Form 6: Full Proposal Application

***You may add photos and other graphics in the form (also possible as annex), if relevant for the project explanation. Once you filled in this template and all associated annexes regarding your Full Proposal, please send all documents to the BESTbelt Office via email:*** [***bestbelt@europeangreenbelt.org***](mailto:bestbelt@europeangreenbelt.org)***. The data volume of the email must not exceed 10 MB. Should you have any questions or encounter any difficulties, please contact the*** [***BESTbelt Office***](mailto:bestbelt@europeangreenbelt.org)***.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Overall presentation of the project** | | | | | | | | |
| **Reference of the proposal:** | |  | | | | | | |
| **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 area of the European Green Belt[[1]](#footnote-1), please provide a short, separate written statement (max. 1 page) how the activities are still in line with the BESTbelt objectives.* | |  | | | | | | |
| **Start date:**  *At the earliest by 01 October 2024* | | *DD/MM/202Y* | | | **End date:** *At the latest by 30 September 2026* | | *DD/MM/202Y* | |
| **Duration (in months):**  *Max. 24 months* | |  | | | | | | |
| **BESTbelt objective addressed by the project:**  *Select one or two objectives* | | | | | | | | |
|  | 1. Conservation and/or restoration of biodiversity and ecosystem services | | | | | | | |
|  | 2. Sustainable use of biodiversity, natural resources and ecosystem services | | | | | | | |
|  | 3. Ecosystem-based climate change mitigation and adaptation | | | | | | | |
|  | 4. Environmental education and local capacity building | | | | | | | |
|  | 5. Enhance ecological connectivity | | | | | | | |
|  | 6. Strengthen and support green infrastructure | | | | | | | |
|  | 7. Creation of green job opportunities in the field of conservation and/or restoration of biodiversity and ecosystem services and their sustainable use.[[2]](#footnote-2) | | | | | | | |
| **Requested Grant Amount (EUR/€):**  *Make sure that the amount indicated here is the same as the amount indicated in your detailed budget. No co-funding is required.* | | | € | | | | | |
| **Project Description:**  *In addition to the project description, please include a map showing the area(s) where the project activities will take place. If more appropriate, please submit as an annex. (max. 500 words)* | | | | | | | | |
|  | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Organisation** | | | | | | | |
| **Organisation’s legal name:** | | | |  | | | |
| **Organisation’s common name/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:** | |  | |
| **Tel:** | | + | | **Tel:** | | + | |
| **Co-applicant’s legal name** | | | | | | | |
| **1.** | *Add as many lines as there are co-applicants* | | | | | | |
| **For both the applicant and co-applicant(s), please list the name(s) of the person(s) who will be involved in the project below.** | | | | | | | |
| **Name/Surname** | | | **Organisation** | | **Job title** | | **Role in the project** |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
| ***[Add further lines when necessary]*** | | |  | |  | |  |
| **3. Project description** | | | | | | | |
| **BESTbelt objectives**  *Explain the background/context of the project and how the project objective will* ***concretely contribute to the BESTbelt objective(s) you have chosen above. (max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **European Green Belt vision and other strategies**  *Highlight in a concise manner the relevance of the project for the European Green Belt and its Vision. Explain how the project is relevant for the implementation of national and local policies and strategies (when available), as well as with the European Biodiversity Strategy.* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Expected results and impacts**  *Highlight tangible expected impacts and results during the lifetime of the project; ensure that expected results are defined clearly;* ***strong recommendation*** *of using the SMART approach: Specific, Measurable, Achievable, Realistic and Timely.* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Stakeholders**  *Present the stakeholders involved, their* ***roles****,* ***activities*** *and expected* ***contribution*** *with the* ***modalities of collaboration*** *during the project implementation.* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Capacity building and local partnership(s)**  *Describe how the project will contribute to local capacity building, to share experiences and develop collaborations. Explain how local partners are sufficiently integrated in the project.* ***(max. 200 words)*** | | | | | | | |
|  | | | | | | | |
| **Cooperation**  *Describe the synergies and complementarities with other projects in the same region or any other countries located at the European Green Belt that will contribute to* *transboundary cooperation, coherence or the global reach.*  ***(max. 200 words)*** | | | | | | | |
|  | | | | | | | |
| **Engagement in transboundary work (only relevant for projects with a specific a transboundary focus)**  *Describe how the cross-border focus enhances the impact of the project and explain the role and added value of the transboundary cooperation.* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Activities**  *Present, list and detail the activities and their* ***relevance*** *to reach the expected results.  Present also the* ***feasibility****, in line with* ***budget*** *and* ***timeline****. Explain how the activities will improve the relevant targets on the long-term.* ***(max. 400 words; without the tables: “Overview of Activities”, “Timeline” and “Risks”)*** | | | | | | | |
|  | | | | | | | |
| |  |  | | --- | --- | | **Overview of Activities** | | | **Expected result 1:** | | | **Activity 1.1:** |  | | **Activity 1.2:** |  | | **Activity 1.3:** |  | | **Expected result 2:** | | | **Activity 2.1:** |  | | **Activity 2.2:** |  | | **Activity 2.3:** |  | | **Expected result 3:** | | | **Activity 3.1:** |  | | **Activity 3.2:** |  | | **Activity 4:** |  | | **Activity 5:** |  | | ***[Add further lines when necessary for more results/ activities]*** |  | |  |  | | | | | | | | |
| **Project schedule**  *Complete the planning of activities below, please add columns depending on your project duration (max. 24 months)* | | | | | | | |
| |  | | --- | | **Timeline** | | **Month** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | **Expected Result 1** | | | | | | | | | | | | | | | | Activity 1.1 *add description here* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 1.2 *add description here* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 1.3 *add description here* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Expected Result 2** | | | | | | | | | | | | | | | | Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Expected Result 3** | | | | | | | | | | | | | | | | Activity 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | ***[Add further lines when necessary]*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| **Risks**  *List below the risks linked to the project as well as their probabilities of occurrence, impact level and mitigation actions.* | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Risk description** | **Probability of** **occurrence (H/M/L)\*** | **Impact on the project  (H/M/L)\*** | **Mitigation action(s)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | ***[Add further lines when necessary]*** |  |  |  | | \* Legend: **H**igh / **M**edium / **L**ow |  |  |  | | | | | | | | |
| **Logical Framework**  *Please fill in the respective template available on the* [*BESTbelt webpage*](https://www.europeangreenbelt.org/bestbelt/) *and submit it together with the Full Proposal.* | | | | | | | |
| **Legal framework**  *Specify if you have all necessary authorisation to implement the activities in line with local, national and international regulations; in particular if you are working with protected species, collecting any biomaterial (such as seeds) or if commercial benefits are expected. Enclose the relevant authorisations.* ***(max. 200 words)***  *Once provided, please also mark this point as “completed” in the check list at the bottom of this document!* | | | | | | | |
|  | | | | | | | |
| **Budget**  *Complete the budget using the template available on the* [*BESTbelt webpage*](https://www.europeangreenbelt.org/bestbelt/)*. Explain the distribution of the budget and how this is justified to achieve the project goals.*  *The supervision and durability of the project must be secured by the applying organisation. Therefore, it is highly recommended to include a minimum of staff costs, which is accounted by your BESTbelt project. If the project coordination is realised by an external expert instead of internal staff, please explain the reasons for your working model and how you intend to organise internally as well as potential synergies deriving from the chosen structure. Please state how supervision and durability will be secured.* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Sustainability and replicability**  *Describe how the project will maintain its benefits after the project has been completed and the envisaged replicability measures.* ***(max. 200 words)*** | | | | | | | |
|  | | | | | | | |
| **Communication and visibility**  *List the communication and dissemination activities that will be implemented:**How will the project engage with the targeted audience(s)? What are the key messages and expected results?* ***(max. 300 words)*** | | | | | | | |
|  | | | | | | | |
| **Gender equality and equal opportunities**  *Highlight how the project will take into account gender equality and equal opportunities, the needs and rights of people with disabilities, youth and minorities.* ***(max. 200 words)*** | | | | | | | |
|  | | | | | | | |

|  |  |
| --- | --- |
| **4. Checklist** | |
|  | **Check if complete** |
| (FORM 6) Full Proposal Application form completed and duly signed\* |  |
| (FORM 7) Budget form completed |  |
| (FORM 8) Logical Framework form completed |  |
| (FORM 9) “Due diligence and Financial Capacity Questionnaire” form for lead applicant completed (including relevant supporting documents) and duly signed\* |  |
| (FORM 10) “Due diligence and Financial Capacity Questionnaire” form for co-applicant(s) completed (including relevant supporting documents) and duly signed\* (if applicable) |  |
| (FORM 11) Financial ID form completed and duly signed\* |  |
| Legal framework and supporting documents *(authorisation, certification etc.)* provided (if applicable) – *see the above “Legal framework” section in the document* |  |

\* Electronic or scanned signatures are accepted. For electronic signatures, the process must be verifiable and comprehensible. Signatures must be done by authorized persons representing the organisation.

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

1. Click [here to open the online map](https://euronatur.maps.arcgis.com/apps/SimpleViewer/index.html?appid=15d1f23a9920421db93d8132908c405d) of the indicative spatial reference area of the European Green Belt. [↑](#footnote-ref-1)
2. The term “green jobs”, especially in relation to the European Green Belt, is defined in a report called “Comprehensive analysis of the potential of sustainable jobs along the European Green Belt and its valorisation” prepared by Trinomics for the BESTbelt project in 2023. Download the report [here](https://www.europeangreenbelt.org/bestbelt/green-jobs). [↑](#footnote-ref-2)