7. pielikums. Projektu iesniegumu atlases nolikumam

****

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project title: |  | | | | |
| Number and title of the specific objective/activity selection round: | **8.2.3.** specific objective “To ensure better governance in higher education institutions” | | | | |
| Project applicant: |  | | | | |
| Taxpayer registration code: |  | | | | |
| 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* | *Municipality* | | *Town or parish* | |
| *Postcode* | | | | |
| *E-mail* | | | | |
| *Website* | | | | |
| Contact information: |  | | | | |
| *Position* | | | | |
| *Phone* | | | | |
| *E-mail* | | | | |
| Correspondence address  *(to be filled, if different than legal address)* | *Street, name of house, No./apartment No.* | | | | |
| *City* | | *Municipality* | | *Town or parish* |
| *Postcode* | | | | |
| Project identification No.\*: |  | | | | |
| Project submission date\*: |  | | | | |

*\*Filled in by CFCA*

|  |
| --- |
| **SECTION 1 - PROJECT DESCRIPTION** |

|  |
| --- |
| * 1. **Project summary: objective, main activities, duration, total costs and planned results of the project (<3000 characters>)**   (information will be published after the project is confirmed): |
|  |

|  |
| --- |
| * 1. **Objective of the project and its rationale (<3000 characters>):** |
|  |

|  |
| --- |
| **Description of problems and solutions, including description of target group problems and solutions** **(<15000 characters>)** |
|  |

|  |
| --- |
| * 1. **Description of the project target group (<5000 characters>)** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.5.Project activities and results to be achieved:** | | | | | |  |
| **No.** | **Project activity\*** | **Description of the 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 of the project implementation (Annex 1). All activities 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 partner/s involved must correspond to the partner number from Table 1.9.*

|  |
| --- |
| **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 activity of the European Union Fund specified in the following:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.6.1. Output Indicators** | | | | | | |
| **Nr.** | **Name of the indicator** | **Scheduled value** | | | **Unit** | **Notes** |
| year | intervalue | final value |
| 1. | The number of higher education institutions, which have been granted support of the European Social Fund for the implementation of development strategies and results oriented governance. |  |  |  | number of institutions |  |
| 2. | The number of study direction councils created, functioning within the scope of projects | n/a | n/a | n/a | number of study direction councils |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.6.2. Result Indicators** | | | | |
| **Nr.** | **Name of the indicator** | **Scheduled value** | **Unit** | **Notes** |
|
| 1. | The number of higher education institutions, which have introduced development strategies and results oriented governance. |  | number of institutions |  |

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

\* *The actual implementation address of the project must be provided in an additional table(s), if several implementation sites are planned*

|  |  |  |  |
| --- | --- | --- | --- |
| **1.9. Information about partner/partners** | | | |
| 1.9.1. Name of the Partner\*: |  | | |
| Taxpayer registration code: |  | | |
| Type of the Partner: |  | | |
| Legal address: | *Street, name of house, No./apartment No.* | | |
| *City* | *Municipality* | *Town or parish* |
| *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* | *Municipality* | *Town or parish* |
| *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.*

|  |
| --- |
| **SECTION 2 - PROJECT IMPLEMENTATION** |

|  |  |
| --- | --- |
| **2.1 Project implementation capacity** | |
| Management capacity **(<5000 characters>)** |  |
| Financial capacity **(<2000 characters>)** |  |
| Implementation capacity **(<5000 characters>)** |  |

|  |
| --- |
| **2.2 Description of project implementation, management and monitoring** |
|  |

|  |  |
| --- | --- |
| **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*

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **3.1. Description of the compliance with the horizontal principle "Equal Opportunities" (<4000 characters>)** |
|  |

|  |
| --- |
| **3.3. Description of the compliance with the horizontal principle "Sustainable Development" (<3000 characters>)** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. | Number of persons educated about environment and climate changes | |  |  |  |  |

|  |
| --- |
| **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) |  |  |  |

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

|  |
| --- |
| **6.1. Describe how the results achieved during the project will be maintained after completing the project (<3000 characters>):** |
|  |

|  |
| --- |
| **SECTION 7 – STATE AID** |

|  |  |  |
| --- | --- | --- |
| 7.1. | Project implementation type: |  |

|  |
| --- |
| **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 Planning 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 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

|  |
| --- |
| **Project implementation schedule** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project activity number[[2]](#footnote-2) | Project implementation schedule (in quarters)[[3]](#footnote-3) | | | | | | | | | | | | | | | | | | | | | | | |
| Year 2018 | | | | Year 2019 | | | | Year 2020 | | | | Year 2021 | | | | Year 2022 | | | | Year 2023 | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Annex 2

to the Project Application

|  |
| --- |
| **Funding plan** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Source of funding | Year 2018 | Year 2019 | Year 2020 | Year 2021 | Year 2022 | Year 2023 | **Total** | |
| Amount | Amount | Amount | Amount | Amount | Amount | Amount | % |
| **ESF funding** |  |  |  |  |  |  |  |  |
| Eligible state budget funding |  |  |  |  |  |  |  |  |
| **Total eligible costs** |  |  |  |  |  |  |  |  |
| Public ineligible costs |  |  |  |  |  |  |  |  |
| Private ineligible costs |  |  |  |  |  |  |  |  |
| **Total ineligible costs** |  |  |  |  |  |  |  |  |
| ***Total costs*** |  |  |  |  |  |  |  |  |

Annex 3

to the Project Application

|  |
| --- |
| **Summary of the project budget** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Title of the cost item\*** | **Type of costs**  **(Direct / Indirect)** | **Amount** | **Unit** | **Project activity No.** | **Costs** | | **TOTAL** | | **Incl. VAT** |
| **Eligible** | **Ineligible** | **EUR** | **%** |
| **1.** | **Project costs according to the flat rate** | Indirect |  |  |  |  |  |  |  |  |
| **2.** | **Project management costs** | Direct |  |  |  |  |  |  |  |  |
| **2.1.** | **Remuneration costs of the project management staff** | Direct |  |  |  |  |  |  |  |  |
| 2.1.1. | Remuneration costs of the project management staff (on basis of an employment contract) | Direct |  |  |  |  |  |  |  |  |
| 2.1.2. | Project management staff costs in the case of company / service contract | Direct |  |  |  |  |  |  |  |  |
| **2.2.** | **Other project management costs** | Direct |  |  |  |  |  |  |  |  |
| 2.2.1. | Costs of purchasing or renting equipment for the newly created workplaces (office furniture and equipment, computer software and licenses) | Direct |  |  |  |  |  |  |  |  |
| 2.2.2. | Costs of domestic business trips and work travels | Direct |  |  |  |  |  |  |  |  |
| 2.2.3. | Transport costs | Direct |  |  |  |  |  |  |  |  |
| **3.** | **Project implementation staff costs** | Direct |  |  |  |  |  |  |  |  |
| **3.1.1.** | **Remuneration costs of the project implementation staff** | Direct |  |  |  |  |  |  |  |  |
| 3.1.1. | Remuneration costs of the project implementation staff (on basis of an employment contract) | Direct |  |  |  |  |  |  |  |  |
| 3.1.2. | Remuneration costs of partners project implementation staff (on basis of an employment contract) | Direct |  |  |  |  |  |  |  |  |
| 3.1.3. | Project implementation staff costs in case of company / service contract | Direct |  |  |  |  |  |  |  |  |
| **3.2.** | **Other project implementation staff costs** | Direct |  |  |  |  |  |  |  |  |
| 3.2.1. | Costs of purchasing or renting equipment for the newly created workplaces (office furniture and equipment, computer software and licenses) | Direct |  |  |  |  |  |  |  |  |
| 3.2.2. | Costs of domestic business trips and work travels | Direct |  |  |  |  |  |  |  |  |
| 3.2.3. | Costs of foreign business trips | Direct |  |  |  |  |  |  |  |  |
| 3.2.4. | Transport costs | Direct |  |  |  |  |  |  |  |  |
| **5.** | **Costs of development, improvement and quality control of information systems** | Direct |  |  |  |  |  |  |  |  |
| 5.1. | Costs of development, improvement and implementation of e-solutions | Direct |  |  |  |  |  |  |  |  |
| 5.2. | Costs of purchasing, creation of financial management and accounting software, extension or alignment of functionality and briefing on usage | Direct |  |  |  |  |  |  |  |  |
| **10.** | **Cost of project information and publicity measures** | Direct |  |  |  |  |  |  |  |  |
| **13.** | **Other project implementation costs** | Direct |  |  |  |  |  |  |  |  |
| 13.1. | Costs of services | Direct |  |  |  |  |  |  |  |  |
| 13.2. | Participation fee in international study program content innovation conferences | Direct |  |  |  |  |  |  |  |  |
| 13.3. | Costs of evaluation of study direction changes | Direct |  |  |  |  |  |  |  |  |
| 13.4. | Costs related to the organization and implementation of conferences, discussions, training and experience exchange events | Direct |  |  |  |  |  |  |  |  |
| 13.5. | Costs of Licenses and subscription costs for International Management Tools and Quality Management analysis Tools | Direct |  |  |  |  |  |  |  |  |
| 13.6. | Training costs | Direct |  |  |  |  |  |  |  |  |
| 13.7. | Participation fee in international professional cooperation networks of teachers | Direct |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |  |

\*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

1. *COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market, in application of Articles 107 and 108 of the Treaty* [↑](#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. If according to the Cabinet Regulations regarding the implementation of the specific objective, the actions supported by the project have been performed before the approval of the project application, they should be marked with "P"; after the project application has been approved, the planned activities should be marked with "X". [↑](#footnote-ref-3)