**GRANT APPLICATION FORM**

PROGRAMME CONCERNED: “Support to the implementation of the RCC Triple-P Tourism in SEE: Promotion, Policy, and Pilots Grants Work Programme”

REFERENCE NUMBER OF THE CALL FOR PROPOSALS: [3PCfP03]

*[Before filling in this form, please read carefully the relevant call for proposals, the guidelines for applicants and any other reference documents related to this programme available on our website. The form must be fully completed, in English language, and without any changes to the template in order to be considered valid.]*

# **INFORMATION ABOUT THE APPLICANT**

## **1.1. IDENTITY OF THE APPLICANT** [[1]](#footnote-1)

Official name in full:

Official legal form:

Entity registration number[[2]](#footnote-2):

VAT number[[3]](#footnote-3):

Applicant’s official address:

Street:

Post code:

City:

Economy:

Telephone: Fax:

E-mail address:

Website:

## 1.2. CONTACT PERSON RESPONSIBLE FOR THIS PROPOSAL:

Name:

Position:

Telephone:

E-mail address:

## 1.3. APPLICANT’S ACTIVITIES AND OBJECTIVES

Date on which the Applicant was founded:

Objectives specified in the Applicant's Articles of Association:

Applicant’s current main activities:

Main projects completed or being carried out relevant to this application in the past 5 years (list up to 10 projects, no more than 150 words each):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Project description | Duration  (from – to) | Total Amount EUR | Organisation that funded project |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
|  |  |  |  |  |

## 1.4. APPLICANT’S STRUCTURE AND COMPOSITION

Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the Applicant;

- Name / first name:

- Position:

*Does the Applicant have a supervisory/steering/governing board: Yes No*

*If yes, list members of the Applicant's board or equivalent body, specifying their profession and position:*

*-*

*-*

*-*

*Shares or interests held by the Applicant in other organisations (if applicable): -*

*-*

## 1.5. OTHER GRANTS OR CONTRACTS AWARDED BY THE RCC

For each grant or contract please specify: *(repeat as many times as necessary)*

The Action concerned (if applicable):

Title of the Action:

Reference number of the call for proposals:

Reference number of the grant contract:

The year of the award and the duration of the operation:

The value of the grant or contract:

# **INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED**

## 2.1. INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

*Please note that this is a restricted call, wherein only the Concept Note should be submitted in the first stage (not the Full Application). If invited to submit a Full Application, please use the same form for Full Application summation (See section 6.1. of the Guidelines for Applicants) without deleting or excluding segments of the form pertaining to the Concept Note submission.*

*The Applicant must ensure that the text:*

* *is typewritten using* ***Times New Roman font, size 10 characters, with 2 cm margins, single line spacing, on A4 paper size;***
* *provides the information requested under the headings below in the order in which it is requested and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);*
* *provides full information (as the evaluation grid will be applied solely to the information in the Concept Note);*
* *is drafted as clearly as possible to enable it to be evaluated.*

**Please complete the table below, which should not exceed 1 page.**

|  |  |
| --- | --- |
| **Title of the Action:** |  |
| **Priority** (please select only one) |  Cultural tourism |
|  Adventure tourism |
| Location(s) of the Action: — *specify economy(ies), region(s) that will benefit from the Action* |  |
| Total duration of the Action (*months*): |  |
| RCC financing requested (amount) | <*EUR / currency of the Contracting Authority* > |
| RCC financing requested as a percentage of total budget of the Action (indicative) | % |
| Objectives of the Action | <*Overall objective(s)*>  <*Specific objective(s)*> |
| Target group(s)[[4]](#footnote-4) |  |
| End beneficiaries[[5]](#footnote-5) |  |
| Expected results |  |
| Main activities |  |

### A. Description of the Action *(max 1 page)*

*Please provide all the following information:*

* *Give the background to the preparation of the Action;*
* *Explain the objectives of the Action;*
* *Describe the key stakeholder groups, their attitudes towards the Action and any consultations held with them;*
* *Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters;*
* *State the broad timeframe for the Action and describe any specific factor that has been taken into account.*

### B. Relevance of the Action *(max 1 page)*

#### B.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

*Please provide all the following information:*

* *Describe the relevance of the Action to the objective(s) and priority(ies) of the call for proposals;*
* *Describe the relevance of the Action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g. local ownership, etc.;*
* *Describe which particular expected results referred to in the Guidelines for the call will be addressed.*

#### B.2. Relevance to the particular needs and constraints of the target economy/economies, region(s) and/or relevant sectors (including synergy with other initiatives and avoidance of duplication)

*Please provide* ***all*** *the following information:*

* *State clearly the specific pre-project situation in the target economy/economies, region(s) and/or sectors (include quantified data analysis where possible);*
* *Provide a detailed analysis of the problems to be addressed by the Action and how they are interrelated at all levels;*
* *Refer to any significant plans undertaken at national, regional and/or local level relevant to the Action and describe how the Action will relate to such plans;*
* *Where the Action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out;*
* *Where the Action is part of a larger programme, clearly explain how it fits or is coordinated with this programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the Regional Cooperation Council.*

### C. Describe and define the target groups and end beneficiaries, their needs and constraints, and state how the Action will address these needs (max 1 pages)

*Please provide all the following information:*

* *Give a description of each of the target groups and end beneficiaries (quantified where possible), including selection criteria;*
* *Identify the needs and constraints of each of the target groups and end beneficiaries;*
* *Demonstrate the relevance of the proposal to the needs and constraints of the target groups and end beneficiaries;*
* *Explain any participatory process ensuring participation by the target groups and end beneficiaries.*

### D. Particular added-value elements (max 1 pages)

*Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.*

***NB: the Concept Note must contain a completed Logical Framework given under section 2.3.***

## 2.2. INSTRUCTIONS FOR DRAFTING THE FULL PROPOSAL

*The applicant should proceed with filling in of the same form used for Concept Note submission (See section 6.2. of the Guidelines for Applicants)*

### Description of the Action (max 4 pages)

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

* *Explain the specific results expected, stating how the Action will improve the situation of the target groups and end beneficiaries and the technical and management capacities of target groups and/or any partners and affiliated entity(ies);*
* *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 partner in the activities. Do not repeat the action plan to be provided in Section C, but demonstrate coherence and consistency of project design. In particular, list any publications proposed.*

### Methodology (max 4 pages)

*Describe in detail:*

* *The methods of implementation and rationale for such methodology;*
* *Where the Action 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);*
* *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 those of the RCC);*
* *The procedures for follow up and internal/external evaluation;*
* *The role and participation in the Action of the various actors and stakeholders (partners, target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;*
* *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; CVs of the core team should be submitted);*
* *The main means proposed for the implementation of the Action;*
* *The attitudes of all stakeholders towards the Action in general and the activities in particular;*
* *The planned activities in order to ensure the visibility of the Action.*

### Duration and indicative action plan for implementing the Action (max 4 pages)

*The duration of the Action will be 3 to 6 months and should be completed by end of August 2020.*

*Applicants should not give a specific start-up date for the implementation of the Action but simply refer to ‘month 1’, ‘month 2’, etc.*

*Applicants are recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.*

*The activities stated in the action plan should match those described in the section above. The implementing body must be either the applicant or any of the* *partners. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the Action.*

*The action plan for 3 to 6 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity.*

*The action plan will be drawn up using the following format:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 2020 | | | | | | | | |
|  | 2020 | | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | Implementing body |
| Example | |  |  |  |  |  |  |  |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |
| Etc. | |  |  |  |  |  |  |  |

### Sustainability of the Action (max 2 pages)

*Provide 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.?);*
* *Describe a dissemination plan and the possibilities for replication and extension of the Action outcomes (multiplier effects), clearly indicating any intended dissemination channel;*
* *Provide a 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;*
* *Describe the main preconditions and assumptions during and after the implementation phase;*
* *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 the 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?*

***NB: the Full Application proposal must contain a completed Logical Framework given under section 2.3.***

## 2.3. LOGICAL FRAMEWORK (to be used for both Concept Note and Full Application proposal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOGICAL FRAMEWORK FOR THE PROJECT** | | | | |
|  | **Intervention logic** | **Objectively verifiable indicators of achievement** | **Sources and means of verification** | **Assumptions** |
| **Overall objective(s)** | *Please list and number them.*  *What are the overall broader objectives to which the Action will contribute?*  *O1 – "Title of objective 1"*  *O2 – “Title of objective 2"* | *Please indicate a* ***target value*** *for each indicator in this column whenever possible.*  *What are the key indicators related to the overall objectives?* | *Please list the sources of verification for* ***each*** *indicator.*  *What are the sources of information for these indicators?* |  |
| **Specific objective** | *What specific objective is the Action intended to achieve to contribute to the overall objectives?*  *SO – "Title of the specific objective"* | *Which indicators clearly show that the objective of the Action has been achieved?*  *Please list the indicators as follows:*  *SO. "Indicator 1": target value*  *SO. "Indicator 2": target value*  *…* | *What are the sources of information that exist or can be collected? What are the methods required to get this information?* | *Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve this objective? (external conditions) Which risks should be taken into consideration?* |
| **Expected results** | *Results are the outputs/outcomes helping to achieve the specific objective. What are the expected results?*  *R1 – "Title of result 1"*  *R2 – “Title of result 2"* | *What are the indicators to measure whether and to what extent the Action achieves the expected results?*  *Please list the indicators for each result as follows:*  *1.1 "Indicator 1": target value (R1)*  *1.2 "Indicator 2": target value (R1)*  *1.3 ….*  *2.1 "Indicator 1": target value (R2)*  *2.2 "Indicator 2": target value (R2)*  *…* | *What are the sources of information for these indicators?*  *Ex:*  *Source 1 (Indicator 1.2, 2.3, etc.)*  *or Indicator 1.1: source 1*  *Indicator 1.2: source 1*  *…* | *What external conditions must be met to timely obtain the expected results?* |
| **Activities** | *What are the key activities to be carried out to produce the expected results? Group the activities by result and number them as follows:*  *A1.1 – "Title of activity 1" (R1)*  *A1.2 – “Title of activity 2" (R1)*  *(sub-activities may also be created A1.2.1, etc.)*  *A2.1 – "Title of activity 1" (R2)*  *A2.2 – “Title of activity 2" (R2)* | ***Means:***  *What are the means required to implement these activities, e. g. staff, equipment, training, studies, supplies, operational facilities, etc.* | *What are the sources of information on Action progress?*  ***Costs***  *What are the Action costs? How are they classified? (Breakdown in the Budget for* the Action) | *What preconditions must be met before the Action starts? What conditions beyond Beneficiary’s direct control have to be met for the implementation of the planned activities?* |

## 2.4. APPLICANT’S OPERATIONAL CAPABILITY

*This section should be filled out only with the Full Application form.*

***Financial viability of the Applicant involved throughout the period during which the planned Action is to be carried out.***

*This section must show that the Applicant has stable and sufficient sources of funding to continue operating throughout the period during which the Action is being carried out or the year for which the grant is awarded and to participate in its funding.*

*In this context the following indicators must be given (for the last three financial years for which the accounts have been closed) in euros:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[6]](#footnote-6)**  **EUR** | **Year before last year EUR** | **Last year**  **EUR** | **Average [[7]](#footnote-7)**  **EUR** |
| Annual turnover[[8]](#footnote-8) |  |  |  |  |
| Current Assets |  |  |  |  |
| Current Liabilities   * *Medium and long-term debt* * *Short-term debt (< 1 year):* |  |  |  |  |

*Headcounts*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Average manpower** | **Year before last** | | **Last year** | | **This year** | |
|  | **Overall** | **Total for fields related to this call for proposals** | **Overall** | **Total for fields related to this call for proposals** | **Overall** | **Total for fields related to this call for proposals** |
| Permanent staff |  |  |  |  |  |  |
| Other staff |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) |  |  |  |  |  |  |

## 2.5. INVOLVEMENT OF THIRD PARTIES IN THE ACTION (see section 3.2. from the Guidelines for Applicants)

Please list other organisations and/or institutions involved in the project as partners (entities for which the Partnership Statement and Agreements have been submitted):

|  |  |  |
| --- | --- | --- |
| Name of the Organisation | Responsible person | Link to action activity |
| 1.1… |  |  |
| 1.2… |  |  |

## 2.6. GRANT APPLIED FOR

|  |  |
| --- | --- |
| Estimated total cost of the Action (EUR): |  |
| Amount of grant requested (EUR): |  |
| As a percentage of proposed eligible costs: |  |
| As a percentage of the total estimated costs of the Action: |  |

## 2.7. BUDGET SUMMARY

*Excel spreadsheet is provided in the Budget Template annexed to this application form. This template should be submitted with the Full Application form only.*

# **DECLARATION BY THE APPLICANT**

*The Declaration by the Applicant is to be provided as a separate document. It must be signed and submitted with the submission of the Concept Note.*

1. The information given here must be taken from the official documents such as the trade register, memorandum and articles of association or equivalent documents.

   Registration number in the national register of entities**.**

   If the Applicant is not liable for VAT, this must be justified in light of the applicable national legislation. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. “Target groups” are the groups/entities that will directly benefit from the Action at the action purpose level. [↑](#footnote-ref-4)
5. “End beneficiaries” are those who will benefit from the Action in the long-term at the level of the society or sector at large. [↑](#footnote-ref-5)
6. Last year = last accounting year for entity. [↑](#footnote-ref-6)
7. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#footnote-ref-7)
8. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities during the year. [↑](#footnote-ref-8)