

**The EEA Financial Mechanism  
&  
The Norwegian Financial Mechanism  
2004-2009**

**APPLICATION FORM**

**NAME OF OPERATION**

Name exactly as it appears in Section C 1

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APPLICATION FORM – PART I

*TO BE COMPLETED BY THE FINANCIAL MECHANISM OFFICE*

1. Application received on:

/ /

by

Name of official

2. Comment:

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APPLICATION FORM – PART 2

TO BE COMPLETED BY THE NATIONAL FOCAL POINT

1. Beneficiary State:

-----Select from List -----

2. National Focal Point:

3. Type of Applicant:

-----Select from List -----

*Note: Prior to submission of a complete application, the National Focal Point must carry out essential checks (accounts, legal and tax status etc.) under Beneficiary State Legislation on the eligibility of the Applicant. The name of the National Focal Point's official registering the Applicant as eligible, as well as the Applicant's unique eligibility registration reference must be clearly identified in all complete applications.*

4. Applicant eligibility check on:

/ /

by

Name of official

5. Applicant eligibility registration reference:

ABCD 1234 5678

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**6. Reasoned opinion on the Application submitted:**

**7. This application is addressed to (tick box as appropriate):**

The EEA Financial Mechanism 2004-2009

☐

The Norwegian Financial Mechanism 2004-2009

☐

**8. Priority sectors of the EEA and Norwegian Financial Mechanisms:**

*Enter percentage relevance of the operation (using drop-down boxes) to the priority sectors listed below. Percentages should total to 100%*

%

***(a) Common priorities of the EEA and Norwegian Financial Mechanisms***

**(i) Protection of the environment**

0

**(ii) Promotion of sustainable development**

0

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(iii) Conservation of European cultural heritage

0

(iv) Human resource development

0

(v) Health and children

0

*(b) Specific focus of the Norwegian Financial Mechanism*

(vi) Implementing Schengen / Strengthening the judiciary

0

(vii) Regional policy

0

(viii) Cross-border activities

0

(ix) Technical assistance acquis communautaire.

0

*(c) Related academic research*

(x) Academic research related to one or more of the above priority sectors

0

Total:

100

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### APPLICATION FORM – PART 3

*TO BE COMPLETED BY THE APPLICANT*

#### A – APPLICANT NAME AND CONTACT DETAILS

##### 1. Applicant name:

Enter legal name of applicant

##### 2. Applicant contact person:

###### Contact name:

Mr.

Forename

Other names/initials

Family name

###### Contact position:

Position in organisation

###### Contact Email:

contact@applicant.int

###### Contact phone numbers:

Fixed:

00 38 1234 567 890

Mobile:

12345678

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**Contact address:**

First line of address, number, building, street.

Second line of address, area, street or town

Third line of address - County or sub-region

Fourth line of address - Region

Fifth line of address - Postal Code



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**B – TYPE OF APPLICATION**

1. The information contained in this form is presented as (tick box as appropriate):

**A project outline for preliminary assessment**

☐

**A complete application**

☐

*Note: Project outlines should attempt to complete all of the information requested in this form, but might not be in a position to provide full details on items such as:*

- *references to the eligibility registration of the Applicants and other partners;*
- *detailed budget breakdown (Sub-form 1);*
- *quantification of indicators;*
- *environmental and social indicators;*
- *list of permits and certificates required;*
- *procedures for the selection of sub/component projects, in the case of applications for programmes and block grants.*

*However as a general rule, the more information provided in a project outline, the greater the chance of a positive outcome to the preliminary assessment.*

*Complete applications must provide all of the information requested in this form together with the detailed budget breakdown required in Sub-form 1.*

**2. Type of project assistance**

**This application is made in respect of:**

-----Select from List-----

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**C – DESCRIPTION OF THE OPERATION**

**1. Name:**

Not more than 50 characters

**2. Description of operation:**

Description of what is proposed and when and how it will happen (this should identify outputs proposed)

**3. Rationale:**

Description (500 words) covering the strategic aim of the operation in relation to identified needs and the fields of intervention set out in the programming framework of the Beneficiary State, the strength of the proposed approach in comparison to alternative approaches and what it seeks to achieve

**4. Summary:**

Executive summary (250 words) of the application, including a summary technical description of the operation and the items set out in Points 2 and 3 (above)

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**5. Geography of the operation:**

**National:**

If no other specific geographical focus

**Region:**

Fields could be customised for each BS

**County/Sub-region:**

Fields could be customised for each BS

**Town/Area:**

Fields could be customised for each BS

**Target area:**

Name/identity of specific proposed target area

**6. Objectives:**

*Note: 'Objectives' should be 'SMART' – i.e. Specific, Measurable, Achievable, Relevant and Time-bound.*

- Specific: a precise objective which will be clearly identifiable as having been achieved;
- Measurable: evidence that there is a system in place for measuring achievement of the objective;
- Achievable: the objective is capable of being achieved with a reasonable amount of effort;
- Relevant: the objective is within the scope of the donor's policy and the promoter's sphere of influence;
- Time-bound: the objective should have an end-date or reference to a period of time. Both short and long term objectives should be indicated.

**Main objective:**

Specific Measurable Achievable Relevant and Time-bound

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**Secondary objective(s):**

Specific Measurable Achievable Relevant and Time-bound

Specific Measurable Achievable Relevant and Time-bound

Specific Measurable Achievable Relevant and Time-bound

**Supplementary information**

*(this box should be used for any further explanatory text if required)*

Supplementary information e.g. concerning commonality of objectives with existing programmes (e.g. EU/World Bank) can be entered here if required

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**7. Target group(s) addressed by the operation:**

Brief description of the key target group(s) to be addressed, as applicable.

**8. Complementarity with other existing sources of financial assistance**

**Statement of complementarity**

Applicant should describe briefly but clearly how the proposed operation complements the plans and programmes of other sources of financial assistance

**List of sources of financial assistance (as applicable) to which an application has already been made, or donor funds already committed/received, in respect of this operation.**

Enter source 1

Enter source 2

Enter source 3

Enter source 4

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**D – ACHIEVEMENTS OF THE OPERATION**

Outputs and results of the operation are to be quantified where possible – follow methodology of guideline on indicators.

**Outputs**

Output indicator 1

Quantification (\*)

Output indicator 2

Quantification (\*)

Output indicator 3

Quantification (\*)

**Results**

Result indicator 1

Quantification (\*)

Result indicator 2

Quantification (\*)

Result indicator 3

Quantification (\*)

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(\*) Optional for project outlines

E – MANAGEMENT

1. Is this application made on behalf of a partnership?

Yes ☐

No ☐

If 'yes', list the names and eligibility references of the partners:

Partner name

Registered as eligible (\*)

Registration reference

(\*) (\*\*)

Enter first partner name

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	<input type="checkbox"/>
ABCD 1234 5678	
Enter second partner name	
	<input type="checkbox"/>
EFGH 1234 5678	
Enter third partner name	
	<input type="checkbox"/>
IJKL 1234 5678	
Enter fourth partner name	
	<input type="checkbox"/>
MNOP 1234 5678	
<b>Comments on partnership arrangements (where applicable)</b>	
Details on any formal partnership constitution and consultation arrangements during preparation of the application	
<i>(*) Optional for project outlines</i> <i>(**) National Focal Point to supply eligibility references</i>	
<b>2. Management structure during implementation phase:</b>	
Description of structure for management of grant assistance from the EEA Financial Mechanism / Norwegian Financial Mechanism	
<b>3. Management structure after completion (as applicable):</b>	



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Description of management structure foreseen after intervention by the EEA Financial Mechanism / Norwegian Financial Mechanism has been completed

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4. Devolved implementation arrangements

**PROGRAMMES AND BLOCK GRANTS ONLY** *(optional for project outlines)*

Arrangements for inviting bids for assistance in respect of the operation (partnership work, advertising, calls for proposals etc.) as applicable:

This field is for applications for programmes and block grants

Arrangements for appraisal and selection of component projects/activities under the operation (including selection criteria):

This field is for applications for programmes and block grants

Arrangements foreseen for monitoring implementation progress for the operation as a whole:

This field is for applications for programmes and block grants

5. Financial implementation arrangements

**ALL OPERATIONS**

Financial implementation arrangements foreseen

Brief description of how the various sources of co-financing will be coordinated, expenditure declared etc.

Statement on systems in place to ensure accountability of public money and financial propriety throughout the implementation system

To be completed for all applications

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### F – BUDGET

*Note: Complete applications must also fill in detailed budget breakdown (Sub-form 1)*

Description

€

Comment

#### 1. Total budget envisaged

Comment optional

#### 2. Non-eligible expenditure identified

Comment optional

*Proposed eligible expenditure*

€ 0

#### 3. Contribution by promoter/partnership

##### 3a – Financial

% of Eligible Expenditure

##### 3b – In kind revenue (administrative support etc.)

Briefly describe contribution

##### 3c– In kind capital (Transfer of ownership/use of equipment, buildings equipment etc.)

Give summary of sources

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*Total promoter/partnership matching funds*

€ 0

**4. Other donors contributions**

Identify source(s) (EU/World Bank etc)

**5. Contribution requested from EEA Financial Mechanism**

% of Eligible Expenditure

**6. Contribution requested from Norwegian Financial Mechanism**

% of Eligible Expenditure

***Total EEA Financial Mechanism and Norwegian Financial Mechanism funds***

% of Eligible Expenditure

***Total donor funds***

% of Eligible Expenditure

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**7. Funding Shortfall**

% of Eligible Expenditure

Enter comment on how this apparent shortfall will be handled

**8. Annual profile of total eligible expenditure (€)**

Total  
2004  
2005  
2006  
2007  
2008  
2009  
2010  
2011  
2012

%  
%  
%  
%  
%  
%  
%  
%  
%  
%  
%

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**9. Potential revenue generation**

€

Identify at what point this revenue generation will begin and how any potential 'profit' will be dealt with.

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**G - ADDITIONAL BENEFIT**

If the requested funding from the EEA Financial Mechanism / Norwegian Financial Mechanism was not made available would the proposed operation:

**A. Not Proceed**

☐

Please add any relevant information here

**B. Proceed but in a reduced way**

☐

Identify briefly in what way and to what extent the Operation will be reduced

**C. Proceed but on a longer timescale.**

☐

Identify briefly the change in timescale and the extent that this will impact on the operation's success

**D. Proceed as planned**

☐

Please explain briefly why this operation would benefit from support from the EEA Financial Mechanism / Norwegian Financial Mechanism.

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### H – SUSTAINABLE DEVELOPMENT ISSUES

*Note: All operations should embrace the three pillars of sustainable development – economic, environmental and social – and state how they will address relevant issues under each pillar, as well as issues related to gender equality.*

**Describe briefly (150 words or less) proposed/projected impact - including not more than three potential indicators of change - to:**

#### **1 a). Environmental benefits**

Enter summary of environmental gains or advantages such as reduced pollution, support to or stabilisation of natural resources/assets, amelioration of environmental damage, protection of endangered species, promotion of environmental health standards etc.

#### **1 b). Possible environmental damage or disadvantages**

Enter summary of possible environmental disadvantages such as increased traffic-flow, disturbance or destruction of the natural environment, increase pollution or pressure on natural assets etc.

#### **1 c). Suggested environmental indicators**

##### **Indicator 1 (\*):**

Enter first suggested (measurable) indicator

##### **Indicator 2 (\*):**

Enter second suggested (measurable) indicator

##### **Indicator 3 (\*):**

Enter third suggested (measurable) indicator

*(\*) Optional for project outlines*

#### **2 a). Social inclusion or advantage**

Enter summary of social benefits or advantages such as added inclusion of disadvantaged groups including direct involvement in project design and implementation, promotion of social dialogue etc.



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**2 b). Social exclusion or disadvantage**

Enter summary of possible social disadvantages such as increased social exclusion or the perception of social exclusion, inability of the socially excluded to take advantage of the project benefits, increase of property values above range of local people.

**2 c). Suggested Social Indicators**

**Indicator 1 (\*):**

Enter first suggested (measurable) indicator

**Indicator 2 (\*):**

Enter second suggested (measurable) indicator

**Indicator 3 (\*):**

Enter third suggested (measurable) indicator

*(\*) Optional for project outlines*

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**3 a). Gender equality**

Enter summary of the approach proposed to ensure gender equality during implementation and after completion of the operation.

**3 b). Suggested indicators of gender equality**

**Indicator 1 (\*):**

Enter first suggested (measurable) indicator

**Indicator 2 (\*):**

Enter second suggested (measurable) indicator

**Indicator 3 (\*):**

Enter third suggested (measurable) indicator

*(\*) Optional for project outlines*

**4. Economic sustainability**

**If funding is made available from the EEA Financial Mechanism / Norwegian Financial Mechanism, how will the economic sustainability of the project be maintained after completion of the operation.**

This field should be used to outline how on-going support for this operation will be secured. If income can be generated, there should be some indication as to how, how much and over what period.

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**I – Compliance with EC and national legislation**

**1. Statement on arrangements foreseen to comply with relevant EC legislation**

As a minimum, the statement must focus on arrangements to ensure compliance with EC competition policy, public procurement rules and environment policy - e.g. Strategic Environmental Assessment (Directive 2001/42/EC), Environmental Impact Assessment (Directive 85/337/EEC) etc.

**2. List of relevant national/ local permits/certificates required before implementation of the operation** *(optional for project outlines)*

**Permit/certificate**

**Reference**

**Date obtained**

Permit 1

ABCD 1234

/ /

Permit 2

EFGH 1234

/ /

Permit 3

IJKL 1234

/ /

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**3. List of relevant national/ local permits/certificates required during implementation of the Operation, as applicable** *(optional for project outlines)*

**Permit/certificate**

**Reference**

**Date foreseen**

Permit 1

ABCD 1234

/ /

Permit 2

EFGH 1234

/ /

Permit 3

IJKL 1234

/ /

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### **J – FACTORS CRITICAL TO THE SUCCESS OF THE OPERATION**

**Summarise below any assumptions made, as well as potential risks to successful implementation of the operation and any proposals to manage these factors.**

**Key assumptions:**

Political, institutional, financial factors etc.

**Key risks:**

Demonstration of risk awareness

**Proposals to manage risk in the implementation environment:**

Description as appropriate