#

Straits Committee – Small Projects Initiative:
Application form

*We recommend you consult the Guidelines for Project Applicants when completing this form.*

# Your project in summary:

**Project Name**

[Write project name here]

|  |  |
| --- | --- |
| **Project start date: (Month/year)** | **Project end date (Month/year)** |
| [Insert start date here] | [Insert end date here] |

## Your project in summary / Project overview (max 20 lines):

Please provide a clear, concise, and simple summary of the project. This should cover what the project aims to do (objectives), why you want to undertake it (rationale), the results you expect (outputs) and how you plan to achieve them (main activities). If your application is successful, this summary will also be used to communicate your project to third parties.

[Write your project summary here]

# Applicant information

Please provide details for **each partner** involved in your project. In addition, please indicate which authority each partner will apply to for funds. There is no limit on the number of partners so add more pages if you need.to do so. Please use a separate page for each partner.

## Partner 1

|  |  |
| --- | --- |
| **Organisation:** | [Write your organisation’s name here] |
| **Address** | [Write your organisation’s address here] |

|  |
| --- |
| **Indicate the authority you are requesting funds from:** |

[ ] Kent County Council [ ] Nord Département [ ] Pas-de-Calais Département
[ ] Province of Zeeland [ ] Province of West Flanders [ ] Province of East Flanders

[ ] Province of Zuid-Holland [ ] Not applying for funding from a Straits authority

|  |  |
| --- | --- |
| **Sum requested:** | [Please indicate how much and the correct currency] |
| **Prefinancing (UK/FR)**  | Requested / Not required (delete as appropriate)  |

|  |
| --- |
| **Please indicate the legal status and VAT status of your organisation:** |

|  |  |
| --- | --- |
| **Legal status:**  | [Write your legal status here] |
| **SIRET number (FR)** | [French applicants only to complete] |
| **VAT status**  | [Indicate the VAT status applicable to the organisation] |
| **VAT number** | [Write VAT number here if you have one] |
| **Charity number** | [British applicants only if applicable]:  |

|  |
| --- |
| **Who will sign the grant for your organisation? (E.g., CEO ; Chairperson etc.)** |

|  |  |
| --- | --- |
| **Name**  | [Write title, first and last name] |
| **Position** | [Write the person’s position in the organisation ] |

|  |
| --- |
| **Who is the main contact person for this project? (This should be the person applying):** |

|  |  |
| --- | --- |
| **Name**  | [Write title, first and last name] |
| **Position** | [Write the person’s position in the organisation ] |
| **Phone number** |  |
| **Email**  |  |

## Partner 2

|  |  |
| --- | --- |
| **Organisation:** | [Write your organisation’s name here] |
| **Address** |  |

|  |
| --- |
| **Indicate the authority you are requesting funds from:** |

[ ] Kent County Council [ ] Nord Département [ ] Pas-de-Calais Département
[ ] Province of Zeeland [ ] Province of West Flanders [ ] Province of East Flanders

[ ] Province of Zuid-Holland [ ] Not applying for funding from a Straits authority

|  |  |
| --- | --- |
| **Sum requested:** | [Please indicate how much and the correct currency] |
| **Prefinancing (UK/FR)**  | Requested / Not required (delete as appropriate) |

|  |
| --- |
| **Please indicate the legal status and VAT status of your organisation:** |

|  |  |
| --- | --- |
| **Legal status:**  | [Write your legal status here] |
| **SIRET number (FR)** | [French applicants only ] |
| **VAT status**  | [Indicate the VAT status applicable to the organisation] |
| **VAT number** | Write VAT number here if you have one] |
| **Charity number (UK)** | [British applicants only if applicable]:  |

|  |
| --- |
| **Who will sign the grant for your organisation? (E.g., CEO ; Chairperson etc.)** |

|  |  |
| --- | --- |
| **Name**  | [Write title ,first and last name] |
| **Position** | [Write the person’s position in the organisation ] |

|  |
| --- |
| **Who is the main contact person for this project? (This should be the person applying):** |

|  |  |
| --- | --- |
| **Name**  | [Write title, first and last name] |
| **Position** | [Write the person’s position in the organisation ] |
| **Phone number** | […] |
| **Email**  | […] |

## Partner 3

|  |  |
| --- | --- |
| **Organisation:** | [Write your organisation’s name here] |
| **Address** |  |

|  |
| --- |
| **Indicate the authority you are requesting funds from:** |

[ ] Kent County Council [ ] Nord Département [ ] Pas-de-Calais Département
[ ] Province of Zeeland [ ] Province of West Flanders [ ] Province of East Flanders

[ ] Province of Zuid-Holland [ ] Not applying for funding from a Straits authority

|  |  |
| --- | --- |
| **Sum requested:** | [Please indicate how much and the correct currency] |
| **Prefinancing (UK/FR)**  | Requested / Not required (delete as appropriate) |

|  |
| --- |
| **Please indicate the legal status and VAT status of your organisation:** |

|  |  |
| --- | --- |
| **Legal status:**  | [Write your legal status here] |
| **SIRET number (FR)** | [French applicants only ] |
| **VAT status**  | [Indicate the VAT status applicable to the organisation] |
| **VAT number** | [Write VAT number here if you have one] |
| **Charity number** | [British applicants only if applicable]:  |

|  |
| --- |
| **Who will sign the grant for your organisation? (E.g., CEO ; Chairperson etc.)** |

|  |  |
| --- | --- |
| **Name**  | [Write title, first and last name] |
| **Position** | [Write the person’s position in the organisation ] |

|  |
| --- |
| **Who is the main contact person for this project? (This should be the person applying):** |

|  |  |
| --- | --- |
| **Name**  | [Write title, first and last name] |
| **Position** | [Write the person’s position in the organisation ] |
| **Phone number** | [… ] |
| **Email**  | [… ] |

# Your project in detail

|  |
| --- |
| Project structure: Describe in detail the actions you plan to undertake, the outputs you will deliver. and what these will achieve (outcomes). You may divide your project into a maximum of 5 actions.  |

|  |
| --- |
| **Action 1:** |

[Describe action 1 here]

|  |
| --- |
| **Action 2:** |

[Describe action 2 here]

|  |
| --- |
| **Action 3:** |

[Describe action 3 here]

|  |
| --- |
| **Action 4:** |

[Describe action 2 here]

|  |
| --- |
| **Action 5:** |

[Describe action 5 here]

|  |
| --- |
| Overview of expected outputs and evidence of delivery for each action**:** *State clearly in the table below the expected outputs for each planned activity/action. Please indicate what evidence you plan to provide to show that the activity/action was undertaken and completed. Evidence of delivery of the project and achievement of objectives must be clearly stated in a final report and will determine any final payment of funds.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Actions** | **Outputs** | **Target values****(number you will produce)**  | **How to prove it?****(Evidence of delivery)** |
| *example* | *-Seminars- Community events* | *-42* | *-Attendance sheet* *-Photos of the event**-…* |
| Action 1 |  |  |  |
| Action 2 |  |  |  |
| Action 3 |  |  |  |
| Action 4 |  |  |  |
| Action 5 |  |  |  |

 *Please see the guidelines for applicants for help to complete the table.*

|  |
| --- |
| Milestones:*Please list when you expect the key actions to take place. This list will be used to help monitor progress of your project.* |

|  |  |
| --- | --- |
| **Key activities**  | **Due date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Explain why cross-border cooperation is relevant for your project. (max 20 lines):The Straits Committee is looking for tangible benefits from working together. Make sure you explain the benefits for this project of working with organisations in other countries of the Straits Committee. |

[Explain here]

|  |
| --- |
| Your organisation’s relevant expertise/experience (max 20 lines)Please briefly state the skills and experience you and your partners possess to be able to carry out the project competently and successfully |

[Explain here]

|  |
| --- |
| Explain how you will communicate your project to your target audience and how will you evidence the support received from the Straits Committee?At least one form of public communication activity relating to the project must be organised. We are interested in how you can try and reach a wider audience where possible. Tell us also how you will acknowledge the support given by the Straits Committee. |

[Explain here]

# Budget form

Please complete the separate budget form.