

CEI Cooperation Fund

# Application Form for Funding a CEI Cooperation Activity

# 1. General Information

## 1.1. Title

Title and acronym, as appropriate, of the Cooperation Activity

[…]

## 1.2. Applicant

Name and brief description of the applicant's organisation

[…]

Legal status of the applicant (public body, private entity, NGO, international organisation or other, and reference to type of documentation attached as registration proof)

[…]

## 1.3. Intended date and place of implementation

Please refer to the exact date and venue of the proposed activity. In case of longer programmes or actions, please define which is the portion requesting CEI support. Please note that the CEI does not finance multiple events. Generic information will not be accepted.

[…]

## 1.4. Budget overview

Total budget: **0,00 €**

Requested CEI contribution: **0,00 €**

## 1.5. Past experience with CEI

Please state whether you have been applicant, recipient, partner or beneficiary directly or indirectly in any CEI activities/projects of any kind. If so, please provide the relevant details (Reference Number, Title, Amount of CEI contribution received, etc.). Please refer as well to any other activity that has not been eventually approved or classified for co-financing in past Calls.

[…]

# 2. Description of the activity

## 2.1. Origin and background (Max 1500 characters)

Please provide a brief description of the motivations that led to the presentation of the current proposal. Should the proposal be a follow-up of any other activity please elaborate on that as well.

[…]

## 2.2. Description, objectives and expected results (Max 2500 characters)

Please provide brief information on the main features of the proposed activity with particular attention to appropriate, practical and consistent information. Nonspecific and abstract, overambitious goals are to be avoided.

[…]

## 2.3. Compatibility with the Objectives of the Call (Max 1500 characters)

Please refer to the areas outlined in the Call. […]

## 2.4. Promotional activities and CEI visibility (Max 1500 characters)

Please describe which actions you are planning to promote the proposed activity and ensure CEI visibility in its framework, as well as the dissemination activities in the post-implementation phase.

[…]

## 2.5. CEI Involvement (Max 1500 characters)

Indicate which CEI bodies or national CEI representatives (see the CEI website for more information) you intend to involve in the preparation and implementation of the Cooperation Activity, if any. Please motivate the indication given.

[…]

## 2.6. Participation

Please indicate the envisaged number and role of participants in the Cooperation Activity, which country, institution or international body they belong to. Generic and nonspecific reference is to be avoided.

|  |  |  |  |
| --- | --- | --- | --- |
| CEI Member States | Envisaged number | Institution | Role in the Cooperation Activity (participant / speaker / organiser) |
| Albania |  |  |  |
| Austria |  |  |  |
| Belarus |  |  |  |
| Bosnia and Herzegovina |  |  |  |
| Bulgaria |  |  |  |
| Croatia |  |  |  |
| Czech Republic |  |  |  |
| Hungary |  |  |  |
| Italy |  |  |  |
| Macedonia |  |  |  |
| Moldova |  |  |  |
| Montenegro |  |  |  |
| Poland |  |  |  |
| Romania |  |  |  |
| Serbia |  |  |  |
| Slovakia |  |  |  |
| Slovenia |  |  |  |
| Ukraine |  |  |  |
| TOTAL |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other countries | Envisaged number | Institution | Role in the Cooperation Activity (participant / speaker / organiser) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| International bodies | Envisaged number | Institution | Role in the Cooperation Activity (participant / speaker / organiser) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

## 2.7. Registration fee

If a registration fee is applied, please indicate the amount of the fee in Euro, to which categories of participants it is applied, which budget lines are to be covered by the registration fee. Please indicate the revenue from registration fees in the co-financing scheme, as appropriate.

[…]

# 3. Organisation and administration

## 3.1. Legal representative of the Applicant Institution

First Name and Family Name: […]

Official position: […]

Institution: […]

Address: […]

Telephone: […]

Fax: […]

Email: […]

Website: […]

## 3.2. Person responsible for the implementation and final reporting

First Name and Family Name: […]

Official position: […]

Institution: […]

Address: […]

Telephone: […]

Fax: […]

Email: […]

Website: […]

## 3.3. Person responsible for financial management and final accounting

First Name and Family Name: […]

Official position: […]

Institution: […]

Address: […]

Telephone: […]

Fax: […]

Email: […]

Website: […]

# 4. Budget

## 4.1. Detailed estimated budget

Please provide a detailed budget estimate of the Cooperation Activity, indicating all the amounts in Euro according to the format € 1000,00 and add budget lines as needed. Please note that the budget of the Cooperation Activity refers to costs that organisers have to bear either directly or through the contributions of donors (in other words, costs borne directly by participants, e.g. hotel or travel, shall not be included in the budget estimate).

Please insert for each budget item:

* a detailed description (e.g. accommodation for 10 participants from -name the countries- for two nights)
* estimated unit cost per participant or per item of equipment or other resource (e.g. room rate per one night)
* estimated subtotal related to that budget item (e.g. number of people x number of nights x room rate)
* amount of the CEI contribution you request for that budget item.

| **Budget line** | **Unit cost** | **Subtotal** | **Requested**  **CEI Funding** |
| --- | --- | --- | --- |
| 1. Organisation and administration |  |  |  |
| 1.1. Human Resources (man hour/day/month cost as appropriate) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.2. National and international mission costs (expenses of organisers and partners in preparation and during the events) |  |  |  |
| 1.2.1. Travel |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.2.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.2.2. Accommodation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.2.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.2.3. Per diems or fees |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.2.3. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.3. Outsourcing for external support (including pre- and post- implementation phases) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.3. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.4. Administrative costs (office supplies, communication, postage, website...) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.4. | € 0,00 | € 0,00 |
|  |  |  |  |
| 1.5. Equipment (rents or purchases of office equipment necessary for the activity implementation when different from item 4.4.) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 1.5. | € 0,00 | € 0,00 |
|  |  |  |  |
| 2. Promotion |  |  |  |
| 2.1. Printing and text translation from/to English of promotion materials |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 2.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 2.2. Advertising (when applicable) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 2.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3. Participation |  |  |  |
| 3.1. CEI Participants |  |  |  |
| 3.1.1. Travel |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.1.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.1.2. Accommodation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.1.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.2. CEI Speakers |  |  |  |
| 3.2.1. Travel |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.2.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.2.2. Accommodation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.2.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.2.3. Fees |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.2.3. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.3. Non CEI Participants |  |  |  |
| 3.3.1. Travel |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.3.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.3.2. Accommodation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.3.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.4. Non CEI speakers |  |  |  |
| 3.4.1. Travel |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.4.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.4.2. Accommodation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.4.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 3.4.3. Fees |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 3.4.3. | € 0,00 | € 0,00 |
|  |  |  |  |
| 4. Meetings and events |  |  |  |
| 4.1. Catering |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 4.1. | € 0,00 | € 0,00 |
|  |  |  |  |
| 4.2. Social events, study visits |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 4.2. | € 0,00 | € 0,00 |
|  |  |  |  |
| 4.3. Conference material |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 4.3. | € 0,00 | € 0,00 |
|  |  |  |  |
| 4.4. Meeting facilities and any audio/video equipment |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 4.4. | € 0,00 | € 0,00 |
|  |  |  |  |
| 4.5. Conference interpretation services (including equipment) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 4.5. | € 0,00 | € 0,00 |
|  |  |  |  |
| 5. Other expenses |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal 5. | € 0,00 | € 0,00 |
|  |  |  |  |
| Total |  | € 0,00 | € 0,00 |

## 4.2. Expected co-financing

Please indicate the additional sources of funding complementing the CEI financing, either coming from the organising institution, from the host country of the organisers, from other countries (CEI or third countries) or from other sources (e.g. sponsors, international organisations, NGOs etc.). Please give indication as to the status of the source of funding: please indicate C for confirmed contributions and R for requested. Please indicate as well the revenue generated through registration fees, as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Source of co-financing* | *Budget items covered*  *refer to chapters above* | *Status*  *requested (R) or confirmed (C)* | *Amount* | *Of which in-kind\** | *% of total cost* |
| Applicant’s resources |  |  | *€ 0,00* | *€ 0,00* |  |
| Other (specify) |  |  | *€ 0,00* | *€ 0,00* |  |
| In-kind contributions |  |  | *€ 0,00* | *€ 0,00* |  |
| Registration fees |  |  | *€ 0,00* | *€ 0,00* |  |
| *SUBTOTAL CO-FINANCING* | | | ***€ 0,00*** | ***€ 0,00*** |  |
| *Requested CEI contribution* | | | ***€ 0,00*** | ***€ 0,00*** |  |
| *Total estimated cost* | | | *€ 0,00* | *€ 0,00* |  |

\*An in-kind contribution is a non-cash, other than monetary contribution or input which can be given a cash value. Expenditures in-kind are expenditures not giving rise to an actual payment: they can take the form of

* donation of goods or services, time or expertise, rather than cash or appreciated property
* infrastructure support, office supplies support, equipment support etc
* human resources of the organising institution.

*This form was completed by:*

*Date:*