Form 1: Concept Note Application

***Important: Once you complete 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 needs to be handed in as Word document. The data volume of the email including all attachments must not exceed 10 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 BESTbelt Office* | | |  | | | | | | | |
| **Project title:** | | |  | | | | | | | |
| **Requested grant amount (EUR/€):** | | | € | | | | | | | |
| **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 |
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| **Geographic scope:**  *The site where the project will take place. If this area is located outside of the indicative spatial reference area[[1]](#footnote-1) of the European Green Belt, please provide a short, separate written statement (max. 1 page) how the activities are still in line with the BESTbelt principles.* | | |  | | | | | | | |
| **Start date:**  *At the earliest 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 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 | | | | | | | | | |
|  | 1. 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) | | | | | | | | | |
| **Project summary**  ***(max. 250 words)*** | | | | | | | | | | |
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| **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:** | | + | | | | |
| It is herewith confirmed that the authorised signatory is informed about this application. | | | | ☐ Yes | | | No | | | |

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| **Type of organisation**  *Select the relevant type of organisation corresponding to your situation* | | | | |
| NGOs, CSOs, non-profit organisations  Sub-national authorities of the EGB region (municipalities, cities, municipal and intermunicipal services)  Local government departments  National or local Research organisations  Registered charity  Other type of organisation:  *Specify here:* | | | | |
| **Presentation of your organisation**  *Please elaborate on the following aspects and make sure that all of them are covered: aims of the organisation, current main activities, founding date, number of members (if applicable), annual operational expenditure, governance structure, and role in the project.*  ***(max. 300 words)*** | | | | |
| **Aims of the organisation:**  **Current main activities:**  **Founding date:**  **Annual operational expenditure:**  **Number of members (if applicable):**  **Governance structure:**  **Role in the project:** | | | | |
| **Is the lead applicant currently 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 for the fields below* | | | | |
| **Co-applicant 1 organisation’s legal name:** |  | | | |
| **Type of co-applicant 1 organisation:**  *Choose among the relevant types of organisations above* |  | | | |
| **Presentation of the co-applicant 1 organisation, structure and role in the project**  ***(max. 200 words)*** | | | | |
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| **Lead 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.**  ***(max. 200 words)*** | | | | |
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| **Is the lead applicant involved in another project application in the 3rd BESTbelt Call?** | | | Yes | No |
| **Is the lead applicant already involved in a BESTbelt project (from the 1st or 2nd BESTbelt Call)?** | | | Yes | No |
| **Is one of the co-applicants (if applicable) involved in the 3rd BESTbelt Call with another project application?** | | | Yes | No |
| **Is one of the co-applicants (if applicable) already involved in a BESTbelt project (from the 1st or 2nd BESTbelt Call)?** | | | Yes | No |

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| **3. Project Description** | | | | |
| **1. Context** | | | | |
| *Give the context of the project concisely. Describe the current situation and the nature of the problem/ threat and why it is important to address it.* ***(max. 200 words)*** | | | | |
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| **2. Objectives of the project** | | | | |
| *Explain the objectives of the project and how the above-mentioned issue(s) will be addressed.* ***(max. 200 words)*** | | | | |
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| **3. Relevance to BESTbelt and the European Green Belt** | | | | |
| *Briefly describe the relevance of the project for the BESTbelt objectives and principles. Describe how the project and its objectives/results are related to the EGB and its further development and how it contributes to reaching the vision of the European Green Belt Initiative.* ***(max. 200 words)*** | | | | |
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| **4. Activities** | | | | |
| *Indicate the expected results and the proposed activities. Outline the intervention logic (how will the activities lead to the expected project results and objectives). Explain how the results are connected to the European Green Belt, its further development, and the vision of the European Green Belt Initiative.* ***(max. 300 words)*** | | | | |
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| **5. Partnerships and stakeholders** | | | | |
| *Describe the key actors on the 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.* ***(max. 200 words)*** | | | | |
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| **6. Engagement in transboundary work (only relevant for projects applying for a transboundary project)** | | | | |
| *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.* ***(max. 400 words)*** | | | | |
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| **7. 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.* ***(max. 200 words)*** | | | | |
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| **8. Cost efficiency and budget quality** | | | | |
| **Requested Grant Amount (EUR/€):** | € | | | |
| **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.* ***(max. 200 words)*** | | | | |
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| It is herewith confirmed that the proposal describes a stand-alone project with no planned or expected co-funding apart from BESTbelt support. | | Yes | | No |
| **9. 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 integrates cross-cutting issues, such as gender equality.* ***(max. 200 words)*** | | | | |
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| **4. Checklist** | |
|  | **Check if applicable** |
| (FORM 1) Concept Note completed |  |
| (FORM 2) Applicant Declaration duly signed\* |  |
| (FORM 3) Co-Applicant Declaration and Mandate duly signed\* (if applicable) |  |
| Application approved by authorised signatory |  |

\* 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.

1. A map showing the indicative spatial reference area of the European Green Belt in detail will be updated on the [BESTbelt website](https://www.europeangreenbelt.org/bestbelt/calls-for-proposals). Please check the website for updates regularly. [↑](#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)