



PL-BY-UA  
2014-2020

**ENI CROSS-BORDER COOPERATION PROGRAMME  
POLAND-BELARUS-UKRAINE 2014-2020**

**APPLICATION FORM**

PBU3

Deadline for submission of application forms: 15<sup>th</sup> January 2020

Date of dispatch (filled in by the JTS)	
Project index number (filled in by the JTS)	

*Instruction:*

- 1. The application form shall be filled in only in English<sup>1</sup>. Application form submitted in language(s) other than English will be rejected.**
- 2. The lead beneficiaries shall submit their application form to the Joint Technical Secretariat (JTS in electronic version as .pdf and .af files.*
- 3. A properly generated and validated application form will be given a unique checksum which shall be displayed on each page of the application form. Declaration by the Lead Beneficiary as well as Partnership statements from the validated Application Form shall be printed, signed and submitted together with the electronic files to the JTS as scans. The checksum generated by the Programme e-application should be identical on scans and PDF file..*
- 4. Application form which were not drafted with the use of the Programme e-application software or application form handwritten will be rejected.*
- 5. This is an interactive form e.g. some parts are only visible when you press certain buttons.*
- 6. Guidance is displayed on grey background next to the relevant textboxes or tables.*
- 7. Please save the data from time to time during your work.*
- 8. To finalise and print please use the button "Validate & finalise" at the end of the form.*
- 9. The lead beneficiaries are obliged to submit the application form which contains all annexes applicable to the project in accordance with point 3.1.2 of the Programme Manual for the 3<sup>rd</sup> Call for Proposals..*
- 10. The evaluation will be carried out in accordance with the evaluation grid and it will be based on the information provided by the lead beneficiary in the application form.*

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<sup>1</sup> Does not apply to field where proper names in national languages are requested.

**1. PROJECT IDENTIFICATION**

<b>1.1. Thematic objective</b>		<i>Promotion of local culture and preservation of historical heritage</i>		
<b>1.2. Programme priority</b>		<i>Drop down menu</i>  <i>Priority 1.1 Promotion of local culture and history;</i> <i>Priority 1.2 Promotion and preservation of natural heritage</i>		
<b>1.3. Project title</b>	In English:	<i>Max 200 characters</i>		
	In Polish/Russian/Ukrainian (according to the Lead Beneficiary nationality)	<i>Max 200 characters</i>		
<b>1.4. Project acronym</b>		<i>Max 15 characters</i>		
<b>1.5. Lead beneficiary organisation</b>	Name in original language	<i>Automatically inserted from partner section</i>		
	Name in English	<i>Automatically inserted from partner section</i>		
	Nationality	<i>Automatically inserted from partner section</i>		
	Type of organization	<i>Automatically inserted from partner section</i>		
	Registration address	<i>Automatically inserted from partner section</i>		
<b>1.6. Project beneficiaries:</b>				
Name of the Beneficiary 1 / original language		<i>Automatically inserted from partner section</i>		
Name of the Beneficiary 1 / English		<i>Automatically inserted from partner section</i>		
Name of the Beneficiary 2 / original language <sup>2</sup>		<i>Automatically inserted from partner section</i>		
Name of the Beneficiary 2 / English		<i>Automatically inserted from partner section</i>		
<b>1.7. Project duration</b> (max. 12 months)	Number of months (in full months)	<i>In full months, max. 12 months. Max 2 characters.</i>		
<b>1.8. Budget, EUR</b>	Total (A)	<i>Automatically inserted from the budget</i>		
	Amount requested from the Managing Authority (B)	<i>Automatically inserted from the budget</i>		
	% of total eligible cost of the project (B/Ax100)	<i>Automatically calculated - B/Ax100</i>		
<b>1.9. Location(s) of the project activities:</b>		<specify country(ies), that will benefit from the project>	<specify region(s) that will benefit from the project>	<specify poviat/raion, area/town that will benefit from the project>
<b>1.10. Project summary</b> Please give a short overview of the project (in the style of a press release) and describe: <ul style="list-style-type: none"> <li>- the common challenge of the Programme area you are jointly tackling in your project;</li> <li>- the overall objective of the project and the expected change your project will make to the current situation;</li> <li>- the main outputs you will produce and who will benefit from them;</li> <li>- the approach you plan to take and why is cross-border approach needed.</li> </ul>				
<i>Max. number of characters is 2000</i>				

<sup>2</sup> Number of rows depends on the number of project beneficiaries.

## 2. RELEVANCE OF THE PROJECT

<b>2.1 Provide a brief analysis of the problems and needs justifying the project and their relevance to Programme strategy:</b> - Clearly identify specific problems or challenges in the Programme area to be addressed by the project; - Refer to target groups and final beneficiaries of the project, provide the description of their quantitative dimension; - If possible, support your statements with statistical information and examples; - Please refer to Programme strategy. - How the project respect policy of accessibility for the disabled?			
Max. number of characters is 4000			
<b>2.2 Describe the relevance of the project to the Thematic objective/priority selected</b> Please refer to project's objectives and expected outputs and results			
Max. number of characters is 4000			
<b>2.3 Demonstrate the cross-border impact of the project</b> - What advantages will the project bring to both/three sides of the border (project partners, target groups, Programme area)? - Why it is important to implement the project in the proposed cross-border partnership? Can't the result be achieved without cooperation within the Programme? - Will the project create a basis to develop the current/future cross-border cooperation?			
Max. number of characters is 2000			
<b>2.4 Project impact on the cross-cutting issues:</b> Please, tick the adequate field and shortly describe the effects of the project on the following cross-cutting issue			
Environmental sustainability	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 200	
Human rights	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 200	
Gender equality	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 200	
HIV/AIDS	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 200	
Democracy	<input type="checkbox"/> the main theme of the project <input type="checkbox"/> a positive contribution to the policy <input type="checkbox"/> a neutral contribution to the policy	Max. number of characters is 200	

## 3. DESIGN OF THE PROJECT – LOGICAL FRAMEWORK

<b>3.1 Overall objective of the project</b> Indicate one overall objective to which the project aims to contribute. The objective shall clearly link to selected Programme Thematic objective and priority.			
Max. number of characters is 300			
<b>3.2 Result indicators*:</b> Please provide Programme key indicator relating to the overall objective.			
Indicator	Baseline value	Target value	Sources and means of verification

Automatically inserted basing on the selection of the Programme priority – point 1.2.	1) Max. number of characters is 10	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
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**3.3 Specific objectives**

Indicate max. three specific objectives of the project that will lead to achievement of the overall objective.

Max. number of characters is 1000


**3.4. Output indicators\*\*:**

Choose the adequate pre-defined Programme output indicator(s). If no indicator is appropriate for your project please put 0 in the target value column.

Programme indicator	Target value	Sources and means of verification
1) Automatically inserted basing on the selection of the Programme priority – point 1.2.	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
2)	1) Max. number of characters is 10	
3)	1) Max. number of characters is 10	

Add indicators from the full list of indicators (drop down menu).

Suggested indicators	Target value	Sources and means of verification
1) Drop down menu	1) Max. number of characters is 10	What are the sources of information for these indicators that exist or can be collected?
2) Drop down menu	2) Max. number of characters is 10	
Add as many rows as needed	Add as many rows as needed	

**3.5 Project activities**

- Outline the planned activities of the project.
- In the description of each activity specify the role of each beneficiary and activities of cross-border character.
- If planned, describe the investments/infrastructure activities. Please note that investment costs (works, supplies) cannot exceed 20% of the EU grant.
- If applicable, provide a justification regarding any activity to be implemented outside the Programme area. Activities outside the Programme area shall clearly benefit the Programme area.
- If applicable, please list permissions required. Is the project ready for implementation?
- Max. number of characters is 1000 for description of each activity

Name of the activity	Description
1) max. number of characters is 100	max. number of characters is 1000
2) max. number of characters is 100	max. number of characters is 1000
3) max. number of characters is 100	max. number of characters is 1000
Add as many rows as needed (max 10 rows)	Add as many rows as needed (max 10 rows)
Required permissions:	<p>Please provide name of document(s) that will be needed in order to implement the project. For each document specify whether you have the document or when you will have it.</p> <p>Please refer to relevant national regulation.</p> <p>Is the project ready for implementation?</p>

\* Measure the broader societal impact of a project in the short- or medium term. They generally span beyond the direct beneficiaries of the support and cover a wider group of society (such as final beneficiaries or the entire target group). They are affected by external factors that lay beyond the activities of the project.

\*\* Measure the direct products of the chosen activities. They concern the direct beneficiaries (lead beneficiaries, beneficiaries as well as entities, persons and organisations that are actually involved in the project implementation) of the projects and are only affected by what the project actions lead to, being insensitive to any external factors

**3.6 Indicative project plan**

- Please, fill in the indicative project plan (using "X" in the relevant quarter), not indicating a specific start up date for the implementation of the project but simply showing "IQ", "IIQ", etc. "Q" means a quarter – i.e. 3 months.
- Lead beneficiaries 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 project plan should correspond to the activities described in detail in section 3.3. The implementing body shall be either the lead beneficiary or any of the beneficiaries.

Year 1

Activity	I Q	II Q	III Q	IVQ	Partner responsible
Activity 1 Automatically inserted	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.). More than one institution may be indicated for one activity.
Activity 2 Automatically inserted	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu (empty or X)	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.). More than one institution may be indicated for one activity.

**4. OVERLAPPING WITH OTHER PROJECTS/PROGRAMMES, STATE AID, REVENUES****4.1 Correlation with other projects**

Please specify whether your project is part or interrelated with other actions/projects.

If yes, please describe the methods of division of tasks/activities to be to be financed and implemented under each of the projects.

Max number of characters is 1000

**4.2 Overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss-Polish Cooperation Programme)**

Is any of activity described in point 3.3 also financed by other aid programmes (is there any overlap or duplication with other aid programmes)?

Drop down menu (yes, no)

Max. number of characters is 500

**4.3 State aid**

Does the project include expenditure which might be considered State aid (applicable for Polish and Ukrainian lead beneficiaries / beneficiaries)? If yes, please provide a brief description/explanation.

Drop down menu (yes, no)

Max. number of characters is 500

**4.4. Revenues**

Does the project generate revenues? Does the project generate profit?

If yes, please provide a brief description/explanation.

Drop down menu (yes, no)

Max. number of characters is 500

**5. PROJECT MANAGEMENT AND COMMUNICATION****5.1 Project management**

- Describe briefly how the project is going to be managed at the project level (e.g. project steering committee). Describe the project team that will implement the project (please refer to functions, not to specific names of individuals).
- Describe briefly monitoring and evaluation arrangements at the project level (please refer also to reporting arrangements,

monitoring of indicators' achievement, risk management etc).

- Outline main means proposed for the implementation of the project (equipment, materials, and supplies to be acquired or rented).

- Please refer to overall experience in project management.

Max. number of characters is 3000

## 5.2 Brief information and communication plan of the project

Please, present a brief information and communication plan of the project filling in the table presented.

Communication objective <sup>3</sup>	Target group(s) of the communication activity <sup>4</sup>	Communication tools <sup>5</sup>	Indicators of achievement for communication tools (target values)	Beneficiary responsible for the communication activity
Communication activity 1. ... Max. number of characters is 100	Max. number of characters is 200	Max. number of characters is 300	Max. number of characters is 200	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.)
Communication activity 2. ... Max. number of characters is 100	Max. number of characters is 200	Max. number of characters is 300	Max. number of characters is 200	Drop down menu basing on the number of beneficiaries (lead beneficiary, beneficiary 1 etc.)

## 6. SUSTAINABILITY OF THE PROJECT

### 6.1 Sustainability of the project's impact and its expected results

- Please, describe the long-lasting impact that your project will have on its target groups. How will the project main outputs be further used once the project has ended?

- Please outline the scope for replication and extension of the outcome of the project, if applicable.

- Explain how sustainability of the project's results will be secured after completion of the project (financial, institutional, environmental sustainability).

Max. number of characters is 2000

## 7. PARTNERSHIP

### 7.1 Composition of the partnership

Describe the partnership that will implement the project. The project shall involve partners needed to address the territorial challenge specified. All partners shall play a defined role in the partnership and get a benefit from it. Describe the particular experience, capacity, know-how of each of the involved beneficiaries to achieve the expected results. Please describe scope of cooperation with regard to the joint project development, implementation, staff and financing.

Maximum number of characters is 4000.

### 7.2 Role of each beneficiary in the project

Describe in details the role and participation in the project of the beneficiaries, and the reasons for which these roles have been assigned to them, providing information on organizations' competences in the domain concerned.

Maximum number of characters is 3000.

### 7.3 Budget per beneficiaries

Beneficiary name	Country	Indicative ENI co-financing (€) (max. 90% of the total)	Indicative own co-financing (€) (min. 10% of the total)	Indicative total budget for beneficiary (€) (ENI + own financing)
LB (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated

<sup>3</sup> E.g. work with media, public events, project publications.

<sup>4</sup> E.g. mainstream media, project stakeholders.

<sup>5</sup> E.g. press releases, flyers, press conferences, web-site, social media channels.

<b>B1</b> (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated
<b>B2</b> <sup>6</sup> (automatically inserted from beneficiary section)	Automatically inserted from beneficiary section	Maximum number of characters is 10.	Maximum number of characters is 10.	Automatically calculated
<b>Total:</b>		Automatically calculated	Automatically calculated	Automatically calculated

## 8. BUDGET FOR THE PROJECT

Fill in the budget for the total duration of the project (both worksheets of the Annex 2 to the Programme Manual).

## 9. THE LEAD BENEFICIARY

9.1 Identity of the Lead beneficiary:	
Name of the organisation in original language	Max 100 characters
Name of the organisation in English	Max 100 characters
Nationality of the organisation <sup>7</sup>	Drop down menu (Polish, Belarusian, Ukrainian, international)
Type of organization <sup>8</sup>	<p>Drop down menu:</p> <p>a) institutions of national, regional, local governments or association of such institutions;</p> <p>b) bodies governed by public law or by private law established for the specific purpose of meeting needs in the general interest, not having industrial or commercial character, and having legal personality and financed for the most part by the state, regional or local authorities or other bodies governed by public law or that are subject to management supervision by those bodies or having an administrative, managerial or supervisory board with more than half of whose members are appointed by the state, regional or local authorities or other bodies governed by public law, or</p> <p>c) non-governmental organization with legal personality.</p> <p>Drop down menu:</p> <p>Communal enterprise, educational institution, euroregion, fire department, healthcare institution, institution of culture, international organization, local government, national government, national park/reserve, NGO, regional government, regional/local development agency, religious institution, rescue service, research &amp; development institution, security forces (police, border guard etc.), sport institution, state legal person, unitary enterprises.</p>
Organisation ID <sup>9</sup>	Type and no of the ID
Postal address <sup>10</sup>	Maximum number of characters is 50.
Registration country:	Drop down menu
Registration area:	Drop down menu
Telephone number	Country code + city code + number
Fax number	Country code + city code + number
Website of the organization	Max 50 characters

<sup>6</sup> Add as many rows as needed.

<sup>7</sup> The declaration shall be based on the registration documents of particular organisation. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible organisation in the Programme.

<sup>8</sup> Basing on the organisation registration document.

<sup>9</sup> Please indicate the name of the document and its number, basing for example on registers such as REGON, NIP, KRS, ЄДРПОУ, УНП, etc.

<sup>10</sup> Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JTS-IB. The JTS will not be held responsible in case it cannot contact a lead beneficiary.

Number of employees	Maximum number of characters is 100.
<b>9.2 Sources of financing</b>	
Describe your main sources of financing	
Maximum number of characters is 1000	

## 10. THE BENEFICIARIES

<b>10.1 Identity of the Beneficiary 1:<sup>11</sup></b>	
Name of the organisation in original language	Max 100 characters
Name of the organisation in English	Max 100 characters
Nationality of the organisation <sup>12</sup>	Drop down menu (Polish, Belarusian, Ukrainian, international)
Type of organization <sup>13</sup>	<p>Drop down menu:</p> <p>a) institutions of national, regional, local governments or association of such institutions;</p> <p>b) bodies governed by public law or by private law established for the specific purpose of meeting needs in the general interest, not having industrial or commercial character, and having legal personality and financed for the most part by the state, regional or local authorities or other bodies governed by public law or that are subject to management supervision by those bodies or having an administrative, managerial or supervisory board with more than half of whose members are appointed by the state, regional or local authorities or other bodies governed by public law, or</p> <p>c) non-governmental organization with legal personality.</p> <p>Drop down menu:</p> <p>Communal enterprise, educational institution, euroregion, fire department, healthcare institution, institution of culture, international organization, local government, national government, national park/reserve, NGO, regional government, regional/local development agency, religious institution, rescue service, research &amp; development institution, security forces (police, border guard etc.), sport institution, state legal person, unitary enterprises.</p>
Organisation ID <sup>14</sup>	Type and no of the ID
Postal address <sup>15</sup> :	Maximum number of characters is 50.
Registration country:	Drop down menu
Registration area:	Drop down menu
Telephone number:	Country code + city code + number
Fax number:	Country code + city code + number
Website of the organisation:	Maximum number of characters is 50.
Number of employees:	Maximum number of characters is 100.
<b>10.2 Sources of financing</b>	
Describe your main sources of financing	
Maximum number of characters is 1000	

<sup>11</sup> Add as many tables as beneficiaries.

<sup>12</sup> The declaration shall be based on the registration documents of particular organisation. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible organisation in the Programme.

<sup>13</sup> Basing on the organisation registration document.

<sup>14</sup> Please indicate the name of the document and its number, basing for example on registers such as REGON, NIP, KRS, ЄДРПОУ, УНП etc.

<sup>15</sup> Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the JTS. The JTS will not be held responsible in case it cannot contact a beneficiary.



## **11. DECLARATION BY THE LEAD BENEFICIARY TO THE APPLICATION FORM**

The Lead beneficiary, represented by the undersigned, being the authorised signatory of the Lead beneficiary, in the context of the present call for proposals, representing any beneficiaries in the proposed project, hereby declares that

- the Lead beneficiary has all the management and operational capacities to ensure the smooth project implementation;
- the Lead beneficiary has the sources of financing to ensure the project co-financing (at least 10% of the total project budget);
- the Lead beneficiary undertakes to comply with the principles of good partnership practice as set out in Partnership Statement to the application form;
- the Lead beneficiary is directly responsible for the preparation, management and implementation of the project with beneficiaries and is not acting as an intermediary;
- the Lead beneficiary and all beneficiaries are not in any of the situations excluding them from participating in contracts which are listed in Article 106 (1) of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, which means that they will be excluded from participation in grant award procedures if:
  - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
  - c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
  - d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
  - f) they are subject to an administrative penalty referred to in Article 109(1) of the Regulation (EU, Euratom) No 966/2012.

Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier which is definitively winding up its business activities or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision making or control over them, who are subject to a judgement as referred to in points (b) or (e) of the first subparagraph.

Moreover, the Lead beneficiary and beneficiaries are not in any of the situations excluding them from participating in contracts which are listed in Article 107 of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, which means that they will be excluded from participation in procurement procedures if:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information.

The Lead beneficiary and each beneficiary is in a position to deliver immediately, upon request, the supporting documents necessary for project implementation.

The Lead beneficiary and each beneficiary are eligible in accordance with the criteria set out under section 2.2 of the Programme Manual for the 2<sup>nd</sup> Call for Proposals.

- The Lead beneficiary on the basis of [*please, refer to the relevant article of national regulation*] is not entitled to reclaim at any mean the incurred cost of the value added tax (VAT), which was estimated in the eligible expenditures in the project budget. At the same time, Lead beneficiary declares to refund any amount of VAT which was reimbursed under the abovementioned project, in case it shall be possible to recover this tax.

OR

- The Lead beneficiary is entitled to exempt or to reclaim the incurred cost of the value added tax (VAT) – budget is presented in net values.<sup>16</sup>

Lead beneficiary has the right for the disposal of the land/real estate which is necessary for the implementation of the abovementioned Project resulting from [ownership / co-ownership / perpetual usufruct / permanent administration / other right [*please specify legal basis document*]] of the mentioned land/real estate. Lead beneficiary also declares that the relevant land/real estate is free of any encumbrances, is not the object of a pending litigation, is not the object of a claim according to the relevant national legislation.

Lead beneficiary declares that he and all beneficiaries are aware that project including an investment or infrastructure component shall repay the Union contribution if, within five years of the project closure (or within the period of time set out in state aid rules, where applicable), it is subject to a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

If recommended to be awarded a grant, the Lead beneficiary accepts the contractual conditions as laid down in the standard grant contract applicable for the 2<sup>nd</sup> Call for Proposals.

The Lead beneficiary and each beneficiary are aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The Lead beneficiary and each beneficiary are aware that in line with Article 33 of Implementing Regulation no 897/2014, The Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorised by these institutions and bodies may verify the use of Union funds by beneficiaries, contractors, subcontractors and third parties in receipt of financial support by examining documents and/or conducting on-the-spot checks.

The Lead beneficiary ensures no overlapping or duplication of the project financing with other aid programmes.

The Lead beneficiary and each beneficiary will keep the documents related with the implementation of the project for at least five years from the date of payment of the balance for the project.

Signed on behalf of the Lead beneficiary:

<b>Name</b>	
<b>Organisation</b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>To be provided on the paper version only</i>

<sup>16</sup> In case of Polish beneficiaries only; appropriate national regulation with specific article shall be provided.

<b>Date and place</b>	
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*Please press this button before submitting the application form. It will generate the checksum and open the print dialog to allow you printing the application form.*

*Please note that generating of the checksum can take even several minutes (depending on the amount of text in the form and the performance of your computer).*

DRAFT

## 12. PARTNERSHIP STATEMENT TO THE APPLICATION FORM

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the project funded by the Managing Authority. To ensure that the project runs smoothly, the Managing Authority requires all beneficiaries to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All beneficiaries must have read the application form and understood what their role in the project will be before it is submitted to the JTS.
2. All beneficiaries must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead beneficiary to sign the contract with the Managing Authority and represent them in all dealings with the Managing Authority in the context of the project's implementation.
3. The lead beneficiary must consult with other project's beneficiaries regularly and keep them fully informed of the progress of the project.
4. All beneficiaries must co-operate during preparation of reports on project implementation (collect and exchange respective documents, provide input to the reports, etc.) and receive copies of the reports submitted to the JTS/ Managing Authority.
5. Proposals for substantial changes to the project (e.g. activities, beneficiaries, etc.) should be agreed by the beneficiaries before being submitted to the JTS/ Managing Authority.
6. Where no such agreement can be reached, the lead beneficiary must indicate this when submitting changes for approval to the JTS/ Managing Authority.

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

- On the basis of [*please, refer to the relevant article of national regulation*], I am not entitled to reclaim at any mean the incurred cost of the value added tax (VAT), which was estimated in the eligible expenditures in the project budget. At the same time, I declare to refund any amount of VAT which was reimbursed under the abovementioned project, in case it shall be possible to recover this tax. OR
- I am entitled to exempt or reclaim the incurred cost of the value added tax (VAT) – budget is presented in net values.<sup>17</sup>

I have the right for the disposal of the land/real estate which is necessary for the implementation of the abovementioned Project resulting from [ownership / co-ownership / perpetual usufruct / permanent administration / other right [*please specify legal basis document*]] of the mentioned land/real estate. I also declare that the relevant land/real estate is free of any encumbrances, is not the object of a pending litigation, is not the object of a claim according to the relevant national legislation.

<b>Name</b>	
<b>Organisation</b>	
<b>Position</b>	
<b>Signature and stamp</b>	<i>To be provided on the paper version only</i>
<b>Date and place</b>	

**PLEASE NOTE THAT A SEPARATE PARTNERSHIP STATEMENT SHALL BE SIGNED AND DATED BY EACH BENEFICIARY.**

<sup>17</sup> In case of Polish beneficiaries only.



## Annex A0

<b>Information on contact details for the project purposes – Lead beneficiary</b> <i>&lt;name of the organization automatically inserted basing on the information provided in point 9.1 – Name of the organisation in English&gt;</i>	
Contact person for this project:	
Postal address:	
Telephone number:	
Fax number:	
Contact person's email address:	

<b>Information on contact details for the project purposes – beneficiary 1</b> <i>&lt;name of the organization automatically inserted basing on the information provided in point 10.1 – Name of the organisation in English&gt;</i>	
Contact person for this project:	
Postal address:	
Telephone number:	
Fax number:	
Contact person's email address:	