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Програма транскордонного співробітництва Польща-Білорусь-Україна 2007-2013

Презентація аплікаційного пакету документів: аплікаційна форма



**Contracting Authority¹:
Ministry of Regional Development of Poland**

*CROSS BORDER CO-OPERATION PROGRAMME
POLAND – BELARUS - UKRAINE
2007-2013*

Grant Application Form

JMA reference: PBU1
Reference: EuropaAid/129-278/MACT/MULTI
Deadline for submission applications: 1 st March 2010

Залишіть це поле пустим

Впишіть номер та повну назву обраного пріоритету та заходу, в рамках якого подається заявка

Повна назва проекту

Точні назви країн, регіонів та територій, в яких буде впроваджуватися проект

Країна, в якій зареєстровано головного партнера

Registration date in the Joint Technical Secretariat (JTS):	
Priority:	
Measure:	
Title of the action:	Точна повна назва апліканта
Location(s) of the action:	<specify country(ies), region(s), area(s) or town(s) that will benefit from the Action>
Name of the applicant	
Nationality of the applicant ²	
Total duration of the action:	Кількість місяців, не перевищує 24 місяців <months>
Total eligible cost of the action (A)	Amount requested from the Joint Managing Authority (B) % of total eligible cost of the action (B/Ax100)

¹ Contracting Authority (CA)=Joint Managing Authority (JMA)=Ministry of Regional Development of Poland

² The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.



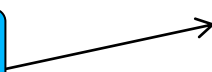
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EUR	EUR	%
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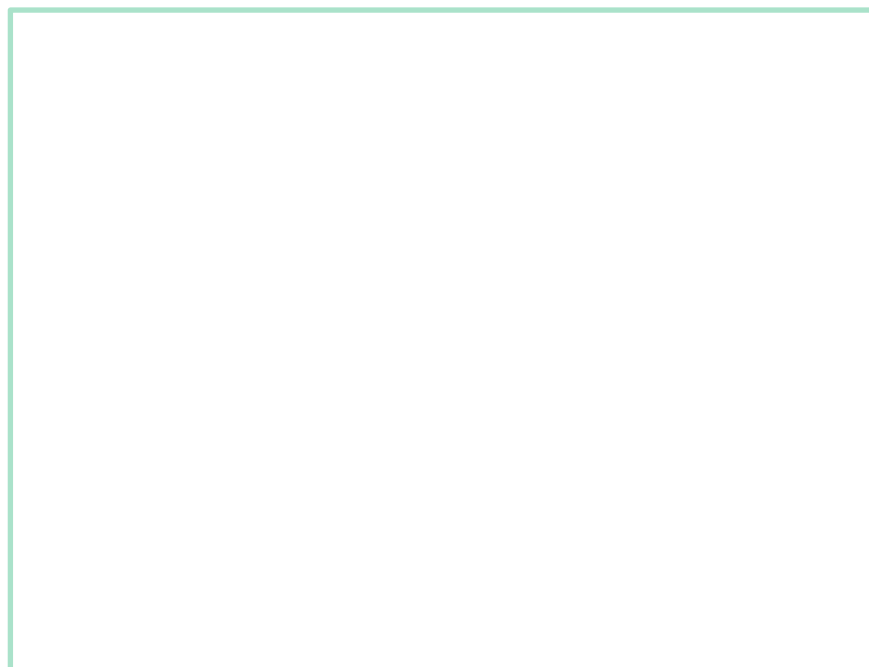
Залишіть це поле
пустим



Dossier No	
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(for official use only)

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

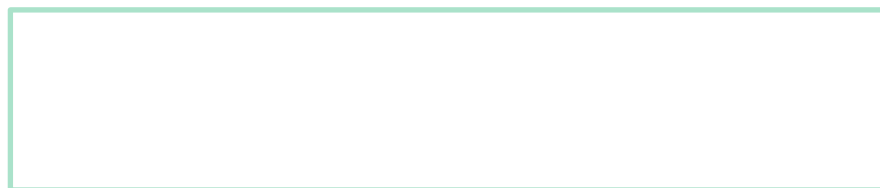




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Контактна інформація
особи, відповідальної
за управління
проектом

Contact details for the purpose of this action:	
Postal address:	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action:	
Contact person's email address:	
Website of the Organisation	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Joint Managing Authority. The Joint Managing Authority will not be held responsible in case it cannot contact an applicant.



Не більше 4-х сторінок
- поля 2 см, шрифт Arial 10
- можна надати додаткову інформацію

PART A. CONCEPT NOTE

I. INSTRUCTIONS FOR THE DRAFTING OF THE CONCEPT NOTE

The applicant has to ensure that the text of his/her concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). The applicant may provide any additional information that he/she may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

In the box:

Provide a general description of the problem(s) and their impact on the regional development.	
Identify clearly specific problems to be addressed by the action	ЯКОЮ є поточна ситуація?
Include a brief description of the target groups and final beneficiaries.	ХТО пов'язаний з заходами проекту?
Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular	Як проект та його заходи відповідають потребам цільової групи та кінцевих бенефіціарів?
Demonstrate the relevance of the proposal to the objectives and priorities and requirements of the call for proposals (point 1.2 of in the Guidelines for grant applicants).	Вплив на транскордонне співробітництво, очікуваний вплив, транскордонний ефект?
Demonstrate the cross-border impact (the straightening of cross-border co-operation)	Відповідність стратегіям розвитку на різних рівнях
Indicate the relevance to national/regional development strategies/plans and justify the compliance referring to relevant parts, points etc. of those documents.	

Зверніть особливу увагу на проблемні питання

Як проект і його заходи відповідають пріоритетам та заходам в рамках поточного набору пропозицій

2. Description of the action and its effectiveness

In the box, provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:



Реальна основна ціль	a description of the overall objective of the action, duration, expected results	Більше інформації про заходи проекту
Виберіть лише один	a description of the proposed activities and their effectiveness	
	Indication on the type of project (<i>integrated, symmetrical or simple</i>)	
	involvement of any implementing partners, their role and relationship to the applicant, if applicable	Опишіть партнерів, з якими ви будете впроваджувати проект
3. Sustainability of the action		
In the box:		
Як буде продовжуватись проект на операційному рівні?	Provide an initial risk analysis and possible contingency plans. This should include at least a list of risks associated with each main activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks	Можливі ризики, відповідні заходи, типи аналізу ризиків
	Give the main preconditions and assumptions during and after the implementation phase	
	Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities, ownership by target groups etc	По завершенню проекту, як будуть використовуватись результати?



PART B. FULL APPLICATION FORM

I. THE ACTION³

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

1. DESCRIPTION

Вкажіть ту саму інформацію, що і в концептуальній записці

1.1. Title

1.2. Location(s)

Country(ies)		
Region(s)		
Town(s)		

1.3. Cost of the action and amount requested from the Joint Managing Authority

Total eligible cost of the action (A)	Amount requested from the Joint Managing Authority (B)	% of total eligible cost of the action (B/A x100)
EUR	EUR	%

³ Action=project

Action = project = проект



Total eligible cost of activities which will be implemented in the adjacent area (D)	Total eligible cost of the activities which will be implemented in the adjacent area/ the total eligible cost of the action (%) (D/A x100)

Please note that the cost of the action and the contribution requested from the **Joint Managing Authority** have to be expressed in <EURO>.

1.4. Summary (max 1 page)

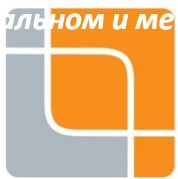
Total duration of the action	<...start of the action> <...end of the action> <... months> (max.24 months)
Objectives of the action	<Overall objective(s)> <Specific objective>
Partner(s)	
Target group(s) ⁴	
Final beneficiaries ⁵	
Estimated results ⁶	
Main activities	Основні заходи
Type of project	<u>Integrated project</u> YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please give a short explanation..... <u>Symmetrical project</u> YES <input type="checkbox"/> NO <input type="checkbox"/>

Заплановані дати початку і завершення + загальна тривалість, див. Концептуальну записку

Загальний доотривалий вплив
Специфічні заплановані результати

Дані мають відповідати логічній таблиці(Дод.С, Посібник для аплікантив)

Оберіть один тип



	on the symmetrical project submitted by the project partner from another side of the border (<i>name of the partner, project title, date of project submission/ date of approval for financing or date of expected decision on the approval for funding/EU funds requested etc.</i>)
	<u>Simple project</u> YES <input type="checkbox"/> NO <input type="checkbox"/>

1.5. Objectives (max ½ page)

In the box, describe the overall objective (max. 1) to which the action aims to contribute towards and the specific objective(s) that the action aims to achieve (max.2-3).

1.6. Relevance of the action to the Programme (max 1 page)

In the box, please provide the following information:

- Provide a detailed description of the general problems and its impact on the regional development.
- Provide a detailed description of the target groups and final beneficiaries and their estimated number.
- Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.
- Demonstrate the relevance of the action to the needs and constraints of the target country(ies) or region(s) in general and to the target groups/final beneficiaries in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries.
- Demonstrate the relevance of the action to the objectives and priorities of the Programme as indicated in the Guidelines.

1.7. Description of the action and its effectiveness (max 6 pages)

In the boxes below, please provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- Expected results (max 2 pages). Indicate how the action will improve the situation of

Підсумок
вищевказаної
інформації

Дайте відповіді на питання

Дайте відповіді на питання



target groups/beneficiaries. Be specific and quantify results as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects).

- The proposed activities and their effectiveness (max 2 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities, indicating their sequence and interrelation and specifying where applicable the role of each partner or subcontractors in the activities. In this respect, the detailed description of activities must not repeat the action plan to be provided in section 1.11 below.

It is suggested to reverse the order: first activities, then results.

Note : The indicators must be specific, measurable, achievable, relevant, timely, recalling that their number should remain small (for a more detailed explanation and examples see the website:.....)

Please make sure that the objectives, results, impact, activities and the relevant indicators are coherent with the point 1.14 – Logical Framework

- Promotion visibility measures

- Project impact on the horizontal policies:

Natural environment (Please, tick the adequate field and describe the impact)

	Please, tick the adequate field	(Please, describe the impact, if applicable)
Protection of the environment is the main theme of the project		
Project has a positive contribution to the protection of the environment		
Project has a neutral contribution to the protection of the environment		

Equal opportunities

	Please, tick the adequate field	(Please, describe the impact, if applicable)
Equal opportunities policy is the main theme of the project		

Промоційні заходи для інформування громадськості про співфінансування проекту ЄС: веб-сторінка, ЗМІ, виставки і т.д.

Відповідність проекту законодавству ЄС та національному стосовно навколишнього середовища, бажано надати додаткові документи.

Чи заходи забезпечують доступ людей з особливими потребами та інших дискримінованих до інфраструктури та ринку праці



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Tools ab

Screen 11 of 30

View Options X Close

Конкретні заходи,
зроблені в рамках
проекту

Детально опишіть та
обгрунтуйте обрані методи
впровадження проекту

Tasks/activities implemented under the project	
Partner	Tasks/activities implemented under the project
	1.
	2.

1.10. Methodology (max 2 pages)

In the box, describe in detail:

=

- the methods of implementation and reasons for the proposed methodology;
- where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action. Give the main conclusions and recommendations of evaluations that might have been carried out;
- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Commission;
- the role and participation in the action of the various target groups and the reasons for which these roles have been assigned to them;
- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);
- the attitudes of all stakeholders towards the action in general and the activities in particular;



<i>Activities, necessary for project implementation done/ planned to be done</i>	<i>Date/Estimated date</i>	<i>Comments</i>
meetings/ conferences/ cultural events/ research		
Chosen/ agreed group of the team conducting the trainings/ meetings/ conference/ cultural events/ research		
Tender announcement		
Other (please specify)		

1.13. Sustainability (max 2 pages)

In the box:

Describe the main preconditions and assumptions during and after the implementation phase.

- Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks (due to which the project could not be successfully implemented). A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
 - Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities, ownership by target groups etc.
- In doing so, please make a distinction between the following dimensions of sustainability:
- Financial sustainability (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.);
 - Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);
 - Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment).

1.14. Logical framework

Please fill in Annex C to the Guidelines for applicants.

2. BUDGET FOR THE ACTION

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Sections 1.3, 2.1.4).

3. JUSTIFICATION OF EXPENDITURES

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide the justification of project expenditures.

Надайте аналіз ризиків та можливий план по попередженню, яким чином буде забезпечено життєздатність?

Додаток С (до Посібник для аплікантив), проставте відповідні показники, заповніть перед заповненням аплікаційної форми



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4. Заповніть Додаток В
(лист 3) до Посібника
5. Додаток D до
посібника

4. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 3) to the Guidelines for applicants to provide information on the expected sources of funding for the action.
Please note that there are three different sheets to be completed.

5. PROJECT DESCRIPTION IN ENGLISH

Fill in Annex D to Guidelines for applicants to provide information concerning the project in English



Опис проектів (макс. ½ сторінки на проект), якими організація керувала протягом останніх трьох років

6. EXPERIENCE OF SIMILAR ACTIONS

Maximum ½ page per action. Please provide a detailed description of actions managed by your organisation over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

Project title:		Sector			
Location of the action	Cost of the action (EUR)	lead manager or partner	Donors to the action (name) ⁷	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

7. GENERAL INFORMATION

Особливо потрібно є така інформація у випадку, якщо ви заявляли про в співфінансування з інших фондів ЄС (e.g. ERDF, ESF, EEA Financial Mechanism, Norwegian Financial Mechanism, etc)

Has the project applied for other co-financing (e.g. EU funds ERDF, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss-Polish Cooperation Programme)? If YES, please, specify within which programme and provide details of its scope and of its timeframe.	NO	
	YES	
State aid received by applicant If YES, please, provide the amount of state aid (EUR)	NO	
	YES	

Дайте відповідь чи головний партнер або інші партнери проекту (відноситься тільки до польських партнерів) отримували протягом 3-х останніх років якусь допомогу від країн- членів ЄС

⁷ If the Donor is the European Commission or an EU Member State, please specify the EC budget line, EDF or EU Member State



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II. THE APPLICANT

Name of the organisation	
---------------------------------	--

1. IDENTITY

Registration Number (or equivalent)	
Date of Registration	
Place of Registration	
Official address of Registration	
Country of Registration⁸	
Contact person	
E-mail address and telephone number	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	

Для польських партнерів – номери NIP та REGON

Для українських партнерів: номер реєстрації платника податків та код ЄРДПОУ

Хто буде відповідальним за оперативне управління проектом.

НЕ надавайте тут інформацію про керівників установ, хіба що вони будуть особисто відповідати за впровадження проекту

⁸ For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location.



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Зробіть відмітку у відповідному вікні

2. PROFILE

Legal status	<input type="checkbox"/> Public administration <input type="checkbox"/> Body governed by public law <input type="checkbox"/> International organisation <input type="checkbox"/> NGO <input type="checkbox"/> Other (please specify)
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organization / network entity ⁹ <input type="checkbox"/> No, independent

⁹ E.g. confederation / federation / alliance



В цій таблиці має міститися інформація, яка підтверджує те, що головний партнер має знання і досвід, необхідні для впровадження проекту

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.1. Experience by Sector in project management

Type of project	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated Amount (in thousand Euros) in the past 7 years

↑
Простий, симетричний або інтегрований

↑
Загальний оборот (вартість) по проектам за останні 7 років



3.2. Resources

3.2.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousand Euros

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (<1year)
N-1 ¹⁰						
N-2						
N-3						

Інформація зі звіту про фінансові результати та балансу організації

3.2.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		Not applicable
N	<input type="checkbox"/> Member States Public Bodies		Not applicable
N	<input type="checkbox"/> Third Countries Public Bodies		Not applicable
N	<input type="checkbox"/> United Nations		Not applicable
N	<input type="checkbox"/> Other International Organisation(s)		Not applicable
N	<input type="checkbox"/> Private Sector		Not applicable
N	<input type="checkbox"/> Member's fees		Not applicable
N	<input type="checkbox"/> Other (please specify):		Not applicable
N	Total	100%	Not applicable

Вкажіть рік та відмітьте відповідні джерела доходів організації в процентах (100% = загальний дохід)

¹⁰ N = previous financial year

Furthermore, where the grant requested exceeds EUR 500 000, please provide the references of the external audit report established by an approved auditor for the last financial year available. This obligation does not apply to public bodies.

Year	Name of approved auditor	Period of validity
N - 1		From dd/mm/yyyy to dd/mm/yyyy
N - 2		From dd/mm/yyyy to dd/mm/yyyy
N - 3		From dd/mm/yyyy to dd/mm/yyyy

В тому випадку, якщо сума гранту перевищує 500.000 EUR, в наступній таблиці необхідно вказати назви зовнішніх аудиторів, які завірили звіти за три останні фінансові роки. Ця вимога не стосується органів державної влади

3.2.3. Number of Institution's staff (full-time equivalent) :

Type of staff*	Number of staff	

Список тільки тих працівників, які отримують заробітну плату в організації, не вказуйте тут волонтерів.

* manager, engineer, secretary, experts etc.

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

Name	Profession	Function	Country of Nationality	On the board since
Mr				
Ms				

Надайте відповідну інформацію (прізвище та ім'я, професію, посаду, громадянство та термін роботи в організації) управлінського складу організації. Надана інформація має відповідати тій, яку містять відповідні реєстраційні документи, вказані в Додатку 6 (витяг з Національного судового реєстру/ Свідоцтво про державну реєстрацію юридичної особи

Заповніть цей розділ НА КОЖНУ ПАРТНЕРСЬКУ ОРГАНІЗАЦІЮ (включно з аплікантом), що приймають участь у проекті.

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

У випадку польських партнерів необхідно подати обидва номери NIP та REGON

	Partner 1
Full legal name	
Date of Registration	
Place of Registration	
Legal status¹¹	
Official address of Registration¹²	
Country of Registration¹³	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	

НЕ надавайте тут інформацію про керівників установ, хіба що вони будуть особисто відповідати за впровадження проекту. Пам'ятайте про необхідність прикласти документ, що підтверджує право підпису, у випадку, якщо заявку підписує не керівник організації

¹¹ E.g. non-profit making, governmental body, international organisation

¹² If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

¹³ For organisations

Загальна кількість працівників, які отримують заробітну плату (еквівалент повної зайнятості) партнерської організації

Number of employees

Other relevant resources

Experience of similar actions, in relation to the role in the implementation of the proposed action

History of cooperation with the applicant

Role and involvement in preparing the proposed action

Role and involvement in implementing the proposed action

Яким є досвід партнера у впровадженні подібних проектів, беручи до уваги роль та завдання партнера.

Important: This application form must be accompanied by a signed and dated partnership statement, in accordance with the section ... of Guidelines of Applicants.

2. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking ... requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

Має бути скріплено офіційною печаткою організації і підписано особою, вповноваженою представляти відповідного партнера

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Joint Managing Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Joint Managing Authority and represent them in all dealings with the Joint Managing Authority in the context of the action's implementation.
3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports – narrative (4-months, interim, final) and financial - made to the Joint Managing Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Joint Managing Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Joint Managing Authority.
6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.



I have read and approved the contents of the proposal submitted to the Joint Managing Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

Заповніть реквізити організації (назву, країну і дату реєстрації, юридичний статус) головного партнера та інших партнерів проекту. Додайте стільки рядків, скільки партнерів + список питань

IV. CHECKLIST

<PUBLICATION REFERENCE - TITLE OF THE CALL - BUDGET LINE>

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
Country ¹⁴ and date of registration	
Legal status ¹⁵	
Partner 1 Name: Country of registration: Legal status	
Partner 2 Name: Country of registration: Legal status	

¹⁴ For organisations

¹⁵ E.g. non profit making, governmental body, international organisation



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Документ має бути завірений печаткою (офіційною печаткою організації) та підписаний уповноваженою особою, яка представляє головного партнера (Пам'ятайте про необхідність прикласти документ, що підтверджує право підпису, у випадку, якщо документ підписує не керівник організації)

V. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

- the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the action with its partners, if any, and is not acting as an intermediary;
- the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm) which means that they will be excluded from participation in procurement procedures if:
 - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
 - c) they have been guilty of grave professional misconduct proven by any means which the Joint Managing Authority can justify;
 - d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Joint Managing Authority or those of the country where the contract is to be performed;
 - e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
 - f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation (10th EDF).

Points (a) to (d) shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

The cases referred to in point (e) applicable are the following:

- 1) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995¹⁷;
- 2) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997¹⁸;

¹⁷ Of C 316, 27.11.1995, p. 48.

¹⁸ Of C 192, 22.6.1997, p. 1.



Annex A4

The Applicant's declaration on ensuring the funds necessary to project implementation

I ([name of the Applicant]) hereby ensure the co-financing of [amount] EUR which accounts for% of the total eligible costs described in the budget for the implementation of the Project [name of the project] within the Poland-Belarus-Ukraine Cross-Border Cooperation Programme 2007-2013

(place and date)

(signature and stamp)

Просимо заповнити форму
декларації, прикладену до
Посібника для аплікантив.





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Декларація про право на відшкодування ПДВ (застосовується тільки для польських партнерів). Просимо заповнити форму декларації, прикладену до Посібника для аплікантив.

Screen 2 of 3

View Options X Close



Annex A7

Declaration on the entitlement to the recovery of VAT

I hereby declare that according with the grant application form of [name of the Applicant] for co-financing of the Project [name of the project] from the Poland-Belarus-Ukraine Cross-Border Cooperation Programme 2007-2013

-we are not entitled to reclaim at any mean the incurred cost of the value added tax (VAT) which was estimated in the eligible expenditures in the project budget*.

-we are entitled to reclaim the incurred cost of the value added tax (VAT)*.

At the same time, [name of the Applicant] declares to refund any amount of VAT which was reimbursed under the abovementioned project, in case it shall be possible to recover this tax.

(place and stamp)

(signature and stamp)

* delete as appropriate



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(застосовується тільки у випадку інфраструктуральних проектів). Декларація апліканта/партнера про право розпоряджатися земельною ділянкою/нерухомим майном для будівельних цілей. Просимо заповнити форму декларації, прикладену до Посібника для аплікантів.



Annex A9

Declaration of the Applicant/Partner on the right for the land/real estate disposal for the construction purposes

I hereby declare that according with the grant application form of [name of the Applicant] for co-financing of the Project [name of the project] from the Poland-Belarus-Ukraine Cross-Border Cooperation Programme 2007-2013, I have the right for the disposal of the land/real estate which is necessary for the implementation of the abovementioned Project resulting from [ownership / co-ownership / perpetual usufruct / permanent administration / other right*] of the mentioned land/real estate.

(place and stamp)

(signature and stamp)

* Please specify the right for the land/real estate disposal and specify the relevant legal basis document.



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Дякуємо за увагу!