

Annex B

FULL APPLICATION - PROVISIONAL FORM -

THIS ANNEX IS PART OF RESTRICTED CALL FOR TRAINING PARTICIPANTS

Do not fill this Annex in when submitting Concept note. Only to be completed by applicants who receive an invitation to submit a full proposal (components 2 and 3 of the grant and training programme).

Grant and Training Programme: Strengthening capacities of CSOs in sustainable agriculture in the Western Balkans

Grant and Training Programme Coordinator: Organisation for Respect and Care of Animals – ORCA on behalf of the regional thematic network of the Action “Sustainable agriculture for sustainable Balkans: Strengthening advocacy capacities of CSOs and developing policies in the Western Balkans”

Project title	
Name of the applicant organisation	
Location of the project <i>Specify country(ies), region(s), areas(s) or town(s) that will benefit from the project</i>	
Total duration of the project (months)	
Total project budget (EUR)	
Requested contribution from the Programme (EUR) *	

* maximum 95% of total project budget

This project is funded by the European Union.



Partners:



Lead partner: 
Organizacija za poboljšanje i brigu o životinjama

A. DESCRIPTION OF PROJECT

1. Background of the project. Why is solving of this problem relevant. Is anybody else working to solve this problem. Relevance of project to the country, local community, relevant sector. *Maximum 1000 words.*

2. Overall and specific objective(s) of the project. *Maximum 250 words.*

3. Description of activities. Address the role of each co-applicant and associate. Identify stakeholders and target group(s)– who is addressed, how many people/institutions participate. Include methodology for each activity. *Maximum 1000 words.*

4. Description of expected results. *Maximum 500 words.*

5. Description of outputs. *Maximum 250 words.*

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Partners:



Lead partner:

Organizacija za poboljšanje i brigu o životinjama

SUSTAINABLE AGRICULTURE FOR SUSTAINABLE BALKANS:
Strengthening advocacy capacities of CSOs and developing policies in the Western Balkans

GRANT AND TRAINING PROGRAMME:
Strengthening advocacy capacities of CSOs for sustainable agriculture in the Western Balkans

6. Description of target groups and final beneficiaries – how will the project improve their situation, how will the project reach them. <i>Maximum 500 words.</i>
7. How will you measure the achievement. Procedures for follow up and internal evaluation. <i>Maximum 250 words.</i>
8. Project team. Present proposed project team structure and names, main skills and experience of key persons (project manager, key experts, etc.). <i>Maximum 250 words.</i>
9. Main resources needed for the project (as they appear in the budget - equipment, materials, supplies). <i>Maximum 250 words.</i>
10. Planned activities in order to ensure visibility of project and communication with media <i>Maximum 500 words.</i>

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SUSTAINABLE AGRICULTURE FOR SUSTAINABLE BALKANS:
Strengthening advocacy capacities of CSOs and developing policies in the Western Balkans

GRANT AND TRAINING PROGRAMME:
Strengthening advocacy capacities of CSOs for sustainable agriculture in the Western Balkans

11. Describe how will you ensure sustainability of the impact of project (policy and institutional levels, environmental sustainability). *Maximum 250 words.*

12. Describe eventual changes of the information provided in the Concept Note. *Maximum 250 words.*

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13. Project workplan (add as many rows as you need to list all project activities. Mark for every activity month(s) planned for implementation)													
Activity Title	Month 1	2	3	4	5	6	7	8	9	10	11	12	Responsible organisation
Activity 1:													
Sub-activity 1.1:													
Sub-activity 1.2:													
Activity 2:													
Sub-activity 2.1:													
Sub-activity 2.2:													
Activity 3:													

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Partners:



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B. CONTACT INFORMATION OF APPLICANT

Name of the applicant	
Legal status	
Country and date of registration (day/month/year)	
Official Registration ID numbe	
Postal address of the organization	
Organisation email address, website	
Telephone (fixed and mobile) Country code + city code + number	
Website and social networks account	
Contact person for this project (Name and title)	
Postal address	
Contact person's telephone number (country code + city code + number)	
Contact person's e-mail address	

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Partners:



Lead partner:

Organizacija za poboljšanje i brigu o životinjama

C. CONTACT INFORMATION OF PARTNER ORGANISATION

(fill in separate table for each partner organisation)

Name of partner organisation	
Legal status	
Country and date of registration	
Official Registration ID number	
Postal address of organization	
Organisation email address	
Telephone (fixed and mobile) Country code + city code + number	
Website and social networks account	

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Partners:



Lead partner: **ORCA**
Organizacija za poljovnarje i brigu o zivotinjama

D. DESCRIPTION OF ASSOCIATES

(fill in separate table for each Associate)

Name of the Associate	
Legal status	
Postal address	
Email address	
Telephone (fixed and mobile) Country code + city code + number	
Website	
Experience of similar actions – in relation to role in implementing the proposed project	
History of cooperation with applicants	
Role and involvement in implementing the proposed project	

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Partners:



E. PARTNERSHIP STATEMENT

(each partner organisation signs separate Partnership Statement)

The partner organisation <indicate the name of partner organization> authorise the Applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract with the Programme Coordinator, as well as, to be represented by the Applicant in all matters concerning this grant contract.

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

Name:	
Partner organisation:	
Position:	
Signature and Stamp:	
Date and place:	

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Partners:



F. DECLARATION BY THE APPLICANT (FULL APPLICATION)

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partner organisation(s) in the proposed action, hereby declares that

1. the applicant has the sources of financing specified in the Guidelines for applicants;
2. the applicant has sufficient financial capacity to carry out the proposed action;
3. the applicant certifies the legal statuses of the applicant and of the partner organisation (s) as reported in this application;
4. the applicant and the partner organisation(s) have the professional competences and qualifications as specified in the Guidelines for applicants;
5. the applicant undertakes to comply with the principles of good partnership practice;
6. the applicant is directly responsible for the preparation, management and implementation of the action with the partner organisation(s), if any, and is not acting as an intermediary;
7. the applicant and each partner organisation (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated in the Guidelines for Applicants.
8. the applicant and each partner organisation (if any) are eligible in accordance with the criteria set out in the Guidelines for Applicants;

Signed on behalf of the applicant

Name:

Signature and

Stamp:

Position:

Date:

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Partners:



Lead partner: **ORCA**
Organizacija za pobovanje i brigu o zivotinjama

G. CHECKLIST FOR THE FULL APPLICATION FORM (TO BE FILLED IN BY THE APPLICANT)

Title of the Project Proposal:			
Before sending your Full Application check that each of the criteria below have been met in full	Yes	No	N/A
1. The correct grant application form has been used			
2. The Declaration by the Applicant has been filled and has been signed			
3. The proposal is typed and is written in English			
4. Each partner organisation has completed and signed the Partnership statement and the Partnership statement is included (Please write 'Note applicable'(N/A) if you have no partner organisation(s))			
5. The budget is enclosed, presented in the format requested and stated in EUR			
6. The duration of the project is 12 months			
7. The requested contribution (amount) is equal to or lower than the maximum percentage allowed as specified in Guidelines			
8. The requested contribution (amount) is equal to or higher than the minimum percentage allowed as specified in Guidelines			

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Lead partner: 
 Organizacija za poljovnarje i brigu o zivotinjama

Partners:



H. ASSESSMENT GRID FOR THE FULL APPLICATION

(For the use of the Programme Coordinator only)

	YES	NO
OPENING AND ADMINISTRATIVE CHECK		
1. The submission deadline has been met.		
2. The checklist for the application form has been duly completed		
Administrative compliance has been checked by: Date:		
<u>DECISION:</u> The Committee has decided to evaluate the full application form, which passed the administrative checks.		
EVALUATION OF THE FULL APPLICATION FORM		
<u>DECISION:</u> A. The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the Committee has recommended eligibility checking.		
B. The proposal has been put on the reserve list as one of the top ranked proposals and the Committee has recommended eligibility checking		
The proposal has been evaluated by: Date:		
ELIGIBILITY VERIFICATION		
3. The applicant satisfies the eligibility criteria in accordance with the Guidelines		
4. The partner organisation(s) satisfy the eligibility criteria in accordance with the Guidelines		
5. The applicants' statute, financial reports and certificate of registration have been submitted in accordance with the Guidelines		
Eligibility has been assessed by: Date:		
<u>DECISION:</u> The Committee has checked the proposal's eligibility under the criteria laid down in the Guidelines for Applicants and has selected the proposal for funding.		

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Lead partner: 
 Organizacija za poljovnarje i brigu o životinjama

Partners:

