

INSTRUCTION FOR FILLING IN THE CONCEPT NOTE

On the Programme website www.pbu2020.eu you will find the link to download the application for filling in the Concept Note. Nevertheless there might be updates of the application so **before finalising and printing the Concept Note please be sure you are using the newest version of the application!**

Minimum requirements for this application to work:

- Operating system: minimum Windows XP but preferably Windows 7 or newer
- Browsers: preferably Google Chrome or Mozilla Firefox in their newest versions for the operating system (Internet Explorer only for Windows 7 or newer)

1. START PAGE

To create a new Concept Note draft -> New Form

To choose from existing file -> Open from disc or Edit

Verify if you are using the newest version which is always available on the Programme website!



After giving name to the file/opening the file to edit you will see first page with **Instruction – please read carefully all given instructions.**

Once you read Instructions -> go to **1. Project Identification**

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CONCEPT NOTE **1. PROJECT IDENTIFICATION** 2. RELEVANCE OF THE PROJECT 3. DESIGN OF THE PROJECT 4. PARTNERSHIP STATEMENTS CONTACT

Deadline for submission of concept notes	31 December 2016
Registration date	(filled in by the JTS)
Project index number	(filled in by the JTS)

Instruction:

- The applicants - Lead beneficiaries shall submit their concept notes to the Joint Technical Secretariat – Intermediate Body (JTS) in two ways:
 - .xml and .pdf forms of the concept notes filled in with the use of the application (available on the Programme website) and recorded on the mover (CD, DVD, pendrive, etc.) along with
 - one signed and stamped paper version. The paper version is considered as an official application. Concept notes submitted only in electronic file will be rejected.
- The concept notes shall be filled in only in English. Concept notes submitted in language(s) other than English will be rejected.
- The concept notes must be computer-typed using the concept notes application, published for this call for proposals and available on the Programme website for downloading.
- A properly generated and validated concept notes will be given a unique checksum which shall be displayed on each page of the concept notes. Concept notes validated shall be printed and submitted together with an electronic file to the JTS.
- Hand-written applications or applications filled in using an incorrect concept notes form will be rejected.
- The evaluation will be carried out in accordance with the evaluation grid from the Programme Manual Part I - Applicant and it will be based solely on the information provided by the Lead beneficiary in the concept notes.
- The concept notes will be rejected if the partnership is not in line with point 2.1 of the Programme Manual Part I - Applicant.
- The lead beneficiaries are obliged to submit the concept notes along with the Partnership statements signed by the authorized persons of all beneficiaries' institutions in the project (point 6 of the concept notes).

2. PROJECT IDENTIFICATION

Please provide the information on the project:

1.1 -> choose Thematic objective¹ from the list

1.2 -> choose Priority from the list

1.3 -> write title of the project in English

1.4 -> provide necessary information on the lead beneficiary² of the project

1.5 -> add as many beneficiaries³ as needed and provide necessary information on each of them.

1.6 -> define duration of the project in months (max. 24 months)

¹ list of Thematic objectives and Priorities are in part 1.3 of The Programme Manual Part I

² information on lead beneficiary in part 2 of The Programme Manual Part I

³ information on beneficiary in part 2 of The Programme Manual Part I

1.7 -> here complete ONLY costs for the preparation of strong partnership if you wish to include these costs in your budget⁴. They can be claimed in the amount of 5000 EUR.

1.7. Indicative budget			
Costs category	Total budget (EU grant + co-financing), EUR		
Infrastructure component	0.00 €		
Costs for the preparation of strong partnership:	5,000.00 €		
Other costs	-5,000.00 €	EU grant amount, EUR	EU co-financing rate, %
Total project costs	0.00 €	0.00 €	0.00 %

!! Remaining information in 1.7 will be automatically filled in once you complete parts 4.2 and 4.3 of the Concept Note!!

1.8 -> specify location where project activities will take place:

- specify the country and the region
- next, if relevant, give names of poviats/raions/towns – not obligatory

1.8. Location(s) of the project activities

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
<input checked="" type="checkbox"/> Poland	<input checked="" type="checkbox"/> Podlaskie voivodeship (Białostocki, łomżyński and Suwalski subregions)	Białystok
	<input type="checkbox"/> Mazowieckie voivodeship (Ostrołęcko-siedlecki subregion)	
	<input checked="" type="checkbox"/> Lubelskie voivodeship (Białski, Chełmsko-zamojski, Puławski and Lubelski subregions)	
	<input type="checkbox"/> Podkarpackie voivodeship (Krośnieński, Przemyski, Rzeszowski and Tarnobrzeski subregions)	
<input checked="" type="checkbox"/> Belarus	<input type="checkbox"/> Other	
	<input checked="" type="checkbox"/> Grodno Oblast	Grodno
	<input type="checkbox"/> Brest Oblast	
	<input checked="" type="checkbox"/> Minsk Oblast (including the city of Minsk)	
<input type="checkbox"/> Ukraine	<input type="checkbox"/> Gomel Oblast	
	<input type="checkbox"/> Other	

leave empty if project will benefit all voivodeship/oblast

1.9 -> give short description of the project according to the instructions

Now go to part 2. Relevance of the project

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Save
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 Save to PDF

Document status: DRAFT
 Start page

CONCEPT NOTE

1. PROJECT IDENTIFICATION

2. RELEVANCE OF THE PROJECT

3. DESIGN OF THE PROJECT

4. PARTNERSHIP

STATEMENTS

CONTACT

⁴ more on costs for the preparation of strong partnership in part 6.2.2 of The Programme Manual Part I

2. RELEVANCE OF THE PROJECT

!! Information provided in this part of the Concept Note CANNOT be changed while preparing Full Application Form !! For this reason, please put all necessary effort in including complete and relevant information.

Complete points 2.1 – 2.4 with relevant information on the project according to the instructions provided for each part on the green field. In point 2.5 it is recommended to refer to each of the cross-cutting issues.

Now go to part 3. Design of the project



3. DESIGN OF THE PROJECT

3.1 -> specify one overall objective of the project

3.2 -> specify max. 3 specific objectives of the project

3.3 -> name and describe main activities to be implemented within the project

Now complete part 3.4 regarding indicators measuring outputs and result of the project.

3.4.1

-> **Programme output indicators** will automatically be shown according to chosen Priority. Give the value for these indicators **if they are relevant to your project activities**. If not, leave the “0” value.

!! If the project does not include any Programme output indicator, it can receive lower number of points during quality assessment of the Concept Note⁵!!

3.4 Project results – output and result indicators

Please select pre-defined Programme indicator(s) presented in point 3.1.6 of the JOP or/and add indicators from the full list of indicators (drop down menu).

3.4.1 Output indicators: ?

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

#	Programme indicator	Target value
1	Number of improved cultural and historical sites as direct consequence of Programme support (ENI/CBC 7)	0
2	Number of cross-border cultural events organized using ENI support (ENI/CBC 8)	3

⁵ please see point 3 a) in Quality assessment criteria of the Concept Note assessment checklist

-> **Suggested indicator** – you must choose from the list relevant indicators measuring the achievement of outputs of your project. Give target value for each chosen indicator.

Add as many as needed and remember that no additional output indicator (outside from the list) can be defined in the Concept Note.

2) Add indicators from the suggested list.

#	Suggested indicator	Target value	
1	Number of newly created tourist services increasing the use of cultural heritage in tourism	<input type="text" value="1"/>	<input type="button" value="x delete"/>
2	Number of new strategies/policies to promote and preserve local culture and/or historical heritage	<input type="text" value="2"/>	<input type="button" value="x delete"/>
3	Number of modernised/ equipped/ improved (existing) tourist infrastructure increasing the use of cultural heritage in the tourism (e.g. cycle routes, educational paths, etc.)	<input type="text" value="2"/>	<input type="button" value="x delete"/>

3.4.2 -> Result indicator

Result indicator will be shown automatically according to chosen Priority. Please be aware that **projects should contribute to the achievement of those result indicators specified in the Programme.**

3.4.2 Result indicators: ?

*Pre-defined result indicator for selected priority.
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.*

#	Indicator	Baseline value	Target value
1	Increased number of visitors of the historical heritage and cultural sites [%]	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>

Please pay attention to the measurement unit for the indicator

In this case it means 5%

Now go to part 4. Partnership


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4. PARTNERSHIP

4.1 -> describe the partnership that will implement the project

4.2 -> complete total costs in EUR (EU co-financing + own co-financing) for each budget line

!! Remember: while calculating the total costs for line 2, you should include 5000 EUR of costs for the preparation of strong partnership !!

Budget line	Indicative total budget (€) (EU + own financing)
1. Staff costs	55,000.00 €
2. Travel and subsistence costs	45,000.00 €
3. Equipment and supplies	250,000.00 €
4. Services	100,000.00 €
5. Subtotal direct costs without infrastructure	450,000.00 €
6. Infrastructure component (works)	0.00 €
7. Total direct eligible costs of the Project (5+6)	450,000.00 €
8. Administrative costs (maximum 7% of 5, subtotal direct costs without infrastructure component)	10,000.00 €
9 Total eligible costs (7+8)	460,000.00 €

= 40 000 EUR + 5000 EUR for strong partnership

must be lower than 2 500 000 EUR!

4.3 -> complete with costs that will be borne by the lead beneficiary and each beneficiary showing separately ENI co-financing and own co-financing

Overall beneficiary's budget (LB, B1, B2)	Indicative EU co-financing (€) (max. 90% of the total)	Indicative own co-financing (€) (min. 10% of the total)	Indicative total budget for beneficiary (EU + own financing)
Lead beneficiary	207,000.00 €	23,000.00 €	230,000.00 €
Beneficiary 1	207,000.00 €	23,000.00 €	230,000.00 €
Beneficiary 2	0.00 €	0.00 €	0.00 €
Total eligible costs	414,000.00 €	46,000.00 €	460,000.00 €

!! After completing 4.2 and 4.3, point 1.7 will be completed automatically !!

Costs category	Total budget (EU grant + co-financing), EUR	EU grant amount, EUR	EU co-financing rate, %
Infrastructure component:	0.00 €		
Costs for the preparation of strong partnership:	5,000.00 €		
Other costs	455,000.00 €		
Total project costs	460,000.00 €	414,000.00 €	90.00 %

Now go to part with Statements

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Save
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Save to PDF

Document status: DRAFT

Start page

CONCEPT NOTE
1. PROJECT IDENTIFICATION
2. RELEVANCE OF THE PROJECT
3. DESIGN OF THE PROJECT
4. PARTNERSHIP
STATEMENTS
CONTACT

In this part, you do not fill in any fields. Declaration by the lead beneficiary and partnership statements should be filled in by hand only after validation and print out of the Concept Note (see information below).

Continue to part Contact

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CONCEPT NOTE 1. PROJECT IDENTIFICATION 2. RELEVANCE OF THE PROJECT 3. DESIGN OF THE PROJECT 4. PARTNERSHIP STATEMENTS CONTACT

Information on contact details for the project purposes

Contact person for this project: Name Surname

Postal address: street, building number, city, country

Telephone number: +481234567

Fax number:

Contact person's email address: example@example.eu

If necessary - contact details of the second person

Contact person for this project:

Postal address:

Telephone number:

Fax number:

Contact person's email address:

To top

You can leave contact details for one person or two. Fax number is not obligatory.

Here you should give contact details of the person who will be in charge of any correspondence regarding this proposal. This data (including e-mail address) will be used by the Joint Technical Secretariat to address any correspondence regarding for example possible request for clarifications to the Concept Note. Thus it should be the address of the mailbox which is verified regularly and the name of a person who is up to date with issued regarding the proposal. Contact details **will not be visible in the pdf and on the printout**, it will be received and saved in special database used by the Joint Technical Secretariat.

Now you can proceed with following steps:

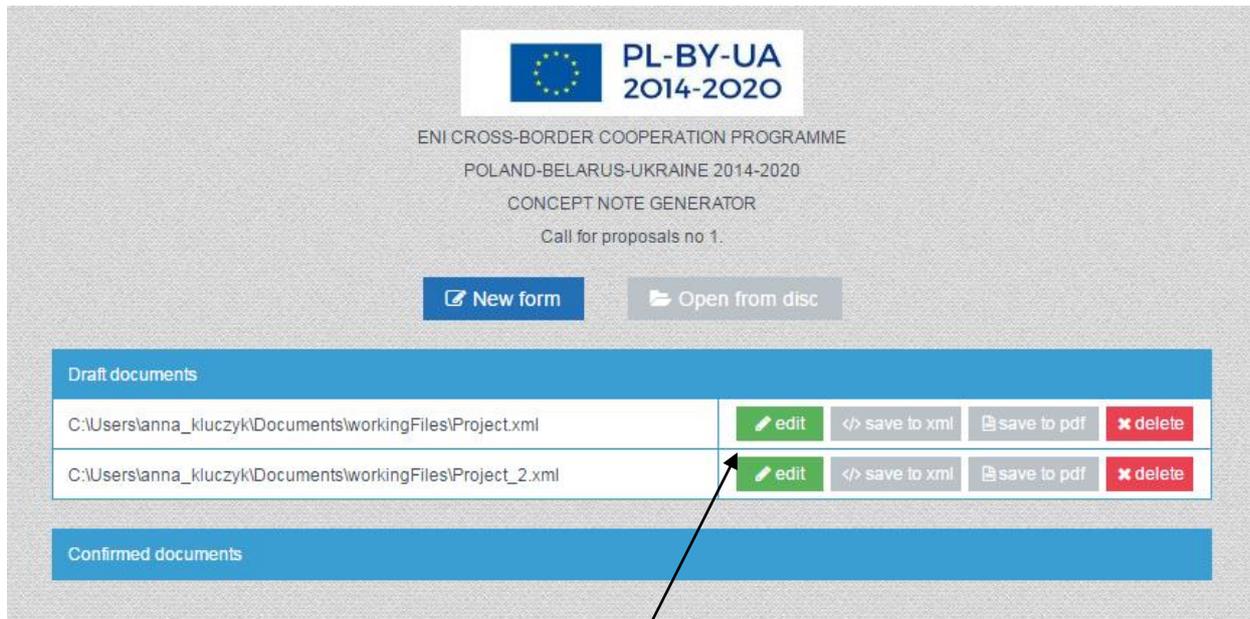
Save all changes in the draft Concept Note (as a rule you can save and exit the application any time).

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Save Validate Save to PDF Document status: DRAFT

CONCEPT NOTE 1. PROJECT IDENTIFICATION 2. RELEVANCE OF THE PROJECT 3. DESIGN OF THE PROJECT 4. PARTNERSHIP STATEMENTS CONTACT

You can now close the application and **come back to it later**.



you can choose any of your Concept Note drafts and continue working on it

OR

Validate the form in order to check if you completed all required fields and if given information is correct.



If some field is not completed or the data is not correct you will see such information in red:



You should now check each page and complete/correct any information in red.

For example:

2.2 Indicate the relevance of problems and needs identified in point 2.1 to wider strategies/plans

Please refer to the Programme strategy and justify the compliance referring to relevant parts, points etc. of those documents and relevant national/regional strategies.
Please note: information provided under this point cannot be modified in the FAF.

left characters: 2000

NOT COMPLETED !

3.1 Overall objective of the project

Indicate one overall objective to which the project aims to contribute.
The objective shall clearly link to selected Programme Thematic objective and priority.
Please note: information provided under this point cannot be modified in the FAF.

left characters: 300

NOT COMPLETED !

Total costs from budget line must be equals to total cost from budget per beneficiary

Indicative own co-financing can't be lower than 10 % of total eligible costs

4.3 Budget per beneficiary

Overall beneficiary's budget(LB, B1, B2)	Indicative EU co-financing (€) (max. 90% of the total)	Indicative own co-financing (€) (min. 10% of the total)	Indicative total budget for beneficiary (EU + own financing)
Lead beneficiary	207,000.00 €	23,000.00 €	230,000.00 €
Beneficiary 1	207,000.00 €	0.00 €	207,000.00 €
Beneficiary 2	0.00 €	0.00 €	0.00 €
Total eligible costs	414,000.00 €	23,000.00 €	437,000.00 €

PROVIDED DATA IS INCORRECT!

When data is not correct look for tips why and how to correct it.

After correcting and completing all missing fields, **Validate** once again. If all Concept Note is correctly prepared, you will see information "Form filled correctly":

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Save Validate Save to PDF Document status: DRAFT Start page

Form filled correctly

Finalise

CONCEPT NOTE 1. PROJECT IDENTIFICATION 2. RELEVANCE OF THE PROJECT 3. DESIGN OF THE PROJECT 4. PARTNERSHIP STATEMENTS CONTACT

You can also **check how does it look in a paper form** ->
click "Save to PDF" and print the downloaded file (it will be saved in the default folder for any
downloads in your computer).

PL-BY-UA 2014-2020

Save Validate **Save to PDF** Document status: DRAFT Start page

Form filled correctly

Finalise

CONCEPT NOTE 1. PROJECT IDENTIFICATION 2. RELEVANCE OF THE PROJECT 3. DESIGN OF THE PROJECT 4. PARTNERSHIP STATEMENTS CONTACT

!! Remember: such document is still the DRAFT without checksum and cannot be submitted within the Call for Proposals !!

Joint Technical Secretariat – Intermediate Body (JTS)

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

CONCEPT NOTE

Call for proposals no 1.

Deadline for submission of concept notes: 31 December 2016

Registration date (filled in by the JTS)	
Project index number (filled in by the JTS)	

Instruction:

- The applicants - Lead beneficiaries shall submit their concept notes to the Joint Technical Secretariat – Intermediate Body (JTS) in two ways:
 - .xml and .pdf forms of the concept notes filled in with the use of the application (available on the Programme website) and recorded on the mover (CD, DVD, pendrive, etc.) along with**
 - one signed and stamped paper version** The paper version is considered as an official application. Concept notes submitted only in electronic file will be rejected.
- The concept notes shall be filled in **only in English**¹. Concept notes submitted in language(s) other than English will be rejected.
- The concept notes must be **computer-typed** using the concept notes application, published for this call for proposals and available on the Programme website for downloading.
- A properly generated and validated concept notes will be given a unique checksum which shall be displayed on each page of the concept notes. Concept notes validated shall be printed and submitted together with an electronic file to the JTS.
- Hand-written applications or applications filled in using an incorrect concept notes form will be rejected.
- The evaluation will be carried out in accordance with the evaluation grid from the Programme Manual Part I - Applicant and it will be based solely on the information provided by the Lead beneficiary in the concept notes.
- The concept notes will be rejected if the partnership is not in line with point 2.1 of the Programme Manual Part I - Applicant;
- The lead beneficiaries are obliged to submit the concept notes along with the **Partnership statements** signed by the authorized persons of all beneficiaries' institutions in the project (point 6 of the concept notes).
- For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.

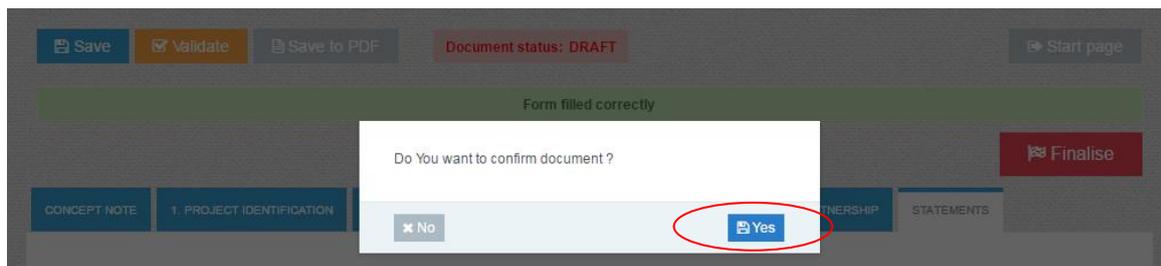
¹ Does not apply where proper names in national languages are requested.

Draft Page 1

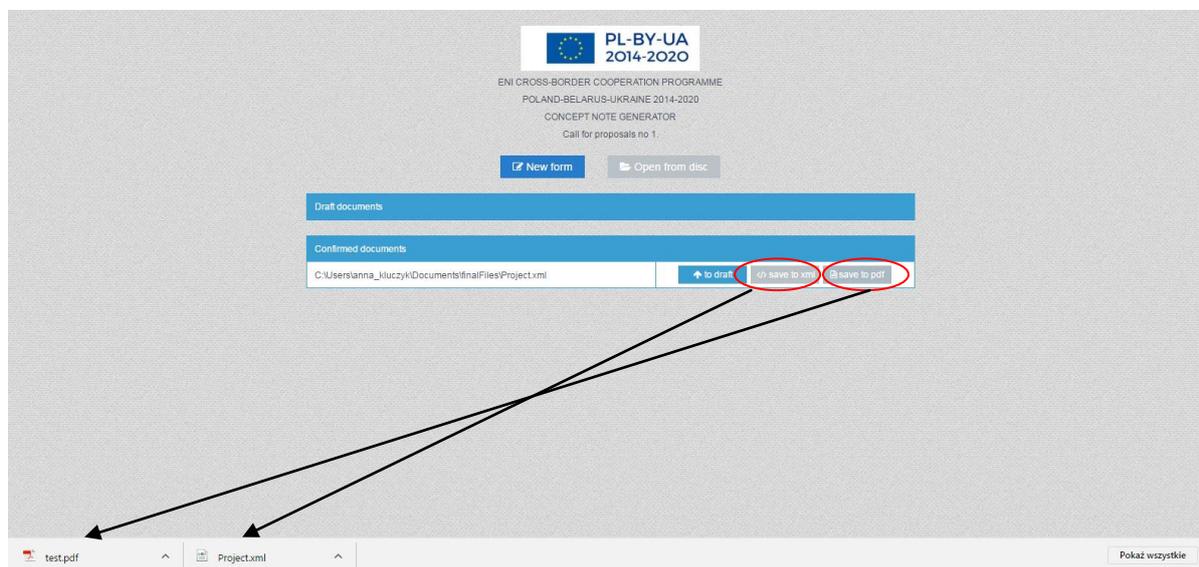
Or you can **finalise the draft in order to prepare it for submission** within the Call for Proposals.

You must **prepare your Concept Note in two required forms: XML and PDF.**

1. Click "Finalise" button to finalise work with your Concept Note and confirm.



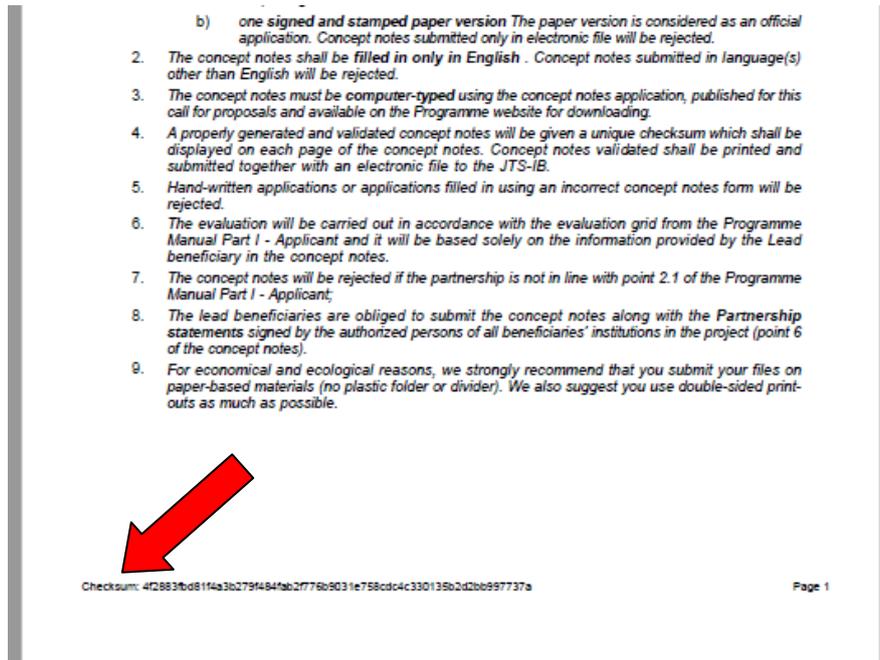
2. Choose **Save to xml** -> your xml file should be downloaded
3. Choose **Save to PDF** -> your PDF file should be downloaded



Both files will be saved in the default folder for any downloads in your computer.

4. **Record both PDF and xml file** on a mover (CD, DVD, pendrive etc.).

- Open and **print PDF file** (preferably two-sided printout) -> on each page you will see a checksum – a unique number of your Concept Note displayed on each page.
During the Administrative and Eligibility check it will be verified if your paper version of the Concept Note has **the same checksum** as provided xml and PDF files.



- Check if all information is printed out correctly, if no page is missing etc. Staple all Concept Note pages together once in the top left corner.
- As the lead beneficiary you should now **complete, sign and stamp the Declaration by the lead beneficiary.**

5. DECLARATION BY THE LEAD BENEFICIARY (TO THE CONCEPT NOTE)

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 other beneficiaries in the proposed project, hereby declares that:

- it is directly responsible for the management and implementation of the project with other beneficiaries specified above and is not acting as an intermediary;
- it has the sources of financing and professional competence and qualifications necessary to implement the project;
- in case of approval of the concept note, it will develop with the project beneficiaries listed in the concept note and submit to the JTS-IB a full application form in line with the Programme requirements.

Signed on behalf of the lead beneficiary

Name of the person entitled to represent the organisation	
Position	
Signature and stamp	
Date and place	

Checksum: 4f2883bd8114a3b279f484fab27776b9031e758cd4c330135b2d2b6997737a

Page 10

Complete these fields by hand, sign and stamp the Declaration.

REMEMBER it should be signed by the person entitled to represent the organisation!

8. Arrange a meeting with your partners in order to **sign and stamp the Partnership Statements**.

The application will prepare one Partnership Statement for each beneficiary that you specified in point 1.5 of the Concept Note. Each of them will need to sign his Statement.

1.5. Project beneficiaries: ?

Beneficiary 1	Name in original language	бенефициар 1	
	Name in English	beneficiary 1	
	Nationality	Belarusian	✖
	Type of organization	local government	
Beneficiary 2	Name in original language	beneficjent 2	
	Name in English	beneficiary 2	
	Nationality	Polish	✖
	Type of organization	NGO	

2 beneficiaries in point 1.5
=
two separate Partnership Statements in part 6

6. PARTNERSHIP STATEMENT

The beneficiary, represented by the undersigned, being the authorised signatory of the beneficiary, in the context of the present call for proposals, hereby declares that:

- I have read the concept note and understood role of my organization in the project before it is submitted to the JTS-IB;
- organization that I represent has the resources of financing, professional competence and qualifications necessary to implement part of the project that it is responsible for;
- in case of approval of the concept note, I declare my will to further participate and implement the project. I declare to cooperate with the lead beneficiary in development and submission to the JTS-IB a full application form in line with the Programme requirements.

Signed on behalf of the beneficiary

Beneficiary 1	Name of the organisation	beneficiary 1
	Name of the person entitled to represent the organisation	<i>On the paper version only</i>
	Position	<i>On the paper version only</i>
	Signature and stamp	<i>On the paper version only</i>
Beneficiary 2	Date and place	<i>On the paper version only</i>
	Name of the organisation	beneficiary 2
	Name of the person entitled to represent the organisation	<i>On the paper version only</i>
	Position	<i>On the paper version only</i>
Beneficiary 2	Signature and stamp	<i>On the paper version only</i>
	Date and place	<i>On the paper version only</i>

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

Printed Partnership Statement:

6. PARTNERSHIP STATEMENT

The beneficiary, represented by the undersigned, being the authorised signatory of the beneficiary, in the context of the present call for proposals, hereby declares that:

- I have read the concept note and understood role of my organization in the project before it is submitted to the JTS;
- organization that I represent has the sources of financing, professional competence and qualifications necessary to implement part of the project that it is responsible for;
- In case of approval of the concept note, I declare my will to further participate and implement the project. I declare to cooperate with the lead beneficiary in development and submission to the JTS a full application form in line with the Programme requirements.

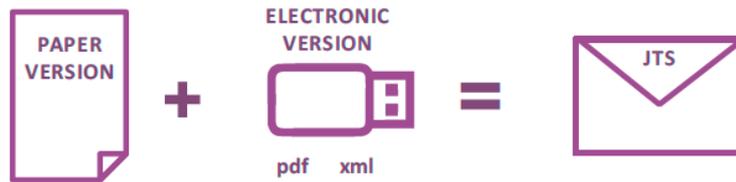
Signed on behalf of the beneficiary

Name of the organisation	beneficiary 1
Name of the person entitled to represent the organisation	
Position	
Signature and stamp	
Date and place	

These fields should be completed by hand, signed and stamped by specified beneficiary.

REMEMBER it should be signed by the person entitled to represent the organisation!

- 9. Prepare one envelope for each Concept Note** (in case you have several Concept Notes) – put inside the signed paper version and the mover with both recorded files. Please make sure that attached mover is properly secured against damage (e.g. bubble film).



- 10. Send to the address of the Joint Technical Secretariat** within the deadline⁶.

⁶ detailed information on the rules for submission of Concept Notes are in part 3.1 of the Programme Manual Part I.