



## Application for Financing (template)

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## Funding Application Form

### A. GENERAL INFORMATION

#### A.1. FINANCING APPLICATION REGISTRATION

*(to be filled by the Programme Operator)*

**Institution:**

**Registration date:** .....

**Name and surname of the person who registers:**

.....  
*(fill in the name of the responsible person on the behalf of the Programme Operator)*

**Registration number:** .....  
*(fill in the registration number from the Programme Operator registry)*

**Signature:** .....

#### A.2. PROJECT IDENTIFICATION DATA

Small Grants Scheme:	Development of adaptation and mitigation plans in municipalities
<b>Project Promoter Name</b>	<i>To be completed by the applicant</i>
<b>Project title</b>	<i>To be completed by the applicant</i>
<b>Project acronym</b>	<i>To be completed by the applicant</i>
<b>Geographical area of project implementation</b>	<i>To be completed by the applicant</i>
<b>Project duration (months)</b>	<i>To be completed by the applicant (the value in RON and EURO will be presented) *</i>
<b>The total value of the project</b>	<i>To be completed by the applicant (the value in RON and EURO will be presented) *</i>
<b>Eligible value of the project</b>	<i>To be completed by the applicant (the value in RON and EURO will be presented) *</i>
<b>Requested non-reimbursable financial contribution</b>	<i>To be completed by the applicant (the value in RON and EURO will be presented) *</i>

\* The values in Euro will be based on the InforEURO exchange rate specified by the Program Operator in the month of the launch of the Guide.



### A.3. PROJECT SUMMARY

(fill in the information below, maximum 2 pages)

Project title: .....

A short description of the project will be made which will address the following aspects:

- Justification of the need for intervention;
- Mention of the project objectives (general objective and specific objectives);
- Concise presentation of the main activities;
- Mention of indirect (outcomes) and direct ('outputs') results of the project;
- Mention of target groups, direct and indirect beneficiaries;

Please note that in the event of project approval, this summary may be used by the Program Operator / Funder / other entities involved in the management and control of the Program for information purposes, therefore it is important that the text is easy to understand. to a non-specialized audience.

**Please specify whether this project (or some of the proposed activities) is the subject of another public funding application or has received public funding.**

Yes  / No

If yes, please specify the following information:

**The name of the Program and no. project registration** .....

**Activities financed from other sources (public funds)** .....

**Source of funding** .....

### A.4 INFORMATION ABOUT THE CONSULTANT INVOLVED IN THE PREPARATION OF THE APPLICATION (if applicable)

<b>Name of consultant (legal person or natural person, as appropriate)</b>	<i>To be completed by the applicant</i>
<b>Unique Registration Code (CUI / Fiscal Identification Code (CIF) (as applicable)</b>	<i>To be completed by the applicant</i>
<b>Head office address, including postcode</b>	<i>To be completed by the applicant</i>
<b>Contact address (if different from the registered office address)</b>	<i>To be completed by the applicant</i>
<b>Email address</b>	<i>To be completed by the applicant</i>
<b>Website</b>	<i>To be completed by the applicant</i>

### B. DESCRIPTION OF THE PROJECT PROMOTER AND PARTNERS

#### B.1.1. INFORMATION ABOUT THE PROJECT PROMOTER (APPLICANT)

Abbreviated name		
<b>Legal information regarding the applicant</b>		
Name of the applicant		
Applicant's type <sup>1</sup>	City Hall	

<sup>1</sup> Check one of the provided categories



	County Council			
	Others:			
Applicant's category	Public entity			YES
Year of establishment of the entity:				
Is the applicant a VAT payer <sup>2</sup> ?	YES		NO	
Unique registration code (CUI / Fiscal Identification Code (CIF))				
No. Trade Register Registration (if applicable)				
Registration number in the Register of Associations and Foundations (if applicable)				
Fiscal code				
<b>Applicant mailing address (fill in the mailing address of the main office)</b>				
Street		Number		Postal code
Town		County		
<i>Applicant legal representative (fill in the data of the person who has the right, according to articles of incorporation, to represent the entity and sign on its behalf)</i>				
Name and surname				
Position				
Telephone number				
Fax number				
E-mail address				
<b>Contact person (fill in the information about the person that will coordinate the Project implementation – the Project Manager)</b>				
Name and surname				
Position				
Telephone number				
Fax number				
E-mail address				

**B.1.2. RELEVANT EXPERIENCE OF THE ORGANIZATION / INSTITUTION IN THE SPECIFIC FIELD COVERED BY THE PROJECT (maximum 2,000 characters with spaces)**

*A brief description of the relevant experience of the organization in the specific field covered by the project will be presented.*

<sup>2</sup> Check YES or NO, as appropriate



**B.1.3. PROJECT PROMOTER'S (APPLICANT) EXPERIENCE IN PROJECT MANAGEMENT OR IN ENVIRONMENTAL PROTECTION ACTIONS**

*Provide information on the three most important projects funded by grants / funding, which the organization has implemented in the last five years, or the involvement of the organization in actions aimed at environmental protection (other than projects) or relevant to the scope of this project. Projects financed under the EEA Financial Mechanism should be specified with priority (if applicable)*

<b>Project 1</b>	<b>Project name and no. reference.....</b>	
	Project implementation stage	Ongoing implementation
		Finalized
	Implementation period	
	Objectives	(maximum 500 characters)
	Planification results and/or obtained	(maximum 500 characters)
	Implementation role	Applicant
		Partner
	Project value (RON/EURO)	
Financing source (name of the irredeemable)		
<b>Project 2</b>	<b>Project name and reference number.....</b>	
	.....	
<b>Project 3</b>	<b>Project name and reference number.....</b>	
	.....	
<b>Action 1</b>	<b>Action name</b>	
	Description of the objective (s) of the action	
	Role in the action	Organizer
		Partner
	The period of the action	
Responsibilities in the action		
<b>Action 2</b>	<b>Action name</b>	
	Description of the objective (s) of the action	
	Role in the action	Organizer
		Partner
	The period of the action	
Responsibilities in the action		
<b>Action 3</b>	<b>Action Name.....</b>	



<b>B.2.1 PROJECT PARTNER INFORMATION<sup>3</sup></b>			
Abbreviated name (acronym)		Project Partner number	
<b>Legal information regarding the Partner</b>			
Partner name			
	Public institutions		
	Non-governmental organization		
	Public research organization		
	Higher education institution		
	Trading companies		
	Others:		
Country of origin <sup>4</sup>			
Applicant's category	Public entity		
	Private entity		
Year of establishment of the entity:			
Is the applicant a VAT payer <sup>5</sup> ?	YES		NO
Unique registration code (CUI / Fiscal Identification Code (CIF))			
No. Trade Register Registration (if applicable)			
Registration number in the Register of Associations and Foundations (if applicable)			
Fiscal code			
<b>Partner mailing address (fill in the mailing address of the main office)</b>			
Street		Number	Postal code
Town		County	
<b>Partner legal representative (fill in the data of the person who has the right, according to articles of incorporation, to represent the entity and sign on its behalf)</b>			
Name and surname			
Position			
Telephone number			
Fax number			
E-mail address			
<b>Contact person (fill in the information about the person that will coordinate the Project implementation – the Project Manager)</b>			
Name and surname			
Position			
Telephone number			
Fax number			
E-mail address			

<sup>3</sup> If there are more than one Partners, fill in a form for each Partner.

<sup>4</sup> Choose: Romania, Norway, Iceland, Liechtenstein

<sup>5</sup> Check YES or NO, as appropriate



<b>Partner's involvement in the technical implementation of the Project</b>	
We are responsible for the implementation of the following activities/sub-activities:	<i>(list here the activities for which the partner is responsible)</i>
The cost of activities/sub-activities that fall under the responsibility of the Partner is estimated at <i>(if the activities/sub-activities are not fully financed by the Partner, the amount/ the percentage contribution of the Partner will be specified):</i>	<i>(list here the costs in RON/EURO for every activity/sub-activity)</i>
<b>Partner financial involvement (if applicable)</b>	
We will contribute with the following amount to the project financing:	<i>(list the amount in RON/Euro)</i>

<b>B.2.2. RELEVANT EXPERIENCE OF THE ORGANIZATION / INSTITUTION IN THE SPECIFIC FIELD COVERED BY THE PROJECT (maximum 2,000 characters with spaces)</b>
<i>A brief description of the relevant experience of the organization in the specific field covered by the project will be presented.</i>

<b>B.2.3. EXPERIENCE IN PROJECT MANAGEMENT OF THE PROJECT PARTNER (S)</b>
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*Provide information on the three most important projects funded by grants / funding, which the organization has implemented in the last five years, or the involvement of the organization in actions aimed at environmental protection (other than projects) or relevant to the scope of this project. Projects financed under the EEA Financial Mechanism should be specified with priority (if applicable)*

<b>Project 1</b>	<b>Project name and no. reference .....</b>	
	<i>Project implementation stage</i>	<i>Ongoing implementation</i>
		<i>Finalized</i>
	<i>Implementation period</i>	
	<i>Objectives</i>	<i>(maximum 500 characters)</i>
	<i>Planification results and/or obtained</i>	<i>(maximum 500 characters)</i>
	<i>Implementation role</i>	<i>Applicant</i>
		<i>Partner</i>
<i>Project value (RON/EURO)</i>		
<i>Financing source (name of the irredeemable)</i>		
<b>Project 2</b>	<b>Project name and reference number.....</b>	
	.....	
<b>Project 3</b>	<b>Project name and reference number.....</b>	
	.....	



**B.3. SELECTION OF PARTNERS (to be completed exclusively by applicants - public institutions / authorities that have established partnerships with private entities)**

*It will be described the way in which the observance of the minimum requirements regarding the application of a transparent and non-discriminatory procedure provided in art. 14 of GEO no. 34/2014 on the financial management of non-reimbursable external funds related to the Financial Mechanism European Economic Area 2014-2021 and the Norwegian Financial Mechanism 2014-2021 and art. 24 of Order no. 2840/2017 for the approval of the Methodological Norms for the application of the provisions of the Government Emergency Ordinance no. 34/2017 on the financial management of non-reimbursable external funds related to the European Economic Area Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021. In the case of several private partners, the procedure applicable to the selection of each will be described.*

**C. PROJECT DESCRIPTION (TECHNICAL PROPOSAL)**

**C.1 RELEVANCE OF THE PROJECT**

*(It will be supplemented with information on the relevance of the project in the context of achieving the objective of the Program, as well as the integration of adaptation into national or local policies and programs to raise awareness and inform citizens.)*

*The effects of climate change are already widespread worldwide, which is why it is necessary to provide support to municipalities to develop climate change mitigation and adaptation plans. At the same time, it is desired to increase the capacity of climate change mitigation and adaptation at local level in order to comply with national / EU strategies on climate change mitigation and adaptation. Project resources must be managed in such a way that maximum benefits are obtained from the development. The benefits of the project must be relevant for the development of mitigation and adaptation plans in municipalities.*

**C.2. PROJECT OBJECTIVE**

*(Present here the general objective and the specific objectives of the Project; also explain how the project contributes to the achievement of the general objective of the Programme).*

**C.3. ANALYSIS OF STAKEHOLDERS AND TARGET GROUPS**

**Stakeholder analysis<sup>6</sup>**

The concerned factor and its main characteristics	How its interests are affected by problems	The ability and motivation to make changes	Possible actions to address the interests of the concerned factor
<b>Central Government and subordinate entities</b>			
Ministry of.....	Responsible for ...	Motivation is based on compliance with the legislative framework for.....	Preparation of proposals for new policies in .....

<sup>6</sup> Institutions and organizations partially completed in the table are filled in ONLY AS EXAMPLE; each Applicant will fill in the information in the table according to the specifics of his/her funding application.



<i>Governmental Agency for.....</i>	<i>Implementation and monitoring.....</i>	<i>Has the capacity.....</i>	<i>Capacity improvement through.....</i>
<i>Public research organizations</i>	<i>Research on.....</i>	<i>New approaches and methodologies for research.....</i>	<i>Technical proposals and publications</i>
<b>Local authorities and subordinate entities</b>			
<i>County Councils</i>			
<i>City Halls</i>			
<i>Regional agencies of.....</i>			
<b>Academic institutions</b>			
<i>University of.....</i>	<i>Work objectives</i>	<i>Research, conducting studies, available experts</i>	<i>Possible involvement in the project</i>
<i>Public research organizations</i>	<i>Work objectives</i>	<i>Research, conducting studies, available experts</i>	<i>Possible involvement in the project</i>
<i>Non-governmental organizations</i>			
<i>Environment protection</i>			
<i>Users of natural resources for example: hunting-fishing associations</i>			
<b>Private sector</b>			
<i>Farmers Associations</i>			
<i>Chamber of Commerce</i>			
<i>Industry sector groups</i>			
<i>Individual businesses and entrepreneurs</i>			
<b>Project target groups identification</b>			
<b>Target Group</b>	<b>Target Group Description</b>	<b>Target Group quantification (mentioning the information source)</b>	<b>Project effect on the target group</b>
...			
...			



#### C.4. DESCRIPTION OF THE AREA COVERED BY THE PROJECT

*This section will present the necessary information for the development of mitigation and adaptation plans in municipalities:*

- *geographical location of each municipality (at local level) for which it is desired elaboration of mitigation and adaptation plans in municipalities, as the case may be;*
- *Identifying the issue (at local level) by areas of priority interest in adapting to climate change in order to develop mitigation and adaptation plans in municipalities;*
- *Presentation of the vulnerability and the types of risks identified at local level, as the case may be;*
- *The need to unfold feasibility studies or landscape studies that can be used in the next project on the implementation of the plans (green facades, fountains, gardens, etc.).*

#### C.5. DETAILED DESCRIPTION OF THE PROPOSED ACTIVITIES

*Include a detailed description of each of the activities to be carried out in order to obtain results, including (where appropriate) the role of the Project Promoter, of each Partner or the need of outsourcing the activity. Activities should lead to the fulfilment of the Project's general objective, they will be detailed and clearly identified (e.g.: keeping a different code for each activity, code that will be retrieved in the other sections and in the application budget), they will be consistent and correlated with each other.*

For the present call for proposals, for every activity or action, please specify the following:

**Activity A.1. Activity name**

Description (what, how, where, resources required and activity implementation period)

**Justification for which this activity / action is necessary** (*this justification must identify the issue, at local level, on areas of priority interest for adaptation to climate change, the presentation of vulnerability and the types of risks identified at local level, as well as the implementation of actions / measures to adapt to climate change*).

**The mode of realization of the activity** (beneficiary experts, partner experts, outsourced activities)

**Expected results (quantified)**

**Detailed eligible budget**

**Activity A.2: Activity name .....**

**.....etc.....**

**Project management activities (PM)**

**PM Activity 1. Activity name**

Description (what, how, where, resources required and when)

The reason why this activity/action is necessary

Activity execution mode (Project promoter experts, partner experts, outsourced activities)

Expected results (quantified)

Detailed eligible budget

**PM Activity 2. Activity name**

**.....**



## C.6. ANTICIPATED RESULTS

*(the expected results from each activity / sub-activity will be described, their contribution to increasing local capacity to mitigate and adapt to climate change and the integration of the results of the activities in the resulting climate change adaptation plan).*

## C.7. INDICATORS

The indicators should be:

- relevant for the project
- sensitive (e.g. changes in indicators values to emerge as a result of the Project)
- substantiated on available data (e.g. for the determination of a benchmark and of the future modifications)

Indicators will be formulated by taking into account the Programme indicators.

Fill in the forecast value of the indicators in the table.

INDICATORS (output)	Value at the beginning of the Project period	Value at the end of Project implementation period	INDICATORS (result)

Note: at Project level, the indicators will be correlated with the ones defined in the Programme.





**C.8.2. PROCUREMENT PLAN**

*(Enter in the table the procurement contracts / framework agreements that you intend to award within the project, only direct procurement.)  
Contracts relating to general administrative expenses (renting premises, internet, phone service, fuel etc.) while it will be included in the Project budget will not be provided for in the Procurement Plan.*

Current number	Type of the acquisition contract/framework agreement <sup>7</sup>	Object of the Contract/framework agreement	Estimated eligible value, including VAT concerning eligible expenses (RON)	CPV code	Estimated value of contract/framework agreement	Established procedure / specific tools for carrying out the acquisition process	Estimated month for initiating the award procedure	Estimated month for awarding the procurement contract/framework agreement	How to carry out the award procedure / competitive procedure	Organization responsible for applying the award procedure / competitive procedure (PP or Pp) <sup>8</sup>	Detailed budget line item (name of budget line)	The corresponding activity number
									Online / Offline			
		<i>To be completed by the applicant (maximum 150 characters with spaces)</i>	<i>A minimum of a maximum of 4 technical specifications shall be entered for each element of acquisition</i>									
		.....	.....									

<sup>7</sup> Options: products, services, works  
<sup>8</sup> PP or Pp- Project Promotor or Project Partner



### Annex regarding direct acquisitions

Current number	The object of direct purchase	Minimum technical specifications	CPV Code	Estimated value	Responsible organisation	Estimated month for initiation	Estimated month for finalisation	Position in the detailed budget	Corresponding activity number
				RON, without VAT					
	<i>To be completed by the applicant (maximum 150 characters with spaces)</i>	<i>A minimum of 2 - a maximum of 4 technical specifications will be entered for each item of purchase. (maximum 1000 characters with spaces)</i>							



## C.9. ALLOCATED RESOURCES

### C.9.1. ALLOCATED HUMAN RESOURCES

#### 1. Management team.

The following mandatory information will be presented, both for the project promoter and for his partners, if applicable.

Position	Studies/ qualifications, relevant professional experience (especially in the field of implementation of projects financed from non-reimbursable funds) and minimum competencies related to the position <sup>9</sup>	Responsibilities and tasks within the project	Entity (Project Promoter / Partner)	Working hours (hours)	Employment period (no. months)
<i>To be completed by the applicant</i>					

If the project management is outsourced, information on the terms of reference for the award of the contract will be briefly presented.

#### 2. Implementation team

The following mandatory information will be presented, both for the project promoter and for his partners, if applicable.

<sup>9</sup> The job descriptions related to the positions will be presented in Annex no. 4. For the positions occupied at the date of submitting the financing application, the CVs of the designated persons will be attached, which will also be presented in Annex no. 4.



Position	<i>Studies qualifications, relevant professional experience and minimum competencies related to the position</i> <sup>10</sup>	Responsibilities and tasks within the project	Entity (Project Promoter / Partner)	Working hours (hours)	Employment period (no. months)
<i>To be completed by the applicant</i>					

*If specialized external expertise is required to implement the project activities (experts distinct from the staff employed), information on the terms of reference for the award of related service contracts will be briefly presented.*

### C.9.2. ALLOCATED MATERIAL RESOURCES

*(it will specify the material resources relating to the activities provided by the Project, the facilities, the IT equipment owned and used for the Project implementation; specify which of the existing equipment will be used in the Project and for which activities, justify briefly the need to purchase new equipment and the activities for which it is required)*

### C.10. PROJECT SUSTAINABILITY

- What actions/activities will have to be implemented and/or continued after Project completion?
- How will these actions/activities be carried out and what resources will be required?
- Indicate financing modalities for the subsequent implementation of the elaborated plan.
- How, where and who will use the result (adaptation plan) after project completion?
- In which extent the results and experiences will be disseminated after project completion towards the persons and/or organizations that could best use them (please identify as far as possible these persons/organizations)?
- *Other relevant issues (partnerships with local community etc.)*

<sup>10</sup> The job descriptions related to the positions will be presented in Annex no. 4. For the positions occupied at the date of submitting the financing application, the CVs of the designated persons will be attached, which will also be presented in Annex no. 4.



**C.11. CONSTRAINTS AND RISKS RELATED TO THE PROJECT IMPLEMENTATION**

(Describe the main constraints and risks for the Project implementation (*development of climate change adaptation and mitigation plan in municipalities*) as well as the mitigation/remediation measures; please specify the impact for each identified risk - meaningful/medium/small)

Current number	RISK IDENTIFIED	RISK MEASURE MEASURES
	<i>It will be completed for each risk identified for the implementation of the project</i>	<i>The mitigation / remediation measures will be presented specifying the impact for each identified risk - significant / medium / low</i>

**C.12. CONSISTENCY WITH EU POLICIES AND NATIONAL LEGISLATION**

(Present the Project's contribution to the horizontal themes: sustainable development and equal treatment).

**Note:**  
*Promoting equal opportunities, non-discrimination and sustainable development (environmental protection and improvement) are priorities agreed upon at the level of the Member States of the European Union, incorporated, in various forms, in all EU policies. Romania's commitment with respect to the implementation of these priorities is also reflected in the support granted to projects that contribute to the attainment of sustainable development and promotion of equal opportunities objectives.*  
*The applicant shall ensure that the principle of equality is also respected in the case of implementation of works /services contracts which will be concluded in order to achieve the objectives of the project proposed for financing - by technical specifications which will be drawn up.*  
*For all investments, all physical obstacles will be removed/improved, special access spaces to create access for people with disabilities will be created, thus meeting the requirements of the legislation in force regarding the access to buildings and structures of public interest.*  
*The investment Project promoter is required to ensure equal opportunities and treatment for workers, women and men, in working relationships of any kind.*  
*Sustainable development is the development that meets the needs of the present, without compromising the ability of future generations to satisfy their own needs.*  
*Financed projects will implement environmental friendly solutions, such as: the use of ecological materials, renewable energy sources, energy and water efficient equipment, promotion and dissemination of an environmental friendly lifestyle.*



**Attention!** *The way in which the principles and legislation on horizontal themes will be respected will be monitored both during the project implementation and after its completion.*

### C.13. STATE AID

*(In this Small Grant Scheme , no projects or activities covered by State aid rules are funded).*

### C.14. INFORMATION AND COMMUNICATION

*According to the provisions of art.3.3. paragraph 3 of the EEA Regulation 2014-2021, respectively Annex 3 to the Regulation - Information and communication requirements, provide details on information and communication activities.*

*In this sense, elaborate and present the Communication Plan related to the project, according to Art.2.3 of Annex 3 - Requirements regarding information and communication.*

### D. FINANCIAL PROPOSAL

*The project budget will be presented on the MS Office Excel format provided by the Program Operator in Annex 3 of the Applicant's Guide. When submitting the application for funding in letter format assumed with the signature of the legal representative of the Applicant and in electronic format (pdf).*

### E. DECLARATION

***The undersigned .....***

*I confirm that the information provided in the present Application and the details presented in the annexed documents are correct and the requested financial assistance is necessary in order to carry out the Project as described.*

*Furthermore, I confirm that I have no knowledge of any reason why the project could not be carried out or could be delayed.*

*I understand that if the Financing Application is not complete in all details and aspects mentioned, including this section, the project is at risk to be rejected.*

***Date,***

***Position within the entity***

***Name and surname (in block capitals)***

***Signature***