|  |
| --- |
| APPLICATION FORM |
|  |  |  |  |  |  |  |  |  |
| PROJECT SUMMARY |
| Title of project |  |
| Project duration | From: | YYYY.MM.DD  | To: | YYYY.MM.DD  |
| Targeted CBSS priority area(s) |  |
| Short summary of the project (1,000 characters) |
|  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| IDENTIFICATION FORM |
| Legal name of Leadbeneficiary |  |
| Department/unit |  |
| Contact details of project coordinator | Name, surname:E-mail address:Phone number: |
|  |  |  |  |  |  |  |  |  |
| Address | Postal address:Zip:City:Country: |
|  |  |  |  |  |  |  |  |  |
| Banking details  | Name and address of the bank |  |
| Bank account no./ I.B.A.N |  |
| BIC / SWIFT |  |
| Bank account holder |  |
| Payment reference |  |
|  |  |  |  |  |  |  |  |  |
| **Total amount requested from CBSS Project Support Facility** |  | **EURO:**  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| BENEFICIARIES |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Country |
| Legal name of Leadbeneficiary |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Co-beneficiary  | Legal name and address of Co-beneficiary | Country |
| Co-beneficiary 1 | Legal Name:Address: |  |
| Co-beneficiary 2 | Legal Name:Address: |  |
| Co-beneficiary 3 | Legal Name:Address: |  |

## PROJECT DESCRIPTION

1. **Background and aim of the project (9,000 characters)**

Please describe the origin of the project idea, its relevance to the CBSS main priorities, as well as the project´s main aim.

|  |
| --- |
|  |

1. **Formulation of challenges addressed, objectives and targets (9,000 characters)**

|  |
| --- |
|  |

1. **Activity schedule /project description (9,000 characters)**

|  |
| --- |
|  |

1. **Partnership constellation: What roles will different partners take in the project and why were they chosen for the partnership? (9,000 characters)**

|  |
| --- |
|  |

1. **Planned communication measures to ensure visibility of the project, as well as viability of project results (9,000 characters)**

|  |
| --- |
|  |

1. **Project results and sustainability/durability (9,000 characters)**

|  |
| --- |
|  |

1. **Potential risks analysis and how you will deal with them (9,000 characters)**

|  |
| --- |
|  |

1. **Project budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Eligible cost categories** | **€** | **Financing Plan** | **€** | **% of eligible costs** |
| Personnel costs |   | CBSS PSF funding |  |   |
| Travel and subsistence costs |   | Contribution of the Lead beneficiary |  |   |
| Sub-contracting costs |   | Contribution of the CO- beneficiary  |  |   |
| Other direct costs |   | Other sources of funding |  |   |
| Administration/overhead |   |  |  |   |
| **TOTAL ELIGIBLE COSTS** |  | **TOTAL FUNDING** |  |   |

SPECIFICATION OF COST ITEMS

|  |
| --- |
|  **Personnel**  |
| Category/Name of person | Function in the project | Annual gross salary plus social charges | Annual number of working days | Daily rate | Number of working days assigned to the project | Total costs |
|  |  |  |  |  |  |  |
| **Travel and subsistence** |
| Journey from-to(per partner) | Reasons for travel | Number of people travelling | Travel costs | Subsistence costs | Total costs |
|  |  |  |  |  |  |
| **Sub-contracting** |
| Description of service subcontracted | Total costs |
|  |  |
| **Other direct costs** |
| Description | Total costs |
|  |  |

|  |
| --- |
| **Signature of Lead beneficiary** |
| Name: | Date: |
| Signature: |

## **Check-list before submitting the application**

Please ensure the following requirements have been fulfilled.

(All check-list boxes must be marked with “**V**“ or explanation document(s) needs to be provided together with the application form).

|  |
| --- |
|  |
|  | All of the questions in the application have been answered. |
|  | The budget sheet has been filled in and is enclosed. |
|  | A copy of the Lead beneficiary organisation’s most recent Annual Report with the accompanying Audit Report is enclosed. |
|  | The partners agree on the content of this application and it has been written together. |
|  | The person authorized to sign for the applicant organisation has approved the content of the application. |
|  | CVs of project coordinator and key persons are enclosed. |

GUIDELINES

Risk analysis – is concerned with the assessment of the risks and uncertainties that threaten a project

Sustainability – capacity of the project to continue after PSF funding has ceased