**eMS PROJECT APPLICATION FORM drafting tool**

**ESTONIA-RUSSIA PROGRAMME 2014-2020**

**PROJECT SUMMARY FORM**

1). In order to be able to save information under each section please, fill in ALL fields.

If information is not available yet, please indicate "to be filled later" or other text.

2) Fields that marked in eMS with light blue colour and accompanied with a message "Step1" are open for editing **only** in the project summary form stage. **In full application form stage, these fields cannot be edited further!**

**Project identification**

|  |  |
| --- | --- |
| Project title (max 2000 characters) |  |
| Project Acronym |  |
| Project number (assigned automatically) |  |
| Programme thematic objective (predefined)  | Environmental protection, climate change mitigation and adaptation |
| Programme specific area (predefined) | Fostering shared actions in risk management and a readiness to cope with environmental disasters |
| 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 |  |

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**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) |
|  |

**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 (%) | Percentageof total EU-RU CBC  | Publiccontribution | Privatecontribution | Totalcontribution |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Subtotal for partners inside |  |  |  |  |  |  |  |
| Subtotal for partners outside |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**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**

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

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**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) |  |
| **Address**  |
| Area  | RUSSIA (RU) or EESTI (EE) |
| Country  | Russia (RU00) or Eesti (EE00) |
| Region [[1]](#footnote-1) | * Pskov Oblast (RU003)
* Leningrad Oblast (RU002)
* Sankt-Petersburg (RU001)
* Lõuna-Eesti (EE008)
* Põhja-Eesti (adjoining region) (EE001)
* Kesk-Eesti (EE006)
* Kirde-Eesti (EE007)
 |
| From Other Regions (for associates)[[2]](#footnote-2) | * EESTI (EE)
* LATVIJA (LV)
* RUSSIA (RU)
* SUOMI / FINLAND (FI)
* other (xxxxx)
 |
| Postal code |  |
| City |  |
| Street |  |
| House number |  |
| Homepage |  |
| **Legal and Financial Information**  |
| Type of partner[[3]](#footnote-3) | * National, regional and local public authorities
* Associations that are formed by regional or local authorities
* Public equivalent bodies, which are financed by national, regional, or local authorities
* Other bodies that are governed by public legal acts, (e.g., municipal and national enterprises, trade unions, medical institutions, museums, etc.)
* Associations that are formed by bodies which are governed by public legal acts
* NGOs and other non-profit-making bodies
* Educational organisations
* Small or medium-sized enterprises (SMEs) (only within TO 1)[[4]](#footnote-4)
* Other
 |
| 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? | * No
* partly
* yes
 |
| Please leave this VAT number field empty, untick the box and provide the registration number instead |  |
| Registration number |  |
| **Legal Representative**  |
| first name |  |
| last name |  |
| e-mail address |  |
| phone number |  |
| **Contact Person** (person in charge of project submission who will receive all eMS feedback) |
|  first name |  |
|  last name |  |
|  e-mail address |  |
|  phone number |  |
| Experiences Of Partner*Which are the organisation’s experiences and thematic competences and experiences relevant for the project?* (max 2000 characters) |  |
| Benefit *What is the benefit for the organisation from participating in the project?* (max 2000 characters) |  |
| Other projects  *Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects*(max 2000 characters) |  |

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**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) |  |
| **Address**  |
| Area  | RUSSIA (RU) or EESTI (EE) |
| Country  | Russia (RU00) or Eesti (EE00) |
| Region [[5]](#footnote-5) | * Pskov Oblast (RU003)
* Leningrad Oblast (RU002)
* Sankt-Petersburg (RU001)
* Lõuna-Eesti (EE008)
* Põhja-Eesti (adjoining region) (EE001)
* Kesk-Eesti (EE006)
* Kirde-Eesti (EE007)
 |
| From Other Regions (for associates)[[6]](#footnote-6) | * EESTI (EE)
* LATVIJA (LV)
* RUSSIA (RU)
* SUOMI / FINLAND (FI)
* other (xxxxx)
 |
| Postal code |  |
| City |  |
| Street |  |
| House number |  |
| Homepage |  |
| **Legal and Financial Information**  |
| Type of partner[[7]](#footnote-7) | * National, regional and local public authorities
* Associations that are formed by regional or local authorities
* Public equivalent bodies, which are financed by national, regional, or local authorities
* Other bodies that are governed by public legal acts, (e.g., municipal and national enterprises, trade unions, medical institutions, museums, etc.)
* Associations that are formed by bodies which are governed by public legal acts
* NGOs and other non-profit-making bodies
* Educational organisations
* Small or medium-sized enterprises (SMEs) (only within TO 1)[[8]](#footnote-8)
* other
 |
| 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? | * No
* partly
* yes
 |
| Please leave this VAT number field empty, untick the box and provide the registration number instead |  |
| Registration number |  |
| **Legal Representative** |
| first name |  |
| last name |  |
| e-mail address |  |
| phone number |  |
| **Contact Person** (person in charge of project submission who will receive all eMS feedback) |
|  first name |  |
|  last name |  |
|  e-mail address |  |
|  phone number |  |
| Experiences Of Partner*Which are the organisation’s experiences and thematic competences and experiences relevant for the project?* (max 2000 characters) |  |
| Benefit *What is the benefit for the organisation from participating in the project?* (max 2000 characters) |  |
| Other projects  *Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects*(max 2000 characters) |  |

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**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) |
|  |

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**Project Focus**

|  |
| --- |
| **Project Main Overall Objective****Programme TO Specific area preselected** (max 2000 characters)  |
|  |
| **Programme Result Indicator predefined:** **“**A decrease of the overall number of land- and forest fires per year” |
|  |
| **Project Main Results[[9]](#footnote-9)** 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) |
|  |
| **Project Specific Objectives**Which are the specific objectives the project will be working towards?Define max. 3 project specific objectives*In order to create a new specific objective, please push the button “Add Project Specific Objective”*Please provide a short explanation on the defined specific objectives(max 1000 characters) |
|  |

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**Project Context**

|  |
| --- |
| **Project Context** 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)  |
|  |
| **Synergies**What are the synergies with other past or current EU and other projects or initiatives the project makes use of?(max 4000 characters)  |
|  |
| **Knowledge**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) |
|  |

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**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) | * Neutral,
* negative
* positive
 |  |
| Equal opportunity and non-discrimination(max 500 characters) | * Neutral,
* negative
* positive
 |  |
| Equality between men and women(max 500 characters) | * Neutral,
* negative
* positive
 |  |
| HIV prevention(max 500 characters) | * Neutral,
* negative
* positive
 |  |

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**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[[10]](#footnote-10)** | **Measurement Unit****(predefined)** | **Target**(number to be achieved) | **Explanation** 2000 characters  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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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** |  |  |  |  |  |  |

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**PROJECT BUDGET**

**Partner Budget**

**Partner 1**

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

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

**Partner 2**

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

|  |  |  |
| --- | --- | --- |
| **Budget line** | **Period 0** | **Sum**  |
| **Staff costs**  |  |  |
| **Office and administration costs** (flat rate up to 7% of eligible direct costs excluding investment costs) |  |  |
| **Travel and accommodation costs** |  |  |
| **External expertise and services** |  |  |
| **Equipment** |  |  |
| **Investment**  |  |  |
| **Net revenue** |  |  |
| **Total:** |  |  |

**Activities outside**

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

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**PROJECT BUDGET OVERVIEW**

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



**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 All project partners (including Applicant). An Intent letter must be submitted within the opening and closing dates of the 2nd Call for proposals.

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

1. To be selected from Dropdown list [↑](#footnote-ref-1)
2. To be selected from Dropdown list [↑](#footnote-ref-2)
3. To be selected from Dropdown list [↑](#footnote-ref-3)
4. Participation of Small or medium-sized enterprises is not eligible in the 2nd Call for proposals [↑](#footnote-ref-4)
5. To be selected from Dropdown list [↑](#footnote-ref-5)
6. To be selected from Dropdown list [↑](#footnote-ref-6)
7. To be selected from Dropdown list [↑](#footnote-ref-7)
8. Participation of Small or medium-sized enterprises is not eligible in the 2nd Call for proposals [↑](#footnote-ref-8)
9. Main results and Specific objectives take the same place in Intervention logic of Logical Framework of the project [↑](#footnote-ref-9)
10. Selection List of indicators is performed in eMS [↑](#footnote-ref-10)