**Public Call for implementation of integrated projects deriving from the twelve territorial strategies supported by the EU PRO Plus programme**

Annex A Grant Application Form

Reference: Call for Proposals number CFP 002-EUPROPLUS-2023

Deadline for submission of applications: 28 December 2023

1. Project identification

| **1.1 Please indicate LOT you are applying for:** | | |
| --- | --- | --- |
|  | LOT 1 - implementation of infrastructure and other works and/or procurement of equipment and supplies in combination with soft measures | |
|  | LOT 2 - development of documentation relevant for increasing the level of maturity and readiness for implementation of strategic / priority projects within territorial strategies in combination with soft measures | |

| **1.2 Title of the project** |  |
| --- | --- |
| **1.3 Name of the applicant[[1]](#footnote-0)** |  |
| **1.4 Territorial strategy the project proposal is deriving from** |  |
| **1.5 Location(s) of the project** | *<specify region(s), city and municipality(ies) that will benefit from the project>* |
| **1.6 Is the Project proposal endorsed by the relevant Development Council in charge of the territorial strategy in question?[[2]](#footnote-1)** | *<specify relevant document, date and place of issuance (enclose copy of the relevant document)>* |
| **1.7 Duration of the project** | *<max 18 months>* |

| **1.8 Please indicate thematic area(s)[[3]](#footnote-2) of the proposed project:** | |
| --- | --- |
|  | Identity of urban area |
|  | Green and energy transition and urban mobility |
|  | Innovative and smart economy |
|  | Social well-being |
|  | Urban and Territorial Development Governance |

1. Project summary

| **2.1 Overall objective of the project** | *<The overall broader long-term objective, to which the action will contribute>* |
| --- | --- |
| **2.2 Specific objectives of the project** | *<The main medium-term effect of the intervention focusing on changes resulting from the intervention>* |
| **2.3 Estimated results of the project** |  |
| **2.4 Estimated number of Direct beneficiaries[[4]](#footnote-3)** |  |
| **2.5 Estimated number of Final beneficiaries[[5]](#footnote-4)** |  |
| **2.6 Main activities** |  |

**2.7 Budget**

| **Total eligible cost of the project (A)** | **Amount requested from the EUPRO Plus (B)** | **% of the total eligible cost of project (B/Ax100)** |
| --- | --- | --- |
| [USD] | [USD] | % |
| **Value of eligible costs[[6]](#footnote-5) related to implementation of works and/or procurement of supplies (C):** | | **% of the total eligible cost of project (C/Ax100)** |
| [USD] | | % |
| **Value of eligible costs[[7]](#footnote-6) related to implementation of soft measures (D):** | | **% of the total eligible cost of project (D/Ax100)** |
| [USD] | | % |

1. Applicant’s information and Partnership

## **3.1 Background of Applicant**

| **Full legal name of the Applicant** |  |
| --- | --- |
| **Legal status[[8]](#footnote-7)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Postal address** |  |
| **E-mail address** |  |
| **Telephone number** |  |
| **Website** |  |
| **Name of the legal representative** |  |

## **3.2 Contact information**

Provide the contact information of a person that UNOPS may contact for any requests for clarification during proposal evaluation.

| **Name** |  |
| --- | --- |
| **Title / Function** |  |
| **Telephone number (direct)** |  |
| **Email address (direct)** |  |
| *Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the* [*rsoc.cfp.clarifications@unops.org*](mailto:rsoc.cfp.clarifications@unops.org)*. The Programme will not be held responsible in case it cannot contact an applicant.* | |

## **3.3 Project Partner(s)**

| **Relevance of the Partnership** |
| --- |
| *Describe the structure of your Partnership. Explain why these Partners are needed to deliver the proposed action and to achieve project objectives. Describe how the proposed Partnership is balanced and complementary with regards to all relevant governance levels and thematic sectors (vertical and horizontal multi-level and multi-stakeholder cooperation).* |

**Partner 1[[9]](#footnote-8)**

| **Name of the partner institution / organisation** |  |
| --- | --- |
| **Legal status[[10]](#footnote-9)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Postal address** |  |
| **E-mail address** |  |
| **Telephone number** |  |
| **Website** |  |
| **Name of the legal representative** |  |
| **Provide information on the relevant experience of the partnering organisation / institution** | |
|  | |
| **Describe history of cooperation with the Applicant** | |
|  | |
| **Describe role and involvement in preparing the proposed action** | |
|  | |
| **Describe the roles and involvement in implementing the proposed action** | |
|  | |

1. Operational capacity

## **4.1 Description of Grant Management Team roles**

Please fill in the table below for each of the Grant Management Team members. Add or delete rows as necessary. Please enclose the CV for the Grant Manager and each of the team members. Refer to *Annex K - Standardised CV form*.

| **No** | **Position description** | **Name** | **Qualification(s)** | **Years of relevant experience** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**4.2 Applicant’s previous experience**

Identify at least two relevant projects covering the theme(s) addressed by the proposal, projects funded by the EU or other international or bilateral donors and projects implemented in partnership with entities other than local self-government and its affiliated organisations. Add rows as necessary.

| Name of the project 1 |  |
| --- | --- |
| Donor |  |
| Duration |  |
| Period of implementation |  |
| Grant amount |  |
| Brief description of relevant experience |  |

| Name of the project 2 |  |
| --- | --- |
| Donor |  |
| Duration |  |
| Period of implementation |  |
| Grant amount |  |
| Brief description of relevant experience |  |

1. Project description

**5.1 Project relevance**

| **5.1.1 Main challenges to be addressed** |
| --- |
| *What is the main challenge(s) that will be tackled by the project? Explain why you chose to address this challenge. Include a short description of the context of the urban area by describing the extent of the challenge to be addressed, its breadth and depth at local level and its different dimensions (social, economic and environmental dimensions of the challenge). Please describe how the identified challenge(s) is/are relevant to the Call for Proposals.*  *In case of wider (ITI) territory please explain how many LSGs are involved in the project and the rationale behind the selection of the project territory?* |
| **5.1.2 Proposed solution** |
| *Describe the solution you propose in order to tackle the main challenges identified above. Clearly describe the proposed solution (presenting the main strands of activities) and explain why and how it will address the challenge(s) in the urban area. Please include reference on how the objectives and expected results of the proposal will lead to the desired change (i.e. tackle the challenge).*  *Describe how the proposed solution provides a significant and durable contribution (beyond project end) to address the challenges targeted in the relevant urban area.*  *In case of wider (ITI) territory describe how the project provides benefits for each of participating LSGs?* |
| **5.1.3 Innovativeness of the proposed solution** |
| *Demonstrate that the proposed solution is innovative for the selected urban area. Demonstrate that it introduces a new idea, product, services, processes or similar which enhance the effects of the proposed project.* |
| **5.1.4 Link to objectives and measures of the relevant territorial strategy** |
| *Describe how the proposed solution contributes to the objectives and measures of the territorial strategy. In order to* quantitatively measure the overall implementation of territorial strategy, *please define one or more indicators and targets deriving from the project in line with the set of strategy indicators given in the Annex J of the Call for Proposals - Contribution to Objective Framework Indicator.* |
| **5.1.5 Link to Smart Specialisation Strategy and other relevant national strategies** |
| *Describe how the proposed solution is in line with the Smart Specialisation Strategy or any other relevant national strategy. Will the proposed solution contribute to the delivery of specific strategies or policies?* |

**5.2 Partnership and co-creation**

| **5.2.1 Stakeholder involvement and participation** |
| --- |
| *List the main key stakeholders (not direct Project Partners) relevant to the proposed solution.*  *Please describe how they have been involved in the project’s design phase and how they will be involved throughout the whole project implementation.* |
| **5.2.2 Participation and co-creation** |
| *To what extent the proposed solution integrates participation and co-creation processes? Describe how the participation and co-creation processes with inhabitants, civil society networks, community organisations, academic/university, scientific, research, private enterprises and other relevant stakeholders will occur throughout the whole project implementation.*  *Please refer to the definition from the New Leipzig Charter[[11]](#footnote-10): “Public participation in urban development processes should engage all urban actors, which also strengthens local democracy. Wherever possible, citizens should have a say in processes that impact their daily lives. New forms of participation should be encouraged and improved, including co-creation and co-design in cooperation with inhabitants, civil society networks, community organisations and private enterprises. Experimenting with new forms of participation can help cities manage conflicting interests, share responsibilities and find innovative solutions while also reshaping and maintaining urban spaces and forming new alliances to create integrated city spaces. Public participation is central to the successful delivery of a high-quality built environment.”* |

**5.3 Integrated approach**

| **5.3.1 Description of requested elements of the integrated approach (horizontal and vertical involvement of stakeholders and multisectoral linkages)** |
| --- |
| *Please describe the vertical and horizontal dimensions of the project and nature of project integration in terms of engagement of stakeholders in the projects. How does the project address other interconnected problems of the targeted urban area i.e. more than one of the five thematic areas stated in the Scope of the Call?* |

**5.4 Project beneficiaries**

| **5.4.1 Direct project beneficiaries** |
| --- |
| *Provide detailed analysis of direct beneficiaries, disaggregated by gender, how the proposed project is relevant to their needs/constraints, and how the project will address their needs.* |
| **5.4.2 Final project beneficiaries** |
| *Provide detailed analysis of final beneficiaries, how the proposed project is relevant to their needs/constraints, and how the project will address their needs.* |
| **5.4.3 Vulnerable groups and gender mainstreaming** |
| *How will your project address the needs of vulnerable groups? How will the project contribute to the even distribution of benefits-contribute to gender equality? How will the project address the needs of the people with disabilities, the minorities, the redundant workers, youth etc.?* |

**5.5 Project objectives and results**

| **5.5.1 Overall objective** |
| --- |
| *Describe the broader, long-term change to which the project contributes at country, regional, local or sector level in the socio-economic context which will stem from interventions of all relevant actors and stakeholders. Describe what you aim to achieve by the end of your project and how this is in line with the objectives of the Call.*  *Please provide the indicators and value of the indicator(s) against which progress can be assessed or comparisons made.* |

| **5.5.2 Specific objectives** |
| --- |
| Specific objective 1 |
| *Define project specific objectives that should be linked to main project outputs. Objectives should be: realistic and achievable by the end of the project; specific: clear and precisely defined (not vague); measurable: at the end of the project you should be able to measure if the objective has been achieved or not. Add rows as necessary.* |
| Specific objective 2 |
| *[same as above]* |

| **5.5.3 Results** |
| --- |
| Expected result 1 |
| *Define results that you expect to achieve at the end of project implementation, describing the change in the local situation that you want to see as a consequence of the project implementation (what will the local situation look like if the project is successful?). Expected results should be in line with the Call’s objectives. Results should be: realistic and achievable by the end of the project; specific: clear and precisely defined (not vague); measurable: expected results should be measured via defined result indicators. Add rows as necessary.* |
| Expected result 2 |
| *[same as above]* |

**5.6 Project Activities**

In the below section, please identify and describe in detail each activity[[12]](#footnote-11) to be undertaken to produce the **results**, justifying the choice of the activities, indicating their sequence and interrelation and specifying, where applicable, the role of each partner in the activities. Activities should be listed in the sequence order:

| Activity 1 - *<Insert the name of Activity 1>*  *Describe in detail the activity and related results, justifying the choice and specify where applicable the role of each partner in the activity.* |
| --- |
| Activity 2 - *<Insert the name of Activity 2>*  *[same as above]* |
| Activity 3 - *<Insert the name of Activity 3>*  *[same as above]* |
| Activity 4 - *<Insert the name of Activity 4>*  *[same as above]* |
| Activity 5 - *<Insert the name of Activity 5>*  *[same as above]* |

Present in the below action plan the timeline you foresee for implementation of the activities. Applicants should not indicate a specific start-up date for the implementation but simply show the duration of each activity in the sequence order, etc.

Applicants 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 action plan should correspond to the activities described in detail in question 5.5. The implementing body shall be either the applicant or any of the partners. Any interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the project.

The action plan for the first year of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity.

The action plan will be drawn up using the following format:

| Year | Year 1 | | | | Year 2 | |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Quarters | | | | | |  |
| Activity (example) | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Implementing body |
| Activity 1 <title> |  |  |  |  |  |  | Lead organisation |
| Activity 2 <title> |  |  |  |  |  |  | Lead organisation |
| Activity 3 <title> |  |  |  |  |  |  | Partner 1 |
| Etc. |  |  |  |  |  |  |  |

| **5.6.1 How will you ensure that all activities will be implemented on time?** |
| --- |
| *Describe what procedures will be used to accomplish the project’s objectives and how your experience and resources will be used to carry out the proposed activities.* |
| **5.6.2 Who will be responsible for monitoring and reporting?** |
| *Explain how you will ensure the effective and efficient monitoring of the project activities and reporting.* |

1. Sustainability and impact

| **6.1 Elaborate all relevant aspects of the socio-economic impact to the target groups that will be achieved** |
| --- |
| *To what extent does the proposal contribute to realisation of the outcomes aligned with the objectives of the Call? What is its impact on the target groups?*  *For LOT2: What would be the expected impact of the project for which the documentation would be developed?* |

| **6.2 Elaborate indirect impact of the proposed project** |
| --- |
| *Explain will the proposed activities have a positive impact on a wider group of beneficiaries, beyond the level of immediate users, in the context of territorial development? Does the proposal have the possibilities for replication and extension of the action outcomes?* |

| **6.3 Explain different aspect of the sustainability** |
| --- |
| *Explain Economic (financial) sustainability. Are the funds needed for maintenance and usage of the project results after its completion secured?*  *Are there indicators/ evidence that funding is provided for other complementary strategic projects deriving from the strategy?*  *Explain elements of Institutional sustainability? Is there institutional capacity to sustain the results upon the end of the project? Which structures would allow, and how, the results of the project to continue to be in place after the end of the action on the Institutional level? Have the issues related to "ownership" of project outcomes been considered?*  *Explain elements of Environmental sustainability? What impact will the action have on the environment? Are the conditions put in place to reduce negative effects on natural resources on which the action depends and on the broader natural environment?*  *Explain elements of Social sustainability? Does the proposal contain elements related to gender equality and support to vulnerable groups, which contribute to the well-being of the citizens and foster social cohesion of the wider communities in a viable way?* |

1. Risks

| **7.1 Identified risks** |
| --- |
| *List all identified risks on project strategy level and project implementation level. Please provide a description of all identified risks, their impact and likelihood also as actions you plan to implement to mitigate that risk.* |

1. Project budget

| **8.1 Funding sources** |
| --- |
| *Describe funding sources for the project co-financing. If the project is part of larger investments, please describe other sources of funding.* |
| **8.2 Further financial investments** |
| *Does the project provide a direct basis for further financial investments into other projects that fall under relevant programmes or measures of the territorial Strategy?* |

*On behalf of the Applicant:*

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

Full name of the Applicant's authorised person

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

Signature

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

Date and stamp

1. In the case of partnership, please state the name of the Lead Applicant [↑](#footnote-ref-0)
2. Document should be issued after the date of publication of this Call. [↑](#footnote-ref-1)
3. For detailed description of thematic areas, please refer to section 4. Scope of the Call for Proposals. [↑](#footnote-ref-2)
4. “Direct beneficiaries'' are the groups/entities who will be directly positively affected by the project at the Project Purpose level". [↑](#footnote-ref-3)
5. “Final beneficiaries'' are those who will benefit from the project in the long term at the level of the society or sector at large". [↑](#footnote-ref-4)
6. Applicable for LOT 1 [↑](#footnote-ref-5)
7. Applicable for LOT 1 and LOT 2 [↑](#footnote-ref-6)
8. E.g. non-profit making, governmental body, international organisation [↑](#footnote-ref-7)
9. Insert the tables for as many partners as you have for this project [↑](#footnote-ref-8)
10. E.g. non-profit making, governmental body, international organisation [↑](#footnote-ref-9)
11. [New Leipzig Charter](https://ec.europa.eu/regional_policy/sources/docgener/brochure/new_leipzig_charter/new_leipzig_charter_en.pdf) (<https://ec.europa.eu/regional_policy/sources/brochure/new_leipzig_charter/new_leipzig_charter_en.pdf>)*.* [↑](#footnote-ref-10)
12. If you have more activities, add row for each additional activity [↑](#footnote-ref-11)