Estonia – Latvia – Russia
Cross Border Cooperation Programme within
European Neighbourhood and Partnership Instrument
2007-2013

Large Scale Projects

INSTRUCTIONS

How to fill in the full Application Form for the Large Scale Projects

Overall information on the Application Form

Attention!	Before you start to fill the full Application Form for the Large Scale Projects (LSP) please read the Programme-related documents. All documents can be found on the website www.estlatrus.eu
Submission of the Application	The Application Form must be completed, printed out, dated, signed by a duly authorised representative of the Applicant, stamped with the official stamp (if applicable) and binded together with all the Annexes. Additional documents must be sent together with the Application Form in one single package/envelope. The list of the additional documents to be submitted is provided in the Guidelines for Large Scale Project Applicants. The original Application in paper format and its copy have to be sent by mail / courier to one of the following addresses:

JTS Riga	Branch Tartu	Branch Johvi	Branch SPB	Branch Pskov
Ausekla Str. 14-3 Riga LV-1010 Latvia	Sõbra 56 (5th floor) 51013 Tartu Estonia	Pargi 27 (1st floor) 41537 Jõhvi Estonia	14 Izmailovsky prospect, office 316-318 St. Petersburg, 190005, Russia	Nekrasova Str.23 Pskov, 180001 Russia

	The electronic version of the Application has to be sent to the email address lsp@**estlatrus.eu**
Deadline for submission of Application	The Application delivered by hand or courier has to arrive at one of the above-mentioned addresses no later than 4pm local time on **November XX, 2011**. The postal stamp on the Applications sent by post should bear a date which is no later than **November XX, 2011**. The electronic version has to arrive to the given email address no later than on **November XX, 2011.**
Error messages	Error messages are there for your attention to be sure that you have filled in all the necessary fields. As soon as the information is entered into the required fields, these messages will disappear.
Legend	Please study the Legend of the fields. Applicants are asked to fill in the information ONLY in WHITE fields. Fields containing pre-defined links and formulas are marked (see the legend) and cannot be changed.

red/ yellow	Headings/subheadings and the fields with information
blank	Fields filled by the applicant
green	Fields with the drop-down menus
black	Fields filled in by the Joint Technical Secretariat
blue	Fields filled in automatically by formulas and links

Input of information into	For technical reasons, most of the white fields have been split up into 2 to 4 sub-fields. As soon as the first sub-field is filled in, please

the fields	continue in the next sub-field. The text exceeding this space will not be visible in the printout and therefore cannot be taken into account when checking the project.
Annexes of the Application	Note that all Annexes related to the Application are presented on separate sheets in this Excel file. The file contains fields for describing all the project-related information necessary for further assessment and monitoring of the project.
Instructions for filling the Application	Instructions on information to be provided in each field of the Application are provided in the blue field on the right side of the Excel form of the Application. Please follow these instructions when filling in the Application. When you print the Application, instructions will not appear in the printed version. Certain information will be automatically transferred to the summary information or general section of the Application after details are entered in other fields or Annexes. Formulas for automatic calculations of e.g. budget information and financial contributions have also been added to the relevant sections. Fields containing pre-defined links and formulas are marked in the Application Form (see Legend on the previous page) and cannot be changed or edited. Certain questions in the Application must be answered by marking a tick-box. When clicking on the box, an arrow will appear. Please click on the arrow and select the option provided in the drop-down field, which will appear on the screen. If you want to use a bullet list in any of the input fields in the Application Form, please press 'Alt+Enter'. Please note that the Application consists of seventeen worksheets.

Project description (Worksheet I)

Contact details of the applicant	Fill in the requested information on the person who will be in charge of the Application throughout its submission and evaluation process. Please note that only this person will be contacted by the Programme implementation bodies, i.e. he/she will receive the letters addressed to the Applicant as well as be the contact person for the communication regarding the clarifications.
1.1. Title of the project	State the full title of the project. It should reflect the contents of the project.
1.2. Acronym	State the acronym of the project. It should allow easy identification of the project.
1.3. Priority	Priority is chosen automatically after you have chosen the Measure in Section 1.4.
1.4. Measure	Choose from the drop-down menu the measure you are applying for.
1.5. Duration	Choose from the drop-down menu the Project start and end month and year. Duration of the project will be calculated automatically.
1.6. Project	Is filled in automatically after the Worksheet XI is completed.

budget summary	
1.7. Location of project activities	Choose the regions, where the project activities will take place by clicking "YES". If any of the project activities are taking place outside the Programme territory, please provide an explanation and justification of the need to have these activities.
1.8. Partnership	It is filled in automatically after the Worksheets VIII, IX and XVI are completed. Please note that an error message will appear if the Application does not satisfy the partnership requirement of the Programme, which is having at least one partner from Russia and at least one partner from Estonia and/or Latvia.
2.1. Project problem and background	Indicate and analyze / justify the problem and / or main issues of cross-border importance to be addressed by the project as well as its relevance to the needs of the target regions. Please describe the background of the project development, involvement of the project partners into the development of the project ideas and elaboration of the project.
2.2. Overall objective	Describe the overall objective according to the problem description. The overall objective should contribute to solution of described problem or its minimising. The overall objective mostly is to be achieved some time after the end of the project, so the project is supposed to contribute to a future impact.
2.3. Specific objective	Specify the specific objective(s) in a manner that the project aims to achieve at the end, should correspond to the planned activities. The specific objectives should be directly related to problems identified and be achieved by the end of the project, thus they have to contribute to the overall objective.
2.4. Final beneficiaries, target groups	Indicate final beneficiaries, who will gain from the project's results in long term, as well as the target groups/entities that will be directly positively affected by the project at the purpose level; describe their specific needs and how these needs are addressed by the project. Please estimate the size of both groups, and describe the project's communication strategy to address these groups.
2.5. Management capacity of the project partners	Describe the previous experience of the project partners in the similar projects and define the main available resources which will be allocated to the project. Provide information on the relevance of the project's partnership and the previous cooperation of the project partners.
2.6. Cross-border impact	Demonstrate and justify the need for the cross-border cooperation in order to solve the described problem, demonstrate that achievement of the project objectives will be more efficient using the cross-border cooperation.
2.7. Relevance to the Programme and its priorities	Describe how the project will help to achieve the objective of the Programme, as well as relevance of the project to the selected Priority and Measure of the Programme.

2.8. Compliance with policy documents, support from the authorities and importance of the project for the development of the Programme territory	Demonstrate if your project is in line with the national, regional and local policy planning documents. Justify the current and expected support of the national and regional/local authorities for the project planning, funding and its implementation. Define the impact of the project on the development of the border regions. Show the compliance of the project activities with the strategic documents of the involved countries and regions.
2.9. Contribution to the EU horizontal policies	Describe how the project will contribute to the achievement of the EU horizontal policies, in particular, on environment and sustainable development as well as provision of equal opportunities, competition and public procurement and territorial cohesion.
2.10. Exclusive competence of the Applicant and Project partners	In addition to the general programme requirements, an exclusive competence of the applicant for LSP has to be proved. Justify, that the applicant: - has exclusive competence in the field of activity and/or geographical area to which the grant relates pursuant to any applicable law; or - is the only organisation (i) operating or (ii) capable of operating in the field of activity and/or geographical area to which the grant relates by virtue of all considerations of fact and law.
3.1. Project type	Choose the type of the Project and provide a justification for the choice of the particular project type for the implementation of the project activities.
3.2. Proposed methods, activities and expected results, infrastructure character of the project	Describe the methods of project implementation and reasons for the proposed methodology, main activities and expected results; as well as the main means proposed for the implementation of the project (equipment, materials, and supplies to be acquired or rented). Describe how the sub-contract procurements will be arranged, implemented and supervised.
3.3. Project partnership	Describe the composition of partnership. Explain why particular partners and associates have been selected for the project: their competencies, experiences, specific know-how of each partner in the field of proposed project and need for it in the achievement of project objectives. Explain each partner’s role and responsibility within the project and their proposed benefit from the project.
3.4. Project management	Describe the organisational structure and the team proposed for the implementation of the project (by function, there is no need to include the names of individuals). Please outline the administration structures of the project, and describe the internal monitoring system.
3.5. Financial management of the project	Describe what financial resources will be used to ensure the cash flow of the project. Describe the resources which will be used to ensure the implementation of the project activities before the final

	payment from the JMA is received.
3.6. Fulfilment of Programme indicators	According to the selected priority and measure please specify the related output indicators which your project will contribute to. Project can contribute to several indicators for the particular measure. By choosing "yes" please state that your project contributes to proposed output indicators.
4.1. Risk analyses	Describe the main preconditions and assumptions during and after the implementation phase. Provide a detailed risk analysis for the activities foreseen within the project and possible contingency plans. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
4.2. Sustainability after the project implementation	Explain how sustainability will be secured after completion of the project. This can include aspects of necessary measures and strategies built into the project, follow-up activities, and ownership by target groups etc. In doing so, please make a distinction between the following dimensions of sustainability: - Financial sustainability (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.); - Institutional level (which structures would allow, and how, the results of the project to continue be in place after the end of the project? Address issues about the local "ownership" of project outcomes); - Policy level where applicable (what structural impact will the project have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.); - Environmental sustainability (what impact will the project have on the environment – have conditions put in place to avoid negative effects on natural resources on which the project depends and on the broader natural environment). Describe the possibilities for replication and extension of the project outcomes (multiplier effects).

Filling in the fields of the Activity Package description (Worksheets II – VI)

Overall information	Activity package is a grouping of activities within the project that are inter-linked thematically (e.g. activities contributing to the achievement of the same sub-objective) and/or operationally (activities deriving from the operational set-up of the programme, e.g. management of the project or information and publicity measures). The project can be sub-divided into maximum five Activity packages. Each project shall have a minimum of three Activity packages.

	Activities should not be grouped into the Activity packages geographically (by partner) or in terms of timing (by years, months, etc.). Grouping project's activities into logical Activity packages is used in order to ease the management and co-ordination of the project. The title of the Activity package has to reflect the focus and/or contents of the Activity package. **NB!** Please note that the Activity Packages 1 and 2 are pre-defined and cannot be changed: Activity package 1 must be used for describing **management and co-ordination activities** of the project (day-to-day management of the project, financial management, division of responsibilities and tasks among the partners and internal monitoring and reporting procedures). Activity package 2 must be used for describing the **information and visibility** activities of the project, including, both, internal communication within the project as well as the external communication to reach the target groups and wider audience. These measures must be in accordance with the applicable rules laid down in the Communication and Visibility Manual for EU External Actions and published by the Commission. These rules are available from the Europe Aid website at: http://ec.europa.eu/europeaid/work/visibility/index_en.htm.
Description	Describe the strategic focus of the Activity package, aims of this Activity package. Specify which sub-objective of the project this Activity package will help to achieve.
Total budget	Transferred automatically from the Worksheet XIV.
Responsible partners, involved partners and involved target group	Specify which partner will be responsible for the implementation of the Activity package and describe the role and involvement of other partners. Specify the target groups which will be involved into the implementation of the Activity package or who will be addressed by the activities of the Activity package.
Planned outputs and quantification	For each Activity package please specify the expected outputs (concrete products, services, and deliverables) and quantify them. Outputs directly result from activities of the project. They are typically measured in physical or monetary units such as: number of meetings, seminars, or training sessions, number and type of reports, policy tools or written concepts etc.
Planned results and quantification	List and describe the planned results of the Activity package. For the specific results to be achieved within each Activity package, please specify and quantify the indicators for their measurement. The result indicators and outputs will be used to measure the achievement of the project results along with the process of implementation. Results are direct and immediate effects brought about by the project, which provide, for example, information on improvement in capacity/efficiency of partners or enhancement of performance. Indicators chosen should be relevant to the project, quantifiable, reliable and easy to measure. Examples of result indicators include:

	number of persons trained, amount of infrastructure investments, number of cooperation networks established, number of follow-up projects; number of institutions that have established new cross-border contacts.
Long-term impact	Impact is the long-term effect brought about by the project, i.e. improved cross-border traffic flows, more income from the tourism in the border regions, increased number of joint ventures in the border regions, contribution to the sustainable development of participating regions, etc.

Filling in the fields of the Time plan (Worksheet VII)

Overall information on filling in the time plan	The activities stated in the project Time plan should correspond to the activities described in detail in Worksheets II - VI. Complete the table by inserting the titles of activities into the left column. Please note that the space in each column for description of the activity is limited to 80 characters. Number of the activities for each Activity package is limited to 15. After the activities to be implemented in each Activity package are listed, define the months in which the activities will take place by choosing from the drop-down menu **"P"** for the months during which the preparation of the activity is going on, and **"I"** for the month of implementation of the particular activity. The project plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the **preparation and implementation** of each activity. The project plan for each of the subsequent years is more general and should only list the main activities foreseen for those years. To this end, it shall be divided into quarters. It is recommended to base the estimated duration for each activity and total period on the most probable duration and not on the shortest possible duration taking into consideration all relevant factors that may affect the implementation timetable. The implementing body shall be either the applicant or any of the partners.

Filling in the information on the Applicant (Worksheet VIII)

Overall information	Fill in details of applicant, indicating the information requested in each particular field. The summary list of partners in the Worksheet I of the Application will be automatically filled-in once the details of all partners are entered into the following boxes. All partners shall be listed with their institution's name in original language and in English (official translation).
Proposed Project Manager and Financial Manager of the	Indicate the name of the proposed Project and Financial Managers, in the "Description" field provide information on their experience relevant to the proposed position. In case these positions are to be subcontracted, indicate this, and in

project	the "Description" field provide information on the selection process (e.g. criteria which will be used for selection of the appropriate candidate).
Competences and resources allocated to the project	List the competences (experience in project management and implementation) and resources (human, financial and physical) available in your organization which will be used for implementation of the project.
Financial information of the Applicant	Fill in the requested fields indicating the financial information requested in each column for the three previous financial years (where "N" is the previous financial year) on the basis of the profit and loss accounts and balance sheets in thousands EUR. If any of the information requested in the table is not relevant for your organizations, please insert NA (not applicable).
Management board of the Applicant	Fill in information on the Management Board/ committee of the Applicant. This part should not be filled in for the public bodies.
Staff of the organization	Indicate the number of paid and voluntary staff members at your organization by choosing one of the suggested numbers. If any of the options is not applicable to your organizations, please choose "N/A".
Applicant's budget in the project	Filled in automatically from the Worksheet XI. Latvian partners have to fill in manually the "non-eligible partner's financing" if such financing is foreseen within the project and the "recoverable VAT" if the Applicant organization is able to reclaim the VAT.
Experience in similar projects	From the projects implemented by the Applicant choose not more than five most relevant projects (thematically or from the partnership view) for the proposed application and describe them according to the information requested in the table
Attention!	Each partner, including the Applicant has to sign and submit the Partnership Statement according to the template provided by the Programme.

Filling in the information on partners (Worksheet IX)

Overall information on the partner	Fill in details of partner, indicating the information requested in each particular field. The summary list of partners in the Worksheet I of the Application will be automatically filled-in once the details of all partners are entered into the following boxes. All partners shall be listed with their institution's name in original language and in English (official translation). All partners participating in the project must be mentioned in the partnership list. In the text box "Legal status" select from the dropdown menu the category that best matches the status of respective partner. Please see the details for the partnership requirements in the Guidelines for

	Large Scale Project Applicants.
Availability of financial resources for finalization of the project	Describe how the financial flow will be ensured at the partner organization and how it will be co-financed. In particular mention which resources will be used to finalize the implementation of activities of the project until the final payment is provided to the project.
Experience in similar projects	From the projects implemented by the partner choose projects which are the most relevant for the proposed application and describe them shortly.
History of cooperation with the applicant	Describe the cooperation with the Applicant which has lead to the preparation of the joint application.
Role and involvement in preparing the proposed project	Describe role of the partner in the elaboration process of the proposed application.
Role and involvement in implementation of the proposed project	Describe role of the partner in implementation of the proposed project.
Competences and resources	List the competences (experience in project management and implementation) and resources (human, financial and physical) available in your organization which will be used for implementation of the project.
Proposed Project Manager and Financial Manager of the project	Indicate the name of the proposed Project and Financial Managers, in the "Description" field provide information on their experience relevant to the proposed position. In case these positions are to be subcontracted, indicate this, and in the "Description" field provide information on the selection process (e.g. criteria which will be used for selection of the appropriate candidate).
Partner's budget in the project	Filled in automatically from the Worksheet XI. Latvian partners have to fill in manually the "non-eligible partner's financing" if such financing is foreseen within the project and the "recoverable VAT" if the Applicant organization is able to reclaim the VAT.
Attention!	Each partner has to sign and submit the Partnership Statement according to the template provided by the Programme.

Filling in the Logical framework (Worksheet X)

Attention!	Logical Framework of the project is compulsory for projects requesting grant over 100,000 EUR.
Intervention	Describe objectives, results and activities of the project according to

logic	the description provided in the Worksheet I.
Objectively verifiably indicators of achievement	In order to provide the project's monitoring and evaluation, it is necessary to list respective indicators, which will show at what level project's objectives and results are achieved. <u>Indicators related to overall objective</u> are related to the consequences of the implementation of the project. Basically they refer to the wider impact on general public. <u>Specific objective indicators</u> are linked to the effects of project implementation, namely, gives information on respective changes achieved, e.g., raised knowledge of addressed target group. <u>Result indicators</u> measure the achievement of products and/or services, which are the outcome of activities of the project.
Sources and means of verification	In order to verify the indicators, it is needed to provide necessary supporting information. The sources of this information may be reports, specific researches, official statistics, surveys, records, audits or any other prove.
Assumptions	In order to ensure effective project implementation, it is needed to be aware of possible external intervention having a potential effect on project implementation. <u>Assumptions on specific objectives</u> shall deal with external conditions, which must be in place to achieve the objectives. Also mention, what risks should be taken into consideration. <u>Assumptions on expected results</u> shall deal with external conditions, which must be in place to obtain the expected results on schedule. <u>Assumptions on activities</u> shall deal with preconditions required before the start of project implementation.
Reviewing the project outline	In order to check, whether the project has a potential to be successful, it is advised to follow the questions: • Is the vertical logic concrete and accurate? • Are the indicators and sources of verification available and reliable? • Are assumptions and preconditions realistic? • Are risks acceptable? • Is the possibility to achieving the objectives relatively high? • Are the Programme principles taken into account? • Are the expenses justified by the expected benefits? For more detailed instructions on filling the logical framework, please also see the EC Project Cycle Management Guidelines: http://ec.europa.eu/europaid/multimedia/publications/publications/manuals_tools/t101_en.htm

Filling in the table on sources of funding (Worksheet XI)

Attention!	Please note that it is recommended to start filling in the project budget (Worksheets XI-XIV) with the Worksheet XIV, as it is the most

	detailed breakdown of project costs per participating partners
Overall information	Fill in the requested financial information on the project budget for each partner divided by the categories according to the source of funding.
Programmes co-financing	Indicate the financing for which the partner is applying from the Programme. Please note that the maximum ENPI co-financing is 90%. Estonian National Contribution will also be counted as part of the programme For the **private entities** participating in the project the maximum co-financing from the Programme cannot exceed 50% of the total eligible costs for respective project partner from Estonia and Latvia and 90% of the total eligible costs for respective project partner from the Russian Federation.
Estonian National Contribution	Indicate Estonian contribution to the programme to be used to co-finance the project (if applicable).
Partner's contribution	Not less than 10% of the total eligible costs of the project is the project partners' contribution and must be financed from the own resources or from sources other than the European Community budget. State budget contribution will be counted as part of Partner's contribution
State budget contribution	If available, list the amount of financing from the state budget of the partner's country for implementation of the project activities.

Filling in the total budget table (Worksheet XII)

Overall information	Budget table consists of two main columns – "total costs for all years" and "costs for year 1". Information in the column "total for all years" is filled in automatically after the relevant data has been entered into the Worksheet XIV.
Filling in the column "Year 1"	If the planned duration of your project is below or equal to 12 month, please do not fill in this column. For projects having duration over 12 months fill in the sums of the costs you plan to cover during the first 12 months of the project implementation. It is required to fill in the sub-columns "costs" and the entered sums will add up automatically and appear in the column "total".

Filling in the budget per Activity Packages (Worksheet XIII)

Overall information	Division of costs per budget lines has to reflect the financing allocated by each partner for implementation of the activities foreseen under the particular Activity Package according to the description of Activity Packages in the Annexes II – VI.

Attention!	Please note that the information provided in this table should match with the data in the other budget tables (Worksheets XI, XII and XIV). If there is a mismatch in the financial information provided, an error message will appear.

Filling in the partners budget (Worksheet XIV)

Attention!	Please note that it is recommended to start filling in the project budget (Worksheets XI-XIV) with the Worksheet XIV, as it is the most detailed breakdown of project costs per participating partners. Please note that only white fields are to be filled in, no formulas are to be added or changed.
Overall information	Please note that the Applicant is responsible for the accuracy and preciseness of the information provided in the project budget. Read carefully the Guidelines for Large Scale Project Applicants for detailed information on the costs to be included into each Heading of the budget. The budget must cover the total expenses foreseen by the project, not only the requested grant. Budget table has to be filled for each project partner listing costs which will be covered by their own contribution and requested grant.
Cost items	Please note that number of rows is limited for each particular budget heading, all the cost items have to be listed in the available rows and the costs per item are to be listed in each partner's budget. The provided cost items in the budget (e.g. Coordinator, Manager, and Assistant for the Budget Heading 1) are examples and have to be replaced with the actual cost items of the project partners for implementation of the particular project. If several partners have the same cost items, they have to fill in the number of units and unit rate for the respective partner in the same *Cost items* row. E.g. if all project partners have a project coordinator, they all fill in the information on the related costs in the same row.
Units for the cost items	Choose the most appropriate unit for each cost item, e.g. *months* for the staff costs, *trips* for travel, *units* for equipment, etc. Please insert the number of full items into the table, e.g. if project bookkeeper is working 50% of his full time for the project with the duration of 18 months, the number of units should be 9 months, and the percentage of involvement should be indicated in the description of the costs (e.g. *bookkeeper 18 months x 0.5).* After the number of cost items and their costs are inserted, they automatically multiply and the result appears in the blue-dotted cells.
Attention!	If the project plans activities outside the eligible Programme area (possible in the budget Headings 2 and 5), these costs are to be clearly listed in the project budget.

Filling in the declaration by the Applicant (Worksheet XV)

Overall information	The Applicant (partner submitting the Application and taking the main responsibility of the project in case it is approved) fills in the information requested in the declaration – its title, title of the Project, fills in the required information on other applications submitted. Declaration is signed by an authorised representative of the Applicant institution, her/his name, position and date of signature are stated in the Declaration.

Filling in the information on associates (Worksheet XVI)

Overall information	Fill in details of associates, indicating the information requested in each particular field. The summary list of partners and associates in the Worksheet I of the Application will be automatically filled-in once the details are entered into the following boxes. All associates shall be listed with their institution's name in original language and in English (official translation).
Experience in similar projects	From the projects implemented by the associate choose projects which are the most relevant for the proposed application and describe them shortly.
History of cooperation with the applicant	Describe the cooperation with the Applicant which has lead to the preparation of this application.
Role and involvement in preparing the proposed project	Describe role of the associate in the elaboration process of the proposed application.
Role and involvement in implementation of the proposed project	Describe role of the associate in implementation of the proposed project.

Filling in the checklist (Worksheet XVII)

Overall information	After the Application is filled and ready to be submitted, check that your Application complies with the criteria listed in the table.