



**POLAND – RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME  
2014-2020



PROGRAMME  
IS CO-FINANCED  
BY THE EUROPEAN UNION

## **ENI CROSS-BORDER COOPERATION PROGRAMME POLAND-RUSSIA 2014-2020**

### **FULL APPLICATION FORM**

#### **CALL FOR PROPOSALS NO ...**

#### **DEADLINE FOR SUBMISSION OF FULL APPLICATION FORMS: <...>**

Date of dispatch <sup>1</sup> (filled in by the JTS)	
Project index number (filled in by the JTS)	

#### **Instruction:**

1. The full application form shall be filled in only in English<sup>2</sup>. Full application form submitted in language(s) other than English will be rejected.
2. The lead beneficiaries shall submit their full application form to the Joint Technical Secretariat (JTS) in both forms:
  - a) on-line with the use of the Programme e-application software along with
  - b) one signed paper version. Full application forms submitted only on-line will be rejected.
3. A properly generated and validated full application form will be given a unique checksum which shall be displayed on each page of the full application form. Full application form validated shall be printed and submitted to the JTS.
4. Full application form which was not drafted with the use of the Programme e-application software or full application form handwritten will be rejected.
5. This is an interactive form e.g. some parts are only visible when you press certain buttons.
6. Guidance is displayed on grey background next to the relevant textboxes or tables.
7. Please save the data from time to time during your work.
8. To finalise and print please use the button "Validate & finalise & print" at the end of the form.
9. The lead beneficiaries are obliged to submit the full application form which contains all annexes applicable to the project in accordance with **point .....** of the Programme Manual Part I - Applicant.
10. The evaluation will be carried out in accordance with the evaluation grid and it will be based on the information provided by the lead beneficiary in the full application form.
11. For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.
12. The e-application was tested by the JTS and accepted for the usage. However, some errors in its operation may still be discovered during the call and they will be corrected by the JTS. If necessary, information on the problems, corrections introduced to the e-application etc. will be published on the Programme website. Please check it regularly, especially before the submission of the full application form to the JTS.

<sup>1</sup> Or submission to the JTS in case of a hand-delivery.

<sup>2</sup> Does not apply to field where proper names in national languages are requested.

**1. PROJECT IDENTIFICATION**

<b>1.1. Thematic objective</b>		Drop down menu	
<b>1.2. Programme priority</b>		Drop down menu	
<b>1.3. Project title</b>	In English:	Max 200 characters	
	In Polish:	Max 200 characters	
	In Russian:	Max 200 characters	
<b>1.4. Project acronym</b>		Max 15 characters	
<b>1.5. Project index number</b>		Automatically inserted	
<b>1.6. Lead beneficiary organisation</b>	Name in original language	Automatically inserted from partner section	
	Name in English	Automatically inserted from partner section	
	Nationality	Automatically inserted from partner section	
	Legal status	Automatically inserted from partner section	
	Registration address	Automatically inserted from partner section	
<b>1.7. Project beneficiaries:</b>			
Name of the Beneficiary 1 / original language		Automatically inserted from partner section	
Name of the Beneficiary 1 / English		Automatically inserted from partner section	
Name of the Beneficiary 2 / original language <sup>3</sup>		Automatically inserted from partner section	
Name of the Beneficiary 2 / English		Automatically inserted from partner section	
<b>1.8. Project duration</b> (max. 24 months)	Number of months (in full months)	Max. 24 months. Max 2 characters.	
<b>1.9. Budget, EUR</b>	Total (A)	Automatically inserted from the budget	
	Amount requested from the Programme (B)	Automatically inserted from the budget	
	% of total eligible cost of the project (B/Ax100)	Automatically calculated - B/Ax100	
<b>1.10. Type of the project</b>			
Indicate one project type in each of two categories below. Definitions of project types are available in <b>point ...</b> the Programme Manual Part I.			
The project is		Drop down menu (integrated, symmetrical, single-country)	
The project is		Drop down menu (infrastructural, investment, soft)	
<b>1.11. Location(s) of the project activities:</b>		<specify country(ies), that will benefit from the project> Drop down menu (Poland, Russia, other)	<specify region(s) that will benefit from the project> Drop down menu (list to be specified)
<b>1.12. Project summary</b>			
Please give a short overview of the project (in the style of a press release) and describe:			
<ul style="list-style-type: none"> <li>- the common challenge of the programme area you are jointly tackling in your project;</li> <li>- the overall objective of the project and the expected change your project will make to the current situation;</li> <li>- the main outputs you will produce and who will benefit from them;</li> <li>- the approach you plan to take and why is cross-border approach needed.</li> </ul>			
Max. number of characters is 2000			

<sup>3</sup> Number of rows depends on the number of project beneficiaries.

## 2. RELEVANCE OF THE PROJECT

### 2.1 Provide a brief analysis of the problems and needs justifying the project

- 1) Clearly identify specific problems or challenges in the Programme area to be addressed by the project.
- 2) Refer to target groups and final beneficiaries.
- 3) If possible, support your statements with statistical information and examples.

Max. number of characters is 4000

### 2.2 Indicate the relevance of problems and needs identified in point 2.1 to wider strategies/plans

Please refer to the Programme strategy, EU and national strategies and justify the compliance referring to relevant parts, points etc. of those documents and relevant national/regional strategies.

Max. number of characters is 2000

### 2.3 Describe the relevance of the project to the Thematic objective/priority selected

Please refer to project's objectives and expected outputs and results

Max. number of characters is 2000

### 2.4 Demonstrate the cross-border impact of the project

- 1) What advantages will the project bring to both sides of the border (project partners, target groups, Programme area)?
- 2) Why is it important to implement the project in the proposed cross-border partnership? Can't the result be achieved without cooperation within the Programme?
- 3) Will the project create a basis to develop the current/future cross-border cooperation?

Max. number of characters is 2000

### 2.5 Project impact on the cross-cutting issues:

Please, tick the adequate field and describe the effects of the project on the following cross-cutting issue

Environmental sustainability	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500
Human rights	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500
Gender equality	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500
HIV/AIDS	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500
Democracy	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500
Equal treatment of persons with disabilities	Drop down menu (the main theme of the project, a positive contribution to the policy, a neutral contribution to the policy)	Max. number of characters is 500

## 3. DESIGN OF THE PROJECT

### 3.1 Overall objective of the project

Indicate one overall objective to which the project aims to contribute.  
The objective shall clearly link to selected Programme Thematic objective and priority.

max. number of characters is 300

### 3.2 Specific objectives

Indicate max. three specific objectives of the project that will lead to achievement of the overall objective.

1. Max. number of characters is 300

2. Max. number of characters is 300

3. Max. number of characters is 300

### 3.3 Project activities

Please describe each activity.

In the description of each activity specify the role of each beneficiary and activities of cross-border character.

If planned, describe the investments/infrastructure activities. Please note that **projects including an infrastructure component** amounting up to 1 million EUR have to fill in the point 3.5 Brief Feasibility Study below. Projects including an infrastructure component of at least 1 million EUR do not fill in the point 3.5, however they should submit Annex 8 Full Feasibility Study to be prepared in line with the Guidelines for Drafting Feasibility Study.

If applicable, provide a justification regarding any activity to be implemented outside the Programme area. Activities outside the Programme area shall clearly benefit for Programme area.

Please note that adjoining regions belong to the Programme area. According to JOP "projects in the adjoining regions can be implemented [...] under the condition that Programme funds allocated to projects from these subregions will not exceed 10% of the EU allocation to the Programme. Organisations from the adjoining regions can apply for Programme funds under the same conditions as those in the core regions.

Max. number of characters is 1000 for description of each activity

Name of the activity	Description
1) max. number of characters is 100	max. number of characters is 1000
2) max. number of characters is 100	max. number of characters is 1000
3) max. number of characters is 100	max. number of characters is 1000
Add as many rows as needed (max 10 rows)	Add as many rows as needed (max 10 rows)

### 3.4 Project results – output and result indicators

Please select pre-defined Programme indicator(s) presented in point 2.3 of the JOP or/and add indicators from the full list of indicators (drop down menu).

#### 3.4.1 Output indicators\*:

1) Choose the adequate pre-defined Programme output indicators. If no indicator is appropriate for your project please put 0 in the target value column.

Programme indicator	Target value	Sources and means of verification
1) Automatically inserted basing on the selection of the Programme priority – point 1.2.	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
2) Automatically inserted basing on the selection of the Programme priority – point 1.2.	2) Max. number of characters is 10	

2) Add indicators from the suggested list.

Suggested indicators	Target value	Sources and means of verification
1) Drop down menu	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
2) Drop down menu	2) Max. number of characters is 10	
Add as many rows as needed	Add as many rows as needed	

#### 3.4.2 Result indicators\*\*:

Choose the adequate pre-defined result indicators.

Indicator	Baseline value	Target value	Sources and means of verification <sup>4</sup>
1) Automatically inserted basing on the selection of the Programme priority – point 1.2.	1) Max. number of characters is 10	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
2) Automatically inserted basing on the selection of the Programme priority – point 1.2.	2) Max. number of characters is 10	2) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?

### LOGICAL FRAMEWORK

Filled in automatically, basing on the information from points 3.1-3.4 above.

<sup>4</sup> In case of own result indicators chosen by the Lead beneficiary, please indicate also the justification of the result indicator choice and its relevance for the Programme strategy.

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification
<b>Overall objective</b>	<i>Inserted automatically from point 3.1</i>	<i>Inserted automatically from point 3.4.2</i> Baseline value Target value	<i>Inserted automatically from point 3.4.2</i>
<b>Specific objectives</b>	<i>Inserted automatically from point 3.2</i>	<i>Inserted automatically from point 3.4.1 -</i> Target value	<i>Inserted automatically from point 3.4.1</i>
<b>Activities</b>	<i>Inserted automatically from point 3.3 -</i> Name of the activity		

\* Measure the direct products of the chosen activities. They concern the direct beneficiaries (lead beneficiaries, beneficiaries as well as entities, persons and organisations that are actually involved in the project implementation) of the projects and are only affected by what the project actions lead to, being insensitive to any external factors

\*\* Measure the broader societal impact of a project in the short- or medium term. They generally span beyond the direct beneficiaries of the support and cover a wider group of society (such as final beneficiaries or the entire target group). They are affected by external factors that lay beyond the activities of the project.

### 3.5 Brief Feasibility Study

To be filled in **only by projects including an infrastructure component** valued from 50 000 EUR up to 1 MEUR.

#### Justification

*Explain the need for investment to achieve project objectives and results.*

*Describe clearly the cross-border relevance of the investment.*

*Describe who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way.*

*Max. number of characters is 3500*

#### Scenario analysis

*Please describe the alternative scenarios of the project implementation – alternative options of the project. Describe previously carried out analyses (documents such as functionality programme, spatial-technical concept, technical-economic concept, environmental impact assessment prepared at the stage when the localization was determined or other documents where the alternative implementation of the project was analysed).*

*By “alternative scenarios” we understand different location, technology, route (e.g. of water-supply or road), technology of the processes (e.g. waste-water treatment, water treatment or sludge dehydration) or organizational variants e.g. implementation of the projects in the Public Private Partnership (PPP) or other.*

*It should be also justified that the selected project is the most suitable out of the analyzed options.*

*Max. number of characters is 3500*

#### Project readiness for implementation

*Please describe the preparatory activities undertaken by the investor as well as permits, technical documentation and other relevant documents already obtained necessary for project implementation. This information should be presented chronologically, including the activities and the documents etc. obtained or developed (with dates of their issue and expiration).*

*In case that the project is not yet prepared to start the construction works, all the steps which will be taken to finalize the preparation of the project for its implementation should be described in this point, including all the documentation and other relevant documents necessary for project implementation and the planned date of obtaining them.*

*Max. number of characters is 2000*

#### Technical description of the project

*In this section you should include the following elements:*

- a clear description of the investment, including its technical concept, presenting the current technical solutions and the planned adjustments which will be used in implementation of the project;*
- a short description of the planned technological solutions to be used for the investment;*
- indication of the investment and operating costs.*

*Max. number of characters is 8000*

#### Links between the project and other initiatives

Please indicate whether the investment component of the project will be implemented individually by the beneficiary or in cooperation with other entities. It should also be described whether the investment is independent or in any way connected with other initiatives or is a part of an existing/planned system or network. If so, please describe the network and the investment component's role in it shortly.

Max. number of characters is 1500

### Risk analysis

Please conduct risk analysis for the project by:

- identifying the risks – threats (i.e. human, operational, procedural, financial, technical, natural, and political) for successful project implementation – you need to answer the question: what can happen? (i.e., what can go wrong?);
- estimating the likelihood of the identified risks occurrence – you need to answer the question: how likely is it that it will happen?
- risk impact assessment – you need to answer the question: if it does happen, what are the consequences?
- risk avoiding and managing measures – you need to answer the question: what can be done to avoid the risks and if they do occur how will they be handled?

Max. number of characters is 2000

### 3.6 Indicative project plan

1. Please, fill in the indicative project plan (using "X" in the relevant quarter), not indicating a specific start up date for the implementation of the project but simply showing "IQ", "IIQ", etc. "Q" means a quarter – i.e. 3 months.
2. Lead beneficiaries are recommended to base the estimated duration for each activity and 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.
3. The activities stated in the project plan should correspond to the activities described in detail in section 3.3. The implementing body shall be either the lead beneficiary or any of the beneficiaries.

Year 1<sup>5</sup>

Activity	I Q	II Q	III Q	IV Q	Partner responsible	Exact scope of tasks to be implemented under the activity
Activity 1 Automatically inserted	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.). More than one institution may be indicated for one activity.	Maximum number of characters is 500.
Activity 2 Automatically inserted	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.). More than one institution may be indicated for one activity.	Maximum number of characters is 500.

## 4. OVERLAPPING WITH OTHER PROJECTS/PROGRAMMES

### 4.1 Correlation with other projects

Please specify whether your project is part or interrelated with other actions/projects.

If yes, please describe the methods of division of tasks/activities to be to be financed and implemented under each of the projects. Additionally, please specify whether your project is complementary to projects already implemented within the Lithuania-Poland-Russia 2007-2013 Programme or any other implemented cross-border projects.

If your project is of innovative character, please describe the innovation.

Max number of characters is 2 000

### 4.2 Overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss-Polish Cooperation Programme)

<sup>5</sup> Add as many years as needed.

<i>Is any of activity described in point 3.3 also financed by other aid programmes (is there any overlap or duplication with other aid programmes)?</i>	
Drop down menu (yes, no)	Max. number of characters is 500
<b>4.3 State aid</b>	
<i>Does the project include expenditure which might be considered State aid? Please justify your answer.</i>	
Drop down menu (yes, no)	Max. number of characters is 500
<b>4.4. Revenues</b>	
<i>Does the project generate revenues? If yes, please provide a brief description/explanation</i>	
Drop down menu (yes, no)	Max. number of characters is 500

## 5. PROJECT MANAGEMENT AND COMMUNICATION

<b>5.1 Project management</b>				
1) Describe briefly how the project is going to be managed at the project level (e.g. project steering committee). Describe the project team that will implement the project (please refer to functions, not to specific names of individuals).				
2) Describe briefly monitoring and evaluation arrangements at the project level (please refer also to reporting arrangements, monitoring of indicators' achievement, risk management etc).				
3) Outline main means proposed for the implementation of the project (equipment, materials, and supplies to be acquired or rented).				
Max. number of characters is 3 000				
<b>5.2 Brief information and communication plan of the project</b>				
<i>Please, present a brief information and communication plan of the project filling in the table presented - promotional visibility activities to acknowledge the Union support to the project.</i>				
Communication activity <sup>6</sup>	Target group(s) of the communication activity <sup>7</sup>	Communication tools <sup>8</sup>	Indicators of achievement for communication tools (target values)	Beneficiary responsible for the communication activity
Communication activity 1. ... Max. number of characters is 100	Max. number of characters is 200	Max. number of characters is 300	Max. number of characters is 200	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.)
Communication activity 2. ... Max. number of characters is 100	Max. number of characters is 200	Max. number of characters is 300	Max. number of characters is 200	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.)

## 6. SUSTAINABILITY OF THE PROJECT

<b>6.1 Sustainability of the project's impact and its expected results</b>
a) Please, describe the long-lasting impact that your project will have on its target groups. How will the project main outputs be further used once the project has ended?
b) Please outline the scope for replication and extension of the outcome of the project, if applicable.
c) Explain how sustainability of the project's results will be secured after completion of the project (financial, institutional, environmental sustainability).
Max. number of characters is 2000

<sup>6</sup> E.g. work with media, public events, project publications.

<sup>7</sup> E.g. mainstream media, project stakeholders.

<sup>8</sup> E.g. press releases, flyers, press conferences, web-site, social media channels.

## 7. PARTNERSHIP

### 7.1 Composition of the partnership

Describe the partnership that will implement the project. The project shall involve partners needed to address the territorial challenge specified. All partners shall play a defined role in the partnership and get a benefit from it. Describe the particular experience, capacity, know-how of each of the involved beneficiaries to achieve the expected results.

Maximum number of characters is 3000.

### 7.2 Role of each beneficiary in the project

Describe in details the role and participation in the project of the beneficiaries, and the reasons for which these roles have been assigned to them, providing information on organizations' competences in the domain concerned.

Maximum number of characters is 3000.

### 7.3 Scope of cooperation

Describe the scope of cooperation within the partnership. In line with article 46.2 of the IR, all beneficiaries shall actively cooperate in the development and implementation of projects. In addition, they shall cooperate in the staffing and/or financing of projects.

Level of cooperation	Joint cooperation	Description
Joint project preparation	Drop down menu (yes, no)	Maximum number of characters is 300.
Joint project implementation	Drop down menu (yes, no)	Maximum number of characters is 300.
Joint project staff	Drop down menu (yes, no)	Maximum number of characters is 300.
Joint project financing	Drop down menu (yes, no)	Maximum number of characters is 300.

### 7.4 Budget per beneficiaries

Beneficiary name	Country	Indicative Programme co-financing (€) (max. 90% of the total)	Indicative own co-financing (€) (min. 10% of the total)	Indicative total budget (€) (Programme co-financing + own co-financing)
LB (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated
B1 (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated
B2 <sup>9</sup> (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated
<b>Total:</b>		Automatically calculated	Automatically calculated	Automatically calculated

## 8. BUDGET FOR THE PROJECT AND DETAILED FINANCIAL PLAN

Fill in the budget for the total duration of the project and project detailed financial plan (all worksheets of the Annex 2 to the Programme Manual Part I - Applicant).

<sup>9</sup> Add as many rows as needed.



## 9. THE LEAD BENEFICIARY

<b>9.1 Identity of the Lead beneficiary:</b>			
Name of the organisation in original language	Max 100 characters		
Name of the organisation in English	Max 100 characters		
Nationality of the organisation <sup>10</sup>	Drop down menu (Polish, Russian, international)		
Legal status of the organisation <sup>11</sup>	Drop down menu (public administration; body governed by public law; NGO; international organisation; other (please specify))		
Organisation ID <sup>12</sup>	Type and no of the ID		
Postal address <sup>13</sup>	Maximum number of characters is 50.		
Telephone number	Country code + city code + number		
Fax number	Country code + city code + number		
Website of the organization	Max 50 characters		
Number of employees	Maximum number of characters is 100.		
<b>9.2 Experience of similar projects</b>			
Please provide a brief description of projects managed by your organisation over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested.			
<b>Project 1<sup>14</sup></b>			
Title:	Maximum number of characters is 200.		
Sector:	Maximum number of characters is 50.		
Type:	Drop down menu (infrastructural, investment, soft)		
Total budget, EUR:	Maximum number of characters is 50.		
Part of the budget managed, EUR:	Maximum number of characters is 50.		
Role:	Drop down menu (lead beneficiary, beneficiary)		
Brief description of objectives and results:	Maximum number of characters is 1000		
<b>9.3 Financial capacities</b>			
Please fill in the following table for the last three financial years, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in EUR. Not applicable for public entities.			
Year <sup>15</sup>	Turnover or equivalent, EUR	Total balance sheet or budget, EUR	Debts, EUR
N-1	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
N-2	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
N-3	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
<b>9.4 Sources of financing</b>			
Describe your main sources of financing			
Maximum number of characters is 1000			

<sup>10</sup> The declaration shall be based on the registration documents of particular organisation. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible organisation in the Programme.

<sup>11</sup> Basing on the organisation registration document.

<sup>12</sup> Please indicate the name of the document and its number, basing for example on registers such as REGON, NIP, KRS, etc.

<sup>13</sup> Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JTS. The JTS will not be held responsible in case it cannot contact a lead beneficiary.

<sup>14</sup> Add as many projects as implemented during last 3 years.

<sup>15</sup> N = year of the AF submission.

**10. THE BENEFICIARIES**

<b>10.1 Identity of the Beneficiary 1:</b> <sup>16</sup>			
Name of the organisation in original language	Max 100 characters		
Name of the organisation in English	Max 100 characters		
Nationality of the organisation <sup>17</sup>	Drop down menu (Polish, Russian, international)		
Legal status of the organisation <sup>18</sup>	Drop down menu (public administration; body governed by public law; NGO; international organisation; other (please specify))		
Organisation ID <sup>19</sup>	Type and no of the ID		
Postal address <sup>20</sup> :	Maximum number of characters is 50.		
Telephone number:	Country code + city code + number		
Fax number:	Country code + city code + number		
Website of the organisation:	Maximum number of characters is 50.		
Number of employees:	Maximum number of characters is 100.		
<b>10.2 Experience of similar projects</b>			
Please provide a brief description of projects managed by your organisation over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested.			
<b>Project 1</b> <sup>21</sup>			
Title:	Maximum number of characters is 200.		
Sector:	Maximum number of characters is 50.		
Type:	Drop down menu (infrastructural, investment, soft)		
Total budget, EUR:	Maximum number of characters is 50.		
Part of the budget managed, EUR:	Maximum number of characters is 50.		
Role:	Drop down menu (lead beneficiary, beneficiary)		
Brief description of objectives and results:	Maximum number of characters is 1000		
<b>10.3 Financial capacities</b>			
Please fill in the following table for the last three financial years, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in EUR. Not applicable for public entities.			
Year <sup>22</sup>	Turnover or equivalent, EUR	Total balance sheet or budget, EUR	Debts, EUR
N-1	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
N-2	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
N-3	Maximum number of characters is 30	Maximum number of characters is 30	Maximum number of characters is 30
<b>10.4 Sources of financing</b>			
Describe your main sources of financing			
Maximum number of characters is 1000			

<sup>16</sup> Add as many tables as beneficiaries.<sup>17</sup> The declaration shall be based on the registration documents of particular organisation. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible organisation in the Programme.<sup>18</sup> Basing on the organisation registration document.<sup>19</sup> Please indicate the name of the document and its number, basing for example on registers such as REGON, NIP, KRS etc.<sup>20</sup> Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JTS. The JTS will not be held responsible in case it cannot contact a beneficiary.<sup>21</sup> Add as many projects as implemented during last 3 years.<sup>22</sup> N = year of the FAF submission.

**11. DECLARATION BY THE LEAD BENEFICIARY TO THE FULL APPLICATION FORM**

<b>Name of the project</b>	
----------------------------	--

The Lead beneficiary, represented by the undersigned, being the authorised signatory of the Lead beneficiary<sup>23</sup>, in the context of the present call for proposals, representing any beneficiaries in the proposed project, hereby declares that

- the Lead beneficiary has the sources of financing to ensure the project co-financing as mentioned in **point ... the Programme Manual** Part I - Applicant;
- the Lead beneficiary undertakes to comply with the obligations foreseen in the partnership statement and with the principles of good partnership practice as set out in Partnership Statement to the full application form;
- the Lead beneficiary is directly responsible for the preparation, management and implementation of the project with beneficiaries and is not acting as an intermediary;
- the Lead beneficiary and all beneficiaries are not in any of the situations excluding them from participating in contracts, i.e. they are not in any of the excluding situations listed below:
  - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
  - c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
  - d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
  - f) they are subject to an administrative penalty..

Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier which is definitively winding up its business activities or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision making or control over them, who are subject to a judgement as referred to in points (b) or (e) of the first subparagraph.

Moreover, the Lead beneficiary and beneficiaries are not in any of the situations excluding them from participating in contracts, i. e. they are not:

- a) subject to a conflict of interests;
- b) guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information.

<sup>23</sup> The relevant document authorizing the undersigned to represent the organisation shall be annexed to the Declaration by the Lead beneficiary.

The Lead beneficiary and each beneficiary is in a position to deliver immediately, upon request, the supporting documents stipulated under **section ... of the Programme Manual** Part I - Applicant.

The Lead beneficiary and each beneficiary are eligible in accordance with the criteria set out under **section ... of the Programme Manual** Part I - Applicant.

If recommended to be awarded a grant, the Lead beneficiary accepts the contractual conditions as laid down in the standard grant contract annexed to the Programme Manual Part I - Applicant.

The Lead beneficiary and each beneficiary are aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The Lead beneficiary and each beneficiary are aware that in line with Article 33 of Implementing Regulation no 897/2014—as well as provisions of *relevant financing agreement between the Russian Federation, the European Union and the Republic of Poland*, The Commission, the European Anti-Fraud Office, the European Court of Auditors and the members of the Group of Auditors and any external auditor authorised by these institutions and bodies may verify the use of Union funds by beneficiaries, contractors, subcontractors and third parties in receipt of financial support by examining documents and/or conducting on-the-spot checks.

The Lead beneficiary ensures no overlapping or duplication of the project financing with other aid programmes.

The Lead beneficiary and each beneficiary will keep the documents related with the implementation of the project for at least five years from the date of payment of the balance for the project.

Signed on behalf of the Lead beneficiary:

<b>Name<sup>24</sup></b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>To be provided on the paper version only</i>
<b>Date and place</b>	

*Please press this button before submitting the full application form. It will generate the checksum and open the print dialog to allow you printing the full application form.*

*Please note that generating of the checksum can take even several minutes (depending on the amount of text in the form and the performance of your computer).*

<sup>24</sup> The relevant document authorizing the undersigned to represent the organisation shall be annexed to the partnership statement.

**12. PARTNERSHIP STATEMENT TO THE FULL APPLICATION FORM**

<b>Name of the project</b>	
----------------------------	--

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the project funded by the Managing Authority. To ensure that the project runs smoothly, the Managing Authority requires all beneficiaries to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All beneficiaries must have read the full application form and understood what their role in the project will be before it is submitted to the JTS.
2. All beneficiaries must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead beneficiary to sign the contract with the Managing Authority and represent them in all dealings with the Managing Authority in the context of the project's implementation.
3. The lead beneficiary must consult with other project's beneficiaries regularly and keep them fully informed of the progress of the project.
4. All beneficiaries must co-operate during preparation of reports on project implementation (collect and exchange respective documents, provide input to the reports, etc.) and receive copies of the reports submitted to the JTS/Managing Authority.
5. Proposals for substantial changes to the project (e.g. activities, beneficiaries, etc.) should be agreed by the beneficiaries before being submitted to the JTS/Managing Authority.
6. Where no such agreement can be reached, the lead beneficiary must indicate this when submitting changes for approval to the JTS/Managing Authority.

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

<b>Name<sup>25</sup></b>	
<b>Organisation</b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>To be provided on the paper version only</i>
<b>Date and place</b>	

**PLEASE NOTE THAT A SEPARATE PARTNERSHIP STATEMENT SHALL BE SIGNED AND DATED BY EACH BENEFICIARY.**

<sup>25</sup> The relevant document authorizing the undersigned to represent the organisation shall be annexed to the partnership statement.