#

Straits Committee – Small Projects Initiative:
Application form

*We recommend that you consult the guidelines for applicants when completing this form*

**Project Name**

|  |
| --- |
|  |

# Applicant information

Please provide details for **each partner** involved in your project and applying for Straits Committee Funding. In addition, please indicate the relevant authority each partner will be applying to for funds. There are three boxes provided but more may be added if applicable. There is no limit on the number of partners.

Please note: It is expected that each partner should request funding from the authority of the region where it is based. If you are not based in a Straits Committee’s region, you should apply to the Committee area where the beneficiaries of your project will be located.

## Partner 1

 **Name of the organisation applying:**

**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

**How much Funding is Requested**(please fill in the appropriate box):

|  |
| --- |
| € |
| £ |

[ ]  **I wish to apply for prefunding (up to 50% of the grant)**

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

Legal status:

SIRET (French applicants only):
BTW status (Belgian/Dutch applicants only):
VAT status and number if applicable (British applicants only):

**Who** **is in charge of your organisation? (e.g., CEO; Chairperson etc):**
*Title:*
*First Name:*

*Surname:*

*Position in the organisation:*

**Main contact person (this should be the person applying):**
*First Name:*
*Surname:*
*Phone number:*
*Email address:*

*Position in the organisation:*

## Partner 2

**Name of the organisation applying:**

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

**How much Funding is Requested**(please fill in the appropriate box):

|  |
| --- |
| € |
| £ |

[ ]  **I wish to apply for prefunding (up to 50% of the grant)**

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

Legal status:

SIRET (French applicants only):
BTW status (Belgian/Dutch applicants only):
VAT status and number if applicable (British applicants only):

**Who** **is in charge of your organisation? (e.g., CEO; Chairperson etc):**
*Title:*
*First Name:*

*Surname:*

*Position in the organisation:*

**Main contact person (this should be the person applying):**
*First Name:*
*Surname:*
*Phone number:*
*Email address:*

*Position in the organisation:*

## Partner 3

**Name of the organisation applying:**

**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

**How much Funding is Requested**(please fill in the appropriate box):

|  |
| --- |
| € |
| £ |

[ ]  **I wish to apply for prefunding (up to 50% of the grant)**

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

Legal status:

SIRET (French applicants only):
BTW status (Belgian/Dutch applicants only):
VAT status and number if applicable (British applicants only):

**Who** **is in charge of your organisation? (e.g., CEO; Chairperson etc):**
*Title:*
*First Name:*

*Surname:*

*Position in the organisation:*

**Main contact person (this should be the person applying):**
*First Name:*
*Surname:*
*Phone number:*
*Email address:*

*Position in the organisation:*

# Your project

## Project overview (max 20 lines):

*Provide a short summary of your project: this should include details of what the project is (rationale), what it will do (outputs) and what it is aiming to achieve (main activities).*

|  |
| --- |
|  |

## Highlight the actions you plan to undertake to achieve your objectives and deliver outputs and outcomes: (up to 5 actions):

NOTE: payment of funds will be made based on the results achieved for each planned action.

Action 1:

Action 2:

Action 3:

Action 4:

Action 5:

1. **Overview of expected outputs and proofs of delivery per 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.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Expected outputs(The activities you organise) | Anticipated number to be achieved (How many actions) | Evidence of delivery(Evidence to show the activity/action was undertaken) |
| *example* | *-Seminars- Community events* | *-4* | *-Attendance sheet* *-Photos of the event**-…* |
| Action 1 |  |  |  |
| Action 2 |  |  |  |
| Action 3 |  |  |  |
| - |  |  |  |

 *Please refer to the applicant guideline for help to fill in the tab.*

## Timescales:

Project Start date:
Project End date:

Please complete the following table indicating the planned timescale for your activity/actions;

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | J | F | M | A | M | J | J | A | S | O | N | D |
| Action 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| (…) |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 2 | J | F | M | A | M | J | J | A | S | O | N | D |
| Action 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Action 2 |  |  |  |  |  |  |  |  |  |  |  |  |

## Please explain why cross-border cooperation is relevant for your project. (max 20 lines)

|  |
| --- |
|  |

## Please provide details of your organisation’s relevant expertise/experience for successful delivery of the project (max 20 lines)

|  |
| --- |
|  |

## Explain how you will communicate your project to your target audience and how will you evidence the support received from the Straits Committee?

(For example: press release and articles in the local press; exhibitions in schools or city halls.)
*Please refer to the applicant guideline for help to fill in the box.*

|  |
| --- |
|  |

# Budget form

Please refer to the annex.