**Annex 1**

**APPLICATION FORM**

**PROJECT TITLE**

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| --- |
|  |

**PROJECT LOCATION** (*country/countries, regions, cities*), including **NUTS**

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| --- |
|  |

**A. INFORMATION ON APPLICANT AND PARTNERS**

**1.1. APPLICANT**

|  |  |
| --- | --- |
| Name of the organisation |  |
| Tax code |  |
| Organization category |  |
| Registration No on the Association Inventory (if applicable) |  |
| Registered Address, including postcode |  |
| Contact address (if different from registered address) |  |
| Phone, fax number |  |
| Email |  |
| Web page |  |

**1.2. LEGAL REPRESENTATIVE**

*The individual with official standing to act on behalf of the applicant.*

|  |  |
| --- | --- |
| **Full legal name** |  |
| **Job title** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |

**1.3. CONTACT PERSON**

*The individual in charge with the implementation of the project.*

|  |  |
| --- | --- |
| **Full legal name** |  |
| **Job title** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |

**1.4. Description of the applicant (background, activities)**

1. When was the organisation established and which are its main activities *- maximum 1/2 page*

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|  |

1. Please provide information on the most important two projects funded from grants/other sources the organisation has implemented in the last three - five years, relevant for the field of the present project (if applicable)*:*

**Project 1**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project objectives** |  |
| **Project status[[1]](#footnote-1)** |  |
| **Partial or final results[[2]](#footnote-2)** |  |
| **Project value** |  |
| **Main activities** |  |
| **Funding sources** |  |
| **Name of the funding entity** |  |

**Project 2**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project objectives** |  |
| **Project status[[3]](#footnote-3)** |  |
| **Partial or final results[[4]](#footnote-4)** |  |
| **Project value** |  |
| **Main activities** |  |
| **Funding sources** |  |
| **Name of the funding entity** |  |

1. Specify if the current project (or some of the proposed activities) has been subject to another application for public grants (if the case, specify the respective activities which are funded from other public sources)

YES □ NO □

1. Specify if the applicant has previously received grants from EEA Financial Mechanism?

YES □ NO □

**1.5 PARTNERS**

*Please provide information for each of the partners involved. The information must be consistent with the letter of intent.*

**Partner 1**

|  |  |
| --- | --- |
| Name of the organisation |  |
| Tax code |  |
| Organization category |  |
| Registration No on the Association Inventory (if applicable) |  |
| Registered Address, including postcode |  |
| Contact address (if different from registered address) |  |
| Phone, fax number |  |
| Email |  |
| Web page |  |
| Full name of the legal representative and job title |  |
| Contact details of the legal representative (telephone, fax number, email) |  |

a) When was the organisation established and which are its main activities *(maximum 1/2 page)*

|  |
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b) Please provide information on the most important two projects funded from grants/other sources the organisation has implemented in the last three - five years, relevant for the field of the present project (if applicable)*:*

**Project 1**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project objectives** |  |
| **Project status[[5]](#footnote-5)** |  |
| **Partial or final results[[6]](#footnote-6)** |  |
| **Project value** |  |
| **Main activities** |  |
| **Funding sources** |  |
| **Name of the funding entity** |  |

**Project 2**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project objectives** |  |
| **Project status[[7]](#footnote-7)** |  |
| **Partial or final results[[8]](#footnote-8)** |  |
| **Project value** |  |
| **Main activities** |  |
| **Funding sources** |  |
| **Name of the funding entity** |  |

**c) Value added tax**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is Partner 1 VAT payer? | **YES** |  |  | **NO** |  |

**Partner 2….**

*Create as many additional tables as needed (depending on the number of partners).*

**B. DESCRIPTION OF THE PROJECT**

**2.1. Summary**

*The project summary should cover the following points:*

*I. a) why is the project needed (description of the current problems/challenges and relevant references to public plans and priorities, description of the target group); b) what are the project objectives, expected outcomes and outputs; c) what are the project indicators;*

*If applicable: II. a) how will bilateral relations be strengthened; b) motivation for selecting a specific donor project partner; c) how will the partnership contribute to achieve the project objective*  *– maximum 1 page*

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**2.2. JUSTIFICATION OF THE PROJECT**

*Please clearly identify and describe the need the project addresses and motivate the selection of the project approach for the need identified. Specific data and clear context should be presented, together with reference to objectively identifiable statistics, surveys, etc. - maximum 2 pages*

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**2.3. PROJECT OBJECTIVES**

*Please specify the general and specific objectives of the project.*

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| --- | --- |
| **General objective** |  |
| **Specific objectives** |  |

**2.4. DURATION**

Note: *The project duration must not extend beyond April 30, 2016.*

|  |
| --- |
| Number of months: …………… |

**2.5. CONTRIBUTION TO THE PROGRAMME OBJECTIVES**

*Please describe how the project contributes to safeguarding and conserving the cultural and natural heritage for future generations and making it publicly available; protection of the Romanian cultural heritage; development of communities by improving their tourist and investment attractiveness through the conservation, restoration and valorisation of cultural and natural heritages* or *conservation and valorisation of intangible heritage with an aim towards strengthening cultural identity of ethnical and cultural minorities, including Roma population* – maximum 1 page

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**2.6. COHERENCE WITH NATIONAL AND/OR RELEVANT EUROPEAN POLICIES FOR THE CULTURAL SECTOR**

*Please describe the project compliance with national, regional or local government strategies, as well as with relevant European policies for the cultural field* - *maximum 1 page*

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**2.7. COMPLIANCE WITH EEA FINANCIAL MECHANISM OBJECTIVES**

*Please indicate how the project contributes to the reduction of economic and social disparities in the European Economic Area and to strengthening of bilateral relations between the Donor States and Romania – maximum 1 page*

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**2.8. PROJECT RELEVANCE FOR CROSS-CUTTING ISSUES AND HORIZONTAL CONCERNS**

*Please provide information on the proposed measures for meeting the requirements of cross-cutting issues*

a. Good governance - maximum ½ page

|  |
| --- |
|  |

b. Sustainable development (environmental, economic and social) - *maximum ½ page*

|  |
| --- |
|  |

c. Gender equality - *maximum ½ page*

|  |
| --- |
|  |

d. Horizontal concerns *- maximum ½ page*

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**2.9. PROJECT TARGET GROUPS**

*Please describe the target groups the project addresses directly and indirectly; provide specific figures where possible. Provide information on the connection between the selection of target groups and the need presented at 2.2. - maximum ½ page*

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**2.10. PROJECT ACTIVITIES**

*Please provide detailed description of the proposed activities, by including the following information: contribution of the activity to the achievements of the project, expected outputs, specific deliverables, organisations (applicant, partners) involvement, duration, subcontractors (if the case), public procurement procedures involved (if the case), allocated resources.*

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**2.11. IMPLEMENTATION SCHEDULE**

*Please specify the duration of each activity, according to the following table. Create as many rows as necessary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity name** | **Month 1** | **Month 2** | **Month n** | **Location** | **Responsible coordinating organisation** |
|  |  | **x** | **x** |  |  |  |
|  |  |  |  | x |  |  |

*Note: The implementation of the activities described above must not extend beyond April 30, 2016.*

**Please fill in the following table and estimate the financial allocation for each activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity 1**  **Cost** | **Activity 2 Cost** | **Activity 3 Cost** | **Activity n Cost** | **Total per month (LEI, VAT included / excluded)** |
| **Month 1** |  |  |  |  |  |
| **Month 2** |  |  |  |  |  |
| **Month 3** |  |  |  |  |  |
| **Month n** |  |  |  |  |  |
| **Total \* per activity** |  |  |  |  |  |

*\*Please insert the corresponding cost of each activity from the project budget (Annex 2 of the Guidelines for Applicants), VAT or without VAT (depending on eligibility of VAT). Please correlate the amounts with the project budget.*

**2.12. PROJECT OUTCOMES AND OUTPUTS**

*Please provide information on the project outcomes and outputs according to the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Project outcomes and outputs*** | ***Baseline*** | ***Output indicator*** | ***Sources of information/verification*** |
| ***Outcome A: Cultural heritage restored, renovated and protected*** | | | |
| *Number of buildings of cultural heritage value restored or rehabilitated* |  |  |  |
| *Number of objects of cultural heritage value restored/preserved* |  |  |  |
| *Number of items of cultural heritage value digitised and made available to the public* |  |  |  |
| *Number of new museums and cultural facilities created/enhanced* |  |  |  |
| *Output n.....* |  |  |  |
| ***Outcome B: Local communities further developed and economically sustainable livelihoods established through the revitalization of cultural and natural heritage*** | | | |
| *Number of strategic and planning documents created and improved, in relation with heritage assets* |  |  |  |
| *Number of business plans developed in relation to cultural heritage* |  |  |  |
| *Number of natural heritage sites protected or revitalised* |  |  |  |
| *Number of inventories of cultural collections of minorities created/made visible* |  |  |  |
| *Number of exhibitions and events related to the heritage of ethnical and cultural minorities* |  |  |  |
| *Output n .....* |  |  |  |

*Please insert all the outcomes and results the project is expected to accomplish.*

**2.13. INTERNAL MONITORING**

*Please describe the proposed methods and sources of information for internal assessment and monitoring of the project – maximum 1 page*

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**2.14. PROJECT RISKS AND RISK MANAGEMENT**

*Please identify the risks which may negatively impact the achievement of the objectives and results and present the risk mitigation plan.*

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| --- | --- | --- | --- | --- |
| **Risk description** | **Likelihood** | **Impact** | **Risk mitigation measures** | **Comments (if the case)** |
|  |  |  |  |  |

**2.15. PROJECT IMPACT**

*Please provide information on the long and medium term effects the project will produce for the community from social, economic and cultural point of view. Include objectively identifiable information sources - maximum 1 page*

1. Visibility and / or audience reached (*maximum ½ page*)

|  |
| --- |
|  |

1. Social, economic, cultural benefits created by the project for the local community (*maximum 1 page*)

|  |
| --- |
|  |

**2.16. SUSTAINABILITY**

*Provide information how the project achievements will be maintained/used after the project completion. If the project stands only as a step in addressing the described need, explain how this will be continued.*

* 1. Financial, organizational and functional sustainability *- maximum 1/2 page*

|  |
| --- |
|  |

b. Valorisation and further exploitation of results *- maximum 1/2 page*

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**2.17. PUBLICITY[[9]](#footnote-9)**

*Please describe the project publicity plan including the objectives, target groups, channels, media, impact and timeline*

|  |  |
| --- | --- |
| **Publicity and information tools**  *(describe envisaged methods and tools)* | **Estimated duration / period** |
|  |  |

**2.18. MANAGEMENT**

**a. Management team**

*Please describe the project team responsibilities and tasks. Briefly present the minimum requirements for the implementation of the tasks. If the management will be subcontracted, provide information on the minimum terms of reference for awarding the contract. (maximum 1 page)*

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|  |

b. **Partnership**

*Please present, if the case, how the partners will be involved in the implementation of the project (concept design, implementation, financial contribution, etc.). Please describe how the partnership contributes towards the achievement of project objectives. Specify if there is a wider impact of the partnership expected (e.g. wider international cooperation in the sector, wider dissemination of the knowledge/experience, etc.) - maximum 2 page*

|  |
| --- |
|  |

**c. Resources**

*Please provide information on the logistic resources needed for the implementation of the project (existing/purchased during the project) (maximum 1 page)*

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|  |

**d. Public procurement plan**

*Please fill in the following table. Create as many additional rows as needed.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description of the service/equipment/works to be purchased** | **Estimated total value (RON, VAT included)** | **Chosen public procurement procedure** | **Estimated start date** | **Estimated finalisation date** |
|  |  |  |  |  |  |

**2.19. PLANNED REVENUE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is the project income generating? | **YES** |  |  | **NO** |  |
| **2.20. VALUE ADDED TAX** | | | | | |
| Is your organization VAT payer? | **YES** |  |  | **NO** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.21. ADVANCE PAYMENT** | | | | | | |
| Do you request advance payment? | **YES** |  |  | | **NO** |  |
| If yes, please specify: | | | | | | | |
| **% of the total requested grant \*** | | | | … | | | |
| **The amount of the advance payment (lei)** | | | | … | | | |

***\*The advance payment should not exceed 30% of the total eligible value of the grant and should only cover the total value of the estimated costs for the first two reporting periods.***

**DECLARATION**

I hereby confirm that the information provided in this application form and the details presented in the documents enclosed hereto are accurate and the financial assistance that I request is necessary for the project as described.

In addition, I confirm that I am unaware of any reason that could prevent or delay the development of the project.

I understand that if the application is incomplete in all the details requested, including this section, it could be rejected.

This statement was made in compliance with the provisions of the Criminal Law regarding false statements.

|  |  |
| --- | --- |
| **Date:** |  |
| **Full name of the legal reprsentative:** |  |
| **Job title:** |  |
| **Signature and stamp** |  |

1. In evaluation, in implementation, finalised, [↑](#footnote-ref-1)
2. At present, if the case. [↑](#footnote-ref-2)
3. In evaluation, in implementation, finalised, [↑](#footnote-ref-3)
4. At present, if the case. [↑](#footnote-ref-4)
5. In evaluation, in implementation, finalised, [↑](#footnote-ref-5)
6. At present, ifthe case. [↑](#footnote-ref-6)
7. In evaluation, in implementation, finalised, [↑](#footnote-ref-7)
8. At present, ifthe case. [↑](#footnote-ref-8)
9. Where possible, provide technical specifications for each promotional product. [↑](#footnote-ref-9)