

**APPLICATION FORM**

**for the call for proposals to co-finance projects under**

**the Norwegian Financial Mechanism Programme 2009-2014 and the EEA Financial Mechanism Programme 2009-2014**

**Set A – Norwegian Financial Mechanism Programme 2009-2014**

Filled in by MEDT:

|  |  |
| --- | --- |
| SPIS No. |  |
| Programme No. | SI05 |

**Index**

[1. SHORT INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM 3](#_Toc378336245)

[2. BASIC INFORMATION 4](#_Toc378336246)

[3. PROJECT SUMMARY 5](#_Toc378336247)

[4. PROJECT PARTNERSHIP 5](#_Toc378336248)

[u Applicant 5](#_Toc378336249)

[u Partners 7](#_Toc378336250)

[u The qualifications of the project team for the implementation of the project 8](#_Toc378336251)

[5. PROJECT DESCRIPTION 8](#_Toc378336258)

[u Justification of the project 8](#_Toc378336259)

[u Objectives of the project 9](#_Toc378336260)

[u Target groups 9](#_Toc378336261)

[u The logical coherence of the content of the project and contribution of the project to the achievement of programme outputs 10](#_Toc378336262)

[u Project work plan 15](#_Toc378336263)

[u Innovativeness and sustainability of project results 18](#_Toc378336264)

[6. EQUIPMENT 18](#_Toc378336265)

[u The cost of depreciation 18](#_Toc378336266)

[u Purchase of new equipment for which the reimbursement of the entire purchase price is claimed within the project 19](#_Toc378336267)

[u Investment documentation 20](#_Toc378336268)

[7. PROJECT ROADMAP 20](#_Toc378336269)

[8. PROJECT IMPLEMENTATION RISKS 20](#_Toc378336270)

[9. PROJECT IMPACT ON HORIZONTAL PROGRAMME POLICIES 21](#_Toc378336271)

[10. INFORMATION AND PUBLICITY PLAN 22](#_Toc378336272)

[11. CHECKLIST 22](#_Toc378336273)

[12. APPLICANT SIGNATURE 23](#_Toc378336274)

# SHORT INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

* Application form consists of the **Word document** and of **Financial plan in Excel**.
* Before filling in the application form read the Annex 2 of the **Applicants Manual – Set A** that supplements application form with additional instructions.
* Both parts of the application form (Word and Excel) must be filled in **completely** (all fields marked with white colour) unless different instructions are given (fields marked with light blue colour and fields referring to the individual areas). **Application is fully completed if the application form is filled in completely in Word and Excel document (Financial plan).**
* Legend**:** Mandatory field

Conditionally mandatory field, mandatory only if required by instructions

Pre-filled fields, which must remain unchanged

Only for applicant applying project to the A.1 area

Only for applicant applying project to the A.2 area

* The application form in the **Slovenian** and the application form in the **English** should be filled in electronically in Word and Excel; application forms completed in manuscript will be rejected.
* The **electronic** version and the **hard copy** should be identical. This applies to the application form in the Slovenian as to the application form in English language.
* The hard copy is appropriately **signed** and **stamped**.
* All financial figures must be in **Euros**.
* Before submitting the application, verify that all information is correct, including the figures, and even those that are calculated automatically.
* All of the data from open applications are public, except those specifically marked by the applicant as a business secret. Data supplied by the applicants and considered a business secret should be marked as such in the application. An individual information or part of the application can be marked as a business secret, it cannot, however, refer to the full application and data which are necessary for the assessment of the application according to the criteria of the call for proposals.
* Send a copy of the fully completed application form in the Slovenian language AND a copy of the fully completed application form in the English language in hard copy AND the electronic version (CD, DVD or USB flash drive), along with the rest of the documentation to the following address:

**Ministry of Economic Development and Technology**

Kotnikova ulica 5

1000 Ljubljana

**▶ Technical information on the electronic fulfilment of applications in Word**

* Format (height, width) of application form elements (rows, columns) shall not be changed. In accordance with the instructions, you may add a new table or new lines when needed. Fields where you enter text adapt to the text size, but bear in mind the limitation of characters number (using Word Count)
* You confirm checkboxes () by using a double-click (or right click, then select “Properties”), mark the default value “Confirmed”.
* Do not forget to promptly save the data entered.
* Once the application form is completed, it is desirable to update the number of pages in the index.

# BASIC INFORMATION

Write the title of the project, its acronym and select the area and sub-area of the call. Write the overall value of the project, indicating both indicate eligible and as well as any ineligible project costs that will be incurred during the project implementation period. Copy other financial data from the financial plan (Excel). Fill in the information on the duration of the project, taking note that the project must last at least 12 months, but not longer than by 30 April 2016.

|  |  |  |
| --- | --- | --- |
| Project title (Max 200 characters) | |  |
| **Project acronym** (Max 50 characters) | |  |
| **Programme** | | Norwegian Financial Mechanism 2009-2014 |
| **Area of the call in Set A** | | Public Health Initiatives  Gender Equality |
| *Only for applicant applying project to the area* A.1 | | |
| **Sub-area “Public Health Initiatives”** | | Reducing inequalities between user groups  Prevention of life-style related diseases  Improved mental health services |
| *Only for applicant applying project to the area* A.2 | | |
| **Sub-area “Gender Equality”** | | Economic decision-making  Political decision-making  Promoting work-life balance |
| Overall value of the project | |  |
| Total eligible costs of the project | |  |
| The requested amount of the grant for co-financing of the project | |  |
| The share of the grant for co-financing of project | |  |
| The amount of own contribution | |  |
| The share of own contribution | |  |
| Project duration | Start: |  |
| Closure: |  |
| Duration: | ......... year(s) ......... month(s) ......... day(s) |

# PROJECT SUMMARY

Answer to the following questions:

* Why is the project needed? Describe current problems and/or challenges addresses by the project.
* What is the project objective? Indicate the general and specific objectives.
* What is the project expected to achieve? Indicate the project outcomes (see the table Logical coherence) if possible also the target values of the outcomes indicators.
* How will the project solve these challenges? Specify the key outputs of the project.
* Who is expected to benefit? Specify target groups.
* How will bilateral relations be strengthened? Describe the partners from donor countries and its role.
* What will the partnership achieve?

Be clear and specific; avoid jargon, acronyms and technical/bureaucratic language. Keep in mind that the project summary of the selected project will be published on the internet for the general public, so the language must be simple and understandable. (Max 1000 characters)

|  |
| --- |
|  |

# PROJECT PARTNERSHIP

Make sure that the applicant and partners meet the eligibility criteria that apply to the selected area of ​​the call. In the event that the applicant or partner is considered to be ineligible, the entire application is rejected.

It is desirable that project includes local partnership between NGOs, public institutions and local communities. In Public Health Initiatives it is desirable that partnership relies also on a multidisciplinary and inter-sectoral approach.

## Applicant

Please provide the official name of the institution. It is desirable to specify the organizational unit as well. Mark the adequate status of the applicant. Fill in official address, tax and registration number. If you wish, you can write a phone number and website of the applicant. Fill in the required information about the person in charge and about the contact person, who is also the Project Manager, while the contact address should be specified only insofar as it is different from the official. Please provide information on the bank, with which the applicant has opened an account, the seat of the bank should be located in the Republic of Slovenia.

|  |  |  |
| --- | --- | --- |
| APPLICANT | | |
| Name of the institution |  | |
| Status | *Only for applicant applying project to the area* A.1 | |
| legal entity under public law  non-profit legal entity under private law which is an NGO  non-profit legal entity under private law which is not an NGO | |
| *Only for applicant applying project to the area* A.2 | |
| legal entity under public law  non-profit legal entity under private law which is an NGO  non-profit legal entity under private law which is not an NGO  profit legal entity under private law | |
| Official address | Address |  |
| Postal code |  |
| City/Town |  |
| State |  |
| Tax number |  | |
| Registration number |  | |
| Phone |  | |
| Website |  | |
| Person in charge of the institution | Name and surname |  |
| E-mail |  |
| Contact person | Name and surname |  |
| Phone |  |
| E-mail |  |
| Address |  |
| Postal code |  |
| City/Town |  |
| State |  |
| Bank details of the applicant | | |
| Bank name |  | |
| Address |  | |
| Postal code |  | |
| City/Town |  | |
| State | Slovenia | |
| Account number |  | |
| IBAN |  | |
| BIC/SWIFT code |  | |

* Description of the applicant

Describe the applicant's main regular activities; include information on the staff and technical capacity relevant for the implementation of the project. (Max 1500 characters)

|  |
| --- |
|  |

Describe skills and experience in the field of management and coordination of projects. Especially emphasize the projects financed under the EU funds or other international sources. Please provide information on the key projects of similar complexity in the past ten years, for the later specify the name of the project and its value, your role and acquired knowledge and experience. (Max 2000 characters)

|  |
| --- |
|  |

* Contribution of the applicant to the project

Describe the expected contribution of the applicant to the project: its role and responsibility during the implementation of the project. Describe to which outcomes and outputs of the project the applicant will contribute. (Max 2000 characters)

|  |
| --- |
|  |

## Partners

Fill in the table below for each partner separately and write the partner serial number. Please provide the official name of the institution. It is desirable to specify the organizational unit as well. Mark the partner’s status. Fill in official address, tax and registration number. If you wish, you can write a phone number and website of the partner. Provide the information about the person in charge of the institution. Fill in the required information about the contact person, while the contact address should be specified only insofar as it is different from the official.

In the end describe the expected contribution of the partner to the project: give reasons for the inclusion of the individual partner, its role and responsibility during the implementation of the project. Describe to which outcomes and results of the project each partner will contribute.

|  |  |  |
| --- | --- | --- |
| PARTNER 1 | | |
| Name of the institution |  | |
| Status | legal entity under public law  non-profit legal entity under private law which is an NGO  non-profit legal entity under private law which is not an NGO  profit legal entity under private law | |
| Official address | Address |  |
| Postal code |  |
| City/Town |  |
| State |  |
| Tax number |  | |
| Registration number |  | |
| Phone |  | |
| Website |  | |
| Person in charge of the institution | Name and surname |  |
| E-mail |  |
| Contact person | Name and surname |  |
| E-mail |  |
| Name and surname |  |
| Phone |  |
| E-mail |  |
| Address |  |
| Postal code |  |
| Contribution of the partner to the project  (Max 2000 characters) |  | |

If needed, copy the table to introduce each project partner.

## The qualifications of the project team for the implementation of the project



Provide all members of the project team of the applicant and partner (Partner 1, Partner 2, etc.) which are taking part in the implementation of the project. List all the foreseen persons even if the names are not yet known. Please specify their role in the project (e.g., project leader, lawyer, financier, the contractor of the project, etc.) and their knowledge and experience with sub-areas, significant for the implementation of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and surname | Applicant/  partner No | Role in the project | Key knowledge and experience in the area in the call important for the implementation of the project (Max 500 characters) |
|  |  |  |  |

If needed, add new rows to the table, to introduce all foreseen project team members.

# PROJECT DESCRIPTION

## Justification of the project

Analyse in a comprehensive manner the issue addressed by the project, how the project will contribute to solving the issue and compliance with national and international documents of the relevant area.

* Comprehensive analysis and outline of the issue (Max 3000 characters)

|  |
| --- |
|  |

* Contribution of the project to solving the issue (Max 3000 characters)

|  |
| --- |
|  |

* Compliance with national and international documents of the area under consideration (Max 1000 characters)

|  |
| --- |
|  |

## Objectives of the project

* General objectives of the project

According to the selected area and sub-area of the call, highlight the general objective of the project.

|  |
| --- |
| *Only for applicant applying project to the area* A.1 |
| Reduced inequalities between user groups.  Reduced or prevented life-style related diseases.  Improved mental health services. |

|  |
| --- |
| *Only for applicant applying project to the area* A.2 |
| Greater awareness on gender equality and incentive for research in this area. |

* Specific objectives

Insofar the specific objectives of the project exist, specify them. (Max 500 characters)

|  |
| --- |
|  |

## Target groups

Describe the target groups, their needs, with special emphasis on those, direclty addressed by the project, and expected number of included. (Max 1500 characters)

|  |
| --- |
|  |

## 

## The logical coherence of the content of the project and contribution of the project to the achievement of programme outputs

The logical coherence of the project content or substantive thread of the project follows the “read line” of the selected area of the call. First, select to which outcomes the project will contribute, select one or more statistical region (NUTS 3), where the project outcomes will be visible. Also specify the target values of the outcome indicator. For the selected outcome (s) of the project describe **at least one key** result of the project, specify the indicators and target values of result indicators.

You can add up to five new outcomes. Indicate up to five key results of the project for each outcome. Make sure you include all the required outcomes, outputs and indicators of project that are mandatory under the selected area of the call.

* Area Public health initiatives, sub-area Reducing inequalities between user groups

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the sub-area* Reducing inequalities between user groups*, area*  A.1 | | | | | | |
| GENERAL  PROJECT OBJECTIVE  (= programme outcome) | Mark | PROJECT OUTCOME  (= programme output) | | | | KEY PROJECT OUTPUTS  (description of up to 5 key outputs for each outcome, output indicators and its target values) (Max 750 characters) |
| **Description** | **Outcome location** | **Outcome indicator (description and target value)** | |
| Reduced inequalities between user groups |  | Establishment and implementation of new programmes and services for various user groups. | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of activities for increasing access for reducing health inequalities (the objective of the programme is 10) |  |  |
|  | Greater capacity of experts in the field of health and work with vulnerable groups | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of trained experts (the objective of the programme is 500) |  |  |

If you wish to add a new outcome, add a new row to the table. An additional outcome means an additional project outcome that you define yourself, besides those already mentioned in the table set by the programme. Complete all columns with the additional outcome as well.

* Area Public health initiatives, sub-area Prevention of life-style related diseases

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the sub-area* Prevention of life-style related diseases*, area*  A.1 | | | | | | |
| GENERAL  PROJECT OBJECTIVE  (= programme outcome) | Mark | PROJECT OUTCOME  (= programme output) | | | | KEY PROJECT OUTPUTS  (description of up to 5 key outputs for each outcome, output indicators and its target values) (Max 750 characters) |
| **Description** | **Outcome location** | **Outcome indicator (description and target value)** | |
| Reducing or preventing life-style related diseases |  | Establishment and implementation of new comprehensive programmes and services for lifestyle related chronic diseases for different groups of users. | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | The number of activities aimed at the reduction or prevention of lifestyle-related diseases (the objective of the programme is 15) |  |  |
|  | Greater capacity of experts for work with vulnerable groups in the field of the prevention of life-style related chronic diseases | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of trained experts (the objective of the programme is 300) |  |  |

If you wish to add a new outcome, add a new row to the table. An additional outcome means an additional project outcome that you define yourself, besides those already mentioned in the table set by the programme. Complete all columns with the additional outcome as well.

* Area Public health initiatives, sub-area Improved mental health services

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the sub-area* Improved mental health services, *area*  A.1 | | | | | | |
| GENERAL  PROJECT OBJECTIVE  (= programme outcome) | Mark | PROJECT OUTCOME  (= programme output) | | | | KEY PROJECT OUTPUTS  (description of up to 5 key outputs for each outcome, output indicators and its target values) (Max 750 characters) |
| **Description** | **Outcome location** | **Outcome indicator (description and target value)** | |
| Improved mental health services |  | Improved local capacities in the field of mental health | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of the established new local structures for mental health (the objective of the programme is 3) |  |  |
|  | Greater capacity in the field of mental health professionals in primary health care and other professionals. | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of trained employees (the objective of the programme is 100) |  |  |

If you wish to add a new outcome, add a new row to the table. An additional outcome means an additional project outcome that you define yourself, besides those already mentioned in the table set by the programme. Complete all columns with the additional outcome as well.

* Area Gender Equality, sub-area Economic decision-making or sub-area Political decision-making or sub-area Promoting work-life balance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area*  A.1 | | | | | |
| GENERAL  PROJECT OBJECTIVE  (= programme outcome) | PROJECT OUTCOME  (= programme output) | | | | KEY PROJECT OUTPUTS  (description of up to 5 key outputs for each outcome, output indicators and its target values) (Max 750 characters) |
| Description | Outcome location | Outcome indicator (description and target value) | |
| Greater awareness on gender equality and incentive for research in this area | Increase understanding of equal/unequal relations of power between men and women for the purpose of identification of appropriate responses to the imbalances that persist in the sexually-related structures of power in society | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Percentage of the reached target group (the objective of the programme is 50%) |  |  |
| Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of implemented policies (action plans, actions) (the objective of the programme is 2) |  |
| Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of identified and evaluated good practices (the objective of the programme is 2) | |

If you wish to add a new outcome, add a new row to the table. An additional outcome means an additional project outcome that you define yourself, besides those already mentioned in the table set by the programme. Complete all columns with the additional outcome as well.

## Project work plan

Indicate and describe the working sets (WS) and activities within individual working sets. For each activity, please provide **all** of the planned achieved results and their indicators with target values. Please indicate who will be involved in an individual activity (the applicant, Partner 1, Partner 2, etc.). In the event the activity is implemented by the external contractors, specify it as well. Specify the eligible costs of individual activities, and also the country of the implementation of activities. Obligatory for each project are at least two working sets: **WS1 – *Management and coordination***and **WS2 - *Information and publicity*.** *Project may provide up to six working sets in the project work plan.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WS 1 | WS name | Management and coordination | | | | | |
| WS description (Max 1000 characters) |  | | | | | |
|  | Name of the activity | Description of the activity  (Max 750 characters) | All project outputs | | Applicant and/or partner | Foreseen costs | Country of the implementation of activity\* |
| Description  (Max 200 characters) | Indicators and target value  (Max 200 characters) |
| ACT 1.1 |  |  |  |  |  |  |  |

If you wish to add new activity, add new row to the table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WS 2 | WS name | Information and publicity | | | | | |
| WS description (Max 1000 characters) |  | | | | | |
|  | Name of the activity | Description of the activity  (Max 750 characters) | All project outputs | | Applicant and/or partner | Foreseen costs | Country of the implementation of activity\* |
| Description  (Max 200 characters) | Indicators and target value  (Max 200 characters) |
| ACT 2.1 |  |  |  |  |  |  |  |

If you wish to add new activity, add new row to the table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WS X | WS name |  | | | | | |
| WS description (Max 1000 characters) |  | | | | | |
|  | Name of the activity | Description of the activity  (Max 750 characters) | All project outputs | | Applicant and/or partner | Foreseen costs | Country of the implementation of activity\* |
| Description  (Max 200 characters) | Indicators and target value  (Max 200 characters) |
| ACT X.1 |  |  |  |  |  |  |  |

If you wish to add new activity, add new row to the table.

If you wish to add new WS, add a new table and number the WS and activities. An additional WS means and additional WS that you define yourself, besides the mandatory ones.

\* The eligible area of the implementation of the activity is the area of the Republic of Slovenia and the Donor State. If you think that one of predicted activities is essential for the implementation of the project and cannot be implemented within the eligible area, give an adequate justification. (Max 750 characters)

|  |
| --- |
|  |

## Innovativeness and sustainability of project results

* New solutions

Describe how the proposed project brings new solutions which go beyond the existing practice in the selected area in Slovenia. Be specific which practices are being upgraded and in what direction. Innovativeness also means the transfer of practices from other environment and suggestions of new approaches for the implementation of the already established activities. Explain innovativeness from the point of view of the applicant/partnership, environment of operation, new activities. (Max 2500 characters)

|  |
| --- |
|  |

* Financial and institutional sustainability

Explain how the sustainability of projects results in the technical and institutional sense will be provided. Do you plan to continue with certain project activities after the closure of co-financing? If you are planning a purchase of new equipment, for which the reimbursement of the entire purchase price is claimed, the project results shall be used for the purposes described in the Project Contract for at least five years after the approval of the project completion report. (Max 2500 characters)

|  |
| --- |
|  |

* Long-term impact on the target group

Describe the long-term impacts of the project on the target group. How will the use of project results be enabled for various target groups and other potential stakeholders? (Max 2500 characters)

|  |
| --- |
|  |

# EQUIPMENT

## The cost of depreciation

If you claim depreciation costs of new and/or used equipment, for each type of equipment fill in a table. In the table specify the type and description of new or used equipment. Provide an estimation of the costs of depreciation and the owner of the equipment. In the Justification of claim of depreciation costs, please define how depreciation corresponds to the duration of the project and the actual rate of use for the purposes of the project. Provide a brief description of the technical/technological characteristics and projected quantities of new or used equipment.

|  |  |  |
| --- | --- | --- |
| 1 | 1. Type and description of the new or used equipment:   (Max 500 characters) |  |
| 1. Cost estimate of the depreciation: |  |
| 1. The owner (s) of the equipment: |  |
| 1. The justification of claim of depreciation costs   (Max 1000 characters) |  |
| 1. A brief description of the technical/technological characteristics and the planned amounts of new or used equipment:   (Max 1000 characters) |  |

If you wish to add new type of equipment, add a new table.

## Purchase of new equipment for which the reimbursement of the entire purchase price is claimed within the project

If you are planning to purchase new equipment, for which you will claim reimbursement of the purchase price within the project, for each type of equipment fill in the table. The eligible cost of purchasing new equipment can represent a **maximum of 30%** of the total eligible costs of the project. For each type of new equipment specifically indicate the type, description and planned quantity of new equipment. Indicate an estimation of costs of purchasing new equipment and estimation of costs of maintenance and insurance of new equipment during the project. In the Justification of purchasing new equipment please indicate why it is an integral and necessary part of the equipment for the implementation of the project and why it is essential for the achievement of the objectives of the project. Indicate how you will ensure the fulfilment of specific conditions relating to the purchase of new equipment after the approval of the project completion report for a period of five years, such as insurance and maintenance of the equipment for at least five years after completion of the project. Special conditions are listed in the Guide for Applicants - Set A, in Chapter 2.3.3.3. The cost of the equipment. Please indicate which partner/applicant will be an owner after the purchase. If the Programme Operator will approve the entire purchase price as eligible, the project promoter shall ensure that the new purchased equipment will remain in project promoter’s or partner’s possession and be used for the general objectives of the project during the project implementation and as well as for at least 5 years after the approval of the project completion report. Provide a brief description of the technical/technological features of the new equipment.

|  |  |  |
| --- | --- | --- |
| 1 | 1. Type, description and planned quantities of the new equipment:   (Max 500 characters) |  |
| 1. Assessment of the costs of purchasing new equipment: |  |
| 1. Estimation of the cost of maintenance and insurance of the new equipment in the duration of the project: |  |
| 1. Justification of purchasing new equipment   (Max 1000 characters) |  |
| 1. Manner of ensuring meeting the specific conditions pertaining to the purchase of new equipment after the approval of the final project report in the five-year period (Max 1000 characters) |  |
| 1. Owner (s) of the new equipment after purchase |  |
| 1. A brief description of the technical/technological characteristics:   (Max 1000 characters) |  |

If you wish to add new type of equipment, add a new table.

Fill in the sum of estimated total costs of purchasing new equipment and the share of these costs in relation to the overall eligible costs. The eligible costs of purchasing new equipment shall represent **no more than 30%** of the total eligible costs of the project.

|  |  |  |
| --- | --- | --- |
|  | Amount | Share of the total eligible project costs |
| Estimation of the total eligible costs of purchasing new equipment |  |  |

## Investment documentation

Indicate which investment documentation was prepared for all types of equipment for which the reimbursement of the entire purchase price is claimed within the project. Copies of the investment documentation are also attached to the application.

Prepared DIIP (investment project identification document)

Prepared DIIP (Investment project identification document), IP (investment programme)

Prepared DIIP (investment project identification document), PIZ (pre-investment study) and IP (investment programme)

Other:

|  |
| --- |
|  |

Correctly completed application form is considered as simplistic investment documentation only in case you request a reimbursement of the total purchase price of new equipment and in case that the total cost of the purchase does not exceed 50.000 EUR. In all other cases adequate investment documentation must be enclosed.

# PROJECT ROADMAP

For each activity foreseen in the Work plan, define the period, in which it will be implemented.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **2014** | | | | | | | | **2015** | | | | | | | | | | | | **2016** | | | |
|  | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** |
| **ACT 1.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

If you wish to add new activities, add new rows to the table.

# PROJECT IMPLEMENTATION RISKS

Risks mean the problems which may prevent the implementation of project activities and consequently achievement of the objectives, outcomes and results. If risks are predicted in advance and appropriate measures are planned, they can be reduced or even avoided.

Describe the risks which can impact the implementation of the project and your actions to avoid or reduce such risks. For the implementation of the project it is mandatory to provide for measures to overcome liquidity problems and lack of adequate human resources, which need to be specified under the general risks. If specific risks also exist, identify them for each individual activity and specify the actions to reduce such risks.

* General risks

In providing liquidity note that it is necessary to pay all costs, submit invoice to the first level control and only after the confirmation of the report, costs will be reimbursed in due proportion. Before you get reimbursed for expenditure incurred in the previous period, you will have to provide resources for the current period. Therefore, at the time of application, consider how many resources can you provide without implication for the implementation of the project and accordingly prepare adequate project.

|  |  |
| --- | --- |
| Risk | Measures to reduce the risk |
| The lack of liquidity of assets for the smooth implementation of the project throughout the entire period  (Max 500 characters) |  |
| Lack of adequate human resources within the organisation of the applicant and partners  (Max 500 characters) |  |

* Specific risks for the main activities

In addition to the general risks, each applicant has its internal characteristics, which can also endanger the project. If these specific risks exist, list the activities in which these risks may be present, describe them and indicate the measures to reduce them.

You can specify up to ten activities.

|  |  |  |
| --- | --- | --- |
| Activity | Risk | Measures to reduce the risk  (Max 500 characters) |
|  |  |  |

I you would like to add new risks, add new rows to the table.

# PROJECT IMPACT ON HORIZONTAL PROGRAMME POLICIES

Define the extent of the project impact on the individual horizontal programme policies. Describe how the project impacts the horizontal programme policies and define the possible specific models, structures or mechanisms with which it contributes to the realisation of horizontal policies. Horizontal policies are defined in the chapter 2.2.6.1. of the Applicant Manual – Set A.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Horizontal policies | No impact | Medium impact | Big impact | Project impact on horizontal policies  (Max 1000 characters) |
| Sustainable development |  |  |  |  |
| Good governance |  |  |  |  |
| Gender equality |  |  |  |  |

# INFORMATION AND PUBLICITY PLAN

The information and publicity plan shall include at least the following:

* **aims** of the communication activities;
* **target groups**, including stakeholders on a national, regional and/or local levels and the public;
* **strategy** description and information and publicity measures, including activities, communication tools and timeframe,
* at least **three information activities** on progress, achievements and results in the project (such as a seminar or a conference with stakeholders, a press conference or press event, including a launch activity and/or a closing activity for the project). For projects whose grant size is less than € 500,000, two information activities are sufficient;
* measures for making information on the project available on the internet, either through a dedicated website or through dedicated web pages on an existing website;
* an indication of how the information and publicity measures are to be evaluated in terms of visibility and awareness of the project and the financial mechanism, their objectives and impact, and the role of the Donor State(s);
* information on the administrative departments or bodies responsible for implementation of the information and publicity measures, including a contact person.

Information and communication activities shall be foreseen in the work and financial plan of the project. (Max 5000 characters)

|  |
| --- |
|  |

# CHECKLIST

The checklist serves only as an aid in drafting the application.

|  |  |
| --- | --- |
|  | The application form in the English and the Slovenian language with the Financial plan has been filled in completely and the hard copy has been signed and stamped. |
|  | The electronic version of the application form is identical to the printed one. |
|  | A statement of the applicant has been filled in, signed and stamped. |
|  | Partnership statement has been filled in, signed, stamped and annexed for each partner. |
|  | A copy of the founding document of the applicant and each partner is enclosed. |
|  | The balance sheet of the applicant and partners for 2012 is enclosed. |
|  | A copy of the investment documentation is enclosed, if required. |
|  | The original mandate given by the person in charge of the institution, insofar as the signer is not the responsible person. |
|  | A copy of the investment documentation is enclosed. |
|  | The application is drawn up in a single original in hard copy. |
|  | The application is enclosed in electronic form on CD, DVD or USB flash drive. |
|  | The envelope is marked accordingly, including an indication of the areas or sub-areas of the call. |
|  | Applicant and partners are eligible. |
|  | All outcomes of the project will be achieved in the Republic of Slovenia. |
|  | Project duration is longer than 12 months and shall end no later than 30 April 2016. |
|  | Own co-financing is provided in the amount of at least 5.00% of the total project eligible costs or 10.00% if the applicant is a non-governmental organization. |
|  | The cost of purchasing new equipment can represent up to 30% of the total project eligible costs. |
|  | In projects where the project promoter is a non-governmental organization, the immaterial contributions in the form of volunteering (“in-kind”) can represent up to 50% of own participation. |
| *Only for applicant applying project to the area* A.1 | |
|  | The requested amount of the grant for the projects in the field of public health initiatives is above 170,000 EUR and not exceeding 1 million EUR, and at the same time not exceeding 95.00% of the project eligible costs, or 90.00% where the applicant is an NGO. |
| *Only for applicant applying project to the area* A.2 | |
|  | The requested amount of the grant for projects in the field of gender equality is above 50,000 EUR and not exceeding 250,000 EUR and at the same time not exceeding 95.00% of the project eligible costs, or 90.00% where the applicant is an NGO. |

# APPLICANT SIGNATURE

Write the place and date, name, surname and title of the responsible or authorised person. Sign and stamp only the hard copy of the application. The application form shall be signed by the responsible person of the applicant institution. The original authorization shall be enclosed in case it is signed by the authorised person instead of the responsible one.

I confirm that I have full powers of the institutions of the applicant to sign this application, that I thoroughly checked all statements and information given in this application and that they are correct and accurate.

I agree that MEDT can publish parts of this application.

Signature of the responsible or authorised person

[Place and date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

STAMP

[Name and surname]

[Title]