6.pielikums

Projektu iesniegumu atlases nolikumam

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| **Application to the European Social Fund project** |

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| **Project title:** |  | | | | |
| **Number and title of the specific objective//event selection round:** | Activity 14.1.1.1. “Digitalisation initiatives to improve the quality of studies” of specific objective 14.1.1. “Recovery measures in the education sector (ESF)” of the Operational Programme “Growth and Employment” | | | | |
| **Project applicant:** |  | | | | |
| **Taxpayer registration code:** |  | | | | |
| **Classification of the project applicant:** |  | | | | |
| **Type of the project applicant *(according to Annex 1 of the Regulation 651/2014[[1]](#footnote-1)*):** |  | | | | |
| **State budget financed institution** |  | | | | |
| **Project applicant classification according to General Classification of Economic Activity NACE:** | NACE code | Title of economic activity | | | |
|  |  | | | |
| **Legal address:** | Street, name of house, No./apartment No. | | | | |
| City | District | | Town or region | |
| Postcode | | | | |
| E-mail | | | | |
| Website | | | | |
| **Contact information:** | Contact person Name, Surname | | | | |
| Position | | | | |
| Phone | | | | |
| E-mail | | | | |
| **Correspondence address**  ***(to be filled, if different than legal address)*** | Street, name of house, No./apartment No. | | | | |
| City | | District | | Town or region |
| Postcode | | | | |
| **Project identification No.\*:** |  | | | | |
| **Project submission date\*:** |  | | | | |

*\*Filled in by CFCA*

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| **SECTION 1 - PROJECT DESCRIPTION** |

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| * 1. **Project summary: objective, main activities, duration, total costs and planned results of the project (<4000 characters>)**   (information will be published after the project is confirmed): |
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| * 1. **Objective of the project and its rationale (<6000 characters>):** |
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| **Description of problems and solutions, including description of group problems and solutions** **(<15000 characters>)** |
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| * 1. **Description of the project target group (<5000 characters>)** |
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| **1.5.Project activities and results to be achieved:** | | | | | |  |
| **No.** | **Project activity\*** | **Description of project activity**  **(<2500 characters for each activity>)** | **Result** | **Numerical result** | | **Partners Involved\*\*** |
| **Amount** | **Unit** |  |
| **1.** |  |  |  |  |  |  |
| *2.* |  |  |  |  |  |  |
| *2.1* |  |  |  |  |  |  |
| *2.2* |  |  |  |  |  |  |
| *2.3* |  |  |  |  |  |  |
| *2.4* |  |  |  |  |  |  |
| *2.5.* |  |  |  |  |  |  |

\*The project activities must coincide with the time schedule for the project implementation (Annex 1). All activities to be supported within the project must be indicated - both the ones performed before project

confirmation, and the ones planned to be fulfilled after the confirmation of the project application.

*\*\* Identification number of the involved partner/s must correspond to the partner number from Table 1.9.*

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| **1.6.** **The monitoring indicators to be achieved in the project in accordance with the regulatory enactments regarding the implementation of the specific objective or measure of the European Union Fund specified in the following:** |

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| --- | --- | --- | --- | --- | --- |
| **1.6.1. Output indicators** | | | | | |
| **Nr.** | **Name of the indicator** | **Scheduled value** | | **Unit** | **Notes** |
| **year** | **final value** |
| 1. | Number of higher education institutions that have received support from the European Social Fund for the implementation of digitalisation initiatives that promote a modern study process based on innovative technological solution |  |  | Number of universities |  |
| **1.6.2. Result indicators** | | | | | |
| **Nr.** | **Name of the indicator** | **Scheduled value** | | **Unit** | **Notes** |
| **year** | **final value** |
| 1. | Number of higher education institutions that have introduced digitalisation initiatives that promote a modern study process based on innovative technological solutions |  |  | Number of universities |  |

|  |  |
| --- | --- |
| * 1. **Project implementation place:** | |
| **1.7.1. Project implementation address\*** |  |
| The whole Latvia |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.9. Information about partner/partners** | | | |
| 1.9.1. Name of partner\*: |  | | |
| Taxpayer registration code: |  | | |
| Type of the Partner: |  | | |
| Legal address: | *Street, name of house, No./apartment No.* | | |
| *City* | *City* | *City* |
| *Postcode* | | |
| *E-mail* | | |
| *Website* | | |
| Contact information: | *Name and surname of contact person* | | |
| *Position* | | |
| *Phone* | | |
| *E-mail* | | |
| Correspondence address  *(to be filled, if different than legal address)* | *Street, name of house, No./apartment No.* | | |
| *City* | *City* | *City* |
| *Postcode* | | |
| **Justification of the reason for the choice of the Partner**  (*including Partner's investment in the project and the benefits of participating in the project*) |  | | |

*\* if several partners are expected to be involved in the implementation of the project, information is provided for each partner.*

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| **SECTION 2 - PROJECT IMPLEMENTATION** |

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| **2.1 Project implementation capacity** | |
| Administering capacity **(<8000 characters>)** |  |
| Financial capacity **(<5000 characters>)** |  |
| Implementation capacity **(<8000 characters>)** |  |

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| **2.2 Description of project implementation, management and monitoring** |
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| **2.3 Project implementation time\* (full months):** |  |

*\* The project implementation time must coincide with the period specified in the project implementation schedule (Annex 1) after the conclusion of the Contract*

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| --- | --- | --- | --- | --- | --- |
| **2.4 Assessment of project risks:** | | | | | |
| **No.** | **Risk** | **Risk description** | **Risk influence**  (high, medium, low) | **Probability of seizing**  (high, medium, low) | **Measures of risk prevention/mitigation** |
| 1. | **Management and implementation staff** |  |  |  |  |
| 2. | **Financial** |  |  |  |  |
| 3. | **Implementation** |  |  |  |  |
| 4. | **Legal** |  |  |  |  |
| 5. | **Risk of attainment and administration of results and monitoring indicators** |  |  |  |  |
| 6. | **Other** |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.5. The project's substantive connection with other submitted/implemented/currently being implemented projects:** | | | | | | | | |
| No. | Project title | Project number | Project summary, main activities | Description of complementarity/demarcation | Project total costs  *(euro)* | Source and type of funding (state/municipal budget, EU funds, other) | Project implementation time (mm/yyyy) | |
| Project launch | Project completion |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |

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| **SECTION 3 - COMPLIANCE WITH THE HORIZONTAL PRINCIPLES** |

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| **3.1. Description of the compliance with the horizontal principle "Equal Opportunities" (<3000 characters>)** |
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| **3.3. Description of the compliance with the horizontal principle "Sustainable development"  (< 3000 characters >)** |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.4. The indicators to be reached when implementing the horizontal principle "Sustainable Development" planned for the project:** | | | | | | |
| **No.** | **Title of the indicator** | **Initial value** | | **Achievable value** | **Unit** | **Notes** |
| 1. | Green procurement | |  |  |  |  |

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| **SECTION 5 - PUBLICITY** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Informative and publicity activities of the project** | | | |
| **Type of the activity** | **Description of the activity** | **Implementation period** | **Amount** |
| **Informative poster** |  |  |  |
| **On-line information** |  |  |  |
| Other (please, indicate) |  |  |  |

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| **SECTION 6 - MAINTENANCE OF PROJECT RESULTS AND PROVISION OF SUSTAINABILITY** |

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| **6.1. Describe how the results achieved during the project will be maintained after completing the project (<3000 characters>):** |
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| **SECTION 7 – STATE AID** |

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| 7.1. | Project implementation type: |  |

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| **SECTION 8 - ACKNOWLEDGEMENT** |

I, the undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*name, surname*

Responsible official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the

*Title of the project applicant*

Project applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Job title*

hereby confirm that at the moment of submitting the project application

1. the project applicant does not comply with any provisions for the exclusion of project applicants referred to in Section 23, Paragraph 1 of the Law on the Management of the European Union Structural Funds and the Cohesion Fund for the Programming Period 2014-2020;
2. the project applicant has sufficient and stable financial resources (not applicable to the state budget institutions);
3. the information provided in the project application and its annexes is true and the co-financing of the European Social Fund requested by the project will be used in accordance with the project application;
4. there are no reasons why this project could not be implemented or its implementation could be delayed, and I confirm that the obligations stipulated in the project can be carried out in the regulatory enactments regarding the implementation of the specific objective of the European Social Fund or the implementation of the measure within the time limits specified;

I am aware that the project may not be approved for co-financing from the European Social Fund if the project application, including this section, is not fully and qualitatively completed, as well as if the funding of the European Social Fund (for the current year/planning period) for the regulatory enactments regarding the implementation of the specific objective of the European Social Fund or its measure have been used up at the moment of project approval.

I am aware that in the case of false information in the confirmation, administrative sanctions may be imposed against me and against the said legal entity - the project applicant.

I am aware that in case of increase in project costs, the project applicant will cover all costs that may arise as a result of cost fluctuations.

I certify that I am familiar with the specifics of the relevant European Social Fund, the purpose of the specific objective or its measure and the requirements specified in the selection regulations.

I agree on the processing of data specified in the project application in the Cohesion Policy Funds Management Information System for the period of 2014-2020 and on the transfer of information to other national information systems.

I certify that the copies attached to the project application correspond to the original documents in my possession and copies and the electronic version of the project application corresponds to the original project application submitted.

I am aware that the project has to be implemented in accordance with the activities provided for in the project application and the results should be maintained in accordance with the project application.

*Signature\*:*

*Date:*

*dd/mm/yyyy*

*\* In case the project application form is submitted to Cohesion Policy Funds Management Information System 2014-2020 or signed with an e-signature, the signature section is not to be filled in*

# **ANNEXES**

Annex 1

to the Project Application

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| **Project implementation schedule** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project activity number[[2]](#footnote-2) | Project activity title[[3]](#footnote-3) | Project implementation schedule (in quarters) [[4]](#footnote-4) | | | | | | | |
| Year 2022 | | | | Year 2023 | | | |
| 1. | 2. | 3. | 4. | 1. | 2. | 3. | 4. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Annex 2

to the Project Application

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| **Financing plan** |

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| --- | --- | --- | --- | --- |
| Source of funding | Year 2022 | Year 2023 | **Total** | |
|  | Amount | Amount | Amount | % |
| European Social Fund funding |  |  |  |  |
| Eligible state budget financing |  |  |  |  |
| ***Public eligible costs*** |  |  |  |  |
| **Total eligible costs** |  |  |  |  |

Annex 3

to the Project Application

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| **Project budget summary** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Cost positions name\*** | **Type of costs (direct / indirect)** | **Quantity** | **Unit\*\*** | **No. of project activity** | **Costs** | | **TOTAL** | | **int.al.VAT** |
| **eligible** | **ineligible** |
| EUR | % |
| **1.** | **Project costs according to the flat rate** | **indirect** |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 |  |
| 1.1. | Indirect eligible costs shall be planned as a single cost item, applying a flat rate of indirect costs in the amount of 15% of direct eligible personnel costs (2.1.1. and 3.1.1. (filling of the column "incl. VAT" not required)  *Regulation of the Cabinet of Ministers Point 23:*  *Indirect eligible costs shall be planned as a single cost item, applying a flat rate of indirect costs in the amount of 15 per cent of direct eligible personnel costs referred to in Sub-section 20.1 of this Regulation. The flat rate for indirect costs shall apply to personnel costs incurred on the basis of an employment contract* | indirect |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 |  |
| **2** | **Project management costs** | **direct** |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 | 0.00 |
| 2.1. | Remuneration costs of the project management staff  *Regulation of the Cabinet of Ministers Point 20.1.1.:*  *Remuneration costs of project management personnel, except overtime, for the implementation of actions specified in Sub-sections 17.3 and 17.4 of this Regulation* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.1.1. | Remuneration costs of the project management staff (on basis of an employment contract) | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.1.2. | Remuneration costs of the project management staff, based on company/service contract | direct |  |  |  | 0.00 | 0.00 | 0.00 |  |  |
| 2.2. | Other project management costs | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.2.1. | The costs of purchasing or rental of equipment, office furniture, machinery, software and licences for new workstations  *Regulation of the Cabinet of Ministers Point 20.2.:*  *Costs can't* *exceed EUR 3,000 per workstation for the entire duration of project implementation, if the project management personnel is employed in the project for at least 30% of normal working hours on the basis of an employment contract. If the project management personnel is employed part-time or shared time, the costs for the purchasing or rental of the equipment of the newly created workstations shall be eligible in proportion to the percentage of workload distribution* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.2.2. | Expenses for domestic business trips and business trips  *Regulation of the Cabinet of Ministers Point 20.3.:*  *For the implementation of the activities referred to in Sub-section 17.3 of this Regulation in accordance with the regulatory enactments governing the procedures for the reimbursement of expenses related to business trips, if they are justified and related to project implementation* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.2.3. | Ttransport costs  *Regulation of the Cabinet of Ministers Point 20.4.:*  *Fuel charges, vehicle rental, purchase of transport services, charges for the use of public transport that constitute the costs of domestic business trips or business travel* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **3.** | **Project implementation staff costs** | **direct** |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 | 0.00 |
| 3.1. | Remuneration costs of the project implementation staff  *Regulation of the Cabinet of Ministers Point 20.1.:*  *The costs of remuneration, excluding overtime, for project implementation personnel, including experts, specialists, consultants, and foreign personnel, for the implementation of the activities indicated in Sub-section 17.1, 19.3 and 19.4 of this Regulation, costs of digitalisation agents (mentors) for the implementation of the activities referred to in Sub-section 17.1 and 17.2.* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.1.1. | The costs of remuneration, excluding overtime, for project implementation personnel, including experts, specialists, consultants, and foreign personnel, digitalisation agents (mentors) (on basis of an employment contract) | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.1.2. | The costs of remuneration, excluding overtime, for project implementation personnel, including experts, specialists, consultants, and foreign personnel, digitalisation agents (mentors) (on basis of a company/service contract) | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.2. | Other project implementation staff costs | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.2.1. | The costs of purchasing or rental of equipment, office furniture, machinery, software and licences for new workstations  *Regulation of the Cabinet of Ministers Point 20.2.:*  *Costs can't exceed EUR 3,000 per workstation for the entire duration of project implementation, if the project implementation personnel is employed in the project for at least 30% of normal working hours on the basis of an employment contract. If the project implementation personnel is employed part-time or shared time, the costs for the purchasing or rental of the equipment of the newly created workstations shall be eligible in proportion to the percentage of workload distribution* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.2.2. | Expenses for domestic and foreign business trips and business trips  *Regulation of the Cabinet of Ministers Point 20.3.:*  *For the implementation of the activities referred to in Sub-section 17.1, 17.2, and 19.3 of this Regulation in accordance with the regulatory enactments governing the procedures for the reimbursement of expenses related to business trips, if they are justified and related to project implementation* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.2.3. | Ttransport costs  *Regulation of the Cabinet of Ministers Point 20.4.*  *Fuel charges, vehicle rental, purchase of transport services, charges for the use of public transport that constitute the costs of domestic business trips or business travel* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **6.** | **Costs of materials, plant and equipment** | **direct** |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 | 0.00 |
| 6.2. | Equipment and plant costs | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.2.1. | The costs for the purchasing of technical equipment and inventory, if the acquisition thereof is directly necessary for the implementation of the digital skills study content  *Regulation of the Cabinet of Ministers Point 20.7. and 21.*  *The costs for the purchasing of technical equipment and inventory for the implementation of the supported activities referred to in Sub-section 18.6 of these Regulations, if the acquisition thereof is directly necessary for the implementation of the digital skills study content referred to in Section 17.1 and the introduction of digital technological solutions*  *Shall not exceed 20% of the total eligible costs of the project* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **10.** | **Cost of project information and publicity measures** | direct |  |  |  | **0.00** | **0.00** | 0.00 | 0.00 | 0.00 |
| 10.1. | Cost of project information and publicity measures  *Regulation of the Cabinet of Ministers Point 20.9.:*  *The costs of project information and publicity measures in accordance with the regulatory enactments that govern compliance with the procedures for the implementation of communication and visual identity requirements during the implementation of European Union Structural fund and Cohesion Fund financing in the planning period of 2014-2020 for the implementation of the supported activity indicated in Sub-section 17.4 of this regulation* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **13.** | **Other project implementation costs** | **direct** |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 | 0.00 |
| 13.1. | Service and delivery costs for the purposes of strengthening the digital capacity of the higher educational institutions  *Regulation of the Cabinet of Ministers Point 20.6.:*  *For the implementation of the activities referred to in Sub-section 17.1, including the cost of cloud services* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13.2. | Costs of attracting foreign experts  *Regulation of the Cabinet of Ministers Point 20.5.:*  *The costs of foreign expert attraction for the implementation of actions indicated in Sub-sections 18.1, 18.2, 18.3, 18.4, and 18.5 of this Regulation* | direct |  |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13.3. | The cost of purchasing licenses, including the cost of purchasing license updates  *Regulation of the Cabinet of Ministers Point 20.8.:*  *The costs of licence purchases, including the costs of purchasing licence updates for the implementation of the activities referred to in Sub-sections 18.1, 18.2, 18.3, 18.4 and 18.5 during the validity period of the respective licences, which does not exceed the implementation period of the project* | direct |  |  |  |  |  | 0.00 |  |  |
|  | **TOTAL** |  |  |  |  | **0.00** | **0.00** | **0.00** | 0.00 | 0.00 |
| \*Cost items are indicated according to eligible costs specified in the regulatory enactment regarding the implementation of the specific objective of the European Union fund | | | | | | | | | | |
| \*\* Case of leases, the unit indicated by the time parameter (year or month). | | | | | | | | | | |

1. *COMMISSION REGULATION (EU) No 651/2014 of 17 June declaring certain categories of aid compatible with the internal market, by applying Articles 107 and 108 of the Agreement* [↑](#footnote-ref-1)
2. The project activity number must correspond to the project activity number indicated in section "1.5. Project activities and results to be achieved" of the project application. [↑](#footnote-ref-2)
3. The project activity title must correspond to the project activity title indicated in section "1.5. Project activities and results to be achieved" of the project application. [↑](#footnote-ref-3)
4. If according to the Cabinet Regulations regarding the implementation of the specific support objective, the actions supported by the project have been performed after the project application has been approved, the planned activities should be marked with "X". [↑](#footnote-ref-4)