# European Climate Initiative (“EUKI”) 2020

 **Project proposal**

[Project title]

submitted by

[Submitter]

Please enclose the following attachments:

|  |  |
| --- | --- |
| [ ]  | Annex 1: Timeline/Gantt chart on the project schedule (see template) |
| [ ]  | Annex 2: Schedule of Estimated Expenditures (see template) |
| [ ]  | Annex 3: Letter of support/demonstration of interest on the part of the partner government or, if applicable, another suitable body in the target country |
| [ ]  | Annex 4: Written confirmation (incl. amount of co-financing) from each further third-party donor  |
| [ ]  | Annex 5: Order form for registration of a creditor (see template) |
| [ ]  | Annex 6: Proof of legal form/non-profit status of the institution/organization*To be handed in by the implementer as well as implementing partners! All documents should be submitted in the original language and a translation into English/German** Proof of legal form of the institution/organisation: Evidence of legal form and registration in accordance with the legal provisions that apply in the country in which the institution/organisation is based. Please attach extracts from the appropriate register / formation documents showing the location of the institution/organisation’s registered office and the year of formation (if not shown in the register entry) / Tax number or other forms of substantiating documentation generally required in the country as well as your statute and a translation of the relevant sections.
* Proof of non-profit status:

*in the case of German recipients:* (Provisional) certificate of exemption or Annex to the corporation tax assessment of the tax office (section 5 (1) no. 9 of the German Corporation Tax Act (= assessment for ‘corporations, associations of persons and bodies of assets which, under their statutes, act of foundation or other constitution and under their de facto management, pursue exclusively and directly charitable, benevolent or other religious objects’)*in the case of non-German recipients*: Articles of association and register entry or comparable documents in German/English or French as evidence of the use of the funds to achieve the tax-privileged purposes of the foreign corporation, i.e. an activity that would have tax-privileged status if it were performed in Germany. According to Section 52 (2) of the German Fiscal Code, tax privileges are granted for the ‘advancement of upbringing, adult education and vocational training’ (no. 7); the ‘advancement of nature conservation and environmental protection (no. 8); the ‘advancement of development cooperation’ (no. 15) and the ‘advancement of equal rights for women and men’ (no. 18). |
| [ ]  | Annex 7: Audited annual financial statements for the past three yearsor annual financial statements and a declaration about that your annual financial statements are not relevant for auditing purposes under national law*Please only submit for the implementer! All documents should be submitted in the original language and a translation into English/German* |
| [ ]  | Annex 8: Audit report(s) by external auditing bodies (external audits) *Please only submit for the implementer! All documents should be submitted in the original language and a translation into English/German* |
| [ ]  | Annex 9: Internal audit reports for the past three years *(if available)* and internal control/ accounting guidelines *Please only submit for the implementer! All documents should be submitted in the original language and a translation into English/German* |
| [ ]  | Annex 10: Internal standards regarding the awarding of contracts for supplies and services and one example procurement documentation*Please only submit for the implementer! All documents should be submitted in the original language and a translation into English/German* |
| [ ]  | Annex 11: Confirmation on previous experiences in implementing third party funded projects*Please only submit for the implementer*Information on experience in technical and administrative implementation of earlier financing (including other donors). |
| [ ]  | Annex 12: Signed self-declaration of commitment to create and use an electronic or manual time recording system for the project*Only in case that no verifiable time recording is already available* |

To complete this form, please consult the ‘Guidelines on results-based project planning and monitoring in the European Climate Initiative’ (short title: ‘Guidelines on project planning and monitoring’).

The explanations in grey writing should be carefully read and followed. Please delete the explanations in grey writing after filling in the form. Please do not exceed 25 pages plus annexes. The documents are to be submitted electronically (as Word/Excel files and as a scanned PDF document) to
info@euki.de.

Europäische Klimaschutzinitiative (EUKI)

Project Financing

Potsdamer Platz 10

10785 Berlin

Germany

E-mail: info@euki.de

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Place, date Legally binding signature

 [Name of the authorised officer]

Stamp

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been commissioned by the German Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) with the implementation of the EUKI funding programme. Funds will be disbursed by means of a Zuschussvertrag - for implementers legally registered in Germany - or Grant agreements - for implementers from outside Germany. Model contracts are available for download on the EUKI website: <http://www.euki.de/?lang=en>



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| **1** **Project master data** |
| 1.1 Project |

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| --- | --- |
| Project number (if given to you) |       |
| Project title |       |
| Country/countries of implementation  |       |
| Project durationSector  | [MM.JJ - MM.JJ]Wählen Sie ein Element aus. |

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| 1.2 Implementer |

|  |  |
| --- | --- |
| Name |       |
| Department |       |
| Street, No. |       |
| Postal Code, town/city |       |
| Country |       |
| Contact Person |       |
| Telephone |       |
| Telefax |       |
| Email |       |
| Website |       |
| Institution |       |
| Legal structure |       |
| Deduction of input tax according to § 15 UStG (if registered in Germany)  | eligible/ not eligible |
| Total staff  |       |
| Staff for the project |       |
| Year established |       |
| Experience in the target region [years] |       |
| Experience in activities relevant to the project [years] |       |
| Role/function of the implementer in the project proposed  |       |

 |
| 1.3 Implementing partner |  |
| 1st Implementing partner |

|  |  |
| --- | --- |
| Name |       |
| Department |       |
| Additional address |       |
| Street No. |       |
| Postal code, town/city |       |
| Country |       |
| Institution |       |
| Website |       |
| Legal structure  |       |
| Contact person |       |
| Telephone number |       |
| Email address |       |
| Total staff |       |
| Staff for the project |       |
| Year established |       |
| Revenue [EUR/year] |       |
| Experience in the target region [years] |       |
| Experience in activities relevant to the project [years] |       |

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| 2nd Implemening partner |

|  |  |
| --- | --- |
| Name |       |
| Department |       |
| Additional address |       |
| Street No. |       |
| Postal code, town/city |       |
| Country |       |
| Institution |       |
| Website |       |
| Legal structure  |       |
| Contact person |       |
| Telephone number |       |
| Email address |       |
| Total staff |       |
| Staff for the project |       |
| Year established |       |
| Revenue [EUR/year] |       |
| Experience in the target region [years] |       |
| Experience in activities relevant to the project [years] |       |

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| 3rd Implementing partner |

|  |  |
| --- | --- |
| Name |       |
| Department |       |
| Additional address |       |
| Street No. |       |
| Postal code, town/city |       |
| Country |       |
| Institution |       |
| Website |       |
| Legal structure  |       |
| Contact person |       |
| Telephone number |       |
| Email address |       |
| Total staff |       |
| Staff for the project |       |
| Year established |       |
| Revenue [EUR/year] |       |
| Experience in the target region [years] |       |
| Experience in activities relevant to the project [years] |       |

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| 4th Implementing partner |

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| --- | --- |
| Name |       |
| Department |       |
| Additional address |       |
| Street No. |       |
| Postal code, town/city |       |
| Country |       |
| Institution |       |
| Website |       |
| Legal structure  |       |
| Contact person |       |
| Telephone number |       |
| Email address |       |
| Total staff |       |
| Staff for the project |       |
| Year established |       |
| Revenue [EUR/year] |       |
| Experience in the target region [years] |       |
| Experience in activities relevant to the project [years] |       |

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| 1.4 Implementing partners and steering structure | Please list all implementing partners, i.e. those institutions receiving forwardings from the overall grant and make a direct contribution to achieving the project’s outcome (overarching project goal) and outputs (specific project goals). A separate budget for each implementing partner must be submitted as part of the financial proposal.1. [Name of organisation in local language and translated into English]
* Capabilities and experiences relevant to the project

     * Function/role in the project proposed

     1. [Name of organisation in local language and translated into English]
* Capabilities and experiences relevant to the project

     * Function/role in the project proposed

     1. [Name of organisation in local language and translated into English]
* Capabilities and experiences relevant to the project

     * Function/role in the project proposed

     Please outline (esp. when more than one implementing partner is involved) the envisaged steering structure and management formats for the joint project implementation.       |
| 1.5 Current/previous contracts from GIZ | Did the implementer or implementing partners receive any other financing contracts from GIZ in the past 3 years: Yes *[ ]* No *[ ]* If yes, please provide the following information:

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| --- | --- | --- | --- |
| Grant recipient | GIZ Contract No. | Title | Role in the project (implementer or implementing partner)  |
|       |       |       |       |
|       |       |       |       |

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| 2 **Information about your organisation** |
| 2.1 Accounting | What software-based accounting system do you use?      Please give a brief description of the accounting system:      Does the software-based accounting system meet the national standard in the country you are registered in? [ ]  Yes [ ]  NoDo you have dedicated accounting staff? [ ]  Yes [ ]  NoIn what function and qualification/degree?      Years of experience?      Do you have an electronic or manual time recording system where hours worked can be assigned to different projects? [ ]  electronic [ ]  manual [ ]  will be implemented*An electronic or manual time recording system is necessary. If no traceable time recording exists, the recipient must submit with this project proposal a self-declaration in which they commit to creating one for the project (Annex 12).* |
| 2.2 Revenue and financial statements | Financial revenue in the last three years:Year :       revenue:       EURYear :       revenue:       EURYear :       revenue:       EURAverage revenue:       EURPlease submit your audited annual financial statements for the last three years (Annex 7) and note that the revenues entered above must be traceable to these documents.*Important note:* If your annual financial statements are subject to an external audit according to your national standards, the audited financial statements, including the audit certificate, must be submitted and attached to the documents above. If not, please attach the annual financial statements and a declaration that your financial statements are not subject to auditing as well as the legal basis. |
|  |  |
| 2.3 Internal control and internal audit reports | Please submit your internal control/accounting guidelines (English translation of the relevant sections) and internal audit reports for the past three years (Annex 9) or if not available, previous ones.[ ]  Yes, it is available [ ]  No, it is not available. We declare to establish and implement internal control mechanisms incl. corruption prevention before the start of the project, considering the following criteria (a-d):*We regard the following principles as important parts of an internal control system:**a) The principle of transparency: For processes, process-concepts (or process plan) must be established that enable an outsider to assess the extent to which participants work in conformity with this process-concept. At the same time, the process-concept represents the expectations of higher management.**b) The principle of four eyes: This principle states that in a well-functioning control system no essential process should remain without (counter) control.**c) The principle of functional separation: This principle states that executive tasks (e.g. processing purchases), booking tasks (e.g. financial accounting, stock records) and administrative tasks (e.g. stock management) that are carried out as part of a corporate process (e.g. purchasing process seen as a process that extends from determining requirements up to outgoing payments) should not be performed by one and the same person.**d) The principle of minimum information: This principle states that staff members should only be provided with the information they need to perform their work (need-to-know principle). This also covers the corresponding security measures for IT systems.* |
| 2.4 Contract award procedure for supplies and services and example documentation | Please submit your standards regarding the awarding of contracts for supplies and services as well as an English translation (Annex 10).Please confirm that these internal regulations comply with national standards and should the regulations be more lenient than those of the giz, the later will have to be adopted for the awarding of any contracts for supplies and services. [ ]  Yes [ ]  NoIn case procurements of goods and services are planned, please confirm that you have previous experience with a proper awarding of contracts for supplies and services. [ ]  Yes [ ]  NoPlease submit one example procurement documentation including information about the service, the (price) offers and decision criteria on contract awards, showing the compliance with the above mentioned awarding standards. |
| 2.5 Compliance with the law and anti-corruption | Has your organisation, members of its executive bodies or executive managers have been subject of allegations or investigations concerning breaches of the law, corruption or other offences (e.g. fraud, embezzlement, breach of trust) in the last 5 years? [ ]  Yes [ ]  NoIf there have been allegations, what consequences has your organisation drawn? Has an effective system for preventing and combating corruption been established and is it being implemented consistently?        |
| 2.6 Safeguards + Gender | Sustainable development is GIZ’s guiding principle. We believe that only by combining social responsibility, ecological balance, political participation and economic capacity will current and future generations be able to lead secure and dignified lives.We are committed to respecting and promoting human rights and gender equality.For potential recipients with a contract volume of more than EUR 500.000, please confirm the following voluntary commitment to comply with environmental and social standards:*We commit to comply with environmental and social standards. On this basis, we undertake to observe the following principles when performing our work.**We are aware that our actions may have unintended impacts on the environment, climate change mitigation and climate change adaptation, conflict and context sensitivity, human rights and gender equality. As a result, we plan our measures within the scope of the Grant Agreement accordingly.* *Our activities are guided by human rights standards and principles as stipulated in particular in international human rights treaties.* *We integrate the gender dimension into our planning by taking into account the interests and needs of all genders. We support any potential for promoting gender equality and make use of all available options to achieve this.* *We observe applicable national and international environmental law and, wherever possible, minimise greenhouse gas emissions and avoid activities that could increase the vulnerability of the population and/or the ecosystem to the effects of climate change.* *We plan our measures according to a do-no-harm principle with due context and conflict sensitivity, and in particular with a view to preventing any aggravation of conflict and violence.*We hereby confirm compliance with the environmental and social standards described above:[ ]  Yes [ ]  No |

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| 3 **Brief description** |
| 3.1 Structured brief description | Please provide a description of the project that can be used internally or externally by the EUKI. The text should have a maximum length of 1,000 characters (including spaces) and should include the project goals and planned measures: What does the project aim to achieve? Who benefits from the project and how?      |

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| 4 **Problem analysis**If several target countries are involved in projects, please list the information in the following categories separately for the different target countries. |
| 4.1 Initial situation in the target countries/region | The current general conditions, obstacles, capacity gaps, etc. that the project needs to address should be described here. Please ensure that the information is as specific as possible and describe concrete needs precisely.      |
| 4.2 Stakeholder landscape in the sector | Please analyse and name the key state, civil society and, if appropriate, economic stakeholders in the relevant sector and explain how they can contribute to overcoming the problem identified in section 3.1. Which of these stakeholders are being involved in project implementation and how?      |
| 4.3 Embedding the project in the target country’s climate policy framework | Please provide detailed information about the integration and compatibility of the planned project activities with the climate goals, strategies, plans and programmes in the partner country.      |

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| **5 Project concept**Please comply with the instructions in the document ‘Guidelines on results-based project planning and monitoring in the European Climate Initiative (EUKI)’, particularly with regard to drawing up project-specific indicators. Ensure that this is consistent with the bar chart on the steps of the project (Annex 2). If several countries are involved in projects, please choose a suitable method of presenting the information to allow a distinction to be made between the different countries. |
| 5.1 Target group | Persons, societal groups or institutional units that the project seeks to reach and that the project goals are directed towards. Describe what characterises the target group – and in short form – how the target group will be supported.      |
| 5.2 Impacts (long-term results) | Impacts are long-term results that mostly cannot be attributed to the project alone, but also relate to developments external to the project (such as decisions on a higher political level, activities by other projects). The concrete impacts envisioned by the project should be described and related to the EUKI goals (cf. “Information on financing of projects under the framework of the EUKI”).      |
| 5.3 Results logic and capacity development | Please explain the results logic here, clearly showing how specific project goals (outputs) and the overarching project goal (outcome) are interlinked and/or build on one another to ultimately achieve the desired results (impacts). It is particularly important to show how the outputs during the course of the project are used by the partners and/or target groups, how they supplement one another and ultimately how they contribute to achieving the outcome and what assumptions the results logic is based on. It is important to ensure that the assumptions made are realistic.The diagram below should be added to the description of the results logic, providing a clear summary of it. (Add to or reduce the outputs in the table, if necessary):For projects that focus on capacity development, please also outline the underlying capacity development strategy. Show which level (human resources, organisation, society) and which target groups the project addresses with what type of measures.      |
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| **Impact**Include a maximum of 5 sentences here to describe the impact according to 5.2 |
| **Outcome**Include the outcome here according to the formulation in 5.4 |
| **Output I**Include output x here according to the formulation in 5.5 | **Output II**Ditto | **Output III**ditto | **Output IV**ditto |

 |
| 5.4 Outcome (overarching project goal) including indicators | **Outcome:**Please name the outcome here. The outcome is the actual goal of the project, i.e. it describes intended changes that can be directly causally attributed to the project and that emanate from the utilisation of the outputs via the target groups.     **Indicators for the outcome:** One or two project-specific indicators must be defined for the outcome. All indicators (including those in section 5.2.5) have to be specific, measurable, achievable, relevant and time-bound (see: ‚Guidelines on project planning and monitoring‘). This should not be a mere aggregation of the output indicators and as such should not be identical with the outcome indicators. N.B. When formulating your indicators please pay special attention to clearly delineating them from goals, activities and milestones!

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| Outcome indicator 0.1:       |
| Unit       | Baseline (start of project)      | Target value (end of project)      |
| Means of verification and a description of the procedure (data sources, data collection, measurement methods etc. :)      |

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| Outcome indicator 0.2:       |
| Unit       | Baseline (start of project)      | Target value (end of project)      |
| Means of verification:      |

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| 5.5 Outputs (specific project goals) including indicators and work packages (activities)  | Outputs include products, services and sets of rules created through the project activities and their use by the partners or target group. Outputs should be described in the table below in chronological order or in logical steps. At the same time, the indicators used to measure the extent to which these project goals have been achieved should be specified. When formulating the indicators, please ensure that they not only reflect the production of projects, services, studies, etc., but that they also take account of their use by the target groups. The activities required to achieve each output should be described in sufficient detail and summarised in work packages (sets of activities). No separate work packages should be formulated for cross-cutting activities such as management or public relations work (unless they are one of the core outputs of the project); instead, the relevant activities should be described in sections 1.4 and/or 7.3.All the publications prepared as part of EUKI should be drawn up on the basis of current scientific findings, and dialogue formats should be implemented in accordance with usual practice in respectful discourse. For more extensive publications, peer review parties should be taken into account. **Output I:**      **Indicators for output I:**

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| Indicator I.1:       |
| Unit      | Baseline (start of project)      | Target value and planned date of attainment      |
| Means of verification:       |

**Activities corresponding to output I:**Name each work package and briefly indicate how the activities bundled in the work package contribute to reaching the envisaged output. Should there be more than one partner involved in implementing the work package, please define their different contributions and responsibilities. Activities are to be numbered consistently. Their role in the results chain should become evident. Important milestones have to be time-bound, if they provide crucial information for tracking the project goal. Activities and milestones have to be listed correspondingly in the Gantt chart (Annex 1) which provides their time schedule.Work package (WP I):      Activity (A I.1)     Activity (A I.2)     Activity (A I.3)     **Output II:**      Additional outputs, indicators, work packages, activities and milestones can be added by copying the above scheme. Special attention shall be paid to choosing an adequate aggregation level especially when formulating the outputs and activities. Experience has shown that defining more than 3-5 outputs are only advisable in very special project setting. |
| 5.6 Technical, political and economic risks  | The main risks to the success of the project should be listed (technical, political, economic, nature-related risks, etc.). The extent of these risks should be estimated (low, medium, high), and strategies to minimise risks should be presented. In addition, an assessment of the degree to which each risk can be influenced should be provided (also giving reasons for why it is deemed to be low, medium or high), and the risks should be assigned to the relevant outputs and/or to the project outcome. The basic assumptions concerning risk reduction should in turn be able to be plausibly derived from the activities of the planned project. Risk 1:Type/name of risk:      Extent of risk and degree to which it can be influenced::      Strategy to minimise risk:      Risk 2:Type/name of risk:      Extent of risk and degree to which it can be influenced::      Strategy to minimise risk:      Add more if necessary |
| 5.7 Ensuring sustainability  | Please explain the steps that will be taken to ensure that project achievements and results can be maintained and continue to benefit the target groups even after the project has been phased out. Please address the following aspects in this context:1. Integration of the results into the policies of the target country/region; 2. Replicability/upscaling potential in the country, the region or the entire EU;3. Financial sustainability of the instruments/structures/products developed. Please note that EUKI is funding follow-on projects only in exceptional circumstances. Projects shall hence be designed that the envisaged results can be reached within the given timeframe and that they are sustainable. If a follow-on financing is nevertheless required for reaching the overarching results please elaborate on national, EU or other funding programmes from which funds shall be secured.       |

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| **6** **Contribution to the objectives of EUKI** |
| 6.1 EUKI standard indicators  | *[ ]*  *Building knowledge and raising awareness for climate action in partner countries*Further explanation:Measures in the project that contribute to build knowledge or raise awareness among the target groups.Target groups of individual bilateral and multilateral measures are governments, municipalities, civil society, consumers and businesses.

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| Unit | Target value |
| Number of participants at conferences, workshops and/or other training measures to strengthen knowledge and raise awareness in the field of climate change mitigation | Example*:*60 participants attentended in a conference on energy efficiency |
| Please indicate sources of verification for assessing the target value and list activities from 4-5 which contribute to fulfilling this indicator. Example:Training documents, evaluation sheets |

*[ ]  Capacity development and networking for key state, civil society, economic, education, scientific and municipal actors to support transformative processes in partner countries*Further explanation:Measures in the project that 1) contribute to capacity development and networking of key actors) and 2) to the initiation and support of transformative social processes in the field of mitigation.Please only list measures and concepts if they meet at least one of the following criteria:Outputs are passed on to target groups (e.g. ministries) (i.e. there is a "recipient" at decision-maker level and/or key actors from the target group are involved in the development)When key actors at target group level contribute to the planning and implementation of measuresIf there is demonstrable cooperation on a new approach If the measure contains an implementation component, including the actual implementation of a concept and an actual triggering of changesKey players are:decision-makers at state, civil society and private sector levelKey actors usually have (political) influence and control over resources (financial and human resources).

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| Unit | Target value |
| Number of trainings/coachings/networking events | Examples:Development of a long-term strategy on a relevant project topic, including the involvement of national decision-makers.3 meetings of working groups dedicated to capacity building for eight Polish community experts. |
| Number of key state, civil society, economic, education policy, academic and/or local stakeholders that - as a result of the project and its measures - support or initiate transformative processes for climate change mitigation |      Example:6 developing stakeholders' views on energy system transformation in the CEE countries and assisting them in taking coordinated action to accelerate the process. |
| Please indicate sources of verification for assessing the target value and list activities from 5.5, which contribute to fulfilling this indicator. Example:Documentation of joint working groups or workshops with, or courses/coaching sessions held by, key actorsDocumentation of impulses for transformative processes in partner countries (e.g. new regulations, programmes, measures, incentives) |

*[ ]  Dissemination and/or transfer of good practices on climate action from one Member State to another, while ensuring the practices are prepared appropriately for the given target group.* Further explanation:Good practices which the project communicates, disseminates or transmits to other Member States, e.g. through:Dissemination in the context of a workshoptraining measuresexchange of experience Good practice must be communicated at both the sender and receiver levels*.*

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| Unit | Target value |
| Number of specific examples of good practices from a member state that are taught in an appropriate way for the target group in at least one other member state and are disseminated via specialist, social and general media | Example:A study is being prepared by two partner countries. The results of the study will be presented and disseminated at a conference in a third partner country. The workshop will be attended by policy makers in this field. |
| Please indicate sources of verification for assessing the target value and list activities from 5.5, which contribute to fulfilling this indicator. Example:Communication products such as PowerPoint presentations, talks, exhibition posters, expert talks or study trips, newspaper articles or social media posts on good practices and/or presentation of specific good practices transferred to a partner country |

*[ ]  Third-party applications with a focus on climate or energy that have emerged from the project.* Further explanation:Project applications submitted by members of the EUKI project consortium - with cooperation partners acquired through the project or inspired by the project results - in a supraregional or cross-border European programme (not EUKI). A thematic project reference must be given.

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| Unit | Target value |
| Number of planned project applications focusing on climate or energy issues in a supraregional or cross-border programme in the EU that are to be initiated or prepared by the EUKI project consortium | Example:A project application is submitted by consortium partners of an EUKI project to a European programme (e.g. Horizon 2020).A project application from XY for LIFE funding was successful. |
| Please indicate sources of verification for assessing the target value and list activities from 5.5, which contribute to fulfilling this indicator. Example:Documented project applications that are at an advanced stage of preparation or have already been submitted |

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| **7 Mainstreaming/ Interaction with European cooperation projects and other relevant aspects**  |
| 7.1 Networking and synergies | Please state links to and cooperation with ongoing and previous projects by your own and other organisations financed from funding programmes by the German Government, the German federal states, the European Union or national and other donors. The type of cooperation and synergies, such as use of the results, potential joint events or similar, should be analysed and presented in detail.      |
| 7.2 Experience with other funding programmes in the EU | Did the implementer or implementing partner receive any grants from other funding programmes within the EU in the past? If so, please provide the following information:

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| Grantee | Programme (e.g. Life+, Horizon 2020) | Duration | Topic | Role in the project (Lead, Partner)? |
|       |       |       |       |       |
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| 7.3 Knowledge management | Please outline the project’s internal knowledge management approach according to the following aspects: Actors and location of existing knowledge and of knowledge that will be created in the course of the project, preparation of-, access to- and evaluation of information, knowledge, products and competences inter alia with the objective to create synergies between projects and support replication of successful approaches in other contexts. Please describe structures, mechanisms and systematization of knowledge transfer and learning within the project.      |
| 7.4 Dissemination and visibility of the project | Please line out how the project’s activities, experiences and results as well as the involvement within the EUKI can be communicated to different target groups. Please describe: * Communication goals (e.g. making best-practice-examples available, acquisition of new networking partners, increasing the project’s publicity, etc.)
* Target groups (e.g. national/regional/local governments, other implementing organisations or stakeholders within or outside the EUKI community, expert community, general public; please do only list all target groups but rather your major selection)
* Messages (according to the respective goals and target groups)
* Instruments (e.g. project website, publications, events, social media, EUKI channels, etc.).

Please plan to attend the annual EUKI networking conference in Berlin for implementing organisations and partners (1 person for each implementing organisation and partner), and budget for it accordingly. Please also dedicate resources for contributing to the public relations work and knowledge management of the EUKI secretariat.       |
| 7.5 Self-assessment on the relevance of the project in terms of state aid | As part of the assessment of the project proposal, it is to be established whether financing of project activities is to be regarded as state aid pursuant to Article 107(1) of the Treaty on the Functioning of the European Union. One of the matters to be established is whether there is already a market for the project activities thus financed and/or whether such activities are already offered by economic stakeholders with a commercial purpose. Please therefore describe the market situation for the activities to be performed in connection with your project. In particular, you are to describe whether and, if so, on what conditions the activities in question are already offered. In addition, please describe the demand situation, i.e. in particular, identify the target group for the activities intended to be performed in connection with the project, and explain to what extent the target group has required or used the activities to be financed up to now. Please also show the extent to which the project acts as an incentive and/or fulfils a pilot role. Please note that, in principle, no economic activities as defined in Article 107(1) of the Treaty on the Functioning of the European Union are to be financed as part of the European Climate Initiative (EUKI) and that there must be no distortion of competition. Inaccurate information may thus lead to project financing that has already been granted subsequently being deemed illegal state aid, which as a general principle will lead to the financing being reclaimed. Whether or not financing is deemed state aid is assessed, among other things, on the basis of the Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (OJ EU 2016, C 262/01).      |
| 7.6 Other aspects relevant to financing | Please explain aspects that could not be described under section 1.1 to 5.3, but which are, nevertheless, of relevance for the approval of the project. In kind or other non-cash in-house contributions that are not affecting expenditures, e.g. that cannot be supported by invoices, may be listed here.      |