting information**. The sources of this information may be reports, specific research, official statistics, surveys, records, audit, etc.

4) The **4th column “Assumptions”** presents the critical assumptions (factors outside project management's control) and risks on which the project is based: in order to ensure effective and efficient project implementation, it is needed to be aware of **possible external interventions** having a potential effect on project implementation.

Each horizontal section of the logical framework relates to these four key components of the project:

- overall objective – impact;
- specific objectives – results;
- outputs;
- activities.

NB: *The activities must be identical to the ones mentioned in the Section 5 “Groups of Activities”.*

In the table below you will find a detailed explanation of what should be included into each section of the matrix:

	Rationale (what you want to achieve)	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective: Impact	The overall objective explains why the project is important to society with regards to the long-term benefits to final beneficiaries and the wider benefits to the public. The overall objective will not be achieved by the project alone, but will provide its part of contribution to a future impact (a positive change of situation). In this way, the overall objective	Impact indicators are measures related to the consequences of the implementation of the project. Basically, they refer to the wider impact on final	What are the sources of information for these indicators?	

	should correspond to the general problem that the project addresses and specific Priority within the Programme Thematic Objective.	beneficiaries/ general public.		
Specific objectives: Results (Outcomes)	Indicate the specific objectives (purpose of your project), which are going to be achieved at the end of the project through a number of results. The specific objective(s) should directly lead towards solution of problems or issues identified and bring sustainable benefits for the target group(s). Nevertheless, the specific objective(s) has to contribute to the overall objective. The planned results (outcomes) are short-term and medium-term direct effects of the project outputs which tend to focus on the positive changes (e.g. in behaviour, awareness, skills, etc.) resulting from the project.	These indicators measure the achievement of products and/or services, which are the outcome of the project activities.	Sources of information and methods used to collect and report (including who and when/how frequently).	Assumptions for specific objective/ outcomes shall deal with external conditions, which must be in place to achieve the objectives. Also, mention, what risks should be taken into the consideration.
Outputs	Indicate and describe the outputs the project is intending to produce. Outputs are tangible and visible deliverables produced within the project by implementation of activities in order to reach the specific objective (results). They may be as example guidelines, websites, study materials, infrastructure, events, etc.	These indicators measure the degree of the delivery of the outputs.	Sources of information and methods used to collect and report (including who and when/how frequently).	Assumption for expected outputs shall deal with external conditions, which must be in place to obtain the expected outputs on schedule.
Activities	Project activities that are necessary and sufficient to produce and deliver the outputs. They should be grouped according to the outputs that they will produce/deliver in order to better follow the logical link.	<u>Means:</u> What are the means required to implement these activities, e.g. staff, equipment, training, studies, supplies, operational facilities, etc.	<u>Costs:</u> What are the costs of the project? How are they classified? (breakdown in the budget).	Assumptions for activities shall deal with preconditions required before the start of project implementation.

For more detailed instructions on filling in the logical framework, see the instructions and EC Project Cycle Management Guidelines:

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

Reviewing the project outline

In order to check, whether the project logical framework is well structured it is advised to follow the questions:

- Is the vertical logic complete and accurate?
- Are the indicators and sources of verification available and reliable?
- Are assumptions and preconditions realistic?
- Are risks acceptable?
- Is the probability of achieving the objectives relatively high?
- Are the Programme principles taken into account? (direct cross-border impact, equal opportunities, etc.)?
- Are the expenses justified by the expected benefits?

When re-reading and reviewing your logical framework, do this the way it is shown in the table below:

	Rationale	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objective: Impact				
Specific objectives: Result (Outcomes)				
Outputs				
Activities				

SECTION 5: DESCRIPTION OF THE PROJECT ACTIVITIES

Subsections 5.1 – 5.5

In this section provide a detailed description of your expected results, planned outputs and activities by grouping them into thematic GAs. Each GA has to contain activities which are thematically interlinked and targeted towards the achievement of the set result(s) and producing the outputs. This means that the description must be organised in the way that activities within the GA are oriented towards reaching the set result(s).

Within the GA tables a comprehensive, detailed and at the same time concise description of the activities, their sequence and implementation process must be provided. The description of GAs must be as precise and detailed as possible to deliver a clear picture of expected results, the

produced outputs and the planned activities. It will be used to assess relevance and necessity of the project, as well as its cost-effectiveness and cross-border dimension.

The project has to have not less than **2** GAs and not more than **5** GAs. Leave empty those GA tables, which you do not need.

The GA1 has already been predefined and devoted to the management and coordination of the project and this must not be changed. The GA “Management and coordination” has to be formed by the activities ensuring the management and monitoring of the project implementation on a daily basis and political level. In this section describe day-to-day management and coordination at the political (e.g. formation of a steering committee, if necessary) and working level. When describing management structure, also mention structures to be formed for the purpose of the project implementation and supervision (e.g. management unit, responsible for day-to-day implementation) and list their tasks and members (e.g. project manager and financial manager). Apart from the structures clearly indicate all the proposed staff members and explain responsibilities assigned to them (only functions should be mentioned, no particular persons/names indicated).

Also indicate internal monitoring, decision making, internal communications and reporting procedures which will be followed by all beneficiaries (e.g. procedures for monitoring and evaluation of efficiency/effectiveness of the project implementation, for ensuring quality of outputs and results, for internal evaluation, internal communication, decision making, etc.).

In the **field “Aim of the GA”** explain why the following activities have been chosen to form a separate GA.

<i>Example:</i>	
<i>Aim of GA2</i>	Qualification capacity building activities for the disabled

In the **field “Responsible Beneficiary”** indicate the beneficiary responsible for the implementation of the GA.

In the **column “No and Title of Activity”** (only for sub-sections 5.2-5.5) follow the numbering of activities and outputs: number an activity according to the GA it belongs to and the sequence of the activities in your description. The outputs must be numbered according to the activities within which they are planned to be produced. Give a title to each activity reflecting its nature and focus.

In the **column “Involved Beneficiaries”** list all the beneficiaries involved in implementation of the GA (e.g. LB (for Lead Beneficiary) and B5 (for beneficiary No 5). This will be used to assess the involvement of the beneficiaries in the project implementation.

In the **field “Description and Timing of the Activity”** provide the detailed description of each planned activity separately. Do not only list the activities, but also provide the description of how they will be implemented and provide qualitative and quantitative parameters (numbers, locations, specifications), including the expected time schedule of activity’s implementation in quarters or months. Also indicate the target groups (including specific vulnerable groups, where applicable) and stakeholders the activities are addressed to and involvement of these groups in implementation of the activities.

The activities within the GAs have to be described in a logical (chronological) sequence. Please mention resources (expertise, materials, equipment, etc.), which are necessary for implementation of the activities.

NB:

- Description of activities should not be limited to listing the activities, but include a description how and by whom planned activities are implemented;
- description of activities must explicitly show how produced outputs lead towards achievement of results, e.g. it must be clearly demonstrated what are the new skills and knowledge the participants obtain during the training and for which purposes, e.g. 1) as a result of held trainings participants obtain the theoretical and practical skills to establish their own small and medium-sized enterprises (hereinafter – SMEs); 2) as a result of trainings 10 new SMEs are established by training participants; 3) after the training the participants receive certificates allowing to apply for particular license enabling to provide certain services.

NB: The description of activities must not contradict the information provided in other parts of the Grant Application Form, in particular GAs and Logical Framework for the project!

In the field **“Outputs and their Quantification”** give brief information on produced tangible/visible deliverables of the activities and number them according to the activities within which they will be produced. List all the products, services, materials, infrastructure, etc., which will be produced within the activities and quantify them.

To ensure the evaluation of the project achievements you have to elaborate **quality criteria** (where applicable) for outputs and describe them in this section. Quality criteria should be defined as

Example: Outputs 2.2: 1 training on SMEs establishment of 3 days in BY, 20 students from LT and 20 from BY trained, 40 training evaluation questionnaires/tests carried and at least 80 % from participants indicate positive feedback.

parameters (standards) to be applied, when the quality of produced outputs is assessed.

In case of specific outputs more detailed criteria may be elaborated during the project. If any more detailed definition will be done during the project, mention this in the Grant Application Form.

<i>Example:</i>			
<i>No. and Title of the Activity</i>	<i>Involved Beneficiaries</i>	<i>Description of the Activity</i>	<i>Outputs and their quantification</i>
<i>2.1* Organisation of conferences for the deaf</i>	<i>All beneficiaries (LB, B2, B3)</i>	<i>It is planned to organise 3 national level conferences (1 in LV, 1 in LT and 1 in BY; duration – 1 day) for the deaf. The conferences focus on practical issues related to the deaf advocacy and representation, employment as well as innovative solutions to the integration problems of the deaf, etc. (about 150 participants per conference). Translation to the sign language and participation of experts working with the deafness and hearing impaired issues is ensured. Questionnaires are handed out to the participants and the feedback from the participants is collected and analysed.</i>	<i>- 3 national level conferences organised; - 450 participants in total, - feedback collected and analysed</i>
<i>2.2 Organisation of</i>	<i>B2</i>	<i>After carrying the national level</i>	<i>- 1 international forum</i>

the forum (seminar) for leaders of the deaf communities		conferences B2 is responsible for organisation of 1 international forum (seminar) for leaders of the deaf communities of Latvia, Lithuania and Belarus in Lithuania (duration - 1 day, about 100 participants from LV, LT, BY (leaders of the deaf communities)). Within the forum (seminar) the following topics are discussed: formation of social networking for the deaf, integration policy in all 3 countries, innovations in education process of the deaf, organisational issues of the deaf associations, etc. Questionnaires are handed out to the participants and the feedback from the participants is collected and analysed. The most valuable conclusions and recommendations are collected and compiled in 1 report.	(seminar) organised; - 100 participants (leaders of the deaf communities) participated from LV, LT, BY; - feedback collected and analysed; - 1 report with most valuable conclusions and recommendations prepared. Report conclusions used for preparation of brochure.
2.3 Elaboration of an informative brochure	All beneficiaries (LB, B2, B3)	After the international forum (seminar) the LB ensures that the informative brochure, containing information on the integration of the deaf into society and real achievements is elaborated and published in national languages (3000 units: 1000 LV, 1000 LT, 1000 BY). The information collected and analysed during the national level conferences and the international forum is incorporated in the brochure. The aim of the brochure is to promote awareness of deaf problems for wider society and facilitate their integration. The printed versions are disseminated by all beneficiaries at the deaf associations, schools and/or universities where there are deaf or hearing impaired pupils/students, libraries, local municipalities. The informative brochures are also publicly available (downloadable) on all websites of the beneficiaries and at least 1 deaf association (in each participating country).	- 1 informative brochure (3000 units; 1000 LV, 1000 LT, 1000 BY) published and disseminated for wider public (deaf associations, schools and/or universities); - publicly available electronic versions of the informative brochure published on the websites of the beneficiaries in each participating country.

**The numbering means that the activities are planned within the GA2.*

NB: When completing the sub-sections 5.1-5.5, do not forget to include the following:

- Title of each activity.
- Involved and responsible beneficiaries and their tasks.
- Location and duration of each activity.

- Number of involved persons/participants/target groups in events/activities from each country.
- Description of each activity (e.g. contents, parameters, languages, specifications, materials, format, volume, etc.).
- Necessary resources for implementation of activities.
- Methodology of implementation of activities and planned results to be achieved.

Subsection 5.6 “Description of Communication Plan”

The communication activities can be implemented under one or several GAs. In this section describe the communication plan for the whole project. The level of detail should be proportionate to the nature, extent and costs of the planned communication activities.

Describe all communication activities in details (e.g. brochures, press articles, TV/radio broadcasts, leaflets, promotional items, communication events, etc.), including their aim, target groups, content, responsible beneficiaries, timeframe, ways and places of dissemination, evaluation tools, etc.

Provide the justification for the necessity of the chosen activities and the information on how it will affect target groups, vulnerable groups or stakeholders and wider public. The communication activities can be grouped according to their objectives and target groups they are aimed at.

NB: Information in the Sections 5.6, 5.7 and under the GAs (Sub-sections 5.2-5.5) regarding communication outputs must match.

NB: Each beneficiary organisation must publish at least **2 articles** in the local, regional or national press and publish the information on the project on **their websites**.

NB: The efficiency and rationale of planned communication activities will be assessed together with the overall quality of the application.

Subsection 5.7 “Table of Communication Outputs”

Indicate all communication outputs of the project and quantify them. In addition, indicate for which activity each communication output will be produced.

NB: For further guidance please follow the Guidelines for Applicants and Beneficiaries, Annex XIV “Communication Handbook” and the EC Communication and Visibility Manual for EU External Actions.

SECTION 6: SUSTAINABILITY OF RESULTS

Describe responsible bodies and procedures by which you foresee to sustain your project achievements. Explain how achieved results and produced outputs will be maintained on political, financial and institutional level, who and how will use the outputs and how the outcomes will be replicated in the future.

In the field “**Ownership of the outputs and results and institutional sustainability**” indicate/list the responsible bodies who will maintain and who will own the outputs and results of the project. Describe relevant policies, structures and procedures as well as the duration of maintenance and ownership of outputs and results of the project. Note that the project outputs and results must be maintained **for at least 5 years after the balance payment has been made by the Managing Authority.**

In the field “**Financial plan**” describe a concrete plan to ensure the financial sustainability of the outputs and results of the project. Explain how the financial sustainability will be secured after the project completion (e.g. financing follow up activities, sources of financing for covering all future operating and maintenance costs, investment attraction, duration of financing, responsible institutions, etc.).

In the field “**Action plan and further use of the Project outcomes**” describe a clear action plan for sustaining of the outcomes (outputs and results) of the project, indicate the responsible bodies, structures, procedures, duration and further use by target groups, stakeholders and wider public.

In the field “**Accessibility to public**” explain the means and methods how the achieved outputs and results of the project will be made accessible (e.g. Internet, public access, info points, libraries, etc.) to the target groups, stakeholders and wider public where it is applicable, how they will further be used and disseminated.

In the field “**Sustainable structures/networks**” (if relevant) describe them in details if sustainable cross-border structures/networks are planned to be created within your project.

SECTION 7: METHODOLOGY OF THE PROJECT IMPLEMENTATION

Describe the methods which you will use to implement intended activities in order to reach the planned results and the set objective. Description may also contain information about different third parties (e.g. target groups, stakeholders, etc.) you will involve in the project implementation.

Subsection 7.1 “Means and Methods of Implementation”

Explain in details methods of implementation and reasons for the proposed methodology – how the activities, their combination and sequence will be used to produce planned outputs and results, to reach the impacts and to achieve the overall and specific project objectives. Explain the causal link between the project activities and the general and specific problems indicated. Moreover, describe means and methods by which the quality of the project outcomes will be ensured.

Subsection 7.2 “Analysis of Implementation Risks related to GAs”

State all the possible associated risks for activities indicated under each GA and indicate the relevant corrective measures in order to diminish/eliminate risks indicated under “Associated risks”. The risks should be related to the assumption in the Logical framework.

NB: Also take into account the financial risks in case there is a rise of costs of supplies, services or works, consider the non-project sources of financing.

Subsection 7.3 “Links between Soft Activities and Investments”

If your project includes investments (e.g., renovated premises, purchase of equipment, furniture or vehicles), please explain their link to the planned soft activities. Please justify the necessity of having these investments for the achievement of objectives and results of the project.

Subsection 7.4 “Procurement of External Services”

Specify the external services (experts) planned to be procured via tender procedures within the Budget Heading 3 “Supplies, external services and other costs” and provide justification for adding them to implementation of the project. Indicate which exactly activities/tasks (from the GAs) will be carried by external experts.

NB: Names of organisations, experts, etc. should not be included.

SECTION 8: TIMETABLE OF THE PROJECT

In the **section 8.1 “Duration of the Project”** indicate the total project duration in months. The total project duration must not exceed 24 months.

In the **section 8.2 “Timetable of quarters”** complete the timetable by indicating (marking by X) duration of each GA. Note that the duration of the GAs must not exceed the total project duration. Estimated duration for each GA and total period should be based on the most probable duration and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

Months or interim periods without activities must be included in the project plan and be counted toward the calculation of the total estimated project duration.

NB: The last 2 months of the project implementation must be planned for the preparation of the final report!

SECTION 9: ADMINISTRATIVE AND INSTITUTIONAL CAPACITY TO MANAGE AND IMPLEMENT THE PROJECT

Provide the information regarding the capacities of the Lead Beneficiary and beneficiaries to implement the project.

NB: The assessors will evaluate the experience and capacity based on the data provided in the Grant Application Form only.

Subsection 9.1 “Experience in the Field of EU Funded and Other National Instruments and International Programmes Projects”

Describe in details the experience of the Lead Beneficiary and beneficiaries in previously implemented the EU funded or other national instruments and international programmes projects. Indicate the programme(s)/instrument(s) which financed the previous project(s), its/their title, amounts in EUR, factual duration (in months), role (e.g. Lead Beneficiary, beneficiary, etc.) and responsibilities (general duties) in the project(s).

Subsection 9.2 “Experience and Capacities of the Staff”

Provide general information about the Lead Beneficiary's and beneficiaries' staff as well as describe their experience in implementation of the projects.

In the **field “General information on the Lead Beneficiary’s Organisation”** provide general information about the Lead Beneficiary organization and indicate precise information on the following staff employed in the organisation:

- 1) general description of organization;
- 2) number of paid and number of voluntary staff;
- 3) number of specialists with experience in management of national/international projects/programmes;
- 4) number of financial specialists and their qualification according to the national legislation.

In the **field “Experience and Capacities of the Lead Beneficiary’s Staff Assigned to the Project”** indicate the staff planned to be assigned for the project implementation in accordance with the planned tasks and activities. Also indicate the type of involvement of each staff member listed below, e.g. full or part time assignment to the existing position according to the labour contract, introduction of a new full or part-time position based on the labour contract, assignment of civil servants:

- 1) Project Manager: describe experience in national/international projects/programmes management and level of knowledge of English.
- 2) Financial Manager: describe experience in accountancy/ financial management of the national/international projects/programmes and level of knowledge of English.
- 3) Procurement specialist(s): indicate staff to be assigned for carrying procurement.
- 4) Construction specialist(s): indicate staff to be assigned for carrying construction works, if applicable.
- 5) Communication specialist(s): indicate staff to be assigned for carrying communication activities, if applicable.
- 6) Other staff members, including Contact Person, if planned.

Indicate also the number of staff knowing the English language.

NB: Depending on complexity of the construction component in the project (where applicable) it is strongly recommended to involve a specialist for construction with necessary expertise to supervise implementation of the works.

NB: No names of staff members shall be included, just the positions.

In the cases when external experts are planned to carry out any of the tasks the **field “Detailed description and justification of external experts to be contracted ”** should be filled in indicating the type of experts, their tasks, indicative workload (e.g. working hours) and justifying the necessity and reasons for subcontracting.

Beneficiary 2 – Beneficiary 8

In the **field “Experience and Capacities of the Beneficiary's Staff Assigned to the Project”**

Indicate the staff planned to be assigned for the project implementation in accordance with the planned tasks and activities for each beneficiary. Also indicate the type of involvement of each staff member listed below, e.g. full or part time assignment to the existing position according to the labour contract, introduction of a new full or part-time position based on the labour contract, assignment of civil servants:

- 1) Local coordinator: describe experience in national/international projects/programmes management and level of knowledge of English.

- 2) Local accountant: describe experience in accountancy/ financial management of the national/international project/programmes and level of knowledge of English.

NB: Depending on complexity of the construction component in the project (where applicable) it is strongly recommended to involve a specialist for construction with necessary expertise to supervise implementation of the works.

NB: No names of staff members shall be included, just the positions.

In the cases when external experts are planned to carry out any of the tasks, the field **“Detailed description and justification of external experts to be contracted”** should be filled in indicating the type of experts, their tasks, indicative workload (e.g. working hours) and clearly justifying the necessity and reasons for subcontracting.

Subsection 9.3 “Experience in Sector and Area of Operation of Lead Beneficiary and Beneficiaries”

Indicate the information about the Lead Beneficiary's (Applicant's) and other beneficiaries' experience in the relevant sector(s), related to planned project activities. Provide short description of the thematic area of operation of each beneficiary organization.

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

Describe the Lead Beneficiary's and beneficiaries' experience in procurements within the last 3 years. Indicate a few examples of major procurement procedures conducted by each beneficiary. Also indicate the beneficiary to which the contract relates, the type of the contract (supply, service or works), subject of the contract, months of and year of signature of the contract and contract value in national currency.

Subsection 9.5 “Partnership (Lead Beneficiary and Beneficiaries) Resources for Co-financing”

Provide a detailed information from which specific resources the co-financing will be ensured and specify them (e.g. membership fees, budget line of the organisation's budget, governmental programmes, donations, etc.), the amount of co-financing (in Euros), time (year and months when it is intended to provide the co-financing) and how the distribution of own co-financing is made among beneficiaries. Indicate the possible limitations in use of the own resources for co-financing (e.g. cannot finance human resources, limitations for funding for investment programmes, etc.).

Subsection 9.6 “Partnership (Lead Beneficiaries and Beneficiaries) Resources for Finalisation of the Project, Payment for All Contracts and Commitments”

Describe how the cash flow will be managed by the partnership (the Lead Beneficiary and beneficiaries) and from which specific financial resources the financing for payment of all outstanding contracts and commitments and finalise implementation of the project activities will be secured until the next pre-financing payment(s) and payment of the balance by the Managing Authority are made.

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

Indicate information on sources of funding of the Lead Beneficiary's (Applicant's) organisation for the last 3 full years. Indicate appropriate source(s) of the revenues of the Applicant's organisation. If the Applicant's organisation has other sources of funding, they shall be specified in the fields “Other”. In the Year columns indicate the amounts of financing in Euros.

BUDGET OF THE PROJECT

The Lead Beneficiary is responsible for correctness of the financial information provided in all the Budget Tables. Please read carefully the Guidelines for Applicants and Beneficiaries (especially the Sections 2.2.3., 2.2.4. and 2.2.5) and the Annex I “Detailed Rules on Eligibility of Expenditure” to the Guidelines for Applicants and Beneficiaries about the eligibility of costs before filling in the budget.

The budget must cover all the eligible costs of the project, not only the EU funding.

The following must be fully filled in:

- 1) The Grant Application Form:
 - Budget Table 1 “Expected Distribution per Beneficiaries and Cost Categories” (Section 10);
 - Budget Table 2 “Sources of Funding” (Section 11);
 - Budget Table 3 “Estimated Costs outside Programme Area” (Section 12), if applicable.
- 2) Annex I “Detailed Budget” to the Grant Application Form.

It is strongly recommended to firstly fill-in the Annex I “Detailed Budget” to the Grant Application Form (consisting of Table 1 and Table 2) and only then to fill-in Budget Table 1 “Expected Distribution per Beneficiaries and Cost Categories”, Budget Table 2 “Sources of Funding” and Budget Table 3 “Estimated Costs Outside Programme Area” in the Grant Application Form.

The budget is divided into 6 Budget Headings (hereinafter – ‘BH’), e.g. BH1 “Human Resources”, and is further detailed into budget items.

NB: *The total costs estimated in the Budget Tables 1 and 2 should match, they should as well coincide with the information provided in the Annex I “Detailed Budget” to the Grant Application Form. If the total costs of the project will mismatch with the amounts in the Budget Tables 1 and 2, it will be alerted in the CHECKPOINT (section MENU). If the message “Check!” has appeared in the CHECKPOINT (section MENU), the respective part of the Grant Application Form, including Budget part, shall be checked and corrected accordingly. The message “OK!” in the CHECKPOINT (section MENU) means that the respective parts of the Grant Application Form conform and are filled-in correctly. The Grant Application Form may be finalised only in case of “OK!” in the CHECKPOINT (section MENU).*

SECTION 10: BUDGET TABLE 1 – EXPECTED DISTRIBUTION PER BENEFICIARIES AND COST CATEGORIES

Provide the distribution of the total costs planned in the Detailed Budget by beneficiaries and the type of the region the beneficiary is from (core region or adjoining region of the Programme). The type of region shall be selected for each beneficiary. The distribution of the planned costs between beneficiaries is indicative and during the project implementation can change.

Total costs for each beneficiary and cost category and the total costs of the project budget is summed up automatically.

NB: *The indirect administrative costs cannot exceed the allowed 7 % of the Budget Heading 1 “Human Resources”. In case the amount of indirect administrative costs for each beneficiary exceeds the allowed 7% of the planned amount of staff costs in the BH1 for the respective beneficiary, the alert message will appear and amount of indirect administrative costs shall be corrected. If the amount will not be corrected it will not allow to leave the section 10.*

SECTION 11: BUDGET TABLE 2 – SOURCES OF FUNDING

The maximum requested EU funding is 90% of the total project budget. The total beneficiaries' co-financing to the project must be 10% of the total project budget. However, each beneficiary can have different rate of the co-financing to the project or some beneficiary may have zero share (%) of co-financing. E.g. the Lead Beneficiary contributes 6% of the total project budget, the beneficiary 2 contributes only 4%. The beneficiaries shall mutually agree on co-financing shares during preparation of the Grant Application Form and describe it in detail in the Partnership Agreement. The sources of co-financing should be indicated according to the classification or indicated and defined under the row “Other”.

It is recommended to start filling the Budget Table 2 from amount of EU funding and amount of co-financing of each beneficiary.

Total co-financing of each beneficiary and total co-financing of all beneficiaries is summed up automatically, as well as the total amount of the project financing sources.

NB: *Contributions in kind, which are defined as any provision of non-financial resources free of charge by a third party are not eligible costs.*

SECTION 12: BUDGET TABLE 3 – ESTIMATED COSTS OUTSIDE PROGRAMME AREA

NB: *In exceptional cases and if necessary to achieve the objectives of the project the activities can partially take place in regions outside the Programme area.*

The Budget Table 3 must be filled-in only in case activities and costs outside the Programme area are planned in the project. Each activity shall be named and the sequence number according to the description of activities in the section 5 shall be kept.

Latvian beneficiaries shall plan and allocate necessary amounts in the budget for the travels related to expenditure verification as the functions of auditors will be carried out by the Ministry of Environmental Protection and Regional Development of the Republic of Latvia located outside the Programme area – in Riga!

The total amount of estimated costs outside the Programme area is summed up automatically.

If during the project implementation beneficiaries discover that it is necessary to organise an activity or its part outside of the Programme area, the Lead Beneficiary has to submit a request for substantial amendments (for more information please read the section 3.6 “Introduction of amendments to the project” in the Guidelines for Applicants and Beneficiaries).

ANNEX I – DETAILED BUDGET

The Annex I “Detailed Budget” is the annex to the Grant Application Form and is prepared in MS Excel format. It consists of two tables: MS Excel Table 1 “Detailed Budget” and MS Excel Table 2 “Justification of Costs”. Annex I “Detailed Budget” to the Grant Application Form must be completed and shall be submitted to the JTS together with all other relevant documents as annexes to the Grant Application Form.

NB: *If the Annex I „Detailed Budget“ to the Grant Application Form is not provided at the submission stage, the application will be rejected on this sole basis.*

The template of the Annex I “Detailed Budget” can be found on the website: www.eni-cbc.eu/llb.

MS Excel Table 1 “Detailed Budget”

In the Table 1 “Detailed Budget” the detailed cost estimate in order to implement the proposed project activities shall be provided (breakdown of each Budget Heading into budget items).

Within the budget the items must be broken down into their main components. The number of units and unit rates must be specified for each component. Costs and unit rates should be rounded to the nearest euro cent using two digits after comma.

NB: *Only white cells must be filled in, grey cells must not be modified in any case.*

Additional rows in the table may be inserted under the existing Budget Headings. It shall be done manually and the respective formulas in sum-up fields (column “Costs (in EUR)”) shall be copied from those already existing in the table. After filling-in the Table 1 “Detailed Budget” please check manually if the total amount of the Budget Headings and total cost of the project are summed up

properly and check if all rows inserted are with formulas for summing up and are calculated in the total costs of respective Budget Heading. Please print out the table and sum up all amounts manually in order to check the accuracy. Amounts and sums of the paper version shall match these of the electronic (MS Excel) version.

Budget Heading 1 “Human Resources”

Gross salaries (incl. social security and pension contributions, obligatory health insurance as well as other related costs) of the whole project personnel should be indicated in the respective budget items.

No names of staff members shall be indicated in the budget, just the positions.

There are few methods how to calculate the planned staff costs depending on planned assignment or involvement of respective staff member for the project implementation. Firstly, the unit rate shall be calculated, then the total costs, which is the result of multiplication of the unit rate and the number of units planned for the duration of the project. Please see the examples of calculation of the unit rate below.

Example for the calculations of costs of the full-time assignment (Option 1):

- total monthly gross salary of employee working in a position of “project manager” together with employer’s charges is 980,00 EUR;
- percentage of time worked monthly for the project is 100 %;
- eligible staff costs for the employee is 980,00 EUR.

Costs “Project manager (100 %)“

Lead Beneficiary / No of Beneficiary – “Lead beneficiary“

Unit - “per month“

No of units - „12“

Unit rate (in EUR) – 980,00 EUR

Costs (in EUR) – 11 760,00 EUR

Example for the calculations of costs of the part-time assignment with fixed involvement (Option 2):

- total monthly gross salary of employee working in a position of “financial manager” together with employer’s charges is 1.000 EUR;
- percentage of time worked monthly for the project is 30 %, working 12 months at the rate of 30 % are recalculated to full months - 3,6 months
-

Costs “Financial manager (30 %)“

Lead Beneficiary / No of Beneficiary – “Lead beneficiary“

Unit - “per month“

No of units - “3,6“ Unit rate (in EUR) – 1 000,00 EUR

Costs (in EUR) – 3 600,00 EUR

Example for the calculations of costs of the employment on an hourly basis (Option 4):

- gross hourly rate of the employee working as “local coordinator” fixed in the labour agreement together with employer’s charges is 21 EUR;
- it is planned that “local coordinator” will work exclusively for the project on part-time basis in average 20 hours per month, total 12 months or 240 hours;
- costs are planned for 12 months, including all obligatory taxes and holidays.

Costs “Local coordinator”

Lead Beneficiary / No of Beneficiary – “Beneficiary No 2”

Unit - “per hour”

No of units - “240”

Unit rate (in EUR) – 21,00 EUR

Costs (in EUR) – 4 200.00 EUR

Budget Heading 2 “Travel and Accommodation”

Travel costs cover all the costs related to travelling to the place of destination: tickets, car insurance, bus rent, car rent, fuel, toll, visas, health insurance for travellers, accommodation, daily allowances. When planning costs of travel the most economical way of travel shall be chosen. Subsistence costs cover accommodation, local transport within the place of travel and daily allowances. The calculation of subsistence costs and daily allowances must be based on those normally born by the organisation based on the national legislation and must not exceed the rates for subsistence costs (per diems) published by the EC at the time of the travel (http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm).

Subsistence costs are paid for the travels abroad and within the home country of the beneficiary requiring an overnight stay, e.g. if there is a two day travel with one overnight stay, the per diem is a sum of costs of accommodation, daily allowances for two days, costs for local transportation at the place of final destination.

Latvian beneficiaries shall plan and allocate the necessary funds in the project budget for the travels related to expenditure verification as the functions of auditors will be carried out by the Ministry of Environmental Protection and Regional Development of the Republic of Latvia located outside the Programme area – in Riga.

If during the project implementation beneficiaries discover that it is necessary to organise an activity or its part, or to travel outside of the Programme area, the Lead Beneficiary has to submit a request for substantial amendments for inclusion of activities and costs outside the Programme area.

Example:

It is planned the travel to seminar in Zilupe for 15 persons, by rented bus, 300 km, by the Applicant/ Lead Beneficiary, one event 1 x 300,00 EUR per event = 300,00 EUR

Costs “Travel to seminar in Zilupe”

Lead Beneficiary / No of Beneficiary – “Lead Beneficiary”

Unit - “per event”

No of units - “1”

Unit rate (in EUR) – 300,00 EUR

Costs (in EUR) - 300,00 EUR

Budget Heading 3 “Supplies, External Services and Other Costs”

All the sub-contracted services provided by external service providers respecting applicable public procurement procedures shall be planned in this Budget Heading. Costs indicated in this Budget Heading must include all service related expenditure, e.g. travel and accommodation costs for external experts must be included in their contracts and must be budgeted under this Budget Heading. Supplies of goods which fall under the scope of short-term investments definition and are related to the project activities, e.g. sports equipment such as balls, outfits, promotion items, etc. shall be planned under this Budget Heading. All the costs for supplies must be specified, the lump sums are not acceptable.

Example:

It is planned to have one service contract with one Procurement expert (1 person), Beneficiary No. 2, estimated costs for one expert is 1 100,00 EUR

Filling-in:

Costs “Procurement expert“

Lead Beneficiary / No of Beneficiary – “Beneficiary No. 2“

Unit - “per service“

No of units - “1“

Unit rate (in EUR) – 1 100,00 EUR

Costs (in EUR) – 1 100,00 EUR

NB: No supplies or services may be procured from the own staff, project beneficiaries (partners) or their employed staff.

Each project should allocate costs in the budget for the **expenditure verification** based on the market rates. Costs for expenditure verification for Lithuanian and Belarusian beneficiaries should be included under this Budget Heading.

Latvian beneficiaries shall not plan any costs for expenditure verification, as the expenditure verification process in Latvia is centralised.

Example:

Within implementation of the activity 2.2. it is planned to hold an international conference in Rezekne for 100 persons. Costs are planned for rent of conference hall for two days (2 days x 462,00 EUR = 924,00 EUR), rent of equipment for two days (2 days x 450,00 EUR = 900,00 EUR); 4 coffee breaks for 2 days for 100 persons (4 x 100 x 2,00 EUR = 800,00 EUR), 2 lunches for two days (2 x 100 x 8,60 EUR = 1 720,00 EUR), total costs for the event is 4 344,00 EUR). Costs are planned by the Applicant/ Lead Beneficiary.

Filling-in:

Costs “International conference in Rezekne, activity 2.2.“

Lead Beneficiary / No of Beneficiary – “Lead Beneficiary“

Example (continuation):

Unit - "per event",

No of units - "1"

Unit rate (in EUR) – 4 344,00 EUR

Costs (in EUR) – 4 344,00 EUR

NB: *In case lecturers are planned to be subcontracted, they should be listed separately under the separate budget item.*

Communication and promotion activities should be properly planned and budgeted for each stage of the project implementation. These activities should focus on achievements and impact of the project, and not only on publicising the EU support for the project or administrative milestones.

Note that each beneficiary (Lead Beneficiary and all beneficiaries) organisation must publish at least two articles in the local, regional or national press. Therefore, please consider allocating funds for this purpose under this Budget Heading for all beneficiaries.

Budget Heading 4 "Works and Long-term Investments"

The following costs can be included in this budget heading: costs of works related to construction, renovation, installation of infrastructure and costs of equipment (long-term investment) purchase specifically for the project purpose as well the costs of services linked to the transportation and installation, if these costs do not fall into the scope of any other Budget Heading.

NB: *Lump sums are not allowed in this Budget Heading! Please specify the costs by items and/or objects, where applicable, and the beneficiaries who will own these items/objects. Please indicate quantities of works, the main technical parameters, types of equipment and quantities, if possible.*

Example:

Vitebsk Youth Centre renovation (289,71 m2): structural works (disassemble works, plastic windows (55,86 m2), doors (7,56 m2), finishing of interior walls (247,8 m2), linoleum coating (263,75 m2) (Beneficiary No. 2).

Filling-in:

Unit - "work"

No of units - "1"

Unit rate (in EUR) – 57 509,87 EUR

Costs (in EUR) – 57 509,87 EUR

Example:

Multifunctional device (copier, printer, scanner) (Lead Beneficiary).

Filling-in:

Unit - "item"

No of units - "1"

Unit rate (in EUR) – 463,00 EUR

Costs (in EUR) – 463,00 EUR

Budget Heading 5 “Preparation Costs”

Either costs related to technical documentation for an infrastructure component for the project which is required by the Programme rules and national legislation **or** costs for the preparation of strong partnerships including costs of travel and subsistence incurred by all project beneficiaries in relation to preparation of the Grant Application Form can be planned in this Budget Heading.

The maximum amount which can be foreseen for the preparation of strong partnerships is EUR 2000,00 and will be reimbursed as a lump sum per project.

The costs related to technical documentation and studies, which are required by the Programme rules and national legislation for projects, will be reimbursed as real costs. The amount to be reimbursed shall not exceed 5% of the cost of the infrastructure/object financed by the Programme within the project to which these documents were required.

Example:

Preparation of technical documentation for Vitebsk Youth Centre renovation (289,71 m2), Beneficiary No. 2.

Works (from previous example): Vitebsk Youth Centre renovation (289,71 m2): structural works (disassemble works, plastic windows (55,86 m2), doors (7,56 m2), finishing of interior walls (247,8 m2), linoleum coating (263,75 m2) (Beneficiary No. 2), total eligible costs – 57 509,87 EUR.

Costs for technical documentation – 3 500,00 EUR.

5 % of 57 509,87 EUR is 2 875,4935 EUR, therefore total eligible costs are 2 875,49 EUR.

No rounding up to 2 875,50 EUR is allowed as the amount exceeds 5 % of real costs.

Filling-in:

Unit - “service“

No of units - “1“

Unit rate (in EUR) – 2 875,49 EUR

Costs (in EUR) – 2 875,49 EUR

Example:

Costs for the preparation of strong partnership (Lead Beneficiary), Beneficiary No. 2, Beneficiary No. 3.

The partners are planning to spend 1 500,00 EUR

Filling-in: Costs (in EUR) – 1 500,00 EUR

NB: The costs will be reimbursed only for those applications which are selected for funding, sign the grant contracts and report these costs in the first progress report.

Budget Heading 7 “Indirect Administrative Costs”

Only indirect administrative costs which are not assigned to another Budget Heading should be included in this Budget Heading. Although the maximum percentage of 7 % from the Budget Heading 1 “Human Resources” costs is indicated, it is recommended to use appropriate methodology to calculate estimated indirect administrative costs based on involvement of staff in the

implementation of the project. If you do not foresee any indirect administrative costs, do not budget any amounts in this Budget Heading.

If no costs are planned under the Budget Heading 1 “Human Resources”, no indirect administrative costs shall be planned.

Example:

Costs for the electricity and heating, telecommunication and internet services (Lead Beneficiary), Beneficiary No. 2, Beneficiary No. 3.

The partners are planning to spend 101,83 EUR per month.

Filling-in: Costs (in EUR) – 1 221,96 EUR

NB: No direct administrative costs are allowed in the project!

MS Excel Table 2 “Justification of costs”

In the Table 2 of the Annex I “Detailed Budget” to the Grant Application Form describe in details and justify all planned costs for each budget item, provide calculations. Add as many rows as you have in the Table 1 “Detailed Budget”. Number of rows, numbering and titles of costs shall coincide between both tables. Specify and justify budget items according to the Programme requirements, national requirements of the beneficiary’s country, used accountancy practice of costs in organisation, if needed check the market prices of equipment, services, make inquiries in order to have realistic and justified project budget. E.g. describing the costs under the Budget Heading “Human Resources”, indicate the role of each position in the project, general responsibilities, justification of the indicated hourly rates, foreseen number of units, etc.

Example:

Project Manager undertakes these functions: representing the project to the authorities - Zarasai District Municipality and other government institutions, organising co-financing funds from municipality and supervising contractors' work. The Project Manager will be responsible for overall implementation of the project, communication between beneficiaries and Programme bodies, reporting, supervising implementation of activities and eligibility of using funds, assess possible risks in implementation and undertake measures to handle them. Gross earnings, including all obligatory employee's and employer's taxes, of such position in organisation for one month is 980,00 EUR, the project manager will work 12 months for the total estimated project implementation period: 980,00 EUR x 12 months = 11 760,00 EUR.

Example:

Expenses for travel to the meeting and seminar in Zarasai for 9 persons, 174,60 EUR.

It is planned to participate in the meeting and in the seminar, to discuss project development and results to be achieved within the project, share the information regarding the performed project activities between the partners, discuss the activities for the next reporting period, etc. The price includes: bus tickets for 9 persons for the trip Vilnius – Zarasai – Vilnius (2 x 9 x 9,70 EUR= 174,60 EUR). The price has been calculated according to fees of company offering transportation services.

Example:

Expenses for international 2-days conference in Rezekne for 100 participants, 4 344,00 EUR.
The price of services includes: rent of conference hall for two days (2 days x 462,00 EUR = 924,00 EUR), rent of equipment for two days (2 days x 450,00 EUR = 900,00 EUR), 4 coffee breaks (4 x 100 persons x 2,00 EUR = 800,00 EUR), 2 lunches (2 x 100 persons x 8,60 EUR = 1 720,00 EUR). Price has been calculated according to the fees of company offering above mentioned services in Rezekne.

Example:

Vitebsk Youth Centre renovation (289,71 m²): per work 1 x 57.509,87 = 57 509,91 EUR.
Object (Lenino str. 5). will be adapted to visitors with special needs. The area of premises - 289,71 m². Renovation works price is calculated based on cost estimates of the technical project.

ANNEX II – DETAILED DESCRIPTION AND JUSTIFICATION OF EQUIPMENT AND WORKS

The Annex II “Detailed Description and Justification of Equipmen and Works” is the annex to the Grant Application Form and is prepared in MS Word format. This annex has to be filled in if the total amount in the Budget Heading 4 “Works and Long-Term Investments” equals or exceeds EUR 50 000.

Equipment (long term investment)

In case of purchase of equipment specifically for the purpose of the project provide the detailed explanation about the planned equipment and justify their necessity for the project.

The information should cover such aspects:

- 1) Location of the equipment placement and ownership;
- 2) Detailed description of the equipment and its technical parameters and the way/purpose of use;
- 3) Socio-economic analysis of the situation, justifying the need for the equipment;
- 4) Estimated results and their quantification (e.g. increase in capacity, improved service by number, %) and impact on target groups;
- 5) Financing plan of investment activities (stages of installation and payments schedule).

NB: *Costs of equipment shall correspond to current market prices. Purchase of equipment and vehicles is subject to procurement rules described in the Guidelines for Grant Applicants and Beneficiaries. In addition, as indicated in the Guidelines for Applicants and Beneficiaries, the rules of origin and nationality shall be applied for the equipment and supplies procurement (with exceptions).*

Works

The information should cover such aspects:

- 1) Location of the infrastructure object;
- 2) Ownership of investments/ buildings/ land or access to land;
- 3) Socio-economic analysis of the situation, justifying the need for investments;
- 4) Detailed description of object/investments and the planned works related to construction, renovation, reconstruction, modernisation, installation of infrastructure, including technical

parameters. Information on readiness for implementation (availability of technical documents, permissions, etc.) as well as on commissioning into exploitation should be included;

5) Estimated results, their quantification (e.g. increase in capacity, improved service by number, %) and impact on target groups;

6) Financing plan of investment activities (stages of works and payments schedule);

7) Impact on environment.

NB: *The budgeted costs of works shall be based on the most recent cost estimates in current prices. Only the costs of the works that can be finalised within the project and independently commissioned into exploitation (if this is required by the legislation) by the end of the project (e.g. the whole construction project, separated stages or launching complexes), shall be included into the project budget.*

NB: *It is required that the Lead Beneficiary and beneficiaries implementing construction works ensure sufficient financing resources from the sources other than the project funding in case of unexpected works in order to have the works finalised and commissioned into exploitation (if applicable).*