

Lithuania-Russia

Cross-border Cooperation Programme

2014-2020

EC Decision C(2016)8463

**GRANT APPLICATION FORM**

**PART I**

**PROJECT DESCRIPTION**

The filled in Grant Application Form should be submitted to:

Joint Technical Secretariat

Konstitucijos pr. 7, LT-09308 Vilnius, Lithuania

Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(for official use only)

Date of receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(for official use only)

Title of the Project (in English):

|  |
| --- |
|  |

Short Title (in English):

|  |
| --- |
|  |

Name of the Applicant:

|  |  |
| --- | --- |
| In English |  |
| In National Language |  |

Country and Region of the Applicant:

|  |  |
| --- | --- |
| *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Tick off a relevant region*  Alytus county  Kaliningrad oblast  Kaunas county  Klaipeda county  Marijampole county  Siauliai county  Taurage county  Telsiai county |

Thematic Objective:

|  |
| --- |
| *Tick off a relevant Thematic Objective*  TO1: Promotion of local culture and preservation of historical heritage  TO2: Promotion of social inclusion and fight against poverty  TO3: Support to local and regional good governance  TO4: Promotion of border management and border security, mobility and migration management |

Priority:

|  |
| --- |
| *Tick off a relevant Priority*  P1.1: Restoration and adaptation of historical and natural heritage, promotion of culture, cultural networking and tourism development  P2.1: Promotion of social inclusion and cooperation in CBC region through improved health, social and education services and community led initiatives  P3.1: Promotion of cooperation between public authority institutions and strengthening local communities  P4.1: Ensuring efficient functioning of border crossing |

**1. DESCRIPTION OF THE PROJECT**

|  |  |
| --- | --- |
| **1.1. Short Summary of the Project** | *Max 2000 characters* |
|  | |

|  |  |
| --- | --- |
| **1.2. Analysis of the Joint Problem and Justification for the Project Need** | *Max 3000 characters* |
|  | |

|  |  |
| --- | --- |
| **1.3. Added Value and Novelty of the Project** | *Max 1500 characters* |
|  | |

|  |  |
| --- | --- |
| **1.4. Target Groups and Target Region** | *Max 1500 characters* |
|  | |

|  |  |
| --- | --- |
| **1.5. Cross-border Character and Socio-Economic and Environmental Impact on the Targeted Region** | *Max 2000 characters* |
|  | |

|  |  |
| --- | --- |
| **1.6. Composition and Justification of Partnership and Role of Each Beneficiary** | *Max 3500 characters* |
|  | |

|  |  |
| --- | --- |
| **1.7. Fulfilment of Cooperation Criteria** | |
| Joint Development | *Max 400 characters* |
|  | |
| Joint Implementation | *Max 400 characters* |
|  | |
| Joint Staffing | *Max 400 characters* |
|  | |
| Joint Financing | *Max 400 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **1.8. Budget of the Project** | | |
| Total eligible costs of the Project | Programme Funding (Grant amount requested) | % of total eligible costs of the Project |
|  |  |  |

**2. RELEVANCE OF THE PROJECT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.1. Contribution to the Programme Indicators** | | | | |
| Programme result indicators | | | | |
| *Tick off a relevant Result indicator*  R1.1: Number of tourists accomodated in Programme‘s core regions  R2.1: Persons served by improved social, healthcare and educational services  R3.1: Number of institutions that have established durable cross-border cooperation links as a direct consequence of the Programme  R4.1: Number of cars crossing the reconstructed border crossing point per year | | | | |
| Description of the expected results | | *Max 300 characters* | Number | GAs |
|  | | |  |  |
| Programme output indicators | *Max 300 characters for each Output indicator* | | | |
| *Tick off a relevant Output indicator*  O1.1: Number of improved sites of cultural, natural and historical heritage as a direct consequence of Programme support  O1.2: Number of organisations using Programme support for promoting local culture and preserving natural and historical heritage  O1.3: Number of cross-border cultural events organised using Programme support  O2.1: Number of organisations cooperating in the area of improving social and other services for vulnerable groups  O2.2: Number of social service and other professionals participating in cross-border exchanges or activities  O2.3: Number of developed/ improved social, education and health care services for vulnerable groups  O3.1: Number of participating organisations cooperating across borders for improved governance (ENI/CBC 14)  O3.2: Number of local and regional communities and NGOs, involved in cross-border cooperation initiatives  O4.1: Number of professionals participating in joint trainings or other experience exchange events  O4.2: Number of border crossing points with increased throughput capacity |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.2. Respect of Cross-cutting Issues** | | | |
| Local democracy | Impact | *Tick off a relevant point*  Negative  Neutral  Positive | *Max 500 characters* |
|  | | | |
| Environmental sustainability | Impact | *Tick off a relevant point*  Negative  Neutral  Positive | *Max 500 characters* |
|  | | | |
| Gender equality | Impact | *Tick off a relevant point*  Negative  Neutral  Positive | *Max 500 characters* |
|  | | | |
| HIV/AIDS | Impact | *Tick off a relevant point*  Negative  Neutral  Positive | *Max 500 characters* |
|  | | | |
| Promotion of principles of equal opportunities and non-discrimination | | | *Max 500 characters* |
|  | | | |

|  |  |
| --- | --- |
| **2.3. Compliance with National, Regional or Local Planning Documents /Strategies** | *Max 2000 characters* |
|  | |

|  |  |
| --- | --- |
| **2.4. Compliance with the EUBSR Strategy** | *Max 1000 characters* |
|  | |

**3. DETAILS ON INVOLVED BENEFICIARIES (PARTNERS)**

**3.1.** **Detailed information and administrative and institutional capacity to manage and implement the project (Lead Beneficiary)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.1.1. Detailed information** | | | | | | |
| Applicant  (Lead Beneficiary) | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (if role of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.1.3. Experience and Capacities of the Staff** | |
| General information on the Lead Beneficiery Organisation | *Max 500 characters* |
|  | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.1.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.1.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.1.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.1.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1.8. Financial data (in EUR)** | | | |
| Financial data | YEAR N-1 | YEAR N-2 | YEAR N-3 |
| 1. Total annual income |  |  |  |
| * 1. *EU Commission* |  |  |  |
| * 1. *Member States public bodies* |  |  |  |
| * 1. *International organisation* |  |  |  |
| * 1. *Private sector* |  |  |  |
| * 1. *Member‘s fee* |  |  |  |
| * 1. *Other (please specify)* |  |  |  |
| * 1. *Other (please specify)* |  |  |  |
| * 1. *Other (please specify)* |  |  |  |
| 1. Total debts (long and short term liabilities) |  |  |  |
| 1. Total assets |  |  |  |

**3.2. Detailed information and administrative and institutional capacity to manage and implement the project (Beneficiary No 2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.2.1. Detailed Information** | | | | | | |
| Beneficiary No 2 | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (ifrole of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.2.3. Experience and Capacities of the Staff** | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |
| **3.2.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.2.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.2.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.2.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.2.8. Financial data (in EUR)** | | |
| Financial data | YEAR N-1 | YEAR N-2 |
| 1. Total annual income |  |  |
| * 1. *EU Commission* |  |  |
| * 1. *Member States public bodies* |  |  |
| * 1. *International organisation* |  |  |
| * 1. *Private sector* |  |  |
| * 1. *Member‘s fee* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| 1. Total debts (long and short term liabilities) |  |  |
| 1. Total assets |  |  |

**3.3. Detailed information and administrative and institutional capacity to manage and implement the project (Beneficiary No 3)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.3.1. Detailed Information** | | | | | | |
| Beneficiary No 3 | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.3.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (ifrole of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.3.3. Experience and Capacities of the Staff** | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |
| **3.3.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.3.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.3.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.3.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.3.8. Financial data (in EUR)** | | |
| Financial data | YEAR N-1 | YEAR N-2 |
| 1. Total annual income |  |  |
| * 1. *EU Commission* |  |  |
| * 1. *Member States public bodies* |  |  |
| * 1. *International organisation* |  |  |
| * 1. *Private sector* |  |  |
| * 1. *Member‘s fee* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| 1. Total debts (long and short term liabilities) |  |  |
| 1. Total assets |  |  |

**3.4. Detailed information and administrative and institutional capacity to manage and implement the project (Beneficiary No 4)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.4.1. Detailed Information** | | | | | | |
| Beneficiary No 4 | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.4.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (ifrole of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.4.3. Experience and Capacities of the Staff** | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |
| **3.4.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.4.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.4.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.4.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.4.8. Financial data (in EUR)** | | |
| Financial data | YEAR N-1 | YEAR N-2 |
| 1. Total annual income |  |  |
| * 1. *EU Commission* |  |  |
| * 1. *Member States public bodies* |  |  |
| * 1. *International organisation* |  |  |
| * 1. *Private sector* |  |  |
| * 1. *Member‘s fee* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| 1. Total debts (long and short term liabilities) |  |  |
| 1. Total assets |  |  |

**3.5. Detailed information and administrative and institutional capacity to manage and implement the project (Beneficiary No 5)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.5.1. Detailed Information** | | | | | | |
| Beneficiary No 5 | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.5.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (ifrole of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.5.3. Experience and Capacities of the Staff** | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |
| **3.5.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.5.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.5.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.5.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.5.8. Financial data (in EUR)** | | |
| Financial data | YEAR N-1 | YEAR N-2 |
| 1. Total annual income |  |  |
| * 1. *EU Commission* |  |  |
| * 1. *Member States public bodies* |  |  |
| * 1. *International organisation* |  |  |
| * 1. *Private sector* |  |  |
| * 1. *Member‘s fee* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| 1. Total debts (long and short term liabilities) |  |  |
| 1. Total assets |  |  |

**3.6. Detailed information and administrative and institutional capacity to manage and implement the project (Beneficiary No 6)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.6.1. Detailed Information** | | | | | | |
| Beneficiary No 6 | In English |  | | | | |
| In national language |  | | | | |
| Country | | *Tick off a relevant country*  Lithuania  Russia  Other  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| County/Region/City | |  | |  |  | |
| Municipality | |  | | | | |
| Legal form | |  | | | | |
| Type of organisation | | *Tick off a relevant type of organisation*  National, regional and local authorities  Bodies governed by public law  Non-state actors  Public equivalent bodies  Other  Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Registration No. or equivalent | |  | | | | |
| Date of registration | |  | Place and country of registration | | |  |
| Official address of registration of organisation | |  | | | | |
| Address of registered branch office  (if applicable) | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Fax Number  *(country code+number)* | | |  |
| Website of the organisation | |  | | | | |
| Registered for VAT | | YES  NO | VAT payer Number | | |  |
| Contacts for correspondence | | | | | | |
| Contact person | |  | | | | |
| Position in organisation | |  | | | | |
| Correspondence address | |  | | | | |
| Telephone Number  *(country code+number)* | |  | Mobile Telephone Number  *(country code+number)* | | |  |
| Fax Number  *(country code+number)* | |  | E-mail address | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.6.2. Experience in the Field of EU Funded and Other National Instruments and International Programmes’ Projects** | | | *Max 300 characters* |
|  | | | |
| Title of the Project | Programme/ instrument | Brief description of the project (duration in months, role in the project, main results and outputs) | Budget of the project (ifrole of the Lead Partner) or of the part of the budget assigned (if role of partner) in EUR |
| *Max 500 characters* | *Max 500 characters* | *Max 500 characters* | *Max 500 characters* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.6.3. Experience and Capacities of the Staff** | |
| Experience and Capacities of Staff Assigned to the Project | *Max 500 characters* |
|  | |
| External Experts to be contracted | *Max 500 characters* |
|  | |
| **3.6.4. Experience in Sector** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.6.5. Experience in Procurement of Services, Supplies and Works within the Last 3 Years** | | |
| Type of the contract  (supply, service or works) | Subject of the contract, months and year of signature | Costs of the contract in EUR |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **3.6.6. Resources for Co-financing** | *Max 500 characters* |
|  | |

|  |  |
| --- | --- |
| **3.6.7. Resources for Finalisation of the Project, Payment for All Contracts and Commitments** | *Max 500 characters* |
|  | |

|  |  |  |
| --- | --- | --- |
| **3.6.8. Financial data (in EUR)** | | |
| Financial data | YEAR N-1 | YEAR N-2 |
| 1. Total annual income |  |  |
| * 1. *EU Commission* |  |  |
| * 1. *Member States public bodies* |  |  |
| * 1. *International organisation* |  |  |
| * 1. *Private sector* |  |  |
| * 1. *Member‘s fee* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| * 1. *Other (please specify)* |  |  |
| 1. Total debts (long and short term liabilities) |  |  |
| 1. Total assets |  |  |

**4. LOGICAL FRAMEWORK FOR THE PROJECT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Rationale (I) | Objectively verifiable indicators of achievement (II) | Sources and means of verification (III) | Assumptions (IV) |
| Overall objective:  IMPACT | *1* | *8* | *9* |  |
| *max 500 characters* | *max 500 characters* | *max 500 characters* |
| Specific objectives:  RESULTS | *2* | *10* | *11* | *7* |
| *max 1000 characters* | *max 1000 characters* | *max 1000 characters* | *max 1000 characters* |
| Outputs: | *3* | *12* | *13* | *6* |
| *max 1500 characters* | *max 1500 characters* | *max 1500 characters* | *max 1500 characters* |
| Activities: | *4* | *14* | *15* | *5* |
| *max 1500 characters* | *max 1500 characters* | *max 1500 characters* | *max 1500 characters* |

**5. METHODOLOGY OF THE PROJECT IMPLEMENTATION**

|  |  |
| --- | --- |
| **5.1. Means and Methods of Implementation** | *Max 4000 characters* |
|  | |

|  |  |
| --- | --- |
| **5.2. Procurement of External Services** | *Max 2000 characters* |
|  | |

|  |  |
| --- | --- |
| **5.3. Detailed Description and Justification of Equipment and Works** | *Max 5000 characters* |
|  | |
| **5.4. Links between Soft Activities and Investments** | *Max 2000 characters* |
|  | |

|  |  |
| --- | --- |
| **5.5. Analysis of Implementation Risks Related to GAs** | |
| Associated risks | Measures to mitigate the risks |
| *Max 1000 characters* | *Max 2000 characters* |
|  |  |

**6. DESCRIPTION OF THE PROJECT ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **6.1. First Group of Activities (GA1)** | | | |
| Title of GA1 | Management and coordination | | |
| Aim of GA1 |  | | |
| Responsible Beneficiary |  | | |
| No. and Title of Activity | Involved Beneficiaries | Description of the Activity  *(Max 2000 characters* ) | Outputs and their quantification  *(Max 1000 characters)* |
| Activity 1.1.  Management and coordination system |  |  |  |
| Activity 1.2.  Internal monitoring  and reporting  procedures |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.2. Second Group of Activities (GA2)** | | | |
| Title of GA2  *(Max 200 characters)* |  | | |
| Aim of GA2  *(Max 300 characters)* |  | | |
| Responsible Beneficiary |  | | |
| No. and Title of Activity | Involved Beneficiaries | Description of the Activity  *(Max 1000 characters for each activity)* | Outputs and their quantification  *(Max 500 characters for each section)* |
| *Activity 2.1.*  *(indicate the title)* |  |  |  |
| *Activity 2.2*  *(indicate the title)* |  |  |  |
| *Activity 2.3.*  *(indicate the title)* |  |  |  |
| *Activity 2.4.*  *(indicate the title)* |  |  |  |
| *Activity 2.5.*  *(indicate the title)* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.3. Third Group of Activities (GA3)** | | | |
| Title of GA3  *(Max 200 characters)* |  | | |
| Aim of GA3  *(Max 300 characters)* |  | | |
| Responsible Beneficiary |  | | |
| No. and Title of Activity | Involved Beneficiaries | Description of the Activity  *(Max 1000 characters for each activity)* | Outputs and their quantification  *(Max 500 characters for each section)* |
| *Activity 3.1.*  *(indicate the title)* |  |  |  |
| *Activity 3.2*  *(indicate the title)* |  |  |  |
| *Activity 3.3.*  *(indicate the title)* |  |  |  |
| *Activity 3.4.*  *(indicate the title)* |  |  |  |
| *Activity 3.5.*  *(indicate the title)* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.4. Fourth Group of Activities (GA4)** | | | |
| Title of GA4  *(Max 200 characters)* |  | | |
| Aim of GA4  *(Max 300 characters)* |  | | |
| Responsible Beneficiary |  | | |
| No. and Title of Activity | Involved Beneficiaries | Description of the Activity  *(Max 1000 characters for each activity)* | Outputs and their quantification  *(Max 500 characters for each section)* |
| *Activity 4.1.*  *(indicate the title)* |  |  |  |
| *Activity 4.2*  *(indicate the title)* |  |  |  |
| *Activity 4.3.*  *(indicate the title)* |  | *Max 1000 characters* | *Max 500 characters* |
| *Activity 4.4.*  *(indicate the title)* |  | *Max 1000 characters* | *Max 500 characters* |
| *Activity 4.5.*  *(indicate the title)* |  | *Max 1000 characters* | *Max 500 characters* |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.5. Fifth Group of Activities (GA5)** | | | |
| Title of GA5 | *Max 200 characters* | | |
| Aim of GA5 | *Max 300 characters* | | |
| Responsible Beneficiary |  | | |
| No. and Title of Activity | Involved Beneficiaries | Description of the Activity  *(Max 1000 characters for each activity)* | Outputs and their quantification  *(Max 500 characters for each section)* |
| *Activity 5.1.*  *(indicate the title)* |  |  |  |
| *Activity 5.2*  *(indicate the title)* |  |  |  |
| *Activity 5.3.*  *(indicate the title)* |  |  |  |
| *Activity 5.4.*  *(indicate the title)* |  |  |  |
| *Activity 5.5.*  *(indicate the title)* |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6.6. Description of Communication Plan** | | | | | | |
| Main objective(s):  *(Max 300 characters)* |  | | | | | |
| Aim | Description of Communication Activity | No. and Title of Activity | Involved Beneficiaries | Target group/target audience | Periodicity | Expected result |
| *Max 200 characters* | *Max 200 characters* | *Max 200 characters* | *Max 200 characters* | *Max 200 characters* | *Max 200 characters* | *Max 200 characters* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.7. Table of Communication Outputs** | | | |
| Output | Number of Outputs | No.of Copies (if applicable) | Activity (GA) |
| Press articles (at least two for each Beneficiary) | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Printed publications (leaflets, brochures, books, posters, etc.) | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Websites, Facebook and YouTube channels | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Publications in press and new media | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Video and audio production (reports and other material) | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Infrastructure objects, stands, premises | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |
| Events | | | |
| *1* |  |  |  |
| *2* |  |  |  |
| *...* |  |  |  |

**7. SUSTAINABILITY OF RESULTS**

|  |  |
| --- | --- |
| **Ownership of the outputs and results and institutional sustainability** | *Max 1500 characters* |
|  | |
| **Financial plan** | *Max 1500 characters* |
|  | |
| **Action plan and futher use of the Project results** | *Max 1500 characters* |
|  | |
| **Accessibility to public** | *Max 1500 characters* |
|  | |
| **Sustainable structures/networks, if relevant** | *Max 1500 characters* |
|  | |

**8. TIMETABLE OF THE PROJECT**

|  |  |
| --- | --- |
| **8.1. Duration of the Project (months)** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **8.2 Timetable by quarters** | | | | | | | | |
| GA | Title of GA | Quarter I | Quarter II | Quarter III | Quarter IV | Quarter V | Quarter VI | Quarter VII | Quarter VIII |
| GA1 | Management and coordination |  |  |  |  |  |  |  |  |
| GA2 |  |  |  |  |  |  |  |  |  |
| GA3 |  |  |  |  |  |  |  |  |  |
| GA4 |  |  |  |  |  |  |  |  |  |
| GA5 |  |  |  |  |  |  |  |  |  |

**Signed on behalf of the Applicant:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and position of the signatory) (Date of signature) (Signature)

|  |  |  |
| --- | --- | --- |
| **Check list for self-assessment** | | |
| When entire application is accomplished, before sending it, please, check, whether your application corresponds to the following criteria. If corresponds, tick off the **YES** box: | | |
| **Criteria** | | |
| **Administrative check** | | |
| 1. The Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) and the supporting documents have been timely sent out before the deadline. | Yes | No |
| 2. The paper version of the Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) and the supporting documents and the electronic version (on the CD-ROM or USB) of the Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) have been submitted bound in one folder. | Yes | No |
| 3. The paper version and the electronic version of the Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) are identical. | Yes | No |
| 4. Electronic version of the application includes the following documents:  1) A digital version of the Grant Application Form Part I Project Description, saved as a MS Word file. 2) A digital version of the Grant Application Form Part II Project Budget, saved as an MS Excel file.  3) A digital version of the Grant Application Form Part III Declaration by the Applicant, scanned (as pdf or any other image file). | Yes | No |
| 5. The paper version of the completed Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) has been provided in 1 original. All supporting documents have been provided in the original or copy certified as a true copy of the original. | Yes | No |
| 6. The correct template of the Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant), published for this Call for Proposals, has been used. | Yes | No |
| 7.The Grant Application Form (Part I Project Description, Part II Project Budget and Part III Declaration by the Applicant) is typed, filled in and is in English. | Yes | No |
| 8. The Part III Declaration by the Applicant of the Grant Application Form has been filled in and legibly signed by the Head or an authorised representative (in this case the valid authorisation is enclosed) of the Lead Beneficiary (Applicant), having the right to making such decisions and assuming the financial obligations on behalf of the organisation, indicating position, name and surname, dated and stamped (if applicable). | Yes | No |
| 9. Each Beneficiary has printed preferably on the letterhead of the organisation, completed, legibly signed by the Beneficiary's Head or authorised representative (in this case the valid authorisation is enclosed), having the right to making such decisions and assuming the financial obligations on behalf of the organisation, indicating position, name and surname, dated and stamped (if applicable) the Partnership Statement and all the Partnership Statements are included as original or copies. | Yes | No |
| 10. Cover Letter by the Applicant, preferably on the letterhead of the organisation, duly registered, signed and stamped (if applicable), listing the contents and number of pages of the application | Yes | No |
| 11. Statutes or articles of association of the Applicant and each Beneficiary as copy certified as true  *In the event the certified copy for any of the Beneficiary or the Applicant is attached to another Application, please indicate the title of the Application and the name of the Applicant in the Cover letter* | Yes | No |
| 12. Applicant's latest accounts (the profit and loss account and the balance sheet, explanatory notes or equivalent according to the national legislation) for the two previous financial years for which the accounts have been closed as a copy.  *In the event the copy is attached to another Application, please indicate the title of the Application and the name of the Applicant in the Cover letter* | Yes | No |
| 13. Each Beneficiary’s latest accounts (the profit and loss account and the balance sheet, explanatory notes, or equivalent according to the national legislation) for the last financial year for which the accounts have been closed as copies.  *In the event the copy for any of the Beneficiary is attached to another Application, please indicate the title of the Application and the name of the Applicant in the Cover letter* | Yes | No |
| 14. A full set of technical documentation for construction works requested under national legislation in order to implement the works and detailed cost estimates, in case it is planned to implement construction works in the project (contents of technical documentation are described in section 5.4 of the Guidelines for Applicants and Beneficiaries). | Yes | No |
| **Eligibility check** | | |
| 1. The Applicant complies with the eligibility requirements. | Yes | No |
| 2. All the Beneficiaries comply with the eligibility requirements. | Yes | No |
| 3. The Applicant (Lead Beneficiary) and all Beneficiaries are free from being in the situations excluding them from participation in Calls for Proposals or from being awarded grants (refer to section 3.2.3. of the Guidelines for Applicants and Beneficiaries). | Yes | No |
| 4. In the Grant Application there is at least 1 entity (Applicant or other Beneficiary) from the Programme area in Lithuania and at least 1 entity (Applicant or other Beneficiary) from the Programme area in Kaliningrad region of the Russian Federation. | Yes | No |
| 5. The duration of the project is not longer than the maximum allowed duration. | Yes | No |
| 6. The requested Programme funding is not less than the set minimum grant size (100 000 EUR). | Yes | No |
| 7. The requested Programme funding does not exceed the set maximum budget size (1 000 000 EUR). | Yes | No |
| 8. The requested Programme funding is equal to 90 % of the total eligible costs of the project. The total co-financing by the Applicant (Lead Beneficiary) and/or by the beneficiaries (partners) is equal to 10 % of the total eligible costs of the project. | Yes | No |
| 9. The proposed project does not fall under the category of unsupported projects. | Yes | No |
| 10. The proposed activities are located in the Programme area.  (*If there are any activities located outside the Programme area, they are duly described and justified in the Part I Project Description and indicated in the Part II Project Budget, table 9.5*). | Yes | No |