**Invitation to the**

**Info Seminar for Project Applicants**

**19 January 2012**

**Viljandi, Eesti Pärimusmuusika Keskus**

The purpose of the seminar is to introduce project applicants with the Concept Note submission requirements of the 2st Call for Proposals of the Programme.

The seminar will take place at the **Viljandi Eesti Pärimusmuusika Keskus**, Tasuja pst.6premises on Thursday, **19 January** from 10:00 to 16:00 (please see Agenda below).

Please register on-line in the Programme’s website:

<http://estlatrus.eu/eng/events/all_events/seminar_for_2nd_call_grant_app>

as soon as possible, but not later than by Tuesday, **17 January**.

The 2nd Call for Proposals of the Estonia – Latvia – Russia Cross Border Cooperation Programme 2007 – 2013 requirements was launched on 10 January, 2012. The deadline for submission of the projects is **27 February 2012**. The Guidelines for Grant Applicants, Concept Note and all other relevant documents for submission projects are available at the Programme’s web-site: [www.estlatrus.eu](http://www.estlatrus.eu) » How to Apply » 2nd Call for Proposals.

*More information: Liane Rosenblatt, Information Manager of the Joint Technical Secretariat Branch Office in Tartu, phone: +372 738 6011, e-mail:* *liane.rosenblatt@eas.ee* *.*

**Agenda**

|  |  |
| --- | --- |
| 9.30 – 10.00 | REGISTRATION, coffee |
| 10.00 – 12.00 | Welcome and Introduction |
|  | Overview of the Programme |
|  | Concept Note. How to. |
|  | Concept Note assessment procedure |
|  | Publicity and communication requirements |
| 12.00 – 13.00 | LUNCH |
|  | Financial management of the Projects |
|  | How to submit the Concept Note |
| 14.30 – 15.00 | COFFE BREAK |
| 15.00 – 16.00 | Question & Answer session |