

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 B – EEA Financial Mechanism Programme 2009-2014

Filled in by MEDT:

|  |  |
| --- | --- |
| SPIS No. |  |
| Programme No. | SI02 |

Index

[1. SHORT INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM 3](#_Toc378206989)

[2. BASIC INFORMATION 4](#_Toc378206990)

[3. PROJECT SUMMARY 5](#_Toc378206991)

[4. PROJECT PARTNERSHIP 5](#_Toc378206992)

[ Applicant 5](#_Toc378206993)

[ Partners 8](#_Toc378206994)

[ The qualifications of the project team for the implementation of the project 9](#_Toc378206995)

[5. PROJECT DESCRIPTION 9](#_Toc378206996)

[ Justification of the project 9](#_Toc378206997)

[ Objectives of the project 10](#_Toc378206998)

[ Target groups 10](#_Toc378206999)

[ Cultural monument 11](#_Toc378207000)

[ The logical coherence of the content of the project and contribution of the project to the achievement of programme outputs 12](#_Toc378207001)

[ Project work plan 17](#_Toc378207002)

[ Sustainability of project results 22](#_Toc378207003)

[6. EQUIPMENT 22](#_Toc378207004)

[ The cost of depreciation 22](#_Toc378207005)

[ Purchase of new equipment for which the reimbursement of the entire purchase price is claimed within the project 22](#_Toc378207006)

[7. CONSTRUCTION AND RENOVATION, REAL ESTATE AND LAND 23](#_Toc378207007)

[ Construction and renovation work 23](#_Toc378207008)

[ Purchase of real estate and land 24](#_Toc378207009)

[8. INVESTMENT DOCUMENTATION 25](#_Toc378207010)

[9. PROJECT ROADMAP 25](#_Toc378207011)

[10. PROJECT IMPLEMENTATION RISKS 26](#_Toc378207012)

[11. PROJECT IMPACT ON HORIZONTAL PROGRAMME POLICIES 26](#_Toc378207013)

[12. INFORMATION AND PUBLICITY PLAN 27](#_Toc378207014)

[13. CHECKLIST 27](#_Toc378207015)

[14. A STATEMENT OF THE APPLICANT ON THE DIGITISATION OF DATA 29](#_Toc378207016)

[15. APPLICANT SIGNATURE 29](#_Toc378207017)

# 

# 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 B** 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 B.1 area

Only for applicant applying project to the B.2 area

Only for applicant applying project to the B.3 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 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 | | EEA Financial Mechanism 2009-2014 |
| Area of the call in Set B | | Biodiversity and ecosystem services  Natural Heritage  Cultural Heritage |
| 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.

## 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 areas*  **B.1** and **B.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 | |
| *Only for applicant applying project to the area* B.3 | |
| 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 | |
| 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 |  | |

* Eligibility of the applicant

|  |
| --- |
| *Only for applicant applying project to the area* B.1 |
| Choose accordingly: The applicant is a manager of a Natura 2000 site or part of it.  The applicant has experience with monitoring of species and/or habitat types. If the applicant has **any** experience in the field of monitoring of species and/or habitat types, define such experiences. It is desirable that you provide relevant supporting documents as justification of the experience. (Max 2000 characters)  |  | | --- | |  |  If the applicant **is authorised** to manage the selected Natura 2000 site or part of it, specify the legal basis. (Max 500 characters)  |  | | --- | |  |  If the applicant **is not authorised** to manage the selected Natura 2000 site or part of it, specify the authorised partner and the legal basis. (Max 500 characters)  |  | | --- | |  | |

|  |
| --- |
| *Only for applicant applying project to the area* B.2 |
| Specify the legal basis, on the basis of which the applicant is responsible for the management of the selected national protected area (Max 500 characters)  |  | | --- | |  |  Indicate the estimated number of visitors to the area of natural value or values in the context of the national natural protected area, which are the subject of the project, in the past three years (total and by individual years). (Max 1000 characters)  |  | | --- | |  | |

|  |
| --- |
| *Only for applicant applying project to the area* B.3 |
| Specify whether the applicant is the owner or the manager of the cultural monument. The applicant is the **owner** of the cultural monument. If the applicant is the owner, **a statement of ownership** of a cultural monument shall be enclosed. The applicant is the **manager** of the cultural monument. If the applicant is the manager, a **copy of an agreement** or **decision on the management** of a cultural monument shall be enclosed. |

* Description of the applicant

#### Describe the applicant’s main regular activities. (Max 750 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

* Staff and technical capacity

#### Describe the applicant’s and each partner’s staff and technical capacity relevant for the implementation of the project. (Max 3000 characters)

|  |
| --- |
|  |

|  |
| --- |
| *Only for applicant applying project to the area* B.1 |
| * Monitoring of species and/or habitat types  If the applicant and/or project partner carries out the activities of monitoring of species and/or habitat types, specify the applicant’s and/or project partner’s experience in the field of monitoring of those species and/or habitat types addresses by the project. (Max 3000 characters)  |  | | --- | |  | |

* Project team

#### 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 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

#### Justify in a comprehensive manner the issue addressed by the project, and how the project will contribute to solving the issue.

* Justification of the project and outline of the issue (Max 3000 characters)

|  |
| --- |
|  |

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

|  |
| --- |
|  |

## Objectives of the project

* General objectives of the project

#### According to the selected area of the call, highlight the general objective of the project.

|  |
| --- |
| *Only for applicant applying project to the area* B.1 |
| More efficient management and monitoring of Natura 2000 sites. |

|  |
| --- |
| *Only for applicant applying project to the area* B.2 |
| Natural heritage made publically accessible. |

|  |
| --- |
| *Only for applicant applying project to the area* B.3 |
| Cultural heritage restored, renovated and protected. |

* Specific objectives

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

|  |
| --- |
|  |

## Target groups

#### Describe the target groups which are the aim of the project results. (Max 1500 characters)

|  |
| --- |
|  |

|  |
| --- |
| *Only for applicant applying project to the area* B.3 |
| Cultural monumentSpecify the name of the cultural monument, register number and the date of entry into force of declaration of the cultural heritage, taking into account only declarations entering into force up to the inclusive date of the call publication.  |  |  | | --- | --- | | Name of the cultural monument (Max 300 characters) |  | | Register number of the heritage |  | | Date of entry into force of declaration of the cultural heritage |  |   Indicate the status of the cultural monument:  The cultural monument is included in the UNESCO World Heritage List, the UNESCO and national trial World Heritage List or the holder of the European Cultural Heritage Label.  The cultural monument is declared as a monument of national importance.  The cultural monument is evaluated as a monument of national importance.  The cultural monument is declared as a monument of local importance or was declared as a monument before the enforcement of the Cultural Heritage Protection Act (Official Gazette of the Republic of Slovenia No 7/99).  Is the cultural monument defined as public cultural infrastructure, as defined in the Act Regulating the Realisation of the Public Interest in the Field of Culture (Official Gazette of the Republic of Slovenia, No 77/2007 - official consolidated text, 56/2008, 4/2010, 20/2011)? YES  NO If YES, it is desirable that the applicant attaches a copy of the decision of the competent authority establishing a cultural monument as a public cultural infrastructure. Is the cultural monument due to injuries and the risk of demolition at risk of losing the protected properties? YES  NO If YES, describe damage to the monument and provide a **statement of the risk to the cultural monument.** (Max 2000 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 and, where relevant, also the initial values of the indicator.

#### 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. It is desirable that the project also includes any recommended one (see Chapter 2.2 of the Applicants Manual - Set B).

* Area Biodiversity and ecosystem services

|  |
| --- |
| B.1  Make sure that the project will include output indicators, which are tied to mandatory types of activities. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.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, its start and target values) (Max 750 characters) |
| Description | Outcome location | Outcome indicator (description and target value) | |
| More efficient management and monitoring of Natura 2000 sites |  | Adequate management (measures requested by the Natura 2000 management programme) with extensive meadows and/or protective or flooded forests within Natura 2000 sites hosting important populations of Natura 2000 species and/or habitat types. | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | surface area (ha) of measures targeting grassland (the aim of the programme is increase to 580 ha) and/or forest species/habitat types (the objective of the programme is increase to 7,500 ha) |  |  |
|  | Adequate management (measures requested by the Natura 2000 management programme) with wetlands within Natura 2000 sites hosting important Natura 2000 populations of species and/or habitat types. | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Surface area (ha) of the measures targeting wetland species and/or habitat types (the objective of the programme is increase for 30 ha) |  |  |
|  | Monitoring of the parameters to determine the conservation status of grassland and/or forest and/or wetland species and/or habitat types | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | number and share of monitored Natura 2000 species/habitat types (the objective of the programme is an increase by 6 species/habitat types) |  |  |
|  | Acceptance of the implementation of Natura 2000 site management programme and conservation measures implemented in project activities | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | number of key stakeholders (the objective of the programme is increase by 250 people) |  |  |

#### 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 Natural heritage

|  |
| --- |
| B.2  In the area *Natural heritage* the obligatory project output is at least one newly developed public infrastructure facility for visits of natural heritage site; and at least 25% decrease of visits with individual motor vehicle transport within one year after the completion of the work. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.2 | | | | | | |
| 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, its start and target values) (Max 750 characters) |
| Description | Outcome location | Outcome indicator (description and target value) | |
| Natural heritage made publically accessible |  | Establishment of new public infrastructure for visitors of the most important natural heritage sites in the national protected areas | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | New infrastructure facilities (the objective of the programme is 1 - 3) |  |  |
|  | Visitor infrastructure that successfully connects safe-guarding of natural heritage site and better public access to natural heritage site | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of visitors of the protected area annually that experience the protected area e in a non-damaging way (the objective of the programme is non-increase) |  |  |
| Number of visitors of the protected area using motor vehicle (objective of the programme – reduction by 1250) |  |  |
| New infrastructure that safeguards natural aspects, and offers environmental education and experiencing nature to users (the objective of the programme is 1) |  |  |

#### 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 Cultural heritage

|  |
| --- |
| B.3  In the area *Cultural heritage* the obligatory output is at least one cultural monument renovated or restored. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.3 | | | | | | |
| 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, its start and target values) (Max 750 characters) |
| Description | Outcome location | Outcome indicator (description and target value) | |
| Cultural heritage restored, renovated and protected |  | Restore, renovated and protected cultural monuments | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Number of restored, renovated and protected cultural monuments (the objective of the programme is 3) |  |  |
|  | Increased access to cultural heritage | Pomurje  Podravje  Koroška  Osrednje-slovenska  Gorenjska  Zasavska  Dolenjska  Notranjsko-kraška  Goriška  Obalnokraška  Spodnjeposavska  Savinjska | Percentage of increased number of visitors of the restored, renovated and protected cultural heritage (the objective of the programme is 5%) |  |  |

#### 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.*

#### Note that the work plan shall include the rest of mandatory content (mandatory WS or mandatory types of activities) of the selected area of the call (see Applicants Manual – Set B, Chapter 2.2.2.3.)

|  |
| --- |
| B.1 In the areas Biodiversity and ecosystem services project must also include the following two working sets: WS3 - Protective measures in the field and WS4 - Monitoring (the working sets are already foreseen). If monitoring of species and/or habitat types, which are addressed by the protective measures in the field, carried out within framework of the project, is foreseen, provide, in the description of WS 4, the potential past monitoring and the rationale of the need for further implementation of such activities in the framework of the project.In the obligatory WS2 - Information and publicity project must include the activities of information, education and awareness-raising on the significance of the management of Natura 2000 sites and the conservation measures, which are implemented within the project, which are targeted at or include local interest groups (local communities, organisations of farmers or the owners of forests, fishermen, hunters, local tourist and non-governmental organisations which operate in the field of nature preservation).The applicant must also provide that the data collected within the project are digitalized. Specify the type of database in which the data will be arranged. Indicate whether the data will be arranged in accordance with the standards of the organization which keeps the database in the field of nature conservation and which are ready to be included into the spatial data portal for a regulatory record of biodiversity. |

|  |
| --- |
| B.3 In addition to the mandatory WS1 and WS3, project in the area Cultural heritage must include WS3 – *Accessibility of cultural heritage* (the working set is already foreseen) which provides “soft” activities to increase the accessibility to cultural heritage (for example design of attractive programmes for vulnerable groups and the young population) to which at least 5% of the grant to co-finance the project should be allocated. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 3 | 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.1 | | | | | | | |
| WS 3 | WS name | Protective measures in the field | | | | | |
| 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 3.1 |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.1 | | | | | | | |
| WS 4 | WS name | Monitoring | | | | | |
| 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 4.1 |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Only for applicant applying project to the area* B.3 | | | | | | | |
| WS 3 | WS name | Accessibility of the cultural heritage | | | | | |
| 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 3.1 |  |  |  |  |  |  |  |

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

#### Fill in the sum of the foreseen costs for the *WS 3 – Access to the cultural heritage* and the share of these costs in relation to the total eligible project costs envisaged in the financial plan. **At least 5% of the grant** to co-finance the project should be allocated to the WS 3 – Accessibility of the cultural heritage.

|  |  |  |
| --- | --- | --- |
| *Only for applicant applying project to the area* B.3 | | |
|  | Amount | Share of grant to  co-finance project |
| Total foreseen costs for the  WS 3 – Accessibility of cultural heritage |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 States. 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)

|  |
| --- |
|  |

## Sustainability of project results

* 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, purchase of real estate or land, construction or renovation, 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 the 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. 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 B, 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.

# CONSTRUCTION AND RENOVATION, REAL ESTATE AND LAND

## Construction and renovation work

#### If the project foreseen construction and renovation works, fill in the table given below for each of them. Indicate the name of the investment. In the description of the investment specify the location (place and municipality), technical data, a series of planned works and suchlike. Please indicate, which partner/applicant will be an investor and who will be the owner of the investment after the completion of construction or renovation work. Note that the ownership must be transferred to the Project Promoter, or those explicitly designated by the Project Promoter in the project application as recipients of the real estate and/or the land, prior to the completion of the project. Provide an estimate of investment costs by main investment stages or work type. Indicate the expected date of commencement of works.

|  |  |  |
| --- | --- | --- |
| 1 | 1. Name of the investment:   (Max 200 characters) |  |
| 1. Description of the investment (location, technical information, type of planned work and similar information):   (Max 2000 characters) |  |
| 1. Investor: |  |
| 1. Owner of the investment:   (Max 500 characters) |  |
| 1. Assessment of the investment costs by major investment stages or types of work:   (Max 2000 characters) |  |
| 1. Expected beginning of work: |  |
| Specify whether a building permit needs to be obtained for the construction work. If the building permit is not enclosed, explain why and indicate when it will be obtained. If the building permit does not need to be obtained, explain the basis for the construction work. The building permit needs to be obtained.  A valid building permit is enclosed.  A valid building permit is not enclosed. Specify the reason and indicate when it will be obtained(Max 500 characters):   |  | | --- | |  |   The building permit does not need to be obtained. The construction work will be carried out on the basis of (Max 500 characters):   |  | | --- | |  | | |

#### If you wish to add new construction or renovation works, add a new table.

## Purchase of real estate and land

#### If the project foresees the purchase of real estate and land, fill in the table given below for each of them. Indicate the name of the investment and describe it. Provide the investor and the owner of the property or land. Note that the ownership must be transferred to the Project Promoter, or those explicitly designated by the Project Promoter in the project application as recipients of the real estate and/or the land, prior to the completion of the project. Provide a justification for the purchase and give an estimation of purchase costs.

|  |  |  |
| --- | --- | --- |
| 1 | 1. Name and description of the investment:   (Max 750 characters) |  |
| 1. Investor: |  |
| 1. Owner of the investment:: |  |
| 1. Justification of the purchase:   (Max 1000 characters) |  |
| 1. Assessment of the purchase cost |  |

#### If you wish to add new purchase of real estate and land, add a new table.

#### Fill in the sum of estimated total costs of the purchase of property and/or land and the share of these costs in relation to the total project eligible costs envisaged in the financial plan. The costs of the purchase of property and/or land may represent a **maximum of** **10%** of the total project eligible costs.

|  |  |  |
| --- | --- | --- |
|  | Amount | Share of the total eligible costs |
| Assessment of the total costs for the purchase of property and land |  |  |

# INVESTMENT DOCUMENTATION

#### If the projects include the investment in new equipment with the enforcement of reimbursement of the purchase price, construction and rehabilitation work or the purchase of property and land, indicate the prepared data on the drafted investment documentation. 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 a simplistic investment documentation only in case you request a reimbursement of the total purchase price of new equipment and/or purchase of real estate / land 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 B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. Each application should include at least the following:

|  |  |
| --- | --- |
|  | 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 enclosed 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. |
|  | 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 of the call. |
| When certain conditions are met, the application must also include the following documents: | |
|  | The original authorisation, given by the responsible person of the institution if the signer is not the responsible person. |
|  | A copy of the investment documentation is enclosed, if required (if project generates revenues include as well the cost-benefit analysis or the calculation of the financing gap ) |
|  | A copy of a valid building permit is enclosed. |
|  | A copy of the authorization to carry out work on a particular real estate is enclosed. |
|  | A copy of preliminary contract of sale which shows that the real estate/property is free of any restrictions, and a copy of the certificate of an independent qualified valuer or an authorized body, from which it is evident that the purchase price does not exceed the market price is enclosed. |
| *Only for applicant applying project to the area* **B.3** | |
|  | The statement of ownership of a cultural monument is enclosed. |
|  | A copy of the agreement or decision on the management of a cultural monument is enclosed. |
|  | The statement on threatened cultural monument is enclosed. |
|  | A copy of a management plan or programme of a cultural monument is enclosed. |
|  | The photographic documentation is enclosed. |
| Pay attention to the following restrictions: | |
|  | 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. |
| *Only for applicant applying project to the area* **B.1** | |
|  | The requested amount of the grant for projects in the field of Biodiversity and ecosystem services is above 500.000 euros and no exceeding 700.000 euros and at the same time not exceeding 95.00% of the project eligible costs, or 90.00% where the applicant is a non-governmental organization. |
| *Only for applicant applying project to the area* **B.2** | |
|  | The requested amount of the grant for projects in the field of Natural heritage is above 250.000 euros and not exceeding 1.000.000 euros and at the same time not exceeding 95.00% of the project eligible costs, or 90.00% where the applicant is a non-governmental organization. |
| *Only for applicant applying project to the area* **B.3** | |
|  | The requested amount of the grant for projects in the field of Cultural heritage is above 1.000.000 euros and not exceeding 2.000.000 euros and at the same time not exceeding 95.00% of the project eligible costs, or 90.00% where the applicant is a non-governmental organization. |

|  |
| --- |
| *Only for applicant applying project to the area* B.1 |
| A STATEMENT OF THE APPLICANT ON THE DIGITISATION OF DATAIf the project is applied to the area Biodiversity and ecosystem services, write the place and date, name, surname and title of the responsible or authorised person. Sign and stamp only a printed version of the statement below. On behalf of the applicant, I, the undersigned, declare that the data on the status of species and/or habitat types, gathered within the projects, will be digitised.  Signature of the responsible or authorised person  [Place and date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  STAMP  [Name and surname]  [Title] |

# 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]