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| ***To be completed by the CEI Executive Secretariat***  Project Ref. No.: 1206.XXXA-13 |



***CEI Know-how Exchange Programme (KEP)***

***KEP AUSTRIA***

**Application FORM**

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| **IMPORTANT** |

The application, other submitted documents, and information therein provided, may be made publicly available on the CEI website and to CEI bodies and partner organisations.

The project application should be submitted to the CEI Executive Secretariat and to the CEI National Co-ordinator in your country. A list of National Co-ordinators can be found on the CEI website: <http://www.cei.int/contacts>

Applicants are requested to read carefully “KEP Rules and Procedures” before applying for a KEP grant and to pay special attention to part C “Application guidelines” in view of filling in this form. For further assistance in completing the application, please contact the KEP AUSTRIA Office.

All financial data have to be stated in Euros.

*Latest update: October 2012*

| **1. Project Summary** | | | | |
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| **1.1 Project title**  *Provide a full title of the project and, if applicable, its acronym.* | | | | |
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| **1.2 Applicant organisation**  *Name, address and country* | | | **1.3 Main partner organisation**  *Name, address and country* | |
| |  |  | | --- | --- | |  | **Know-how provider** | |  |  | |  | **Know-how recipient** |   (*Tick the appropriate box*)  Name:  Address:  Country: | | | |  |  | | --- | --- | |  | **Know-how provider** | |  |  | |  | **Know-how recipient** |   (*Tick the appropriate box*)  Name:  Address:  Country: | |
| **1.4 Country of Applicant organisation** | | | **1.5 Country of Main partner organisation** | |
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| **1.6 Additional partners involved in the project (if any)** | | | | |
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| **1.7 Estimated start date:**  *day/month/year* | **1.8 Estimated end date:**  *day/month/year* | | | **1.9 Project duration:**  *No. of months* |
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| **1.10 Total project cost**  *Provide a total project cost in euro* | | **1.11 Requested CEI grant (% of total project cost)**  *Provide the amount of requested grant in euro* | | |
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| **1.12 Project summary**  *In a form of a short article, provide a concise summary of the project - max. ½ page.* | | | | |
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| **2. Applicant and Main Partner Organisation** |
| **2.1 Applicant organisation**  *Provide general contact details of applicant organisation.* |
| Organisation name:  Address:  Tel.:  Fax:  E-mail:  Website: |
| **2.2 Legal Representative of the applicant organisation** |
| Name and surname of Legal Representative:  Official position:  Address:  Tel.:  Fax:  E-mail: |
| **2.3 Person responsible for project management/ implementation**  *Provide full contact details of a person in charge of the project implementation.* |
| Name and surname:  Official position:  Address:  Tel.:  Mobile:  Fax:  E-mail: |
| **2.4 Description of the applicant organisation, its qualifications and experience**  *Provide a concise description of your organisation, i.e. brief background, main activities, etc. Illustrate your capability to deliver this project – max. 1 page.* |
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| **2.5 Main partner organisation**  *Provide general contact details of main partner organisation.* |
| Organisation name:  Address:  Tel.:  Fax:  E-mail:  Website: |
| **2.6 Legal Representative of the main partner organisation** |
| Name and surname of Legal Representative:  Official position:  Address:  Tel.:  Fax:  E-mail: |
| **2.7 Person responsible for project management/ implementation of the main partner organisation**  *Provide full contact details of a person in charge of project implementation.* |
| Name and surname:  Official position:  Address:  Tel.:  Mobile:  Fax:  E-mail: |
| **2.8** **Description of the main partner organisation**  *Provide a short description of the main partner organisation, i.e. its role in the country, its main activities, and the possible effects that its involvement in the project will have.* |
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| **2.9 Additional project partners, if any**  *Provide names and contact details for any other organisation which, besides applicant and main partner, will act as additional partner in the project. Provide description of their field of work as well as the reason of their inclusion in the partnership.* |
| **Additional Partner 1**  Organisation name:  Contact person:  Address:  Tel.:  Fax:  E-mail:  Website:  **Additional Partner 2**  … |
| **2.10 How did you learn about the KEP AUSTRIA Programme?** |
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| **2.11 Have you ever received CEI co-financing?**  *If yes, please specify the CEI Programme (CEI KEP, CEI Co-operation Activities), reference number of the project and the amount of the CEI co-financing received* |
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| **3. Background and rationale** |
| **3.1 Background and rationale**  *Describe the origins of the project and the problems the project is expected to solve. Justify why it is important to you, the applicant, to undertake this project.* |
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| **3.2 Strategic framework**  *Does the project contribute to any wider strategic framework and to the country and sector strategies of EU, international organisations or international financials institutions? In which way? Provide reference to specific policies, strategies, action plans etc. Describe also if and in which way the project is in line with the national, regional or local development plans or strategies of the beneficiary/recipient country.* |
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| **3.3 Objectives and results**  *Describe project overall objectives and expected results. Explain how the results will be used and why they will be useful. Make a list of outputs/deliverables that the project is going to produce.* |
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| **3.4 Evaluation**  *Explain how you will evaluate the results of the project in comparison to the set objectives. Explain any tools that you plan to apply to assess the project effectiveness during implementation.* |
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| **3.5 Compatibility with the Priority Areas of KEP AUSTRIA Call for Proposals 2013**  *Define which Priority Area is addressed by the project and clearly explain why and how* |
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| **3.6 Ownership of the main partner organisation**  *Explain how the main partner organisation has been involved in the planning of the project and drafting of the application.* |
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| **4. Implementation** |
| **4.1 Description of project activities**  *Describe the activities being proposed to meet the stated objectives. Explain how the activities will be organised and implemented. Define which actions shall be taken by whom and with whom.* |
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| **4.2 Work plan and schedule**  *Based on information you gave in point 4.1, provide time schedule for each project activity from the start to the Final Report; you can also specify estimated cost for each activity.* |
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| **5. Visibility** |
| **5.1 Publicity and dissemination**  *Describe activities which you plan to undertake to disseminate information on the project and its results, e.g. articles, ads, publications, press releases, project presentation at conferences and on websites, mailing actions, etc.* |
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| **5.2 Use of CEI and Austrian Development Cooperation (ADC) logos and references**  *Explain how you will acknowledge the visibility of the CEI and the contribution of the Austrian Development Cooperation (ADC) in the project.* |
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| **6. Budget** | | | | |
| **6.1 Person from the applicant organisation responsible for expenditure**  *Provide full contact details of a person in charge of the project accounting.* | | | | |
| Name and surname:  Official position:  Address:  Tel.:  Mobile:  Fax:  E-mail: | | | | |
| **6.2 Total cost and CEI contribution** | | | | |
| |  |  |  | | --- | --- | --- | | Total eligible cost of project | in EUR | **0 €** | | Amount requested from the CEI | in EUR | **0 €** | | % of total cost of project | **0 %** | | | | | |
| **6.3 Breakdown of estimated costs**  *Provide detailed budget breakdown specifying which part is to be covered from the CEI grant. Add or remove rows as needed.* | | | | | |
| **No.** | **Budget items with description**  (Description of item, quantity, man/hours, days etc.) | **Unit cost** | **Subtotal** | **CEI grant** | |
| **1.** | **Personnel** | | | | |
| 1a |  | 0 € | 0 € | 0 € | |
| 1b |  | 0 € | 0 € | 0 € | |
| 1c |  | 0 € | 0 € | 0 € | |
| **TOTAL Personnel** | | | **0 €** | **0 €** | |
| **2.** | **Travel** | | | | |
| 2a |  | 0 € | 0 € | 0 € | |
| 2b |  | 0 € | 0 € | 0 € | |
| 2c |  | 0 € | 0 € | 0 € | |
| **TOTAL Travel** | | | **0 €** | **0 €** | |
| **3.** | **Accommodation** | | | | |
| 3a |  | 0 € | 0 € | 0 € | |
| 3b |  | 0 € | 0 € | 0 € | |
| 3c |  | 0 € | 0 € | 0 € | |
| **TOTAL Accommodation** | | | **0 €** | **0 €** | |
| **4.** | **Meetings and events** | | | | |
| 4a |  | 0 € | 0 € | 0 € | |
| 4b |  | 0 € | 0 € | 0 € | |
| 4c |  | 0 € | 0 € | 0 € | |
| **TOTAL Meetings and events** | | | **0 €** | **0 €** | |
| **5.** | **Equipment** | | | | |
| 5a |  | 0 € | 0 € | 0 € | |
| 5b |  | 0 € | 0 € | 0 € | |
| 5c |  | 0 € | 0 € | 0 € | |
| **TOTAL Equipment** | | | **0 €** | **0 €** | |
| **6.** | **Promotion** | | | | |
| 6a |  | 0 € | 0 € | 0 € | |
| 6b |  | 0 € | 0 € | 0 € | |
| 6c |  | 0 € | 0 € | 0 € | |
| **TOTAL Promotion** | | | **0 €** | **0 €** | |
| **7.** | **Administrative costs** | | | | |
| 7a |  | 0 € | 0 € | 0 € | |
| 7b |  | 0 € | 0 € | 0 € | |
| 7c |  | 0 € | 0 € | 0 € | |
| **TOTAL Administrative costs** | | | **0 €** | **0 €** | |
| **8.** | **Other** *(please specify)* | | | | |
| 8a |  | 0 € | 0 € | 0 € | |
| 8b |  | 0 € | 0 € | 0 € | |
| 8c |  | 0 € | 0 € | 0 € | |
| **TOTAL Other** | | | **0 €** | **0 €** | |
| **SUBTOTAL** | | | **0 €** | **0 €** | |
| **6.4 Remarks (if any)**  *If there are any in-kind contributions envisaged in the budget, please describe them; you may also add other relevant information.* | | | | | |
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| **7. financial resources** |
| **7.1 Project financing**  *This table shows the distribution of contributions between the CEI, the applicant, the main partner, any additional partner and any other contributor to the project. Identify sources of project financing stating who will pay for what. You do not need to describe budget items in the “budget item” column; it is sufficient to use the numbering from Table 6.3 (e.g. 2a, 3b, 5d, etc). Add or remove rows in the table as needed.* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Confirmed or requested sources of financing** | **To cover following budget item(s)** | **Amount** | **of which in-kind contributions:** | **% of total project cost** | | CEI grant |  | 0 € | - | 0 % | | Contribution of the applicant |  | 0 € | 0 € | 0 % | | Contribution of the main partner organisation |  | 0 € | 0 € | 0 % | | Contribution of additional partners (if any) |  | 0 € | 0 € | 0 % | | Any other contribution *(please specify)* |  | 0 € | 0 € | 0 % | |  |  | 0 € | 0 € | 0 % | |  |  | 0 € | 0 € | 0 % | |  |  | 0 € | 0 € | 0 % | | **Total** | | **0 €** | **0 €** | 100% | |
| **7.2 Remarks (if any)**  *If applicable, provide information on other financial partners in the project. Outline any co-financing that has been requested but not yet confirmed.* |
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| **8. Signatures of Legal Representatives** |
| For the Applicant organisation:  I confirm that I am duly authorised by *[name of the applicant organisation]* to sign this application and that information provided in the application form is correct and accurate. I confirm that *[name of the applicant organisation]* by me represented is fully committed to the implementation of the project.  Name of Applicant organisation:  Legal Representative:  Position:  Date:  Signature of Legal Representative and stamp of the Applicant organisation:  For the Main partner organisation:  I confirm that I am duly authorised by *[name of the main partner organisation]* to sign this application and that information provided in the application is correct and accurate. I confirm that *[name of the main partner organisation]* by me represented is fully committed to the implementation of the project.  Name of Main partner organisation:  Legal Representative:  Position:  Date:  Signature of Legal Representative and stamp of the Main partner organisation: |