

To be completed by the CEI-ES

Ref. No.: 1202.XXX-XX

Received on: XX/XX/XXXX

Country:

Area of activity:



# CEI Cooperation Fund

## Application Form for Funding a CEI Cooperation Activity

**Submitted by**

Please indicate only the name of the submitting institutions

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**Via the CEI National Coordinator of**

Please indicate the name and country of the CEI National Coordinator you have contacted

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## Part 1 – General Information

### 1.1. Title of the Cooperation Activity

### 1.2. Applicant

Please add a brief description of your organisation

### 1.3. Short description of the Cooperation Activity

Please provide a short description of the Cooperation Activity you are proposing (max 2000 characters)

### 1.4. Intended date and place of implementation

Please refer to the exact date of implementation of the project. The preparatory and post-implementation phases shall be defined as appropriate

## Part 2 – Description of the Cooperation Activity

### 2.1. Detailed description

Please provide a detailed description of the various preparation and implementation phases of the Cooperation Activity (max 5000).

### 2.2. Background of the project

Please indicate if this is an original project idea of yours, or if the project originates from a CEI Network of Focal Points or another source. Moreover, you should state whether this is a one-time or a periodically recurring event.

### 2.3. Participation

Please indicate the envisaged number and role of participants in the Cooperation Activity, which country, institution or international body they belong to, if a registration fee is requested and what does the fee cover. Please indicate as well special arrangements made to facilitate the participation of non-EU CEI countries. Please provide a list of contacts with full details.

#### *CEI Member States and envisaged number of participants*

Albania	_____
Austria	_____
Belarus	_____
Bulgaria	_____
Bosnia and Herzegovina	_____
Croatia	_____
Czech Republic	_____
Hungary	_____
Italy	_____
Macedonia	_____
Moldova	_____
Montenegro	_____

Poland	_____
Romania	_____
Serbia	_____
Slovakia	_____
Slovenia	_____
Ukraine	_____
<b>TOTAL</b>	<b>_____</b>

Other countries \_\_\_\_\_  
International bodies or institutions \_\_\_\_\_

Registration fee (applied / not applied )

if applied

Amount \_\_\_\_\_ EUR

Expenses/budget lines covered by the registration fee \_\_\_\_\_

#### 2.4. Compatibility with the CEI Plan of Action

Please indicate to which relevant chapter of the Plan of Action the activity refers and in which respect it helps in meeting its goals.

#### 2.5. CEI visibility

Please indicate how you intend to ensure visibility to the CEI within the Cooperation Activity (e.g. make reference to the use of the CEI logo). Please indicate as well how you intend to promote the Cooperation Activity.

#### 2.6. Expected results

Please indicate the expected outcome of the Cooperation Activity. Please indicate, as appropriate, which publications or material you intend to prepare before and after the Cooperation Activity.

#### 2.7. Involvement of CEI Bodies

Please indicate which CEI bodies, if any, you intend to involve in the preparation and implementation of the Cooperation Activity.

### Part 3 – Organisation and administration

#### 3.1. Person responsible for the implementation of the Cooperation Activity

Please provide the contact details of the person that is in charge of the organisation and implementation of the Cooperation Activity.

First Name and Family Name

Official position

Institution

Address

Telephone

Fax

Email

Website

**3.2. Person responsible for expenditures related to the Cooperation Activity**

Please provide the contact details of the person that is in charge of the financial management of the Cooperation Activity and that will be responsible for the accounting of the Activity. Please note that this person cannot coincide with the one responsible for the implementation.

*First Name and Family Name**Official position**Institution**Address**Telephone**Fax**Email**Website***Part 4 – Budget****Total budget estimate**

Total budget estimate		EUR (100%)	
Requested CEI contribution		EUR	___ % of the total budget estimate
Applicant's own resources		EUR	___ % of the total budget estimate

**Total budget estimate of the CEI Cooperation Activity**

Please provide a detailed budget estimate of the Cooperation Activity, indicating all the amounts in EUR (add budget lines as needed). Please note that the budget of the Cooperation Activity refers to costs that organisers have to bear either directly or through the contributions of donors (in other words, costs borne directly by participants, e.g. hotel or travel, shall not be included in the budget estimate).

Please insert for each budget item:

- a detailed description (e.g. accommodation for 10 participants from CEI countries for two nights)
- the estimated unit cost per participant or per item of equipment or other resource (e.g. room rate per one night)
- the estimated subtotal related to that budget item (e.g. number of people x number of nights x room rate)
- the amount of the CEI contribution you request for that budget item.

Please refer to the CEI Rules for Allocation B6, B7 and B8 for information on the use of CEI contribution and eligible budget items.

No.	Expenditures	# of Units	Unit Cost	Subtotal	CEI Funding
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**1. Organisation and administration****1.1. Human resources**

*Management, consultants, experts (please specify in the budget line whether the cost is monthly or daily, e.g. project coordinator 1 month)*

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<i>Subtotal</i>				

**1.2. Travel expenses***(international travel, local transportation)*

<i>Subtotal</i>				

**1.3. Accommodation***(hotel rooms)*

<i>Subtotal</i>				

**1.4. Allowances, per diems, meals**

<i>Subtotal</i>				

**1.5. Contracts and subcontracts***(when applicable)*

<i>Subtotal</i>				

**1.6. Equipment***(rent of rooms/offices when different from the organising institution headquarters, conference rooms, furniture, computers, audiovisuals)*

<i>Subtotal</i>				

**1.7. Administrative costs***(office supplies, communication...)*

<i>Subtotal</i>				

**2. Promotion****2.1. Publications**

(design, printing, distribution, translation...)


Subtotal

**2.2. Advertising**

(when applicable)


Subtotal

**3. Meetings and conferences****3.1. Participants**

(please refer exclusively to the costs to be borne by the organisers)

**Travel costs**

(travel costs, means of transport, visa costs if applicable...)


Subtotal

**Accommodation**

(please indicate the room rate and the number of nights)


Subtotal

**Subsistence costs**

(meals, per diems if applicable...)


Subtotal

**3.2. Speakers / lecturers / trainers / experts**

(please refer exclusively to the costs to be borne by the organisers)

**Travel costs**

(travel costs, means of transport, visa costs if applicable...)


Subtotal

**Accommodation**

(please indicate the room rate and the number of nights)

<i>Subtotal</i>				

**Subsistence costs***(meals, per diems if applicable when different from catering...)*

<i>Subtotal</i>				

**Fees***(please specify if comprehensive or daily)*

<i>Subtotal</i>				

**3.3. Interpretation***(during the meetings)*

<i>Subtotal</i>				

**3.4. Catering***(lunches, dinners, coffee breaks during the meetings...)*

<i>Subtotal</i>				

**3.5. Excursions, study visits, social events***(if applicable)*

<i>Subtotal</i>				

**3.6. Training material***(conference kits, pens..)*

<i>Subtotal</i>				

**3.7. Meeting facilities and equipment***(rent of room, furniture, computer equipment, audiovisuals...)*


<i>Subtotal</i>				

**4. Other***(if applicable)*

<i>Subtotal</i>				

**TOTAL ESTIMATED BUDGET**

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**Expected sources of funding**

Please indicate the additional sources of funding complementing the CEI financing, either coming from the organising institution, from the host country of the organisers, from other countries (CEI or third countries) or from other sources (e.g. sponsors, international organisations, NGOs etc.). Please give indication as to the status of the source of funding: please indicate **C** for confirmed contributions and **R** for requested. Please indicate as well the revenue generated through registration fees, as appropriate.

Source of co-financing	Budget items covered by the contribution	R/C	Amount EUR	of which in-kind*
Applicant				
Host country				
Other countries				
Other sources of funding (sponsors...)				
In-kind contributions				
Registration fees revenue				
<b>Subtotal co-financing</b>				
<b>Requested CEI contribution</b>				
<b>TOTAL ESTIMATED COST</b>				

\* \* \*

This form was completed by

Date

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\* An **in-kind contribution** is a non-cash, other than monetary contribution or input which can be given a cash value. Expenditures in-kind are expenditures not giving rise to an actual payment: they can take the form of

- donation of goods or services, time or expertise, rather than cash or appreciated property
- infrastructure support, office supplies support, equipment support etc
- human resources of the organising institution.