The European Union’s Programme
Support to Ukraine's Regional Development Policy

Instruction for filling in a Full Application Form

This Project is funded by the European Union

A project implemented by GIZ International Services

In partnership with

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Introduction

The full Application Form must be filled in English. It is necessary to follow the formatting of the Annex A. Therefore we kindly suggest to process as follows:

- Download the original Annex A file and open it.
- Save the file as Annex A 'Project Title"
- Delete pages related specifically to the Concept Note – pages from 5 through 11 of the original Annex A
- Update (automatically) the table of content.

Fill in whole Annex carefully. Please do not change the established formats of the tables. Do not erase any text from the file. Keep the font's format as required, even if it differs from one table to another.
Please, follow the instructions precisely and present all information in a clear way. Use simple, easily understandable language and terminology understandable for everyone. Be precise and concrete, avoid jargon and technical speech. Ensure high quality of translation.

Cover page

Title of the action:

Write down the full title of your project. It must be the same as in your Concept Note

Number and title of lot:

Please choose the Lot your application is addressing and delete those not corresponding with your choice, leaving only the name of the Lot you are addressing. Please choose the same data as in your Concept Note

Location(s) of the action:

Please specify the country, name of the oblast or oblasts, rayon and/or city where your project will be realized and that will benefit from your project. Divide the names by the simple coma (,). Please be consistent with the Concept Note; in case any changes are made (i.e. location added), remember they must be enlisted in point 2.1.1. of the Full Application Form.

Name of the applicant:

Please provide the full official name of the applicant both in English and in Ukrainian. The name should be the same as in Concept Note and in PADOR.

Nationality of the applicant:

Please state which country the applicant is registered in. Please provide the same data as in Concept Note.

Dossier No:

Please do not fill in this box. It shall be empty to be filled by the Contracting Authority.

<u>Information of the Applicant</u>

EuropeAid ID:

Please put your EuropeAid ID number here.

Ongoing contract/Legal Entity File Number (if available):

If your organisation/institution has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number, please put it here. If not, write 'N/A'. Please be consistent with the Concept Note.

Legal status:

Please specify what is the legal status of your organisation/institution. Please provide the same data as in PADOR and in the Concept Note.

Co-applicant:

Please recheck the eligibility of your co-applicants. Eligibility criteria for co-applicants may be found in 'Guidelines for grant applicants', point 2.1.1. **The applications mention non-eligible co-applicants** (private companies, foreign entities, village councils) **will be rejected** on the stage of the eligibility checking.
Please provide the following information for each co-applicant:
Name – full official name of the organisation/institution;
EuropeAid ID – Please remember that for this call for proposals the registration in PADOR is obligatory. If the co-applicant's organization is not registered in PADOR (Potential Applicant Data On-Line Registration), please register it before submitting the Full Application Form and write its EuropeAid ID number here. Information on how to register in PADOR may be found in 'Guidelines for Applicants', page 13;
Nationality and date of establishment – specify the country of the organisation/institution registration and the date of its establishment;
Legal status – specify what is the legal status of organisation/institution. Please provide the same data as in PADOR and in Concept Note;
Relation with the applicant or co-applicant – please give short description;
Please insert a separate line for each of co-applicant providing the above data for each one.
Please ensured that the role of co-applicant and its linkage to the applicant are clearly defined and each of them is described in the text.

Affiliated entity:

Please **recheck the eligibility of your affiliated entity(ies).** Eligibility criteria for affiliated entity(ies) may be found in 'Guidelines for grant applicants', point 2.1.2.
Please provide the following information for each affiliated entity:
Name – full official name of the organisation/institution;

EuropeAid ID – Please remember that for this call for proposals the registration in PADOR is obligatory. If the affiliated entity's organization is not registered in PADOR (Potential Applicant Data On-Line Registration), please register it before submitting the Full Application Form and write its EuropeAid ID number here. Information on how to register in PADOR may be found in 'Guidelines for Applicants', page 13;
Nationality and date of establishment – specify the country of the organisation/institution registration and the date of its establishment;
Legal status – specify what is the legal status of organisation/institution. Please provide the same data as in PADOR and in Concept Note;
Relation with the applicant or co-applicant – please give short description.
Please insert a separate line for each of affiliated entity, providing the above data for each one.

Applicant's contact details for the purpose of this action

Please provide the contact details of applicants' organisation /institution. If it is necessary to provide the different contact details than in the Concept Note, please remember that any changes must be enumerated it in point 2.1.1. of the Full Application Form. Please remember that the information provided here, will be used by the Contracting Authority for contacting with the applicant, e.g. when additional documents will be required. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond to any questions or requirements in time.

Part B. Full Application Form

Has to be completed only by applicants who receive an invitation to submit a full proposal (at the time of the invitation).
To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible.

1. General information:

Please fill in the entire table carefully

Reference of the Call for Proposals:

Already filled: EuropeAid/134171/L/ACT/UA

Title of the Call for Proposals:

Already filled: Support to Ukraine's regional development policy

Name of the applicant:

Put the name of the applicant. It should be the same as in the Concept Note and in PADOR

Number of the proposal:

Insert the Number indicated in the letter informing you about the Concept Note evaluation outcome and inviting you to submit a Full Application Form

Title of the action:

The same as in the Concept Note

Location of the action: -specify country(ies) region(s) that will benefit from the action:

The same as in the Concept Note (if no changes were made); if any locations were added, please remember to mark the changes in point 2.1.1.

Number of the Lot:

The same as in the Concept Note. Please write down " Lot 1" or "Lot 2"

2. The action[1]

Description of the Action

2.1.1. Description (max 13 pages)

Provide a description of the proposed action (project), including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results described in the Concept Note:

Ensure compliance with the information provided in the CN and Annex C

- Explain the specific results expected, stating how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants and affiliated entity(ies).

Repeat overall and specific objectives stated in the Concept Note and Annex C. Provide the data on identified Target Group(s). Be specific and provide the exact data (it is not enough to declare that the project is focused on all inhabitants of the city, rayon or region). Explain the impact of the project on the target group(s) and final beneficiaries, the way in which the project will contribute to the improvement of the situation in view to the target group.

- Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant(s) and affiliated entity(ies) (and associates or contractors or sub-grantees where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.2.3, but demonstrate coherence and consistency of project design. In particular, list any publications proposed.

Use the same names of activities and their order as in the Action Plan (point 2.1.3 of the Full Application Form) and as provided in Concept Note (when possible)
While describing activities provide all necessary data to identify the costs shown in the budget (e.g. 2-days training for 50 participants, etc.).
Please remember to include activities related to the project management and visibility actions.
Please remember to include separately tender procedures when applicable.
Please provide all information requested to show that the activity is ready to be implemented. If any work (construction/renovation) are to be provided – please indicate the documentation you are possessing to show the activity is ready to be implemented after receiving the grant. If you need to develop the documentation, please provide the information whether it will be made before the contracting or it is included into the project (as separate activity with a separate budget). Please describe all national requirements to be kept (and the stage on which the preparation is at the moment – permitions, etc.)
It is recommended to group the activities accordingly to the planned results and to number them (e.g. Result 1, Activity 1.1, Activity 1.2, Result 2, Activity 2.1, Activity 2.2., etc.)

[1] The evaluation committee will refer to information provided in the Concept Note as regards objectives and the relevance of the action.

Specify the role of the Co-applicants/affiliated entities in relation to the separate activities.
Such parts as publications, website etc. have to be specified separately. Please remember to show how the publications/other materials will be distributed.

- In the case that a redistribution of the grant is anticipated (sub-grants) and on the condition that this is an eligible activity as per the Guidelines for Applicants: Specify the objectives and results to be obtained and the types of entity that will be eligible for a sub-grant. A fixed list of the types of activity eligible for sub-grants must be established, together with the criteria for selecting sub-grantees (including the criteria for determining the exact amount of each sub-grant). The maximum amount of a sub-grant is EUR 60 000 per third party, except where a redistribution of the grant is the main purpose of the Action.

    Please provide all information requested. Please remember that under this Call for Proposals the redistribution of funds cannot be the main purpose of the project.

- Describe/highlight eventual changes of the information provided in the concept note.

    Any necessary changes made at this stage must be very clearly justified.

2.1.2. Methodology (max 5 pages)

Describe in detail:

– the methods of implementation and rationale for such methodology;

    Describe the way you plan to implement your project activities and why you have chosen this method
    Explain why you propose these groups of activities and their sequence regarding each result.

– where the action (project) continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions and recommendations of any evaluations carried out);

    Please note this point must be filled only if your project is a continuation of a previous project or any significant initiative realised by applicant/ co-applicant/ affiliated entity (ies) or is based on its results.
    Explain what were the previous project's lessons learned and how you will use them.

– where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);

    If your project is a part of a wider programme under a Regional Development Strategy or a Local Development Plan, provide information on the programme and show, what is your project's role in it.
    If there are any other EU initiatives realised on the same area and in the same sphere (e.g. ENPI CBC projects, other EU programmes), please present the synergy between them and your project.

– the procedures for follow up and internal/external evaluation;

    What kind of internal/external evaluation (e.g. external audit) will be provided? How will it be performed? What method of activities evaluation you plan?

– the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;

    Please explain why you chose your co-applicants and affiliated entities, use the Stakeholders' Analysis Matrix to present the participation of other stakeholders.
    Please ensure compliance with the section 1.1.3 in the Concept Note.
    Please ensured that the role of co-applicants and affiliated entities and their linkage to the applicant are clearly defined and each of them is described in the text.

- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

  Describe the management structure proposed for the project implementation, the project team and their responsibilities. As no CVs have to be attached, you should provide here the general info on the professional skills required, knowledge of English language, the role of external experts, etc. (no name have to be provided).
  You can use a box diagram to illustrate the management scheme and relations (only if you have enough space for it (please remember the number of pages is limited).
  Ensure consistency of the provided information with Annex C (Logical Framework) and Annex B (Budget).

- the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);

  Please list any equipment, materials and supplies you will use for project implementation, any works you plan to do within the project, and give a clear justification of necessity to ensure these means;
  Ensure consistency of information with the one provided in Annex C (Logical Framework) and Annex B (Budget);

- the attitudes of all stakeholders towards the action in general and the activities in particular;

  Provide the data in close compliance with those provided in the Concept Note – explain what specific activities will be undertaken to ensure the positive attitude of the stakeholders that could negatively influence the implementation of the project);

- the planned activities in order to ensure the visibility of the action and the EU funding.

  Explain how and to which extend the visibility of the project will be ensured (please remember it is not enough to write down you will follow the recommendations' stated in the "Visibility Manual", some activities should be planned.

2.1.3. Duration and indicative action plan for implementing the action (max 4 pages)

The duration of the action will be <X> months.

Give the number of months your project will take. Please remember that according to the Guidelines for this Call for Proposals the duration of the action has to be set between 18 and 30 months. Please do all your best to keep the same number of months as stated in the Concept Note.

Action Plan Table.

Please list the activities in the same order as in point 1.2.1. Description of the action.
Remember to allocate enough time for the preparation of the separate activities.
Remember to allocate appropriate time for the tender procedures (when needed).
Do not leave any month(s) 'empty' – the project will be implemented during each and every month, otherwise there is no need to allocate this month for the project implementation.
Do not introduce a name of the specific month when the project activities starts and be implemented. Please keep only the numbering, e.g. 1 – for the first month of the project implementation, 2 – for the second month of the project implementation, etc. Keep in mind that the project will start after the grant contract will be signed, and any month for the project implementation cannot be predicted at the stage of the Full Application Form submission.
Please take care to locate the activities appropriately during the project realisation. Do not put too many activities in a separate month. The Timetable shall be clear and the allocated time for separate activities shall ensure the proper, high quality of activities realisation.
If the activity is short (few days training) and its preparation takes a short limited time (under a month before the activity itself) you can put both the preparation and execution at the same month.

In case of the repeated activities (e.g. Team meetings, Steering/Monitoring Committee meetings) – use one line per repeated activity. E.g.:

Year 1													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1.1. Steering Committee meetings													Applicant
Execution Activity 1.1. Steering Committee meetings													Applicant

Please remember that in Table for the first year the unit used for planning is a month. However in Table for the following year(s), the unit to be used is a half of year.

2.1.4. Sustainability of the action (max 3 pages)

Provide all the information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).

  Provide the information requested. Be consistent with the information given in Annex C (Logical Framework) both on the level of Overall Objectives and of Objectively Verifiable Indicators. Provide additional, not measureable information Describe the long-term consequences: how the project outcomes will influence the overall objectives in terms of benefits for wider stakeholders. Give quantified data where possible
  Ensure consistency with indicators at the level of overall objectives provided in the Annex C

- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.

  Provide the information on your communication plan. How you will distribute the information about the project implementation and its achievements to the wider public? How to present it? Which project component (experience, best practice, etc.) may be easily replicated in other rayons/regions?

  May a following project be built based on the achieved results.

- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.

  Provide the information on both – possible internal and external risk factors and explain what measures will be undertaken to mitigate them and ensure the proper project implementation. What problems do you expect to face and how will you deal with them?

Providing the requested data on external factors, ensure the consistency with the Annex C (Logical Framework Column 4).

- Describe the main preconditions and assumptions during and after the implementation phase.

Please ensure the consistency with the Annex C (Logical Framework.)
Explain the preconditions and assumptions defined in Annex C (column 4) with regard to the corresponding activities, results and specific objective.

- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods)

d. Environmental sustainability: what impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment

Provide the requested information. Please remember that only obtaining the policy level sustainability is optional and depends of the type of the project, all other elements must be described carefully.
Include information on follow-up activities, built-in strategies, **ownership**, communication plan, etc. Please describe clearly the ownership over of the project results.
Please keep in mind that the structures established within the project **cannot be transferred to the private entities**. The communal ownership of the established structures is recommended. Show that the project investments (objects, renovated buildings, purchased equipment etc.) will not go into private hands after the project completion.

2.1.5. Logical Framework
Please fill in Annex C[2] to the Guidelines for Applicants.

Please find the information on how to fill in Annex C on the page 19 of this instruction.

2.1.6. Budget, amount requested from the Contracting Authority and other expected sources of funding

Please list below:

- The total amount of the project budget
- The amount requested from the Contracting Authority (European Commission)
- The amount of own contribution.

Please note all values must be given in EUR to the nearest euro cent.

Please provide the information on contribution in kind to be provided, if any (maximum 1 page). The term 'in kind contribution' means any non-financial contribution provided by third party (see Guidelines for grant applicants, point 2.1.5). Please keep in mind that if you declare any in kind contribution in the Full Application Form, it must be provided within the project implementation.

In the Annex A when text of the full application is presented, you should provide the information related to the contribution in kind, if it will be provided during the project realisation.

Please find the information on how to fill in Annex B on the page 17 of this instruction.

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[2] Explanations can be found at the following address: http://ec.europa.eu/europeaid/reports//index_en.pdf.

2.1.7. Applicant's experience

Please provide the information showing your experience in project management. Please note that if you leave the tables empty it means you have no experience in project management. It will influence on the assessment of your management capacity, resulting in the achieving or loss of the financial support. Therefore, it is of high importance to list all significant projects realised by your organisation/institution. Please remember the information should be short and clear.

If your organisation did not realise projects funded by the external donors, you can provide the information on similar activities financed from the state budget, showing yearly allocation for such kind of activities together with the number of employees assigned exclusively for this kind of activities in your institution, etc. Please provide the data for each year separately showing approximately the budget amounts.

<u>For similar actions</u>

Please list the projects managed by your organisation in the past three years in the same sector and of a comparable scale (financial scope, duration, target group, theme etc.) to the one for which a grant is being requested. Provide the requested information:

Project title:

If the project title was in English, please keep the same wording

Sector (see Section 3.2.2 of Section 3):

Choose the sector name from the table provided in section 3.2.2. of the Point 3 and put its number and name here

Cost of the action (EUR):

Provide the exact data; if the project was financed in other currency, please transfer the costs into EUR

Role in the action (Coordinator, co-applicant, affiliated entity):

If you played the role of the coordinator (Lead partner within the consortium – the organisation that signed the contract; received the grant and distribute them among partners) – please fill this cell with the word 'Contractor". If you played other role, please provide the appropriate name together with the information on the budget received within the project by your organisation for which you were responsible for.

Donors to the action (name):

If the donor is the European Union, please specify the EU budget line or EDF. If the project was realised within a specific programme, please provide the name of the programme, and then the name of the donor (e.g. Polish Aid, Ministry of Foreign Affairs, Poland); In case of actions financed from the state budget, please include 'State Budget of Ukraine'.

Amount contributed (by donor):

Full amount of donor's contribution. Amount should be provided in EUR. If the project has been financed in other currency, please transfer it into the EUR

Dates (from dd/mm/yyyy to dd/mm/yyyy):

Provide the exact start date and the end date of the project described

Objectives and results of the action:

Please list the Overall objective(s) of the described project, specific objective(s), and results. If possible, please provide the indicators of their achievement.

ii) Other actions

Please provide the same information and in the same order as for the previous point. It is recommended to provide information on the biggest and best realised projects, implemented in the past three years, which can show the high level of the applicant's management capacity.

2.1.8. Co-applicant(s)'s experience (if applicable)

If there are any co-applicants in the project, please provide the same information showing their management capacity. Please provide the information for both points (For similar actions and Other actions) for each co-applicant. Please keep the same order of co-applicants as in the Concept Note and point 4 of the Application Form.

If your co-applicant did not realise projects funded by the external donors, you can provide the information on similar activities financed from the state budget, showing yearly allocation for such kind of activities together with the number of employees assigned exclusively for this kind of activities in co-applicant's institution, etc. Please provide the data for each year separately showing approximately the budget amounts.

For similar actions

Please list the projects managed by the co-applicant in the past three years in the same sector and of a comparable scale (financial scope, duration, target group, theme etc.) to the one for which a grant is being requested. Provide the requested information:

Project title:

If the project title was in English, please keep the same wording

Sector (see Section 3.2.2 of Section 3):

Choose the sector name from the table provided in section 3.2.2. of the Point 3 and put its number and name here

Cost of the action (EUR):

Provide the exact data; if the project was financed in other currency, please transfer the costs into EUR

Role in the action (Coordinator, co-applicant, affiliated entity):

If the co-applicant played the role of the coordinator (Lead partner within the consortium – the organisation that signed the contract; received the grant and distribute them among partners) – please fill this cell with the word 'Contractor". If he played other role, please provide the appropriate name together with the information on the budget received within the project by co-applicant for which he was responsible for.

Donors to the action (name):

If the donor is the European Union, please specify the EU budget line or EDF. If the project was realised within a specific programme, please provide the name of the programme, and then the name of the donor (e.g. Polish Aid, Ministry of Foreign Affairs, Poland); In case of actions financed from the state budget, please include 'State Budget of Ukraine'.

Amount contributed (by donor):

Full amount of donor's contribution. Amount should be provided in EUR. If the project has been financed in other currency, please transfer it into the EUR

Dates (from dd/mm/yyyy to dd/mm/yyyy):

Provide the exact start date and the end date of the project described

Objectives and results of the action:

Please list the Overall objective(s) of the described project, specific objective(s), and results. If possible, please provide the indicators of their achievement.

ii) Other actions

Please provide the same information and in the same order as for the previous point. It is recommended to provide information on the biggest and best realised projects, implemented in the past three years, which can show the high level of the applicant's management capacity.

2.2. Affiliated entity(ies) experience (if applicable)

If there are any affiliated entity/entities in the project please provide the requested information showing their management capacity. Please provide the same information showing their management capacity. Please provide the information for both points (For similar actions and Other actions) for each co-applicant. Please keep the same order of affiliated entities as in the Concept Note and point 5 of the Application Form.

If affiliated entity did not realise projects funded by the external donors, you can provide the information on similar activities financed from the state budget, showing yearly allocation for such kind of activities together with the number of employees assigned exclusively for this kind of activities in affiliated entity, etc. Please provide the data for each year separately showing approximately the budget amounts.

For similar actions

Please list the projects managed by the affiliated entity in the past three years in the same sector and of a comparable scale (financial scope, duration, target group, theme etc.) to the one for which a grant is being requested. Provide the requested information:

Project title:

If the project title was in English, please keep the same wording

Sector (see Section 3.2.2 of Section 3):

Choose the sector name from the table provided in section 3.2.2. of the Point 3 and put its number and name here

Cost of the action (EUR):

Provide the exact data; if the project was financed in other currency, please transfer the costs into EUR

Role in the action (Coordinator, co-applicant, affiliated entity):

If the affiliated entity played the role of the coordinator (Lead partner within the consortium – the organisation that signed the contract; received the grant and distribute them among partners) – please fill this cell with the word 'Contractor". If he played other role, please provide the appropriate name together with the information on the budget received within the project by affiliated entity for which it was responsible for.

Donors to the action (name):

If the donor is the European Union, please specify the EU budget line or EDF. If the project was realised within a specific programme, please provide the name of the programme, and then the name of the donor (e.g. Polish Aid, Ministry of Foreign Affairs, Poland); In case of actions financed from the state budget, please include 'State Budget of Ukraine'.

Amount contributed (by donor):

Full amount of donor's contribution. Amount should be provided in EUR. If the project has been financed in other currency, please transfer it into the EUR

Dates (from dd/mm/yyyy to dd/mm/yyyy):

Provide the exact start date and the end date of the project described

Objectives and results of the action:

Please list the Overall objective(s) of the described project, specific objective(s), and results. If possible, please provide the indicators of their achievement.

ii) Other actions

Please provide the same information and in the same order as for the previous point. It is recommended to provide information on the biggest and best realised projects, implemented in the past three years, which can show the high level of the applicant's management capacity.

3. The Applicant

EuropeAid ID number

Please put your EuropeAid ID number here.

Name of the organisation

Please provide the full official name of the applicant both in English and in Ukrainian. The name should be the same as in Concept Note and in PADOR

3.1. Identity

Please provide the contact details of applicants' organisation /institution. If it is necessary to provide the different contact details than in the Concept Note, please remember that any changes must be enumerated it in point 2.1.1. of the Full Application Form. Please remember that the information provided here, will be used by the Contracting Authority for contacting with the applicant, e.g. when additional documents will be required. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond to any questions or requirements in time.

3.2., 3.3. and 3.4.

Please fill the tables with the data requested. Please note the information must be consistent with PADOR. If any data have been changed since you registered/updated your data in PADOR system, please update the data in PADOR first and then fill these points with exactly the same information as provided by you in PADOR system.

4. The Co-applicant

Please recheck the eligibility of your co-applicants. Eligibility criteria for co-applicants may be found in 'Guidelines for grant applicants', point 2.1.1. **The applications mention non-eligible co-applicants** (private companies, foreign entities, village councils) **will be rejected** on the stage of the eligibility checking.

Please fill all tables with the data requested. Please note the information must be consistent with PADOR.
If any data have been changed since your co-applicants registered/updated his data in PADOR system, please update the data in PADOR first and then fill these points with exactly the same information as provided by you in PADOR system.
Please provide the information for each co-applicant separately. Please keep the same order of co-applicants as in the Concept Note.

EuropeAid ID number

Please put the co-applicant's EuropeAid ID number here.

Name of the organisation

Please provide the full official name of the co-applicant both in English and in Ukrainian. The name should be the same as in Concept Note and in PADOR.

The co-applicant's contact details for the purpose of this action

Please provide the contact details of the co-applicant. Please remember that the information provided here, will be used by the Contracting Authority for contacting with the co-applicant. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond to any questions or requirements in time. Please provide following data: the name of the Contact person for this action, Contact person phone number, Contact person's email.

Legal Entity File number

If the co-applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number, please put it here. If not, write 'N/A'.

Abbreviation

Please provide the official abbreviation of co-applicant, both English and Ukrainian

Registration number (or equivalent)

Please provide the data

Date of registration

Please provide the data

Place of registration

Please provide the data

Official address of registration

Please provide the official address of the co-applicant

Country of registration / Nationality

Please provide the country where co-applicant is registered

Website and E-mail address of the organisation

Please provide the data. Be consistent with PADOR

Telephone number: Country code + city code + number

Please provide the data. Be consistent with PADOR

Fax number: Country code + city code + number

Please provide the data. Be consistent with PADOR

Number of employees

Please provide the data. Be consistent with PADOR

Other relevant resources

Please list other resources , important in view to the project implementation

History of cooperation with the applicant

Please describe briefly the history of co-applicants' cooperation with your organisation (including commonly realised projects. Please ensured that the role of co-applicant and its linkage to the applicant are clearly defined and each of them is described in the text.

Mandate for Co-applicant

Please note that each co-applicant has to sign the Mandate for Co-applicant

Please give the name of co-applicant in the text (marked in yellow in the form) and fill in the table giving the name of co-applicant's legal representative, the name of co-applicant's organisation, representative's position and date of signature. The Mandate must be then printed, stamped with the organisation's official stamp and signed by the named representative. **No changes can be made in the template of the Mandate for Co-applicant**.

5. Affiliated entity.

Please fill all tables with the data requested. Please note the information must be consistent with PADOR.
If any data have been changed since affiliated entity registered/updated his data in PADOR system, please update the data in PADOR first and then fill these points with exactly the same information as provided by you in PADOR system.
Please provide the information for each affiliated entity separately. Please keep the same order of affiliated entities as in the Concept Note.

EuropeAid ID number

Please put the affiliated entity's EuropeAid ID number here.

Full legal name

Please provide the full official name of the affiliated entity both in English and in Ukrainian. The name should be the same as in Concept Note and in PADOR.

Place of Registration

Please provide the data

Specify to which entity you are affiliated (applicant/co-applicant) detailing also the specific nature of that affiliation.

Please provide the data requested

Official address of Registration

Please provide the official address of the affiliated entity

Country of Registration / Nationality

Please provide the country where co-applicant is registered

Contact person

Please provide the contact details of the affiliated entity for the purpose of this project. Please remember that the information provided here, will be used by the Contracting Authority for contacting with the co-applicant. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond to any questions or requirements in time. Please provide following data: the name of the Contact person for this action, Contact person phone number, Contact person's email.

Telephone number: country code + city code + number

Please provide the data. Be consistent with PADOR

Fax number: country code + city code + number

Please provide the data. Be consistent with PADOR

E-mail address

Please provide the data. Be consistent with PADOR

Number of employees

Please provide the data. Be consistent with PADOR

Other relevant resources

Please list other resources , important in view to the project implementation

History of cooperation with the applicant/co-applicant

Please desribe briefly the history of co-applicants' cooperation with the organisation he is affiliated to. (including commonly realised projects). Please ensured that the role of co-applicant and its linkage to the applicant/ co-applicant are clearly defined and each of them is described in the text.

Profile

Please provide the data on affiliated entity's legal status.
Please thick the appropriate answer by putting X in the box.

Affiliated entity's Statement

Please note that each affiliated entity has to sign the Affiliated entity's Statement
Please fill in the table giving the name of affiliated entity's legal representative, the name of the affiliated entity, representative's position and date of signature. The Statement must be then printed, stamped with the organisation's official stamp and signed by the named representative. **No changes can be made in the template of the Affiliated entity's Statement**.

6. Associates of the Applicant participating in the action (project)

Please provide all information requested. Please remember to provide the history of co-operation with the applicant and/or co-applicant (including commonly realised projects, etc.), the role and involvement of the associates in preparing the proposed project, and its role and involvement in implementing the proposed action

Please provide the information for each associate by adding and filling the same table.

7. Checklist for the Full Application Form

Please fill in all required information. The information has to be provided according to the explanation given for Section 3, Section 4 and Section 5. Please add additional lines for each of co-applicant and each of the affiliated entities. Please keep the same order of co-applicants as in the Concept Note and point 4 and point 5 of the Application Form. (e.g. if co-applicant X was provided as first co-applicant, it should be listed as first one also in this section).
Please fill in the table. The aim of this table is to help you check whether your Full Application Form is complete before submitting it.

Please fill it only after the whole document is printed out. Check each of the listed criteria, marking the column 'Yes" or 'No' with an 'X'. If you put a mark in column 'No', it means you made a mistake and you should correct it before submitting the Full Application Form. For a properly created Full Application Form, all criteria should be marked in column 'Yes'.

8. Declaration by the Applicant

Please fill in the table, giving the name of the Applicant's legal representative, representative's position and date of the signature. The Declaration must be then printed, stamped with the organisation's official stamp and signed by the named representative. **No changes can be made in the template of the Declaration by the Applicant**.

Assessment Grid for the Full Application Form

Please print this page and annex it to the Concept Note. Please DO NOT FILL THIS PAGE – it should be filled in by the Programme staff.

Annex B Budget

Fill in Annex B to the Guidelines for Applicants to provide information on the expected project costs. Please follow the instructions provided below the table in each separate worksheet.

The budget consists of three (3) worksheets. Each of them must be filled in.

Please indicate each cost in a separate line. Please add as many rows as needed.

For further information on eligibility of costs and the simplified option, see Guidelines for Applicants (Sections 1.3, 2.1.4 and 2.2.5)

Worksheet 1 – The Budget

Please present data for the total duration of the action and separately for its first 12 months.

In order to prepare your project budget correctly, we kindly recommend you to start with the preparation of a table based on all activities to be realised under the project. You should provide a separate line (add the lines) for each budget cost. Distinguish the costs related to the applicant, each of co-applicants, and each affiliated entity, and put them in separate budget lines. In specifying the project costs, please refer to the Guidelines for grant applicants (Section 1.3, 2.1.4 and 2.2.5) for further information. Only after that should you group the costs according to their kind and transfer them into the project budget template.

Column A

In Colum A put the name of the line (e.g. project manager).

In case of the Subheading 'Human resources', please include into the Column A the appropriate percentage of the working time to be allocated per person's position (e.g. Project Manager 30% of working time, if not 100%).

In case of travels – include here the name of cities, and countries if other then Ukraine (e.g. travel Kiev – Simferopol – Kiev). If the travel costs are related to a trip of the group of the people include the number of participants (e.g. Travel Kiev-Simferopol – Kiev for 100 participants of the Conference).

Column B

In column B please provide the number of units (pieces, days, persons, months, etc.) used for the concrete cost during whole period of project implementation. Please remember that including the simplified cost options you have to put in this column appropriate term (in capital letters):

- unit costs: covering all or certain specific categories of eligible costs which are clearly
- identified in advance by reference to an amount per unit.
- lump sums: covering in global terms all or certain specific categories of eligible costs which
- are clearly identified in advance.
- flat-rate financing: covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante

in case of the simplified costs use following wording (with capital letters) specifying at the same time the unit e.g. 'UNIT COSTS per month', 'FLAT RATE per day', or 'LUMP SUM per day'
For more detailed information please refer to the Annex K - guidelines and checklist for assessing action budgets and simplified cost options for European Union financed grant contracts

Column C

Please provide the total number of units for the whole duration of the project

E.g. if you put '50% of working time' for the Project Manager per each month in Column A and the person will be working each month in a 20 months project, the total number of units should be calculated as follows: 50% x 20 months = 10 months. It means that the total number of units in this case is 10.

Column D

Please indicate the unit price for the costs provided in Column A. When calculating the prices, please refer to Annex J: Information on the tax regime applicable to grant contracts signed under the call. Please refer also to the level of costs in the project area.

Please note you must give the price for one unit, e.g. a 'month'. It means if you put '50% working time' for a Project Manager each month in column A, you must give a price for this position's 100% working time in a month.

Column E

Summarises the costs for the whole period of project implementation (please use the appropriate formula).

In the line marked as Subtotal (grey colour), summarise the costs of each Heading separately – e.g. in line 'Subtotal Human Resources' all costs introduced within the heading Human Resources must be summarised (please use the appropriate formula).

In lines 7, 9, 11, 13, summarise the lines indicated in brackets, e.g. for line 7.Subtotal direct eligible costs of the Action (1-6) summarise the grey subtotal lines (1+2+3+4+5+6).

Column F

Provide the same unit as in Column A in the same budget line

Column G

Provide the number of units to be used during the first 12 months of the project implementation, according to the Action Plan provided in the point 2.1.3. of the Full Application Form.

Column H

Provide the same unit price as in Column B for the same budget line

Column F

Summarises the costs for the first 12 months of the project implementation (use tha appropriate formula.

In the line marked as Subtotal (grey colour), summarise the costs of each Heading separately – e.g. in line 'Subtotal Human Resources' all costs introduced within the heading Human Resources must be summarised (please use the appropriate formula).

In lines 7, 9, 11, 13, summarise the lines indicated in brackets, e.g. for line 7.Subtotal direct eligible costs of the Action (1-6) summarise the gray subtotal lines (1+2+3+4+5+6).

Worksheet 2. Justification

We would like to recommend you to fill this worksheet when your worksheet 1. Project Budget is finished.

Column A

When preparing this budget table, please copy the appropriate lines for each Heading from the Column A of the Worksheet 1.Budget into this worksheet.

Column B

Please indicate here in which partner organisation (applicant, co-applicant) this cost will appear. In case of affiliated entity, please specify first to whom this entity is affiliated and put this information in front of the affiliated entity name, e.g. co-applicant:' name of co-applicant', affiliated entity; 'name of affiliated entity'.

Then provide the name of activity within which this cost appear. Please use the same number and name of activity as provided in point 2.1.3. Action Plan and in point 2.1.2.Description of the Activities in Full Application Form.

Please keep in mind that you should include here all information requested. Each cost should be duly justified.

In case of deliveries, please do not include the name of the subcontractor or producer of the concrete item. Please provide short technical specification only (e.g. for printers: black or colour printing, dpi, interface connection, duplex printing, speed per page/or number of pages per minute, engine speed, internal memory, additional features such as fax, etc.).

In case of works, please provide here at least following information: what kind of document was used by you for calculation (technical documentation for this specific works, Feasibility study for this specific works, own calculation based on your experience in similar works). If any documentation related to the works proposed has been obtained by you (legal permission required by the Ukrainian law, e.g. Conclusion of the State Ecological Expertise issued by the Ministry for Ecology and Natural Resources of Ukraine; Environmental Impact Assessment as the part of Technical Documentation according to National Construction Standards, if applicable; etc.).

Column C

Please follow the instruction given and provide all the information on how the cost level was assessed (e.g. phone calls to potential contractors/providers). If you are proposing one of the simplified options, please indicate it here and provide the appropriate calculation.

Worksheet 3. Expected Sources of funding

Please provide the amount requested from the EU and data on other expected sources of funding for the project for its total duration.

Please follow the instruction given in the table as well as those indicated under the table.

Annex C Logical Framework[3]

Please fill in Annex C[4] to the Guidelines for Applicants.

Please keep in mind that all information provided in Annex C (Logical Framework) has to be consistent with the text provided in Application Form. Such elements as Overall Objective(s), Specific Objective(s) and results have to be consistent with the Concept Note. If during the project preparation you discovered that e.g. additional results have to be obtained to ensure the highest quality of the Specific Objective(s) or any additional activities should be added to obtain the high quality of the project results, please add them (and specify the changes in point 2.2.1 of the Full Application Form). It is strongly recommended to fill Annex C (Logical Framework BEFORE filling in the Application Form.

	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall Objective(s)	1	5	9	13
Specific Objective(s)	2	6	10	14
Results	3	7	11	15
		Means	Costs	Preconditions
Activities	4	8	12	16

Explanation of the terms used and the content of each cell:

Column 1. Intervention Logic

Cell 1: Overall objective(s)

Broader objective(s) on the level of final beneficiaries to which the project will contribute. It has to be achieved mostly some time AFTER the end of the project.

Cell 2: Specific objective

The specific (concrete) objective(s) on the level of the target group, directly related to its problems or needs. It must be achieved by the end of the project.

In achieving the specific objectives you will ensure achievement of the overall objectives –

Cell 3: Expected results

They show what should be achieved by the end of the project. Results collectively will lead to the achievement of the specific objective; which contribute to the overall objectives

Cell 4 – Activities

Specific activities carried out under the project, directed to the target groups. They need inputs, both physical and non-physical, and lead to the achievement of the project results.

[3] The more detailed clarification how to work with LogicalFramework you can find in Manual for filling the Full Application Form, prepared by SRDP Project at the following address: www.surdp.eu

[4] Explanations can be found at the following address: http://ec.europa.eu/europeaid/reports//index_en.pdf.

Column 2: Objectively Verifiable Indicators

Objectively verifiable indicators describe the projects objectives and results in operationally measurable terms and provide the basis for performance measurement

Cell 5: Overall Objective(s) indicators

These are measures showing the quality, quantity, time and location of the project implementation, in relation to the main group of final beneficiaries (target group)

Cell 6: Specific objective indicators

These are measures showing the quality, quantity, time and location of the project implementation, in relation to the main group of the target group

Cell 7: Result indicators

Products or services that are the outputs from the project activities

Cell 8: Means

Provides the information on the means required for the project implementation, e.g. personnel/staff resources, suppliers/ equipment deliveries, necessary trainings, studies, operational facilities, works etc.

Colum 3. Sources of verification & costs

Cells 9,10,11 Sources of verification

These sources will allow the management of the project and the monitors to verify whether the project achieves the planned level of indicators. This may include both internal project documentation (signed list of training participants) and external data, such as statistics, reports, specific research. Please be specific in providing the sources of verification. Proposed sources of verification should be easily available.

Cell 12 Costs

Provide the specific breakdown of the action. Be consistent with the project budget (Annex B).

Column 4. Assumptions (and risks)

These are external factors that are important for the success of the project but are out of the project managements control.

Assumptions shows what situation is expected to appear, shows the external factor which may influence the proper implementation of the project

Cell 13

Do not fill in this cell.

Cell 14 Specific objectives level

Please list here the factors and/or conditions outside your responsibility necessary to achieve the objective(s) provided in column 1 cell 1 and cell 2. Provide the data on risks which should be taken into consideration?

Cell 15 Expected Results level

Please provide the information on external conditions (out of the project control) which must be met to obtain the expected results on schedule.

Cell 16. Preconditions

Please specify what preconditions are required before the activities start (e.g. obtaining formal permits) and what conditions outside your direct control have to be met for the implementation of the planned activities (e.g. specific conditions related to the works).

In the table below the consequence of the filling the Logical Framework development logic. Please follow the numbers when preparing the Logical Matrix of your project.

	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall Objective(s)	1	8	9	
Specific Objective(s)	2	10	11	7
Results	3	12	13	6
Activities	4	Means	Costs	Preconditions
		14	15	5

Table below shows how to review the project correctness using the Logical Framework

	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall Objective(s)	14	15	16	
Specific Objective(s)	10	11	12	9 (13)
Results	6	7	8	5
Activities	4	Means	Costs	Preconditions
		3	2	1

To check the correctness of the Logframe Matrix you should answer following questions:

If the preconditions will be met (1) and I will use the financial sources described (2) for means defined (3) will it be possible to realise activities indicated (4).

If the activities (4) will be realised and the conditions (5) will be met, may I achieve on time the results (6) on the level declared (7) verified in documents (8).

If the results (6) will be achieved on the level (7) confirmed in (8) and the conditions (9) will be met, will it be possible I achieve the specific objective(s) planned (10) on the level (11) confirmed in (12)

If I will achieve the specific objective(s) planned (10) on the level (11) confirmed in (12) and the conditions (13) will be met, will it be possible that the overall objective(s) declared (14) will be achieved after the project implementation on time and level (15) proven by (16)