Form 1: Concept Note Application

Name of the organisation:

Name of the representative:

Function:

Date and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organisation Stamp)

*Once you filled-in this template and all associated forms for the concept note, please send all documents to the BESTbelt Office via email:* [*bestbelt@europeangreenbelt.org*](mailto:bestbelt@europeangreenbelt.org)*. The concept note application is requested as word document. The data volume of the email should not exceed 5 MB.*

*Should you have any questions or encounter any difficulties, please contact the* [*BESTbelt Office*](mailto:bestbelt@europeangreenbelt.org)*.*

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| **1. Overall presentation of the project** | | | | | | | | | | |
| **Reference of the proposal:**  *Will be filled in by the receiving party* | | |  | | | | | | | |
| **Project title:** | | |  | | | | | | | |
| **Region of the European Green Belt:**  *The* [*region*](https://www.europeangreenbelt.org/european-green-belt/)*(s) where the project will take place* | | | Fennoscandia | | Baltic | | | Central | | Balkan |
|  | |  | | |  | |  |
| **Geographic scope:**  *The site where the project will take place. If this area is located outside of* [*the indicative spatial reference*](https://euronatur.maps.arcgis.com/apps/SimpleViewer/index.html?appid=15d1f23a9920421db93d8132908c405d) *area of the European Green Belt, please provide a short, separate written statement (max. one page) how the activities are still in line with the BESTbelt principles.* | | |  | | | | | | | |
| **Start date:**  *At the earliest 01 November 2023* | | | *DD/MM/202Y* | | | **End date:** *At the latest by 31 October 2025* | | | *DD/MM/202Y* | |
| **Duration (in months):**  *24 months maximum.* | | |  | | | | | | | |
| **BESTbelt objectives addressed by the project**  *Select one or two objectives* | | | | | | | | | | |
|  | 1. Conservation and/or restoration of biodiversity and ecosystem services | | | | | | | | | |
|  | 1. Sustainable use of biodiversity, natural resources and ecosystem services | | | | | | | | | |
|  | 1. Ecosystem-based climate change mitigation and adaptation | | | | | | | | | |
|  | 1. Environmental education and local capacity building | | | | | | | | | |
|  | 1. Enhance ecological connectivity | | | | | | | | | |
|  | 1. Strengthen and support green infrastructure | | | | | | | | | |
| **Project Summary**  ***Maximum 200 words*** | | | | | | | | | | |
|  | | | | | | | | | | |
| **2. Organisation** | | | | | | | | | | |
| **Organisation legal name:** | | | |  | | | | | | |
| **Common name of the organisation/acronym:** *(if any)* | | | |  | | | | | | |
| **Address:** | | | |  | | | | | | |
| **Website:** *(if any)* | | | |  | | | | | | |
| **Project leader contact details**  *Main referent for the BESTbelt Project Team* | | | | **Authorised signatory**  *Person habilitated to sign contracts for the organisation, if different than the project leader* | | | | | | |
| **Name/Surname:** | |  | | **Name/Surname:** | | |  | | | |
| **Job title:** | |  | | **Job title:** | | |  | | | |
| **Email:** | |  | | **Email:** | | |  | | | |
| **Phone:** | | + | | **Tel:** | | | + | | | |

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| **Type of organisation**  *Select the relevant type of organisation corresponding to your situation* | | | | | |
| NGOs, CSOs, non-profit organisations  Small and micro socio-professional organisations, enterprises, for-profit organisations (defined after SMEs)  Sub-national authorities of the EGB region (municipalities, cities, municipal and intermunicipal services)  Local government departments  National or local Research organisations Registered charity  Other types of organisation  *Please specify your type of organisation here:* | | | | | |
| **Presentation of your organisation (type of organisation, governance structure, organisation policies, founding date, size, operational expenditure, aims according to statutes….) and role in the project**  ***Maximum 300 words*** | | | | | |
|  | | | | | |
| **Is the lead applicant involved in an ongoing BESTbelt project as lead applicant?**  *An organisation can be involved only in one BESTbelt project as lead applicant at a time* | | ☐ Yes | No | | |
| **Is there any co-applicant?**  *If yes, please complete the information below* | | Yes | No | | |
| **Co-applicant 1**  *Add as many lines as co-applicants* | | | | | |
| **Organisation legal name:** | |  | | | |
| **Type of organisation:**  *Choose among the relevant types of organisation above* | |  | | | |
| **Presentation of the organisation, structure and role in the project**  ***Maximum 300 words*** | | | | | |
|  | | | | | |
| **Applicant(s) and co-applicant(s) capacities: describe the relevant technical experience, financial background (main funding sources) and competences of your organisation(s) that demonstrate your capacities to ensure a good implementation of the project (this includes management experience of similar projects as well as the technical and financial management of your organisation(s)).**  ***Maximum 400 words*** | | | | | |
|  | | | | | |
| **Are your organisation and/or your co-applicant(s) involved in other projects submitted to this call as lead or co-applicant(s)?** *An organisation can submit a maximum of two proposals. If yes, please complete the information below* | | | | Yes | No |
| **Project title:** |  | | | | |

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| **3. Project Description** | | |
| **1. Context** | | |
| *Give the context of the project in a concise manner, describe the current situation and the nature of the problem/threat and why it is important to address it.* ***Maximum 200 words*** | | |
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| **2. BESTbelt Objectives addressed by the project** | | |
| *Explain the objectives of the project and how the above-mentioned issue(s) will be addressed.* ***Maximum 200 words*** | | |
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| **3. Relevance to BESTbelt and the EGB** | | |
| *Describe shortly the relevance of the project to the BESTbelt objectives and principles. Describe how the project is related to the EGB and how it contributes to reaching the vision of the EGB Initiative.* ***Maximum 200 words*** | | |
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| **4. Activities** | | |
| *Indicate the expected results and the activities proposed. Outline the intervention logic (how the activities will lead to the results and the objectives of the project). Explain how the result is connected to the EGB, its further development, and the vision of the EGBI.* ***Maximum 200 words*** | | |
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| **5. Partnerships and stakeholders** | | |
| *Describe the key actors on local and regional level. Who is targeted by the project? What partnership(s) is being set-up for the project? Which organisation(s) has been consulted? Describe the roles of partnerships, (transboundary) cooperation (if there are any) and relevant stakeholders for the project.* ***Maximum 200 words*** | | |
|  | | |
| **A. Engagement in transboundary work (only relevant for projects applying for a transboundary application)** | | |
| *Indicate why your project involves a strong transboundary cooperation across administrative boundaries and why this is necessary to reach your objectives. Explain the roles of the partners and why they want to collaborate.* ***Maximum 400 words*** | | |
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| **6. Timeline, risks and resources** | | |
| *Indicate the expected timeline and human resources to be mobilised. Specify the main risks toward the achievement of your project and how these will be mitigated.* ***Maximum 200 words*** | | |
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| **7. Cost efficiency and budget quality** | | |
| **Requested Grant Amount:** | € | |
| **Foreseen distribution of the Grant (in % of the total amount):** *Detail here the overall foreseen distribution among cost categories* | **Cost category** | **Distribution** |
| Human Resources | % |
| Travel | % |
| Equipment and supplies | % |
| Other costs and services | % |
| *State your budget distribution and explain how it will sufficiently finance all described activities and actions.* ***Maximum 200 words*** | | |
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| **8. Sustainability and added value** | | |
| *Indicate how the sustainability of the project will be ensured and how it could be replicated. Describe whether the project includes specific added-value elements and integrate cross-cutting issues (such as gender equality).* ***Maximum 200 words*** | | |
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| **4. Check List** | |
|  | **Check if complete** |
| Concept note signed by an authorised person (*electronic or scanned signature are accepted*) |  |
| Applicant Declaration duly signed (*electronic or scanned signature are accepted*) |  |
| Co-applicant mandate, *if applicable* (*electronic or scanned signature are accepted*) |  |

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| **Name and Signature of the authorised representative:** |  | **Date:** |  |