



Programme funded by the
EUROPEAN UNION



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN

Contracting Authority: Joint Managing Authority - Autonomous Region of Sardinia

**Cross-Border Cooperation within the European
Neighbourhood and Partnership Instrument (ENPI)
Mediterranean Sea Basin Joint Operational Programme
EC Decision C (2008) 4242**

Restricted Call for proposals

First stage: Concept Note

Reference: Second call for proposals for standard projects

Title of the project:	
Acronym:	
Priority and Thematic Area:	
Official name of the Applicant organisation (original language):	
Translation in English:	
Nationality of the Applicant:	
Location(s) of the project:	
Project duration (in months):	

(for JMA use only)

Reference N°	Date of Dispatch
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Acronym:

Contact details of the Applicant

Applicant organisation:

Translation in English:

Number and Street or PO Box:

City:

Postal Code:

Country:

Telephone: country code + number:

Fax: country code + number:

Email address:

Legal representative

Please make sure that the person indicated here is legally empowered to represent the institution. It should furthermore be the person signing the Declaration by the Applicant, then the Partnership Agreement and in case the Grant Contract.

Name:

Position:

Telephone: country code + number:

Fax: country code + number:

Email address:

Contact person

Only if different from legal representative

Name:

Position:

Telephone: country code + number:

Fax: country code + number:

Email address:

Any change in the addresses, phone numbers, fax numbers and in particular email, must be notified in writing to the Joint Managing Authority.
The Joint Managing Authority will not be held responsible in case it cannot contact an Applicant.

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your Concept Note will be processed in accordance with Italian personal data protection code (Legislative Decree n.196/2003). Your replies to the questions in this form are necessary in order to assess your Concept Note and they will be processed solely for that purpose by the Joint Managing Authority. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Joint Managing Authority. Beneficiaries may lodge a complaint against the processing of their personal data with the Guarantee Institution for the protection of personal data (Garante per la Protezione dei Dati personali).



Acronym:

1. Basic project information

1.1 Summary

The elements assessed on the basis of the Concept Note (partnership composition, Priority and Measure selected, specific objective and expected results) must not be modified by the Applicant in the Full Application Form. (See par. 4.1.1 of the "Guidelines for grant applicants")

Total duration of the project (in months):

Priority and measure the project is contributing to

Overall objective of the project

Specific objective of the project

Target groups

"Target groups" are the groups/entities who will be directly and positively affected by the project at the project purpose level

Final beneficiaries

"Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large

Main expected results



Acronym:

1.2 Partnership

Please note that the following limitations apply:

- The same organisation can participate only once as Applicant under each Priority.
In case the same organisation participates in more than one (1) project as Applicant under each Priority, all concerned projects submitted within that Priority will be considered ineligible under this call.
- The participation of actors coming from the eligible territories of Egypt and Tunisia to projects related to Priority 3 is not envisaged.

Applicant

Name of the organisation
(Translation in English):

Legal status:

Specify the legal status:

Country:

Region:

National Registration number:

Partner 1

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region:

Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 2

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region:

Eligible Adjoining

Postal Code - City:

National Registration number:



Acronym:

Partner 3

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 4

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 5

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:



Acronym:

Partner 6

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 7

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 8

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:



Acronym:

Partner 9

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 10

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 11

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:



Acronym:

Partner 12

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 13

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:

Partner 14

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

Postal Code - City:

National Registration number:



Acronym:

1.3 Budget of the Project

The total eligible costs of the project must be within
€ 500.000 and € 2.000.000 with the exception of
Priority 4 where a minimum amount of € 200.000 is
admitted (A)

Requested Programme contribution (B)

% of total eligible costs of the Project $(B/A) \times 100$ %

2. Relevance of the project

2.1 Location of the project activities

Please specify in which country(ies) and region(s)) the project activities will be implemented.



Acronym:

2.2 Specific objective and expected results

Describe the project specific objective and the expected results to be achieved.

Underline the cross-border dimension of the specific objective and expected results of the project at Mediterranean Sea Basin level.



Acronym:

2.3 Relevance of the partnership

Please present the composition of the partnership and justify how it is appropriate to implement the activities and to achieve expected results. Partnership relevance must be described according to its:

- institutional status
- expertise and territorial competence relevant to the achievement of the project objective/results
- capacity to mobilise target groups and stakeholders

Demonstrate how and why the cross-border nature of the partnership brings a real added value for carrying out the activities of the project.

If the partnership includes partners coming from adjoining regions, please describe the added value of their participation and motivate their contribution in relation to the implementation of the project and the achievement of expected results.



Acronym:

2.4 Relevance to the selected Priority and Measure of the call for proposals

Demonstrate the relevance of the project to the selected Priority and Measure explaining the cross-border impact at Mediterranean Basin level.



Acronym:

2.5 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors

- Identify clearly the specific pre-project situation in the target countries, regions and/or sectors (include quantified data analysis where possible).
- Provide a detailed analysis of the problems to be addressed by the project and how they are interrelated at all levels.
- In addressing the point above, refer to any significant plans undertaken at national, regional and/or local level relevant for the project and describe how the project will relate to such plans.



Acronym:

2.6 Relevance to the target groups and final beneficiaries, their needs and constraints and how the project will address these needs

- Provide a detailed description of the target groups and final beneficiaries and estimated number.
- Identify the needs and constraints of the target groups.
- Demonstrate the relevance of the project to the needs and constraints of the target groups / final beneficiaries in general, and how the project will provide the desired solutions, in particular for the targeted beneficiaries.
- Explain any participatory process ensuring the involvement of target groups and final beneficiaries.



Acronym:

2.7 Added value elements

Indicate any specific added value elements of the main expected results, in particular innovative approaches, best practices, pilot actions, new services.

2.8 Synergies with other initiatives/projects

- Define synergies with other major initiatives and, in particular EU, ENPI CBC MED and national funded projects addressing the same problem at national and regional level both in EUMC and MPC.
- Where the project is part of a larger programme, clearly explain how it fits or is coordinated with this programme or any other planned project. Specify the potential synergies with other initiatives, in particular from the European Commission.



Acronym:

3. Design of the project

3.1 The methods of implementation and reasons for the proposed methodology

Please describe the methodology for the implementation of the project focusing on the following elements:

- the role and participation in the project of the various actors and stakeholders (applicant, partners), target groups, local authorities, etc.), their added value and the reasons for which these roles have been assigned to them.
- the involvement of any relevant stakeholders in project implementation in order to achieve the main expected results.
- describe external factors to be taken into account.
- when project is the prolongation of a previous project, explain how the project is intended to build on the results of this previous project. Give the main conclusions and recommendations of evaluations that might have been carried out (lessons learned).



Acronym:

3.2 Feasibility of the project

Provide a brief description of the proposed activities including, where relevant, background information that led to the presentation of this proposal. This should include:

- a description of their effectiveness, duration and quantified outputs.
- the explanation on how feasible and consistent is the proposal in relation to the specific objective and expected results.
- involvement of all implementing partners, their role and relationship to the applicant in order to guarantee a proper project implementation.



Checklist for the Concept Note

Before sending your Concept Note, please check that each of the following points is complete and respects the following criteria:

PART 1 (ADMINISTRATIVE)

1. The Concept Note published for this call for proposals has been used and it has been submitted within the set deadline.	
2. The Declaration by the Applicant in original has been filled in, stamped, dated, on headed paper and hand written signed and refers to the submitted project. The Declaration by the Applicant for Concept Note is enclosed.	
3. The Concept Note is fully typed in English or in French.	
4. One (1) original and one (1) copy are included.	
5. An electronic version of the Concept Note (CD-Rom, USB) is enclosed and is identical to the submitted paper version.	
6. The Applicant organisation does not participate as applicant in any other project proposal within the same Priority.	

PART 2 (TECHNICAL)

7. The project will be implemented in eligible territories (eligible and adjoining regions).	
8. The duration of the project is between 18 months and 24 months.	
9. The requested contribution is indicated and is not higher than 90% of the estimated total eligible budget costs.	
10. The total eligible budget is in line with the provisions of the Guidelines for Applicants (minimum € 500.000 and maximum € 2.000.000 with the exception of Priority 4 for which a minimum total eligible budget of € 200.000 is allowed).	
11. The partnership includes at least three (3) participating countries including at least one (1) partner from a Mediterranean Partner Country and one (1) partner from a EU Mediterranean Country.	
12. The Applicant is established in an eligible region (Applicants from adjoining regions are not eligible) or is a Ministry or national public administration based in one eligible Country or an International organisation.	
13. The partners are established in eligible or adjoining regions or they are Ministries or national public administrations based in one eligible Country or International organisations.	
14. The Concept Note is specifically targeting only one (1) Priority and one (1) Measure.	

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.