

# Concept note

Form version DRAFT

Call for proposals no. 1

**NOTE: This CONCEPT NOTE has to be submitted in the first step of the application procedure. Please, only submit the Concept note form when a call is open!**

## Instructions

1. Please only use ADOBE READER 8.0 or higher to fill in the form. When using other readers the form is not working properly. The latest version can be downloaded e.g. at <http://get.adobe.com/reader/>
2. Please ensure that JavaScript is enabled (check main menu > Edit > Preferences > JavaScript).
3. This is an interactive form. Some parts are only visible when you press certain buttons or enter certain cells. Be aware of this when printing the form.
4. Guidance is displayed on grey background next to the relevant textboxes or tables. This guidance will not be visible on the print-out.

Concept note version date

DD/MM/YYYY

## 1. Project identification

Project name:

(max. 250 characters incl. spaces)

Project acronym:

TEST Project Acronym

Programme priority:

Programme specific objective:

Programme result:

(automatically selected)

Estimated duration:

months (excluding contracting and closure phases)

## 2. Project summary

Please summarise your project concept. It is recommended to do it after you have completed all the other sections.

(Remaining characters: 800)

## 3. Project relevance

### 3.1 Challenges to be addressed

Please describe challenges related to the selected Programme specific objective ( ) that your project will tackle by answering the following questions:

- 1) What is the status quo in the field addressed?
- 2) What are the main gaps that your project is tackling?

If possible, support your statements with statistical information and examples.

(Remaining characters: 2500)

### 3.2 Project results

Please describe the main expected results of the project that will help tackle the challenges and the gaps identified in the section 3.1. While doing so, please also explain how your project will contribute to the Programme result ((automatically selected)), and in particular how it will help enhance the institutional capacities of the project's target groups.

(Remaining characters: 2200)

### 3.3 Compliance with policies and strategies

Please present political and strategic background of your project. Please also describe the contribution of your project to any of the policies and strategies.

You might refer to EU, national level, regional or sectorial policies and strategies (e.g. RU North-West Strategy, EU2020, Water Directive, TEN-T).

(Remaining characters: 1000)

### 4. Planned project activities and their main outputs

Please proceed the following way:

- 1) Outline the planned main activities of the project. Specify activities of transnational character. Please emphasize if any demonstration actions/pilot activities are planned.
- 2) If planned, please specify the investments.
- 3) Specify the main outputs of the project.
- 4) List and describe the main target groups benefitting from/using each main output.

Explanation: Main outputs are understood as the ultimate outcome of your project. Therefore, do not list, for instance, intermediary research analysis if the ultimate project's output is a larger document which incorporates or is based on the results of this research.

(Remaining characters: 4000)

### 5. Partnership

#### 5.1 Composition of the partnership in the first step

Please describe the partnership that you have already established:

1. Present the particular competences/know-how of the already involved partners to achieve the expected results.
2. If applicable, describe how the private sector (e.g. SMEs) is involved in the partnership.

(Remaining characters: 1200)

**Lead partner (Project partner no. 1)**

Original name of the organisation  (max. 250 characters incl. spaces)

English name of the organisation  (max. 250 characters incl. spaces)

**Legal status**

Source of contribution  Public expenditure

Organisation ID  (max. 250 characters incl. spaces)

Registered at  (max. 250 characters incl. spaces)

Type of partner

Country

Correspondence address  (max. 250 characters incl. spaces)

Postal code  Town  (max. 250 characters incl. spaces)

**Contact persons:**

Please indicate the names of the contact persons as well as e-mail and phone number (including country codes) of the project coordinator.

Signatory of the concept note  (max. 250 characters incl. spaces)

Project coordinator  (max. 250 characters incl. spaces)

E-mail  Phone

Website  (max. 100 characters incl. spaces)

Estimated total partner budget  Funding source:

**Project partner no.** 2

Original name of the organisation  (max. 250 characters incl. spaces)

English name of the organisation  (max. 250 characters incl. spaces)

Type of partner

Country

Estimated total partner budget  Funding source:

**Project partner no.** 3

Original name of the organisation  (max. 250 characters incl. spaces)

English name of the organisation  (max. 250 characters incl. spaces)

Type of partner

Country

Estimated total partner budget  Funding source:

**Add a partner**

**Delete a partner**

## 5.2 Partners and/or associated organisations to be added in the second step

Please describe types of partners that you intend to add to your current partnership:

1. Present competences/know-how of partners that are currently missing in the partnership.
2. Specify if you plan to involve private sector and how (as regular project partners or associated organisations?)

(Remaining characters: 1200)

## 6. Planned budget

### 6.1 Estimated total project budget

This section shall indicate the estimated project budget. The amounts of partner listed in the concept note are summed up automatically. In addition amounts planned for partners to be included in the second application step have to be added.

**...of partners included in the concept note**

Planned ERDF budget (expenditure of partners from EU)

Planned Norwegian budget (expenditure of partners from NO)

**under negotiation:** Planned ENI budget (expenditure of partners from BY and RU)

**...of partners to be included in the next step**

Planned ERDF budget (expenditure of partners from EU)

Planned Norwegian budget (expenditure of partners from NO)

**under negotiation:** Planned ENI budget (expenditure of partners from BY and RU)

**Total budget**

**0.00 €**

## 6.2 Estimated budget for investments

*Please specify which part of the total project budget is foreseen for investments.*

ERDF budget (investments of partners from EU)

Norwegian budget (investments of partners from NO)

**under negotiation:** ENI budget (investments of partners from BY and RU)

**Budget for investments**

**0.00 €**

## 6.3 Seed/preparatory funding yes no

*Please indicate whether you have received any seed money/preparatory funding for development of your project proposal (e.g. EUSBSR Seed Money Facility, Swedish Institute, CBSS, etc.).*

## 7. Declaration of the lead partner (to be finalized)

Name and position:

Signature:

Date and place: