

To be completed by the CEI Executive Secretariat

Project Ref. No.: 1206.XXXA-14

CEI Know-how Exchange Programme (KEP)

KEP AUSTRIA

APPLICATION FORM

IMPORTANT

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

The Application Form 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/National%2BCo-ordinators>

Applicants are requested to read carefully KEP Call and Application Guidelines before applying for a KEP grant. For further assistance in completing the Application Form, please contact the CEI Executive Secretariat (kep.austria@cei.int)

All financial data have to be stated in Euros.

Latest update: June 2015

| 1. PROJECT SUMMARY | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 1.1 Project title and Acronym <i>Provide a full title of the project and, if applicable, its acronym.</i> | | |
| | | |
| 1.2 Applicant | 1.3 Main Partner | |
| <input type="checkbox"/> Know-how provider <input type="checkbox"/> Know-how recipient <i>(Tick the appropriate box)</i> Organisation Name: | <input type="checkbox"/> Know-how provider <input type="checkbox"/> Know-how recipient <i>(Tick the appropriate box)</i> Organisation Name: | |
| 1.4 Country of Applicant | 1.5 Country of Main Partner | |
| | | |
| 1.6 Additional partners involved in the project (if any) | | |
| | | |
| 1.7 Estimated start date: <i>day/month/year</i> | 1.8 Estimated end date: <i>day/month/year</i> | 1.9 Project duration: <i>No. of months</i> |
| | | |
| 1.10 Total project cost <i>Provide a total project amount in EUR</i> | 1.11 Requested KEP grant (% of total amount) <i>Provide the amount of requested KEP grant in EUR</i> | |
| | | |
| 1.12 Project summary (max 2 pages A4; minimum font size: 12 points) <i>In form of a short article, provide a concise summary of the project: The following key words should be taken into account: background, activities, results, sustainability, risks.</i> | | |

2. APPLICANT AND MAIN PARTNER

2.1 Applicant

Organisation name:

Address:

Tel.:

Fax:

E-mail:

Website:

2.2 Legal Representative of the Applicant

Name and surname of Legal Representative:

Official position:

Address:

Tel.:

Fax:

E-mail:

2.3 Person responsible for project management/implementation

Name and surname:

Official position:

Address:

Tel.:

Mobile:

Fax:

E-mail:

2.4 Description of the Applicant, background and experience

Provide a short description, i.e. background, main activities, etc. Illustrate the Applicant's capacity to deliver this project – max. 1 page.

2.5 Main Partner

Organisation name:

Address:

Tel.:

Fax:

E-mail:

Website:

2.6 Legal Representative of the Main Partner

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

Name and surname:

Official position:

Address:

Tel.:

Mobile:

Fax:

E-mail:

2.8 Description of the Main Partner

Provide a short description, i.e. its role in the country, main activities, and the possible effects of its involvement in the project. Explain its experience and specific knowledge of the topics addressed by the project.

2.9 Additional project partners, if any

Provide names and contact details for any other organisation that, 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?

2.11 Have you ever received CEI co-financing from this Programme or from any other CEI Fund?

If yes, please specify the CEI Programme (CEI KEP, CEI Cooperation Fund), reference number of the project and the amount of the CEI co-financing received

3. BACKGROUND AND RATIONALE

3.1 Background and rationale

Describe the origins of the project and the problems the project is expected to address. Justify why it is important to you, the Applicant, to undertake this project.

3.2 Strategic framework

Does the project contribute to any wider strategic framework and to the country and sector strategies of the EU, International Organisations or International Financial Institutions? How? 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.

3.3 Synergies and duplications

Are there or have there been similar projects and initiatives in this field in the beneficiary country? Explain how your project relates to those similar initiatives and how you intend to ensure synergies and avoid duplications.

3.4 Compatibility with the Priority Areas of KEP AUSTRIA Call 2014

Define which KEP Priority Area (1, 2 or 3 with related sub-area) is addressed by the project and clearly explain why and how.

3.5 Ownership of the Main Partner

Explain how the Main Partner has been involved in planning the project and drafting of the Application Form.

4. IMPLEMENTATION AND RESULTS

4.1 Description of project activities

Describe the activities 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.

4.2 Work plan and timetable

Based on the information given in point 4.1 provide a timetable for each project activity from the start to the Final Report. You can also specify estimated cost for each activity.

4.3 Results, impact and sustainability

Describe project overall objectives and main expected results of this project. 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.

4.4 Social, environmental and gender issues

Comment on how the project can take into account any barriers to the participation of vulnerable social groups or people with disabilities; to environmental and natural resources; to the participation of women¹

4.5 Assessment of the outcomes

Explain how you will assess the outcomes of the project vis-à-vis the set objectives. Explain any tool that you plan to apply to assess the project effectiveness during implementation.

4.6 Risk assessment and mitigation

Describe the main risks that might hinder a proper implementation of the project and propose measures to mitigate these risks.

¹ Applicants are to provide the CEI Executive Secretariat with convincing proof and evidence that women significantly shall benefit from the intervention by documenting the key elements for enabling women's effective participation and engagement (especially in the areas of finance and energy). The following is to be taken into account:

(a) What are the (explicit and implicit) rules, norms and standards applied in the project that enable women's active engagement? How (through which measures) were they operationalised? What was the experience in this? (For example, gender-sensitive eligibility criteria; or quota; or gender policy, as reference point for responding to the systemic barriers that women face).

(b) What are the specific support functions provided, established or strengthened for creating the required enabling environment for women to engage as legitimate actors? (Examples could be special training, or consultancy services, or the creation of a supporting network, or sensitization of men as partners, etc.)

(c) Practical approaches and methods that trigger the removal of barriers and unlock women's potential for engaging and therefore benefiting from the intervention: this illustrates and explains the link between the 'rules' (a), 'support functions' (b), and equality outcomes, facilitated by the project.

5. VISIBILITY OF ADC AND CEI

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 presentations at conferences and on websites, mailing actions, etc.

5.2 Use of ADC and CEI logos and references

Describe how you intend to ensure visibility of the CEI and of the donor – the Austrian Development Cooperation (ADC). In addition, explain how you intend to inform the local office of the ADC, where such office exists, about your project.

6. BUDGET

6.1 Person responsible for project accounting (Applicant)

Name and surname:

Official position:

Address:

Tel.:

Mobile:

Fax:

E-mail:

6.2 Total amount and requested KEP grant

| | | |
|----------------------------------|----------------------------|-----|
| Total eligible amount of project | in EUR | 0 € |
| Requested KEP grant | in EUR | 0 € |
| | % of total cost of project | 0 % |

6.3 Breakdown of estimated expenses

Provide detailed budget breakdown specifying which part will be covered by the KEP grant. Add or remove rows as needed.

| No. | Budget items with description (Description of item, quantity, man/hours, days etc.) | Unit cost | Subtotal | KEP grant |
|---------------------------|----------------------------------------------------------------------------------------|-----------|------------|------------|
| 1. | Personnel | | | |
| 1a | | 0 € | 0 € | 0 € |
| 1... | | 0 € | 0 € | 0 € |
| SUBTOTAL Personnel | | | 0 € | 0 € |
| 2. | Travel | | | |

| | | | | |
|--------------------------------------|-------------------------------|------------|------------|------------|
| 2a | | 0 € | 0 € | 0 € |
| 2... | | 0 € | 0 € | 0 € |
| SUBTOTAL Travel | | 0 € | 0 € | 0 € |
| 3. | Accommodation | | | |
| 3a | | 0 € | 0 € | 0 € |
| 3... | | 0 € | 0 € | 0 € |
| SUBTOTAL Accommodation | | 0 € | 0 € | 0 € |
| 4. | Meetings and events | | | |
| 4a | | 0 € | 0 € | 0 € |
| 4... | | 0 € | 0 € | 0 € |
| SUBTOTAL Meetings and events | | 0 € | 0 € | 0 € |
| 5. | Equipment | | | |
| 5a | | 0 € | 0 € | 0 € |
| 5... | | 0 € | 0 € | 0 € |
| SUBTOTAL Equipment | | 0 € | 0 € | 0 € |
| 6. | Promotion | | | |
| 6a | | 0 € | 0 € | 0 € |
| 6... | | 0 € | 0 € | 0 € |
| SUBTOTAL Promotion | | 0 € | 0 € | 0 € |
| 7. | Administrative costs | | | |
| 7a | | 0 € | 0 € | 0 € |
| 7... | | 0 € | 0 € | 0 € |
| SUBTOTAL Administrative costs | | 0 € | 0 € | 0 € |
| 8. | Auditing | | | |
| 7a | | 0 € | 0 € | 0 € |
| 7... | | 0 € | 0 € | 0 € |
| SUBTOTAL Auditing | | 0 € | 0 € | 0 € |
| 8. | Other (please specify) | | | |
| 8a | | 0 € | 0 € | 0 € |
| 8... | | 0 € | 0 € | 0 € |
| SUBTOTAL Other | | 0 € | 0 € | 0 € |
| TOTAL | | 0 € | 0 € | 0 € |

6.4 Remarks (if any)

Please, describe any in-kind contributions envisaged in the budget. You may also add other relevant information.

7. FINANCIAL RESOURCES

7.1 Project financing

This table shows the distribution of contributions between the KEP grant, 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 amount |
|----------------------------------------------|-----------------------------------|------------|---------------------------------|---------------------------|
| KEP grant | | 0 € | - | 0 % |
| Contribution of the Applicant | | 0 € | 0 € | 0 % |
| Contribution of the Main Partner | | 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 % |
| 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.

8. SIGNATURES OF LEGAL REPRESENTATIVES

For the Applicant:

I confirm that I am duly authorised by *[name of the Applicant]* to sign this application and that information provided in the application form is correct and accurate. I confirm that *[name of the Applicant]* by me represented is fully committed to the implementation of the project.

Name of Applicant:

Legal Representative:

Position:

Date:

Signature of Legal Representative and stamp of the Applicant:

For the Main Partner:

I confirm that I am duly authorised by *[name of the Main Partner]* to sign this application and that information provided in the application is correct and accurate. I confirm that *[name of the Main Partner]* by me represented is fully committed to the implementation of the project.

Name of Main Partner:

Legal Representative:

Position:

Date:

Signature of Legal Representative and stamp of the Main Partner:

Application Guidelines for Expressions of Interest and Full Applications

The guidelines below apply to the drafting of both the Expression of Interest and the Application Form. Some apply exclusively to the preparation of the full Application (for shortlisted proposals proceeding to step 2)

1. Project Summary

Expression of Interest/Application Form: The Applicant shall complete the KEP Expression of Interest/Application Form, which includes the Budget Excel file, in accordance with the instructions provided in these KEP AUSTRIA Application Guidelines and to the instructions included in the related forms. The Applicant is requested to complete the documents carefully and as clearly as possible.

Project title and Acronym: The project title shall reflect the purpose of the proposed intervention and shall become the trademark of the project (catchy and relevant). The Applicant shall provide both the full title and, if applicable, its acronym.

Applicant: know-how provider or know-how recipient

Main Partner: know-how provider or know-how recipient

Country of Applicant: specify

Country of Main Partner: specify

Additional partners/s: Provide the names and the countries of any additional partners involved in the project.

Estimated start date: day/month/year

Estimated end date: day/month/year

Expected project duration: Provide the number of months. Project duration should not normally exceed 24 months. However, it is decided for every Call for Proposals on the basis of the duration of the KEP Austria Project.

Project cost and requested KEP Grant: Amounts are to be provided in EUR.

Project summary: The project summary should give a clear view of the project elements, such as the background, activities, results, sustainability and risks.

FOR FULL APPLICATIONS ONLY: The project shall be described in an extensive form, touching on all relevant aspects of its preparation, implementation and follow-up. Descriptions in this section of Applications could be used on the CEI website, the CEI Newsletter and other tools of communication.

2. Applicant and Main Partner

Descriptions: The Applicant and Main Partner shall provide a concise description of their organisation structures and scope of activities. The Applicant and Main Partner shall outline significant projects and activities implemented by his/her organisation and/or individual staff members. Information provided in this chapter shall demonstrate the Applicant's and Main Partner's experience in the sector of intervention and his/her capability to deliver the proposed project.

How did you learn about KEP Austria? Provide a short description.

Have you ever received co-financing from this Programme or from any other CEI Fund? Please provide any reference to previous activities in the CEI framework, including applications that were not successful.

3. Background and rationale

Description: This chapter describes the general framework in which the project will be carried out and examines the problem(s) the project is designed to address and solve. This examination should include information on what done by the government and regional/local authorities, as well as by other organisations on the issue, and whether the project is coordinated with these initiatives.

Strategic framework *FOR FULL APPLICATIONS ONLY:* The Applicant shall indicate whether the project contributes to any wider strategic framework and to the country and sector strategies of the EU, to International Organisations or International Financial Institutions. The Applicant shall provide reference to specific policies, strategies, action plans etc. and describe in which way, the project is in line with the national, regional or local development plans or strategies of the beneficiary/recipient country.

Synergies and duplications *FOR FULL APPLICATIONS ONLY:* The Applicant shall indicate whether there have been similar projects and initiatives in a given field in the beneficiary country and shall explain how his/her project relates to those similar initiatives and how he/she intend to ensure synergies and avoid duplications.

Compatibility with the Priority Areas of KEP AUSTRIA Call 2014: The Applicant shall define which Priority Area (1, 2 or 3 with related sub-sectors) is addressed by the project and clearly explain why and how.

Ownership of the Main Partner *FOR FULL APPLICATIONS ONLY:* The Applicant shall describe to which extent the Main Partner has participated in planning the project and drafting the proposal. Information provided in this chapter shall demonstrate that the project has been designed according to beneficiary's needs. Both the Applicant and Main Partner are to be committed to its implementation.

4. Implementation and Results

Description of project activities: The Applicant shall describe activities, which will be carried out by the project to produce the desired results. Each result could require a number of actions. It is necessary to state the term of each activity, the setup and who will be responsible for the implementation. The Applicant is also to clearly mention the number of participants and the project output. Any planned follow-up activities after the implementation of the project shall be described.

Work plan and timetable *FOR FULL APPLICATIONS ONLY:* Based on the information given in point 4.1 the Applicant shall provide a timetable for each project activity from the start to the Final Report. He/she shall also specify estimated cost for each activity.

Results, impact and sustainability: This chapter is to outline objectives and expected results of the project. The Applicant should ensure that the project objectives are defined, measurable and feasible within a set time frame. Project objectives must be tied down to quantifiable indicators. Immediate and long-term results shall be illustrated separately. The Applicant is to explain which are the results delivered immediately after implementation as well as the long-lasting impact of the project. Any envisaged follow-up activities beyond the project's end date are also to be described.

When completing this section, Applicants may apply the following framework:

- Project goal (development objective) – long term impact
- Outcomes (project purpose) – immediate and mid-term effects
- Outputs (results) – products of the project

Social, environmental and gender aspects: The Applicant shall explain whether the project poses any threat or barrier to:

- the participation of vulnerable social groups or people with disabilities (social inclusion)

- environmental and natural resources (environmental impact)
- the participation of women (gender equality)²

Assessment of the outcomes *FOR FULL APPLICATIONS ONLY*: The Applicant shall explain how the outcomes of the project will be evaluated in comparison to the set objectives and which criteria will be used to measure the success of the project. Explain how he/she will assess the outcomes of the project vis-à-vis the set objectives. The Applicant shall explain any tool planned to be applied to assess the project effectiveness during implementation.

Risk assessment and mitigation *FOR FULL APPLICATIONS ONLY*: Describe the main risks that might hinder a proper implementation of the project and propose measures to mitigate these risks.

5. Visibility of ADC and CEI *FOR FULL APPLICATIONS ONLY*

Publicity and dissemination: The Applicant shall prepare a list of promotional activities and dissemination actions/events. The list shall include a brief explanation of target groups, implementation measures, relevant costs (please verify whether it corresponds to the detailed budget breakdown) and responsibility for the implementation.

Use of CEI and Austrian Development Cooperation (ADC) logos and references: Describe how the Applicant intends to ensure visibility of the CEI and of the donor – the Austrian Development Cooperation (ADC). In addition, explain how the Applicant intends to inform the local office of the ADC, where such office exists, about the project.

6. Budget *FOR FULL APPLICATIONS ONLY. EXPRESSIONS OF INTEREST FOLLOW INSTRUCTIONS IN RELATED FORM*

Person responsible for budget accounting: fill in in all its parts

Total project amount and KEP grant: to be clearly stated in EUR.

Breakdown of estimated expenses: A detailed breakdown of expenses in EUR shall be provided in this chapter. The main budget lines are usually the following:

- Personnel (management, staff, consultants, experts, administrative staff)
- Travel (airfare, local travel – please, note that public transport should be generally used)
- Accommodation
- Meetings and events (rent of rooms, lunches, coffee breaks)
- Equipment (purchase or rent)

² *FOR FULL APPLICATIONS ONLY*: Applicants are to provide the CEI Executive Secretariat with convincing proof and evidence that women significantly shall benefit from the intervention by documenting the key elements for enabling women's effective participation and engagement (especially in the areas of finance and energy). The following is to be taken into account:

(a) What are the (explicit and implicit) rules, norms and standards applied in the project that enable women's active engagement? How (through which measures) were they operationalised? What was the experience in this? (For example, gender-sensitive eligibility criteria; or quota; or gender policy, as reference point for responding to the systemic barriers that women face).

(b) What are the specific support functions provided, established or strengthened for creating the required enabling environment for women to engage as legitimate actors? (Examples could be special training, or consultancy services, or the creation of a supporting network, or sensitization of men as partners, etc.)

(c) Practical approaches and methods that trigger the removal of barriers and unlock women's potential for engaging and therefore benefiting from the intervention: this illustrates and explains the link between the 'rules' (a), 'support functions' (b), and equality outcomes, facilitated by the project.

- Promotion (press advertisements and articles, brochures, leaflets, other advertisements and marketing)
- Administrative costs (operating and administration expenses such as material, supplies, communication, printing, copying)
- Auditing
- Other (contracts and subcontracts, in kind)

Information on both unit cost and subtotal shall be provided, by stating the number of units. Unit costs must be named (e.g. man/hour, rental/day, etc.).

Project financing: The Applicant shall provide information on sources of project financing and cost-sharing. The table shall demonstrate the financial sustainability (i.e. demonstrate the operation does not risk of running out of money). Who covers which costs should be clearly stated. All co-financing and in-kind contributions must demonstrate evidence and be clearly described. The Applicant shall indicate whether the co-financing/in-kind contribution has been requested or confirmed.

In-kind contributions are defined but not limited to work-time, materials, office equipment, soft-and hardware, machinery, premises for which no cash is recorded in the breakdown of expenses. Time of personnel involved in the project and hired by a project under fixed contracts (whose salary is not covered by the project budget) shall be recorded as in-kind contribution.

In-kind contributions shall not exceed 25% of the total project cost and shall NOT be recorded as cash contributions in the breakdown of expenses.

Any exception to this rule will be examined on a case-by-case basis and brought to the attention of the CNC.

Language: Application Forms as well as any supporting documents shall be submitted in English.