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## eMS PROJECT APPLICATION FORM drafting tool ESTONIA-RUSSIA PROGRAMME 2014-2020

### PROJECT SUMMARY FORM

#### Project identification

Project title (max 2000 characters)	
Project Acronym	
Project number (assigned automatically)	
Programme thematic objective	
Programme specific area	
Name of the Lead partner organisation/original language	
Name of the lead partner organisation/English	
Project duration	X months X days
Start date	
End date	



#### Project summary

**FILL IN THIS FIELD AFTER THE ENTIRE APPLICATION FORM HAS BEEN COMPLETED.**

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and who will benefit from them;
- the main activities and how they contribute to achieving project objectives and results;
- the approach you plan to take and why is cross-border/transnational approach needed;
- what is new/original about it.

**Please note that, in case of approval, parts of this summary will be published on the programme's web site. It should be clear, easily readable, self-explanatory and without references to other parts of the application form and other documents.**

Please pay attention that all the questions are answered!

(max 5000 characters)

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**Programme Co-financing (based on information filled in sections PARTNERS and Partner budget)**

**Please do not fill it in!**

**The table will be filled in automatically as soon as Budget section is completed by the project**

Partner			Programme co-financing			Contribution			Total eligible
Partner	Partner abbreviation	Country	EU-RU CBC	EU-RU CBC co-financing (%)	Percentage of total EU-RU CBC	Public contribution	Private contribution	Total contribution	
Subtotal for partners inside									
Subtotal for partners outside									
Total									

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## PARTNERS

### Partner list

**This table will be filled in automatically after inserting information about Partners**

Number	Name	Country	Inside programme area	Abbreviation	Role

### Partnership Description

<b>Partnership Concept. Describe the relevance of partners and their need of involvement</b> (max 2000 characters)
<b>Strategic Partnership. Please describe the role of each partner and expected benefit for the project.</b> (max 2000 characters)
<b>Associated partners. Please describe role of each associated partner (if any).</b> (max 2000 characters)



### PROJECT PARTNERS

#### Project partner 1

Partner role in the project	Lead partner or partner
Name of the organisation in original language	
Name of the organisation in English	
Abbreviation of organization	
Department/unit/division (optional)	
<b>Address</b>	
Area	RUSSIA (RU) or EESTI (EE)
Country	Russia (RU00) or Eesti (EE00)
Region <sup>1</sup>	<ul style="list-style-type: none"> <li>Pskov Oblast (RU003)</li> <li>Leningrad Oblast (RU002)</li> <li>Sankt-Petersburg (RU001)</li> <li>Lõuna-Eesti (EE008)</li> <li>Põhja-Eesti (adjoining region) (EE001)</li> <li>Kesk-Eesti (EE006)</li> <li>Kirde-Eesti (EE007)</li> </ul>

<sup>1</sup> To be selected from Dropdown list

From Other Regions (for associates) <sup>2</sup>	<ul style="list-style-type: none"> <li>• EESTI (EE)</li> <li>• LATVIJA (LV)</li> <li>• RUSSIA (RU)</li> <li>• SUOMI / FINLAND (FI)</li> <li>• other (xxxxx)</li> </ul>
Postal code	
City	
Street	
House number	
Homepage	
<b>Legal and Financial Information</b>	
Type of partner <sup>3</sup>	<ul style="list-style-type: none"> <li>• National, regional and local public authorities</li> <li>• Associations that are formed by regional or local authorities</li> <li>• Public equivalent bodies, which are financed by national, regional, or local authorities</li> <li>• Other bodies that are governed by public legal acts, (e.g., municipal and national enterprises, trade unions, medical institutions, museums, etc.)</li> <li>• Associations that are formed by bodies which are governed by public legal acts</li> <li>• NGOs and other non-profit-making bodies</li> <li>• Educational organisations</li> <li>• Small or medium-sized enterprises (SMEs) (only within TO 1)</li> <li>• other</li> </ul>
Legal Status	Private or public
Co-financing rate (%)	
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	<ul style="list-style-type: none"> <li>• No,</li> <li>• partly</li> <li>• yes</li> </ul>
VAT number	
Registration number	
<b>Legal Representative</b>	
first name	
last name	
e-mail address	
phone number	
<b>Contact Person (person in charge of project submission who will receive all eMS feedback)</b>	
first name	
last name	
e-mail address	
phone number	
Experiences Of Partner	
<i>Which are the organisation's experiences and thematic</i>	

<sup>2</sup> To be selected from Dropdown list

<sup>3</sup> To be selected from Dropdown list

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<p>competences and experiences relevant for the project?</p> <p>(max 2000 characters)</p>	
<p>Benefit</p> <p>What is the benefit for the organisation from participating in the project?</p> <p>(max 2000 characters)</p>	
<p>Other projects</p> <p>Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects</p> <p>(max 2000 characters)</p>	



### Project partner 2

Partner role in the project	Lead partner or partner
Name of the organisation in original language	
Name of the organisation in English	
Abbreviation of organization	
Department/unit/division (optional)	
<b>Address</b>	
Area	RUSSIA (RU) or EESTI (EE)
Country	Russia (RU00) or Eesti (EE00)
Region <sup>4</sup>	<ul style="list-style-type: none"> <li>• Pskov Oblast (RU003)</li> <li>• Leningrad Oblast (RU002)</li> <li>• Sankt-Petersburg (RU001)</li> <li>• Lõuna-Eesti (EE008)</li> <li>• Põhja-Eesti (adjoining region) (EE001)</li> <li>• Kesk-Eesti (EE006)</li> <li>• Kirde-Eesti (EE007)</li> </ul>
From Other Regions (for associates) <sup>5</sup>	<ul style="list-style-type: none"> <li>• EESTI (EE)</li> <li>• LATVIJA (LV)</li> <li>• RUSSIA (RU)</li> <li>• SUOMI / FINLAND (FI)</li> <li>• other (xxxxx)</li> </ul>
Postal code	
City	
Street	
House number	

<sup>4</sup> To be selected from Dropdown list

<sup>5</sup> To be selected from Dropdown list

Homepage	
<b>Legal and Financial Information</b>	
Type of partner <sup>6</sup>	<ul style="list-style-type: none"> <li>• National, regional and local public authorities</li> <li>• Associations that are formed by regional or local authorities</li> <li>• Public equivalent bodies, which are financed by national, regional, or local authorities</li> <li>• Other bodies that are governed by public legal acts, (e.g., municipal and national enterprises, trade unions, medical institutions, museums, etc.)</li> <li>• Associations that are formed by bodies which are governed by public legal acts</li> <li>• NGOs and other non-profit-making bodies</li> <li>• Educational organisations</li> <li>• Small or medium-sized enterprises (SMEs) (only within TO 1)</li> <li>• other</li> </ul>
Legal Status	Private or public
Co-financing rate (%)	
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	<ul style="list-style-type: none"> <li>• No,</li> <li>• partly</li> <li>• yes</li> </ul>
VAT number	
Registration number	
<b>Legal Representative</b>	
first name	
last name	
e-mail address	
phone number	
<b>Contact Person</b> (person in charge of project submission who will receive all eMS feedback)	
first name	
last name	
e-mail address	
phone number	
Experiences Of Partner	
<p><i>Which are the organisation's experiences and thematic competences and experiences relevant for the project?</i></p> <p>(max 2000 characters)</p>	
Benefit	
<p><i>What is the benefit for the organisation from participating in the project?</i></p> <p>(max 2000 characters)</p>	

<sup>6</sup> To be selected from Dropdown list

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<p>Other projects</p> <p><i>Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects</i></p> <p>(max 2000 characters)</p>	
--	--



**The number of Partners is not limited!**

**Please, note that in the case of associated partner the particular role of the partner should be described.**

## PROJECT DESCRIPTION

### Project Relevance

#### Cross-border Challenge

What are the common cross-border challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed?

(max 4000 characters)

#### Project approach

What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

(max 4000 characters)

#### Cooperation Reason

Why is cross-border/transnational cooperation needed to achieve the project's objectives and results?

Please explain why the project goals cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/project area gain in taking a cross-border/transnational approach

(max 4000 characters)

#### Cooperation Criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them:

- ✓ Joint Development
- ✓ Joint Implementation
- ✓ Joint Management
- ✓ Joint Financing

(max 2000 characters for each criteria)



Save



## Project Focus

<b>Project Main Overall Objective</b> <b>Programme TO Specific area preselected</b>  (max 2000 characters)
<b>Programme Result Indicator</b> Select one programme result indicator your project will contribute to
<b>Project Main Results</b>  What are the project results and how do they link to the programme result indicator? Specify one or more project results and describe their contribution to the programme result indicator. (max 2000 characters)
<b>Project Specific Objectives</b> Which are the specific objectives the project will be working towards?  Define max. 3 project specific objectives <i>In order to create a new specific objective, please push the button "Add Project Specific Objective"</i>  Please provide a short explanation on the defined specific objectives (max 1000 characters)



## Project Context

<b>Project Context</b> How does the project contribute to wider strategies and policies? Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.  (max 4000 characters)
<b>Synergies</b> What are the synergies with other past or current EU and other projects or initiatives the project makes use of? (max 4000 characters)
<b>Knowledge</b> How does the project build on available knowledge? Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.  (max 4000 characters)



**Horizontal principles (cross-cutting issues)**

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development (environment) (max 500 characters)	<ul style="list-style-type: none"> <li>• Neutral,</li> <li>• negative</li> <li>• positive</li> </ul>	
Equal opportunity and non-discrimination (max 500 characters)	<ul style="list-style-type: none"> <li>• Neutral,</li> <li>• negative</li> <li>• positive</li> </ul>	
Equality between men and women (max 500 characters)	<ul style="list-style-type: none"> <li>• Neutral,</li> <li>• negative</li> <li>• positive</li> </ul>	
HIV prevention (max 500 characters)	<ul style="list-style-type: none"> <li>• Neutral,</li> <li>• negative</li> <li>• positive</li> </ul>	



**Project Result Indicator**

**Additional thematic result indicators**

Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution.

The whole list of indicators is performed in JOP in accordance with Thematic objectives

Thematic result indicator <sup>7</sup>	Measurement Unit (predefined)	Target (number to be achieved)	Explanation 2000 characters



<sup>7</sup> Selection List of indicators is performed in eMS

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## WORK PLAN

### Define periods

**In the stage of Project Summary Form, please define only one period**

	Start date	End date	Reporting date
Period 0	<input type="text"/>	<input type="text"/>	<input type="text"/>



## PROJECT BUDGET

### Partner Budget

#### Partner 1

Budget line	WP M – Management	Total
<b>Staff costs</b>		
<b>Office and administration costs</b> (flat rate up to 7% of eligible direct costs excluding investment costs)		
<b>Travel and accommodation costs</b>		
<b>External expertise and services</b>	5 000	<b>5 000</b>
<b>Equipment</b>	7 000	<b>7 000</b>
<b>Investment</b>	10 000	<b>10 000</b>
<b>Net revenue</b>		
<b>Total:</b>	<b>22 000</b>	<b>22 000</b>

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Budget line	Period 0	Sum
<b>Staff costs</b>		
<b>Office and administration costs</b> (flat rate up to 7% of eligible direct costs excluding investment costs)		
<b>Travel and accommodation costs</b>		
<b>External expertise and services</b>	5 000	5 000
<b>Equipment</b>	7 000	7 000
<b>Investment</b>	10 000	10 000
<b>Net revenue</b>		
<b>Total:</b>	<b>22 000</b>	<b>22 000</b>

**Partner 2**

Budget line	WP M – Management	Total
<b>Staff costs</b>		
<b>Office and administration costs</b> (flat rate up to 7% of eligible direct costs excluding investment costs)		
<b>Travel and accommodation costs</b>		
<b>External expertise and services</b>		
<b>Equipment</b>		
<b>Investment</b>		
<b>Net revenue</b>		
<b>Total:</b>		

Budget line	Period 0	Sum
<b>Staff costs</b>		
<b>Office and administration costs</b> (flat rate up to 7% of eligible direct costs excluding investment costs)		
<b>Travel and accommodation costs</b>		
<b>External expertise and services</b>		
<b>Equipment</b>		

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<b>Investment</b>		
<b>Net revenue</b>		
<b>Total:</b>		

**Activities outside**

<b>Please describe any activities outside the programme territory</b>	
<b>Total budget of activities to be carried out outside the programme area</b>	
<b>EE-RU CBC budget for activities outside (grant)</b>	
<b>% of total project EE-RU CBC (indicative)</b>	



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## PROJECT BUDGET OVERVIEW

**The table will be filled in automatically in accordance with Project Budget**

### Project Budget Overview (total values)

#### Programme Co-financing

Partner			Programme Co-financing			Contribution			Total Eligible
Partner	Partner Abbreviation	Country	EE-RU CBC	EE-RU CBC Co-financing (%)	Percentage Of Total EE-RU CBC	Public Contribution	Private Contribution	Total Contribution	
1 - Üks partner		RUSSIA	€ 0.00	90.00 %	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Inside			€ 0.00	--	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Outside			€ 0.00	--	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Total</b>			<b>€ 0.00</b>	<b>--</b>	<b>100.00%</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>

Export

#### Project Budget Overview: Partner / Budgetline

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
1 - Üks partner	EE-RU CBC	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Total</b>		<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
Percentage Of Total Budget		100 %	100 %	100 %	100 %	100 %	100 %	100.00 %	100 % Of Total Budget	100 % Of Total Budget

Export

## ATTACHMENTS

An Intent letter (Annex 1 to this Guidelines) must be submitted electronically (with digital signature and date) or on paper (signed, dated and stamped (if applicable) by AI project partners (including Applicant). An Intent letter must be submitted within the opening and closing dates of Call for proposals.

Where an applicant submits more than one Project Summary Form, Intent letter for each project has to be submitted separately.