

**PRACTICAL GUIDE FOR
FILLING IN
THE APPLICATION FORM**

Introduction

Considering the fact that excel-based application form is used for the first time in cross-border programmes among Western Balkan countries, relevant management structures and Contracting Authorities recognized the need for the development of this document that could serve as an additional tool for potential applicants. Please note that this guide is not an official part of the Application Package and its sole purpose is to provide technical instructions (excel related issues) to potential applicants on how to correctly fill in the application form.

In case any changes occur in the application form during the preparation of the Calls for Proposal, this document will be updated accordingly. However, using the most up-to-date application form by regularly consulting relevant webpages where the call for proposals is published is the sole responsibility of the applicants.

For your convenience the information presented in this guide has also been included in the application form (in the grey non-printable section on the right side of your screen, *in italic*).

General technical instructions

Before explaining main technical characteristics of an excel-based application form, it is important to clarify that the purpose of this type of application form is not only to simplify and to speed up the application process for the potential applicants but also to prevent them in making administrative mistakes that can cause elimination of good projects during the evaluation process after months and months of hard work on project preparation.

In addition, please note that this application form is a tool that does not only allow for proper evaluation of the project proposals, but is also used for the monitoring of the project's progress during the implementation phase as entire management of information.

Macros

Please note that this Application form contains macros. When opening the application form, if you get the warning that macros need to be enabled for the application form to function, please change the settings to allow for macros (a warning window will pop up and provide you with options, either '**enable macros**' or '**yes**' in order to allow the auto-calculations of financial data or 'add field' functions).

If the warning window does not pop up, you will have to enable macros manually: from the drop-down menu in Excel select **tools/macro/security/security level => choose 'medium' or 'low'**.

Please be aware that because the macros are activated, certain operations (e.g. saving the file, changing between the worksheets, selecting yes/no buttons, etc) might take more time than usually, which will just require a bit of patience and does not mean that your computer is "frozen".

◆ **Input fields**

Please note that all input fields must be filled in. All other fields have been protected and entering information into those is not possible.

PLEASE note that the certain data which are repeating throughout the application form (such as the names of the applicants, information about the applicants, information from the budget sheets, etc.) will be automatically replicated to relevant cells!

◆ **Textboxes**

Please note that you have only a limited amount of space available in each textbox cell (usually 1000 characters). When you will reach the 1000 characters you should then add another textbox. The maximum number of textboxes that can be inserted in a given input field is always indicated in the application form just next to the respective button for adding textboxes.

◆ **Tick-boxes**

Certain input fields are in a form of a tick-box. When marking a tick-box, please click on the box and select 'X' from the dropdown menu. If you want to remove the mark, please click on the marked tick box and press the delete button on your keyboard.

◆ **Add buttons**

At various instances in the application form, in the right side grey area, various Add buttons appear, allowing you to add either text boxes or tables, as required. For certain worksheets there are limitations to the number of e.g. text boxes that you can add and this is indicated in the same grey area on the right-hand side.

◆ **Error messages**

For some sections the correctness of the information provided or missing is automatically verified by the application form and in such cases the relevant error message is displayed in red text in the grey area next to the cell in question. In addition, the cover page will contain the following line of text in red: *There are still error messages shown*, until you have made all the necessary corrections. Furthermore, in the table of contents sheet the sections which are incomplete or contain an error message will also be indicated. The submitted applications must not contain any error messages!

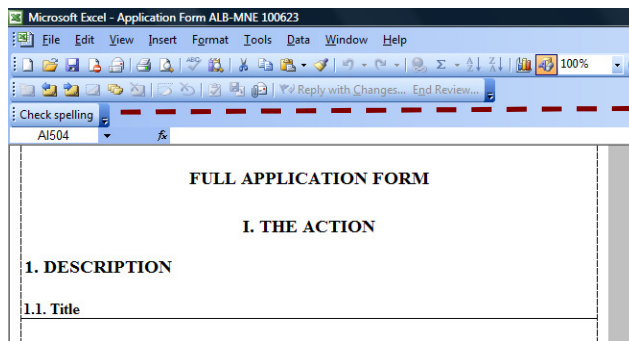
◆ **Finalise&Print&Save button**

This button located at the cover sheet of the application form should be used only once you have completely finalised the application form and are ready to submit it. All the worksheets will be printed out in the chronological order and with appropriate numbering – please note that the print area and page breaks are already predefined and you cannot modify them!

By clicking on the **Finalise&Print&Save** button, a unique **checksum** number will appear in both hard copy and electronic version of the application form, indicating that both are identical. Should you make any, however small, modifications to the application form after clicking on this button, the checksum will be changed, making the printed out copy not identical with the electronic one.

During the process of preparing your application and gradually filling in the application form, you can save your excel file by simply selecting the **Save** or **Save As** options from the **File** menu in Excel – just like with any other regular excel file. the .allows you to save changes to the application form and print out all the worksheets.

◆ Check spelling button



The spell check of any text you enter into the application form can be performed by selecting the desired cell and clicking on the **Check spelling** button, located in the toolbox area above the application form.

◆ Instructions

Footnotes from the EC application form template are also given in the above-mentioned grey area starting with the corresponding numbers, while as mentioned earlier instructions for filling in the application form are given in *italic* in the same grey section.

Cover Page

Times New Roman 12 B U

Check spelling V35

pdfMachine

Finalise & Print & Save

There are still error-messages shown

Finalise & Print & Save button should be clicked only when the document is complete. By doing so, all worksheets are printed and numbered chronologically (do not print from the MS Office menu). In case you will need to make modifications after you have clicked the button and printed out a hard copy, make sure to do the same after the modifications. If not, unique checksum number will indicate that the hard and electronic copies of the application form are not identical.

Please note: footnotes are given in this grey area starting with the corresponding numbers, while instructions for filling in the application form are given in *Italic*.

Contracting Authority:
The European Union represented by

The Delegation of the European Union to Albania
and
The Delegation of the European Union to Montenegro

IPA Cross-Border Programme Albania-Montenegro, 2007-2013
IPA 2008 and 2009 annual allocations

Grant Application Form

Budget lines:
For Albania: BGUE-B2008 & 2009-22.020401-C1-ELARG DELALB
For Montenegro: BGUE-B2008 & 2009-22.020401-C1-ELARG DELMNE

Economic, Environment and Social Development Grant Scheme

2nd Call for Proposals

Cover / Applicants / Contents / Full Application Form / 1.9 Duration / 1.10-1.11 / 2-3 Budget and Financing / Lc

Please press this **Finalise & Print & Save** button at the end of the process, only once the document is complete. By doing so, all worksheets are printed and numbered chronologically (**do not print from the MS Office menu**). In case you will need to make modifications after you have clicked the button and printed out a hard copy, make sure to do the same after the modifications. If not, the unique checksum number will indicate that the hard and electronic copies of the application form are not identical.

Check spelling V41 if not listed, enter the text manually

Reference:		APPLICANT 1 Functional Lead Partner	APPLICANT 2
Deadline for submission of the application:			
Name of applicants			
Applicant's Nationality ¹			
Country of Establishment			
Source of EU Funding	Choose one of the two options: <input type="checkbox"/> IPA 2008 & 2009 annual allocation for Albania <input type="checkbox"/> IPA 2008 & 2009 annual allocation for Montenegro	Choose one of the two options: <input type="checkbox"/> IPA 2008 & 2009 annual allocation for Albania <input type="checkbox"/> IPA 2008 & 2009 annual allocation for Montenegro	
Legal status of the applicant	<i>if not listed, enter the text manually</i>	<i>if not listed, enter the text manually</i>	
Partner ³	Name	IF NOT LISTED, ENTER THE TEXT MANUALLY national and regional authorities / institutions state agencies	
	Nationality	local government units and their institutions associations of municipalities and / or other development agencies	
	Legal status	business support organizations (such as the foundations and non-governmental organizations)	
Title of the action			

¹ The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. Please see section 2.1.1 of the Guidelines for Applicants for more details.

The two applicants or their first partner have to be from Albania and Montenegro
Please select the countries of establishment.

² E.g. governmental body, NGO, international organisation, etc.

³ Add as many rows as partners

Legal Status: Applicants should choose from the legal statuses listed in the drop-down menu.
If none of the listed options is applicable, please enter the free text directly into the cell.

Title of the action	
Title of the measure under which the application is submitted	Measure 1.1: Economic development with an emphasis on -> tourism promotion Measure 1.1: Measure 1.2: Measure 1.3:
Total eligible cost of the action	€ 0,00
Location(s) of the action	
Total duration of the action	0 months

If there are activities planned in the sole adjacent region programme area (Rožaje, MNE), please note that, according to article 97 of the IPA IR (718/2007), EU funding may be used for expenditure incurred in implementing operations or part of operations in this municipality up to a limit of 20% of the amount of contribution to the cross-border programme in Montenegro. The expenditure required for their implementation must be expressed in the opening section of the Application Form and in section 1.3 see for reference section 1.3 of the Guidelines.

From the drop-down menu please select the Measure under which the application is submitted. Full title of the measure is then automatically filled in to the right.

The data on the total eligible cost of the action can not be entered here; the data will be automatically filled in once you create Joint Budget of the Action! Please see instructions on how to create *Joint Budget!*

Please fill in the data on the Location (s) of the action and its duration here. This data is then automatically replicated to the other parts of the Application Form.

	APPLICANT 1 Functional Lead Partner	APPLICANT 2	TOTAL (APPLICANT 1 + APPLICANT 2)
Total eligible cost of the action (A)	€ 0,00	€ 0,00	€ 0,00
Amount requested from the Contracting Authority (B)	€ 0,00	€ 0,00	€ 0,00
% of total eligible cost of action (B/Ax100)	#DIV/0!	#DIV/0!	#DIV/0!
Amount for activities in adjacent regions (C) ⁴	€ 0,00	€ 0,00	€ 0,00
% of Amount requested from the Contracting Authorities for activities in adjacent regions (C/Bx100)	#DIV/0!	#DIV/0!	#DIV/0!

⁴ Please see section 1.3

You can not fill in data here! This table will be automatically created once you develop all Budget sheets of the Action! If an error message appears, please correct the budget spread-sheet in order to remove the mistake.

Second Sheet – the Applicants

Check spelling
B236 Telephone number

APPLICANT 1/ Functional Lead Partner:

Contact details for the purpose of this action:

Postal address	
Telephone number	Country code + city code number
Fax number	
Contact person for this action	
Contact person's email address	
Website of the applicant 1	

APPLICANT 2:

Contact details for the purpose of this action:

Postal address	
-----------------------	--

The Second sheet of the Application Form is related to the contact details of the Applicants for the purpose of the Action. Please enter necessary data as required. Where visible, the red triangles in the top right corner of a cell indicate exact instructions on information required.

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Check spelling AK3 =OR(Cover!BK1:BK328;Cover!AZ1:AZ328) Formula Bar

Error on Cover

FULL APPLICATION FORM

I. THE ACTION

1. DESCRIPTION

1.1. Title

1.2. Location(s)

1.3. Cost of the action and amount requested from the Contracting Authorities

1.4. Summary (max 1 page)

1.5. Objectives (max 1 page)

1.6. Relevance of the action (max 3 pages)

1.7. Description of the action and its effectiveness (max 14 pages)

1.8. Methodology (max 4 pages)

1.9. Duration and indicative action plan for implementing the action

1.10. Sustainability (max 3 pages)

1.11. Logical Framework

2. BUDGET FOR THE ACTION

3. EXPECTED SOURCES OF FUNDING

4. EXPERIENCE OF SIMILAR ACTIONS

II. THE APPLICANTS

1. IDENTITY

2. PROFILE

2.1. Category (A1 = Applicant 1/Functional Lead Partner; A2 = Applicant 2)

2.2. Sector(s)

2.3. Target group(s)

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector (for each sector selected in 2.2.)

3.2. Experience by Geographical area (country or region)

3.3. Resources

3.3.1. Financial Data

3.3.2. Financing Source(s)

3.3.3. Number of staff

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

III. PARTNERS OF THE APPLICANTS PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

2. PARTNERSHIP STATEMENT

IV. ASSOCIATES OF THE APPLICANTS PARTICIPATING IN THE ACTION

Ready

Clicking on the titles and sub-titles will automatically lead you to the relevant part of the Application Form.

Please note that in most cases if you failed or made a mistake in filling in the AF, the Error messages will show in red letters on this page, and if relevant title or sub-title is clicked, you will be taken to the part which requires correction.

PART B – FULL APPLICATION FORM

Check spelling H25

1. DESCRIPTION

1.1. Title

1.2. Location(s)

1.3. Cost of the action and amount requested from the Contracting Authorities

Applicants	APPLICANT 1 Functional Lead Partner	APPLICANT 2	TOTAL (APPLICANT 1 + APPLICANT 2)
Total eligible cost of the action (A)	€ 0,00	€ 0,00	€ 0,00
Amount requested from the Contracting Authority (B)	€ 0,00	€ 0,00	€ 0,00
% of total eligible cost of action (B/Ax100)	#DIV/0!	#DIV/0!	#DIV/0!
Amount for activities in adjacent regions (C) ⁴	€ 0,00	€ 0,00	€ 0,00
% of amount requested from the Contracting Authority for activities in the adjacent regions in Montenegro (C/Bx100)	#DIV/0!	#DIV/0!	#DIV/0!

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

Points 1.1 and 1.2 will be automatically transferred from the Cover Page.
Point 1.3 will be automatically replicated from the Budget Sheets!

File Edit View Insert Format Tools Data Window Help

Check spelling J75 Other

1.4. Summary (max 1 page)

Total duration of the action	0 months
Objectives of the action	Overall objective
	Specific objective(-s)
Programme measure	Measure 1.1: Economic development with an emphasis on tourism promotion
Partner(s) of the applicants (specify the country)	
Target group(s) ⁵	Other
Final beneficiaries ⁶	
Estimated results	
Main activities	

⁵ "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose level – See paragraph 2.3 in Section II for the list.

⁶ "Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large.

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Please note that certain data in the Point 1.4 Summary will be automatically transferred from the Cover page (Total duration of the action, Programme measure you have selected and the data on applicant's partners). The remaining input fields are simply filled in just by entering relevant text.

You can choose Target Group from the drop-down menu. If not listed, please choose *Other*, and enter your target group in the cell below.

If you have more than one target group or you need to list/remove your main activities please use Add and Remove buttons on the side!

Check spelling B561 fx

1.5. Objectives (max 1 page)

Describe the overall objective to which the action aims to contribute towards and the specific objective that the action aims to achieve. Bear in mind that the action needs to have impact across the border and that the objectives should refer to the cross-border area, not just to one side of the

7 of 7 textboxes left

Add textbox
Remove last textbox

1.6. Relevance of the action (max 3 pages)

- Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.
- Provide a detailed description of the target groups and final beneficiaries and estimated number on both sides of the border.
- Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups on both sides of the border.
- Demonstrate the relevance of the action to the needs and constraints in general of the cross-border area and to the target groups/final beneficiary groups on both sides of the border in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.
- Demonstrate the relevance of the action to the priorities and requirements presented in the Guidelines of the call. In particular, demonstrate the cross-border impact of the action and the added value which the cross-border cooperation adds to the situation in the border area, including elements such as promotion of gender equality and equal opportunities.

20 of 21 textboxes left

Add textbox
Remove last textbox

1.7. Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

1. Expected results (max 5 pages). Indicate how the action will improve the situation of target

35 of 35 textboxes left

Full Application Form 1.9 Duration 1.10-1.11 2-3 E

Ready NUM

Fill in points 1.5, 1.6., 1.7, and 1.8, 1.10 by adding/writing text in textboxes. Same as in the standard word template and as shown in the titles (e.g *Objectives (max 1 page)*) this sections are limited with the number of pages. The number and size of the textboxes are in line with the EC template requirements.

After each new input in the textboxes, you will be able to see how many textboxes are there left!

File Edit View Insert Format Tools Data Window Help

Check spelling

M30

1.9. Duration and indicative action plan for implementing the action

The duration of the action will be 0 months.

Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc.

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

The activities stated in the action plan should correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.

Year 1												
Activity	Semester 1					Semester 2					Implementing body	
	1	2	3	4	5	6	7	8	9	#		#

Year 2 (where applicable)												
Activity	Semester 1					Semester 2					Implementing body	
	1	2	3	4	5	6	7	8	9	#		#

Add new activity
Remove last activity

Add new activity
Remove last activity

Ready

The activities that you have listed under the section 1.4 will be automatically replicated to this section, therefore to fill in section 1.9 please choose X from the drop-down menu where appropriate!

If your project is planned for a duration of 12 or less months, just ignore the "Year 2" table by keeping it as is (not selecting any months, even if the activities are listed there under).

2-3. Budget and Financing

Check spelling S26

Annex B. Budget for the Action ¹	All Years		Year 1 ²	
	ELIGIBLE AREA (100%)	ADJACENT	ELIGIBLE AREA (100%)	ADJACENT (20% of eligible cost)
	Costs (€) ³	Costs (€) ³	Costs (€) ³	Costs (€) ³
Expenses				
1. Human Resources				
1.1 Salaries (gross amounts, local staff) ⁴				
1.1.1 Technical	0,00	0,00	0,00	0,00
1.1.2 Administrative/ support staff	0,00	0,00	0,00	0,00
1.2 Salaries (gross amounts, expat/int. staff)	0,00	0,00	0,00	0,00
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)	0,00	0,00	0,00	0,00
1.3.2 Local (staff assigned to the Action)	0,00	0,00	0,00	0,00
1.3.3 Seminar/conference participants	0,00	0,00	0,00	0,00
Subtotal Human Resources	0,00	0,00	0,00	0,00
2. Travel ⁶				
2.1. International travel	0,00	0,00	0,00	0,00
2.2 Local transportation	0,00	0,00	0,00	0,00
Subtotal Travel	0,00	0,00	0,00	0,00
3. Equipment and supplies ⁷				
3.1 Purchase or rent of vehicles	0,00	0,00	0,00	0,00
3.2 Furniture, computer equipment	0,00	0,00	0,00	0,00
3.3 Machines, tools...	0,00	0,00	0,00	0,00
3.4 Spare parts/equipment for machines, tools	0,00	0,00	0,00	0,00
3.5 Other (please specify)	0,00	0,00	0,00	0,00
Subtotal Equipment and supplies	0,00	0,00	0,00	0,00

1.10-1.11 / 2-3 Budget and Financing / Logical framework / Indicators / 1. Joint Budget - Appl.

Please make sure that you first fill in the individual budget sheets (blue and red spreadsheets). Once the individual budget sheets are finalised or modified, please click on the "Recalculate" button to generate the joint budget. Please note that the joint budget is generated ONLY by clicking the "Recalculate" button and that you must manually repeat this after each and every modification on any of the applicants' separate budgets (if not, error message will appear here and in the content page).

Check spelling M27

APPLICANT 1 (Functional Lead Partner)

Annex B. Budget for the Action¹

Expenses	Unit	All Years						Year 1 ²					
		ELIGIBLE AREA			ADJACENT			ELIGIBLE AREA			ADJACENT		
		# of units	Unit rate (€)	Costs (€) ³	# of units	Unit rate (€)	Costs (€) ³	# of units	Unit rate (€)	Costs (€) ³	# of units	Unit rate (€)	Costs (€) ³
1. Human Resources													
1.1 Salaries (gross amounts, local staff)⁴													
1.1.1 Technical	Per month			0,00		0,00	0,00	Per month			0,00		0,00
1.1.2 Administrative/ support staff	Per month			0,00		0,00	0,00	Per month			0,00		0,00
1.2 Salaries (gross amounts, expat/int. staff)	Per month			0,00		0,00	0,00	Per month			0,00		0,00
1.3 Per diems for missions/travel⁵													
1.3.1 Abroad (staff assigned to the Action)	Per diem			0,00		0,00	0,00	Per diem			0,00		0,00
1.3.2 Local (staff assigned to the Action)	Per diem			0,00		0,00	0,00	Per diem			0,00		0,00
1.3.3 Seminar/conference participants	Per diem			0,00		0,00	0,00	Per diem			0,00		0,00
Subtotal Human Resources				0,00		0,00	0,00				0,00		0,00
2. Travel⁶													
2.1 International travel	Per flight			0,00		0,00	0,00	Per flight			0,00		0,00
2.2 Local transportation	Per month			0,00		0,00	0,00	Per month			0,00		0,00
Subtotal Travel				0,00		0,00	0,00				0,00		0,00
3. Equipment and supplies⁷													
3.1 Purchase or rent of vehicles	Per vehicle			0,00		0,00	0,00	Per vehicle			0,00		0,00
3.2 Furniture, computer equipment				0,00		0,00	0,00				0,00		0,00
3.3 Machines, tools...				0,00		0,00	0,00				0,00		0,00
3.4 Spare parts/equipment for machines, tools				0,00		0,00	0,00				0,00		0,00
3.5 Other (please specify)				0,00		0,00	0,00				0,00		0,00
Subtotal Equipment and supplies				0,00		0,00	0,00				0,00		0,00
4. Local office													
4.1 Vehicle costs	Per month			0,00		0,00	0,00	Per month			0,00		0,00
4.2 Office rent	Per month			0,00		0,00	0,00	Per month			0,00		0,00

Logical framework / Indicators / 1. Joint Budget - Appl. 1 and 2 / 1. Budget - Applicant 1 / 2. Justification Applic

Please click the **green button** to open new rows under a specific heading or budget line. Please click the **red button** to remove the last row opened under a specific heading or budget line.

Unit rates for the adjacent area for "All years" and for eligible and adjacent area for the "Year 1" are entered through entering the unit rate under eligible area for "All years" (i.e. when you enter the unit rate in the first column, it will self-replicate in the other three columns). If you do not envisage any expenditure in the adjacent region, please note that the unit rate will still be visible in the corresponding column, but it will not be computed in the total if the units are left empty.

Justification of the budget and Source of funding

Check spelling

D2 fx The headings and rows are generated automatically from the individual budget sheet.

APPLICANT 1 (Functional Lead Partner)

Justification of the Budget for the Action

Expenses	Clarification of a budget line ¹	Justification of expenses estimation ²
1. Human Resources		
1.1 Salaries (gross amounts, local staff)		
1.1.1 Technical		
1.1.2 Administrative/ support staff		
1.2 Salaries (gross amounts, expat/int. staff)		
1.3 Per diems for missions/travel		
1.3.1 Abroad (staff assigned to the Action)		
1.3.2 Local (staff assigned to the Action)		
1.3.3 Seminar/conference participants		
Subtotal Human Resources		
2. Travel		
2.1. International travel		
2.2 Local transportation		
Subtotal Travel		
3. Equipment and supplies		
3.1 Purchase or rent of vehicles		
3.2 Furniture, computer equipment		
3.3 Machines, tools...		
3.4 Spare parts/equipment for machines, tools		
3.5 Other (please specify)		
Subtotal Equipment and supplies		
4. Local office		
4.1 Vehicle costs		
4.2 Office rent		
4.3 Consumables - office supplies		
4.4 Other services (fuel/tax_electricity/heating)		

1. Budget - Applicant 1 2. Justification Applicant 1

The headings and rows are generated automatically from the individual budget sheet. "Clarification..." and "Justification..." are to be filled in manually.

APPLICANT 1 (Functional Lead Partner)					APPLICANT 2				
Expected sources of funding	Amount	Percentage	Amount ¹	Percentage ²	Expected sources of funding	Amount	Percentage	Amount ¹	Percentage ²
	EUR	of total	EUR	of total		EUR	of total	EUR	of total
		%		%			%		%
Applicant's financial contribution		#DIV/0!			Applicant's financial contribution		#DIV/0!		
European Commission contribution sought in this application	0,00	#DIV/0!	0,00	#DIV/0!	European Commission contribution sought in this application		#DIV/0!	0,00	#DIV/0!
Contribution(s) from other European Institutions or EU Member States	0,00	#DIV/0!			Contribution(s) from other European Institutions or EU Member States		#DIV/0!		
Contributions from other organisations:					Contributions from other organisations:				
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
<i>Name</i> <i>Conditions</i>	0,00	#DIV/0!			<i>Name</i> <i>Conditions</i>		#DIV/0!		
TOTAL CONTRIBUTIONS	0,00	#DIV/0!			TOTAL CONTRIBUTIONS	0,00	#DIV/0!		
Direct revenue from the Action	0,00	#DIV/0!			Direct revenue from the Action		#DIV/0!		
OVERALL TOTAL	0,00	#DIV/0!			OVERALL TOTAL	0,00	#DIV/0!		

Sources of funding for the Applicants can only be entered into the colored fields (purple for A1 and orange for A2). The data will be automatically transferred to the Cover page!

4. Experience

Check spelling B19

4. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by the applicants and partners over the past five years. This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

Reference no:	Project title:	Sector (see section 2.2 of section II):				
Name of organisation	Location of the action	Cost of the action (EURO)	Lead manager or partner	Donors to the action (name) ¹¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
						from: to:
Objectives and results of the action						

11 If the Donor is or was the Member States, please specify EDF or EU Member State.

Add new project

Remove last project

1. Budget - Applicant 2 2. Justification Applicant 2 3. Sources of Funding APP 2 4 Experience II-2.1 Applicants 2.2 Sect

Provide information on the previous experience of similar actions in this sheet. If there is more than one action that you wish to describe, click on the *Add new project* button to generate the new table. Repeat the action as many times as there are projects you will describe.

II Applicant

Microsoft Excel - Application Form ALB-MNE 100609

File Edit View Insert Format Tools Data Window Help

Check spelling J6 =IF(ApplicantsIJ3=0,"",ApplicantsIJ3)

II. THE APPLICANTS

	APPLICANT 1**	APPLICANT 2
EuropeAid ID**		
Name of the organisation		

1. IDENTITY

	APPLICANT 1	APPLICANT 2
Legal Entity File number**		
Abbreviation		
Registration Number (or equivalent)**		
Date of Registration		
Official address of Registration		
Country of Registration	0	0
E-mail address of the Organisation		
Telephone number		

2. PROFILE

	APPLICANT 1**	APPLICANT 2
Legal status		
Profit-Making		
NGO		
Value based**	Yes, parent entity:	Yes, parent entity:
Is your organisation linked with another entity?	Yes, controlled entity(ies)	Yes, controlled entity(ies)
	No, independent	No, independent

2.1. Category (A1 = Applicant 1/Functional Lead Partner; A2 = Applicant 2)

Category**	Public		Private	
	A1	A2	A1	A2
Public Administration			Implementation Agency	
Decentralized representatives of Sovereign States			University/Education	
International Organisation			Research Institute	
Judicial Institution			Think Tank	
Local Authority			Foundation	
Implementation Agency			Association	
University/Education			Media	
Research Institute			Network/Federation	
Think Tank			Professional and/or Industrial Organisation	
Foundation			Trade Union	
Association			Cultural Organisation	
Media			Commercial Organization	
Network/Federation			Other Non State Actor	
Professional and/or Industrial Organisation				

Ready

Please select x from the drop-down menu for the desired category.

Please note that some data on Applicants identity and profile will be automatically replicated from previous sections!

2.2 Sectors – 2.3 Target groups

Please tick the box for each sector and target group!

2.2. Sector(s)¹⁹

A1 = Applicant 1/Functional Lead Partner; A2 = Applicant 2

A1	A2	Sectors
		11 Education
		111 Education, level unspecified
		11110 Education Policy & Admin. Management
		11120 Education Facilities And Training
		11130 Teacher Training
		11182 Educational Research
		112 Basic education
		11220 Primary Education
		11230 Basic life skills for youth and adults
		11240 Early childhood education
		113 Secondary education
		11320 Secondary education
		11330 Vocational Training
		114 Post-secondary education
		11420 Higher Education
		11430 Advanced Tech & Managerial Training
		12 Health
		121 Health, general
		12110 Health Policy & Admin. Management
		12181 Medical education training
		12182 Medical Research
		12191 Medical Services

1.3. Target group(s)

A1 = Applicant 1/Functional Lead Partner; A2 = Applicant 2

A1	A2	Target groups
		All
		Child soldiers
		Children (less than 18 years old)
		Community Based Organisation(s)
		Consumers
		Disabled
		Drug consumers
		Educational organisations (school, universities)
		Elderly people
		Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
		Indigenous peoples
		Local authorities
		Migrants
		Non Governmental Organisations
		Prisoners
		Professional category
		Refugees and displaced
		Research organisations/Researchers
		SME/SMI
		Students
		Urban slum dwellers
		Victims of conflicts/catastrophes
		Women

3. Capacity to manage and implement actions

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector (for each sector selected in 2.2.)

APPLICANT 1²⁰:

Sector ²¹	Year(s) of Experience	Experience in the last 5 years	Number of Projects over the past 5 years	Estimated Amount (in thousand Euros) over the past 5 years

APPLICANT 2:

Sector ²²	Year(s) of Experience	Experience in the last 5 years	Number of Projects over the past 5 years	Estimated Amount (in thousand Euros) over the past 5 years

3.2. Experience by Geographical area (country or region)

APPLICANT 1:

Geographical area (country or region)	Year(s) of Experience	Number of Projects in the wide geographical area over the last 5 years	Estimated Amount (in thousand Euros) of the

Geographical area (country or region)	Year(s) of Experience	Number of Projects in the wide geographical area over the last 5 years	Estimated Amount (in thousand Euros) of the projects managed in the wide geographical area over the past 5 years
Cross-reference of experience by Sector and by Geographical area:			
APPLICANT 1:			
Sector(s)	Geographical area(s) (country or region)		
APPLICANT 2:			
Sector(s)	Geographical area(s) (country or region)		

Sectors are generated automatically from previous worksheet, those selected for each applicant.

Before filling in the cross-reference table make sure that you have selected "select the sectors" from the previous worksheet. Note that only those sectors will be available in the drop down menu, though same sector can be chosen more than one time as the geographical areas where the experience had occurred might be more than one. Countries available in the drop-down menu are only those that have been selected in the same worksheet above under "Geographical area (country or region)" section.

III Partners

Partnership statement

III. PARTNERS OF THE APPLICANTS PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need to be mentioned. You must make as many copies of this table as necessary to create entries for all partners.

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

Create statements

To create the statements first enter the info for all the partners on the cover sheet and then click "Create Statements" button. The Statements will be created thereafter.

To create the statements first enter the info for all the partners on the cover sheet and then click "Create Statements" button. The Statements will be created thereafter.

IV Associates

IV. ASSOCIATES OF THE APPLICANTS PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

Associate 1	
Full legal name	
EuropeAid ID ³¹	
Associate of	
Country of Registration / Nationality	
Legal status ³²	
Official address of Registration	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant	

³¹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>. Associates are not required to register in PADOR.

³² E.g. non profit making, governmental body, international organisation...

Add new associate

Remove last associate

Use the Add new associates button to insert as many tables as you have associates.

VI Declarations

Declaration by Applicants

Check spelling
J150

V.I.B. DECLARATION BY APPLICANT 2

The applicant, represented by the undersigned, being the authorised signatory of the Applicant 2, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;

the applicant is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;

the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm). Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants;

the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;

The declaration is generated automatically, once the information on the applicant is entered on the cover sheet.

Partnership Agreement

D38 agreeing on corrective actions with Applicant 2 in case of significant deviations fr

V.I.C. PARTNERSHIP AGREEMENT BETWEEN APPLICANTS 1 AND 2

1. Subject and scope of the agreement

This partnership agreement is drawn up between the applicants of the project " (the action) jointly submitted in the framework of the 2nd Call for proposals of the Cross-Border Cooperation Programme Albania-Montenegro. The partnership agreement defines the rules which shall govern the relationship between both applicants during the implementation of the action. By signing the present agreement, both applicants commit themselves to implement the action as one project regardless of the 2 contracts under which it will be implemented.

2. Duration

The present agreement is valid from the signature by both parties. It shall remain in force until completion of the action and the termination of all contractual obligations of both applicants towards the contracting authorities.

3. Designation of the Functional Lead Partner

Applicants of the action agree that applicant '0' shall be the Functional Lead Partner for the action. For the purpose of this Application Form, the Functional Lead Partner is Applicant 1.

4. Obligations of Applicant 1 - Functional Lead Partner

The partnership agreement between Applicants 1 and 2 is generated automatically once the information on two applicants is entered correctly on the cover sheet.

GOOD LUCK!