



Know-how Exchange Programme (KEP) Call for Proposals 2020

Application Form Guidelines

Proposals must be submitted exclusively through the CEI Electronic Submission System accessible at <http://application.cei.int>. Access is permitted to CEI registered users only.

The CEI user registration is available at <https://application.cei.int/wp-login.php?action=register>.

The CEI Electronic Submission System is an online wizard that guides applicants through the preparation of proposals. The applicant, in accordance with the instructions provided in these Guidelines and in the KEP Call for Proposals 2020, shall complete the Application Package in English. In most parts of the online Application Form, a maximum number of characters (spaces included) is foreseen. In order to allow an early preparation of the proposal please note that the Application Package is composed of:

- Online Application Form
- Annex 1
- Annex 2
- Annex 3

See instructions below.

Electronic Application Form

Project Summary

Title. Enter the title of the project. It must reflect the purpose of the proposed intervention and should be relevant enough to become the trademark of the project (*max 200 characters*).

Start date (day/month/year). Select a starting date from the calendar. The Project implementation should indicatively start after 01 February 2021.

End date (day/month/year). Select the end date from the calendar.

Project duration. Select the proposed project duration, expressed in the number of months. It should not exceed 24 (twenty-four) months, while the minimum duration is 6 (six) months.

Origin and background. Describe the general framework and environment in which the project will be carried out and how they relate to the proposed intervention. Provide a description of the specific needs in terms of know-how transfer the project will address by outlining the specific challenges the project is designed for. Indicate if there have been any previous efforts to tackle the needs of the beneficiary(ies). In this regard, and if applicable, provide information on what has been done, and whether the project is linked to those activities. The applicant must indicate whether the project contributes to any wider strategic framework and whether it is in line with the national/regional strategies underway in the beneficiary country(ies) (*max 5000 characters*).

Summary and objectives. Provide a brief description of the main project elements, such as rationale, partners involved, proposed activities, and expected results. The applicant shall make sure that project objectives are specific, measurable, attainable within a specific time frame, and can be tied down to quantifiable indicators. The applicant shall highlight to which extent the other project partner(s) contributed to planning and drafting the application. Information provided shall demonstrate that the project has been designed according to the beneficiary(ies) needs and that a beneficiary(ies) will be fully committed to its

implementation. Whenever a project targets more than one beneficiary, the know-how needs of all beneficiaries are to be outlined (*max 5000 characters*).

Activities and workplan. Describe the activities that will be carried out to produce the desired results and achieve the expected objectives. Each result can require several actions. Shall this be the case, each action shall be outlined. If any follow-up activities are planned after the official conclusion of the project, they should also be described in this section. Each activity shall be explained as follows: indication of start and end date, how it will be organised, who will be responsible for its implementation, and which know-how provider(s)/beneficiary(ies) will be involved (*max 5000 characters*).

Results and impact. List and describe expected results and outputs of the project. Unless already explained in the previous section, describe which activities will lead to these results. Short and long-term results should be listed separately as appropriate. Outline impacts resulting from the activities undertaken, with particular attention to how the project has an effect on the overall operating framework of the beneficiary(ies). Describe whether the benefits of the project are likely to continue after its completion (*max 5000 characters*).

Project Applicant

Organisation/Institution. Provide the full name and acronym (if applicable) of the project applicant.

Legal status of the Organisation/Institution. Indicate the applicant's legal status as created and recognised according to national or international law.

Brief description of the Organisation/Institution. Provide a concise description of the applicant (i.e. brief background, main activities, etc.). Illustrate the experience on project management by referring to previous related works (*max 2500 characters*).

Please indicate if applicant is a know-how provider or a know-how beneficiary. The applicant institution might coincide with a know-how provider or with a know-how beneficiary institution, please select.

Contact details of the project manager. Identify the person in the applicant Organisation/Institution who will act as project manager and provide related contact details: name, surname, position, section/department, full postal address, city, country, phone, e-mail website. The project manager should be an employee of the applicant and will act as contact person throughout the whole project implementation.

Other country. In case the applicant is an international organisation with its main office based in a non-CEI Member State, please specify it in this section.

Project Partners in addition to the Applicant

The Call requires the participation of at least two partners per proposal: at least one know-how provider and at least one know-how beneficiary. The applicant can coincide with the know-how provider or the know-how beneficiary institution. Please provide the following information for each project partner in addition to the applicant.

Organisation/Institution. Provide the full name and acronym (if applicable) of the partner.

CEI country. Select the CEI country in which the partner is registered.

Partner type. Indicate if a partner will act as know-how provider or know-how beneficiary within the project. Please select.

Partner description. Provide a concise description of all partners (except for the applicant). Briefly outline their background and main activities. For partner(s) providing know-how, point at specific expertise relevant for project activities (*max 4000 characters*).

Cooperation experience (if applicable)

Provide details of any previous cooperation experience between/among project partners. The CEI may give priority to projects where partners demonstrate previous collaboration between/among themselves or in the countries involved (*max 4000 characters*).

Communication activities

Project promotion and dissemination. List any promotional activities and project-result dissemination actions. The list should include brief explanations of the said activities which may include the use of social media, organisation of press conferences, articles, other promotional campaigns, etc. In this context, the applicant is called to outline the measures for providing adequate visibility to the KEP grant sponsored by the CEI Fund at the EBRD and to the CEI (*max 4000 characters*).

Use of CEI logo. Considering the above section, describe the intended use of the CEI logo in the project promotion and dissemination plans, bearing in mind that all project-related material should reproduce the CEI logo and references to the CEI contribution to the project for instance by using the following sentence “Project co-financed by the CEI Know-how Exchange Programme sponsored by the CEI Fund at the EBRD” (*max 4000 characters*). See [Rules of the Use of the CEI Logo](#).

Budget

Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euro (40,000 EUR). The balance must be financed from the project partners’ own resources or from other sources, including in-kind contributions.

Total project cost. Indicate the total project cost in EUR (*example: 80,000*).

Requested CEI grant. Indicate the amount of the requested grant (*example 40,000*).

% of total cost of project. Calculate and indicate which is the percentage of the requested CEI grant (*example 50*).

Annex 1

Breakdown of costs. Annex 1 template is provided in Excel format. Download, fill-in and convert it into a PDF file before uploading. Provide detailed project costs in EUR, by specifying the actual items expected to be covered by the CEI grant. You may add or remove budget items and rows as needed. Whenever applicable, information on both unit costs and subtotals should be provided. Unit costs must be named (e.g. man/hour, rental/day, etc.). Please note that there are no restrictions and/or indications as to the distribution of the project’s budget among project partners. Project partners should agree on how to allocate resources. The following indicative budget items might be covered:

- *Personnel: management, consultants, national and local experts, including contracts for specific services/research studies;*
- *Travels and accommodation: airfares, local travels, hotels, per diems;*

- *Equipment: rent/purchase for hardware, software, consumables;*
- *Organisation costs for meetings and events: venue rentals, catering;*
- *Promotion: promotional campaigns, brochures, leaflets, reports, advertising;*
- *Administrative costs: supplies, consumables, printing, rentals of offices or space;*
- *Other: please specify.*

Annex 2

Co-financing scheme. Annex 2 template is provided in Excel format. Download, fill-in and convert into a PDF file before uploading. Indicate the sources of funding complementing the requested CEI grant, either coming from the applicant, other partners and/or donors. The completed table must demonstrate financial sustainability (i.e. demonstrate that the operation does not risk running out of funds). The applicant must indicate whether the co-financing has been requested or confirmed. Add or remove rows in the table as needed.

Annex 3

Applicant signature. Annex 3 template is provided in Word format. Download, include the applicant's letterhead, fill-in, print, sign and scan into a PDF file before uploading. Annex 3 must be signed by the Legal Representative or by an Authorised Legal Representative of the applicant (e.g. typically the CEO of the company, the rector of the university, the Director-General of the Institute, always in accordance with the statute of the applicant organisation).