

GUIDE FOR APPLICANTS

PROGRAM GUIDE FOR INVESTMENT IN CULTURE AND ARTS „SHARING SOFIA“ 2014

This Guide provides information about the submission process and the selection procedures for grants provided under the open Call for Proposals 2014 of the private-public Fund for Innovations in Culture. The Guide covers also the general rules for funding and the relevant thematic priorities of this Call.

Sofia 2014

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1. Fund for Innovations in Culture

The Fund for Innovations in culture was established with Decision 429 of Sofia Municipal Council. The first open call for proposals has become possible with the financial assistance of the following benefactors:

**SOPHARMA AD
KRIB
MOBILTEL EAD
SHARLOPOV HOTELS
GLAVBOLGARSTROY
CHOUCHKOV BROTHERS
SOFIA MUNICIPALITY
Individual donors**

Mission

The mission of the Fund is to work towards creating and promoting models for sustainable development of culture in Sofia and improving the quality of life of its citizens through effective management of financial resources and the development of local philanthropy.

Goals

- To support the development of creativity and innovation in culture in Sofia
- To support the development and establishment of cultural values, encouraging young artists, and citizen participation in the cultural life in Sofia
- To pool resources and create cross-sectoral partnerships to solve local problems in the field of culture and education.

Relevant Strategic Documents:

The Fund for Innovations in Culture (FIC) is established to support the strategic priorities for the development of culture in Sofia, enshrined in the long-term strategy for culture, Sofia-Creative Capital. The Fund's specific focus is on Strategic Horizontal Policy 3, Innovations and Opening-up, which aims at fostering new cultural forms, new styles, genres and approaches, as well as introducing new technologies to encourage experimentation and innovations, specifically in the interpretation and linkages between cultural heritage and contemporary culture.

The Fund is an important instrument aimed at achieving the goals and specific objectives of the project bid of Sofia and the Southwest Region *Sharing Sofia*, for the title European Capital of Culture. The Fund will support the city's concerted efforts in the coming years to make its debut on the European modern cultural scene and to assert itself as a true European city and destination of the new generation.

The Fund for Innovations in Culture will contribute to achieving the goals and specific tasks of the Europe 2020 strategy for smart, sustainable and inclusive growth, by

promoting creativity, the development of new skills for new jobs, artistic experimentation, and innovative rethinking of the urban environment through contemporary arts and culture.

2. Annual Priorities of FIC for 2014

The program of the Fund for Innovations in Culture for 2014 is aimed at establishing a platform for artists and cultural operators who can offer an innovative vision of the future.

The Fund's first program will support projects proposing an innovative interpretation of the creative program of Sofia and the Southwest Region *Sharing Sofia*, with a special attention to **Season 3 Future Reflective: Sharing Possibilities, Sharing Creativity, Sharing Dreams**. (The full text of the creative program Sofia 2019 is available at www.sofia2019.bg)

The challenges we face today, such as expanding urbanization, ageing population, the crisis of the current economic paradigm coupled with a growing shortage of natural resources, the emergence of new business models and the need for sustainable development, are clear indications that by 2050 our way of life will be radically different. In this context, the arts and culture could very likely become key factors enabling the human adaptation to the future.

How can society best tackle these challenges? Which learning models and business concepts will dominate in the coming years? Is planned obsolescence itself going to expire? Do we have today the tools needed for a radical transformation into the future, using culture as a driving force of change?

Considering these issues and the role of arts and culture for the future, the Fund invites project promoters to present applications focusing on innovative research, pilot initiatives for artistic platforms and cooperation models between art, science, new technologies and the city of the future.

Financial support will be given to projects which focus on innovations as entirely new instruments or forms of intervention or which seek to improve already existing innovations.

Project promoters are encouraged to observe the principles of sustainable development and reducing the negative environmental impact in the implementation of their projects. This involves a wide spectrum of themes ranging from sustainable urban transport, waste management and efficient use of resources.

Particular attention will be given to projects promoting new partnerships and joint initiatives between cultural operators from Sofia and the Southwest region. At least one of the planned events must take place in Sofia.

3. Grant Amount and Co-financing Principle

For NATURAL PERSONS:

Minimum eligible grant: 1 000 BGN (one thousand leva)

Maximum eligible grant: 2 000 BGN (two thousand leva)

Percentage of own contribution by the beneficiary: minimum 10% - maximum 40% of the total eligible project costs.

For LEGAL ENTITIES:

Minimum eligible grant: 5 000 BGN (five thousand leva)

Maximum eligible grant: 8 000 BGN (eight thousand leva)

Percentage of own contribution by the beneficiary: minimum 10% - maximum 40% of the total eligible project costs.

4. Eligibility Criteria

In order to be eligible, grant applications must fully comply with all the criteria presented in this Guide and have to be submitted within the deadlines.

The eligibility criteria are divided into four main categories:

- Applicant and partners;
- Eligible activities;
- Eligible expenditures;
- Own contribution.

4.1. Eligibility of applicants and partners

General eligibility criteria for applicants and partners: who can apply?

Definition of terms used:

“Applicant organisation/beneficiary”: any natural person or organization with legal personality, or associations thereof, submitting a proposal for a project within the scope of the current program.

“Partner or co-beneficiary”: any natural person or organization with legal personality, or associations thereof, participating in the preparation and/or the technical and/or financial implementation of the project activities eligible for co-funding as described in the application form.

Eligible applicants and partners of this Call for Proposals are:

- **Natural persons (private individuals) living and working on the territory of Sofia or the Southwest region;**

- **Eligible applicants – natural persons – must have their permanent residence on the territory of the Southwest Region**
- **Legal entities registered according to the Law for the Non-profit Legal entities as well as academic institutions with a registered seat and activity on the territory of Sofia or the Southwest region.**

The Applicant organisation/beneficiary is legally responsible for the development, overall management and implementation of the project, jointly with the partner/s. The applicant cannot serve as an intermediary between organizations.

Important:

At the stage of application, the following documents must be submitted by the Applicant (scanned copies of the document):

FOR LEGAL ENTITIES: Declaration of Commitment and Voluntary Participation in the Program; Declaration for Specific eligibility requirements; Budget form, completed, with a stamp and signature of the legal authorized representative of the applicant organization.

FOR NATURAL PERSONS: Declaration for Commitment and Voluntary Participation in the Program; Declaration for Specific eligibility requirements; Budget form, completed and signed by the Applicant;

FOR PARTNERS (if applicable): Partnership Declaration.

Important:

At the stage of Conclusion of the Grant Agreement, all applicants must submit:

- Originals of the Declarations referred to above, as well as originals of the following documents:

(for Legal entities):

- Certificate for Current Legal Standing of the applicant organization, issued not earlier than 3 months before the application deadline;
- Copy of the organization's BULSTAT registration, signed, with a Certified True Copy Stamp;
- Copy of the VAT registration (if applicable), with a Certified True Copy Stamp;
- Certificate of No State Tax Owed. The document is issued by the Territorial Directorate of the National Revenue Agency;
- Certificate of No Tax Owed to Sofia Municipality. The document is issued by the Local Taxes and Fees Department of the respective District Administration of Sofia Municipality;
- Declaration, signed by the legal authorized representative/s of the applicant organization, certifying that the organization has not failed to meet its contractual obligations under a previous grant award procedure from Sofia Municipality and has not been found guilty of fraud or any other illegal activities detrimental to the Union's financial interests.

Natural persons must submit the following documents (original documents):

- Certificate of No State Tax Owed. The document is issued by the Territorial

Directorate of the National Revenue Agency;

- Certificate of No Tax Owed to Sofia Municipality. The document is issued by the Local Taxes and Fees Department of the respective District Administration of Sofia Municipality;
- Proof of legal residence (valid Personal Identification Card);
- Current bank account.

For partners: all of the above documents depending on the applicant's legal status (for natural persons or legal entities).

Important:

Applicants as well as their partner/s will be excluded from participating in the Call if they are in any of the following situations:

- Have made an attempt to receive inside information or to influence in any way the decisions of the Evaluation Committee in the process of evaluation and selection of proposals under this Call;
- Are subject to conflict of interests according to art. 52 of Regulation (EO)1605/2002 for the avoidance of conflict of interests.

Specific eligibility requirements for applicants and partners

- They have no outstanding financial obligations to Sofia Municipality;
- They have not been found guilty and convicted of any offence against property, or they have been acquitted of such charges;
- They are not municipal councilors and/or persons employed in the administration of Sofia Municipality and/or representatives of Sofia Municipal Council and the administration of Sofia Municipality who are currently in management positions in the applicant organization (members of the organization's managing board, supervisory board, executive director);
- They have not been found guilty of misuse of EU funds;
- They have not failed to meet their contractual obligations under a previous grant award procedure from Sofia Municipality;
- They have not been found incompliant, by a judgment of a competent authority, with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the state or of Sofia Municipality, with the exception of cases when the competent authority has granted deferment or forbearance of payments.

Important:

In order to reduce the paperwork, applicants and partners are required to sign a declaration (Annex 2) certifying they are not in any of the situations referred to above. If the ***applicant** is found guilty of misrepresenting the information required under this grant award procedure, the applicant may be excluded from participating in other grant programs of Sofia Municipality for 2 years.

***Applicant** is any natural person or legal entity, or an authorized representative of legal entity and will be considered in default also in cases when the same applicant submits an

application on behalf of another legal entity in future calls for proposals of the FIC or other programs of Sofia Municipality.

4.2. Eligible activities

The following activities are eligible for funding:

- Materials for making artistic products, performances, installations, urban environment interventions;
- Travel on the territory of the Southwest Region (only if it is linked directly to the artistic activities of the project);
- Information events, campaigns, media coverage;
- Fees for artistic activities;
- Rental of room/facilities and equipment, only if they are linked directly to the presentation of an artistic product;
- Project management (not exceeding 10% of the total project budget).

Important: No supporting documents are required for project management expenses.

4.3. Eligible expenditures

- Costs for buying materials needed for making an artistic product, installation, intervention in urban environment;
- Fees for artistic activity;
- Publication costs;
- Other costs fully justified as necessary for the implementation of the project.

The following activities and costs are **not** eligible for funding:

- Costs incurred prior to the award and conclusion of the grant agreement;
- Costs for buying long-term assets;
- Costs for the maintenance and upkeep of a building, utilities, debt, bank fees, office rent and utilities/consumables, unless they are included in the project management expenditures;
- Projects which have already received funding for the same activities from municipal and state bodies;
- Investment projects and construction works;
- Developing advertising materials, catalogues, websites and other information products which are not innovative in character or have no innovative artistic value and/or do not facilitate a concrete creative process;
- Projects not in compliance with the Copyright Act and other intellectual property acts;
- Purchasing of art works (visual arts and music);
- Celebration of personal anniversaries, jubilees, etc.;
- Projects which violate human rights or instigate conflict and confrontation on the basis of religious or ethnic origin;
- Activities discriminating against groups and sub-cultures on the basis of gender or sexual orientation, or which represent these groups in derogatory ways;

- Activities of or in support of political parties.

4.4. Own contribution

Applicants must provide own contribution in the amount of 10% (minimum) or 40% (maximum) of the total project costs.

Important:

To reduce the bureaucratic burden on the applicant, no documents are required to verify financial capacity and the availability of funds (such as bank statements, etc.) Beneficiaries must provide supporting documents for their own contribution in the final financial report, submitting copies of invoices and proof of payment/s, verifying that the funds have been used for project activities. The invoice must include the project title or grant agreement number.

5. Selection Criteria

- Eligible for funding are projects in any field of contemporary art (performance arts, visual arts, literature, film, new media) or multi-disciplinary projects.
- Project proposals offer innovative interpretations of the theme *Sharing Sofia*, with a special focus on **Season 3 Future Reflective: Sharing Possibilities, Sharing Creativity, Sharing Dreams**, showing a variety of perspectives and cultural diversity.
- Projects generate artistic results through public outreach components (e.g. exhibitions, performances, new curation decisions, temporary transformations of urban environment, use of new technologies, etc.)
- The project goals, target groups and activities are well thought-out, they are realistic and well justified.
- Priority will be given to young artists between 18 and 30 years old.
- The project pays special attention to the audiences and creatively seeks to provoke their “involvement” not only as passive spectators/listeners but as active participants.
- The project activities take place in at least one of the residential areas in the periphery of the city, and employs artistic elements specifically designed to involve hard-to-reach publics, in particular children and youth, people with special needs or disabilities.
- The project involves creative partnership between cultural operators from Sofia and the Southwest region, and at least one of the events takes place on the territory of Sofia Municipality;
- The project offers innovative interpretation of traditional and well-known cultural places, with a special focus on the incorporation of cultural heritage in the changing city, as well as saturating with cultural content nonconventional cultural zones and spaces;
- The project involves an educational element, aimed at enhancing the knowledge, skills, and attitudes of the audience or the artists in the chosen thematic area, and fosters interactive partnerships between cultural institutes/organizations and schools.
- The project employs non-traditional tools for information and publicity, provided their use is well justified, including new technologies and multilingual content.

6. Submission Procedure

Application forms can be completed in Bulgarian or English.

The Fund for Innovations in Culture encourages the electronic submission of project proposals.

All project proposals have to be submitted using the grant application electronic form; the required supporting documents (scanned copies of the originals) must be attached to the application form. Applicants can find the application electronic form (eForm) and information regarding the submission procedure at the following address www.sofia-da.eu.

Upon successful submission of the eForm, the system will automatically send a copy of the submitted documents to the e-mail the applicant has indicated for correspondence in the application form.

The e-mail notification of the successfully submitted application will contain the completed electronic form with all attachments, and the time and date of submission.

Important:

The eForm **will not automatically save** the information entered. You must complete all of the data fields of the eForm, attach the required documents, and send the application form. It is recommended that you develop your project proposal in a separate file and then copy/paste the relevant texts to the electronic form.

Important: The deadline for electronic submission of proposal is 23 September 2014, by 17:00 EST.

If technical difficulties prevent the electronic submission of the proposals, applicants can submit paper copies of the project proposal by

September 24, 2014, 17:00 EST, in the office of Sofia Development Association, at the following address: Sofia 1463, 92 Patriarh Evtimiy Blvd.

Important:

In order to encourage electronic submission, applications submitted on paper will be penalized by taking 5 points off the overall project assessment score.

Please note that, although the electronic submission system is able to deal with multiple applications at the same time, and to avoid technical failure, it is advisable **not to wait until the last moment to submit your application.**

Important: Project proposals received after the deadline will not be considered. Applications received after the deadline but postmarked with a date prior to the deadline will be rejected. The FIC is not responsible for delays in delivery by a courier and will not accept late submissions.

7. Eligibility Period and Geographical Scope of Projects

Project activities should be implemented on the territory of Sofia and the Southwest region. At least one of the events must take place on the territory of Sofia.

Eligible activities must be implemented between **1 November 2014 – 30 April 2015**.

8. Evaluation and Award Procedures

Eligible applications received by the application deadline will be evaluated on the basis of the criteria described in the Guide for Applicants, the Eligibility Checklist and the Project Score Card.

The award criteria cannot be changed during the evaluation procedure. Scores proposed by the Evaluation Committee are recorded in the Project Score Card.

The evaluation procedure of the applications includes:

- Eligibility and selection criteria (Eligibility checklist);
- Quality assessment against award criteria (Project Score Card).

The Evaluation Committee appointed by the Director of the FIC evaluates the applications on the basis of the following eligibility, exclusion, and selection criteria:

- Project proposals have been submitted by the deadline. Applications received after the deadline will not be considered.
- The project proposal meets the eligibility and exclusion criteria (Eligibility checklist). Applications must include all the required documents and annexes listed above. If any of these requested documents are missing, the application will **not** be eligible.

Eligibility Checklist: Eligibility, Exclusion, and Selection Criteria

Important: This checklist is completed by the Eligibility Committee. Applicants can use the checklist to ensure they meet the eligibility criteria but should not include the list with the project proposal.

	YES	NO	N/A
1. The application is submitted using the application form and all other forms/declarations for this call for proposals.			
2. The application form is completed in Bulgarian or English.			
3. The budget form is completed and all funding sources are indicated as required.			
4. Eligibility of the applicant.			
5. The applicant meets the requirement for geographical balance.			
6. Project activities are eligible.			
7. The project expenditures are eligible.			
8. The project meets the minimum/maximum percentage of the requested financial aid.			
9. The project includes publicity and visibility activities in accordance with the Guide for Applicants.			
9. The project meets the minimum/maximum required amount of own contribution.			
Annexes for Applicants – Natural Persons:			
Declaration for Commitment and Voluntary Participation in the Program			
Declaration for Specific eligibility requirements			
Completed and signed Budget Form			
Annexes for Applicants – Legal Entities:			
Declaration for Commitment and Voluntary Participation in the Program			
Declaration for Specific eligibility requirements			
Completed Budget Form, stamped and signed by the authorized legal representative of the organization			
Annexes for Partners – natural persons/legal entities			
Partnership Declaration (if applicable).			

Project Score Card	
Project Title:	
Evaluator:	
Total score:	100
1. Quality of the project idea	10
1.1. The project idea contributes to the achievement of the goals of FIC (max 5 points)	5
1.2. The project idea contributes to the achievement of the objectives and priorities of the annual program for 2014 (max 5 points)	5
2. Quality of the project goals and activity plan	15
2.1. Project objectives are clearly defined and are in line with the FIC's program priorities 2014 (max 8 points)	8
2.2. The proposed activities are appropriate to reach the project's objectives (max 7 points)	7
3. Quality of the target groups	10
3.1. Target groups are clearly identified (max 5 points)	5
3.2. The needs of the target groups are taken into account (max 5 points)	5
4. Quality of the innovativeness and sustainability of the proposal	19
4.1. The project is innovative at national and regional level (max 4 points)	4
4.2. The project is innovative at EU and international level (max 7 points)	6
4.3. The proposal is in line with the principles for sustainable development and reducing the negative impact on the environment (max 5 points)	5
4.4. The applicant demonstrates knowledge of similar initiatives at national and European level (max 4 points). <i>This criterion encourages applicants to research other similar initiatives at national level. If such have been carried out, the applicant is encouraged to demonstrate how they will build upon the past results.</i>	4
5. Quality of the dissemination plan	8
5.1. The planned activities for information and visibility are innovative, non-traditional and guarantee a maximum public outreach (max 8 points)	8
6. Applicant's capacity	15
6.1. The applicant (and partner) demonstrate sufficient operational capacity and experience to carry out the proposed project (max 6 points)	6
6.2. The applicant (and partner) show the necessary creative capacity and potential to carry out the proposal (max 9 points)	9

7. Quality of the project budget and efficient use of the funding	12
7.1. The project budget is realistic (max 6 points)	6
7.2. The project budget foresees efficient use of the grant funds (max 6 points)	6
9. The project involves partnership with cultural operators from the Southwest Region (max 6 points)	6
8. The project is submitted electronically (5 points)	5

Important: Only project proposals which have passed the threshold of 60 points will be considered for funding. Proposals with less than 60 points will not be considered for funding even if funds are available. The unused funds will be included in the program budget for the next session of FIC.

Important: The decision of the Evaluation Committee is final and cannot be appealed.

9. Grant Decision and Grant Agreement

Grant payments will be made upon signing the Grant Agreement. A pre-financing payment in the amount of 70% of the grant will be transferred to the beneficiary. Payment of the balance – the remaining 30% of the grant - will be paid to the beneficiary after submission to and acceptance by FIC of a final financial and narrative report.

The Model Financial and Technical Report is an integral part of the grant agreement.

If the beneficiary fails to fulfill the contractual obligations, the Fund will terminate the contract and may request full or partial reimbursement of the grant amounts already paid to the beneficiary.

10. Communication with Applicants

Applicants can send their inquiries to the Fund by September 15, 2014 to the following email: fund@sofia-da.eu.

Questions and answers will be published on the official website of the Fund for Innovation in Culture.

Annex 1: Declaration for Commitment and Voluntary Participation

DECLARATION FOR COMMITMENT AND VOLUNTARY PARTICIPATION Sharing Sofia Program

I, the undersigned,,
(name, family name)

Permanent address

....., citizen of

ID №....., issued on by

in my position of

Authorized representative of APPLICANT / Applicant – Natural person

.....
(name of the organization or write „applicant – natural person“)

BULSTAT registration #.....,

in the Sharing Sofia Program of the Fund for Innovations in Culture,

declare that:

1. My participation in the program of the Fund for Innovations in Culture and submission of a project application is voluntary.
2. I accept the terms of reference of the Fund and pledge to be a responsible partner of the Fund for Innovations in Culture and, if awarded a grant, to carry out the project proposal to achieve the goals of the Fund.

Date

Place

Name:

(signature)

Signature and stamp of
organization

Annex 2: Declaration for Specific eligibility requirements

DECLARATION FOR SPECIFIC ELIGIBILITY REQUIREMENTS

I, the undersigned,,
(name, family name)

Permanent address

....., citizen of

Personal ID №....., issued on by

.....,

in my position of

Authorized representative of the APPLICANT/ Applicant – Natural person

.....

(name of organization or write „Applicant – natural person“)

BULSTAT registration

In the Sharing Sofia Program of the Fund for Innovations in Culture,

declare, that:

- I have no outstanding tax obligations to the State or Sofia Municipality;
- I have not been found guilty or convicted for crimes against property;
- I am not a municipal councilor and/or person employed in the administration of Sofia Municipality (*For legal entities*) No members of Sofia Municipal Council or the administration of Sofia Municipality hold executive positions in the management bodies of the organization, which I represent (members of the managing and supervisory boards, executive director);
- (*Please remove what does not apply*) *For legal entities*: The organization that I represent has not been found guilty of misuse of EU funds; *For natural persons*: I have not been found guilty of misuse of EU funds.
- (*Please remove what does not apply*) *For legal entities*: The organization that I represent has not failed to meet its contractual obligations under a previous grant award procedure from Sofia Municipality; *For natural persons*: I have not failed to meet my contractual obligations under a previous grant award procedure from Sofia Municipality;
- (*Please remove what does not apply*) *For legal entities*: The organization that I represent has not been found in compliant, by a judgment of a competent authority, with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the State or of Sofia Municipality, with the exception of cases when the competent authority has granted deferment or forbearance of payments. *For natural persons*: I have no outstanding financial obligations to the State or to Sofia Municipality, confirmed by a judgment of a competent authority, or obligations relating to the payment of social security contributions (with the exception of cases when the competent authority has granted deferment or forbearance of payments).

Date

Place

Name of legal representative:

(Signature)

(Signature and stamp of organization)

Annex 3: Partnership Declaration

PARTNERSHIP DECLARATION¹

Project:
(Project title)

**Applicant organization /
Coordinator**
(Name of applicant – organization or natural person)

I, the undersigned,
(Name, family name)

Permanent address
....., citizen of

Personal ID №....., issued on by
....., in my position of

Legal representative of the Co-beneficiary / partner – natural person
.....
(name of the organization or write „partner – natural person)

BULSTAT registration

In the *Sharing Sofia* Program of the Fund for Innovations in Culture,

Declare that, at the time of submitting this application,

1. I have read and accepted the Application form and the role of Partner as described in it, as well as read the entire project proposal and given my agreement to it, and undertake on behalf of the Co-beneficiary to contribute to the implementation of the proposal;
2. I agree that the Co-beneficiary grants power of attorney to the Beneficiary, to act in his name and for his account in signing the Grant Agreement. Accordingly, hereby the Co-beneficiary mandates the Beneficiary to take full legal responsibility for the implementation of the project activities and to represent the Co-beneficiary to the Donor regarding any issues related to the implementation of the project;
3. If the project is awarded a grant, the Beneficiary shall consult with the Co-beneficiary/ies and inform them about the progress in the project implementation.
4. I agree that requests for substantial modifications of the project proposal (project activities, partners, budget, etc.) must be made only upon obtaining the consent of the Co-beneficiaries and prior to the submission of the request to the Fund; if no such agreement has been achieved, the Beneficiary shall indicate this in the request for modification/change of the proposal.

Date

Place

Name of legal representative:
(Signature)
(Signature, stamp of organization)

¹ To be completed by the partner/s. The declaration is submitted with the application form.