

In the 4th CfP for micro projects some questions in the application form are not needed to fill in. This is the basic model (pdf-print), question which are not needed to fill in are ~~overlined~~. Please read also the PROMAS manual.

Application form

Basic information

Programme name: Kolarctic CBC Programme 2014-2020

Name of the project: Project name

Acronym: ABCDE

Project ID: KO5000

Full legal name of the Lead partner in English: LP

Country of the Lead partner: Drop-down menu

Region of the Lead partner: Drop-down menu

Priority: Drop-down menu

Thematic objective: Drop-down menu

Duration of the project in months: 12 (max)

Requested financing (generated automatically)

Total costs of the project: 100000 €

Investments included in total costs: 0 € 0 % of total financing

Requested programme financing: 64000 € 64,00 % of total financing

Partners (listed automatically after you have added partners in the Basic information page with "Add a new partner" function.

Name	Country name	Region name	Type
LP	Finland	Lapland	Lead Partner
Partner 1	Norway	Finnmark	Partner
Partner 2	Russia	Murmansk Region	Partner
Partner 3	Sweden	Norrbottn	Partner

LP (Lead Partner)

Identity

Full legal name:

LP

Name of the organisation in original language:

Partnerin nimi

Department/ unit in charge of the activities: Unit 1

Business ID: 98765

Legal status: Drop-down menu

Type of organisation: Drop-down menu

Description of the organisation: To be filled in

Official address: To be filled in

Postal address: To be filled in

Telephone number: To be filled in

Email of the organisation: To be filled in

Website of the organisation: To be filled in

Contact person

Name: XXXXX

Position: XXX

Telephone number: 098765

Email: XXXX@partner.fi

Motivation

What is the role of the partner in the project?

-

Why does the organisation participate in the project (reason and motivation)?

To be filled in. No need to fill in other parts under "motivation"

~~How does the organisation benefit from participating in the project?~~

Operational capacity

What are the organisation's thematic competences and experiences relevant for the project?

This is to be filled in under Operational capacity. Not the other questions.

~~Describe the organisation's previous experience in participating in and/or managing EU co-financed projects or other international projects.~~

~~In the case of partners from outside the programme's core area: What is the added value of this partner for the project?~~

Financial capacity

Does the organisation have a euro based bank account or can it be established? Yes

Can the project costs be separately allocated and reported in the organisation's bookkeeping? Yes

Can the organisation transfer or receive programme funding to/from other project partners? Yes

Does the organisation participate in the financing of the project? Yes

~~Organisation's average annual turnover~~

~~0 €~~

Does the organisation have sufficient financial resources to implement the project taking into account both own contribution and final payment? Yes

Other public financing

Programme financing	Name of the project	Amount
OK		0
Total		

Has public financing for same or similar activities been applied for? No

Fill in the same information of all other partners

Summary of the project

It would be easiest to fill in the summary as a last phase of writing the application, because in answering the other questions the writer has in his / her mind handled through all aspects of the project proposal, and probably finds it easier to decide what should be written in the summary.

Relevance

Objective

~~Problem analysis: Describe the problem that will be solved by the project and how it has been identified?~~

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~~Overall objective of the project~~

Data not needed

~~Specific objective of the project~~

Micro-project proposals describe their objective here.

~~Why is cross-border cooperation needed for reaching the objective of the project?~~

This is needed also in micro-projects

~~Does the project contribute to the cross-cutting issues of the programme? If yes, to which and how?~~

Thematic indicators

Thematic indicator name	Target value
SOI 1. Number of participating institutions/organizations cooperating across borders for viability of Arctic economy, nature and environment	2
SOI 1.1 Number of males	2
SOI 1.1 Number of females	1
SOI 2. Number of participating young entrepreneurs/SMEs cooperating across borders for business cooperation and development	1
COI 2. Number of enterprises substantially and actively involved in projects as final beneficiaries	0
SOI 3. Number of participants in cross-border activities implemented by projects enhancing	

Work plan

In Work plan you must describe maximum 5 main activities to be implemented in the project.

Name	Description	Output	Location
test			
ggggg			Norway-Other

Activity planner

The activities that you have defined in the Work Plan appear automatically in the Activity Planner chart

Name	Start date	End date	Duration
test	22/01/2020	29/01/2020	8
ggggg	22/01/2020	25/01/2020	4

Roles of the partners

RESPONSIBLE ACCOUNTABLE CONSULTED INFORMED

	LP	Partner 1	Partner 2	Partner 3
ggggg				
test				

RESPONSIBLE ACCOUNTABLE CONSULTED INFORMED

Roles of the partners will be visible with different colours

Impact

How and by whom will the project's main outputs be further utilized once the project has been finalized?

~~How will the sustainability of the expected results be maintained financially and operationally?~~

Implementation

~~Describe the proposed team and the administration structure of the project.~~

~~Describe the communication and visibility channels, tactics and tools that will be used.~~

~~Describe the monitoring and evaluation arrangements; how will the project implementation and achieving of the expected results be monitored and evaluated?~~

6.1 Does the project have any negative or positive environmental impact? Analyze the environmental impact, if any:

~~Are any permits, for example building permits, needed for implementing the proposed project activities?~~

Project budget (from Annex A)

Title	Budget for micro projects	
Programme name	Kolarctic CBC Programme 2014-2020	
Type of cost	Year 1	Total
Personnel		
Travel		
External services		
Total		
Project revenue		
Net eligible costs	May not exceed 50 000 € (EU+RU) or 100 000 € (EU+RU+NO)	
Financial plan		
Requested programme financing	% of total financing	
Co-financing from the		

project partners	€	
Co-financing from other sources	€	
Total co-financing	€	% of total financing
Total financing	€	
Investments included in total costs		
Amount of investment		0 €
Share from total cost		0.00 %

Annexes

File name
Description
Annex A Budget specification_micro projects.xlsx
Annex D State co-financing or Norwegian Kolarctic financing form.doc
Annex E Partnership Statement (from all partners)
Company registration certificate.docx (from Lead Partner)
Copy of the state aid decision.docx (if applicable)

The signature page can be printed out only after the application has been submitted in PROMAS. Application shall be signed by the person who has an authorization to sign on behalf of the organization in question.

Remember to sign the application form and submit it to the Managing Authority within set deadline.

Signature

By signing the application the Lead Partner on behalf of all partners, confirms that:

- The project partners have the sources of financing, professional competence and qualifications required by implementation of the proposed project;
- In case of approval of the project proposal by the Joint Monitoring Committee, our organisation will take the role of the Lead Partner with all the responsibilities assigned to it;
- Our organisation is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary;
- Neither our organisation nor the partners are in any of the situations excluding them from participating in contracts which are listed in the respective documents and we accept that if we participate in spite of being in any of these situations, we may be excluded from other procedures;
- If recommended to be awarded a grant, our organisation accepts the contractual conditions as laid down in the Grant Contract and in its conditions;
- Our organisation is fully aware of the obligation to inform without delay the Managing Authority if the same application for funding made to other financing programmes of the European Union or the participating countries has been approved after the submission of this application.
- All natural persons participating in the project or project activities have in advance given their consent to collection, recording, storage and transfer of their personal data in databases of the Programme authorities and management bodies.

Name: Name

Position: position

Date: XX/XX/XXXX

Signature: _____