**Important notice:**

This form may be used for drafting purposes of project outlines under the 2021-Call.

It does not constitute an application form and will not be accepted as a valid project outline if handed in. Only complete online submissions will be considered for the EUKI selection process. All fields marked with \* are required. All fields marked with ^ will be predefined in drop down lists in the online form.

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| 1.1 Project data | | Auxiliary field |
| Project title\* (max. 100 characters) |  |  |
| Country/countries of implementation\*^ |  |  |
| Project start – end\* |  | Earliest starting date is 08/2021. Projects must be completed by 03/2024 |
| Sector\*^ | |  |  | | --- | --- | | Energy |  | | Buildings |  | | Mobility |  | | Agriculture, soils and forests |  | | Industry |  | | Commerce, trade and services |  | | Private households |  | | Waste |  | | Municipal development |  | | Climate policy |  | | Financing |  | | Education |  | | Awareness |  | | Media |  | | Other |  | | In case your project is covering more than one sector please select the one prevailing. |
| Has this or a very similar proposal already been submitted under | - EUKI  - EU LIFE  - EU Horizon 2020  - other funding programme | Please state year of submission and full title.  Please state call No., year of submission and full title |

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| 1.2 Applicant | | Auxiliary field |
| Name\* |  |  |
| Name in local language\* |  |  |
| Department\* |  |  |
| Street, No.\* |  |  |
| Postal Code, town/city\* |  |  |
| Country\* |  |  |
| Contact person\* |  |  |
| Telephone\* |  |  |
| Email\* |  |  |
| Website |  |  |
| Institution\*^ |  |  |
| Legal entity status\* |  | Only legal entities are eligible for financing. Natural persons may not apply. Please be aware that information provided within the project outline will be verified. Documents proving the legal/non-profit status will need to be submitted at the second stage of the selection process. Incorrect information will result in an exclusion from the selection process. |
| Non-profit\* (y/n) |  | For-profit institutions are NOT eligible for financing! Please be aware that information provided within the project outline will be verified. Documents proving the legal/non-profit status will need to be submitted at the second stage of the selection process. Incorrect information will result in an exclusion from the selection process. |
| Year established\* |  |  |
| Annual turnover (EUR)\* | 2017  2018  2019  2020 (if available) |  |
| Years of experience in fields related to the proposed project |  | [rounded years] Proof must be given in Annex 2, "References". Organisations intending to expand into new areas of work in which they have no previous track record will need to provide a sound justification in section 8.1 and demonstrate how the required expertise will be mobilised. |
| Total number of staff\* |  |  |
| Number of staff working in project related fields\* |  |  |
| Previous experience with implementing EUKI projects | *No*  *Yes*  *Lead/Partner* | If yes: Please state full title and project signature(s), you can name up to 5 projects, and please specify the role in the project (Lead and/or partner). |
| Previous experience with implementing EU projects | *LIFE*  *Horizon 2020*  *Interreg*  *Other*  *Lead/Partner* | Please specify. |

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| 2. Brief description | | Auxiliary field |
| Structured brief description\* (max. 1000 characters) |  | Please provide a short description of the project. The text should have a maximum length of 1,000 characters (including spaces) and include inter alia the project rationale, objectives and key activities. |

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| 3. Project rationale | | Auxiliary field |
| 3.1 Starting situation in the target countries\* (max. 1400 characters) |  | Please describe current framework conditions, existing barriers, capacity gaps etc. in the relevant sector(s) of the target countries that should be addressed by this project. |
| 3.2 Integration of the project into the strategies of the target countries\* (max. 1000 characters) |  | Please elaborate how the project fits into the overall climate policies, strategies, action plans or programmes of the target countries. Please refer to key policy documents and policy objectives governing the sector. |

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| 4. Project Concept | | Auxiliary field |
| 4.1 Target group\* (max. 1400 characters) |  | Please name the individuals, 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 and if applicable – through which capacity development measures the target group might be supported. |
| 4.2 Outcome (overarching project goal)\* (max. 1400 characters) |  | 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. |
| 4.3 Outputs (specific project goals)\* (max. 1400 characters) |  | Outputs may be products, services and sets of regulations/standards, including their use by the target groups, which have arisen as a result of project activities. |
| 4.4 Key activities\* (max. 2000 characters) |  | Please list the key activities that must be carried out to achieve each output (e.g. workshops, trainings, conferences, web-seminars etc.) |
| 4.5 Impacts (long-term results)\* (max. 1400 characters) |  | Please indicate the expected long-term results the project will have in the target countries/region (based on the outcome). |
| 4.6 Results chain (max. 1400 characters\* |  | Please sketch out the theory of change governing your project concept by explaining how activities, outputs and outcome are causally linked or how they build on each order to achieve the project’s desired impacts. |

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| 5. Sustainability | | Auxiliary field |
| 5.1 Securing sustainability\* (max. 1400 characters) |  | Please state how you plan to ensure that the results and achievements of the project will be maintained and benefit the target groups even after the project ends. Please refer to each of the following three dimensions of sustainability   1. Anchoring the projects’ results in the sector policies of the target country/region 2. Replicability/Upscaling-potential within the region, the country or the EU as a whole 3. Financial sustainability of the instruments/structures/products developed.   If a follow-on project is envisaged, please elaborate on suitable funding sources/programmes. |

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| 6. Synergies | | Auxiliary field |
| Synergies and cooperation with other projects in target countries\* (max. 1400 characters) |  | Please analyse and list possible synergies and cooperation potentials with other relevant EUKI projects and/or those funded from national, European or other sources, e.g. capitalising on existing outputs, joint conferences or other activities. Do not confine to projects of your own organisations but also list those of other relevant players in the country/region. |

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| 7. Budget (in EUR) | | Auxiliary field |
| 7.1 Planned funding requirements (overall project) | |  |
| Total volume\* |  |  |
| External expertise\* |  | External expertise includes services contracts to freelance consultants and companies, e.g. for studies, IT services, management support etc. |
| Subcontracted services\* |  | Please elaborate on the services you are intending to (sub)contract and give a justification why they are not or cannot be provided by the implementer or implementing partners. |

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| 7.2 Planned financing (overall project) | |  |
| EUKI grant\* |  |  |
| Own funds mobilised by submitter/implementing partners\* (EUR) |  | Institutional funding that allows providing financial resources for the project. |
| Third party grants\* (EUR) |  | Third party donors will have to submit a statement at a later stage of the application process indicating the grant volume made available to the project. |
| = Total volume |  |  |
| Notes on planned financing (max. 500 characters) |  | Please note that in-kind contributions that cannot be monetarised and are not documented in the accounting system will not be accepted as co-financing (max. 500 characters) |

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| 7.3 EUKI grant\* | |  |
| 2021 (EUR) |  |  |
| 2022 (EUR) |  |  |
| 2023 (EUR) |  |  |
| 2024 (EUR) |  |  |
| = Total EUKI financing\* |  |  |

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| 7.4 Planned allocation of EUKI grant and own funds to project implementing partner(s)\* | |  |
|  | EUKI grant\* (EUR) |  |
| Submitter |  | No organisation may apply as lead partner without taking any share of the requested grant. |
| Implementing partner 1: |  | Please note that there cannot be more than 4 implementing partners. An implementing partner is a project partner that receives a forwarded sub-grant from the lead partner in order to support the lead partner in implementing the project. Thus, as a matter of principle, the same legal provisions apply that apply to the original recipient of financing. The grant is passed on to fulfil the implementing partners’ own duties (e.g. to fulfil statutory duties). The implementing partner has a direct, substantive interest in the overall success of the project or the purpose of the support. |
| Implementing partner 2: |  |
| Implementing partner 3: |  |
| Implementing partner 4: |  |

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| 8. Miscellaneous | | Auxiliary field |
| 8.1 Genuine own interest in the project\* (max. 500 characters) |  | Please state the applicant's (implementing partners’) own interest in realising the project.  Organisations intending to expand into new areas of work in which they have no previous track record are requested to provide a sound justification and demonstrate how the required expertise will be mobilised. |
| 8.2 Need for public funding\*  (max. 500 characters) |  | Please indicate why the project could not be implemented without EUKI financing. |
| 8.3 Preclusion of state aid\* (max. 500 characters) |  | Please demonstrate that project activities do not include economic activities in the sense of European legislation on state aid. Please elaborate why there is no market for any activities of the project and that there will not be any market distortion due to project activities. When in doubt, please consult 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 (2016/C 262/01). |
| 8.4 Other information\* (max. 500 characters) |  | Additional information, which is relevant to the assessment and funding of the project, can be listed here. |

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| Annex 1: Implementing partners | | Auxiliary field |
| Technical division of labour\* (max. 500 characters) |  | Please summarise the tasks of every partner and describe their planned interaction. |
| Country | |  |
| Implementing Partner | | |
| Name\* |  |  |
| Name in local language |  |  |
| Department\* |  |  |
| Street, No.\* |  |  |
| Postal Code, town/city\* |  |  |
| Country\* |  |  |
| Contact person\* |  |  |
| Telephone\* |  |  |
| Email\* |  |  |
| Website |  |  |
| Institution^ |  |  |
| Legal entity status |  |  |
| Non-profit status |  |  |
| Year established |  |  |
| Annual turnover (EUR)\* | 2017  2018  2019  2020 |  |
| Years of experience in activities relevant for the project |  |  |
| Number of total staff |  |  |
| Number of staff working in project related areas |  |  |

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| Annex 2: References | | Auxiliary field |
| Project reference(s) | |  |
| Project title |  |  |
| Financier/donor  (funds provided by...) |  |  |
| Project start - end |  |  |
| Country/countries of implementation |  |  |
| Project objectives and key activities which are related to this project |  |  |
| Total volume |  |  |
| Implementing partner’s own funds |  |  |
| Project Website (if applicable) |  |  |

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| Annex 3: Letters of Support | | Auxiliary field |
| |  |  |  | | --- | --- | --- | | No. | Country | Supporting Organisation | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  | By providing letters of support you are demonstrating that the proposed project addresses relevant needs of your target groups and that it will receive the necessary support for a successful implementation.  This is especially relevant for projects addressing national, regional or local governments for which letters of support are expected. Letters of support from other entities shall only be submitted if they are directly affected by the project.  Letters of support from implementing partners or service providers will not be considered in the evaluation and shall thus not be uploaded. |