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 form 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:**  *The region where the project will take place* | |  | | | | |
| **Geographic scope:**  *The site where the project will take place. If this area is located outside of the indicative spatial reference 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 objectives.* | |  | | | | |
| **Start date:**  *At the earliest 01 October 2022* | | *DD/MM/202Y* | | **End date:** *At the latest by 30 September 2024* | | *JJ/MM/202Y* |
| **Duration (in months):**  *24 months maximum.* | |  | | | | |
| **Main BEST objective addressed by the project**  *Select only one objective* | | | | | | |
|  | 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 | | | | | |
| **Secondary BEST objectives addressed by the project**  *Optional - select, if relevant, one or two other objectives that differ from the main objective selected* | | | | | | |
|  | 1. Conservation and/or restauration 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 | | | | | |
| **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 | | % | |
| **Project Summary**  ***Maximum 200 words*** | | | | | | |
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| **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  Other types of organisation  *Please specify your type of organisation here:* | | | | | |
| **Presentation of your organisation and role in the project**  ***Maximum 250 words*** | | | | | |
|  | | | | | |
| **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 and role in the project**  ***Maximum 200 words*** | | | | | |
|  | | | | | |
| **Applicant(s) and co-applicant(s) capacities: describe the relevant technical experience 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** |
| **A. CONSISTENCY WITH BASIC OBJECTIVES** |
| *Give the background/context of the project in a concise manner, describe the current situation and the nature of the problem/threat.* ***Maximum 200 words*** |
|  |
| *Describe how the implementation will be in line with the BESTbelt objectives, how it is related to the EGB and its vision. Explain how the project will incorporate and improve local structures and actions at the EGB.* ***Maximum 200 words*** |
|  |
| **B. RELEVANCE AND EFFECTIVENESS** |
| *Explain how the subject is relevant for the development of the EGB and why your project is adequate to tackle the abovementioned problem.* ***Maximum 200 words*** |
|  |
| *Describe how the project will produce significant and tangible impacts during its lifetime and beyond.* ***Maximum 200 words*** |
|  |
| **C. PROJECT STRUCTURE AND METHODOLOGY** |
| *State the expected results in a clear and measurable manner. Explain in a logical way how the activities will lead to the expected results and the methodology behind it.* ***Maximum 200 words*** |
|  |
| *Describe the roles of partnerships, transboundary cooperation (if there are any) and relevant stakeholders for the project.* ***Maximum 200 words*** |
|  |
| **D. COST-EFFICIENCY AND BUDGET QUALITY** |
| *State your budget distribution and explain how it will sufficiently finance all described activities and actions.* ***Maximum 300 words*** |
|  |
| **E. FEASIBILITY AND RESILIENCE** |
| *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 300 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*) |  |
| Due Diligence and Financial Capacity Questionnaire for the Lead Applicant and Co-Applicant when applicable *(including relevant supporting documents)* |  |

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