



Estonia
Latvia
Russia



ENPI cross border
cooperation programme

part-financed by
the European Union

united by borders

The Concept Note. How to.

Joint Technical Secretariat

Good project features

- ❑ Shows clear need for the cross-border cooperation
- ❑ Has clear focus on the problem to be solved
- ❑ Situation analyses and problem description are specific, not general
- ❑ Investment needs are justified and explained in sufficient detail
- ❑ Information in the activity description and project budget does match
- ❑ Project has a clear focus on the target group and target territory
- ❑ Durability of project results is foreseen and explained
- ❑ Partnership is relevant (important players are not missing in the partnership)



General requirements to the Concept Note

- (1) Respect deadlines – **27 February 2012** (Section 2.5, GfGA*, p.35)
- (2) Respect rules of submission (Section 2.2.2, GfGA, p.23)
- (3) Use correct template of the Concept Note
- (4) Respect the space limits for description of the project
- (5) No supporting documents needed. Will not be taken into account



* **Guidelines for Grant Applicants, ref. 2nd Call for Proposals**

Components of the Concept Note

Framework data

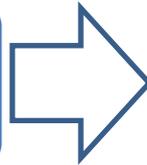
Description of the project

Indicative Project budget

Confirmation by the Applicant

Declaration by the Applicant

Applicant's Checklist



| Sections |
|---|
| 1. Objectives |
| 2. Problems to be solved / situation to be improved |
| 3. Target region, target groups and final beneficiaries |
| 4. Cross-border impact |
| 5. Planned project activities |
| 6. Expected project results |
| 7. Methodology |
| 8. Relevance of the Project to the Programme requirements |
| 9. Novelty of the project and synergy with other activities |
| 10. Partnership |
| 11. Sustainability |

Framework data

- (1) Project title
- (2) Applicant and partners
- (3) Priority and measure
- (4) Location and duration
- (5) Budget summary (Programme grant and Partners co-financing)

Important!

- Reliable and reachable contact person;
- Provision of correct information.



Description of the Project (1)

Keep in mind evaluation criteria, when developing and describing the project idea

(Guidelines for Grant Applicants, Section 2.3, p.28)

RELEVANCE

Sections of the Concept Note to consider

| | |
|------------|--|
| Section 1 | Objectives |
| Section 2 | Problems to be solved / situation to be improved |
| Section 3 | Target region, target groups and final beneficiaries |
| Section 4 | Cross-border impact |
| Section 6 | Expected project results |
| Section 8 | Relevance of the Project to the Programme requirements |
| Section 10 | Partnership |

Description of the Project (2)

DESIGN

Sections of the Concept Note to consider

| | |
|------------|--|
| Section 2 | Problems to be solved / situation to be improved |
| Section 5 | Planned project activities |
| Section 11 | Sustainability |

METHODOLOGY

Sections of the Concept Note to consider

| | |
|-----------|--|
| Section 1 | Objectives |
| Section 5 | Planned project activities |
| Section 6 | Expected project results |
| Section 7 | Methodology |
| Section 9 | Novelty of the project and synergy with other activities |

Description of the Project (3)

PARTNERSHIP

Sections of the Concept Note to consider

| | |
|------------|--|
| Section 1 | Objectives |
| Section 2 | Problems to be solved / situation to be improved |
| Section 10 | Partnership |

Above tables are examples, how to link the evaluation criteria to sections of the Concept Note.

Comprehensive and creative approach to development of the Concept Note is the key to success!



Indicative project budget

- (1) The **basis for detailed budget** to be elaborated in the Full Application Form.
- (2) The budget does NOT come out of the blue – it is based on the **estimation of actual expenditures** planned for project implementation.
- (3) The budget demonstrates **division of project costs**:
 - by project partner
 - by sources of funding
- (4) **Co-financing rates** must be respected (see Guidelines for Grant Applicants, Section 2.1.3.1., p.12)



Indicative project budget

| Partner (please insert the partner organization name below) | Total budget | Programme co-financing | Partner's contribution |
|---|--------------|------------------------|------------------------|
| Applicant (Partner 1) | | | |
| Partner 2 | | | |
| Partner 3 | | | |
| Partner 4 | | | |
| Partner 5 | | | |
| Total | | | |

Indicative budget table has to be filled for each project partner listing costs which will be covered by their own contribution and the requested grant. All the costs have to be expressed in Euro.



Confirmation by the Applicant

Lead Partner principle!

- Signed by a person, authorized to make decisions on behalf of organization (e.g. Head, Director, Principle, etc.);
- Date of signature respects the deadline of the Call (27 February 2012);
- Stamp is compulsory for those organizations, which actually have one.



Declaration by the Applicant

Lead Partner principle!

- Applicant puts the necessary information to the Declaration;
- Applicant, submitting the Application, takes main responsibility of the Project;
- Declaration signed by authorised representative (normally the same who person who signed the Concept Note).



united by borders

Applicant's Checklist

After the Concept Note is filled in and ready for submission, verify that it complies with the criteria listed in the table:

- Administrative criteria
- Eligibility criteria

We wish you success!



Joint Technical Secretariat

www.estlatrus.eu

E-mail: info@estlatrus.eu

Phone: +371 6750 9520

Address: Ausekļa Str. 14-3, Rīga



financed by
the European Union

united by borders

Contacts

Joint Technical Secretariat

Ausekļa Street 14 -3 (3rd floor), LV-1010, Riga,
Latvia

Vineta Šnore

Information Manager

Phone: +371 6750 9526

vineta.snore@estlatrus.eu

Branch Office in Pskov, Russia

Sovetskaya Street 60a, p.3, 4th floor
Pskov, Russia

Ekaterina Moskaleva

Information Manager

Phone: + 7 81 12 79 40 54

E-mail: ekaterina.moskaleva@estlatrus.eu

Branch Office in Tartu, Estonia

only for Lõuna-Eesti and Kesk-Eesti areas
Sõbra 56, 51013, Tartu, Estonia

Liane Rosenblatt

Information Manager

Phone: +372 738 6011

E-mail: liane.rosenblatt@estlatrus.eu

Branch Office in Jõhvi, Estonia

- only for Kirde-Eesti and Põhja-Eesti areas
Pargi 27, 41537, Jõhvi, Estonia

Artur Viira

Information Manager

Phone: + 372 339 5609

E-mail: artur.viira@estlatrus.eu

Branch Office in St. Petersburg, Russia

Izmailovsky Prospect 14, Office 316
St. Petersburg, Russia

Sergey Balanov

Information Manager

Phone: + 7 812 325 83 51

E-mail: sergey.balanov@estlatrus.eu

Branch Office in St. Petersburg, Leningrad Region, Russia

Izmailovsky Prospect 14, Office 316 A, St.
Petersburg, Russia

Vladimir Skorokhodov

Information Manager

Phone: + 7 812 325 51 84

E-mail: vladimir.skorokhodov@estlatrus.eu

