

Application ID:		Project acronym:	
Lead Applicant:			



**Interreg**



Co-funded by  
the European Union

**NEXT** Hungary – Slovakia – Romania – Ukraine

## Application form

Title of the project			
Priority			
Objective - Project type by scale			
Type of action			
Total budget			
EU contribution			
National contribution		Hungary	
		Slovakia	
		Romania	
		Ukraine	
Own contribution		Own public contribution	
		Own private contribution	
Start date of project		End date of project	
	Duration of the project (in month)		

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## 1. Project partnership

Role	Official name of the organization (in original language)	Country	NUTS III region or equivalent	NUTS V - settlement(s)
LA				
A1				

## 2. Project reporting periods

	From date	To date	Reporting deadline
1			
2			
3			
4			
5			

## 3. Applicant data

### Lead Applicant General data of the applicant

Official name in original language			
Official name in English			
Abbreviated name			
Type of institution			
Website			
Legal status		Registry number	
National tax number		Community tax number	
Date of foundation		Founder organisation	

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### Address and contact information

Addresses of the Organization	Official address	Mailing address
Country		
NUTS III or equivalent		
Postal code		
Settlement		
Street, number, PO Box		

Legal representative of the organization		Contact person	
Title		Title	
Name		Name	
Position		Position	
Mobile phone		Mobile phone	
Office phone		Office phone	
E-mail		E-mail	

### Financial capacity

Number of staff	
Last closed budgetary year	
Currency	
Last closed budgetary year annual revenue	
Last closed budgetary year balance sheet total	
Last closed budgetary year result	
Fluctuation rate (employee resigned / number of employees) in the last closed budgetary year	

## Applicant 1

### General data of the applicant

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Official name in original language			
Official name in English			
Abbreviated name			
Type of institution			
Website			
Legal status		Registry number	
National tax number		Community tax number	
Date of foundation		Founder organisation	

### Address and contact information

Addresses of the Organization	Official address	Mailing address
Country		
NUTS III or equivalent		
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Street, number, PO Box		

Legal representative of the organization		Contact person	
Title		Title	
Name		Name	
Position		Position	
Mobile phone		Mobile phone	
Office phone		Office phone	
E-mail		E-mail	

### Financial capacity

Number of staff	
Last closed budgetary year	
Currency	

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Last closed budgetary year annual revenue	
Last closed budgetary year balance sheet total	
Last closed budgetary year result	
Fluctuation rate (employee resigned / number of employees) in the last closed budetary year	

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## 4. Professional experience

### Management experience

Applicant ID	Title of project	ID number of the project	Link to project website, summary sheet	Total budget of project (EUR)	Total budget of the project part the partner was responsible for (EUR)	Role in the project	Brief summary of the project
LA							
A1							

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### Professional experience and operational capacity

Applicant ID	Professional experience: Please explain how the core activities of the partner is connected to the present project idea (e.g. previous activities in the field, cooperation with different domestic/foreign organisations in the field, internal staff with professional expertise in the field, etc.) (maximum 2 000 characters)
LA	
A1	

Applicant ID	Operational capacity: How does the partner plans to implement the management - direct project management and financial management and communication activities? Internal or external project management (or both) and why? (maximum 2 000 characters)
LA	
A1	

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## 5. Project Description

### Overall objective

**Overall objective of the Project - What is the main objective of the project and how does it link to the overall programme goal? How does it contribute to the programme specific objective?**  
(maximum 500 characters)

**Project Summary - Please provide a short overview of the project, describing it in the style of a press release (please cover all the points below):**

- A brief description of the project and what challenges it tackles;
  - The expected achievements and change the project will make to the current situation;
  - The expected results of your projects and who will benefit from them;
  - The innovative element(s) of your project (approach, tools, form of cooperation, etc.)
- (maximum 2 000 characters)

**Specific objectives of the Project - Which are the specific objectives the project aims to achieve? Define max. 3 specific objectives of the project.**  
(maximum 2 000 characters)

### Overall descriptions

**Expected results - Results are used to measure the intended change obtained as a result of the project outputs. Please detail the expected results of your project.**  
(maximum 2 000 characters)

**Preconditions and assumption - Please describe the main preconditions and assumptions during and after the implementation phase.**  
(maximum 1 000 characters)

**Dissemination, capitalisation and possibilities for replication and extension - Please describe the possibilities for extension of the Project outputs (multiplier effects), clearly indicating any intended dissemination channel. Please also describe any capitalisation measures planned, e.g. how the applicants will encourage the creation of added value for the project and the Programme, by developing synergies with other projects, and ensure the dissemination of project results both beyond the project objectives and after the end of the project.**  
(maximum 1 500 characters)

**Financial and institutional sustainability of the project - Please explain how the project will be made sustainable after completion. This should include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between two types of sustainability:**

- Institutional sustainability: structures that would allow the results of the project to continue to be in place after the end of the project, capacity building, agreements and local 'ownership' of project outcomes.



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**- Financial sustainability: financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs after the end of the project**  
(maximum 1 500 characters)

**Joint Partnership Experiences - Please describe any cross-border partnership experiences of the Applicants (pls. Indicate the project name and ID)**  
(maximum 1 500 characters)

**Detailed risk analysis and contingency plan - Please describe the risks associated with the project accompanied by relevant mitigation measures for the anticipated risks. (eg. foreign currency exchange rate risk) A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).**  
(maximum 1 500 characters)

## Relevance

**Relevance of the project to the Programme's priority/objective - Please describe the relevance of the project to the priority and objective selected.**  
(maximum 1 000 characters)

**Territorial needs, problems and challenge of the target countries, regions and/or relevant sectors - Please specify the situation for the territories participating in the project.**  
(maximum 1 000 characters)

**Analysis of the problems and needs the project addresses - Please provide an analysis of the problems and needs justifying the project, taking into account the Programme strategy and its expected contribution to address the corresponding priority as well as the contribution to the relevant national/regional policies and strategies.**  
(maximum 2 000 characters)

**Project's approach in addressing the identified common problems and needs - Please describe what solutions would be developed during the project and what is its added value.**  
(maximum 1 000 characters)

**Cross-border cooperation approach in achieving the project's objectives and results - Please explain why the project objectives and results cannot be efficiently reached acting only on a national/regional/local level and/or describe what would be the impact of the cross border cooperation.**  
(maximum 1 500 characters)

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**Target group, benefits for the target group - Please define the target groups and final beneficiaries of the project, focusing on their description as well as on their needs. Please also indicate an estimation of the size of the target groups the project aims to involve (maximum 1 500 characters)**

**Compliance with the EU horizontal principles - Compliance with the EU horizontal principles (fundamental rights; equality between men and women, gender mainstreaming; non-discrimination and sustainable development). Explain how the project contributes to the horizontal principle(s). (maximum 1 500 characters)**

**Relevance of infrastructure component within the cross-border context - Please describe the reason why you consider the particular infrastructure component should be financed from NDICI aid/source. (maximum 1 000 characters)**

**Cross-border effect of the infrastructure component - Please describe the cross-border effect of the infrastructure component. (maximum 1 000 characters)**

**Avoiding double financing - i) Please provide information if the same Project proposal or proposals with similar (slightly similar) or overlapping activities were also submitted to any programme supported through the budget of the European Commission;  
ii) Please be aware that even if the same Applicant submits more applications with the same content or (slightly similar), although with slightly different partners and acquisitions, the application shall be investigated on the risks it poses vis-à-vis double financing (maximum 500 characters)**

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## 6. Work Plan

AG ID	Activities	Description of activity	Location of activity	AG name
1	act1 name	act1 description	act 1 exact location	Soft name
	act 2 name	act1 description	act 2 exact location	
2				Soft name2
4				Infra name

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5				Infra name2
6				Proj man & comm. name

Questions to AGs:

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<b>Lead Applicant:</b>			

- **AG-type SOFT:**

- Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).

- **AG-type INFRASTRUCTURE:**

- Please describe the sustainability of the infrastructure component, in particular how the necessary financial resources and mechanisms to cover operation and maintenance costs for the investment in infrastructure or productive investment will be ensured.
- In case the project envisages investment in infrastructure(s) with an expected lifespan of at least five years, the assessment of the expected impacts of climate change shall be carried out in accordance with the Technical Guidelines for Climate Proofing of Infrastructure for the period 2021-2027 (European Commission Notice 2021/C 373/01). Please summarise the results of the assessment (detailing the risks associated with climate change, the expectable resilience of the given infrastructure(s) to climate change). Where appropriate, documentation should be available for submission to the relevant programme body(ies).
- Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).

- **AG-type PM&Communication:**

- Description of the project management and implementation structure
- Monitoring and evaluation arrangements
- Equipment, materials and supplies for the implementation of the Project
- Please describe the risks associated with this AG accompanied by relevant mitigation measures. A good risk analysis will include the identification of the type of risk (physical, environmental, political, economic and social risks), the probability of occurrence (low, medium or high), the probable impact at the level of the project (low, medium, high) and a risk response plan (describe your planned response by referring to avoiding, mitigating, accepting or transferring the risk).

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## 7. Communication Plan

### Overall descriptions

The goals and objectives of the communication plan - Specify communication objectives. What can communication do to reach the specific objectives of the project? What are the results to be achieved? What is to be accomplished by implementing this communication plan? TIP: Objectives should be SMART: Specific, Measurable, Achievable, Realistic, Time-focused. Examples: creating awareness, shaping attitudes, changing opinion, sharing knowledge, etc. Number of readers/viewers/participants, etc.  
(maximum 5 000 characters)

The key messages to be shared - Craft clear, concise, compelling messages (maximum 3 per project). TIP: Key messages should be tailored to specific audiences and use language that is clear and easily understood.  
(maximum 5 000 characters)

The information about stakeholders and their roles - Indicate key audiences and specific groups of stakeholders which will be targeted by communication activities. To whom the message is to be delivered. Identify their roles and impact.  
(maximum 5 000 characters)

The types of messaging - Determine messaging types to be used to share key messages and achieve communication objectives for each target audience. Quantify them. TIP: Messaging type may vary by audience – face-to-face, press-release, social media post, status report, newsletter, journal article, guide, booklet, flyer/brochure, infographic, webinar, event or conference, video, etc.  
(maximum 5 000 characters)

The delivery methods - Identify appropriate communication channels and tools to distribute key messages. TIPS: - Investigate which platforms and products your target audiences use and prefer. For example, some groups may be more active on social media than the others. - Match the platform to the message. For example, Twitter works well for breaking news and announcements, a press release works well for sharing news with the media, infographics work well for highlighting processes and key findings, and videos work for storytelling.  
(maximum 5 000 characters)

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The frequency that each stakeholder receives information - Determine frequency of communication and establish a timetable. TIP: Daily, weekly, monthly, quarterly, milestone, as needed, etc.  
(maximum 5 000 characters)

The message source - Determine who provides communication updates and implements the plan. TIP: Project manager, communication manager, external consultant, subcontractor, etc.  
(maximum 5 000 characters)

## 8. Indicators

Indicator ID	Type	Name of indicator	Unit	Base value	Target value	Description
	Output					

Indicator ID	Type	Name of indicator	Unit	Base value	Target value	Description
	Result					

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## 9. Activity plan

All	No.	Activity Group	Activity name	Applicant	RP1	RP2	RP3	RP4	RP5	RP6
	1.1	Soft project	Act 1	LA						
				A1						
	1.2	Soft project	Act 2	LA						
				A1						
	2.1	Infrastructure	Act 1.	LA						
				A1						
	2.2		Act 2	LA						
				A1						
	3.1	Management and communication	Act 1.	LA						
				A1						
			Act 2	LA						
				A1						



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## 10. Communication and Visibility

### Obligatory communication tools

Applicant	Communication package	Package description
Lead Applicant	Advanced / Max	Description
Applicant 1	Medium	Description

### Additional communication tools

Applicant	Communication tool	Language	Description	Target group(s)
Lead Applicant	Communication tool 1	EN	Description	
	Communication tool 2	EN	Description	
Applicant 1	Communication tool 1	UA	Description	

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## 11. Infrastructure information

### Infra elements

ID	Applicant	Infra element	Permit	Permit status	Owner	Description
1	LA	SO1	Building permit	Already initiated	owner1	
2	LA	SO2	NR	Not relevant	owner2	

### Locations

ID	Infra element	Location ID	Lot number	Owner	Proof of property ownership	Description
1	SO1	house1	Building permit	owner1	Property deed	description1
2	SO2	LOT123	Announcement	owner2	Property deed	description for SO2 LOT1
2	SO2	LOT789	Announcement	owner2	Property deed	description for SO2 LOT2

## 12. Project Team

ID	Applicant	Proposed position	Years of experience	Education background	Special areas of knowledge	Experience in partner country	Languages and degree of fluency (very good, good, weak)
1	LA	project manager					
2							

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### 13. Partner without budget

ID	Official name in original language	Country	NUTS III	Settlement	Activity
1					
2					
3					
4					
5					

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