Guidelines for the Applicants of the open call “Establishment of One Stop Centres for families and children” under the Programme “Health” of the European Economic Area Financial Mechanism 2014-2021

Annex 1

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| **Application**  **FOR FINANCING FROM THE 2014 - 2021 EUROPEAN ECONOMIC AREA AND**  **NORWEGIAN FINANCIAL MECHANISMS** | |
| 1. PROJECT INFORMATION |  |
| * 1. Project Title: | [Name] |
| * 1. Project Code | [Code] |
| * 1. Program: | [Acronym and name] |
| * 1. Instrument Code: | [Instrument’s Code] |
| * 1. Instrument Name: | [Instrument Name:] |
| * 1. Call Number: | [Call code] *Only displayed* *in C case* |
| * 1. Call area for which the application is submitted | [Selected text] *Only displayed* *in C case* |
| 1. APPLICANT INFORMATION |  |
| * 1. Title/First Name and surname: | [Title/First Name and surname] *250 characters*  The applicant is a legal entity *Display the line upon selection*  The applicant is a natural person *Display the line upon selection* |
| * 1. Institution code/date of birth: | [Code/date of birth, YYYY-MM-DD] |
| * 1. VAT identification number: | [VAT identification number] |
| * 1. Is VAT eligible: | [Is VAT eligible] *displayed upon selection* |
| * 1. Justification for eligibility (ineligibility) of VAT: | [Justification for eligibility (ineligibility) of VAT] *1500 characters* |
| * 1. Home Address: | [Home Address] *500 characters* |
| * 1. Email Address: | [Email] *50 characters* |
| * 1. Phone Number: | [Phone number format + 370 682 12345 ] |
| **Head of applicant** |  |
| * 1. Name and surname: | [name last name] *100 characters* |
| * 1. Position: | Position *100 characters* |
| * 1. Email Address: | [Email] *50 characters* |
| * 1. Phone Number: | [Phone number format + 370 682 12345 ] |
| **Contact person** |  |
| * 1. Name and surname: | [Name and Surname] *100 characters* |
| * 1. Email Address: | [Email] *50 characters* |
| * 1. Phone Number: | [Phone number format + 370 682 12345 ] |
| **Consultant (consultancy) who has prepared an application** |  |
| * 1. Consultant is | Legal entity/natural person/not applicable *show upon selection* |
| * 1. Title/ Name and surname: | [Title/ Name and surname] *250 characters* |
| * 1. Email Address: | [Email] *50 characters* |
| * 1. Phone Number: | [Phone number format + 370 682 12345 ] |

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| 1. PROJECT PARTNERS |  |
| * 1. Is the project implemented with partner (s)?: | Yes/no  *displayed according to selection* |

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| **Partner No. 1 Information:** | *Repeated for each partner* |
| Title/First Name and surname: | [Name/First Name] *250 Characters*  Partner is a legal entity  Partner is a natural person |
| State: | [State] |
| Institution code/date of birth: | [Code/date of birth, YYYY-MM-DD] |
| VAT identification number: | [VAT identification number] |
| Is VAT eligible: | [Is VAT eligible] *displayed upon selection* |
| Justification for eligibility (ineligibility) of VAT: | [Justification for eligibility (ineligibility) of VAT] *1500 characters* |
| Home Address: | [Home Address] *500 characters* |
| Arguments for partner selection: | |
| *2 000 characters* | |

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| 1. PROJECT DESCRIPTION | | | | | |
| * 1. Identification of the problem, project’s overall objective and specific objectives: | | | | | |
| *10 000 characters* | | | | | |
| * 1. Project’s compliance with established priorities: | | | | | |
| *5 000 characters* | | | | | |
| 1. MONITORING INDICATORS AND SUSTAINABILITY | |  | | | |
| * 1. Project monitoring indicators:  |  |  |  |  | | --- | --- | --- | --- | | Indicator name | Unit | Target Value | Justification for the target value | |  |  |  | *2000 characters* | | | | | | |
| * 1. Sustainability (continuity) of the project and its results impact on the programme area: | | | | | |
| *10 000 characters* | | | | | |
| 1. TARGET GROUP AND LOCATION OF PROJECT IMPLEMENTATION | | | | | |
| * 1. Is Project/part of project activities implemented in LT?: | Yes/no  *displayed according to selection* | | | | |
| * 1. County, which receives majority of the project funds: |  | | | | |
| * 1. Municipality, which receives most of the project funds: |  | | | | |
| * 1. Other municipality (-ies) for which the project funds are allocated: |  | | | | |
| * 1. Other State (s) in which the project is implemented: |  | | | | |
| * 1. Target group benefiting directly from the project: | | | | | |
| *1500 characters* | | | | | |
| * 1. Target group benefiting indirectly from the project: | | | | | |
| *1500 characters* | | | | | |
| 1. LOGICAL FRAMEWORK OF THE PROJECT | | | |  |  |
| Overall objective of the project: | | | [Overall objective of the project] *500 characters* | | |
|  | | |  | | |
| Specific objective No. 1: | | | [Name of the specific objective] *200* *characters* | | |
| Activity No. 1.1: | | | [Activity name] *200* *characters* | | |
| Description and justification of the activity: | | | | | |
| *Activity Description (5000 characters)* | | |  | | |
| Implementation indicators: | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | No. | Indicator name | Unit | Target value | | 1.1.1 | *200 characters* | *20 characters* | *10 characters* | | Description and justification of the indicator: | | | | | *1000 characters* | | | | | 1.1.2 |  |  |  | | Description and justification of the indicator: | | | | | *1000 characters* | | | | | | | | | |

SUMMARY of PROJECT'S LOGICAL FRAMEWORK:

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| Overall objective of the project: | [Overall objective of the project] *500 characters* |

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| Specific objectives | Activities | Indicators | | Units of measurement | Target value |
| 1 [Name] | 1.1 [Name] | 1.1.1 [Name] | | U. | 1000 000 000 |
| 1 [Name] | 1.1 [Name] | 1.1.2 [Name] | | Km | 10 |
| 1 [Name] | 1.2 [Name] | 1.2.1 [Name] | | Km | 10 |
| 1 [Name] | 1.2 [Name] | 1.2.2 [Name] | | Km | 10 |
| 2 [Name] | 2.1 [Name] | 2.1.1 [Name] | | Km | 10 |
| 2 [Name] | 2.2 [Name] | 2.2.1 [Name] | | Km | 10 |
| 1. TIMETABLE OF THE PROJECT | | |  | | |
| Planned duration for project implementation (in months): | | | [Duration in months] | | |
| |  |  |  |  | | --- | --- | --- | --- | | Indicator No | Name of the indicator | Start date | End date | | 1.1.1 |  |  |  | | Justification of the duration | | | | | *1000 Characters* | | | | | 1.1.2 |  |  |  | | 1.2.1 |  |  |  | | | | | | |

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| 1. JUSTIFICATION OF PROJECT COSTS   *If there are more than 4 partners, the table is repeated, listing +5 partners totals.* | | | | | | | |
|  | | | | | | | |
| No. | Heading | Amount, EUR (applicant and all partners) | Applicant, EUR | Partner No 1, EUR | Partner No 2, EUR | Partner No 3, EUR | Partner No 4, EUR | |
| [Indicator No 1.1.1] | [Name of the indicator] | | | | | | | |
|  | [Category of expenditure] | 10 0000 000.00 | 1 000 000.00 | 1 000 000.00 | 1 000 000.00 | 10 000 000.00 | 1 000 000.00 | |
| *2000 characters for each expense category* | | | | | | | | |
|  | [Category of expenditure] |  |  |  |  |  |  | |
| *2000 characters for each expense category* | | | | | | | | |
| [Indicator No 1.2.1] | [Name of the indicator] | | | | | | | |
|  | [Category of expenditure] |  |  |  |  |  |  | |
| *2000 characters for each expense category* | | | | | | | | |
|  | Total from indicators: | [Total amount] |  |  |  |  |  | |

| No. | Heading | | Amount, EUR (applicant and all partners) | Partner no 5, EUR | Partner No 6, EUR | Partner No. 7, EUR | Partner No 8, EUR | Partner No 9, EUR |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Indicator no 1.1.1] | [Name of the indicator] | | | | | | | | |
|  | [Category of expenditure] | 10 0000 000.00 | | 1 000 000.00 | 1 000 000.00 | 1 000 000.00 | 10 000 000.00 | 1 000 000.00 |
| *2000 characters for each expense category* | | | | | | | | | |
|  | [Category of expenditure] | |  |  |  |  |  |  |
| *2000 characters for each expense category* | | | | | | | | | |
| [Indicator no 1.2.1] | [Name of the indicator] | | | | | | | | |
|  | [Category of expenditure] | |  |  |  |  |  |  |
| *2000 characters for each expense category* | | | | | | | | | |
|  | Total from indicators: | | [Total amount] |  |  |  |  |  |

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| --- | --- | --- |
| Total amount for indirect costs: | [Total amount for indirect costs] | |
| Justification of indirect costs: | | |
| *2000 Characters* | | |
| **Total amount for indicators and indirect costs:** | | [Total amount] |

1. PROJECT BUDGET

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Heading | | | | | | |  |  |
| No. | Activity/Indicator | 1.  Land and Real estate | 2.  Contract works (construction, reconstruction, repairs and other works) | 3. Fixed Assets | 4.  Goods (short-term assets) and services | 5. Secondments | 6.  Wages | 7. Indirect costs | **Total, EUR** | **%**  **of project value** |
| 1.1 | [Activity] |  |  |  |  |  |  |  |  |  |
| 1.1.1 |  |  |  |  |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |  |
|  | **% of project value** |  |  |  |  |  |  |  |  |  |

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| |  |  | | --- | --- | | Applicant/Partner | Amount of costs in EUR | | Applicant |  | | Partner No 1 |  | | Partner No 2 |  | | Partner No 3 |  | | Partner No 4 |  | | |
| 1. SOURCES OF FUNDING | |
| |  |  |  |  | | --- | --- | --- | --- | | No. | Name of the source | Suma, EUR | Percent. | | 1 | Requested funds |  |  | | 2 | Own funds of the applicant and partner (s) |  |  | | 2.1 | Public funds |  |  | | 2.1.1 | State budget funds |  |  | | 2.1.2 | Municipal budget funds |  |  | | 2.1.3 | Other sources of public funds (e.g. Employment fund, public enterprise funds, etc.) |  |  | | 2.2 | Private funds |  |  | | 2.2.1 | Own funds |  |  | | 2.2.2 | Other sources of funds |  |  | | 3 | Total |  |  | | |
| 1. PROJECT COMPLIANCE WITH HORIZONTAL PRINCIPLES |  |
| Implementation of the project will ensure that horizontal principles are respected | YES/NO *showing upon selection* |
| |  |  | | --- | --- | | Principle: *[does not appear if none of the principles are specified]* | [Title of principle from the list] | | Justification for how the project (its activities) contributes to the implementation of the principle | | | *5000 characters* | | | |

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| Principle: | [Title of principle from the list] |
| Justification for how the project (its activities) contributes to the implementation of the principle | |
| *5000 characters* | |

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| 1. PROJECT SUMMARY |  |
| Brief description of the project (in Lithuanian) | |
| *2500 characters* |  |
|  | |
| Brief description of the project (in English) | |
| *2500 characters* | |

1. DECLARATION BY THE APPLICANT AND PARTNER (S)

[Applicant: Name and Surname / Legal name]

[Date, FORMAT YYYY-MM-DD]

I, [the head of the institution, or the applicant as a natural person] certify that:

1. In my knowledge and belief, the information contained in this application and in the documents annexed thereto is correct;
2. The funding requested is the minimum amount of funds needed to implement the project;
3. There is no restriction on access to finance to me or to the applicant and partner (s) represented by me, because the time limit set in the repayment decision did not result in the repayment or repayment of only part of the funds (this provision does not apply to institutions whose activities are financed by the State or foreign State and/or municipal budgets of the Republic of Lithuania and/or by the state monetary funds.
4. When applying for the funds from the financial mechanisms of the European Economic Area or Norway Funds (hereinafter referred to as ' the mechanisms’ for the 2014 – 2021, as an applicant or as a partner, I have not been in breach of the principles of good governance, sustainable development, gender equality and non-discrimination governed by the legislation of the Republic of Lithuania and European Union;
5. The applicant and partner(s) represented by me are is not sued for bankruptcy or restructuring, not liquidated, there is no court order to carry out bankruptcy proceedings (this provision does not apply budgetary institutions); Me, as a natural person, or the for the applicant and (or) partner(s) represented by me, who is a natural person(s), are not sued for bankruptcy;
6. The applicant and partner(s) represented by me is not subjected for a preliminary investigation into economic activity (this provision does not apply budgetary institutions); Me, as a natural person, or the for the applicant and (or) partner(s) represented by me, who is a natural person(s), are not subjected for a preliminary investigation into economic activity;
7. I or the applicant and my partner (s) I represent do not have (have) any debts related to payment of taxes and social security contributions under the legislation of the Republic of Lithuania or, if the applicant and / or partner (s) are a foreign legal person or a foreign individual, in accordance with the law of the foreign country concerned, or in each case the debt does not exceed EUR 50 (fifty euros) (this provision does not apply to bodies financed from the budgets of the Republic of Lithuania or from foreign state and / or municipalities and / or public funds and to legal or natural persons who have been deferred for the payment of taxes or social insurance contributions in accordance with the procedure established by the laws of the Republic of Lithuania or a foreign state; also if the debt in each case does not exceed EUR 50);
8. I or the Chief of the applicant or partner(s) I represent, major shareholder (having more than 50% of stocks) or owner, general partner(s) of the Partnership entity or representative of the Small Partnership, authorized to enter into a transaction on behalf of the legal person, or accountant(s), or other(s) person(s) authorized to draw up and sign the applicant's accounting records, have no valid or present convictions or no convictions have been made in the last 5 years for the applicant's participation in an accomplice group, organised group, criminal conspiracy, their organisation or leading, bribery, influence trading, abuse, failure to perform duties, fraud, embezzlement, extortion, destruction or damage of property, unlawful enrichment, smuggling, customs fraud, unlawful disposal of excise goods, unlawful export of goods or products from the Republic of Lithuania, unlawful pursuit of an economic, commercial, financial or professional activity, unlawful activities of a legal person, use of a trademark of another person or services, fraudulent statements about the activities of a legal person, non-payment of taxes, use of credit, loan or targeted support for purposes other than its intended or prescribed use, credit fraud, debtor dishonesty, criminal bankruptcy, the production of a false electronic payment instrument, the counterfeiting or fraudulent use of a genuine electronic payment instrument or its data, unauthorized use of electronic payment instrument or its data, misrepresentation of income, profits or assets, failure to submit a declaration, statement or other document, fraudulent or negligent accounting, the acquisition or disposal of the income or property of crime, the laundering of the property of crime, the production, holding or disposal of counterfeit money or securities, storage or disposal, falsifying or disposing of a document, forging a stamp or blank, participation in any other illegal activity detrimental to the financial interests of the Republic of Lithuania and / or the EU (this provision does not apply to bodies financed from the budgets of the Republic of Lithuania or from foreign state and / or municipalities and / or public funds);
9. The authority that I lead / represent, myself and the Chief of the applicant and partner (s) I represent, stockholder(s), shareholder(s), general partner(s) of the Partnership entity or representative of the Small Partnership, authorized to enter into a transaction on behalf of the legal person, member of the management or supervisory body or other person(s), having the right to represent or control the legal person, to make a decision on his behalf, to enter into a transaction, legal of natural person, responsible for preparation of the application, did not participate in the preparation of the Programme, guidelines and other documents, under which the grant application is submitted (this does not apply to direct funding projects);
10. I am not aware of any other reasons, not specified in this document, that could not be implemented or delayed or that the project would not be implemented during the mechanism programming period;
11. I agree that an application may be rejected if it does not contain all the requested data (including this declaration);
12. I agree that the data contained in the application will be processed and stored in the EEA and Norwegian Financial Mechanism Administration and Process Automation Information System (hereinafter – NORIS) 1 and in the State Budget Accounting and Payment System;
13. I confirm that I have obtained the consent of all persons whose personal data are to be submitted for the purposes of the submission, processing and storage of personal data for the purposes of evaluation and project implementation1;
14. I agree that the details of my application (applicant name, project title, project partners, short description of the project, unique application code and amount requested), also the results of the assessment of the application, decision made to finance or not to finance the project, information on the concluded project implementation contract and the amount of funding allocated to the project, information about the products created during the project implementation (if their publication does not contradict with the legislation of the Republic of Lithuania) will be published on the websites www.finmin.lt, www.cpva.lt, www.norwaygrants.lt and / or [www.eeagrants.lt](http://www.eeagrants.lt);
15. I confirm that I am aware of the General Terms and Conditions of the project implementation agreement (Annex to the open Call Guidelines, if applicable) and undertake to abide by them in the event of conclusion of the project implementation agreement.

1 Data collected during the application and implementation of the project, like other project data, collected in NORIS, are used to evaluate applications, monitoring, verification, auditing and supervision of projects. The data collected can also be used for statistical purposes, for the production and reporting of project monitoring indicators, and for evaluations, surveys or other calculations. All the mentioned data shall be provided in the reports at the project, objective or measure level, but are statistically summarized, meaning - without specifying any specific person by name, or other personal data. Access to NORIS data, electronic documents and other related information is limited in accordance with NORIS provisions and subject to the responsibilities and functions of the authorities under the laws of the Republic of Lithuania. NORIS is managed and administered by the Central Project Management Agency, which organizes the identification of the common NORIS functionalities and requirements for stored data.