

Please note: this is a working template to facilitate the preparation of Application forms in the calls for proposals under Interreg NEXT Poland–Ukraine 2021-2027 Programme.

The Application form must be prepared and submitted online via [WOD2021 system](#).

The general instruction on navigating in the system including creating an AF, editing it, deleting an AF, submitting for assessment, clarifying at the stage of the decision on the project and cancelling are available in [PL-UA 21-27 WOD2021 Applicant Manual – Application form](#)

REGULAR PROJECT APPLICATION FORM

Instruction:

1. The content of the application form (AF) is consistent with the electronic information system CST2021.
 - 1) Application form should be filled in only in English.
 - 2) Please respect the limitations of characters (spaces included) as requested within the form.
 - 3) Please fill in all the fields marked with *. They are obligatory, cannot be left empty.
2. Before starting to fill out the AF, be sure to read Programme Manual¹.

I. PROJECT INFORMATION

Project

Project title*	Max 200 characters
Project description*	
<p>Please give a short overview of the project and describe:</p> <ol style="list-style-type: none"> 1) the common challenge of the Programme area you are jointly tackling in your project; 2) the overall objective of the project and the expected change your project will make to the current situation; 3) the main outputs you will produce and who will benefit from them; 4) the approach you plan to take and why is cross-border approach needed. <p>Max. number of characters is 4000</p>	
Project start date*	Project end date*
Please, indicate appropriate date (year/month/day). The earliest start date of the project can be the day after the end date of the respective Call for proposals	Please, indicate appropriate date (year/month/day). The project duration is up to 24 months
Target groups*	
<p>Please, briefly describe main target groups to whom the project is addressed. In this field, describe who the Partners will support under the project and identify – based on generally available data and, possibly, the Applicant's own data – important characteristics of the participants (individuals or entities) who will receive support, including the project implementation area.</p> <p>Max. number of characters is 4000</p>	
Project location*	
Please select 'region'	

¹ Programme Manual – Regular projects. Part 1 – application

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Intervention field*

Please select from the list. Please note that the list is determined for each Specific objective.
The fields of intervention (related types of action for each Specific objective) are specified in the Programme document

Project location²

Please list all the places where your project is planned to be implemented (i.e. all locations of your Project Partners). Select from the drop down list:

Region/voivodeship *	District*	Municipality/ commune
Please, specify	Please, specify	Please, specify

II. APPLICANT AND PROJECT PARTNERS

Information about the Applicant

Applicant data			
Name*			
Please specify the full name of the Lead Partner in English as provided in the registration documents/ statutes of the entity			
Max. number of characters is 1000			
Legal form ³ *			
Please select from the drop-down list the value that best corresponds to the legal form of the Lead Partner			
Enterprise size*			
Please select 'Not applicable'			
Ownership form*			
Please select from the drop-down list:			
<ul style="list-style-type: none"> for Polish partners: the value that best corresponds to the form of ownership according to the legal form of the Lead Partner, but other than 'Foreign entities', for Ukraine partners: 'Foreign entities' 			
Possibility to recover VAT*			
Please indicate whether you, as the Lead Partner, have the possibility to recover VAT. Where this is irrelevant to the project, you can also select 'Not applicable'			
Contact details			
Country*	Please, select from the drop-down list	Town*	Max. number of characters is 50
Postal Code*	Max. number of characters is 25	Street*	Max. number of characters is 100
Building number*	Max. number of characters is 10	Apartment/ office number	Max. number of characters is 10
E-mail address*	Max. number of characters is 750	Phone number	Max. number of characters is 45
Web page	Max. number of characters is 750		

² Please add as many locations as needed.

³ E.g., local self-government, security forces (police, border guards etc.), healthcare institution, educational institution, religious institution, NGO etc.

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Identification data	
Identifier type*	Tax identification no./PESEL/Other*
<i>Please, tick the adequate field.</i> - For Polish Lead Partner: 'Tax identification no.' (NIP), - For Ukrainian Lead Partner: 'Other number'	<i>Please enter the tax identification number in accordance with your selection in the previous field.</i> - For Ukrainian Lead Partner: Код ЄДРПОУ <i>Max. number of characters is 25</i>

Does the applicant plan to implement the project with partners?*

Please select 'Yes'.

Project Partners⁴

Partner's detail			
Name*			
<i>Please specify the full name of the Project Partner in English as provided in the registration documents/statutes of the entity</i> <i>Max. number of characters is 1000</i>			
Legal form ⁵ *			
<i>Please select from the drop-down list the value that best corresponds to the legal form of the Lead Partner</i>			
Enterprise size*			
<i>Please select 'Not applicable'</i>			
Ownership form*			
<i>Please select from the drop-down list:</i> - for Polish partners: the value that best corresponds to the form of ownership according to the legal form of the Project Partner, but other than 'Foreign entities', - for Ukraine partners: 'Foreign entities'			
Possibility to recover VAT*			
<i>Please indicate whether you, as the Project Partner, have the possibility to recover VAT. Where this is irrelevant to the project, you can also select 'Not applicable'</i>			
Contact details			
Country*	<i>Please, select from the drop-down list</i>	Town*	<i>Max. number of characters is 50</i>
Postal Code*	<i>Max. number of characters is 25</i>	Street*	<i>Max. number of characters is 100</i>
Building number*	<i>Max. number of characters is 10</i>	Apartment/ office number	<i>Max. number of characters is 10</i>
E-mail address*	<i>Max. number of characters is 750</i>	Phone number	<i>Max. number of characters is 45</i>
Web page	<i>Max. number of characters is 750</i>		

⁴ Please add the table below for each partner, add as many tables as needed.

⁵ E.g., local self-government, security forces (police, border guards etc.), healthcare institution, educational institution, religious institution, NGO etc.

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Identification data	
Identifier type*	Tax identification no./PESEL/Other*
<i>Please, tick the adequate field.</i> - For Polish Project Partner: 'Tax identification no.' (NIP), - For Ukrainian Project Partner: 'Other number'	<i>Please enter the tax identification number in accordance with your selection in the previous field.</i> - For Ukrainian Project Partner: Код ЄДРПОУ <i>Max. number of characters is 25</i>

Contact persons⁶

First name*	<i>Max. number of characters is 500</i>	E-mail address*	<i>Max. number of characters is 500</i>
Last name*	<i>Max. number of characters is 500</i>	Phone number*	<i>Max. number of characters is 45</i>

III. PROJECT INDICATORS

In the WOD2021 System all project's indicators for Interreg NEXT Poland–Ukraine 2021-2027 Programme are placed in the section 'Additional' indicators.

Project Partners **must** choose indicators for their project **only** from the drop-down list of indicators (according to the Annex 3 the Programme Manual). No other indicator(s) can be included in the project.

The full list of indicators applied in the Programme (see Table 1, Annex 3 to the Programme Manual) is divided into the Programme's indicators (col. "d", in WOD2021 the name of the indicator starts with "MAIN" word) – crucial for confirming the Programme's performance – these are the indicators which projects shall address primarily and additional indicators (col. "e"), which shall enable projects more detailed reflection of their expected impact.

In order for the project to be eligible it **must truly** contribute to **at least one** of the Programme's **output** and **one result** indicators (col. "d"). Indicators from the col. "e" are optional.

Please select also 'Mandatory' indicator 'Interreg – technical indicator'. It is technical indicator requested by the system, you **should not include** this indicator in your project.

'Own' indicators **should not** be defined in WOD. Please do not add any of 'Own' indicators to your Application form. Assessors will not take into account those indicators during project assessment.

Output indicators⁷

Project indicator*	Measurement unit*	Target value – total*	Breakdown by sex*
<i>Please, specify the output indicator</i>	<i>Please, specify in line with the indicator's metrics</i>	<i>Specify the target value planned to be achieved in the project</i>	<i>Please select 'NO'. Indicators in Interreg programmes are not presented in the breakdown by sex</i>
Measurement method*			
<i>Briefly describe how you will measure the value of the indicator achieved in the project</i>			
<i>Max. number of characters is 500</i>			

⁶ You may add contact to each of the partners, please indicate at least one contact person from the Lead Partner's institution.

⁷ Please add as many indicators as needed.

Result indicators⁸

Indicator*	Measurement unit*	Baseline value*	Target value*	Breakdown by sex*
<i>Please, specify the result indicator</i>	<i>Please, specify in line with the indicator's metrics</i>	<i>Specify the baseline value</i>	<i>Specify the target value</i>	<i>Please select 'NO'. Indicators in Interreg programmes are not presented in the breakdown by sex</i>
Measurement method*				
<i>Briefly describe how you will measure the value of the indicator achieved in the project</i>				
<i>Max. number of characters is 500</i>				

IV. WORK PACKAGES

One task within an Application form should be marked as indirect costs (obligatory for all projects). The name of that task is always "Indirect costs". Within this task all costs related to project management (Staff, Travel and accommodation, Office and administration) should be presented.

Work package name ^{9*}	Start date*	Completion date*
<i>Please, specify the name of the work package</i> <i>Max. number of characters is 500</i>	<i>Please, select appropriate date (year/month/day)</i>	<i>Please, select appropriate date (year/month/day)</i>
Work package description*		
<i>Please specify the work package objective and list the activities planned under the work package. Justify why this work package is necessary for the achievement of your project's objective.</i>		
<i>Max. number of characters is 4000</i>		
Indirect costs^{10*}		
<i>Please, specify the name of the work package.</i>		
<i>Max. number of characters is 500</i>		

V. PROJECT BUDGET

Please note:

- project budget should be established in EUR;
- project budget must cover all eligible costs of the project, not just the EU contribution;
- items should be specified for each Project Partner separately;

⁸ Please add as many indicators as needed.

⁹ Please add as many work packages as needed. Pay attention that the implementation period of project activities should be in line with the project implementation period indicated in Section I.

¹⁰ Please select this option **only for** a work package covering the flat rate (for Staff costs, Office and administration and Travel and accommodation).

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- items in the Staff costs should be aggregated on the level of Project Partner in each Work package (only one item Staff cost for each Project Partner separately under the Work package Indirect costs);
- items in cost categories Office and administration and Travel and accommodation should be listed for each Project Partner separately under the Work package Indirect costs (aggregated for each Project Partner as the % of the Staff costs);
- items in the cost categories External expertise and services, Equipment and Infrastructure and works should be specified in detail. I.e. instead of adding total External expertise costs in a Work package each cost item has to be specified separately (e.g. external expert for organizing workshops, preparing studies, etc.);
- the limit for the field 'Cost name' (including justification) is 500 characters;
- maximum number of budget lines (combination of cost categories and cost name for all Project Partners) – 400,
- more information on project budget could be found in Programme Manual (p. 9. Project budget structure).

You can fill in the project budget directly in the system or with the use of an .xlsx template exported from the system. Detailed instructions on working with the Excel file is a part of PL-UA 21-27 WOD2021 Applicant Manual – Application form. Filling in the budget directly in the system will require you to calculate co-financing amounts for every budget item by yourself and calculate flat rates for the Staff, Office and administration and Travel and accommodation separately for each Partner (as it is not done in the system).

Below please find instructions on filling in data directly in the WOD2021 system.

Name ^{11*}	Total expenditures*	Eligible expenditures*	Co-financing*
<i>Please specify the cost name Max. number of characters is 500</i>	<i>Please specify the value</i>	<i>Please specify the value</i>	<i>Enter the value of co-financing calculated as maximum of 90% of the eligible expenditure</i>

Simplified cost options*	<i>Simplified cost options should be marked only under dedicated Work packages: Indirect costs – flat rate for Staff costs, Office and administration and Travel and accommodation</i>
Simplified cost options type	<i>The field is visible only if Simplified cost options were selected. Select 'flat rate' from the drop down list the type of Simplified cost options under relevant Work package</i>
Flat rate	<i>Visible only if in the Simplified cost options type flat rate was selected. Please do not enter any value in this section – it will be filled in automatically after selecting the Cost name</i>
Cost categories*	<i>Select the relevant Cost Category from the drop-down list only for:</i> <ul style="list-style-type: none"> • External expertise and services, • Equipment, • Infrastructure and works
Cost name* (max 500 characters)	<i>For items based on real costs:</i> <ul style="list-style-type: none"> • specify the cost item. Individual cost names must be unique within the WP and for project partner.

¹¹ Please add as many rows as needed.

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	<p><i>For flat rates:</i></p> <ul style="list-style-type: none"> • <i>select from the drop-down list (flat rate above will be automatically filled in)</i>
Total value*	<p><u>Total value must equal to eligible expenditures.</u></p> <p><i>For items based on real costs:</i></p> <ul style="list-style-type: none"> • <i>enter the value manually.</i> <p><i>For flat rates:</i></p> <ul style="list-style-type: none"> • <i>the amount will appear automatically, but it is always calculated on the sum of all expenditures in the project.</i>
Eligible expenditures*	<p><i>Value of Eligible expenditure must equal to total value.</i></p> <p><i>For items based on real costs:</i></p> <ul style="list-style-type: none"> • <i>enter the value manually.</i> <p><i>For flat rates:</i></p> <ul style="list-style-type: none"> • <i>the amount will appear automatically, but it is always calculated on the sum of all expenditures in the project.</i>
Co-financing*	<p><i>Enter the value of co-financing calculated as maximum of 90% of the eligible expenditure.</i></p> <p><i>This is not filled in automatically.</i></p>
Project Partner*	<p><i>Select the project partner from the drop-down list for the cost is related to.</i></p> <p><i>The list includes the names of the Lead Partner and Project Partners defined in Section II. Applicant and project partners.</i></p>
Limits	<p><i>Select one or more limits from the drop-down list if relevant for the budget item.</i></p>

VI. BUDGET SUMMARY

Automatic, non-editable section based on the section 'Project budget' with the summary of financial data.

VII. CO-FINANCING SOURCES

Co-financing*	<p><i>Specify the total amount of co-financing in the columns: 'Total expenditure' and 'Eligible expenditure'.</i></p> <p><i>The value should be equal to the total amount of co-financing in the project shown in Section VI Budget summary (maximum of 90%).</i></p>
Total own contribution*	<p><i>This field is non-editable and represents the sum of all expenditures on own contribution. The amount should be equal or greater than 10% of the project's total budget (for each Project Partner).</i></p>
State budget*	<p><i>Please Specify the values of funding which will be allocated to financing all expenditures under the project.</i></p>
Local government units' budget*	
Other public*	
Private*	
Total*	

VIII. RISK ANALYSIS

E1. Potential to implement the project

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Experience*

Please describe briefly:

- experience of each project partner in participating in and/or managing EU co-financed projects or other international projects over the past three years;
- motivation to participate in the project of each partner;
- indicate project partners which participate for the first time in the Programme.

Max. number of characters is 4000

Description of the project management*

Please describe briefly:

- 1) How the project will be managed;
- 2) Each partner's management experience;
- 3) Management capacities (number of employees, available management resources (office, equipment etc.).

Max. number of characters is 4000

In-kind contribution description*

Please provide 'Not applicable'

Sources of own financing*

Within the Programme each Project Partner may receive up to 90% co-financing for eligible expenditures generated within a project. The remaining part of the costs has to be contributed by the partners from their resources.

Thus, please describe your main sources of financing as well as your financial capacity (for each Project Partner) to ensure the own contribution for project implementation.

Max. number of characters is 4000

Project risk analysis

Identified risk description*	Occurrence probability*	Occurrence effect*	Prevention mechanisms*
<p>Please, identify the risks – threats (i.e. human, operational, procedural, financial, technical, natural, and political) for successful project implementation – you need to answer the question: what can happen? (i.e., what can go wrong?)</p> <p>Max. number of characters is 800</p>	<p>How likely is it that it will happen? Please, use the following assessment scale - very low, low, medium, high, very high</p>	<p>Please, select one of the following potential negative impact of the identified risk:</p> <ul style="list-style-type: none"> - failure to achieve the assumed objectives of project; - delay in implementation of project; - increase in project implementation costs; - Implementation of the project not in accordance with the objectives; - inability to implement the project; - the need for changes in the project; - other: please specify 	<p>What can be done to avoid the risks and if they do occur how will they be handled?</p> <p>Max. number of characters is 800</p>

IX. ADDITIONAL INFORMATION

1. Project title in Polish / Ukrainian*
Polish version: Ukrainian version: Max. number of characters is 500
2. Project acronym*
Please provide a short text, easy to remember, that reflects the main focus of the project. Max. number of characters is 100
3. Project type*
Please tick the adequate field: <input type="checkbox"/> infrastructural <input type="checkbox"/> investment <input type="checkbox"/> soft
4. Provide a brief analysis of the problem(s), need(s), challenge(s) justifying the project*
1) Clearly identify specific problems or challenges in the Programme area to be addressed by the project. 2) Refer to target groups and final beneficiaries. 3) If possible, support your statements with statistical information and concrete examples. Max. number of characters is 4000
5. Objectives of the project*
1) Indicate one overall objective which relates to common interest and to which the project aims to contribute. 2) The overall objective shall clearly link to selected Programme priority and specific objective. 3) Indicate max three specific objectives of the project that will lead to achievement of the overall objective. Max. number of characters is 4000
6. Describe the relevance of the project to the Programme/priority/specific objective selected*
Please refer the relevance of the project (its objectives, expected outputs and results) and proposed approach to: 1) identified problem(s), 2) selected priority and specific objective of the Programme, 3) Programme strategy – description of the problem addressed. Max. number of characters is 4000
7. Demonstrate the cross-border impact of the project*
1) What cross-border impact will the project bring to both sides of the border (project partners, target groups, Programme area)? 2) Why it is important to implement the project in the proposed cross-border partnership? Cannot the result be achieved without cooperation within the Programme? 3) Will the project create a basis to develop the current/future cross-border cooperation? Max. number of characters is 4000
8. Activities, costs and partners outside the Programme area (if applicable)

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- 1) Please describe and justify any of project activities which is planned to be implemented outside the Programme area.
- 2) In addition, please specify the total cost (in EUR and in % of the total project budget) to be incurred outside the Programme area, if any.
- 3) In case any of (Lead) partners is registered outside the Programme area, please indicate it and justify the need for participation of such organization in the project.

Max. number of characters is 4000

9. Partnership and scope of cooperation*

Please describe:

- 1) the composition of partnership that will implement the project;
- 2) the role and participation in the project of each partner;
- 3) Please, describe the intensity of each cooperation level:
 - a. joint project preparation (obligatory!)
 - b. joint project implementation (obligatory!)
 - c. joint project staff and joint project financing (at least one obligatory).

Max. number of characters is 4000

10. Durability of the project*

- 1) Please, describe the long-lasting impact that your project will have on its target groups. How will the project main outputs be further used once the project has ended?
- 2) Please outline the scope for replication and extension of the outcome of the project, if applicable.
- 3) Explain how durability of the project's results will be secured after completion of the project (financial and institutional durability).

Max. number of characters is 4000

11. Complementarity with other actions, projects, initiatives*

Please specify whether:

- synergies/complementarity are ensured between the project and other initiatives in this field and describe in what way exactly;
- results of other initiatives are used in the project and will be further developed/strengthen;
- your project is part or is interrelated with other actions/projects;
- results/products of the project are complementary to results/products of other initiatives in the field.
- If yes, please describe the methods of division of tasks/activities to be to be financed and implemented under each of the projects.

Max. number of characters is 4000

12. Project contribution to horizontal principles*

Please, describe the project impact on horizontal principles:

- the principle of equal opportunities, non-discrimination¹², accessibility for persons with disabilities;
- equality between women and men.

Max. number of characters is 4000

13. Sustainable development principle and DNSH*

Please specify in what way project fulfils and respect the sustainable development principle and is in line with the "do no significant harm" (DNSH) rule.

Please refer to all stages of the project implementation – its preparation, implementation and completion.

Max. number of characters is 4000

¹² According to Article 9(3) of Regulation (EU) 2021/1060, the projects with partners representing municipalities that have taken discriminatory measures such as signing the anti-LGBT declarations **cannot be granted**

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14. State aid
<i>Does the project include expenditure which shall be reported as State aid? Please justify your answer.</i>
<i>Max. number of characters is 500</i>
15. Revenues*
<i>Does the project generate revenues? If yes, please provide a brief description/explanation.</i>
<i>Max. number of characters is 500</i>
16. Readiness*
<i>Is your project ready for implementation? Do the Partners possess the documents necessary for the start of the implementation?</i>
<i>Max. number of characters is 500</i>

X. STATEMENTS

The section is not applicable for the 1st Call for proposals.

XI. APPENDICES

Each Application form should be provided with the following supporting documents (detailed description of the documents required you can find in p. 6.4. of the Programme Manual – regular projects. Part 1 - Application):

- 1) **Annex A1.** Project communication plan – **obligatory**
- 2) **Annex A2.** Lead Partner's declaration – **obligatory**
- 3) **Annex A3.** Partnership statement of Project Partners – **obligatory**
- 4) **Annex A4.** Statutes or other relevant documents – **applicable only for non-public institutions**
- 5) **Annex A5.** Copies of the profit and loss account and the balance sheets – **applicable only for non-public institutions**
- 6) **Annex A6.** Authorisation from the Lead Partner/Project Partner that the person has the right to sign the declarations and statements to be annexed to the Application form – **if applicable**
- 7) **Annex A7.** The Lead Partner's declaration on ensuring the funds necessary for project implementation – **obligatory**
- 8) **Annex A8.** Register document applicable for the Lead Partner/Project Partners – **obligatory**
- 9) **Annex A9.** Full feasibility study – **applicable only for projects including an infrastructure component of at least 1 million EUR**
- 10) **Annex A10.** A self-declaration on the building permission – **applicable only for infrastructural projects**
- 11) **Annex A11.** Declaration of the Lead Partner/Project Partner on the right for the land/real estate disposal for the construction/supplies purposes – **applicable for all investment and infrastructural projects**
- 12) **Annex A12.** Decyzja o środowiskowych uwarunkowaniach (for Polish Partners) or Environmental Impact Assessment (EIA) according to the national legislation is force, as the

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The Application form must be submitted online via WOD2021 system part of Technical Documentation according to National Construction Standard (for Ukrainian Partners) – **applicable only for infrastructural projects**

- 13) **Annex A13.** Declaration of the Lead Partner/Project Partners on maintaining the projects results and objectives for at least five years after project completion – **applicable for all investment and infrastructural projects**
- 14) **Annex A14.** Assessment of expected impacts of climate change – **applicable only for projects including an infrastructure component of at least 1 million EUR**
- 15) **Annex A15.** Declaration of the Lead Partner/Project Partner of Compliance with the Charter of Fundamental Rights – **obligatory**
- 16) **Annex A16.** State aid form – **if applicable**
- 17) **Annex A17.** De minimis aid form – **if applicable**
- 18) **Annex A18.** Other necessary documents – **if applicable**

XII. APPLICATION FORM DATA

The information displayed in the section is a summary of the co-financing application. This section is non-editable.