

Attachment 3 to the Rules of Procedure of the open call for proposals

Project proposal no.	
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Complete Project Proposal

“Local Development” Programme

under the European Economic Area Financial Mechanism and the
Norwegian Financial Mechanism 2014-2021

The call organized by

the Ministry of Investment and Economic Development
the Department for Assistance Programmes

Submission date	
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(to be filled in by MID)

I. Applicant's data

I.1. Full name of the Applicant

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I.2. Applicant's address for correspondence

Street	
Number of house/flat	
Postal code	
Town/city	
Voivodeship	
Phone number	
Fax	

I.3. Contact person¹

Name and surname	
Function	
Phone number	
e-mail	

II. Concept of the project

II.1. Project title

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II.2. The duration of the project: from

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to

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II.3. Accessibility dimension²

Please indicate how under activities for accessibility referred to in point 8.4.b) of the Rules of Procedure of the open call for proposals, accessibility standards referred to in point 8 of the Rules of Procedure of the open call for proposals and the Accessibility Programme Plus 2018-2025 (<https://www.miiir.gov.pl/strony/zadania/dlaczego-dostepnosc/>) will be considered. An analysis of the situation in the city should also be carried out in order to show that the above-mentioned activities are justified

¹All information concerning this outline and the call will be sent to this person's contact details.

²To be completed only if a negative assessment for this aspect is obtained at the stage of project outline or modification/ update of the proposed accessibility measures (up to PLN 100,000) against the information provided in the project outline.

and rational from the point of view of the needs of specific groups of inhabitants / city users. It should not raise any doubts as to whether the product (s) of these activities will be available to persons with disabilities, providing them with actual usefulness. Please indicate the cost of the proposed actions in this area (not exceeding the value of up to PLN 100,000).

Aspect of accessibility in the project activities referred to in point 8.4. a) of the Rules of Procedure of the open call for proposals should be taken into account, discussed and justified in the Development Plan and the Action Plan.

(limit: no more than 2,500 characters including spaces)

II.4. Information and promotion activities

It should be demonstrated how the information and promotion activities will be carried out for the project. These activities must be in line with the beneficiary's obligations specified in the Information and Communication Requirements for Information and Communication of the EEA Financial Mechanism and the Norwegian Financial Mechanism for 2014-2021 (http://www.eog.gov.pl/media/49605/Wymogi_dotyczace_Informacji_i_Promocji_1.pdf)

(limit: no more than 3,000 characters including spaces)

II.5. Project management

Project management in the context of the implementation of the Development Plan / Project activities and objectives.

Describe the organizational structure of the project team, the scope of responsibilities of its members, the experience of the project team in the implementation of similar projects, the way information flows. A description of the decision path in the project should be included, as well as a description of the activities that will be performed as part of the management activities.

It should also be indicated how effective cooperation will be guaranteed with the pre-defined project expert and the supervisor from the Ministry of Investment and Economic Development (MID).

(limit: no more than 2,000 characters including spaces).

II.6. National partnership

Please indicate whether a project is implemented in national partnership (i.e. assuming the participation of Polish entities). If so, please determine a planned composition of a partnership, responsibilities of all partners and justify it by benefits for the implementation of the Development Plan.

(limit: no more than 3,000 characters including spaces)

II.7. Planned effects and the project durability

The most important results/ outcomes of the project should be presented, specifying the chances for their use in the future and contributing to solving problems arising in the project. At the same time, sources of financing for further activities based on the above-mentioned effects should be indicated.

(limit: no more than 2,500 characters including spaces)

II.8 Dissemination of best practices

The information concerning manners and tools for dissemination of own experience and sharing the knowledge gained during the project implementation with self-governments/non-governmental sector/other relevant stakeholders/inhabitants must be presented. To this aim the proposed educational activities and their external target groups, together with a short justification of their selection should be briefly presented.

(limit: no more than 3,500 characters including spaces)

II.9 Horizontal issues

The Applicant should briefly demonstrate compliance of planned project activities with general principles stipulated in Article 7 and 8 of the Regulation (EU) of the European Parliament and the Council no. 1303/20133 concerning the equality between men and women, non-discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, as well as sustainable development in particular positive impact on the implementation of 4R principle (defined in the formal evaluation grid for the project outline).

(limit: no more than 1,000 characters including spaces)

III. Budget and costs efficiency

III.1. Project budget

Financing source	amount ⁴		%
	EUR	PLN	
Requested funding			
Own contribution ⁵			
Total project value			100 %

³Regulation of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006.

⁴Currency conversions from PLN to EUR should be made using the average NBP exchange rate as of the day of submitting to the applicants a written information about qualifying for the 2nd stage of the call.

⁵ If applicable.

III.2. Justification of the rationality of the project budget

A reliable way to estimate expenditure in the project budget should be presented, showing the rationality of individual budget items indicated in the Detailed budget of the project (Annex No. 2 to the application form). It will be insufficient to refer to similar expenses without providing specific examples and calculations. In the case of management costs, the amount of remuneration should be consistent with the level of remuneration in a given institution and proportional to the specificity of planned content-related activities.

(limit: no more than 2,000 characters including spaces).

IV. Involvement of consultants

Please indicate whether any consultant was involved in the preparation of the complete project proposal. If so, please indicate names of all consultants involved.

Annexes:

1. Development Plan
2. Action Plan
3. Detailed budget of the project
4. Letter of intent / partnership agreement - in case of national partnership
5. Expectations from potential Donor Country (Norway, Iceland, Lichtenstein) partner

Applicant's declaration

I, the undersigned, being a person authorised to represent the Applicant, hereby declare that:

- 1) the proposed concept in full falls within the scope of the Applicant's activity,
- 2) all given information is compatible with the current legal and actual status.

Name and surname	Position	Signature

Signatures of persons authorised to represent the Applicant

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(Date and signature of an applicant)