**Annex 2**

***SMART BalkanS***

*Civil Society for shared society in the Western Balkans*

Call Reference No: SB RG 02/23

**CONCEPT NOTE**

|  |  |
| --- | --- |
| Project title:  |  |
| Lead Applicant name (local language and English language) |  |
| Country of registration |  |
| Thematic area (choose one, delete other) | * Stability and Security
* Governance
 |

**CONCEPT NOTE**

*Note: Please fill in this form (respect page limitations in the form, and use font Arial 11, Normal margins)*

**I BASIC INFORMATION**

|  |  |
| --- | --- |
| Countries/areas of project implementation |  |
| Duration of the project (number of months) |  |
| Requested SMART Balkans contribution in EUR |  |
| In case of co-funding, please indicate the total budget of the project(in case of no co-funding, this field should be left blank) |  |

|  |  |
| --- | --- |
| Full official name of the Partner 1 |  |
| Country of registration |  |
| Full official name of the Partner 2 |  |
| Country of registration |  |

*Please add as many rows as needed*

***Remark****:*

*When* ***formal*** *CSO network applied, the Lead applicant should be the network, and the member organizations directly involved in project implementation should be partners on the application.*

**II PROJECT DESCRIPTION (Max. 4 pages)**

2.1. The background to the preparation of the project, main problems that your project seeks to address in the thematic context

2.2. Main problems that your project seeks to address in the country/regional context

2.3. Goals (overall goal and specific goal(s))

2.4. Relevance of project goals to the SMART Balkans project objectives and priorities

2.5. Target groups and final beneficiaries, their needs, and constraints

2.6. Expected results

2.7. List of activities*,* including a description of linkages/relationships between activity clusters

2.8. I the project is a continuation of a previous project, please explain the synergy with similar ongoing projects in the target counties supported by the other donors.

2.9. Added value (e.g. innovation, best practices, constructive partnerships with authorities, relevant bodies; promotion of gender equality and equal opportunities, needs of marginalized population, environmental protection)

**III DECLARATION BY THE LEAD APPLICANT**

**The Lead applicant, represented by the undersigned, being the authorized signatory of the Lead applicant, and in the context of the present application, representing any partners in the proposed project, hereby declares that it is not in any of the following exclusion situations:**

* in bankruptcy, in insolvency proceedings or in liquidation proceedings, that his assets are managed by a bankruptcy trustee or a court, that he is in settlement with creditors, that his business activities are suspended or in any similar situation resulting from a similar state and entity legislation or regulations;
* The Applicant or the it's representatives have been found guilty of a serious breach of duty by a final judgment or a final administrative decision;
* The Applicant shows inappropriate professional conduct; proven in any way that the (name of the Consortium partner) can prove;
* The Applicant violates its obligations regarding the payment of taxes or social security contributions in accordance with the applicable law in the country from which it comes or in the country in which it operates;
* The Applicant or the it's representatives have been convicted by a final judgment of fraud, corruption, participation in a criminal organization or money laundering;
* The Applicant uses child labor or forced labor and / or discrimination, and / or does not respect the right of association and the right to enter into collective bargaining in accordance with the conventions of the International Labor Organization (ILO).

The above Applicant may be denied participation in this procedure and an administrative penalty (exclusion or financial sanction) may be imposed if any submitted statement or information, which was a condition for participation in the procedure, proves to be untrue.

We are aware that, for the purposes of safeguarding the donor’s financial interests, our personal data may be transferred to internal audit services.

Signed on behalf of the Lead applicant:

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |