| Ref. Number |  |
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| (*EU PRO+ only*) | |

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# Public Call for Proposals for Business Support Organisations

# (CFP EUPROPLUS 03-2021)

GRANT APPLICATION FORM

(ANNEX A)

*Please, fill in* ***electronically only.*** *Please* ***do not delete*** *any text.*

*Please expand the boxes as per need.*

*Maximum 15 pages*

|  | **THE APPLICANT** | |
| --- | --- | --- |
| ***1*** | Legal name of the lead organisation |  |
| Contact information of the lead organisation | Address: |
| Municipality: |
| Email address: |
| Contact phone: |
| Internet page: |
| Founded on (date): |
| Registry Number (*matični broj*): |
| Tax Identification Number (*PIB*): |
| Name of legal representative of the organisation (the person authorized to sign the contract) | Name: |
| Position in organisation: |
| Home address: |
| Mobile phone: |
| E-mail address: |
| ***2*** | Brief description of the Organisation:  *Please provide a brief description of the current activities and operation of your organisation, taking into account years of operation, development, business capacities, network, and participation in certain activities, etc.*  *For membership organisations: Please indicate the number of members of the association / organisation from the ranks of entrepreneurs and micro, small and medium enterprises in a way that shows the trend of membership status in the last three years. For non-membership organisations: Please indicate the number of entrepreneurs / micro, small and medium enterprises with whom you collaborated in the last three years.* | |
| ***3*** | Organisation's vision and mission: | |
| ***4*** | Please indicate whether your organisation provided any support to SMEs in overcoming negative consequences of COVID19 Pandemic. If yes, please list specific activities: | |

| **THE PARTNER** | | |
| --- | --- | --- |
| ***5*** | Legal name of the partnership organisation(s) <*if applicable*> |  |
| Contact information of the partnership organisation | Address: |
| Telephone: |
| Email address: |
| Internet page: |
| Founded on (date): |
| Registry Number (*matični broj*): |
| Tax Identification Number (*PIB*): |
| Name of the person in charge (contact person) | Name: |
| Position in organisation: |
| Home address: |
| Mobile phone: |
| E-mail address: |
| ***6*** | Brief description of partnership organisation:  *Please, provide a brief description of the current activities and operation of partnership organisation, taking into account years of operation, development, business capacities, network, and participation in certain activities, etc.* | |
| ***7*** | Partner’s vision and mission: | |
| ***8*** | Main areas/projects that the partner organisation has been working in the last 3 years  *(list and elaborate up to three)*:  1.  2.  3. | |
| *Please provide at least two references of the partnership organisation for implemented projects in the last five years, including details on reference contacts, Project title, Project Value, Implementation period, Location of the action, Funding source and main results.* | |
| ***9*** | Please describe the role of a partner in project implementation:  *Please describe the main role of the partner organisation in the project implementation. State the relevance and key qualifications of the partner that will benefit the project. Possibilities of knowledge sharing between two organisations.* | |
| ***10*** | Add any additional info you consider relevant:  *Certain expertise/capacities that partnership organisation has and applicant don’t have, previous experience with partnership organisation, work with SMEs related to COVID 19, etc.* | |

| **PROJECT SUMMARY** (max 1 page) | | | | | |
| --- | --- | --- | --- | --- | --- |
| ***11*** | Project title |  | | | |
| Objectives of the Project | Overall objective:  Specific objective(s): | | | |
| Project Budget  (in USD) | EU PRO+ | | Applicant’s cost share contribution  <if applicable> | TOTAL |
|  | |  |  |
| Project duration  *(Minimum* ***six*** *- maximum* ***nine*** *months)* | *Total of months:* | | | |
| Brief description of the project: | | | | |
| Final beneficiaries | *Please identify the industry /SMEs that you are targeting -who ?* | | | |
| Number of final beneficiaries | *Please provide an estimated number of SMEs* | | | |
| Estimated results and project achievements: | | | | |

| **PROJECT DESCRIPTION** (max 7 pages) | | |
| --- | --- | --- |
| ***12*** | ***Project context and relevance of the action:***  *What will the project address? Why is this important for the further development of SMEs? Please be specific and back it with available and relevant data. Have these issues been identified in local and/or national strategies related to SMEs and supports identified SME related COVID-19 responses? Please provide details about the industry sector that you want to support (if applicable)?*  *Describe how your project is going to address the problem/improvement and contribute to achievement of the project objectives.* | |
| ***13*** | ***Project activity themes:***  *Please list the eligible activity themes under the Call that the project is addressing.Please elaborate why you chose certain theme(s) ie. Digitalisation of SMEs, Circular Economy, Resilience, Marketing, Standardisation, Financial instruments. Please refer to the Call for Proposals document for more clarification.* | |
| ***14*** | ***Project activities:***  *Please provide a list and detailed description of each activity that will be undertaken to produce results, justifying the choice of activities and specifying the roles and responsibilities in project implementation. Activities should fall into the eligible areas of intervention described in the Call for Proposals document. Link the activities with the specific outcomes.* | |
| ***15*** | ***Role of partner organisation <if applicable>:***  *Please provide a list and detailed description of the activities listed above that will be responsibilities of the partner organisation.* | |
| ***16*** | ***Target group:***  *Who is your target group?*  *How will you address their needs and how will they benefit from the project?* ***How will you identify and select beneficiaries of the project?*** *How many beneficiaries will be directly included in the project?*  *Who and how many people will indirectly benefit from the project? Will the project produce immediate benefits for final beneficiaries? Is it likely to create long term and broader benefits?* | |
| ***17*** | ***Outcomes and impacts:***  *Please list what outcomes/results your project will achieve and what indicators will be used to substantiate the claims.*   1. *Outcome & indicators* 2. *Outcome & indicators* 3. *Outcome & indicators*   *Will the action produce immediate benefits for the final beneficiaries? If yes, please elaborate. Will the action contribute to job creation? If yes, please provide details (realistic expectation regarding the number of potential jobs creation, in what period of time and in what line of business).*  *Keep in mind needs of SMEs and to which extent it will positively affect the position of the targeted beneficiaries.* | |
| ***18*** | ***Project approach:***  *Please present the intervention logic, explaining how the activities will lead to the results and then to the outcome(s) and impact (mid-term and long term expected effects of the project).* | |
| ***19*** | ***Project Sustainability:***  *Will the project continue independently and have further development after the project implementation period? Will the project have continued positive effects after it ends?*  *How will the outcomes of the project be maintained and financed after the project ends?*  *Will the impact of the action contribute to protection/preservation of the natural environment?* | |
| ***20*** | ***Cross cutting themes:***  *GG: Describe what good governance aspects have been included in the project.Indicate which Good Governance principles (efficiency, transparency, accountability, participation and anti-discrimination) are be recognised within the project activities and how.*  *CSR: Describe social responsibility activities of importance for your community. Describe what activities will be used to promote corporate social responsibility.*  *GE: Describe how gender equality is incorporated into project activities. Indicate how you would ensure equal participation of women and men in project activities. Describe what gender sensitive objectives and activities have you included, where applicable, in order to contribute to gender equality.* | |
| ***21*** | ***Stakeholders***:  *Please list stakeholders (institutions, organisation, etc.) necessary to cooperate in order to successfully implement project activities. Elaborate role and participation in the action of these stakeholders. What are the main means required for the implementation of the project?* | |
| ***22*** | ***Risks and mitigation measures:***  *Please identify possible risks which could threaten the project's implementation and mitigation measures planned. How do you plan to monitor the project, take proper and timely actions? Please list the tools that you will use.* | |

| **HUMAN RESOURCES** (Engaged in Managing the Project)\* | | | | | |
| --- | --- | --- | --- | --- | --- |
| ***23*** | Name, Surname | Position in the project team /In charge of | Occupation/ profession | Lead/ partnership organisation | Full-time/  Part-time |
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*\*List only human resources that are part of the project implementing team.*

| **THE APPLICANT EXPERIENCE** | | | |
| --- | --- | --- | --- |
| ***24*** | Main areas that the Organisation has been working in the last 3 years  *(please, list up to three and provide a description)*:  1.  2.  3. | | |
| ***25*** | Please indicate grants obtained from the state or international institutions during the last two years (if any), by providing the following information: value of grant, name of donor, name of the project and area of the project: | | |
| ***26*** | Please provide a detailed description of at least three projects in the same sector and of a comparable scale to the one for which a grant is being requested, managed by the applicant organisation in the past five years. | | |
| **Project 1** | | |
| Project title: |  | |
| Location of the action | *What geographic area was covered by the project?* | |
| Cost of the action (EUR) | *What was the total budget of the project?* | |
| Donors to the action | *Who financed the project and in what percentage?* | |
| Role in the project | *What was the role of your organisation in the project?* | |
| Dates of implementation | *Project was implemented from dd/mm/yyyy to dd/mm/yyyy* | |
| Main activities | *Please describe what activities your organisation has conducted within the project.* | |
| Objectives and results of the project | *Please describe what objectives of the project were, what activities your organisation implemented and what results of the project were.* | |
| Reference | *Please provide references/contacts of the institution or organisation for which you have implemented the project.* | |
| **Project 2** | | |
| Project title: |  | |
| Location of the action | *What geographic area was covered by the project?* | |
| Cost of the action (EUR) | *What was the total budget of the project?* | |
| Donors to the action | *Who financed the project and in what percentage?* | |
| Role in the project | *What was the role of your organisation in the project?* | |
| Dates of implementation | *Project was implemented from dd/mm/yyyy to dd/mm/yyyy* | |
| Main activities | *Please describe what activities your organisation has conducted within the project.* | |
| Objectives and results of the project | *Please describe what objectives of the project were, what activities your organisation implemented and what results of the project were.* | |
| Reference | *Please provide references/contacts of the institution or organisation for which you have implemented the project.* | |
| **Project 3** | | |
| Project title: |  | |
| Location of the action | *What geographic area was covered by the project?* | |
| Cost of the action (EUR) | *What was the total budget of the project?* | |
| Donors to the action | *Who financed the project and in what percentage?* | |
| Role in the project | *What was the role of your organisation in the project?* | |
| Dates of implementation | *Project was implemented from dd/mm/yyyy to dd/mm/yyyy* | |
| Main activities | *Please describe what activities your organisation has conducted within the project.* | |
| Objectives and results of the project | *Please describe what objectives of the project were, what activities your organisation implemented and what results of the project were.* | |
| Reference | *Please provide references/contacts of the institution or organisation for which you have implemented the project.* | |

| **IMPLEMENTATION PLAN** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***27*** | **Activity Description** | **Responsible person name, position, organisation** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** | **Month 9** |
| 1.1. |  | **X** |  |  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |  |  |  |  |
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Guidelines for completion of Implementation plan:

* *Implementation period starts from the moment of signing the Grant Agreement with EU PRO Plus Programme (precisely Month 1.)*
* *Administrative activities such as an opening of a bank account for project implementation, transfer of cost share cash contribution funds etc., should be included in the implementation plan.*
* *When filling in the implementation plan, specify activities and enter letter X in the cells Month (1,2,3...) indicating the period of implementation of activities.*

On behalf of the Project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of the Applicant's authorised person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date