

**Important notice:**

**This document only serves to provide an overview over all sections of the project outline to be filled in and to facilitate the elaboration of your project outline. It will not be accepted as a submission form. The project outlines are submitted exclusively through the online platform. Project outlines sent by e-mail, fax or in print will be rejected.**

1.1 Project data		Auxiliary field						
<b>Project title* (no more than 100 characters)</b>								
<b>Countries of implementation*^</b>		Countries of implementation are resident countries of the consortium members (implementing party and implementing partners). In addition, other countries in which activities take place, or which are identified as clear project countries can also be named.						
<b>Project start – end*</b>		Projects are expected to start either 01/12/2025 or 01/02/2026 and must not exceed 29 months. The time span for projects is between 18 and 29 months.						
<b>Topic*^</b>	<table border="1"> <tr><td>Carbon Removals and Sinks</td></tr> <tr><td>Climate-Neutral Mobility</td></tr> <tr><td>Climate Policy</td></tr> <tr><td>Energy Transition and Climate-Neutral Buildings</td></tr> <tr><td>Just Transition</td></tr> <tr><td>Sustainable Economy</td></tr> </table>	Carbon Removals and Sinks	Climate-Neutral Mobility	Climate Policy	Energy Transition and Climate-Neutral Buildings	Just Transition	Sustainable Economy	In case your project is covering more than one topic please select the predominant one.
Carbon Removals and Sinks								
Climate-Neutral Mobility								
Climate Policy								
Energy Transition and Climate-Neutral Buildings								
Just Transition								
Sustainable Economy								
<b>Has this or a very similar proposal already been submitted to EUKI</b>	Yes No	If yes, please state call no., year of submission and full title. Please also briefly state the main adjustments you have made in this application.  (max. 500 characters)						

1.2 Applicant		Auxiliary field
<b>Name*</b>		

<b>Name in local language*</b>		
<b>Department*</b>		
<b>Street, No.*</b>		
<b>Postal Code, town/city*</b>		
<b>Country*</b>		
<b>Contact person*</b>		
<b>Telephone*</b>		
<b>Email*</b>		
<b>Website</b>		
<b>Institution*^</b>		
<b>Legal entity status*</b>		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 <u>at the second stage</u> of the selection process. Incorrect information will result in exclusion from the selection process.
<b>Non-profit status* (y/n)</b>		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 <u>at the second stage</u> of the selection process. Incorrect information will result in an exclusion from the selection process.
<b>Year established*</b>		
<b>Annual revenues (EUR)*</b>	2022 2023 2024	
<b>Please confirm that your planned average annual project financing does not exceed your average annual revenues of the past three financial years* (y/n)</b>	Yes No	Average annual project financing = Total financing : project months * 12
<b>Experience in fields related to the proposed project*</b>		[Rounded years] Evidence in the form of reference projects must be given in Annex 2. 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.

<b>Total number of staff currently employed at your organisation*</b>		
<b>Number of staff working in project related fields*</b>		
<b>Previous experience with implementing EUKI projects</b>	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).  (max. 250 characters per project)
<b>Previous experience with implementing EU projects</b>	LIFE Horizon Interreg Other  Lead/Partner	Please specify.  (max. 250 characters)
<b>Did you have a grant agreement or Zuschussvertrag with GIZ in the past 5 years (<i>only the main implementing party</i>)?</b>		If yes: Please state full project title and GIZ contract number (starting with 812xxxxx or 811xxxxx)  (max. 250 characters)
<b>Do you have experience with awarding contracts and are you able to present documentation of respective processes to EUKI?* (y/n)</b>	Yes No	Please note that experience with procurement processes is <b>mandatory</b> for EUKI funding and will be checked in detail at the second stage of the EUKI application process.
<b>Please confirm that your procurement guidelines are in compliance with national provisions and international standards and are applied accordingly.* (y/n)</b>	Yes No	The EUKI team will request to see your procurement guidelines as part of the second stage of the EUKI application process. <b>Not having procurement guidelines and experience might lead to the exclusion of your proposal at the second stage.</b>

2. Brief description		Auxiliary field
<b>Structured brief description* (no more than 1000 characters)</b>		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.

3. Project rationale		Auxiliary field
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<b>3.1 Key issues in the topical field to be addressed by the project* (max. 2000 characters)</b>		Please describe current framework conditions, existing barriers, capacity gaps etc. in the relevant sector(s) that should be addressed by this project. For multi-country projects please differentiate by country.
<b>3.2 Integration of the project into the strategies of the project countries* (max. 1400 characters)</b>		Please elaborate on how key issues in the sector identified in 3.1 are already addressed by relevant institutions through national and local climate policies, strategies, action plans or programmes of the target countries and how the project would complement these measures. Please refer to key policy documents and policy objectives governing the sector. For multi-country projects please differentiate per country.

4. Project Concept		Auxiliary field
<b>4.1 Target groups* (max. 1400 characters)</b>		Please name 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 groups – and in short form and if applicable – through which capacity development measures the target group will be supported.
<b>4.2 Outcome (overarching project goal)* (max. 500 characters)</b>		The outcome is the actual goal of the project, i.e. it describes <u>intended changes</u> that can be <u>directly causally attributed</u> to the project and that emanate from the utilisation of the outputs via the target groups. N.B. In the EUKI hierarchy of objectives there can only be <u>one</u> outcome.
<b>4.3 Outputs (specific project goals)* (max. 1200 characters)</b>		Outputs result from the use of products, services, sets of regulations/standards etc. by <u>the target groups</u> . N.B. outputs <u>are not activities</u> , but each output is representing a <u>result/intended change</u> from a bundle of activities.

<p><b>4.4 Key activities* (max. 2000 characters)</b></p>		<p>Please list key activities that must be carried out to achieve each output (e.g. workshops, trainings, conferences, web-seminars etc.). Use coherent structure according to your outputs.</p>
<p><b>4.5 Impact (long-term results)* (max. 1000 characters)</b></p>		<p>Please indicate the expected long-term results the project will have in the project countries. N.B. impacts cannot be directly controlled by the project, but they result from the outcome in interplay with other factors (e.g. parallel projects, government initiatives).</p>
<p><b>4.6 Results chain (max. 1400 characters)*</b></p>		<p>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 other to achieve the project's desired impacts.</p>
<p><b>4.7 Contribution to GHG reductions (direct or indirect), avoidance or removals (max. 1400 characters)*</b></p>		<p>Please demonstrate contributions to GHG reductions (direct or indirect), avoidance or removals, where applicable. Please state the GHG reduction potential and quantify it where possible.</p> <p>Project ideas advancing to the second stage of the selection procedure must state justified GHG reduction estimates and provide transparent remarks on applied methods. The project should elaborate on the scalability potential if the project approach were to be applied on a larger scale after the project ends. The explanation of plausible and transparent methods for the calculation of GHG reduction potentials is as important as the amount of potential GHG reductions stated. In the selection process, projects are not ranked according to GHG mitigation potential.</p>

	<p>For the calculation, please use recognised methods, e.g. the GHG Protocol for Project Accounting or the GHG Protocol Policy and Action Standard. Please only calculate target values that are directly attributable to the action (e.g. result from outcome and output level and within the timeframe of the project). Do not add any saved emissions that are due to project management (e.g. train vs. air travel).</p>
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5. Sustainability	Auxiliary field
<p><b>5.1 Securing sustainability* (max. 1400 characters)</b></p>	<p>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</p> <ol style="list-style-type: none"> <li>1. Anchoring the projects' results in the sector policies of the project countries</li> <li>2. Replicability/Up-scaling-potential within the region, country or EU as a whole</li> <li>3. Financial sustainability of instruments/structures/products developed.</li> </ol> <p>If a follow-on project is envisaged, please elaborate on suitable funding sources/programmes.</p>

6. Synergies		Auxiliary field
<b>Synergies and cooperation with other projects in project countries* (max. 1400 characters)</b>		Please analyse and list possible synergies and cooperation potentials with other relevant EUKI projects and those funded from national, European or other sources, e.g. capitalising on existing outputs, joint conferences or other activities. N.B. Do not only include projects of your own organisation, but also list those of other relevant players in the countries.
7. Budget (in EUR)		Auxiliary field
7.1 Planned financing (overall project)		
<b>EUKI grant*</b>		
<b>Own funds mobilised by submitter/implementing partners* (EUR)</b>		Institutional funding or own funds (e.g. membership fees, donations) that allow providing financial resources for the project. Please note that these must be monetarily classified as well as verifiable with evidence and should account for <b>at least 5%</b> of the total project volume (including any potential third-party funding).
<b>Third-party funds* (EUR)</b>		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. Please note that these must be monetarily classified as well as verifiable with evidence.
<b>= Total project volume</b>		
<b>Notes on planned financing-</b>		Please note that in-kind contributions that cannot be monetised and are not documented in the accounting system will not be accepted as co-financing.  (max. 500 characters)

7.2 Planned funding requirements (overall project)		
<b>Subcontracted Services* (EUR)</b>		Subcontracted services are all tasks/activities that are carried out by an <b>external company</b> , e.g. IT services, catering or venue for workshops, layout/design for project material, etc., excluding external expertise.
<b>External expertise* (EUR)</b>		External expertise refers to the technical project implementation such as the implementation of studies, workshops, or other activities by <b>freelance consultants</b> . Costs for external expertise must not exceed 20% of project financing.
<b>Subcontracted services and external expertise - description*</b>		Please elaborate on the services you are intending to subcontract and give a justification why they are not or cannot be provided by the implementing party or implementing partners.  (max. 1400 characters)
<b>Third-party beneficiaries* (EUR)</b>		Direct support of third-party beneficiaries (e.g. funding of initiatives or competitions, cash-for-work, scholarships).
<b>Third-party beneficiaries* - description</b>		Please indicate to which third-party beneficiary you intend to allocate funds and in which way.  (max. 1400 characters)

7.3 EUKI grant* (excluding own funds and third-party funds)		
<b>2024 (EUR)</b>		
<b>2025 (EUR)</b>		
<b>2026 (EUR)</b>		
<b>2027 (EUR)</b>		
<b>= Total EUKI financing*</b>		

7.4 Planned allocation of EUKI grant to project implementing party and implementing partner(s)* (excluding own funds and third-party funds)		
	EUKI grant* (EUR)	
<b>Submitter (Implementing party)</b>		No organisation may apply as implementing party without



		taking any share of the requested grant.
<b>Implementing partner 1:</b>		Please note that usually there cannot be more than 4 implementing partners. An implementing partner is a project partner that receives a forwarded sub-grant from the implementing party to support the implementation of 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. In highly exceptional cases this limit might be lifted for large projects.
<b>Implementing partner 2:</b>		
<b>Implementing partner 3:</b>		
<b>Implementing partner 4:</b>		
<b>= Total EUKI financing*</b>		

<b>8. Miscellaneous</b>		<b>Auxiliary field</b>
<b>8.1 Genuine own interest in the project* (max. 500 characters)</b>		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.
<b>8.2 Need for public funding* (max. 500 characters)</b>		Please indicate why the project could not be implemented without EUKI financing.

<b>8.3 Preclusion of state aid* (max. 500 characters)</b>		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).
<b>8.4 Other information (max. 500 characters)</b>		Additional information which is relevant to the assessment and funding of the project can be provided here.

<b>Annex 1: Implementing partner(s) (excluding main implementer/submitter)</b>		<b>Auxiliary field</b>
<b>Technical division of labour* (max. 500 characters)</b>		Please summarise the tasks of every partner and describe their planned interaction.
<b>Implementing Partner</b>		
<b>Name*</b>		
<b>Name in local language</b>		
<b>Department*</b>		
<b>Street, No.*</b>		
<b>Postal Code, town/city*</b>		
<b>Country (in which the organisation is based)*</b>		
<b>Contact person*</b>		
<b>Telephone*</b>		
<b>Email*</b>		
<b>Website</b>		
<b>Institution^</b>		
<b>Legal entity status*</b>		
<b>Non-profit status*</b>		
<b>Year established</b>		
<b>Annual revenues (EUR)*</b>	2022 2023 2024	

<b>Years of experience in activities relevant for the project</b>		
<b>Number of total staff</b>		
<b>Number of staff working in project related areas</b>		

<b>Annex 2: References</b>		<b>Auxiliary field</b>
<b>Project reference(s)</b>		
<b>Name of organisation</b>		Please state name of implementing party or implementing partner applicable.
<b>Project title</b>		
<b>Financier/donor (funds provided by...)</b>		
<b>Project start - end</b>		
<b>Country/countries of implementation</b>		
<b>Project objectives and key activities which are related to this project</b>		
<b>Total volume</b>		
<b>Implementing partner's share of the total volume</b>		
<b>Project Website (if applicable)</b>		

<b>Annex 3: Letters of Support</b>			<b>Auxiliary field</b>
No.	Country	Supporting Organisation	<p>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.</p> <p>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</p>

		<p>submitted if they are <i>directly</i> affected by the project.</p> <p>N.B. Do not upload any other supporting documents!</p>
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no application form - for drafting purposes only