



THE REGIONAL ENVIRONMENTAL CENTER
for Central and Eastern Europe

**COOPERATIVE GRANTS PROGRAMME
“ON THE ROAD TO KIEV 2003”**

**GUIDELINES FOR PREPATION OF
APPLICATIONS**

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Send the original proposal (unbound) to the REC Head Office in Szentendre. The application must be submitted by the end of the day on **August 16, 2002** or it will not be accepted.

Introduction to the REC

The Regional Environmental Center for Central and Eastern Europe (REC) is a non-partisan, non-advocacy, not-for-profit organisation with a mission to assist in solving environmental problems in Central and Eastern Europe (CEE). The REC fulfils this mission by encouraging cooperation among non-governmental organisations (NGOs), governments, businesses and other environmental stakeholders; by supporting the free exchange of information; and by promoting public participation in environmental decision-making.

The REC was established in 1990 by the United States, the European Commission and Hungary. Today, the REC is legally based on a Charter signed by the governments of 25 countries and the European Commission, and on an International Agreement with the Government of Hungary. The REC has its headquarters in Szentendre, Hungary, and country offices in each of its 15 beneficiary CEE countries which are: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, FYR Macedonia, Poland, Romania, Slovakia, Slovenia and Yugoslavia.

The REC has two field offices in Kosovo and Banja Luka.

Recent donors are the European Commission and the governments of the United States, Japan, Austria, Canada, the Czech Republic, Croatia, Denmark, Finland, France, Germany, Hungary, the Netherlands, Norway, Slovakia, Switzerland, and the United Kingdom, as well as other inter-governmental and private institutions.

The REC assists environmental NGOs, governments, businesses and other environmental stakeholders to fulfil their role in a democratic, sustainable society.

The REC works in nine programme areas:

1. Environmental capacity building
2. Information dissemination
3. NGO support
4. Business and environment
5. Local initiatives
6. Public participation
7. Environmental policy
8. Climate change
9. Environmental law

Description of Cooperative Environmental Project Grants

INTRODUCTION

The next summit of the Environment for Europe process will be the Fifth Ministerial Conference to be held in May 2003 in Kiev, Ukraine. This represents a next step in the process that started in 1991 with the Dobris conference (former Czechoslovakia) followed by three more summits in Lucerne (Switzerland), Sofia (Bulgaria) and Aarhus (Denmark).

NGOs have played an important part in the Environment for Europe process from the very beginning. The involvement of the NGOs in the process as well as the dialogue between NGOs and governments improved significantly with each summit that took place. Their participation in the negotiations and the decision-making process has provided more thorough and effective results. The last Ministerial Conference in Aarhus included for the first time a special session during which NGO representatives had the opportunity to speak directly with environmental ministers present there. Extensive preparatory work also contributed to the summit's success.

The upcoming conference in Kiev is important to the whole United Nations Economic Commission for Europe (UNECE) region, although particular attention is given to the Newly Independent States (NIS) and Central and Eastern European (CEE) countries that are not part of the pre-accession process. The conference is expected to result in decisions on specific tools and instruments for promoting the integration of environmental and health considerations into sectoral policies.

Numerous documents are now being prepared for signing or adoption in Kiev. They include, among others: the protocol on strategic environmental assessment, guidelines on strengthening compliance and enforcement of new global and regional environmental agreements, legally binding

instruments on civil liability for trans-boundary damage caused by hazardous activities and pollutant release and transfer registers to the Aarhus Convention.

To ensure that NGO participation at the summit and the special NGO session are effective and comprehensive, the REC is offering grants of up to EUR 35,000 to help NGOs prepare for Kiev and beyond.

THE SCOPE OF THE GRANT CALL

The main goals of this cooperative grant programme are to enable NGOs from Balkan and accession countries to prepare themselves for Kiev 2003 and the NGO session at the Kiev Ministerial Conference. To ensure an efficient, cooperative NGO effort in preparing for the NGO session and the conference as a whole, NGOs must work with their regional counterparts to establish position statements which represent views and opinions that can be shared with the NGOs of NIS and Western countries. By facilitating network-building and open communication and cooperation, the NGOs can strive to ensure that environmental matters and the voice of the public in the Balkan and EU accession countries are adequately presented at the Kiev Conference.

Only NGOs from eligible countries working on **cooperative** projects can apply for a grant. NGOs from at least two different countries will work together to address an issue related to Environment for Europe process and preparations for Kiev summit.

THE SCOPE OF THE PROJECTS

It is recommended that the projects contribute to one or more of the following objectives:

1. To make possible a well-defined and properly implemented NGO session at Kiev 2003, including the NGO session with the ministers.
2. To facilitate cooperation and networking between NGOs in the target region and Eco Forum in defining the actions, lobbying

strategies and collaborative work with the established working committee for Kiev 2003.

3. To define and agree on the main NGO agenda topics, with a proper input from NGOs in Balkan and EU accession countries.
4. To prepare well-organised, representative and professional input of NGOs from Balkan and EU accession countries at the Kiev Environment for Europe Conference.
5. To establish region-wide, East-West NGO cooperative networks which will work together to prepare for the Conference.
6. To support the participation of NGOs from Balkan and EU accession countries in the Kiev Conference.

Examples of activities that might be considered for a successful project include:

- Developing and implementing methods of informing and involving the public in the Environment for Europe process;
- Meeting to prepare position papers and trying to reach consensus on priority issues for Kiev;
- Exchanging information and communicating with the NGO steering committee for Kiev;
- Preparing analyses or surveys and reviewing key policy issues on the Kiev agenda (the protocol on strategic environmental assessment, legally binding instrument on civil liability for trans-boundary damage caused by hazardous activities and pollution release, and transfer registers to the Aarhus Convention);
- Investigating the progress towards commitments made in Aarhus and before (Aarhus Convention, EAP, PEBLDS.); and
- Contributing to the discussions on strategies such as Education on Sustainable Development.

Projects that are mainly meant to provide the financial coverage of the costs related to

NGOs' participation in the Kiev conference are not acceptable.

ADMINISTRATIVE PROCESS

The Cooperative Environmental Projects Grants is administered from the REC head office. This involves:

- Announcing the call for proposals, guidelines, limitations and eligibility requirements.
- Assisting the NGOs by answering questions and providing information.
- Organising an expert panel, including experts from outside REC, which reviews the applications and makes recommendations.
- Supporting NGOs in implementing their projects by providing advice on budgeting, reporting, etc.
- Offering opportunities for promoting the final results of NGO projects.

ELIGIBILITY

Only registered NGOs from Balkan and European Union candidate countries (Albania, Bulgaria, Bosnia and Herzegovina, Croatia, Czech Republic, Cyprus, Estonia, Hungary, Macedonia, Malta, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Yugoslavia and Turkey) whose work focuses primarily on the environment may apply. NGOs must propose a project that includes cooperation with an NGO partner in at least one other eligible country. The duration of the project may be no longer than 10 months.

The NGOs making the proposals must have the institutional capacity, personnel, time and commitment to support international cooperation and communication. The lead organisations of the projects must be able to prove that they have the trust and support of a broad swath of the environmental NGO community in their region (e.g. those that lead coalitions and working groups). Also, they should have a good knowledge of and previous experience with the Environment for Europe process.

LIMITATIONS

1. NGOs may not submit more than one application as a **lead NGO** and cannot take

- any role in more than two applications. They may apply as a **partner NGO** in two separate applications.
2. When an organisation is involved in two applications, the NGO must appoint different project coordinators for each project proposal.

GRANT AMOUNT

The maximum grant amount per project is EUR 35,000 and the total amount available is EUR 163,000 (EUR 87,500 for EU candidate countries and EUR 75,500 for Balkan countries).

REC encourages NGOs to seek matching or supporting funds from other sources such as foundations, state and local governments, or philanthropies.

PROJECT PERIOD

The project period must not exceed 10 months and the implementation must start immediately after the winners' meeting. **All projects must finish by end of July 2003.**

REC's cooperative grants **do not fund:**

- Projects whose main results are research, data collection or sampling (with the possible exception of research that contributes to a project with tangible results, such preservation work for endangered species);
- Operational costs, including salaries and overhead, which account for more than 30% of the project budget (unless the nature of the project makes it absolutely necessary and it is properly justified in the proposal);
- Travel costs (including per-diem) which exceed 30% of the budget (unless justified by the project activities and accepted by the REC);
- Salaries, consultant costs, and per diem above rates reasonable for the applicants' country;
- VAT;
- The purchase of land, buildings, capital investments, vehicles or heavy equipment; or
- Costs related to the participation of westerners or any trips outside of the grant region (unless it involved cooperation with a country outside the region and the travel is approved by the grant officer).

EVALUATION PROCESS

All applications received are **pre-screened** to ensure these main requirements:

- At least two cooperative partners are involved;
- Applicants are eligible to receive a cooperative grant (see eligibility);
- The action plan is clear;
- The budget and the project period are within limits and follow guidelines; and
- The applications sent by mail are complete and include all original signed documents and forms (submissions by e-mail or fax are not acceptable).
- The applications arrive at the REC head office by the end of the day on August 16, 2002.

Applications meeting these requirements are scored according to the following criteria:

- The project addresses an issue relevant to the Environment for Europe process and the preparations for Kiev summit.
- The goals and objectives are feasible and can be achieved within the project timeframe and budget.
- The implementation plan clearly describes the way to reach the goals and objectives (main activities, timeline and products). Also, the role of each partner is well defined.
- The project generates tangible results in line with the expected outcomes. The indicators that gauge the project's success are clear and well-described.
- The project provides for demonstrated follow-up actions.
- The project involves an efficient and cooperative effort (through establishing and/or strengthening coalitions and working groups) in preparing the NGO input and participation in the summit.
- The NGOs involved in the project demonstrate proper expertise and resources

for managing the project and achieving the tasks described. They are capable of organising and managing coalitions.

- The budget is clear and cost-effective.

Terms and Conditions

NOTIFICATION

All applicants will be notified by the decision of the expert panel no later than six weeks after the application deadline.

AWARD AGREEMENT

All award agreements are prepared in EUR.

Grant winners are invited to Szentendre, Hungary for a winners' meeting. At this meeting, the lead NGOs present the project, meet the other grant winners, and receive training from the REC grants officer and financial officer. Another important activity at the meeting is the preparation of the award agreements. The award agreement states the approved budget for the grants, the disbursement schedule and the reporting requirements. When signed by both the grantee and the REC executive director, the award agreement becomes a legal contract.

The award agreement also states that the project **must be implemented as described in the grant application**. If there is any significant change to the project proposal, it **must be submitted and approved in writing by the REC grants officer before the change happens**. **Significant changes include a budget difference of any line item greater than 10%, a change in the dates of project implementation, and changes to the purpose of the project.**

Who signs the award agreement?

1. The project coordinator signs the award agreement between the lead NGO and the REC. The award agreement includes the entire budget of the project.
2. Each cooperative partner (including the lead NGO) signs a sub-award agreement. This document describes the

budget for that particular partner and serves as a contract between the lead NGO and cooperative partner.

3. All signatures must be stamped with the appropriate NGO stamp.
4. With the signature of the REC executive director and the stamp of the REC, the award agreement is a legally binding document. Further, the terms and conditions outlined in the guidelines and the call for proposals are legally binding as well.

PRECONDITIONS

In many cases pre-conditions for a grant are set by the REC. These must be met by a deadline stated in the award letter and award agreement before the first grant payment can be transferred.

GRANT PAYMENT

The NGOs must have separate bank accounts. Each partner NGO will receive separate payments based on the sub-award agreements.

Grant funds are transferred from the REC's account to the NGO's EUR bank account(s). Grant payments cannot be made in cash or by cheque.

The funds are disbursed in at least three instalments based on the schedule included in the award documents and agreed at the winners' meeting. If there are budget pre-conditions, the NGO must prepare new budget summaries to be discussed at the winners' meeting.

The first payment of the grant is made when the pre-conditions have been met and the REC has received the signed award agreement and sub-award agreement(s). The next payments are made when the grants officer and financial assistant approve the progress reports. After the final report has been approved by the REC, the last 10% is paid to the NGO.

Reporting Requirements

The lead NGO is responsible for submitting all project reports. Each NGO is required to prepare a narrative and financial report and send it to the project leader. The lead NGO should write a summary describing the activities of the partners in the context of the entire project. Because it is a cooperative project, the REC is interested to hear about the project as a whole. Before submitting the report to the REC, the lead NGO should review the individual reports to ensure they are complete. Copies of receipts must be included in the report. The project coordinator is responsible for the reporting of all cooperative partners.

The award agreement states the reporting requirements for each grant. All reports **must be in English**.

NGOs awarded Cooperative Grants will receive full Reporting Instructions.

BUDGET MODIFICATIONS

Although the REC cannot increase the overall amount of a grant award, the budget made in the award agreement can be changed. If it is necessary to transfer more than 10% of one budget line to another budget line, the NGO needs the written approval from the REC grants officer.

AUDITING

The REC's staff or private audit firms may monitor project performance at any time to make sure that it is proper. The REC reserves the right to review finances and expenditures at any time during the project period or at least one year after the project's completion. All original receipts must be kept in the files for one year after the project is finished.

EQUIPMENT

When REC funds are used to buy equipment, purchase must be in REC's name.

The award agreement states that the REC maintains ownership of the equipment for the entire time of the project. During this period, the REC is "lending" the equipment to the NGO. At the end of the project; or if the NGO ceases to exist; or if the NGO no longer needs the equipment, all pieces of equipment that cost more than EUR 200 must be returned to the REC to be made available for use by another NGO.

In the final report, the NGO may request to keep the equipment, stating by whom and for what purposes it would be used. The REC would make its decision based on the NGO's performance concerning the grant along with information in the completed equipment accounting form. If the request is approved, the NGO takes ownership of the equipment.

In the unlikely case that the NGO is using the equipment improperly, for example, for a personal profit-making venture, the REC reserves the right to take back the equipment immediately.

ACCESS TO INFORMATION

All approved grants and applications are considered to be public domain. Any information acquired through grant projects is available for the public. If a project results in a publication, the grantee is requested to provide the REC with supplementary copies for distribution.

Rejected proposals are not made public unless the author gives the REC permission to make the application available to the public or to another sponsor for potential funding.

Grant Acknowledgement

Acknowledgment of the REC's support is appreciated. The use of the REC's logo is restricted. If an NGO wishes to make use of the REC's logo on a publication, poster, t-shirt, stickers or

elsewhere, the grants officer must first give permission. Any announcement published by the NGO, such as a newsletter, poster or conference brochure, must include an acknowledgment such as the following:

"This project is supported by a grant from the Regional Environmental Center for Central and Eastern Europe (REC), funded by the Norwegian Royal Ministry of Foreign Affairs".

The opinions expressed in connection with this project [OR, in this publication] do not necessarily represent the policies or opinions of the REC. The REC assumes no liability, expressed or implied, arising out of the activities of any of its grantees."

We encourage you to include in your proposal some funds to produce 2-3 excellent colour slides, posters or photos of either nature or animals you are protecting, or of people actively doing something to further the goal of your project. The REC finds it useful to have these photos as well as copies of the NGO project information and materials in order to promote successful projects.

ENDORSEMENT AND DISCLAIMER

Sponsorship by the REC of any proposal does not suggest the REC's endorsement of the results. The Regional Environmental Center for Central and Eastern Europe assumes no liability, expressed or implied, for damages arising out of any activity of its grantees.

RETURNING FUNDS

If, for any reason, conditions are not met and funds have to be returned to REC, the full amount plus a calculated average interest is demanded. The award agreement is a legal contract, and the NGO and the REC should meet all its requirements. If a disagreement arises, Hungarian law applies, and the Hungarian Court of Justice in Budapest has jurisdiction.

Application Preparation

The total funds requested by all NGO applicants always exceed the amount of funds available. Therefore, applications are selected in a competitive process.

Applicants are requested to submit the original proposal by mail

The proposal submitted to the REC Head Office must be in English and include the following items:

1. Proposal cover page (Appendix A);
2. Cooperative partner information (Appendix B);
3. Statement of Cooperation;
4. Narrative description of the planned activity, including descriptions of tasks and which NGO partner will be responsible for each (if partners are assigned separate tasks);
5. Budget summary for the total project and for each partner (Appendix C and Appendix D for partners)
6. Budget justification by task, activity, partner and timeframe. (Use “Model Budget for a Full Project Proposal” as a guide.);
7. CV of the project coordinator;
8. Documentation of eligibility;
9. List of all participants involved in the project implementation, and brief description of their roles; and
10. Co-sponsorship documentation where applicable.

1. Proposal cover page

Appendix A must be clearly and fully completed.

2. Cooperative partner information

Appendix B must be completely filled out. Be sure to include all bank information. This is very important. Each NGO partner signs and stamps their own information during the project preparation meeting.

3. Statement of Cooperation

Appendix C must be fully completed and signed as appropriate.

4. Narrative description

When preparing the narrative portion, applicants must include:

- A description of the specific issue addressed by the project that pertain to the Environment for Europe process and the preparations for Kiev;
- Explanation of how this issue can be best addressed by cooperation between NGOs, including the strengths of the project team and how it will be organised (new coalitions or working groups);
- The goal and objectives of the project;
- Information about the contribution the project will bring to the NGOs preparation and participation in the summit;
- The list of activities to be undertaken in order to reach your goal and objectives, and their timeline;
- A detailed description of each activity (or implementation step) of the project, including the purpose of the activity, the names of the NGOs involved and their roles;
- Expected project results and outcomes;
- Description of the indicators which will be used to measure the progress of the project and its results;
- Information on products to be developed through project activities and how they will be used/distributed; and
- The project follow-up after the REC funding ends.

5. Budget summary

The Lead NGO and each Partner must prepare a Budget Summary in EUR for their own part of the project (Appendix E). The Lead NGO will then prepare the budget summary for entire project (Appendix D). All budget summaries must be clearly and fully completed.

6. Budget justification

Follow the guide below and add any other details appropriate to your project. The project budget should be fairly complex, and broken down by phases (time periods), partners and tasks. Breaking the budget down by phases will help us agree on a payment schedule for your project (See the section on award agreement). For the breakdown by partner, please justify the budget for each partner NGO. Your budget should include:

1. Total budget of the project;
2. Budget for each NGO partner;
3. Support requested from REC;
4. Support requested from other sponsors (name, amount requested, status); and
5. In-kind support offered by the applicant.

Budget Breakdown

When you are in the planning stages of a project, it is difficult to know exactly how much the items will cost. By doing this budget exercise, you will be able to picture how the project will progress. You should imagine each step of the process and try to think of all the different things for which you will need to pay. **Then try to fit all of these costs into the budget lines in the REC budget summary.** For example, bus tickets go in travel, and bird food goes in supplies.

Be aware that REC cooperative funds do not fund the projects with operational costs such as those pertaining to personnel (salaries and consultants) or overhead costs (office rent and utilities which are specified under "Other direct costs").

This grant does not cover the VAT for the project expenses.

For each item listed below, try to estimate or predict the entire cost throughout the whole life of the project. Be as specific as you can, even if you can't anticipate all of the details. Write all these details on a separate sheet or sheets of paper from the budget summary.

Make all of these estimates in EUR. Prepare the budget summaries in EUR. At

the time of the grant decision, the award will be made in EUR.

Stipends/Salaries

Estimate the amount of time that the project officer or project coordinator and staff will spend working on the project, and multiply the amount of time by the appropriate salary for that staff person for that time period. *NOTE: Operational costs including personnel costs (salaries and consulting costs) as well as overhead items (office rent, utilities etc) should not exceed 30% of the total budget of the project.*

Consultants/Contract Personnel

Estimate for each consultant how much time they are going to spend on the project and multiply the amount of time by the appropriate fee for the consultant. Provide the REC with the CVs of the experts involved in the project proposal (*see NOTE about salaries*).

Travel

List for each trip the means of transportation, destination, purpose, number of people, and the cost per trip per person. Note: *Travel costs (including per diem) cannot exceed 30% of the total budget (unless it is justified by the project activities and accepted by the REC).*

Per Diem

Per Diem includes expenses for accommodations and food during trips. Approximate the price of accommodation per person per night, per diem allowance per person, number of people staying and the number of days.

Equipment

Specify type of equipment, amount and cost per item and state for what purpose the equipment is needed. According to the REC's financial rules, "equipment" is defined any item that costs more than EUR 100 and has a long-term use of more than one year. Furniture, computers and other office equipment, and farm machinery are examples. Software may also be "equipment" depending on the value.

Supplies

List items and amount, price estimation per item and purpose. Supplies include paper, floppy discs, calculators, upgrades to computers, etc.

Communication Costs

Estimate e-mail, telephone, fax, mail and other communications expenses and list purpose of each.

Publication Costs

Estimate the number of pages, number of copies; language and topic. Detail the cost per copy and the cost of writing, editing, printing and distributing.

Translation Services

Specify the languages and estimate the number of hours or pages, fee per hour or page and purpose.

Other Direct Costs

Specify (e.g. rental of conference facility; number of days, price per day, purpose, etc.). (*See NOTE about salaries.*)

When estimating costs, please consider the inflation rate for prices in your country and your partner's countries for the entire period of the project. Include the inflation rate when you give the total cost. Unfortunately, if there are unexpected costs, like a significant rise in inflation, the REC is not able to offer compensation.

*Remember, when making your budget, use the document “**Model Budget for a Full Project Proposal**” to ensure that the budget is clear.*

7. Curriculum Vitae of Project Coordinator

The CVs must demonstrate that the project coordinators have sufficient experience to properly manage a large grant. Abbreviated CVs must be included in the proposal. Also, any of the experts supported by or involved in the project must submit their CVs. The CVs must highlight education, qualifications, work experience and other relevant information but be no longer than one page.

8. Documentation of eligibility

Each NGO involved in the project must provide documentation of eligibility. This must include a copy of the registration document, a description of the organisation,

its philosophy and goals, past environmental activities and achievements (particularly those relevant to the proposal subject and those funded by the REC), membership data, general rules of operation, and a brief accounting of each NGO's previous year's income and expenses in English. If the assigned project coordinators (Lead and Partner NGOs) are not the chairperson or president of the organisation, then a support letter from the chairperson, president or representative of the appropriate governing body should be attached.

If an NGO involved in the partnership has already received a grant from the REC Head Office, then it is necessary to submit only updated financial information for the most recent year's activity.

9. Participants

The REC requires documentation of all the staff you expect to work on your project. Their names, addresses and a description of their roles or tasks in the project must be included. If new people join the project, please inform your grants officer.

10. Co-sponsorship/ In-kind Costs

Often, NGOs have more than one sponsor for a project. The REC is interested to know what the grant money from the REC is used for. The proposal should clearly show which parts of the project would be sponsored by the REC. For example, the REC funding may be used for a fence to protect nesting birds; and funding from another source would be used for a bulletin about the project. The proposal should indicate that the REC is asked to fund the building of the fence. The budget justification of the project proposal should describe only the funding required from the REC. The amount of the contribution from the co-sponsor should be included in the appropriate section of the form.

If the NGOs are donating materials, work or other “in-kind” contributions, please describe the contribution and estimate the costs. It is a good idea to arrange a separate bank account solely for this grant in order to keep all finances clear.

The original application should arrive by mail at the REC Head Office (Ady Endre ut 9-11, 2000 Szentendre, Hungary) by the end of the day on August 16, 2002. Late applications or applications sent by email or fax will not be

accepted. All applications must be signed and stamped where requested.

For more information on this programme, interested parties should contact Cerasela Stancu at the REC Head Office (e-mail: cstancu@rec.org; Tel: [36-26] 504-000; Fax: [36-26] 311-294).

Appendix A

Regional Environmental Center Cooperative Environmental Project Grant Application

Proposal Cover Page

Project title			
Lead NGO information			
Name:			
Registration number:		Telephone:	
E-mail:		Fax:	
Address:			
Project coordinator:			
Dates of project period	Start date:		End date:
Brief description of the project (one paragraph)			
Products to be developed			
Total project budget: (include other donations, their status, and in-kind support)	Amount requested from the REC:		
Bank information (name, address, account holder, account number, swift code)			
To be filled in by REC	Date received	Responsible grant officer	
Decision			

Use extra sheets where necessary

Appendix B

Cooperative Partner Information

Please fill in the information for each cooperative partner. It is helpful if you include your own information as well. Each partner should sign and stamp their information.

Copy this form as necessary.

Partner NGO name and registration number:
Partner NGO project coordinator:
Address:
Telephone, Fax, E-mail:
Bank information:
Bank name and address:
Account number of NGO:
Account holder name:
Swift code:

Partner NGO name and registration number:
Partner NGO project coordinator:
Address:
Telephone, Fax, E-mail:
Bank information:
Bank name and address:
Account number of NGO:
Account holder name:
Swift code:

Partner NGO name and registration number:
Partner NGO project coordinator:
Address:
Telephone, Fax, E-mail:
Bank information:
Bank name and address:
Account number of NGO:
Account holder name:

Swift code:

Appendix C

STATEMENT OF COOPERATION

Project title:	
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Statement:

By signing this Statement of Cooperation, we agree to work together throughout project's preparation and implementation. If this application is selected, we shall implement the project together. We agree that the lead NGO is responsible for communicating and presenting all materials to the REC. The lead NGO is also responsible for the project's overall management and communication with the REC.

Partner NGO Information

Name:			
Registration number:		Telephone:	
E-mail address:		Fax:	
Postal address:			
Name of the project coordinator of the partner NGO:			
Signature and date: (please stamp your name)			
Name of the project coordinator of the lead NGO:			
Signature and date (Please stamp your name)			

Note: If more than two organisations are cooperating on this project, please copy the Statement of Cooperation as necessary. The lead NGO should send the signed statements to each partner NGO(s) for signature. The partner NGO(s) should return the signed statements to the lead NGO, who will include them in the application package.

Appendix D

Regional Environmental Center Cooperative Environmental Project Grant Application Budget Summary for the Entire Project (In EUR)		
Project title		
Lead NGO Name, address, and registration number		
Telephone	Fax	E-mail
Project coordinator signature (Please stamp with NGO stamp)		Date submitted
Dates of project period	Start (month, year)	End (month, year)

Direct Costs:

Line Items	Phase I	Phase II	Total EUR
Stipends/ Salaries			
Equipment			
Travel			
Per diem			
Supplies			
Consultants/ Contract personnel			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
Total requested from REC:			

Please sign and stamp this budget summary. Signature will validate the document.

Appendix E (copy as necessary)

Regional Environmental Center Cooperative Environmental Project Grant Application		
Budget Summary for Partners		
<i>Every partner, including lead NGO, must complete a budget summary</i>		
(in EUR)		
Project title		
Organization (lead or partner):		
Name, address, and registration number		
Telephone	Fax	E-mail
Signature (please stamp with NGO stamp)	Date submitted	
Dates of project period	Start (month, year)	End (month, year)

Direct Costs for Your Part of the Project:

Line Items	Phase I	Phase II	Total EUR
Stipends/ Salaries			
Equipment			
Travel			
Per diem			
Transportation			
Supplies			
Consultants/ Contract personnel			
Computer services			
Publication costs			
Translation services			
Communication costs			
Other direct costs (please specify)			
Total requested from REC:			

Other funding organisations. Please indicate amount and status of their support. (Use additional sheets if necessary)

Each organization should sign the budget summary for their part of the budget. Signature will validate the document.