|  |
| --- |
| **Please note: this is a working template to facilitate the preparation of Application Forms in the calls for proposals under Interreg NEXT Poland–Ukraine 2021-2027 Programme.**  **The Application Form must be prepared and submitted online via** [**WoD2021 system**](https://wod.cst2021.gov.pl/)**.** |

REGULAR PROJECT

APPLICATION FORM

*Instruction:*

1. *The content of the application form (AF) is consistent with the electronic information system CST2021.* 
   1. *please respect the limitations of characters (spaces included) as requested within the form;*
   2. *please fill in all the fields marked with \* They are obligatory, cannot be left empty.*
2. *Before starting to fill out the AF, be sure to read Programme Manual.*
3. **PROJECT**

**A1. Project summary**

|  |  |  |
| --- | --- | --- |
| **Project title** (in English)**\*** | *Max 200 characters* | |
| **Project description\*** | | |
| *Please give a short overview of the project and describe:*   * + 1. *the common challenge of the Programme area you are jointly tackling in your project;*     2. *the overall objective of the project and the expected change your project will make to the current situation;*     3. *the main outputs you will produce and who will benefit from them;*     4. *the approach you plan to take and why is cross-border approach needed.*   *Max. number of characters is 4000* | | |
| **Planned project start date\*** | | **Planned project end date\*** |
| *Please, indicate appropriate date (year/month/day)* | | *Please, indicate appropriate date (year/month/day)* |
| **Target groups\*** | | |
| *Please, briefly describe main target groups, more information will be requested in point I.6*  *Max. number of characters is 4000* | | |
| **Project thematic scope\*** | | |
| *Please, tick the adequate field:* | | |

**A2. Location(s) of the project activities[[1]](#footnote-1)**

|  |  |  |
| --- | --- | --- |
| **Country\*** | **Region\*** | **Town** |
| *Please, specify* | *Please, specify* | *Please, specify* |

1. **LEAD PARTNER AND PROJECT PARTNERS**

**B1. The Lead Partner (LP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identity of the Lead Partner** | | | |
| **Name of the organization in English\*** | | | |
| *Max. number of characters is 1000* | | | |
| **Type of organization\*[[2]](#footnote-2)** | | | |
| *Please, specify* | | | |
| **Form of ownership\*** | | **VAT reimbursement capacity\*** | |
| *Please, tick the adequate field:*  ⁭ State Treasury  ⁭ State legal entities  ⁭ Local government units or local government legal entities  ⁭ Other domestic private entities | | *Please, tick the adequate field:*  ⁭ Yes  ⁭ No  ⁭ Partially | |
| **Contact details** | | | |
| **Country\*** | *Please, specify* | **Town\*** | *Max. number of characters is 50* |
| **Postal Code\*** | *Max. number of characters is 25* | **Street** | *Max. number of characters is 100* |
| **Building number\*** | *Max. number of characters is 10* | **Apartment number** | *Max. number of characters is 10* |
| **E-mail\*** | *Max. number of characters is 750* | **Phone number** | *Max. number of characters is 45* |
| **Web page** | *Max. number of characters is 750* | | |
| **Identification data** | | | |
| **Type of identification\*** | | **Number\*** | |
| *Please, tick the adequate field:*  ⁭ NIP  ⁭ PESEL  ⁭ Foreign identification number | | *Max. number of characters is 25* | |

**B2. The Project Partners[[3]](#footnote-3)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identity of the Project Partners** | | | |
| **Name of the organization in English\*** | | | |
| *Max. number of characters is 1000* | | | |
| **Type of organization[[4]](#footnote-4)\*** | | | |
| *Please, specify* | | | |
| **Form of ownership[[5]](#footnote-5)\*** | | **VAT reimbursement capacity\*** | |
| *Please, tick the adequate field:*  ⁭ State Treasury  ⁭ State legal entities  ⁭ Local government units or local government legal entities  ⁭ Domestic natural persons  ⁭ Other domestic private entities  ⁭ Foreign persons | | *Please, tick the adequate field:*  ⁭ Yes  ⁭ No  ⁭ Partially | |
| **Contact details** | | | |
| **Country\*** | *Please, specify* | **Town\*** | *Max. number of characters is 50* |
| **Postal Code\*** | *Max. number of characters is 25* | **Street** | *Max. number of characters is 100* |
| **Building number\*** | *Max. number of characters is 10* | **Apartment number** | *Max. number of characters is 10* |
| **E-mail\*** | *Max. number of characters is 750* | **Phone number** | *Max. number of characters is 45* |
| **Web page** | *Max. number of characters is 750* | | |
| **Identification data** | | | |
| **Type of identification\*** | | **Number\*** | |
| *Please, tick the adequate field:*  ⁭ NIP  ⁭ PESEL  ⁭ Foreign identification number | | *Max. number of characters is 25* | |

**B3. Contact person/s[[6]](#footnote-6)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name\*** | *Max. number of characters is 500* | **E-mail\*** | *Max. number of characters is 500* |
| **Surname\*** | *Max. number of characters is 500* | **Phone number\*** | *Max. number of characters is 45* |

1. **PROJECT INDICATORS**

**C1. Output indicator[[7]](#footnote-7)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator\*** | **Measurement unit\*** | **Target value\*** | **Indicator type** |
| *Please, specify the output indicator* | *Please, specify in line with the indicator’s metrics* | *Specify the target value* | Compulsory[[8]](#footnote-8) |
| **Gender division[[9]](#footnote-9)\*** | **Total** | **Men** | **Women** |
| *Please, tick the adequate field:*  ⁭ Yes  ⁭ No | *Please, specify, if applicable* | *Please, specify, if applicable* | *Please, specify, if applicable* |
| **Measurement of the indicator\*** | | | |
| *Briefly describe how you will measure the value of the indicator*  *Max. number of characters is 500* | | | |

**C2. Result indicator[[10]](#footnote-10)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator\*** | **Measurement unit\*** | **Baseline value\*** | **Target value\*** | **Indicator type** |
| *Please, specify the result indicator* | *Please, specify in line with the indicator’s metrics* | *Specify the baseline value* | *Specify the target value* | Compulsory[[11]](#footnote-11) |
| **Gender division[[12]](#footnote-12)\*** | **Total** | **Men** | | **Women** |
| *Please, tick the adequate field:*  ⁭ Yes  ⁭ No | *Please, specify, if applicable* | *Please, specify, if applicable* | | *Please, specify, if applicable* |
| **Measurement of the indicator\*** | | | | |
| *Briefly describe how you will measure the value of the indicator*  *Max. number of characters is 500* | | | | |

1. **ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Activity[[13]](#footnote-13)\*** | **Planned start date\*** | **Planned end date\*** |
| *Please, specify the name of the Activity*  *Max. number of characters is 500* | *Please, select appropriate date (year/month/day)* | *Please, select appropriate date (year/month/day)* |
| **Description and justification of the activity\*** | | |
| *Max. number of characters is 3000* | | |
| **Indirect costs[[14]](#footnote-14)\*** | **Planned start date\*** | **Planned end date\*** |
| *Please, specify the name of the Activity*  *Max. number of characters is 500* | *Please, select appropriate date (year/month/day)* | *Please, select appropriate date (year/month/day)* |

1. **RISK ANALYSIS**

**E1. Potential to implement the project**

|  |
| --- |
| **Experience\*** |
| *Please provide a brief description of projects managed by your organisations over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested. Please, specify the type of implemented projects (investment, infrastructure, soft), project budget (in EUR) as well as the budget part managed by relevant partner.*  *Max. number of characters is 4000* |
| **Description of the project management\*** |
| *Describe briefly:*   1. *How the project will be managed;* 2. *Each partner’s management experience;* 3. *Management capacities (number of employees, available management resources (office, equipment etc.).*   *Max. number of characters is 4000* |
| **Sources of own financing\*** |
| *Describe your main sources of financing as well as your financial capacity to ensure the own contribution for project implementation.*  *Max. number of characters is 4000* |

**E2. Analysis of risks in the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified risk** | **Likelihood of the identified risk’s occurrence** | **Potential negative impact** | **Risk mitigation measures** |
| *Please, identify the risks – threats (i.e. human, operational, procedural, financial, technical, natural, and political) for successful project implementation – you need to answer the question: what can happen? (i.e., what can go wrong?)*  *Max. number of characters is 800* | *How likely is it that it will happen? Please, use the following assessment scale - very low, low, medium, high, very high* | *Please, select one of the following potential negative impact of the identified risk:*   1. *failure to achieve project goals;* 2. *project implementation delays;* 3. *increase in project costs;* 4. *deviation from the initial plan;* 5. *inability to implement the project;* 6. *the need to amend the project;* 7. *other: please specify* | *What can be done to avoid the risks and if they do occur how will they be handled?*  *Max. number of characters is 800* |

1. **ADDITIONAL INFORMATION**

|  |
| --- |
| **F1. Project title in Polish / Ukrainian\*** |
| *Polish version:*  *Ukrainian version:*  *Max. number of characters is 200* |
| **F2. Project acronym\*** |
| *Max. number of characters is 15* |
| **F3. Project type\*** |
| *Please, tick the adequate field:*  ⁭ infrastructural  ⁭ investment  ⁭ soft |
| **F4. Provide a brief analysis of the problem(s), need(s), challenge(s) justifying the project\*** |
| 1. *Clearly identify specific problems or challenges in the Programme area to be addressed by the project.* 2. *Refer to target groups and final beneficiaries.* 3. *If possible, support your statements with statistical information and concrete examples.*   *Max. number of characters is 4000* |
| **F5. Objectives of the project\*** |
| 1. *Indicate* ***one******overall objective*** *which relates to* ***common interest*** *and to which the project aims to contribute.* 2. *The overall objective shall clearly link to selected Programme priority and specific objective.* 3. *Indicate* ***max three specific objectives*** *of the project that will lead to achievement of the overall objective.*   *Max. number of characters is 1000* |
| **F6. Describe the relevance of the project to the Programme/priority/specific objective selected\*** |
| *Please refer the relevance of the project (its objectives, expected outputs and results) and proposed approach to:*   1. *identified problem(s),* 2. *selected priority and specific objective of the Programme,* 3. *Programme strategy – description of the problem addressed*   *Max. number of characters is 2000* |
| **F7. Demonstrate the cross-border impact of the project\*** |
| 1. *What cross-border impact will the project bring to both sides of the border (project partners, target groups, Programme area)?* 2. *Why it is important to implement the project in the proposed cross-border partnership? Cannot the result be achieved without cooperation within the Programme?* 3. *Will the project create a basis to develop the current/future cross-border cooperation?*   *Max. number of characters is 2000* |
| **F8. Activities, costs and partners outside the Programme area – if applicable** |
| 1. *Please describe and justify any of project activities which is planned to be implemented outside the Programme area.* 2. *In addition, please specify the total cost (in EUR and in % of the total project budget) to be incurred outside the Programme area, if any (use the worksheet 1.2 of the Budget for the project to calculate the total cost to be incurred outside the Programme area).* 3. *In case any of (Lead) partners is registered outside the Programme area, please indicate it and justify the need for participation of such organization in the project.*   *Max. number of characters is 2000* |
| **F9. Partnership and scope of cooperation\*** |
| *Please describe:*   1. *the composition of partnership that will implement the project;* 2. *the role and participation in the project of each partner;* 3. *Please, describe the intensity of each cooperation level:*     1. *joint project preparation (obligatory!)*    2. *joint project implementation (obligatory!)*    3. *joint project staff and joint project financing (at least one obligatory)*   *Max. number of characters is 4000* |
| **F10. Durability of the project\*** |
| 1. *Please, describe the long-lasting impact that your project will have on its target groups. How will the project main outputs be further used once the project has ended?* 2. *Please outline the scope for replication and extension of the outcome of the project, if applicable.* 3. *Explain how durability of the project’s results will be secured after completion of the project (financial and institutional durability).*   *Max. number of characters is 2000* |
| **F11. Complementarity with other actions, projects, initiatives** |
| *Please specify whether:*  *- synergies/complementarity are ensured between the project and other initiatives in this field and describe in what way exactly;*  *- results of other initiatives are used in the project and will be further developed/strengthen;*  *- your project is part or is interrelated with other actions/projects;*  *- results/products of the project are complementary to results/products of other initiatives in the field.*  *If yes, please describe the methods of division of tasks/activities to be to be financed and implemented under each of the projects.*  *Max. number of characters is 1000* |
| **F12. Project contribution to horizontal principles** |
| *Please, describe the project impact on horizontal principles:*   * *the principle of equal opportunities, non-discrimination[[15]](#footnote-15), accessibility for persons with disabilities;* * *equality between men and women.*   *Max. number of characters is 1000* |
| **F13. Sustainable development principle and DNSH** |
| *Please specify in what way project fulfils and respect the sustainable development and the "do no significant harm" principle.*  *Please refer to all stages of the project implementation – its preparation, implementation and completion.*  *Max. number of characters is 1000* |
| **F14. State aid** |
| *Does the project include expenditure which shall be reported as State aid? Please justify your answer.*  *Max. number of characters is 500* |
| **F15. Revenues** |
| *Does the project generate revenues? If yes, please provide a brief description/explanation*  *Max. number of characters is 500* |

1. **DECLARATIONS**

G1. DECLARATION BY THE LEAD PARTNER TO THE APPLICATION FORM

G2. PARTNERSHIP STATEMENT TO THE APPLICATION FORM

1. **APPENDIXES**

**H1. Budget for the project (excel)**

**H2. Project communication plan**

G1. Declaration by the lead PARTNER

to the Application Form of the project “<please provide a title>”

The Lead Partner, represented by the undersigned, being the authorised signatory of the Lead Partner, representing all partners in the proposed project, hereby declares that:

* the Lead Partner has the sources of financing to ensure the project’s co-financing as mentioned in point … of the Programme Manual;
* the Lead Partner undertakes to comply with the obligations foreseen in the Partnership Statement and with the principles of good partnership practice as set out in Partnership Statement to the application form;
* the Lead Partner is directly responsible for the preparation, management and implementation of the project with partners and is not acting as an intermediary;
* the Lead Partner and all partners are not in any of the situations excluding them from participating in contracts which are listed in Article 136 (1) of the Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, which means that they will be excluded from participation in grant award procedures if:

1. they are bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, they are in an arrangement with creditors, their business activities are suspended, or they are in any analogous situation arising from a similar procedure provided for under Union or national law;
2. they have been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
3. they have been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence;
4. they have been established by a final judgment that the person or entity is guilty of fraud, corruption, conduct related to a criminal organisation, money laundering or terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or other offences concerning trafficking in human beings;
5. they have shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has led to the early termination of a legal commitment, led to the application of liquidated damages or other contractual penalties or been discovered by an authorising officer, European Anti-Fraud Office (OLAF) or the Court of Auditors following checks, audits or investigations;
6. they has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity;
7. they have been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business
8. it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

Point (a) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier which is definitively winding up its business activities or the liquidators in an insolvency procedure, an arrangement with creditors, or a similar procedure under Union or national law.

Moreover, the Lead Partner and partners are not in any of the situations excluding them from participating in contracts which are listed in 136 (1) of the Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, which means that they will be excluded from participation in procurement procedures if:

1. are subject to a conflict of interests;
2. are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information.

The Lead Partner and each partners is in a position to deliver immediately, upon request, the supporting documents stipulated under section … of the Programme Manual.

The Lead Partner and each partners are eligible in accordance with the criteria set out under section … of the Programme Manual.

If recommended to be awarded a grant, the Lead Partner accepts the contractual conditions as laid down in the standard grant contract.

The Lead Partner and each partner are aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the European Court of Auditors or to the European Anti-Fraud Office (OLAF) and between authorising officers of the Commission.

The Lead Partner ensures no overlapping or duplication of the project financing with other aid programmes.

The Lead Partner and each partner will keep the documents related with the implementation of the project for at least five years from the date of payment of the balance for the project.

Signed on behalf of the Lead Partner:

|  |  |
| --- | --- |
| **Name[[16]](#footnote-16)** |  |
| **Position** |  |
| **Signature and stamp** |  |
| **Date and place** |  |

G2. Partnership Statement

to the Application Form of the project “<please provide a title>”

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the project funded by the Managing Authority. To ensure that the project runs smoothly, the Managing Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the full application form and understood what their role in the project will be before it is submitted to the JS.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the Lead Partner to sign the contract with the Managing Authority and represent them in all dealings with the Managing Authority in the context of the project's implementation.
3. The Lead Partner must consult with other project’s partners regularly and keep them fully informed of the progress of the project.
4. All partners must co-operate during preparation of reports on project implementation (collect and exchange respective documents, provide input to the reports, etc.) and receive copies of the reports submitted to the Programme.
5. Proposals for substantial changes to the project (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the JS.
6. Where no such agreement can be reached, the Lead Partner must indicate this when submitting changes for approval to the JS.

Hereby, I confirm that organization I represent actively participated in preparation of the present project.

I have read and approved the contents of the proposal submitted to the JS. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name[[17]](#footnote-17)** |  |
| **Organisation** |  |
| **Position** |  |
| **Signature and stamp** |  |
| **Date and place** |  |

**PLEASE NOTE THAT A SEPARATE PARTNERSHIP STATEMENT SHALL BE SIGNED AND DATED BY EACH PARTNER.**

1. Please add as many locations as needed. [↑](#footnote-ref-1)
2. E.g., local self-government, security forces (police, border guards etc.), healthcare institution, educational institution, religious institution, NGO etc. [↑](#footnote-ref-2)
3. Please add the table below for each partner, add as many tables as needed. [↑](#footnote-ref-3)
4. E.g., local self-government, security forces (police, border guards etc.), healthcare institution, educational institution, religious institution, NGO etc. [↑](#footnote-ref-4)
5. Please note that partners being domestic natural persons or foreign persons are not eligible to participate in the projects supported by the Programme. [↑](#footnote-ref-5)
6. You may add contact to each of the partners, please indicate at least one contact person. [↑](#footnote-ref-6)
7. Separate fields shall be added for each output indicator mentioned in the Programme Manual (Annex \_. Projects’ indicators), which will be addressed by the project and which is appropriate for the selected specific objective. **Only output indicators indicated in the Programme Manual may be selected** (**no other indicator can be included in the project).**  [↑](#footnote-ref-7)
8. Technical information needed for the informational system, please do not change. [↑](#footnote-ref-8)
9. Division is not compulsory. [↑](#footnote-ref-9)
10. Please add the table below for each result indicator mentioned in the Programme Manual (Annex \_. Projects’ indicators), which will be achieved within the project and are appropriate for the selected specific objective. **Only result indicators pre-defined by the Programme in the Programme Manual may be selected** (**no other result indicator can be included in the project).** Add as many tables as needed. [↑](#footnote-ref-10)
11. Technical information needed for the informational system, please do not change. [↑](#footnote-ref-11)
12. Division is not compulsory. [↑](#footnote-ref-12)
13. Please add as many activities as needed. Pay attention that the implementation period of project activities should be in line with the project implementation period indicated in part A1. [↑](#footnote-ref-13)
14. Please select this option, if the project activity includes indirect costs. NOTE: only one activity with indirect costs may be specified within the project. [↑](#footnote-ref-14)
15. According to Article 9(3) of Regulation (EU) 2021/1060, the projects with partners representing municipalities that have taken discriminatory measures such as signing the anti-LGBT declarations **cannot be granted** [↑](#footnote-ref-15)
16. The relevant document authorizing the undersigned to represent the organisation shall be annexed to the declaration. [↑](#footnote-ref-16)
17. The relevant document authorizing the undersigned to represent the organisation shall be annexed to the partnership statement. [↑](#footnote-ref-17)