



CEI Cooperation Fund Call for Proposals 2022

For activities to be implemented from 15 March to 31 December 2023

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Date of publication of the Call for Proposals: Monday, 21 November 2022

Deadline for application submission: Friday, 20 January 2023, 11:59 p.m. (midnight) CET

Implementation period: from 15 March to 31 December 2023

IMPORTANT NOTE: Under this Call for Proposals an applicant institution can apply only once.

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Applicants need to carefully observe the criteria and obligations set by this Call before submitting their proposals. Rejection clauses will apply automatically as explained over the text.

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1. Background and Primary Objectives

The CEI Cooperation Fund co-finances CEI Cooperation Activities aimed at strengthening cooperation among CEI Member States. CEI Cooperation Activities are organised by institutions of CEI Member States to implement the strategic goals and main objectives set by the CEI Guidelines and Rules of Procedure and the CEI Plan of Action. CEI Cooperation Activities aim at capacity building by knowledge transfer and sharing, in particular from EU CEI Member States to non-EU CEI Member States, and at exchanging experiences and good practice among all CEI Member States by favouring mobility and networking. In this context, particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States.

In compliance with the Joint Statement of the CEI Ministers of Foreign Affairs gathered in Sofia on 7 November 2022, a special line of action for Ukraine is set up within this Call for Proposals, aimed at providing support and mitigating the consequences of the current situation.

2. Areas of Intervention

This Call for Proposals will support activities under two dedicated streams:

2.1. Implementation of the Plan of Action

The proposed CEI Cooperation Activities shall be organised in the areas of intervention outlined in the Plan of Action 2021-2023 (<https://tinyurl.com/CEI-PoA-2021-2023>)¹. Applicants are requested to refer – within the specific section of the Application Form – to the CEI Plan of Action, not simply by quoting the relevant parts but by explaining how and why the proposed activity is contributing to meeting the CEI objectives. Copying any part of the above-said document is not admitted and will possibly cause a negative evaluation or rejection of the application.

2.2. Activities aimed at mitigating the current situation in Ukraine

This stream of activities is aimed at receiving proposals for contributing to mitigating the consequences of the current situation in Ukraine. Proposals, within the enlarged framework of the CEI Plan of Action, will need to be oriented to support the Ukrainian population in the country and displaced persons who flee from the country in the CEI Member States.

3. Budget of the Call

The overall indicative amount of this Call for Proposals is **360,000 EUR (three hundred sixty thousand Euro)**. It is made available by the CEI Cooperation Fund which is financed by annual contributions of all CEI Member States. The budget is so subdivided:

- (i) Up to 180,000 EUR (one hundred eighty thousand Euro) for proposals aimed at the implementation of the CEI Plan of Action.
- (ii) Up to 180,000 EUR (one hundred eighty thousand Euro) for proposals aimed at mitigating the consequences of the current situation in Ukraine and supporting the Ukrainian population in the country and displaced persons who flee from the country in the CEI Member States.

¹ *CEI Agenda for 2021-2023*

Goal 1: Stimulating Green Growth

Objective 1.1: Strengthening Transport Networks

Objective 1.2: Boosting Innovation and Entrepreneurship

Objective 1.3: Enhancing Climate Resilience

Objective 1.4: Promoting Clean Energy

Objective 1.5: Supporting Circular Economy

Objective 1.6: Encouraging Smart Communities

Goal 2: Building Just Societies

Objective 2.1: Advancing Good Governance

Objective 2.2: Fostering Better Health

Objective 2.3: Supporting Intercultural Cooperation

Objective 2.4: Safeguarding Media Freedom

Objective 2.5: Pursuing People Empowerment

Objective 2.6: Furthering Science Diplomacy

Please note that proposals can be submitted to one budget exclusively, not both.

The CEI reserves the right not to award all available funds, to cancel the Call for Proposals and reject all project proposals at any time prior to the awarding of grants, without thereby incurring in any liability.

4. CEI Contribution

4.1. Ceiling of CEI Contribution

Applicants can request a CEI contribution up to the maximum amount of **15,000 EUR (fifteen thousand Euro)**. Any Application requesting more than the above-mentioned ceiling will be automatically rejected.

The CEI reserves the right not to award the entire requested CEI contribution to a given Cooperation Activity.

4.2. Percentage of CEI Contribution

The CEI contribution cannot exceed 75% of the total cost of a given Cooperation Activity. Applications, which are not meeting this condition, will be automatically rejected.

4.3. Co-financing

The proposed activity must be co-financed by other sources of financing. These resources might be provided by the applicant and/or by other donors. The co-financing can be provided in cash or in-kind, either exclusively or by a combination of cash and in-kind resources. In-kind resources are non-cash, other than monetary financing, which can be given a cash value. They do not produce an actual monetary transaction and can consist of donation/provision of goods or services, like human resources, experts, infrastructure support, office supplies, equipment, etc. and shall be reported – in case of awarding of a CEI contribution – through a declaration by the organiser of the Cooperation Activity.

A specific section of Annex 1 is focusing on the mandatory co-financing: it must always be filled in, failing to do so will result in automatic rejection of the application.

5. Eligibility Criteria

Applications must fulfil **all** the following eligibility criteria:

- Compliance to Areas of Intervention
- Eligibility of Applicants
- Eligibility of Activities
- Participation of CEI Member States (Participation Quorum)
- Eligibility of Expenses

5.1. Compliance to Areas of Intervention

The Application shall mainly refer to one of the areas of intervention and respective objectives indicated in Section 2. Activities which are not in line with the indications of Section 2 will be automatically rejected. While interdisciplinarity is considered an asset, multiple references to the Plan of Action should be avoided.

5.2. Eligible Applicants

All public and private entities based and registered in CEI Member States as well as international organisations can apply.

Individuals cannot apply.

All applicants shall refer to their legal status within the Application Form, referring to the relevant legislation or act as appropriate. Non-Governmental and Civil Society Organisations as well as private entities must include in the Application Package an official proof of registration with a courtesy translation into English (Annex 3 and 4 – see also Sections 6.1. and 13.8.). This requirement is mandatory for the relevant applicants. This requirement does not apply to public entities.

5.3. Eligible Activities

CEI Cooperation Activities can take the form of conferences, seminars, workshops, and other types of events/meetings, capacity building and training activities as well as elaboration of studies, research and surveys. Cooperation Activities can also serve as seed contribution for the design of larger international projects, including the preparation of applications in response to EU calls for proposals.

Applications organised over multiple interlinked activities (i.e., projects) are admissible, but applicants shall request the CEI support only for one defined portion/event of the programme falling into the set implementation period *15 March – 31 December 2023* (see section 9.). Should the applicant not elaborate on this, the CEI reserves the right to reject the application or choose the single portion and related budget lines to be possibly awarded with a CEI contribution.

Activities can be held in person, from remote or in a hybrid modality. Other types of activities meeting the primary objectives can also be taken into consideration.

During the evaluation there will be no preference given to one type of activity over the other: apart from observance to the CEI Rules for Allocation of Resources and accuracy in providing comprehensive information over the proposed activity, the extent and quality of regional cooperation in these activities will be taken into consideration.

5.4. Participation of CEI Member States (participation quorum and gender equality)

Regardless of the type of activity proposed, applicants should pay the utmost attention to the aspects related to participation of attendees from the CEI Member States.

The participation quorum is set by CEI Rules for Allocation of Resources in Rule A5 (*at least half plus one, but in no case less than one third of CEI Member States*) and therefore the minimum quorum admitted is the participation of at least six (6) CEI Member States. Any application envisaging a CEI participation scheme below the minimum allowed quorum will be automatically rejected.

The participation quorum does not apply to the proposals submitted for mitigating the consequences of the situation in Ukraine. Still, it is valued as an asset in the process of evaluation of the proposals submitted.

Higher rating will be given to applications foreseeing the participation of a larger number of CEI Member States. Particular attention will be paid to the involvement of non-EU CEI Member States and to a reasonable balance between participating EU and non-EU CEI Member States. The number of local participants and speakers ought to be in a reasonable proportion to participation from other CEI countries. The CEI regional character should be preserved (in terms of reasonable proportion of CEI participants) in Cooperation Activities involving a large number of third countries.

Please note that the CEI is encouraging gender responsive conduct and gender equality awareness and representation in the activities co-financed with its Funds and Instruments. Applicants are requested to implement gender responsive measures in their proposals. If being awarded of a CEI contribution, as Organisers, they are kindly requested to embrace this CEI policy and apply it to the maximum extent possible in the implementation of the CEI Cooperation Activity, i.e. by trying to include a gender perspective in the concept and outlines of meetings and panels and by encouraging an inclusive participation of attendees.

The CEI Gender Equality Plan 2022-2023 is available for consultation on the CEI website at <https://www.cei.int/news/9166/gender-equality-plan-2022-2023>

5.5. Eligible Expenses

The budget lines that are eligible for reimbursement by the CEI contribution should mainly focus on participation of attendees from the CEI region. The CEI contribution shall indeed be designed to favour to the maximum extent possible the attendance of foreign CEI participants and speakers in the proposed activity.

Locally borne expenses, which are not influencing international participation, shall only residually be included in the requested CEI contribution.

The budget lines that are eligible to CEI reimbursement for in-person/remote/hybrid mode activities encompass, inter alia:

- **Travel and accommodation expenses of CEI participants and speakers.** This budget line refers to travel and accommodation expenses of foreign CEI participants and speakers. Participants from the country of the organising institution are admitted to CEI reimbursement exclusively in activities organised by non-EU CEI Member States that are taking place in the same CEI member country. In no case can representatives of the organising institution, and in particular the project and financial manager, request to be reimbursed for mission costs from any approved CEI contribution. This also applies to cases in which the organising institution and the implementation venue of the activity are located in different localities and/or countries. Please note that participants and/or speakers are classified as 'CEI' when they permanently depend on and officially represent a sending institution based/registered in a CEI country. Nationals of CEI countries living or working for institutions outside the CEI region cannot be classified as 'CEI participants / speakers'.
- **Local transport costs (for foreign CEI attendees)** connected to the event, including airport transfers as appropriate.
- **Subsistence costs** during the event (meals, coffee breaks and refreshments) up to a reasonable share and not more than 50% of the budget line.
- **Social programmes connected to the activity**, including costs of site visits disciplinarily relevant to the activities, up to a reasonable proportion and amount and not more than 20% of the budget line.
- **Conference kits** (pens, notepads, folders, bags) up to a limited proportion and amount and not more than 20% of the budget line.
- **Conference venue preparation** (hall and audio-visual equipment rent).
- **Speakers' fees** up to a reasonable percentage of the overall participation expenses and within the limits set by CEI Rule B8.
- **Software, hardware, licences** for online meetings and exchanges.
- With a view to contributing to environmentally safe policies, it is recommended to produce as much electronic documentation as possible and to avoid printing. Shall **printing** costs need to be borne for the activity implementation, the requested CEI reimbursement cannot exceed 20% of the budget line.
- **Text translation** is admitted exclusively from/to English and in very special cases only – when a concrete added value is proven – as the working language of the CEI is English. Applicants are requested to motivate the request as appropriate.

Please note that the cost estimate of the proposed activity needs to be realistic and reflect actual needs and expenses in a manner which can be verified. Non-motivated, overestimated, and rough, lump sum calculations will be negatively considered. Particular attention shall be paid to the consistency of the budget estimate to the overall description and relevant parts of the Application Form.

5.6. Non-Eligible Expenses

The CEI contribution cannot reimburse organisational or administrative costs (including human resources of the organising institution and all related national and international mission costs in preparation of, during and after the activity, overheads, bank fees, courier or postage expenses...), participation costs of non-CEI participants, speakers or other attendees, translations from/to languages both different from English, purchase of materials and equipment other than the above, registration fees, in-kind contributions. Simultaneous interpretation costs and the rent of the related equipment are not eligible to CEI reimbursement either. Web creation, design, and maintenance as well as any human resource cost for design and implementation of promotional activities are not eligible to be reimbursed by the CEI contribution either.

5.7. Exchange Rate Fluctuations and National Fiscal Regulations

The budget of the Application Form shall be outlined in Euro. The applicant is entirely responsible for the calculations leading to the outlined budget estimate including currency conversions and national/local taxes and levies (e.g. VAT). The CEI is not responsible for, or reimbursing, currency rate variations and cannot be charged with potential shortages or financial consequences of exchange rate fluctuations and underestimation or disregard of national fiscal regulations by the applicant. Budget calculations in countries which are outside

the Euro zone can take as reference value the exchange rate of the National Bank of their country on the day of submitting the Application. The CEI contribution is transferred in Euro. Bank transfers to accounts in a local currency are likely to be automatically converted by the recipient's bank to the currency of the account, using the exchange rate of the date of transaction. In any such cases, the CEI will not be responsible for any possible depreciation of the transferred tranches of the CEI contribution.

For currency conversions to Euro, applicants may also refer to https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

6. Submission Procedure

6.1. Application Package

The application procedure envisages the online submission of the application form and related documentation through the CEI Electronic Submission System.

The Application Package consists of:

- **Online Application Form**
- **Annex 1 – Budget.** Template in Excel to be downloaded, filled in and uploaded as PDF on the system.
- **Annex 2 – Applicant's Signature.** Template in Word to be downloaded, filled in, signed and stamped (if possible), and uploaded as PDF on the system.
- **Annex 3 – Official Proof of Registration.** It is meant to provide confirmation that the applicant is eligible according to Section 5.2. above. Non-Governmental and Civil Society Organisations as well as private entities must include in the Application Package an official proof of registration issued by a competent authority. The document must be uploaded on the system as a PDF file. **ANNEX 3 DOES NOT APPLY TO PUBLIC ENTITIES**
- **Annex 4 - Courtesy Translation of the Official proof of Registration into English.** Should the Official Proof of Registration be issued in a language different from English, applicants must provide:
 - a courtesy, non-certified translation of its contents signed by the legal representative or by the authorised legal representative of the applying institution or
 - if available, the official version in English from the competent authority issuing Annex 3.
 The document must be uploaded on the system as a PDF file. **ANNEX 4 DOES NOT APPLY TO PUBLIC ENTITIES**
- **Annex 5 – Participation Scheme** outlining participation in the Cooperation Activity. Template in Word to be downloaded, filled in and uploaded as PDF on the system.

The Application Package shall be filled in all the parts marked with an asterisk (*) to complete the submission procedure: the system will not allow submission of incomplete packages (mandatory fields of Application Form or missing annexes). **A Pre-submission Checklist is available for downloading, allowing applicants to cross-check respect of the administrative requirements of this Call, prior to actual submission of their application. This document does not need to be annexed to the Application Package.**

Applicants can save the application as draft within the system and complete it at a later stage by logging each time into their account on the system, then clicking up on the right of the screen on the tab “your application”. Applicants can revise their applications at any time before clicking on the “submit” button.

Applications cannot be modified after submission. After the Call's closure, the submission is prohibited, and proposals are locked. Still, after submission, the documentation can be viewed by the applicant by logging into the system and clicking up on the right of the screen on the tab “your application”.

The Application Package shall be completed in accordance with the instructions provided in this Call for Proposals at Section 14. The applicant is requested to complete the documents as carefully and as clearly as possible.

Please note that:

- The assessment of the proposal will be based exclusively on the Application Form and Annexes submitted
- The Application Form and Annexes must be completed in English (exceptions: applicant name in national language; Annex 3)
- Incomplete Applications and Annexes will be rejected
- Under this Call, applicants can submit one proposal only
- Handwritten Annexes will be rejected
- Should the current proposal be a follow-up of already CEI-supported activities, the innovative aspects and adequate motivations will need to be highlighted in this application.

Disregarding any of the above might turn into a negative evaluation or automatic rejection of the proposal.

6.2. Deadline

Applications shall be submitted by **Friday, 20 January 2023, 11:59 p.m. (midnight) CET**

6.3. Submission Procedure

Proposals must be exclusively submitted electronically using the CEI Electronic Submission System accessible at <https://application.cei.int>. Access to the CEI Electronic Submission System is subject to registration as a CEI user at <https://application.cei.int/wp-login.php?action=register>

Who? Applications must be submitted by a representative/contact person of the applicant organisation.

How? Once you have your CEI Login username and password you can start the submission process by logging in at <https://application.cei.int/wp-login.php> and accessing the CEI Electronic Submission System.

Under this Call for Proposals an applicant institution can apply only once. Should an applicant institution submit more than one Application Package, all the applications submitted will be rejected. Furthermore, should an applicant be partner/beneficiary in applications different from that submitted by it, the CEI reserves the right to reject this other application or to exclude the concerned partner/beneficiary.

6.4. Assignment of Reference Number

Upon completion of the online submission procedure, the applicant (logged-in CEI user) will receive by email the Reference Number of the Application (**302.5.2023.xxx**), assigned to it automatically and univocally by the system. Applicants will need to keep the Reference Number for monitoring the further appraisal and notification phases.

There is no further contact between the CEI and the applicants on the proposal until after completion of the evaluation with the exception of the following cases:

- If the CEI needs to contact the applicant to clarify matters such as eligibility or to request additional information.
- In response to an enquiry or complaint made by the applicant.

7. Evaluation Procedure

The evaluation procedure consists of two steps:

- STEP 1: Administrative and Eligibility Check
- STEP 2: Evaluation of Applications

Upon completion of the Administrative and Eligibility Check, the roster of applications proceeding to the evaluation phase will be published on the CEI website at <https://application.cei.int/application/cf2022/>. The list of those which have failed meeting the Administrative and Eligibility Check criteria (see Section 5) will be published as well. No direct notification to applicants will occur at this stage.

7.1. Administrative and Eligibility Check

Administrative and Eligibility Check		Yes/No
A1.	Have all parts of the Application Form been filled in (including the mandatory Annexes according to templates and indications of this Call) and submitted as indicated through the CEI Electronic Submission System? <i>ANNEX 3 AND 4 DO NOT APPLY TO PUBLIC ENTITIES</i>	
A2.	Is the ceiling of the CEI contribution in line with the conditions set at Section 4.1.?	
A3.	Is the percentage of the CEI contribution to the overall budget in line with the conditions set at Section 4.2. ?	
A4.	Is the Applicant eligible according to Section 5.2.?	
A5.	Is the participation scheme / quorum in line with the criteria set at Section 5.4. ? ²	
A6.	Is the activity being organised within the implementation period set by section 9.?	
A7.	Is the activity being organised in a CEI Member State as set by section 10.?	

One negative answer suffices to reject the application automatically.

7.2. Evaluation

Applications proceeding to the evaluation phase will be assessed according to the Evaluation Grid below and will be ranked according to a merit point system. To assist in the examination, evaluation, and comparison of the proposals and qualification of the applicants, the CEI may, at its discretion, ask any applicant for clarifications. The request for clarifications from the CEI and related replies shall be in writing.

Scoring guidelines:

- Each question is answered on a **scale from 1 to 5**, where 5 is the highest possible score, and 1 is the lowest, as follows:
 - 1 – Not satisfactory**
 - 2 – Satisfactory**
 - 3 – Good**
 - 4 – Very good**
 - 5 – Excellent**
- The maximum overall score is **50/50**
- Proposals scoring above **35/50** are eligible to co-financing.

Evaluation Grid	Score (1-5)
1. Alignment of the proposed activity to the priorities set by the CEI Plan of Action	
2. Quality of the information reported in the application form	
3. Objectives (is the proposed activity likely to meet the envisaged goals?)	
4. Impact (is the proposed activity likely to have a follow-up?)	
5. Applicant's expertise in the area of the proposed activity and past experience	
6. Relevance of attendance as outlined in Annex 5	
7. Participation from CEI Member States * ²	
8. Budget (is the budget clear, consistent and detailed, sound and cost-effective)?	
9. Co-financing (is the envisaged co-financing scheme sound and effective)?	
10. Communication and CEI Visibility (is the CEI visibility and promotion adequate)?	
TOTAL SCORE	.../50

- * **Score:** all CEI Member States | **5 points**
 more than two-thirds of CEI Member States | **4 points**
 respecting the half-plus-one quorum | **3 points**
 below the half-plus-one quorum | **2 points**
 minimum allowed quorum | **1 point.**

² Does not apply to proposals submitted to the budget for mitigating the consequences of the situation in Ukraine. Still, it is valued as an asset in the process of evaluation of the proposals submitted.

8. Timeline

- Date of publication of the Call for Proposals: **Monday, 21 November 2022**
- Deadline for application submission: **Friday, 20 January 2023, 11:59 p.m. (midnight) CET**
- Tentative awarding of CEI contributions: **End of February 2023**

As stated in Rule C4 (CEI Rules for Allocation of Resources), the decision on allocation of CEI contributions is taken by the Committee of CEI National Coordinators (CNC). The Secretariat will notify directly both the applicants who are awarded with a CEI contribution and those who are not. The direct notification will occur by email exclusively at a date following the CNC decision.

9. Implementation Period

The activities within this Call shall be implemented **from 15 March to 31 December 2023**. In activities being carried out over longer implementation periods a possible CEI contribution can be approved only for a portion being implemented within the above said implementation period. The exact date and venue of the proposed activity shall be referred to in the Application Form, generic information is not acceptable.

10. Location

CEI Cooperation Activities must take place in CEI Member States.

11. Contact

Any question regarding the Call for Proposals shall be addressed – up to five (5) days before the deadline for submission – exclusively in written form by email to applications.coopfund@cei.int quoting as subject **CF Call 2022 – Questions**. Answers will be provided no later than five (5) days before the deadline for submitting proposals. Pre-screening of applications and/or project ideas before official submission is not admitted.

12. Amendments to the Call

Up to fifteen (15) days before each deadline for submission of project proposals, the CEI reserves the right to amend this Call for Proposals by issuing addenda. Any addendum published within the Call for Proposals webpage at <https://application.cei.int/application/cf2022/> will become an integral part of the Call for Proposals. If a project proposal has been submitted before the issuing of the last addenda, the applicant has the right to withdraw or substitute, its proposal within the deadline for the submission of the proposals.

13. Debriefings

Any request for clarifications regarding discarded project proposals is to be addressed by email to applications.coopfund@cei.int. A formal debriefing meeting at the appropriate level, and with the relevant staff and the applicant, can be organised to discuss strengths and weaknesses of the project proposal if needed. No additional information will be disclosed.

14. Guidelines for Application Form Completion

Proposals must be submitted exclusively through the CEI Electronic Submission System accessible at <https://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 over the Call, shall complete the Application Package in English. In most parts of the online Application Form, a maximum number of characters (spaces included) is foreseen. To allow an early preparation of the proposal please note that the Application Package is composed of:

- **Online Application Form**
- **Annex 1 – Budget** (MS Excel file to be downloaded, filled in and uploaded as PDF on the system)
- **Annex 2 – Applicant’s Signature** (MS Word file to be downloaded, filled in and uploaded as PDF on the system)
- **Annex 3 – Official Proof of Registration** (to be uploaded as PDF, see Section 5.2.)
- **Annex 4 – Courtesy Translation of the Official Proof of Registration into English** (to be uploaded as PDF, see Section 5.2.)
- **Annex 5 – Participation Scheme** (MS Word file to be downloaded, filled in and uploaded as PDF on the system)

Each Annex must be uploaded as a PDF file not exceeding 2MB size.

Applicants can save the application as draft within the system and complete it at a later stage by logging each time into their account on the system, by clicking up on the right of the screen on the tab “your application”. They can revise their applications at any time before clicking on the “submit” button. Applications cannot be revised after submission.

See instructions for compilation below. Fields marked with (*) are mandatory.

14.1. General information

(*) Title of the Cooperation Activity Enter the title of the proposed activity. It must reflect the purpose of the proposal and should be relevant enough to become its trademark (max 200 characters)

(*) Country Select the CEI country in which the applicant organisation is based.

(*) Applicant Please indicate:

- the name of the applicant organisation in the national language
- the name of the applicant organisation in English (should not an official English name be present, please provide a translation)

(*) Budget to which the proposal is applying please indicate to which budget the proposal is applying. Please note that the proposal can be submitted to one budget exclusively, not both.

- (i) implementation of the CEI Plan of Action
- (ii) mitigating the consequences of the current situation in Ukraine and supporting the Ukrainian population in the country and displaced persons who flee from the country

(*) Envisaged date of implementation Please refer to an exact date of the proposed activity. Generic information will not be accepted.

(*) Venue/location Please indicate the venue/location of the proposed activity. (max 200 characters)

Notes In case of longer programmes or actions, please define which is the portion requesting CEI support. Please note that the CEI does not finance multiple events. Generic information will not be accepted. (max 500 characters)

(*) Total budget Please indicate the total budget of the activity in EUR.

(*) Requested CEI contribution Please indicate the amount of the requested CEI contribution in EUR

(*) % of total cost of the project Please refer to the percentage of the requested CEI contribution with respect to the total budget of the activity

Registration fee If a registration fee is applied to participants, please indicate here the amount of the fee in Euro, to which categories of participants it is applied, which budget lines are to be covered by the registration fee. Please indicate the revenue from registration fees in the budget co-financing scheme, as appropriate (max 500 characters).

14.2. Applicant

(*) Description of the applicant Please provide a concise description of the applicant including background information and main activities (max 2500 characters).

(*) Legal status of the applicant Please indicate the legal status of the applicant (public/public equivalent body, private entity, NGO/CSO, international organisation, other)

Other Specify: if none of the categories above applies, please indicate which is the legal status of the applicant. (max 1000 characters)

Legal status of the applicant - registration proof Please refer to type of documentation attached as registration proof, if applicable. Please note that for certain categories of applicants the submission of Annex 3 and 4 is mandatory. (max 1000 characters)

(*) Past experience in the field of the proposed activity Please describe your past experience in carrying out actions within the field of the proposed activity. (max 2000 characters)

Past experience with the CEI (if applicable) Please state whether you have been applicant, recipient, partner, or beneficiary, directly or indirectly, in any CEI activities/projects of any kind in the past. If applicable, please provide the relevant details (e.g. Reference Number, Title, amount of CEI contribution received, etc.). (max 2000 characters)

14.3. Applicant's contact details

(*) Applicant's contact details

*Name of the applicant institution, *Address, Website

(*) Legal representative of the applicant institution

*Ms/Mr, *Name, *Surname, *Position, *Phone, *Email

(*) Person responsible for the implementation and final reporting

*Ms/Mr, *Name, *Surname, *Position, *Phone, *Email

(*) Person responsible for financial management and final accounting

*Ms/Mr, *Name, *Surname, *Position, *Phone, *Email

14.4. Participation

The fields below are to be filled in within the application form. Additional information is to be provided into Annex 5 – Participation Scheme. Please note that the CEI is encouraging gender responsive conduct and gender equality awareness and representation in the activities co-financed with its Funds and Instruments. Applicants are kindly requested to consider possible gender responsive measures in their proposals.

(*) CEI Countries Please indicate from which CEI Member States the attendees to the activity are coming (as per CEI Rules attendees must come from at least 6 CEI Member States).

Other Please refer to additional participation.

International organisations Please refer to participation from international organisations.

14.5. Contribution to the CEI Plan of Action

(*) Contribution to the CEI Plan of Action Please refer to the objective of the Plan of Action in which you consider your proposal to better fit in. Please restrict your choice to one objective.

(*) Description Please explain how and why the proposed activity is contributing to meeting the CEI objectives outlined in the Plan of Action, including cross-cutting references to other objectives, if applicable (max 3000 characters).

14.6. Mitigation of the consequences of the situation in Ukraine

Please explain how the proposed activity is suitable of contributing to the scope of this focused section. Please pay particular attention to describing the role of the institutions involved and the added value for the beneficiary target groups of the proposed activity. (max 3000 characters)

14.7. Description of the Proposal

(*) Background Please provide a brief description of the motivations that led to the presentation of the current proposal. Should the proposal be a follow-up of any other activity please elaborate on that as well. (max 2000 characters)

(*) Content/topic description Please describe the content of the Cooperation Activity. Define the main subjects that will be dealt with in the activity, with particular attention to providing the ‘CEI angle’ of those topics in the envisaged agenda. Please pay particular attention to appropriate, practical and consistent information. Nonspecific and abstract, overambitious information is to be avoided. (max 3000 characters)

(*) Objectives Please describe the objectives you intend to reach with the proposed activity, with particular attention to appropriate, practical and consistent information. Nonspecific and abstract, overambitious goals are to be avoided. (max 2000 characters)

(*) Impact Please elaborate on the expected impact and follow-up of the activity for consolidation of the results achieved therein. Nonspecific and abstract, overambitious goals are to be avoided. (max 2000 characters)

(*) Communication, promotion and dissemination Please describe which actions you are planning to promote the proposed activity and ensure CEI visibility in its framework, as well as the dissemination actions of the activity outputs. (max 2000 characters)

CEI involvement Please indicate if you intend to involve/invite any CEI representatives (see the CEI website for more information) in the activity. (max 1000 characters)

Contribution to UN Agenda 2030 and Sustainable Development Goals (if applicable) Please refer to whether and to which extent the proposed activity meets with the Sustainable Development Goals set by the United Nations Agenda 2030 (max 1000 characters).

Other information (if applicable) Please provide any information you deem important for better understanding the proposed activity. (max 2000 characters)

14.8. Annexes

Each Annex must be uploaded as a PDF file not exceeding 2MB size.

(*) Annex 1- Budget The template of Annex 1 is provided in Excel format. Please fill it in by providing information, as applicable and as appropriate, concerning the resources needed for implementing the proposed activity, including those requested to the CEI. Please carefully read the list of expenses which are eligible for CEI reimbursement and those which are not (Sections 5.5. and 5.6.). A guiding info is also available on the various fields of the chart: you are kindly requested to pay particular attention to it during formulation of the budget outline.

Both the Budget Outline and the Expected Co-financing Scheme shall be filled in, absence of a filled Co-financing scheme will result in automatic rejection of the application (see Section 6.1. and 4.3.). Download the template, fill it in, and upload it as PDF into the system.

(*) Annex 2 - Applicant’s signature The template of Annex 2 is provided in Word format. It must be signed by the Legal Representative or the Authorised Legal Representative of the applicant institution. Download the

template, include the applicant's letterhead (if possible), fill it in, print it, have it signed, stamped (if possible), and upload it as PDF into the system.

Annex 3 - Official proof of registration Annex 3 is meant to provide confirmation that the Applicant is eligible according to Section 5.2. Non-Governmental and Civil Society Organisations as well as private entities must include in the Application Package an official proof of registration issued by the competent authority.

The document must be uploaded on the system as a PDF file. [ANNEX 3 DOES NOT APPLY TO PUBLIC ENTITIES](#)

Annex 4 - Courtesy translation of the official proof of registration into English Should the Official Proof of Registration be issued in a language different from English, applicants must provide:

- a courtesy, non-certified translation of its contents signed by the legal representative or by the authorised legal representative of the applying institution or
- if available, the official version in English from the competent authority issuing Annex 3.

The document must be uploaded on the system as a PDF file. [ANNEX 4 DOES NOT APPLY TO PUBLIC ENTITIES](#)

(* Annex 5 – Participation scheme The template of Annex 5 is provided in Word format. Please provide information on the expected participation in the Cooperation Activity (i.e. number of expected/invited participants, from which countries and institutions they will come from, which role they will have in the activity, the gender responsive actions taken with respect to participation). Download the template, fill it in, and upload it as PDF into the system.