

**LATVIA - RUSSIA**

**CROSS - BORDER COOPERATION PROGRAMME**

**2014-2020**

**CALL FOR PROPOSALS**

**Concept Note**

**Deadline for submission: \_\_/\_\_/\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Title of the project** | *State the full title of the project. It should reflect the contents of the project* | | |
| **Project applicant** | *Fill in the name, legal status and the legal address of the applicant submitting the concept note in the national language of the applicant* | | *Fill in the name, legal status and the legal address of the applicant in English* |
| **Project partners** | *Fill in the names, legal status and the legal addresses of the partners in their national languages* | | *Fill in the names, legal status and the legal addresses of the partners in English* |
| **Thematic objective and priority** | *Please insert the thematic objective and priority of the Programme for which the concept note is submitted* | | |
| **Location of the project** | *Please specify the regions that will benefit from project activities* | | |
| **Project duration** | *Please specify the planned duration of the project activities in months* | | |
| **Total project budget** | *Enter the total planned budget for the project* | | |
| **Grant requested from Programme** | *Enter sum of grant requested from the Programme* | | |
| **Co-financing by project partners** | *Enter contribution by the project partners* | | |
| **CN number** | *Filled in by the JTS* | |
| **Date of receipt** | *Filled in by the JTS* | |

## description of the project

**SUMMARY OF THE PROJECT**

Provide summary of the project in English, Latvian and Russian (altogether not more than half a page). The summary cannot be a copy-paste of the texts above but a clear presentation of what will be achieved by the project.

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1. **Relevance of the project to the Programme priorities and main project objective**

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| *Demonstrate the relevance of the proposal; targeted problem and the project objective to the chosen thematic objective and priority of the Programme. In particular demonstrante how the planned project activities, outputs and results are clearly linked to a Programme priority expected result, output and result indicator (-s) and activities supported under the Programme priority.* |

1. **Target region, target groups and final beneficiaries**

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| *Include a brief description of the target groups and final beneficiaries to be addressed by the project and their needs, which will be addressed by the current proposal.*  *Demonstrate the relevance of the proposal to the needs of the target region in particular.*  *“Target groups” are the groups who will be directly positively affected by the project on the project purpose level; “final beneficiaries” are those who will benefit from the project in the long term at the level of the society or the sector at large.* |

1. **Cross border relevance and added value of the project**

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| *Identify clearly specific problems to be addressed by the project and their short analysis.*  *Demonstrate the need for the cross-border cooperation for implementation of the project; demonstrate that achievement of the project objectives and solution of the defined problems will be more efficient using the cross-border cooperation. Provide proper and concrete facts and statistics explaining and proving the territorial challenge and the need for the project.* |

1. **Contribution to regional priorities**

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| *Demonstrate how the project is relevant for the needs and constraints of the target region, explain whether it will have impact on development of the border regions and wider Programme area and how the project idea is in line with strategic initiatives and sectoral needs.* |

1. **Planned project activities**

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| --- | --- |
| *Please describe and justify here no more than 7 main activities (groups of activities) that are planned in the project* | *Please provide indicative budget in EUR for each activity (group of activities)* |
| *1.* |  |
| *2.* |  |
| *3.* |  |
| *4.* |  |
| *5.* |  |
| *6.* |  |
| *7.* |  |

1. **Expected project results**

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| --- | --- | --- | --- |
| *List the results which are intended to be achieved by the proposed activities; and which will be leading to the defined specific objective. Provide quantification of the proposed results and define their impact on the proposed target groups/beneficiaries/target regions.*  *Indicate number of output and result indicators set by the Programme to be reached by the project, provide a very short description of the indicator.* | | | |
| **Priority** | **Output indicator** | **Number of indicators to be reached by the project** | **Short description of the indicator** |
| **TO1 Business and SME development** | | | |
| **1.1. Promotion of and support to entrepreneurship** | Number of business development organisations receiving support |  |  |
| Number of enterprises substantially and actively involved in projects |  |  |
| **1.2. Development and promotion of new products and services based on local resources** | Number of institutions using Programme support for promoting local culture and preserving historical heritage |  |  |
| Number of improved cultural and historical sites as a direct consequence of programme support for the purpose of development of local entrepreneurship |  |  |
| **TO6 Environmental protection, climate change mitigation and adaptation** | | | |
| **2.1. Efficient management of nature objects** | Number of objects of natural resources with improved condition and sustainability |  |  |
| **2.2. Joint actions in environmental management** | Cross-border initiatives for promotion of sustainable use of natural resources |  |  |
| Number of persons actively participating in environmental actions and awareness raising activities |  |  |

| **Priority** | **Result indicator** | **Measurement Unit** | **Baseline Value (in year 2014)** | **Target Value (in year 2023)** | **Short description of the indicator** |
| --- | --- | --- | --- | --- | --- |
| **TO1 Business and SME development** | | | | | |
| **1.2. Development and promotion of new products and services based on local resources** | New cross-border products and services based on local resources | Product/service | 0 |  |  |
| Development of local services and products for attraction of tourists in region | Number of tourists |  |  |  |
| **TO6 Environmental protection, climate change mitigation and adaptation** | | | | | |
| **2.1. Efficient management of nature objects** | Increase of number of visitors to improved or newly developed objects of natural resources | Number of visitors |  |  |  |
| **2.2. Joint actions in environmental management** | Capacity of relevant stakeholders and general public for sustainable use of natural resources | Percentage of event participants, whose knowledge has increased and potentially resulted in a durable impact/ action | 0% |  |  |

1. **Partnership**

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| *Describe the composition of partnership. Explain why particular partners have been selected: their competencies, experiences, specific know-how of each partner in the field of proposed project and need for the particular partnership in the achievement of project objectives.* |

1. **Sustainability and durability**

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| *Explain how project main outputs and results will provide sustainable and durable solutions (for example, the cross-border cooperation will be continued after the end of the project through concrete actions, project provides long-term solutions and has impact on region level not only county level; project outputs and results will be used and applied by project stakeholders and target groups, etc.).* |

## Indicative project budget

1. **Division of project costs per partner**

*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.*

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| --- | --- | --- | --- | --- |
| **Partner** (indicate each partner) | **Involvement in activities**  (indicate the number of activity (-ies) listed in point 5 of Description of the project) | **Programme co-financing** | **Partner’s contribution** | **Total budget** |
| Applicant (Partner 1) |  |  |  |  |
| Partner 2 |  |  |  |  |
| Partner 3 |  |  |  |  |
| Partner 4 |  |  |  |  |
| Partner 5 |  |  |  |  |
| **Total** |  |  |  |  |

1. **Division of project costs by budget headings**

*Table has to be filled in showing indicative budget of the project by budget headings.*

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| --- | --- |
| ***Budget heading*** | ***Planned costs in EUR*** |
| *1 – staff costs* |  |
| *2 – travel costs* |  |
| *3 – expertise and services costs* |  |
| *4 – equipment costs* |  |
| *5 – infrastructure and works* |  |
| *6 – retroactive costs and preparatory costs* |  |
| *7 – office and administrative costs* |  |
| ***Total*** |  |

***Contact details of the applicant for the purpose of this project:***

Fill in the requested information on the person who will be in charge of the concept note throughout its submission and verification process. Please note that only this person will be contacted by the Programme implementation bodies, i.e. he/she will receive the correspondence addressed to the applicant.

|  |  |
| --- | --- |
| **Postal address:** |  |
| **Telephone number:** Country code + city code + number |  |
| **Contact person for this project:** |  |
| **Contact person’s email address:** |  |
| **Website of the Organisation** |  |

***NOTE!***

***Any change in the addresses, phone numbers, and in particular e-mail, must be notified to the Managing Authority. The Managing Authority will not be held responsible in case it cannot contact an applicant.***

## confirmation by the applicant

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| --- | --- |
| **Name and position of the signatory** |  |
| **Location** |  |
| **Date of signature** |  |
| **Signature (and stamp, if available)** |  |

**The applicant is fully aware of the obligation to inform without delay the Managing Authority if the same application for funding made to other international, national, regional or EU financial instruments or programmes and has been approved by them after the submission of this application.**

The project avoids duplication with projects funded by other financial instruments and implemented in the respective regions, and proposed activities are not financed from other international, national, regional or EU financial instruments or programmes.