



IPA Prekogranični program Srbija – Bosna i Hercegovina *2014-2020*

Prijavni obrazac



Ministarstvo za evropske
integracije



Ministarstvo finansija –
CFCU



Direkcija za Evropske
Integracije



SADRŽAJ APLIKACIONE FORME ¼ - Deo A. REZIME PROJEKTA

	Deo A. REZIME PROJEKTA	<i>Part A. CONCEPT NOTE</i>
1	Instrukcije 1.1 Suština projekta 1.2 Opis projekta (maks. 2 strane) 1.3 Relevantnost projekta (maks. 5 ili 6 strana ako postoje radovi)	<i>Instruction</i> <i>1.1 Summary of the action</i> <i>1.2 Description of the Action (max 2 pages)</i> <i>1.3 Relevance of the Action (max 5 or 6 pages, if there are works)</i>
2	Kontrolna lista za rezime projekta	<i>Checklist for the Concept note</i>
3	Izjava Vodećeg aplikanta (rezime projekta)	<i>Declaration by the lead applicant (concept note)</i>
4	Tabela za ocenu rezimea projekta	<i>Assessment grid for the Concept note</i>



SADRŽAJ APLIKACIONE FORME 2/4 - Deo B. PUNA APLIKACIONA FORMA

	Deo B. PUNA APLIKACIONA FORMA	Part B. FULL APPLICATION FORM
1	Opšte informacije	<i>General information</i>
2	Projekat 2.1 Opis projekta 2.2 Iskustvo Vodećeg aplikanta 2.3 Iskustvo ko-aplikanta(ata) 2.4 Iskustvo povezanog(ih) lica (ako je primenljivo)	<i>The Action</i> <i>2.1 Description of the Action</i> <i>2.2 Lead applicant`s experience</i> <i>2.3 Co-applicant(s)`s experience</i> <i>2.4 Affiliated entity(ies) experience (if applicable)</i>
3	Vodeći aplikant 3.1 Identitet 3.2 Profil 3.3 Kapacitet za upravljanje i sprovođenje projekta 3.4 Lista upravnog odbora organizacije	<i>The lead applicant</i> <i>3.1 Identity</i> <i>3.2 Profile</i> <i>3.3 Capacity to manage and implement actions</i> <i>3.4 List of the management board/committee of your organisation</i>



SADRŽAJ APLIKACIONE FORME 3/4 - Deo B. PUNA APLIKACIONA FORMA

	Deo B. PUNA APLIKACIONA FORMA	<i>Part B. FULL APPLICATION FORM</i>
4	Ko-aplikant(i) 4.1 Opis 4.2 Kapacitet za upravljanje i sprovođenje projekta 4.3 Mandat	<i>The Co-applicant(s)</i> <i>4.1 Description of the co-applicant(s)</i> <i>4.2 Capacity to manage and implement Actions</i> <i>4.3 Mandate for co-applicant(s)</i>
5	Povezano/a lice/a koja učestvuju u projektu 5.1 Opis 5.2 Kapacitet za upravljanje i sprovođenje projekta 5.3 Izjava/e	<i>Affiliated entity(ies) participating in the action</i> <i>5.1 Description of the affiliated entity(ies)</i> <i>5.2 Capacity to manage and implement actions</i> <i>5.3 Affiliated entity(ies)'s statement</i>
6	Saradnici koji učestvuju u projektu	<i>Associates participating in the action</i>



SADRŽAJ APLIKACIONE FORME 4/4 - Deo B. PUNA APLIKACIONA FORMA

	Deo B. PUNA APLIKACIONA FORMA	Part B. FULL APPLICATION FORM
7	Lista provere za punu aplikacionu formu	Checklist for the full application form
8	Izjava Vodećeg aplikanta (Puna aplikaciona forma)	Declaration by the lead applicant (full application)
9	Principi dobre partnerske prakse	Principles of good partnership practice
10	Tabela za ocenu pune aplikacione forme	Assessment grid for the full application



REZIME PROJEKTA

1. INSTRUKCIJE

- tehnička uputstva i napomene (maksimalan broj strana, font, margine, itd.)

1.1 Opšte informacije o projektu

- koristiti tabelu koja ne treba da pređe 1 stranu

Važno: Označiti za koji specifični cilj i

koji rezultat aplicirate

1.2 Opis projekta (maksimalno 2 strane)

- Opisati kako je došlo do pripreme projekta
- Opisati ciljeve projekta
- Opisati ključne zainteresovane strane
- Ukratko opisati tip aktivnosti koji je predložen
- Opisati okvirni vremenski okvir za projekat

1.1. Summary of the action⁹

Please complete the table below, which should not exceed 1 page.

Title of the action:		
<i>Please tick the box corresponding to the specific objective for which you are applying:</i>	Specific objective 2.1. Improving sustainable environmental planning and promotion of biodiversity	
	Result 1 - The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border	<input type="checkbox"/>
	Result 2 - The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered	<input type="checkbox"/>
	Specific objective 3.2. Strengthening the cultural identity of the programme area	
Result 1 - Sustainable cultural and sport exchanges across the border are fostered	<input type="checkbox"/>	
Result 2 - The historical and natural heritage and traditions of the cross-border area are better preserved	<input type="checkbox"/>	



REZIME PROJEKTA

1.3 Relevantnost projekta (maksimalno 5 ili 6 strana ako postoje radovi)

1.3.1 Relevantnost u odnosu tematske prioritete/ciljeve poziva

- i. Relevantnost u odnosu tematske prioritete/ciljeve poziva
- ii. Ako je primenljivo objasniti relevantnost projekta u odnosu na ciljeve drugih EU strategija za Dunavsku regiju ili Jadransko – Jonsku regiju
- iii. Relevantnost projekta u odnosu na druge specifične zahteve navedene u uputstvu za aplikante (npr: lokalno “vlasništvo” nad projektom, programski indikatori itd.)
- iv. Objasniti koji očekivani rezultati navedeni u uputstvu za aplikante će biti predmet projekta
- v. Objasniti koji od kriterijuma prekogoranične saradnje su ispunjeni (najmanje 3): zajednički razvoj projekta, zajednička implementacija, zajednički projektni tim i zajedničko finansiranje
- vi. Objasniti kako će predloženi projekat doprineti boljim susedskim odnosima i kako se to može izmeriti nakon implementacije projekta



REZIME PROJEKTA

1.3.2 Relevantnost u odnosu na specifične potrebe i ograničenja prihvatljive programske teritorije i/ili relevantnih sektora

- i. Navedite specifičnosti situacije pre projekta na ciljanoj prihvatljivoj teritoriji i/ili u sektoru (uključujući kvantifikovane analitičke podatke)
- ii. Pružite detaljnu analizu problema koji će biti rešavani projektom i objasnite njihovu međuzavisnost na svim nivoima
- iii. Osvrnite se na svaki značajniji plan preduzet na nacionalnom, regionalnom i/ili lokalnom nivou relevantan za projekat i objasnite u kakvoj će projekat relaciji biti sa njim
- iv. Ukoliko je projekat nastavak nekog prethodnog projekta jasno navedite na koji način će se nadograditi aktivnosti i rezultati vašeg projekta na one koji su ostvareni u prethodnom; pružite i zaključke i preporuke bilo koje izvršene evaluacije
- v. Ako je projekat deo nekog šireg programa objasnite kako će se on uskladiti i koordinisati sa tim programom ili bilo kojim planiranim projektom. Specificirajte potencijalnu sinergiju sa drugim inicijativama a naročito EC inicijativama



REZIME PROJEKTA

1.3.3 Objasnite i definišite ciljne grupe i krajnje korisnike, njihove potrebe i ograničenja i navedite kako će se projekat baviti njihovim potrebama

- i. Pružite opis svake od ciljnih grupa i krajnjih korisnika (kvantifikujte koliko je moguće) uključujući i kriterijume selekcije
- ii. Identifikujete potrebe i ograničenja svake od ciljnih grupa i krajnjih korisnika
- iii. Demonstrirajte relevantnost predloženog projekta u odnosu na potrebe i ograničenja ciljnih grupa i krajnjih korisnika
- iv. Objasnite svaki proces koji će osigurati učešće ciljnih grupa i krajnjih korisnika

1.3.4 Posebni elementi dodatne vrednosti

Promocija i uspostavljanje privatno-javnih partnerstava, inovacije i dobre prakse, druga horizontalna pitanja (životna sredina, rodna ravnopravnost, potrebe osoba sa smetnjama u razvoju, prava manjina i dečja prava, demokratski standardi, anti diskriminatorne prakse i dobro upravljanje)



REZIME PROJEKTA

2. KONTROLNA LISTA ZA REZIME PROJEKTA

Popunjava aplikant – provera da li su svi
kriterijumi ispunjeni

2 CHECKLIST FOR THE CONCEPT NOTE

	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The instructions for the concept note have been followed.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The concept note, including the cover pages, is typed and is in English		
4. One original and 3 copies are included.		
5. An electronic version of the concept note is enclosed.		
PART 2 (ELIGIBILITY OF THE ACTION)		
6. The action will be implemented for the benefit of the population of the programme eligible area.		
7. At least one legal entity from each of the participating countries is involved as either the lead applicant or a co-applicant in the operation?		
8. The duration of the action is between 12 months and 18 months (the minimum and maximum allowed) for the targeted specific objectives of the call.		
9. The requested contribution is between €600.000,00 (the minimum) and €1.000.000,00 (the maximum allowed) for the targeted specific objective (2.1. Improving sustainable environmental planning and promotion of biodiversity, Result 1 The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border		
9a. The requested contribution is between €120.000,00 (the minimum) and €300.000,00 (the maximum allowed) for the targeted specific objective (2.1. Improving sustainable environmental planning and promotion of biodiversity, Result 2 The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered)		
9b. The requested contribution is between €120.000,00 (the minimum) and €250.000,00 (the maximum allowed) for the targeted specific objective (3.2. Strengthening the cultural identity of the programme area, Result 1 Sustainable cultural and sport exchanges across the border are fostered)		
9c. The requested contribution is between €250.000,00 (the minimum) and €500.000,00 (the maximum allowed) for the targeted specific objective (3.2. Strengthening the cultural identity of the programme area, Result 2 The historical and natural heritage and traditions of the cross-border area are better preserved)		
10. The percentage of the EU financing requested is between 50% (the minimum) and 85% (the maximum allowed) of the total eligible costs of the action		



REZIME PROJEKTA

2. DEKLARACIJA VODEĆEG APLIKANTA ZA REZIME PROJEKTA

Popunjava vodeći aplikant – original potpis

3 DECLARATION BY THE LEAD APPLICANT (CONCEPT NOTE)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed action, hereby declares that:

- the lead applicant has the sources of financing and professional competence and qualifications specified in section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- the lead applicant, the co-applicant(s) and the affiliated entity(ies) 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 (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>);
- furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with section 2.3.4 of the Practical Guide;
- the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants;
- the lead applicant and each co-applicant and affiliated entity (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;
- if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the PA Grant Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission).

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3.3.1 of the Practical Guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4 of the Practical Guide. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

Name	
Signature	
Position	
Date	



REZIME PROJEKTA

2. TABELA ZA OCENU REZIMEA PROJEKTA

- *Štampaju podnosioci*
- *Isključivo za upotrebu Ugovornog tela*

4 ASSESSMENT GRID FOR THE CONCEPT NOTE

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
1. The submission deadline has been met.		
2. The concept note satisfies all criteria specified in the checklist.		
Administrative compliance has been checked by: Date:		
DECISION 1: The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
DECISION 2: The committee has decided to recommend the evaluation of the full application.		



Važna napomena

Prvi poziv za podnošenje projektnih predloga IPA Prekogranični programa Srbija – Bosna i Hercegovina 2014-2020 je restriktivan što znači da aplikanti podnose samo Rezime projekta (Concept Note).

Punu aplikaciju (Full Application Form) podnose samo preselektovani aplikanti



PUNA APLIKACIONA FORMA

1. OPŠTE INFORMACIJE - tabela

2. PROJEKAT

2.1 Opis projekta

2.1.1 Ciljevi, rezultati i aktivnosti (maksimalno 13 strana)

Dati opis projekta u skladu sa opštim i specifičnim ciljevima, izlazima projekta i rezultatima opisanim u rezimeu projekta

- Objasniti očekivane rezultate u odnosu sa indikatorima koja mere ostvarenje i objasniti kako će projekat unaprediti situaciju ciljnih grupa i krajnjih korisnika, kao i tehničke i upravljačke kapacitete ciljnih grupa i svakog od ko-aplikanata i povezanih lica. Rezultate prezentovati u formu date tabele.
- Identifikovati i detaljno objasniti svaku od aktivnosti i grupa radnih zadataka koje je potrebno sprovesti da bi se postigli očekivani rezultati, kao i ulogu svakog od ko-aplikanata, povezanih lica, saradnika i podugovarača u sprovođenju. Ne ponavljati akcioni plan (odjeljak 2.1.3) već demonstrirati povezanost i doslednost dizajna projekta
- Prezentovati tabelu sa uslugama, dobrima i radovima koji će se proizvesti
- Ukoliko nabavka opreme prelazi 25% ukupnog budžeta dati tehničku specifikaciju
- U slučaju radova, napisati detaljni opis dodatne dokumentacije koji će se dostaviti kao dokaz spremnosti da se sprovedu tenderi za radove
- Finansijska podrška trećim licima (ukoliko je dozvoljena pozivom), mora biti jasno definisana (definisani kriterijumi, maksimum i minimum sredstava itd.).
- Posebno naglasiti i objasniti izmene nastale u odnosu na Informacije navedene u rezimeu projekta



PUNA APLIKACIONA FORMA

2.1.2 Metodologija (maksimalno 5 strana)

- Detaljno opisati Metode sprovođenja i obrazloženje izbora metodologije
- Ukoliko se projekat nadovezuje na neki od prethodno implementiranih projekata, objasniti kako će se rezultati predloga projekta nadovezati na prethodni – napomenuti zaključke i preporuke evaluacija sprovedenih na prethodnom projektu
- Ukoliko je projekat deo nekog šireg programa (niza projekata), objasniti kako se projekat uklapa i koordinira na nivou programa, kao i mogućnosti za implementaciju nekog drugog projekta iz istog programa (istaći moguću sinergiju sa drugim inicijativama i projektima, a naročito onim koje se odvijaju pod okriljem EU
- Objasniti procedure interne i eksterne evaluacije projekta
- Opisati ulogu svih učesnika u projektu i svih zainteresovanih strana (prema funkcijama u projektu)
- Organizaciona struktura i tim za implementaciju po funkcijama (bez imena)
- Navesti sva sredstva neophodna za implementaciju projekta
- Objasniti stavove svih zainteresovanih strana za projekat
- Objasniti aktivnosti koje će osigurati vidljivosti projekta i kofinansiranja EU



PUNA APLIKACIONA FORMA

2.1.4 Održivost projekta (maksimalno 3 strane)

- Objasnite očekivani uticaj projekta sa kvantifikovanim podacima na tehničkom, ekonomskom, društvenom i na nivou politika
- Objasnite plan širenja i mogućnosti replikacije i produžetka projekta i njegovih izlaza
- Analiza rizika i izlazna strategija za svaku aktivnost
- Preduslovi i pretpostavke tokom i nakon implementacije
- Kako će se ostvarivati održivost projekta nakon implementacije:
 - **Finansijska** (Primer: finansiranje aktivnosti nakon implementacije)
 - **Institucionalna** (Primer: Institucije koje će osigurati da rezultati budu u „funkciji“ i posle implementacije)
 - **Politička / zakonska** (Primer: Unapredjena legislativa)
 - **U odnosu na životnu sredinu** (nema negativnog uticaja na prirodnu sredinu)



4 LOGFRAME MATRIX OF THE PROJECT

PUNA APLIKACIONA FORMA

2.1.5 Matrica logičkog okvira

(Aneks C)

	Result chain	Indicators ¹	Baseline (incl. reference year)	Current value Reference date	Targets (incl. reference year)	Sources and means of verification	Assumptions
Overall objective(s): Impact			Ideally, to be drawn from the partner's strategy or the programme document		Ideally, to be drawn from the partner's strategy or the programme document	To be drawn from the partner's strategy or the programme document	
Specific objective(s): Outcome(s)							

2.1.6 Budžet, iznos sredstava zahtevanih od Ugovornog tela i drugi očekivani izvori finansiranja

(Aneks B)

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ^{1a}	# of units	Unit value (in EUR)	Total Cost (in EUR) ²	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
1. Human Resources								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical	Per month				Per month			
1.1.2 Administrative/ support staff	Per month				Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
1.3 Per diems for missions/travel ⁵								
1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
1.3.3 Seminar/conference participants	Per diem				Per diem			

- Budžet projekta (radni list 1) za celokupno trajanje projekta i za prvih dvanaest meseci (ako projekat traje duže)
- Narativno objašnjenje budžeta (radni list 2)
- Iznos potraživan od Ugovornog tela i drugi očekivani izvori finansiranja (radni list 3)

Izlistati sve doprinose u naturi ako postoje (maks. 1 strana)

Svi iznosi trebaju biti navedeni u evrima



PUNA APLIKACIONA FORMA

2.2 Iskustvo vodećeg aplikanta – tabela

Name of the lead applicant:					
Project title:		Sector (see section 3.2.2 of section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.3 Iskustvo ko-aplikanta(ata) – Ista tabela

2.4 Iskustvo pridruženog(ih) lica – Ista tabela

- I. Slični projekti
- II. Drugi projekti

Maks. 1 strana po projektu



PUNA APLIKACIONA FORMA

3. VODEĆI APLIKANT – tabela (opšte informacije)

EuropeAid ID number	
Name of the organisation	

3.1 Identitet

3.2 Profil

3.2.1 Kategorija - ponuđena tabela:

Category	Public	Private
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/>	<input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/>

3.2.2 Sektor(i) - ponuđena tabela



PUNA APLIKACIONA FORMA

3.2.3 Ciljna(e) grupa(e) - ponuđena tabela:

- All
- Child soldiers
- Children (less than 18 years old)
- Community Based Organisation(s)
- Consumers
- People with disabilities
- Drug consumers
- Educational organisations (school, universities)
- Elderly people
- Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
-
- SME/SMI
- Students
- Urban slum dwellers
- Victims of conflicts/disasters
- Women
- Young people
- Other (please specify):



3.3 Kapacitet za upravljanje i implementaciju projekata - ponuđene tabele

Sector	Year(s) of Experience	Experience in the past 5 years	Number of Projects in the past 5 years	Estimated amount (in thousand euros) in the past 5 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 5 years +	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 5 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

Resursi

• Finansijski podaci – tabela

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (<1 year)
N ³³ <2015>						
N-1						
N-2						

• Izvor(i) finansiranja – tabela

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU		N/A
N	<input type="checkbox"/> Member States' Public Bodies		N/A
N	<input type="checkbox"/> Third Countries' Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Membership fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

• Osoblje – tabela

3.4 Spisak članova upravljačkog tela organizacije – tabela

Ime i prezime, Profesija, Funkcija, Nacionalnost, Godina članstva u telu



4. KO-APLIKANT(I)

4.1 Opis ko-aplikanta(ata) – tabela sa osnovnim podacima

4.2 Kapacitet za upravljanje i implementaciju projekata – tabela (isto kao i za vodećeg aplikanta)

Važno: Uz aplikacionu formu mora biti dostavljena potpisan i datiran mandat svakog od ko-aplikanata u skladu sa priloženim obrascem

4.3 Mandat ko-aplikanta(ata) – standardni tekst i tabela za overu

4.3. Mandate for co-applicant(s)

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a PA Grant Agreement, where applicable) with <indicate the name of the Contracting Authority> ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

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

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	



PUNA APLIKACIONA FORMA

5. PRIDRUŽENO(A) LICE(A) KOJA UČESTVUJU U PROJEKTU

5.1 Opis pridruženog lica – tabela (slično kao u 4. KO-APLIKANT(I))

5.2 Kapacitet za upravljanje i implementaciju projekata – tabela (slično kao u 4. KO-APLIKANT(I))

Važno: Uz aplikacionu formu mora biti dostavljena potpisana i datirana izjava svakog od pridruženih lica u skladu sa priloženim obrascem

5.3 Izjava pridruženog(ih) lica – standardni tekst i tabela za overu

5.3. Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the **<indicate the name of the Contracting Authority>** (Contracting Authority) requires all affiliated **entity(ies)** to acknowledge the principles of set out below.

1. All affiliated **entity(ies)** must have read the **guidelines** for applicants and grant application form and understood their role in the action before the application is submitted to the Contracting Authority.
2. All affiliated **entity(ies)** must have read the standard grant contract (or PA Grant Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The affiliated **entity(ies)** must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated **entity(ies)** must receive copies of the reports — narrative and financial — made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, affiliated **entity(ies)**, etc.) should be agreed by the affiliated **entity(ies)** before being submitted to the Contracting Authority.

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

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

6. SARADNICI KOJI UČESTVUJU U PROJEKTU - tabela



PUNA APLIKACIONA FORMA

7. KONTROLNA LISTA ZA PUNU APLIKACIONU FORMU

Popunjava aplikant – provera da li su svi kriterijumi ispunjeni

7 CHECKLIST FOR THE FULL APPLICATION FORM <PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>

Before sending your full application, please check that each of the criteria below have been met in full and tick them off.

TITLE OF THE APPLICATION: <...>

	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The full application form is typed and is in English.		
4. One original and 3 copies are included.		
5. An electronic version of the full application form (e.g. CD-Rom or USB stick) is enclosed.		
6. Each co-applicant has completed and signed the mandate and the mandate is included.		
7. Each affiliated entity has completed and signed an affiliated entity's statement and the statements are included.		
8. The budget is enclosed, in balance, presented in the format requested and stated in euro.		
9. The logical framework matrix has been completed and is enclosed.		
10. The supporting documents in case of operations with works (proof of ownership or long term lease; approved/certified work design; a positive decision on environmental impact assessment; all legal authorisations such as location and construction permits; a bill of quantities - not older than 2 years - in euro) have been submitted at least in one copy.		
PART 2 (ELIGIBILITY OF THE ACTION)		
11. The duration of the action is between 12 months and 18 months (the minimum and maximum allowed) for the targeted specific objective(s).		
12. The requested EU contribution is between € 600.000,00 (the minimum) and € 1.000.000,00 (the maximum allowed) for the target specific objective (2.1. Improving sustainable environmental planning and promotion of biodiversity, Result 1. The effectiveness of public services and practices in relation to solid waste and wastewater management are enhanced through joint initiatives at both sides of the border)		
13a. The requested EU contribution is between € 120.000,00 (the minimum) and € 300.000,00 (the maximum allowed) for the target specific objective (2.1. Improving sustainable environmental planning and promotion of biodiversity, Result 2. The protection of the Drina and Sava river catchment areas and the promotion of their biodiversity is fostered)		
13b. The requested EU contribution is between € 120.000,00 (the minimum) and € 250.000,00 (the maximum allowed) for the target specific objective (3.2. Strengthening the cultural identity of the programme area, Result 1. Sustainable cultural and sport exchanges across the border are fostered)		
13c. The requested EU contribution is between € 250.000,00 (the minimum) and € 500.000,00 (the maximum allowed) for the target specific objective (3.2. Strengthening the cultural identity of the programme area, Result 2. The historical and natural heritage and traditions of the cross-border area are better		



PUNA APLIKACIONA FORMA

8. DEKLARACIJA VODEĆEG APLIKANTA ZA PUNU APLIKACIJU

*Popunjava vodeći aplikant
– original potpis*

8 DECLARATION BY THE LEAD APPLICANT (FULL APPLICATION)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- the lead applicant has the sources of financing specified in section 2 of the guidelines for applicants;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statuses of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
- the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;



PUNA APLIKACIONA FORMA

9. PRINCIPI DOBRE PARTNERSKE PRAKSE – Potrebno je da su svi partneri svesni ovih principa:

- Da su svi partneri pročitali aplikaciju i da su svesni svojih uloga u projektu pre nego što je projekat podnet
- Da su svi partneri pročitali standardan ugovor o donaciji da da shvataju svoje obaveze ukoliko se projekat odobri i da partneri daju saglasnost da Vodeći aplikant potpiše ugovor i da ih zastupa u pregovorima sa ugovornim telom
- Da se Vodeći aplikant stalno konsultuje sa partnerima i da ih u potpunosti informiše o implementaciji projekta
- Da svi partneri dobiju kopije izveštaja (narativnih i finansijskih) upućenih ugovornom telu
- Zahtev za značajne izmene projekta treba da su dogovorene između partnera pre dostavljanja ugovornom telu. Ako to nije moguće, Vodeći aplikant mora to da naglasi pri dostavljanju zahteva
- Partneri moraju da se usaglase pre završetka projekta kako će postupatu u vezi sa Članom 7 Opštih uslova ugovora a u vezi sa opremom, vozilima i dobrima nabavljenim kroz projekat



PUNA APLIKACIONA FORMA

10. TABELA ZA OCENU PUNE APLIKACIONE FORME

- Štampaju podnosioci
- Isključivo za upotrebu ugovornog tela

10 ASSESSMENT GRID FOR THE FULL APPLICATION

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
OPENING & ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM		
1. The submission deadline has been met.		
2. The full application satisfies all the criteria specified in the checklist in section 7 of Part B.		
DECISION:		
The Evaluation Committee has decided to evaluate the full application form, which passed the administrative checks.		
Administrative compliance has been checked by:		
Date:		
EVALUATION OF THE FULL APPLICATION FORM		
DECISION:		
A. The application has been provisionally selected as one of the top ranked applications within the available financial envelope per specific objective of the call and the Evaluation Committee has recommended eligibility checking.		
B. The application has been put on the reserve list as one of the top ranked applications and the Evaluation Committee has recommended proceeding with the eligibility checking.		
The full application has been evaluated by:		
Date:		
ELIGIBILITY VERIFICATION		
1. The lead applicant satisfies the eligibility criteria in section 2.1.1 of the guidelines for applicants		
2. The co-applicant(s) satisfies(y) the eligibility criteria in section 2.1.1. of the guidelines for applicants		
3. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.2. of the guidelines for applicants		
4. The supporting documents listed below were submitted in accordance with the guidelines for applicants (section 2.4)		
a. The lead applicant's statutes or articles of association		
b. The statutes or articles of association of the co-applicants and the affiliated entity(ies)		
c. Copy of the lead applicant's latest accounts.		
d. The Legal Entity File (see Annex D to the Guidelines for Applicants) has been duly completed and signed by the applicants (applicant and co-applicants) and the supporting documents requested have been enclosed.		
e. A Financial Identification Form of the lead applicant (see Annex E of the		



HVALA NA PAŽNJI

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