ORGANIZATION OF THE BLACK SEA ECONOMIC COOPERATION

BSEC Project Development Fund (PDF)

Standard Application for funding a BSEC Project

Before applying for a PDF Grant, read the Manual of Operations and the priority areas for projects in the BSEC area of cooperation related to your project

Project acronyme	*(for example, "Garden City", "Techpark" etc)*
Project title	
Submission date	
BSEC Area of |Cooperation - Working Group	
Requested PDF Grant in Euros (maximum 50,000 Euros)	
Names of Applicant Institutions	
Partner 1 (Lead Partner)	
Partner 2	
Partner 3	
Additional Partners	*(multiply table accordingly)*

Carefully fill out the Standard Application Form by answering all questions completely and accurately.

You may include additional information relevant to the project and multiply tables per partner.

Make sure your project proposal corresponds to BSEC priorities and objectives.

After filling the form verify all answers; to this purpose use the checklist.

PART I

1. EXECUTIVE SUMMARY

Executive Summary (limit to 200 words)	*This section should be limited to a brief statement defining the problem(s) addressed by the project, as it will be determined later in your analysis.* *In general, a PDF project should focus on one important regional project that is able to be implemented after the PDF-financed stage.* *The Executive Summary of the project should be able to lead to the justification of your objectives.*

2. APPLICANT INSTITUTIONS
Partner 1
(The Lead Partner)

- **Full legal name of the institution**

-
  Legal Status (public/private, registered authority, profit/non-profit etc)

- **Sector(s) of activity**

- **Contact information**
- **Address**

- **Registered under the authority** (Chamber of Commerce, other)

- **Fax number**
- **Website**
- **E-mail address**

- **Name of contact person**

- **Status/function in the organization**

- **Contact Person information**
- **Address**

- **Telephone number**
- **Fax number**
- **E-mail address**
- **Other**

Partner 2

- **Full legal name of the institution**

  -
    Legal Status (public/private, registered authority, profit/non-profit etc)

- **Sector(s) of activity**

- **Contact information**
- **Address**

- **Registered under the authority** (Chamber of Commerce, other)

- **Fax number**
- **Website**
- **E-mail address**

- **Name of contact person**

- **Status/function in the organization**

- **Contact Person information**
- **Address**

- **Telephone number**
- **Fax number**
- **E-mail address**
- **Other**

Partner 3
(multiply the table for additional partners)

- **Full legal name of the institution**

  -
    Legal Status (public/private, registered authority, profit/non-profit etc)

- **Sector(s) of activity**

- **Contact information**
- **Address**

- **Registered under the authority** (Chamber of Commerce, other)

- **Fax number**
- **Website**
- **E-mail address**

- **Name of contact person**

- **Status/function in the organization**

- **Contact Person information**
- **Address**

- **Telephone number**
- **Fax number**
- **E-mail address**
- **Other**

	3. PROJECT INFORMATION
Is it feasible to include more partners at this stage?	• *Is your project able to accommodate more partners from other BSEC Member States?*
Self-funding or co-funding (if any, specify source, amount and targeted expenses)	• *If your organization has its own resources for the project, both cash and in-kind, (like technical equipment, space, experts, volunteers), please explain what these resources are in one paragraph.* • *Have you applied for funding for the project to non-BSEC sources (national or international donors and institutions)?* • *Is it possible at this stage to attract funding from other donors ?*
Total budget of the project (in Euros) PDF Grant + other	• *Specify the total cost of the project in case there is additional funding*

Has any project partner applied or participated in a BSEC project before (if yes, specify)?	

4. PROJECT ANALYSIS
(to be filled out by the applicants)

- **Initial assessment of project objectives in compatibility to BSEC policies and priorities in the specific area of cooperation (**the relevant BSEC Working Group**)**

- **Compatibility with and implementation of the Action Plan (**does your project comply with a priority area and how**) and Ministerial decisions ?**

  The proposed project should be in line with BSEC's objectives and priorities in the area of cooperation

5. THE ACTION

A. General Objectives

Background information regarding the general topic and the specific ideas behind the PDF project	*Background, problem analysis and justification* *What is the context in which the problem occurred?* *Which part of the problem your project will address?* *What are the underlying causes of the problem, and what are its effects?* *Why is it important to solve this problem?* *What possible approaches to the problem were identified in the problem analysis?* *Please briefly explain only the situation that is directly related to your project.*
Does your project increase synergy between BSEC and the EU or other international institutions?	*If yes, describe how synergy is increased based on the established cooperation between BSEC and the other institution.* *(with the assistance of the BSEC PERMIS)*

B. Specific Objectives	
Purpose and objectives of the PDF project *(list the objectives starting with the most important)*	*Describe specifically what you want to achieve (purpose) with this project with regard to the problems described above and list your objectives (1, 2, 3, etc).* *The presented objectives need to be specific, clear, measurable and realistically achievable within your project budget and time frame (in a logical framework).* *This section should present a logical analysis that justifies regional action by BSEC PDF.*
Description of the activities of the PDF project *(specify location estimated ,month and implementing actors)*	*What activities will your project include to achieve your objectives?* *Be coherent and clear regarding how these proposed activities will contribute to achievement of the project objectives.* *Explain the implementation arrangements:* *The implementation arrangements define the organizational unit or the personnel who will actually produce the project's outputs. The implementers, who may be consultants, experts or personnel of the partner, should be identified for each output.* *Reporting requirements and relationships should be explained as an element of the implementation arrangements. To ensure full understanding of roles and responsibilities, the Lead Partner (project manager) should identify "parties responsible" for implementation of each activity when he/she revises the indicative work plan into the actual work plan after project approval.*

a. **Role of each partner per action**	*Describe each partner's role in the project and for each envisaged action*
	
	    • *Partner 1*
	    • *Partner 2*
	    • *Partner 3*
	    • *Other Partners*

b. **Contents of expected Deliverables under Interim and Final Report**
 	
(both must include a financial part)
	Prefeasibility study (Deliverables/Outputs)
	
	    • *Under Interim Report*
	
	    • *Under Final Report/Final Deliverables*
	
	The Final Deliverables/Outputs are results or products that are produced and utilized in order to achieve the project's objectives.

	Several outputs may be necessary to enable the achievement of an objective. The vocabulary chosen to define outputs should describe finished products or completed results, e.g., a study, a website, a software etc. *This section should list and briefly describe the outputs to be produced for the achievement of each project objective.*
c. What is the significant economic component that justifies funding your project ?	
d. Beneficiaries targeted by the project	*Who are the direct and indirect beneficiaries of your project?* *Who will be the likely beneficiaries of a solution to the problem or need?*
e. **What were your actions to approach the targeted beneficiaries and ask for partnership or financial support for the PDF stage?**	

Please give the timeframe for the activities mentioned above by marking an x under the month these activities will take place. Month 1 signifies the first month of the project

Indicative work plan

The indicative work plan should identify activities in a logical order that is deemed necessary for the production of each deliverable/output. The vocabulary of activities should be specific and describe actions, e.g., "implementation of training" or "coordination meeting" or "software design" or "market analysis" or "Final Report meeting" etc

Nr	Activity/ Meeting	Results & measurable indicators	Implementing partner	Months																					
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1.																									
2.																									
3.																									

		7. PROJECT SUSTAINABILITY	
	a. How do you plan to monitor your PDF activities ?	*Describe how you will monitor the activities in the project* *Management arrangements* *The management arrangements should identify a manager for the project who will be responsible for the achievement of the project objectives.* *The project manager must see that the planned work is actually done and that finished work actually achieves the objective in compliance to PDF rules.* *The management arrangements should specify to whom the project manager must report and the persons from other partners that he/she must coordinate with the project's work.*	
	b. How and why is the targeted project susceptible to receive funding for its full scale implementation after the PDF-financed stage ?	*Prospects of the targeted project (the full scale project after the PDF-financed stage) to be funded and fully implemented* *In what ways could the project attract other donors or generate other income for the future financing of current activities*	
	c. What are the estimated ways and means to promote the project after the PDF-financed stage ?	*How the project results will be preserved, reproduced, and further developed after the PDF support ends?* *How will the experience of those involved in the project be used further?* *What are the envisaged actions for promoting the project?*	
	d. Describe how the further implementation of your project might be attractive to other institutions and donors? (after the PDF-financed stage)		
	e. What sources may be provided with regard to the project's sustainability ? (reports, statistics etc)		
	8. PROFILES OF APPLICANT INSTITUTIONS		

	The Lead Partner
a. Profile with background and activities of the applicant (date of establishment, number of employees, place and registry etc)	
b. Previous experience with similar projects *(be as specific as possible)*	
c. Describe the organization's skills, expertise and facilities with regard to implementing the project? **d. Key Experts involved**	
	Partner 2
a. Profile with background and activities of the applicant (date of establishment, number of employees, place and registry etc)	
b. Previous experience with similar projects *(be as specific as possible)*	
c. Describe the organization's skills, expertise and facilities with regard to implementing the project? **d. Key Experts involved**	

Partner 3

a. Profile with background and activities of the applicant (date of establishment, number of employees, place and registry etc)	
b. Previous experience with similar projects *(be as specific as possible)*	
c. Describe the organization's skills, expertise and facilities with regard to implementing the project? **d. Key Experts involved**	

Other Partners
(reproduce the table as many times as necessary)

9. DETAILED BANK ACCOUNT INFORMATION

Detailed budget
(fill out Part II)

Bank account information
(for the transfer of the PDF grant, fill out accurately)

Partner 1 **(The Lead Partner)**	• **Name of beneficiary**
	• **Account number**
	• IBAN (international bank account number)
	• **SWIFT**
	• **Currency**
	• **Bank information** - **Name of the bank** - **Country** - **Branch** - **Address**
Partner 2	• **Name of beneficiary**
	• **Account number**
	• IBAN (international bank account number)
	• **SWIFT**
	• **Currency**
	• **Bank information** - **Name of the bank** - **Country** - **Branch** - **Address**

Partner 3	• **Name of beneficiary**
	• **Account number**
	• **IBAN** (international bank account number)
	• **SWIFT**
	• **Currency**
	• **Bank information** - **Name of the bank** - **Country** - **Branch** - **Address**

10. SIGNATURES AND STAMPS OF ALL APPLICANT INSTITUTIONS

Date, signature of authorized representative and official stamp from each applicant institution.

Partner 1 (The Lead Partner)	14
Partner 2	
Partner 3	

PART II

<table>
<tr><td colspan="5">**STANDARD APPLICATION FOR FUNDING A BSEC PROJECT**

BUDGET FORM</td></tr>
<tr><td>**PROJECT BUDGET**</td><td>**DESCRIPTION OF UNIT [1]**</td><td>**NUMBER OF UNITS [2]**</td><td>**UNIT RATE (in Euros) [3]**</td><td>**TOTAL AMOUNT (in Euros) [4]**</td></tr>
<tr><td>**A. SALARIES OR FEES**</td><td>**Type of Daily/weekly or monthly Salary/Fee**</td><td>**Total number of days/ weeks/ or months**</td><td>**Cost per day/week or month**</td><td></td></tr>
<tr><td>*Partner 1 (names of persons and function)*</td><td></td><td></td><td></td><td></td></tr>
<tr><td>*Example : Mr...., Engineer in University..*</td><td>*Monthly salary*</td><td>*3 months*</td><td>*500 euros*</td><td>*1,500*</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>*Partner 2 (names of persons and function)*</td><td></td><td></td><td></td><td></td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td></tr>
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<tr><td>*...........*</td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">**SUBTOTAL [5]**</td><td></td></tr>
</table>

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[1] Refers, for instance, to month or day for salaries, return ticket for travel, hotel room for accommodation, brochure or book for publications etc.

[2] Number of units to be used by the project for the above expenses

[3] Cost of one unit for the above expenses, for example one monthly salary for the personnel, the cost of one return ticket, the cost of one brochure etc.

[4] Equals the number of units multiplied by the unit rate

[5] Total expenses for each category of expenses

B. TRAVEL, ACCOMMODATION AND PER DIEMS				
Travel				
Project meetings (place, time and purpose according to the described activities)	**Type of ticket**	**Number of tickets**	**Cost of single ticket**	
Partner 1				
1st meeting in Istanbul during 2nd month to coordinate project activities and design project software				
Partner 2				
Partner 3				
………..				
Accommodation	**Hotel room**	**Number of nights**	**Cost of room**	
Partner 1				
Partner 2				
Partner 3				
………..				
Per diems				
Partner 1				
Partner 2				
Partner 3				
SUBTOTAL				
C. PUBLICATIONS AND CONSUMABLES				
Publications				
Specify the cost for Interim & Final Reports and other deliverables				

presented to BSEC				
Partner 1				
Partner 2				
Partner 3				
SUBTOTAL				
D. OTHER EXPENSES (specify & justify)				
Partner 1				
Partner 2				
Partner 3				
SUBTOTAL				
TOTAL				
AMOUNT OF FINANCING REQUESTED FROM THE BSEC PDF				
AMOUNT OF OWN CONTRIBUTION IN CASH OR IN KIND (specify) [6]				

DISTRIBUTION OF BUDGET AMONG PARTNERS	AMOUNT (in Euros) From own contribution	AMOUNT (in Euros) From PDF Grant	TOTAL
NAME OF PARTNER 1			
NAME OF PARTNER 2			
NAME OF PARTNER 3			
TOTAL PROJECT BUDGET			

Signature of authorized representatives, date and official stamps of all applicant organizations

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[6] To be applied only in cases where the BSEC is expected to part-finance a project. Finance in kind may be salary costs or any other eligible contribution.

PART III : CHECK LIST (recommended to be filled by the applicant)	YES	NO
1. The application form is accurately typed in English		
2. The original Application form and one copy are included		
3. An e-version of the Application was sent by e-mail to BSEC PERMIS		
4. All applicants have answered accurately all questions and tables		
5. Partner contact information is precise and complete		
6. The project involves institutions from at least three BSEC countries		
7. Duration of the project is up to 24 months		
8. All relevant information about the project and activities is given in Part I (3-8)		
9. There is a clear economic component and a prospect to be funded/implemented after PDF		
10. A thorough description of all applicant institutions is given in Part I (2 & 8)		
11. Bank account information of partners is complete and accurate		
12. Budget table is complete and described in Euros		
13. All applicants have signed and stamped the Standard Application form		

To be filled out by BSEC PERMIS	
Date of submission	
Meeting of the BSEC Working Group	
Executive Manager	
Decision of the Working Group/date	
Decision of the Committee of Senior Officials/date	
Decision of the Steering Committee/date	
Grant Contract sent/date	
Commencement of the project/date	
Interim Report submission/date	
Final Deliverables submission/date	
Approval of Final Deliverables by the Steering Committee/date	
Evaluation of Final Deliverables by the Working Group and proposed actions/date	