



# **BULGARIAN – SWISS COOPERATION PROGRAMME**

**Thematic Areas:**  
**Environment and Infrastructure**  
**Private Sector**

## **PROJECT PROPOSAL OUTLINE**

### **APPLICATION FORM**

This application form is drawn in pursuance of Bulgarian – Swiss Cooperation Programme Framework Agreement and its Annex 3. It is applicable for the Project Outline Proposal.

Please read the Application Form User Guide prior to completing this form.

Applications should be submitted directly to the Intermediate Body.

- I. GENERAL INFORMATION**
- II. DESCRIPTION OF EXECUTING AGENCY**
- III. INFORMATION ABOUT THE PROJECT**
- IV. BUDGET - FUNDING - INSTALMENT PLAN**
- V. PROJECT PREPARATION FACILITY**
- VI. INFORMATION AND PROMOTION**
- VII. SUPPORTING DOCUMENTS**
- VIII. STATEMENT OF THE EXECUTING AGENCY**

## **Part I. GENERAL INFORMATION**

<b>1.1. Type of application:</b>	Project Outline
<b>1.2. Title of the Project:</b>	
<b>1.3. Type of the Project:</b>	
<b>1.4. Location:</b>	
<b>1.5. Total Budget of the Project in CHF</b>	
<b>1.6. Requested grant from the Swiss Contribution in CHF</b>	
<b>1.7. National co-financing in CHF</b>	
<b>1.8. Planned Project Duration: from (dd, mm, year) – to (dd,mm,year)</b>	
<b>1.9. Requested grant from Project Preparation Facility (PPF) in CHF, if applicable</b>	
<b>1.10. National co-financing for PPF in CHF, if applicable</b>	
<b>1.11. Thematic area:</b>	
<b>1.12. Focus area:</b>	

## **Part II. DESCRIPTION OF EXECUTING AGENCY**

<b>2.1. Full legal name of Executing Agency</b>	
<b>2.2. Legal status of Executing Agency</b>	
<b>Remarks (if any)</b>	
..... .....	
<b>2.3. Registered address of Executing Agency</b>	
Street, № :	
Postcode:	
City/ town:	
Region:	
Country:	
Telephone:	
Fax:	
e-mail:	
Website:	
Represented by:	
<b>2.4. Contact address (if different from the above)</b>	
Street, №:	
Postcode:	
City/ town:	
Region:	

Country:	
Telephone:	
<b>2.5. Contact person (Titular)</b>	
Name:	
Surname:	
Telephone:	
Mobile:	
Fax:	
e-mail:	
<b>Contact person (Deputy)</b>	
Name:	
Surname:	
Telephone:	
Mobile:	
Fax:	
e-mail:	

## **Part III. INFORMATION ABOUT THE PROJECT**

### **3.1. Project description:**

The Project description should be in the following structure:

**a. General Context:**

1. description of the issue to be tackled;
2. description of the present situation and identified needs;
3. any relevance of the project with EU/national/regional/local policies/strategies or sector policy priorities, if applicable;
4. key socio-economic and environmental data related to the issue;
5. attempts to solve the issue so far, other related initiatives, etc. -if applicable provide the information in Annex

**b. Project content:**

1. description of the objectives (outcome)- overall and specific,
2. description of the geographic focus of the project (national, regional or sub-region, town/area or other);
3. description of the activities (components);
4. description of the reasons/justification for the selection of the project activities;
5. description of the beneficiaries, target groups - in this case the beneficiaries are the users of the project results (municipalities, enterprises, citizens);
6. description of the expected results (outputs) with measurable indicators for them, where possible;
7. description of the risks - financial, political, reputation and possible measures to avoid them;
8. description of any potentials – describe possible future project developments and/or project activities and project influence within the sector/policy/economy/etc.;
9. description of the sustainability of the project and the project results.

**c. Relevance:**

1. relevance of the project to the priorities and objectives of the Programme - contribution of the project to the reduction of economic and social disparities within the country and/or between the country and the more advanced member states of the EU (impact - see also the set of specific objectives of Annex 1, section 3);
2. relevance to strategies of the country / region and chosen sector; strategy of the intervention.

**d. Prior Investments:** Prior investments in the same issue/sector over the past 5 years (project title, amount, source of funding) - if applicable provide this information in Annex;

**e. Bilateral relations:** Provision of opportunities to promote Swiss presence and visibility and to use Swiss experience. Possible cooperation with Switzerland in know-how, technology exchange, partnership or cooperation in other form with reference to the project.

**f. Horizontal issues:** Environmental, social and economical aspects of the Project, gender equality

**g. Maturity of the project:** Status of Project (in elaboration or fully prepared; possible request for financial support for preparation of the Final Project Proposal through the Project Preparation Facility). Description of all previous steps/actions, if any, taken in connection with the Project or for the preparation of the Project.

If applicable, please provide in annex a list of relevant research, reports, studies or data illustrating the recent status and supporting the description in general context and project content.

.....  
.....

**3.2. Organisation of the Project:**  
Please describe duties, roles and responsibilities of entities, involved in the Project realization. If possible, the management structure in the form of chart (in the application form or as a separate attachment). Please describe the Project team outlining how many EA members will be part of the project team. In case of hiring additional staff, give the number and the duration of their appointment.

In addition, please describe the Executing Agency in terms of experience and expertise in the concerned field as well as justification why it is the right Executing Agency for the project. The description may cover the following issues:

- Mandate and main activities (relevant in terms of the Project) of the Executing Agency at present;
- Experience in managing/implementing similar Projects financed from other financial sources/ EU/National Budget. Please specify amounts.

It should be indicated whether the application is made with respect to a partnership. If so, provide the names and contact details of the partners, their duties and responsibilities. There must be one Lead partner that will be the Executing Agency, responsible for the project implementation

If applicable provide the above information in Annex.

.....  
.....

**3.3. Detailed schedule of activities and related expenditure:**  
In the table, the Executing Agency should list the names, brief scope and timeframe of the project activities, and assign a **monetary value** (in CHF) to each of them. Expenditure of particular activities should be divided into categories, e.g. such as: management costs, construction works, services, delivery, etc. New cost categories could be added.

If applicable provide the information in Annex.

Name and scope of the activities	Time-frame from	Time-frame to	Activity budget in CHF
Activity 1			
.....			
<b>Audit Activity</b>			
<b>Information/Promotion Activity</b>			

<b>3.4. Application of State Aid Rules (Yes, No)</b> Please, indicate whether the activities under the project (investment or/and services) fall within the scope of EU Regulations or/and Bulgarian Legislation, concerning state aid issues. Is there a need for special permissions/arrangements/notifications in order the rules of State Aid to be respected?	
---	--

## **Part IV. BUDGET**

### **4.1. Overall Funding**

<b>4.1.1</b> Requested grant from the Swiss contribution – 85% of the Total Eligible Expenditure		CHF		%
<b>4.1.2</b> National co-financing - 15% of the Total Eligible Expenditure		CHF		%
<b>4.1.3</b> Any additional project financing, if applicable		CHF		%
<b>4.1.4</b> Total eligible expenditure = (4.1.1+4.1.2)		CHF		%
<b>4.1.5</b> Total non-eligible expenditure		CHF		%
<b>4.1.6</b> Total Project Budget =(4.1.1+4.1.2+4.1.3) =(4.1.4+4.1.5)		CHF		%

### **4.2. Budget items**

	Total
<b>Eligible expenditure by categories</b>	
Category 1	
Category 2	
Category n	
<b>Total Eligible expenditure</b>	
<b>Non-eligible expenditure by categories</b>	
Category 1 (Value of VAT, if applicable according to p.4.3)	
Category 2	
Category n	
<b>Total Non - Eligible expenditure</b>	
<b>Total Project Budget (Eligible + Non-eligible expenditure)</b>	

*The Budget figures should be supported by sources of estimates, provided in Annex.*

<p><b>4.3. VAT recoverable (Yes/No)</b>  <b>Remark:</b>          If the answer is <b>Yes</b>, please give the <b>value of the VAT</b> in <b>Table 4.2</b>. Budget items and Installment plan, in item “Non-eligible expenditure by categories”, in row category 1           If the answer is <b>No</b>, please give the <b>value of the irrecoverable VAT</b> in <b>Table 4.2</b>. Budget items, in item “Eligible expenditure by categories” in a separate row.</p>	
<p><b>4.4. Financing of the project from the EU funds or other aid sources (Yes/No)</b>          Please, explain whether the Project or part of it is or will be financed from the EU funds or other aid resources.          In case of additional financing, the Executing Agency should indicate the total value and the percentage of this additional financial support. Please indicate also the activities to be financed by the other sources.          In case of additional financing please, bear in mind that the applicable rules for avoiding of double financing and any overlapping of activities have to be respected.</p> <p>.....          .....</p>	

## **Part V. PROJECT PREPARATION FACILITY**<sup>1</sup>

<b>5.1. Submission of PPF application – Yes/No</b>	
<p><b>5.2. PPF Project Application description and justification</b>          The description should cover the following key issues:</p> <ul style="list-style-type: none"> <li>• Objectives of the PPF Project and products/results to be delivered;</li> <li>• Planned actions to be financed under the PPF;</li> <li>• Management structure, including entities implementing PPF Project;</li> <li>• Possible partnership/-s in this respect (including partners’ roles and duties);</li> <li>• Availability of documents/activities needed for the Project implementation.</li> </ul> <p>.....          .....          .....</p>	

<sup>1</sup> **The final date of eligibility of expenditure for the PPF is 6 October 2014.**

If applicable extend the information above in Annex.

### 5.3. Schedule of activities and related expenditure

Please indicate start and completion date of the PPF Project and point out the scope of the activities and the planned expenditure for each particular activity to be financed within the PPF Project.

Planned start date	
Planned completion date	

If applicable provide the information below in Annex.

№	Name and scope of activity	Time-frame from	Time-frame to	Activity budget in CHF
1.	Activity 1			
2.	Activity 2			
N	Activity n			
<b>TOTAL</b>				

### 5.4. Budget

<b>1. Requested grant from Project Preparation Facility – 85% of the Total Eligible Expenditure</b>		CHF		%
<b>2. National co-financing - 15% of the Total Eligible Expenditure</b>		CHF		%
<b>3. Total eligible expenditure</b>		CHF		%
3.1 Category 1		CHF		%
3.2 Category 2		CHF		%
3.3 Category n		CHF		%
<b>4. Total non-eligible expenditure</b>		CHF		%
4.1 Category 1 (Value of VAT, if applicable according to p.5.6)		CHF		%
4.2 Category 2		CHF		%
4.3 Category n		CHF		%
<b>5. Total PPF Project Budget = (1 +2)=3</b>		CHF		%
Total PPF Project Budget =Requested grant from Project Preparation Facility + National co-financing = Total eligible expenditure				

*The Budget figures should be supported by sources of estimates, provided in Annex.*

<p><b>5.5. VAT recoverable (Yes/No)</b></p> <p><b>Remark:</b> If the answer is <b>Yes</b>, please give the <b>value of the VAT</b> in <b>Table 5.4.</b> in item “Total non-eligible expenditure”, in row Category 1</p> <p>If the answer is <b>No</b>, please give the <b>value of the irrecoverable VAT</b> in <b>Table 5.4.</b>, in item “Total eligible expenditure” in a separate row</p>	
---	--

## **Part VI. INFORMATION AND PROMOTION**

The Executing Agency, which prepares the Project Outline is obliged to give a concise description of planned, information and promotional activities within the Project.

The Executing Agency, which prepares the Final Project Proposal, must draw up an information and publicity plan for the Project it will implement. The information and publicity plan must contain objectives and target group, undertakings and the planned implementation methods, planned budget; information concerning the responsibility for implementing the plan. All costs concerning information and publicity related activities are eligible and shall be covered by the Project's budget.

..... .....
..... .....

## **Part VII. SUPPORTING DOCUMENTS**

For the Project Outline a document is required - original or a duly certified copy, by the Executing Agency or by authorized person/-s ) of valid transcript from the National Court Register or any other document of similar character confirming the legal status of Executing Agency and personal data of person/-s authorized to represent the Executing Agency, and its scope of activities.

Please, provide the information for all supporting documents in Annex.

Title
Comments .....

## **Part VIII. STATEMENT OF THE EXECUTING AGENCY**

I hereby certify that I am duly authorized to represent Executing Agency and I confirm that all the information provided in this application are correct and accurate. I confirm that requested grant reflects correctly what is reasonably needed as minimum for the Project to proceed and to be completed. I certify that in case of receiving grant, the Project shall be carried out as described in this application and its objectives shall be maintained in line with this application, after the Project completion in the period indicated in the Implementation Agreement.

Name of the Head of EA	Position	Date of signing	Signature