



# CEI Cooperation Fund Call for Proposals 2021

For activities to be implemented in 2022  
Supported by the Cooperation Fund, financed by all CEI Member States

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The application submission system of this Call envisages **two different submission windows** according to the respective implementation period of proposed activities, as follows:

**For activities to be implemented in the first semester of 2022 (i.e. from 1 January 2022 to 30 June 2022)**

Opening of application submission window: **Friday, 25 June 2021**

Deadline: **Wednesday, 1 September 2021, 11:59 p.m. CEST**

**For activities to be implemented in the second semester of 2022 (i.e. from 1 July 2022 to 31 December 2022)**

Opening of application submission window: **Friday, 10 December 2021**

Deadline: **Thursday, 10 February 2022, 11:59 p.m. CET**

**IMPORTANT NOTE:** Under this Call for Proposals an applicant institution can apply only once.

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Applicants need to carefully observe the criteria and obligations set by this Call before submitting their proposals. Rejection clauses will apply automatically as explained over the text.

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## 1. Background and Primary Objectives

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The CEI Cooperation Fund co-finances CEI Cooperation Activities aimed at strengthening cooperation among CEI Member States. CEI Cooperation Activities are organised by institutions of CEI Member States to implement the strategic goals and main objectives set by the CEI Guidelines and Rules of Procedure and the CEI Plan of Action. CEI Cooperation Activities aim at capacity building by knowledge transfer and sharing, in particular from EU CEI Member States to non-EU CEI Member States, and at exchanging experiences and good practice among all CEI Member States by favouring mobility and networking. In this context, particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States.

## 2. Areas of Intervention

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The proposed CEI Cooperation Activities shall be organised in the areas of intervention outlined in the Plan of Action 2021-2023 (<https://tinyurl.com/CEI-PoA-2021-2023>)<sup>1</sup>. Applicants are requested to refer – within the specific section of the Application Form – to the CEI Plan of Action, not simply by quoting the relevant parts but by explaining how and why the proposed activity is contributing to meeting the CEI objectives. Copying any part of the above-said document is not admitted and will possibly cause a negative evaluation or rejection of the application.

## 3. Budget of the Call

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The overall indicative amount made available under this Call for Proposals is **three hundred and fifty thousand Euro (350,000 EUR)** that will be made available by the CEI Cooperation Fund which is financed by annual contributions by all CEI Member States. The CEI reserves the right not to award all available funds, to cancel the Call for Proposals and reject all project proposals at any time prior to the awarding of grants, without thereby incurring any liability.

The budget of the Call is subdivided as follows:

- **One hundred and seventy-five thousand Euro (175,000 EUR) for the activities of the first semester of 2022** (1 January 2022 - 30 June 2022)
- **One hundred and seventy-five thousand Euro (175,000 EUR) for the activities of the second semester of 2022** (1 July 2022 – 31 December 2022)

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<sup>1</sup> *CEI Agenda for 2021-2023*

*Goal 1: Stimulating Green Growth*

Objective 1.1: Strengthening Transport Networks

Objective 1.2: Boosting Innovation and Entrepreneurship

Objective 1.3: Enhancing Climate Resilience

Objective 1.4: Promoting Clean Energy

Objective 1.5: Supporting Circular Economy

Objective 1.6: Encouraging Smart Communities

*Goal 2: Building Just Societies*

Objective 2.1: Advancing Good Governance

Objective 2.2: Fostering Better Health

Objective 2.3: Supporting Intercultural Cooperation

Objective 2.4: Safeguarding Media Freedom

Objective 2.5: Pursuing People Empowerment

Objective 2.6: Furthering Science Diplomacy

## 4. CEI Contribution

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### 4.1. Ceiling of CEI Contribution

Applicants can request a CEI contribution up to the maximum amount of **fifteen thousand Euro (15,000 EUR)**. Any Application requesting more than the above-mentioned ceiling will be automatically rejected.

The CEI reserves the right not to award the entire requested contribution to a given Cooperation Activity.

### 4.2. Percentage of CEI Contribution

The CEI contribution cannot exceed 50% of the total cost of a given Cooperation Activity. Applications, which are not meeting this condition, will be automatically rejected.

### 4.3. Balance to the CEI Contribution (Co-financing)

Within the overall budget of the proposed activity, the CEI contribution must be complemented by other sources of financing, either from the applicant organisation own resources or from other sources, including in-kind contributions. A specific section of Annex 1 is focusing on the expected co-financing.

## 5. Eligibility Criteria

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Applications must fulfil all the following eligibility criteria:

- Compliance to Areas of Intervention
- Eligibility of Applicants
- Eligibility of Activities
- Participation of CEI Member States (Participation Quorum)
- Eligibility of Expenses

### 5.1. Compliance to Areas of Intervention

The Application shall mainly refer to one of the areas of intervention and respective priorities indicated in *Section 2. Areas of Intervention*. Activities which are not in line with the indications of *Section 2* will be automatically rejected. While interdisciplinarity is considered an asset, multiple references to the Plan of Action should be avoided.

### 5.2. Eligible Applicants

All public and private entities based and registered in CEI Member States as well as international/regional organisations can apply.

Individuals cannot apply.

All applicants shall refer to their legal status within the Application Form, referring to the relevant legislation or act as appropriate. Non-Governmental and Civil Society Organisations as well as private entities must include in the Application Package an official proof of registration with a courtesy translation into English (Annex 3 – see also *Section 6.1.* and *Section 13.7.*). This requirement is mandatory for the relevant applicants. This requirement does not apply to public entities.

### 5.3. Eligible Activities

CEI Cooperation Activities can take the form of conferences, seminars, workshops, and other types of meetings, training activities as well as preparation of studies and surveys. Cooperation Activities can also serve as seed contribution for the preparation of applications for larger European projects.

Activities can be held in person or online or in a hybrid manner. Other types of activities meeting the primary objectives can also be taken into consideration.

Applications organised over multiple activities are admissible, but – if the activity is to be held in person – applicants shall request the CEI support only for one defined portion/event of the programme falling into the calendar year 2022. Should the Applicant not elaborate on this, the CEI reserves the right to reject the application or choose the single portion and related budget lines to be possibly awarded with a CEI contribution.

During the evaluation there will be no preference given to one type of activity over the other: apart from observance to the CEI Rules for Allocation of Resources and accuracy in providing comprehensive information over the proposed activity, the extent and quality of regional cooperation in these activities will be taken into consideration.

### 5.4. Participation of CEI Member States (Participation Quorum)

Regardless of the type of activity proposed, applicants should pay the utmost attention to the aspects related to participation of attendees from the CEI Member States.

The participation quorum is set by CEI Rules for Allocation of Resources in Rule A5 (*at least half plus one, but in no case less than one third of CEI Member States*) and therefore the minimum quorum admitted is the participation of at least six (6) CEI Member States. Any application envisaging a CEI participation scheme below the minimum allowed quorum will be automatically rejected.

Higher rating will be given to applications foreseeing the participation of a larger number of CEI Member States. Particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States. The number of local participants and speakers ought to be in a reasonable proportion to participation from other CEI countries. The CEI regional character should be preserved (in terms of reasonable proportion of CEI participants) in Cooperation Activities involving a large number of third countries.

### 5.5. Eligible Expenses

The budget lines that are eligible for reimbursement by the CEI contribution should mainly focus on participation of attendees from the CEI region. The CEI contribution shall indeed be designed to favour to the maximum extent possible the attendance of foreign CEI participants and speakers in the proposed activity. Locally borne expenses, which are not influencing international participation, shall only residually be included in the requested CEI contribution. The budget lines that are eligible to CEI reimbursement for in-person/online/hybrid mode activities encompass, inter alia:

- **Travel and accommodation expenses of CEI participants and speakers.** This budget line refers to travel and accommodation expenses of foreign CEI participants and speakers. Participants from the country of the organising institution are admitted to CEI reimbursement exclusively in activities organised by non-EU CEI Member States that are taking place in the same CEI member country. In no case can representatives of the organising institution, and in particular the project and financial manager, request to be reimbursed for mission costs from any approved CEI contribution. This also applies to cases in which the organising institution and the implementation venue of the activity are located in

different localities and/or countries. Please note that a participant and/or speaker is classified as 'CEI' when he/she permanently depends on and officially represents a sending institution based/registered in a CEI country. Nationals of CEI countries living or working for institutions outside the CEI region cannot be classified as 'CEI participants / speakers'.

- **Local transport costs (for foreign CEI attendees)** connected to the event, including airport transfers as appropriate.
- **Subsistence costs of foreign participants** during the event (meals, coffee breaks and refreshments) up to a reasonable share and not more than 50% of the budget line.
- **Social programmes connected to the activity**, including costs of site visits disciplinarily relevant to the activities, up to a reasonable proportion and amount and not more than 20% of the budget line.
- **Conference kits** (pens, notepads, folders, bags) up to a limited proportion and amount and not more than 20% of the budget line.
- **Conference venue preparation** (hall and audio-visual equipment rent).
- **Speakers' fees** up to a reasonable percentage of the overall participation expenses and within the limits set by CEI Rule B8.
- **Software, hardware, licences** for online meetings and exchanges.
- With a view to contributing to environmentally safe policies it is recommended to produce as much electronic documentation as possible and to avoid printing. Shall **printing** costs need to be borne for the activity implementation, the requested CEI reimbursement cannot exceed 20% of the budget line.
- **Text translation** is admitted exclusively from/to English and in very special cases only when a concrete added value is proven as the working language of the CEI is English. Applicants are requested to motivate the request as appropriate.

In case applicants find it difficult to ensure the attendance of CEI participants and speakers as outlined in their Application Form, they are invited to contact CEI National Coordinators and seek their assistance in identifying qualified representatives to be invited.

Please note that the cost estimate of the proposed activity needs to be realistic and reflect actual needs and expenses in a manner which can be verified. Non-motivated, overestimated, and rough, lump sum calculations will be negatively considered. Particular attention shall be paid to the consistency of the budget estimate to the overall description and relevant parts of the Application Form. The CEI reserves the right to apportion a CEI contribution to a given Cooperation Activity, limited to a number of (including a single) eligible budget lines.

## 5.6. Non-Eligible Expenses

The CEI contribution cannot reimburse organisational or administrative costs (including human resources of the organising institution and all related national and international mission costs in preparation of, during and after the activity, overheads, bank fees, courier or postage expenses...), participation costs of non-CEI participants, speakers or other attendees, translations from/to languages both different from English, purchase of materials and equipment other than the above, registration fees, in-kind contributions. Simultaneous interpretation costs and the rent of the related equipment are not eligible to CEI reimbursement either. Web creation, design, and maintenance as well as any human resource cost for design and implementation of promotional activities are not eligible to be reimbursed by the CEI contribution either.

## 5.7. Exchange Rate Fluctuations and National Fiscal Regulations

The budget of the Application Form shall be outlined in Euro. The Applicant is entirely responsible for the calculations leading to the outlined budget estimate including currency conversions and national/local taxes

and levies (e.g. VAT). The CEI is not responsible for or reimbursing currency rate variations and cannot be charged with potential shortages or financial consequences of exchange rate fluctuations and underestimation or disregard of national fiscal regulations by the Applicant. Budget calculations in countries which are outside the Euro zone can take as reference value the exchange rate of the National Bank of their country on the day of submitting the Application. The CEI contribution is transferred in Euro. Bank transfers to accounts in a local currency are likely to be automatically converted by the recipient's bank to the currency of the account, using the exchange rate of the date of transaction. In any such cases, the CEI will not be responsible for any possible depreciation of the transferred tranches of the CEI contribution.

## 6. Submission Procedure

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### 6.1. Application Package

The application procedure envisages the online submission of the application form and related documentation through the CEI Electronic Submission System.

The Application Package consists of:

- **Online Application Form**
- **Annex 1 – Budget** template in Excel to be downloaded, filled-in and uploaded as PDF on the system
- **Annex 2 – Applicant's Signature** template in Word to be downloaded, filled-in, signed and stamped (if possible), and uploaded as PDF on the system
- **Annex 3 – Official Proof of Registration and Courtesy Translation into English or its official version in English** (if available from the institution originating the document, otherwise a courtesy, non-certified translation provided by the applicant). Non-Governmental and Civil Society Organisations as well as private entities must include this Annex in the Application Package. The two documents (official proof of registration plus courtesy translation or English version) must be scanned into a single PDF file and then uploaded on the system. ANNEX 3 DOES NOT APPLY TO PUBLIC ENTITIES
- **Annex 4 – Participation Scheme** outlining participation in the Cooperation Activity, template in Word to be downloaded, filled-in and uploaded as PDF on the system.

The Application Package shall be filled-in in all the parts marked with an asterisk (\*) to complete the submission procedure. Filled-in application forms can be saved during the submission procedure (for revision by applicants) while they cannot be modified once they are submitted. Please note that the system will not allow submission of incomplete packages (mandatory fields of Application Form or missing annexes). After the Call's closure, the submission is prohibited, and proposals are locked.

The Application Package shall be completed in accordance with the instructions provided in this Call for Proposals at *Section 13. Guidelines for Application Form Completion*. The applicant is requested to complete the documents as carefully and as clearly as possible. Please note that:

- The assessment of the proposal will be based exclusively on the Application Form and Annexes submitted
- The Application Form and Annexes must be completed in English
- Incomplete Applications and Annexes will be rejected
- Under this Call, applicants can submit one proposal only
- Handwritten Annexes will be rejected

- Should the current proposal be a follow-up of already CEI-supported activities, the innovative aspects and adequate motivations will need to be highlighted in this application. Disregarding any of the above might turn into a negative evaluation of the proposal.

## 6.2. Deadlines

Applications shall be submitted by:

- **Wednesday, 1 September 2021, 11:59 p.m. CEST** (for projects to be implemented in the first semester of 2022, i.e. from 1 January 2022 to 30 June 2022)
- **Thursday, 10 February 2022, 11:59 p.m. CET** (for projects to be implemented in the second semester 2022, i.e. from 1 July 2022 to 31 December 2022)

Please submit applications only within the relevant deadline.

## 6.3. Submission Procedure

Proposals must be exclusively submitted electronically using the CEI Electronic Submission System accessible at <https://application.cei.int>. Access to the CEI Electronic Submission System is subject to registration as a CEI user at <https://application.cei.int/wp-login.php?action=register>

**Who?** Applications must be submitted by a representative/contact person of the applicant organisation.

**How?** Once you have your CEI Login username and password you can start the submission process by logging in at <https://application.cei.int/wp-login.php> and accessing the CEI Electronic Submission System.

**Under this Call for Proposals an applicant institution can apply only once. Should an applicant institution submit more than one Application Package, all the applications submitted will be rejected.** Furthermore, should an applicant be partner/beneficiary in applications different from that submitted by it, the Secretariat reserves the right to reject this other application or to exclude the concerned partner/beneficiary.

## 6.4. Notification and Assignment of Reference Number

Upon completion of the online submission procedure, the applicant will receive by email the Reference Number of the Application, assigned to it automatically and univocally by the system. Applicants will need to keep the Reference Number for monitoring the further appraisal and notification phases.

There is no further contact between the CEI and the applicants on the proposal until after completion of the evaluation with the exception of the following cases:

- If the CEI needs to contact the applicant to clarify matters such as eligibility or to request additional information;
- In response to an enquiry or complaint made by the applicant.

## 7. Evaluation Procedure

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The evaluation procedure consists of three steps:

- STEP 1: Administrative Check
- STEP 2: Eligibility Check
- STEP 3: Evaluation of Applications



Upon completion of the Administrative and Eligibility Check, the roster of shortlisted applications proceeding to the evaluation phase will be published on the CEI website at <https://application.cei.int/application/cf2021/>. The list of those which have failed meeting the Administrative and Eligibility Check criteria (see *Section 5. Eligibility Criteria*) will be published as well. No direct notification to applicants will occur at this stage.

### 7.1. Administrative Check

Rejection clause	Yes/No
Have all parts of the Application Form been filled-in (including the mandatory Annexes according to templates) and submitted as indicated by this Call through the CEI Electronic Submission System? <u>ANNEX 3 DOES NOT APPLY TO PUBLIC ENTITIES</u>	
Is the participation scheme / quorum in line with the criteria set at <i>Section 5.4.</i> ?	
Is the ceiling of the CEI contribution in line with the conditions set at <i>Section 4.1.</i> ?	
Is the percentage of the CEI contribution to the overall budget in line with the conditions set at <i>Section 4.2.</i> ?	

One negative answer suffices to reject the application automatically.

### 7.2. Eligibility Check

Rejection clause	Yes/No
Are the Activity's objectives compliant with the areas of intervention set out in <i>Section 2.</i> ?	
Is the Applicant eligible according to <i>Section 5.2.</i> ?	
Is the Activity eligible according to <i>Section 5.3.</i> ?	

One negative answer suffices to reject the application automatically.

### 7.3. Evaluation

Shortlisted Applications proceeding to the evaluation phase will be assessed according to the Evaluation Grid below and will be ranked according to a merit point system. To assist in the examination, evaluation, and comparison of the proposals and qualification of the applicants, the CEI may, at its discretion, ask any applicant for clarifications. The request for clarifications from the CEI and related replies shall be in writing. The proposals will be examined by an Evaluation Committee and the final score will be the average score of the scores assigned by each evaluator.

#### Scoring guidelines:

- Each question is answered on a **scale from 1 to 10**, where 10 is the highest possible score, and 1 is the lowest.
- The maximum overall score is **100/100**
- Proposals scoring above **65/100** are eligible to co-financing.

Evaluation Grid	Score (1-10)
1. Relevance of the proposed activity to the priorities set by the CEI Plan of Action	
2. Design and quality of the information reported in the application form	
3. Objectives and impact (is the proposed activity suitable of meeting the envisaged goals?)	
4. Is the proposed activity likely to have a follow-up?	
5. Applicant's expertise and past experience	
6. Extension of participation quorum [Score: all CEI Member States (10 points); more than two-thirds of CEI Member States (9 points); respecting the half-plus-one quorum (8 points); below the half-plus-one quorum (7 points); minimum allowed quorum (6 points)]	

7. Relevance of invited attendance	
8. Is the budget clear, consistent and detailed, sound and cost-effective?	
9. Is the envisaged co-financing scheme sound and effective?	
10. Is the CEI visibility and promotion in general adequate?	
<b>TOTAL SCORE</b>	<b>.../100</b>

## 8. Approval of a CEI Contribution

As stated in Rule C4 (CEI Rules for Allocation of Resources), the decision on allocation of CEI contributions is taken by the Committee of CEI National Coordinators (CNC). No direct communication to applicants will occur at this stage. The Secretariat will notify directly both the applicants who are awarded with a CEI contribution and those who are not. The direct notification will occur by email exclusively at a date following the meeting in which the decision has been taken.

## 9. Implementation Period and Location

The activities within this Call shall be implemented **from 1 January to 31 December 2022**. In activities being carried out over longer implementation periods a possible CEI contribution can be approved only for a portion being implemented in the year 2022. The exact date and venue of the proposed activity shall be referred to in the Application Form, generic information is not acceptable.

CEI Cooperation Activities must take place in CEI Member States.

## 10. Contact

Any question regarding the Call for Proposals shall be addressed – up to seven (7) days before the deadline for submission – exclusively in written form by email to [applications.coopfund@cei.int](mailto:applications.coopfund@cei.int) quoting as subject **CF Call 2021 – Questions**. Answers will be provided no later than five (5) days before the deadline for submitting proposals. Pre-screening of applications and/or project ideas before official submission is not admitted.

## 11. Amendments to the Call

Up to fifteen (15) days before each deadline for submission of project proposals, the CEI reserves the right to amend this Call for Proposals by issuing addenda. Any addendum published within the Call for Proposals webpage at <https://application.cei.int/application/cf2021/> will become an integral part of the Call for Proposals. If a project proposal has been submitted before the issuing of the last addenda, the applicant has the right to withdraw or substitute, its proposal within the deadline for the submission of the proposals.

## 12. Debriefings

Any requests for clarifications regarding discarded project proposals are to be addressed to [applications.coopfund@cei.int](mailto:applications.coopfund@cei.int). A formal debriefing meeting at the appropriate level, and with the relevant staff and the applicant, will be organised to discuss strengths and weaknesses of the project proposal if needed. No additional information will be disclosed.

## 13. Guidelines for Application Form Completion

Proposals must be submitted exclusively through the CEI Electronic Submission System accessible at <https://application.cei.int>

Access is permitted to CEI registered users only. The CEI user registration is available at <https://application.cei.int/wp-login.php?action=register>

The CEI Electronic Submission System is an online wizard that guides applicants through the preparation of proposals. The applicant, in accordance with the instructions provided in these Guidelines and over the Call, shall complete the Application Package in English. In most parts of the online Application Form, a maximum number of characters (spaces included) is foreseen. To allow an early preparation of the proposal please note that the Application Package is composed of:

- **Online Application Form**
- **Annex 1 – Budget** (MS Excel file to be downloaded, filled-in and uploaded as PDF on the system)
- **Annex 2 – Applicant’s Signature** (MS Word file to be downloaded, filled-in and uploaded as PDF on the system)
- **Annex 3 – Official Proof of Registration and Courtesy Translation into English** (to be uploaded as PDF, see also 5.2. Eligible Applicants)
- **Annex 4 – Participation Scheme** (MS Word file to be downloaded, filled-in and uploaded as PDF on the system)

Each Annex must be uploaded as a PDF file not exceeding 3MB size.

See instructions below. Fields marked with (\*) are mandatory.

### 13.1. General information

- \* **Title of the Cooperation Activity** Enter the title of the proposed activity. It must reflect the purpose of the proposal and should be relevant enough to become its trademark (max 200 characters)
- \* **Country** Select the CEI country in which the applicant organisation is based.
- \* **Applicant** Please indicate:
  - the name of the applicant organisation in the national language
  - the name of the applicant organisation in English (should not an official English name be present, please provide a translation)
- \* **Envisaged Date of Implementation** Please refer to the date of the proposed activity.
- \* **Venue/location** Please indicate the venue/location of the proposed activity. (max 200 characters)
- Notes** In case of longer programmes or actions, please define which is the portion requesting CEI support. Please note that the CEI does not finance multiple events. Generic information will not be accepted. (max 500 characters)
- \* **Total budget** Please indicate the total budget of the activity in EUR.
- \* **Requested CEI Contribution** Please indicate the amount of the requested CEI contribution in EUR
- \* **% of total cost of the project** Please refer to the percentage of the requested CEI contribution with respect to the total budget of the activity
- Registration fee** If a registration fee is applied to participants, please indicate here the amount of the fee in Euro, to which categories of participants it is applied, which budget lines are to be covered by the registration fee. Please indicate the revenue from registration fees in the budget co-financing scheme, as appropriate (max 500 characters).

## 13.2. Applicant

- \* **Description of the Applicant** Please provide a concise description of the applicant including background information and main activities (max 2500 characters).
- \* **Legal Status of the Applicant** Please indicate the legal status of the applicant (public body, private entity, NGO, international organisation or other, and reference to type of documentation attached as registration proof, if applicable). Please note that for certain categories of Applicants the submission of Annex 3 is mandatory. (max 1000 characters)  
**Experience with the CEI (if applicable)** Please state whether you have been applicant, recipient, partner, or beneficiary, directly or indirectly, in any CEI activities/projects of any kind in the past. If so, please provide the relevant details (Reference Number, Title, Amount of CEI contribution received, etc.). (max 1000 characters)
- \* **Applicant's contact details**  
 \*Name of the Institution, \*Address, Website
- \* **Legal Representative of the Applicant Institution**  
 \*Ms/Mr, \*Name, \*Surname, \*Position, \*Phone, \*Email
- \* **Person responsible for the implementation and final reporting**  
 \*Ms/Mr, \*Name, \*Surname, \*Position, \*Phone, \*Email
- \* **Person responsible for financial management and final accounting**  
 \*Ms/Mr, \*Name, \*Surname, \*Position, \*Phone, \*Email

## 13.3. Participation

The fields below are to be filled-in within the application form. Additional information is to be provided into Annex 4 – Participation Scheme.

- \* **CEI Countries** Please indicate from which CEI Member States the attendees to the activity are coming (as per CEI Rules attendees must come from at least 6 CEI Member States).  
**Other** Please refer to additional participation  
**International bodies** Please refer to participation from international bodies

## 13.4. Compatibility with the CEI Plan of Action

- \* **Compatibility with the CEI Plan of Action** Please refer to Objective of the Plan of Action in which you consider your proposal to better fit in. Please restrict your choice to one priority area.
- \* **Description** Please explain how and why the proposed activity is contributing to meeting the CEI objectives outlined in the Plan of Action, including cross-cutting references to other objectives if applicable (max 1000 characters).

## 13.5. Compatibility to UN Agenda 2030 and Sustainable Development Goals (if applicable)

Please refer to whether and to which extent the proposed activity meets with the Sustainable Development Goals set by the United Nations Agenda 2030 (max 1000 characters).

## 13.6. Description of the Proposal

- \* **Background** Please provide a brief description of the motivations that led to the presentation of the current proposal. Should the proposal be a follow-up of any other activity please elaborate on that as well. (max 2000 characters)

- \* **Description of Activities** Please describe the activities that you will carry out within the proposal, with particular attention to appropriate, practical and consistent information. Nonspecific and abstract, overambitious information is to be avoided. (max 2000 characters)
  - \* **Objectives** Please describe the objectives you intend to reach with the proposed activity, with particular attention to appropriate, practical and consistent information. Nonspecific and abstract, overambitious goals are to be avoided. (max 2000 characters)
  - \* **Communication, Promotion and Dissemination** Please describe which actions you are planning to promote the proposed activity and ensure CEI visibility in its framework, as well as the dissemination actions of the activity outputs. (max 2000 characters)
  - \* **CEI Involvement** Please indicate if you intend to involve/invite any CEI representatives (see the CEI website for more information) in the activity. (max 2000 characters)
- Other Information (if applicable)** Please provide any information you deem important for better understanding the proposed activity. (max 2000 characters)

### 13.7. Annexes

- \* **Annex 1- Budget** The template of Annex 1 is provided in Excel format. Please fill it in by providing information, as applicable and as appropriate, concerning the resources needed for implementing the proposed activity, including those requested to the CEI. Please read carefully the list of expenses which are eligible for CEI reimbursement and those which are not (Sections 5.5. and 5.6.). A guiding info is also available on the various fields of the chart. Download the template, fill it in, and upload it as PDF into the system.
  - \* **Annex 2 - Applicant's Signature** The template of Annex 2 is provided in Word format. It must be signed by the Legal Representative of the applicant organisation. Download the template, include the applicant's letterhead (if possible), fill it in, print it, have it signed, stamped (if possible), and upload it as PDF into the system.
- Annex 3 - Official Proof of Registration and Courtesy Translation into English** Annex 3 is meant to provide confirmation that the Applicant is eligible according to Section 5.2. Eligible Applicants of Call. Non-Governmental and Civil Society Organisations as well as private entities must include in the Application Package an official proof of registration. Should the document be issued in a language different from English, applicants are kindly requested to provide a courtesy, non-certified translation of its contents or to provide the official version in English if available from the issuing institution (e.g. Chamber of Commerce or other national registry as appropriate). The two documents must be scanned into a single PDF file and then uploaded into the system. **ANNEX 3 DOES NOT APPLY TO PUBLIC ENTITIES**
- \* **Annex 4 – Participation Scheme** The template of Annex 4 is provided in Word format. Please provide information on the expected participation in the Cooperation Activity (i.e. number of expected/invited participants, from which countries and institutions they will come from, which role they will have in the activity). Download the template, fill it in, and upload it as PDF into the system.