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**Small Project Application form**

**PART A – Project identification**

**A 1. Identification**

|  |  |
| --- | --- |
| **Project acronym** |  |
| **Full name of the project** |  |
| **Duration of the project (in months)** |  |
| **Date of the beginning of the project** | *DD.MM.GGGG* |
| **Date of the end of the project** | *DD.MM.GGGG* |

**A 2 Project summary**

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| --- |
| *Please give a short overview of the project and describe:**- the common challenge of the programme area you are jointly tackling in your project**- the overall objective of the project and the expected change your project will make to the current situation**- the outputs/deliverables you will produce and those who will benefit from them**- the approach you plan to take and why a cross-border approach is needed**- what is new/original about the project.*  |
| *Max 5000 characters* |

**A 3. Project budget overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding source** | **FR1** | **FR2** | **FR3** | **FR4** |
| **Total Small Project Budget** |  |  |  |  |
| **Total EU funds** |  |  |  |  |
| **Total own contribution** |  |  |  |  |

**PART B – Final recipients**

**B.1.1 Final Recipients overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of FR** | **FR1** | **FR2** | **FR3** | **FR4** |
| **Abbreviated name of FR** |  |  |  |  |
| **Name of FR in original language**  |  |  |  |  |
| **Name of FR in English (if applicable)** |  |  |  |  |
| **FR total eligible budget** |  |  |  |  |

**B.1.2 Legal and financial information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of FR** | **FR1** | **FR2** | **FR3** | **FR4** |
| **Type of Final Recipient (micro or small)** |  |  |  |  |
| **Legal status** |  |  |  |  |
| **VAT number** |  |  |  |  |
| **Is FR entitled to recover VAT based on national legislation for the activities implemented in the project?** |  |  |  |  |
| **Other identifier number (if VAT number not exists)** |  |  |  |  |

**B.1.3 Final Recipient main address**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of FR** | **FR 1** | **FR2** | **FR3** | **FR4** |
| **Country**  |  |  |  |  |
| **District, County, Municipality (whatever is applicable)** |  |  |  |  |
| **Street** |  |  |  |  |
| **House number** |  |  |  |  |
| **Postal code** |  |  |  |  |
| **City** |  |  |  |  |
| **Homepage** |  |  |  |  |

**B.1.4 Legal representative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of FR** | **FR 1** | **FR2** | **FR3** | **FR4** |
| **Title** |  |  |  |  |
| **First name** |  |  |  |  |
| **Last name** |  |  |  |  |

**B.1.5 Contact person**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of FR** | **FR 1** | **FR2** | **FR3** | **FR4** |
| **Title** |  |  |  |  |
| **First name** |  |  |  |  |
| **Last Name** |  |  |  |  |
| **E-mail address** |  |  |  |  |
| **Telephone** |  |  |  |  |

**B.1.6 Final Recipient motivation and contribution**

|  |
| --- |
| *Which of the FR’s thematic competences and experiences are relevant for the project?* |
| *Max. 3000 characters* |
| *Describe the FR’s experience in participating in and/or managing EU co-financed projects or other international projects.* |
| *Max. 3000 characters* |

**PART C – Project description**

**C 1 Project relevance**

**C.1.1 Project approach**

|  |
| --- |
| *Describe new solutions that will be developed during the Small Project and/or existing solutions that will be adopted and implemented during the project and how your approach differs from existing practice in the sector/program area/countries participating in the project.* |
| *Max. 2000 characters* |

**C.1.2 Level of cooperation**

|  |
| --- |
| *Select the level of cooperation following the marketing concept of the Ansoff matrix, determining the Small Project’s product and market growth in accordance with the given descriptions.* |
| **Criterion for cooperation**  | **Description** |
| *MARKET PENETRATION* | [ ]  | *Placing existing product, technology or service to existing markets of FRs, without entering into each other’s market or third markets. Provision of only promotional intervention that may result a better knowledge about the product, technology or service on the existing markets* |
| *MARKET DEVELOPMENT* | [ ]  | *Finding a new market to an existing product: an already developed product, technology or service will be placed on a new market (the Final Recipient country’s market or a third one), which can be made possible through this cooperation. In this case one of the FRs is the owner of the product, the other one provides an access to the new market (in its own or third country)* |
| *PRODUCT DEVELOPMENT* | [ ]  | *Introduction of a new product to an existing market: a new product, technology or service will be developed to a market where one of the FRs are already present. In this case both FRs are co-developers of the product that will be placed on one of their existing markets. In this type of cooperation, the product know-how represents the added value of cooperation.* |
| *DIVERSIFICATION* | [ ]  | *Development of a new product to a new market: both the developed product, technology or service and the gained market are new. This represents the most advanced level of cooperation that may involve several modality options: one (or more) of the FRs do the product development, other FR(s) give the access to the new market which may be in the Final Recipient countries or in third countries. This is the level of cooperation intensity where cooperation of more than two FRs may be necessary.* |

**C.1.3 Criteria for cooperation**

|  |
| --- |
| *Select the cooperation criteria you will apply to your project and describe how you will meet them.* |
| **Criterion for cooperation**  | **Description** |
| **Joint development** | [ ]  | *Max. 500 characters* |
| **Joint implementation** | [ ]  | *Max. 500 characters* |

**C 2. Project goals and results**

|  |  |
| --- | --- |
| **Programme specific objective**  | **1.3. Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments** |
| **The main goal of the entire project** |
| *What is the main goal of the overall project and how is it related to the Programme specific objective?**Why is cross-border cooperation necessary to achieve project goals and results?**Explain why the project objectives cannot be achieved by acting only at the national/regional/local level. Also explain what benefits the project Final Recipients/target groups/project area/programme area will achieve using the cross-border approach.* |
| *Max. 2500 characters* |
| **Programme Result Indicator** |
| *Choose one or more Programme Result indicators to which your Small Project will contribute through Small Project results.* |
| **Small and medium-sized enterprises (SMEs) introducing product or process innovation**Product innovation is the market introduction of a new or significantly improved good or service with respect to its capabilities, user-friendliness, components or subsystems. Process innovation is the implementation of a new or significantly improved production process, distribution method, or supporting activity. |
| ***RCR 03*** *– Small and medium-sized enterprises (SMEs) introducing product or process innovation* | [ ]  |
| **Solutions taken up or up-scaled by organizations** The indicator counts the number of solutions, other than legal or administrative solutions, that were jointly developed by supported projects and derived from pilot actions and are taken up or up-scaled during the implementation of the project or within one year after project completion.  |
| ***RCR 104*** *- Solutions taken up or up-scaled by organizations* | [ ]  |
| **Programme Output Indicator** |  |
| *Choose one or more Programme Output indicators to which your Small Project will contribute through Small Project outputs and deliverables.* |  |
| **Pilot actions developed jointly and implemented in projects**Pilot actions test novel or adapted solutions in Programme area. They focus on jointly demonstrating and implementing novel approaches in regions for the benefit of key stakeholders and/or adapting existing approaches in different regions for further uptake. |
| ***RCO 84****-Pilot actions developed jointly and implemented in projects* | [ ]  |
| **Jointly developed solutions** The indicator counts the number of jointly developed solutions from joint pilot actions implemented by supported projects. In order to be counted in the indicator, an identified solution should include indications of the actions needed for it to be taken up or to be upscaled. A jointly developed solution implies the involvement of organizations from at least two participating countries in the drafting and design process of the solution. Solutions can include innovative processes, services, instruments, or tools. |
| ***RCO 116*** *- Jointly developed solutions* | [ ]  |
| **Main results of the project** |
| *Identify the key outputs/deliverables of your project. Indicate how the results will contribute to the program indicators of specific results.* |
| *Max. 2000 characters* |

**C 2.1 Specific objectives of the project**

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| --- |
| *What is the specific objective that the project will try to achieve? Define at least one project specific objective.* |
| **The name of the specific objective of the project** | **A brief explanation of the specific objectives of the project** |
|  | *Max. 500 characters* |

**C 2.2 Durability and transferability of project outcomes and results**

|  |
| --- |
| *How will the project ensure that the project outcomes and results have a lasting impact after the end of the project? If relevant, specify who will be responsible and/or who will own the results and outcomes.* |
| *Max. 1000 characters* |
| *How may the project ensure that project outcomes and results can be applied by other organizations/regions/countries outside the current partnership?* |
| *Max. 1000 characters* |

**C.3 Horizontal principles**

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| --- |
| *Indicate the type of contribution to the horizontal principles related to the project and justify the selection.* |
| **Horizontal principles**  | **Description of contribution**  | **Type of contribution** |
| **Sustainable development** | *Max. 500 characters* | *Define as: neutral, positive, negative* |
| **Equal opportunities and non-discrimination** | *Max. 500 characters* | *Define as: neutral, positive, negative*  |
| **Gender equality**  | *Max. 500 characters* | *Define as: neutral, positive, negative* |

**C.4 Project partnership**

|  |  |
| --- | --- |
| **Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?** | *Max 5000 characters* |

**PART D – Workplan**

**D 1. Description of the workplan**

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| **Participation of Final Recipients** |
| *Please give a brief description of the personnel that will be involved in context of Final Recipient distribution (please write in connection to staff cost and/ or external cost) preferably with experience working on projects.*  |
| *Max. 1000 characters* |
| *Describe how the project management will be carried out at the strategic and operational level, specifically referring to:**- structure, responsibilities and procedures for daily management and coordination;**- communication between Final Recipients;**- reporting and evaluation procedures;**- risk and quality management;**- indicate whether external management of the project is envisaged.* |
| *Max. 2000 characters* |
| **Communication objective(s) and target audience** |
| *Description of the communication objectives of this workplan, including an explanation of the activities that will be carried out and the contribution of each Final Recipient with regard to target groups and stakeholders.* |
| *Max. 2000 characters* |
| **Activities** |
| **Number of activities** | **Name of the activity** | **Start date**  | **End date**  | **Indicative activity budget** |
|  |  | *MM.LLLL/**MM.GGGG* | *MM.LLLL/**MM.GGGG* |  |
|  |  | *MM.LLLL/**MM.GGGG* | *MM.LLLL/**MM.GGGG* |  |
|  |  | *MM.LLLL/**MM.GGGG* | *MM.LLLL/**MM.GGGG* |  |
| *Describe the activities within the workplan.* |
| *Max. 1500 characters* |
| **Outputs/Deliverables** |
| An output/deliverable captures the implementation of project activities, e.g. development plans, studies, researches, product specifications, pilot action reports, training documentations, developed service/product/solution. |
| **Number of outputs/deliverables** | **Name of outputs/deliverables** | **Final recipient/ recipients responsible for the output/deliverable** | **Description of the output/deliverable** |
|  |  |  | *Max. 1000 characters* |
|  |  |  | *Max. 1000 characters* |
|  |  |  | *Max. 1000 characters* |

**D 2. Determining the reporting period**

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| SPs that **exceed EUR 100.000** will submit project reports on a **4-month basis**. SPs that **do not exceed EUR 100.000**, reporting will be after each of **maximum 3 milestones**. |
| **Number of reporting periods/ milestones**  | **Duration (months)** | **Beginning date** | **End date** | **Reporting date** |
| *Period 1/ Milestone 1* |  |  |  |  |
| *Period 2/ Milestone 2* |  |  |  |  |
| *Period 3/ Milestone 3* |  |  |  |  |

**PART E: Final Recipient budget**

**E. 1.1.1. Travel and accommodation cost:**

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| --- | --- |
| **Travel and accommodation**  | **Description of Travel and accommodation expenses** |
| **Place of Travel and accommodation** | **Contribution to the project** |
|  |  |
|  |  |
|  |  |
| *If necessary, specify the activities that will be performed outside the program area. Describe how these activities will benefit the program area.* |
| *Max. 1000 characters* |
| **Total budget for activities that will be carried out outside the program area**  |  |

**E. 1.1.2. External expertise and service cost**

|  |  |  |
| --- | --- | --- |
| **External expertise and service cost** | **Description of item** | **Description of External expertise and service cost** |
| **Documentation for verification (offers, etc)** | **Contribution to the project** |
|  |  |  |
|  |  |  |
|  |  |  |

**E. 1.1.3. Equipment cost:**

|  |  |  |
| --- | --- | --- |
| **Equipment cost** | **Description of item** | **Description of Equipment cost** |
| **Documentation for verification** | **Contribution to the project** |
|  |  |  |
|  |  |  |
|  |  |  |

**E 1.1.4 Small scale infrastructure**

|  |  |  |
| --- | --- | --- |
| **Small scale infrastructure cost** | **Description of item** | **Description of Small-scale infrastructure cost** |
| **Documentation for verification** | **Contribution to the project** |
|  |  |  |
|  |  |  |
|  |  |  |

**F. Partnership Statement and Declaration**

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| --- | --- | --- |
| **Project title** |  |  |
|   |   |   |
| Final recipient 1 |   |  |
|   |   |   |
|   |   |   |
|   |   | Signature, stamp |
|   |   |   |
| Final recipient 2 |   |  |
|   |   |   |
|   |   |   |
|   |   | Signature, stamp |
|   |   |   |
| Final recipient 3 |   |  |
|   |   |   |
|   |   |   |
|   |   | Signature, stamp |
|  |   |   |
| Final recipient 4 |   |  |
|   |   |   |
|   |   |   |
|   |   | Signature, stamp |
|  |  |  |
| Date |   |

Final Recipients by signing the Declaration of the Small Project Application form certify that:

* The data provided are complete, correct and actual. Guidelines for MSEs as Final Recipients have been noted and respected.
* Involved Final Recipients confirm that the Small Project Application submitted for funding is thoroughly planned and prepared, during the Small Project generation phase (especially while planning the small project budget) the principles of economy and focus have been closely observed.
* By signing the present Declaration, the Final Recipients certify that their organisation has the adequate legal, financial and operational capacity to complete the proposed project including the capacity of project pre-financing.
* Does not fall under any of the exclusion criteria set under 3.6. of the Guidelines for MSEs as Final Recipients.
* The Final Recipients confirm that sufficient publicity will be given to the implementation of the EU- (and state contribution) funded Small Project in order to attract the attention of potential recipients of EU contribution and to increase the public’s awareness of the EU’s role in funding the Small Project.
* Final Recipients agree that organisations of the programme implementing structure of the Interreg VI-A IPA Croatia – Bosnia and Herzegovina – Montenegro 2021-2027 Programme may collect data and information necessary for the processing of the Small Project Application and may, with the help of own or acquired automated data processing systems, handle, use, transmit and delete relevant data, furthermore they may consult and contract third parties, bound by a pledge of secrecy, for the evaluation of the Small Project Application and the annexed documents.
* if necessary, share data included in the Small Project Application with organisations responsible for the national level co-ordination and management of EU- and other subsidy systems.
* Final Recipients, by submitting the Small Project Application to the present Call, duly consents to the fact that the Small Project Fund Beneficiary (HAMAG-BICRO) will manage all the personal data included in the application package and provided in the contracting or Small Project implementation phase, in particular with regard to the data managed in the EmBRACE web platform, in line with the relevant national regulations.
* Final Recipients agree with all corresponding project controls, including on-the-spot checks by national and EU institutions and also agrees with permitting controls on its premises.
* Final Recipients declare that the present Small Project (or any part thereof) does not receive funding from other EU or national financial sources and that the Small Project Application has not been submitted for funding to other programmes.
* Final Recipients furthermore declares that all financial information is accurately stated in the Small Project Application form and that expenditure will incur in accordance with the provisions of COMMISSION DELEGATED REGULATION (EU) 2019/693 of 7 February 2019 amending Delegated Regulation (EU) No 481/2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes and of the Regulation (EU) 1303/2013 of the European Parliament as well as other relevant EU regulations, the respective national rules and the rules set out in the Programme’s documents (such as the Guidelines for MSEs as Final Recipients), and in particular that the reality of outputs/deliverables (services, works, supplies etc.) will be justified against plans, invoices, acceptance documents and experts' reports.
* The Final Recipients guarantee the sound financial management of the funding allocated to the Small Project, including the signature and respect by all Final Recipients included in the Subsidy Contract, the arrangements for recovering amounts unduly paid, as well as the maintenance of an adequate and reliable accounting and storage system at all levels within the Small Project.
* Final Recipients confirm that their organisations will take their role in the Small Project, with all the responsibilities assigned to it, both financial and professional, such as the responsibility for ensuring the implementation of the entire Small Project, furthermore it confirms that all Final Recipients listed in the Small Project form are committed to take part in the Small Project activities as described in the Small Project Application form.
* Final Recipients agree on and accepts all the conditions stated in the relevant Guidelines for MSEs as Final Recipients. If selected for a subsidy, the Final Recipients are in position to deliver, upon request and within the deadline to be set, any supporting documents necessary for the stipulation of the Subsidy Contract.
* Final Recipients undertake to comply with the obligations foreseen in the Subsidy Contract and with the principles of good partnership practice. Final Recipients declare that they are directly responsible for the preparation, management and implementation of their Small Project and is not acting as intermediary.
* Final Recipients declare that they are aware of the conditions of eligibility and that all revenue and receipts generated by the Small Project will be timely taken into account.
* Final Recipients acknowledge that grants requested as stated in the sheets of Small Project budget will be granted solely under the de minimis rule, according COMMISSION REGULATION (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to the de minimis aid in case the Small Project is selected for funding.
* Final Recipients declare that the own contribution will be at the disposal as stated in the sheets of Small Project budget in case the Small Project is selected for funding.
* Final Recipients have valid registration to pursue their activities or they have not been convicted of an offence concerning their professional conduct by a judgement which has the force of ‘res iudicata’, further they haven’t been guilty of grave professional misconduct proven by any means which the SPFB can justify.
* Final Recipients have fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the national legal provisions.
* Final Recipients haven’t been the subject of a judgement which has the force of ‘res iudicata’ for fraud, for corruption, for severe breach of contract in connection to obligations stemming from public procurement rules or from rules governing the use of Community funding or national subsidies, for involvement in a criminal organization or for any other illegal activity detrimental to the Community’s financial interests.