

**SPECIAL (B) PART OF THE APPLICATION FORM FOR ASSISTANCE UNDER THE
PROGRAMME “PROMOTION OF DIVERSITY IN CULTURE AND ARTS WITHIN
EUROPEAN CULTURAL HERITAGE” UNDER THE EUROPEAN ECONOMIC AREA
(EEA) FINANCIAL MECHANISM 2009–2014 AND INSTRUCTIONS FOR COMPLETION**

I. INFORMATION ABOUT THE APPLICANT

The application form must be completed in English.

1.1. PROJECT TITLE

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1.2. DETAILS OF THE APPLICANT

1.2.1. Name, legal form and code of the legal entity

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1.2.2. Field of work of the legal entity

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1.2.3. Territory in which entity’s activities are conducted.

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1.3. ADMINISTRATIVE CAPACITY AND EXPERIENCE OF THE APPLICANT

Please specify human resources planned to be used for project implementation (to be completed if the applicant itself administers the project).

Number of employees to be assigned to the project		Assigned functions	Employees experience (competence)
Number of employees available			
Additional employees required	Employees of the applicant		
	Experts, consultants		
Total number of employees			

1.4. EXPERIENCE OF THE APPLICANT IN IMPLEMENTING PROJECT ACTIVITIES

Experience of the applicant in the implementation of cultural cooperation projects and/or projects similar to the project for which the application is submitted. Please provide information on cultural projects for the past three

years including their scope and results, collaboration with other institutions, integrated nature of activities (scope of solutions, originality of solutions etc.), impact of the activities (benefits for communities, impact on the audience, value added etc.). Please provide information on completed and/or ongoing international projects, participating in European Union initiatives as well as completed relevant local or national projects.

Item No	Project title	Source of funds (programme)	Project activities	Project site(s)	Project results	Project value, LTL	Intensity of assistance, %	Project implementation period
1								
2								
3								
4								

1.5. EXISTING LEGAL FRAMEWORK FOR THE IMPLEMENTATION OF PROJECT ACTIVITIES

If the activities related to the implementation of the project are subject to licensing according to the current legal acts of the Republic of Lithuania or another permit is required for their implementation, please specify the licence(s) or permit(s) held (numbers, names, date of issuance, validity period, names of issuing institutions).

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1.6. INFORMATION ABOUT PUBLIC PROCUREMENT

Is the applicant a contracting authority according to the Lithuanian legislation governing public procurement and/or under the Regulation on the Implementation of the EEA Financial Mechanism? (Please tick as appropriate)

☐ Yes, the applicant is a contracting authority ☐ No, the applicant is not a contracting authority

1.7. FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE APPLICANT

The agreement on providing funding to the project from other programmes financed by the state budget, European Union, EEA or other international support has not been terminated due to failure of the applicant to fulfil contractual obligations.

☐ Yes (agreement has not been terminated) ☐ No (agreement has been terminated)

1.8. REPAYMENT OF FUNDS WRONGLY PAID TO THE APPLICANT

The applicant has repaid all the amounts (if any) of the European Union assistance or other international assistance or funding from the state budget that have been wrongly paid to and used by the applicant.

☐ Yes (has repaid or there were no such amounts) ☐ No (has not repaid)

1.9. INITIATION OF PRE-TRIAL INVESTIGATION INTO BUSINESS/COMMERCIAL ACTIVITIES OF THE APPLICANT OR ITS EMPLOYEES

No pre-trial investigation into business/commercial activities of the applicant or its employees has been initiated.

☐ Yes (no pre-trial investigation has been initiated) ☐ No (a pre-trial investigation has been initiated)

II. GENERAL INFORMATION ON THE PROJECT

2.1. PROJECT FUNDING MEASURE

Please select the Funding Measure for which the project is submitted:

☐ International creative co-production projects (hereinafter referred to as Funding Measure I);

☐ International cultural cooperation projects (hereinafter referred to as Funding Measure II).

2.2. FIELD OF CULTURE AND ART

Please select the field(s) of culture and art covered by the project:

☐ visual arts;

☐ performing arts;

☐ music;

☐ interdisciplinary art;

☐ architecture;

☐ library activities;

☐ ethnic culture;

☐ literature;

☐ culture and art education;

☐ dissemination of cultural heritage;

☐ culture and cultural heritage digitization;

☐ museum and gallery activities;

☐ audiovisual arts (except for narrative, documentary and animation film production).

2.3. PROJECT SUMMARY

Please provide a project summary from Clause 5 of General Part (A) of the Application Form for Assistance under the European Economic Area Financial Mechanism or Norwegian Financial Mechanism for 2009-2014 (Annex 9 to the Rules for the Financing and Implementation of Programmes and Projects under the European Economic Area and Norwegian Financial Mechanisms 2009-2014 approved by Order of the Minister of Finance of the Republic of Lithuania No 1K-135 of 11 April 2012 ("the Administration Rules").

2.4. BACKGROUND

Please provide a description of the current situation. Describe the track-record of the project promoter and partner(s) from similar projects. Maybe the project is a continuation of ongoing or completed projects or activities? (*Max 3,000 printed symbols*).

2.5. ANALYSIS OF ALTERNATIVES

Please provide an analysis of alternatives. Two project implementation scenarios have to be described: financing is obtained and financing is not obtained. Please describe and justify the effect of the received assistance to the scope, quality, success and impact of the project. Please specify whether the project would be implemented if no financing is allotted, and what would be the scope of such implementation; describe the results that would be achieved compared with the results achieved with the financing (*Max 5,000 printed symbols*).

2.6. PROJECT RISKS AND RISK MANAGEMENT

Major risks that can occur during the implementation of the project (e.g. financial, technological, legal, institutional) and their reduction measures.

Risk and its impact on the project	Risk reduction measures

2.7. DESCRIPTION AND JUSTIFICATION OF PROJECT ACTIVITIES

Activity No	Name of project activity	Activity implementation period	Site of activity (city or other location, state)	Description and justification of activity
1.1.1.*				
1.1.2.				
1.2.1.				
1.2.2.				

The table is to be completed based on the information provided in “Project Rationale“ table in Clause 6 of the General Part (A) of the Application (“Table 6 of Part A”): in lines marked with (*), the numbers and names of activities must match the numbers and names in Table 6 of Part A. This table must provide a detailed description and justification of project activities and of how they contribute to the project’s tasks and objectives etc. Where several activities are combined in Table 6 of Part A, in this table they must be presented on separate lines (e.g. Activity 1.1.1 “Activity of presenting the artistic product” is formed of a number of smaller activities (e.g. seminar)) and information must be provided for each individual activity: 1.1.1.1 Demonstration of the play to the Māžeikiai audience, 1.1.1.2 Demonstration of the play to the Trondheim audience, etc.).

2.8. ASSISTANCE RECEIVED / TO BE RECEIVED

2.8.1. Has the applicant submitted any application for assistance for this project from other programmes financed from the state budget, the European Union, the European Economic Area or other international funding?	
Yes <input type="checkbox"/>	<i>If yes, please describe in detail (specify the relevant financial instrument, references, dates, amounts requested, amounts granted etc.)</i>
<input type="checkbox"/> No	
2.8.2. Does this project (or part thereof) complement any other project already financed or to be financed from other programmes financed from the state budget, the European Union, the European Economic Area or other international funding?	
Yes <input type="checkbox"/>	<i>If yes, please describe in detail (specify accurate data such as references, dates, amounts requested, amounts granted etc.)</i>
<input type="checkbox"/> No	

III. PROJECT COMPLIANCE WITH THE BENEFIT AND QUALITY EVALUATION CRITERIA

3.1. DESCRIPTION OF THE PROJECT UNDER FUNDING MEASURE I

To be completed only for projects under Funding Measure I.

3.1.1. Description of the creative product planned to be created as a result of the project

Please specify what artistic product is planned to be created as a result of the project. Please describe in as much detail as possible the idea of the artistic product and how it is planned to be implemented. What are the main objectives and expected results of the project? Will results of the Project contribute to the development of the funded area(s) in which the project is implemented? Please describe in as much detail as possible a programme of the project's key events. <i>(Max 3,000 printed symbols)</i>
What artists and/or culture workers will be involved in creating the artistic product? Describe briefly their experience and main achievements.
Please specify the target groups (by age, social status, place of residence, etc.) this artistic product will be aimed at and why. How is it planned to reach these target groups?

3.1.2. Quality of cooperation and partnership

Please justify that participation of a partner(s) in the project ensures better quality of the project and stronger impact on the public compared to a situation where the project is implemented on the national level. <i>(Max 1,000 printed symbols)</i>
Please justify that the scope of activities of the participating organizations comply with the content-related scope of the project.
Please describe in what way the partner(s) was/were involved in preparing the project application. Did the project promoter meet with the partner(s) in the process of preparing the application? What was the agenda and outcomes of these meetings? <i>(Max 2,000 printed symbols)</i>
Has the project promoter cooperated with the project partner(s) in other projects? If yes, please describe this cooperation.
Please describe what impact the participation in the international project will have on the development of the participating organization(-s).
Is it planned to continue cooperation with the partner (-s) after the end of the project? If yes, please describe these plans.

3.1.3. Reducing cultural and/or social exclusion and improving access to culture

Please specify whether the project will place special focus on improving access to culture for people on social assistance (large families, senior citizens, the unemployed etc.) or to those experiencing social exclusion (people with disabilities, prisoners, patients etc.). If yes, in what way these people are planned to be involved into the project (e.g. they will take part in the creation of the product; will be involved in educational activities; the product of the project will be dedicated to this target group, etc.)? What proportion of these people engaged in the project's creative and educational activities will represent? How is it planned to reach and attract those people?

3.1.4. Involving young people under 25

Please specify whether artists or creators under 25 years will be engaged in the creative activities of the project. If yes, please define briefly their role in the project. What proportion of the artists and creators involved in the project will they represent?

Is it planned to arrange educational sessions to young people under 25 to develop their creativity and/or other skills during the project? If yes, please specify where and when it is planned to arrange such activities. Please describe in as much detail as possible the programme of such planned educational sessions. How many people of this target group will be involved? Please justify the figures provided.

3.1.5. Following the principles of non-discrimination and tolerance; promotion of cultural diversity and intercultural dialogue

Will the project involve activities promoting cultural diversity and building an inter-cultural dialogue (e.g. with national minorities)? (Please tick as appropriate)

☐ Yes

☐ No

If yes, please describe these activities and indicate their timeline.

Do the project activities draw attention to the principles of tolerance and non-discrimination (e.g. it is aimed to reduce anti-Semitism)? (Please tick as appropriate)

☐ Yes

☐ No

If yes, please describe these activities and indicate their timeline.

3.1.6. Dissemination of Jewish culture and Jewish cultural heritage

Do the project activities and/or results relate to the dissemination of the Jewish culture and/or of the Jewish cultural heritage? (Please tick as appropriate)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain.

3.1.7. Importance and relevance of the project

Please justify the necessity of the planned project. How is it relevant nowadays? What themes relevant to the public and to its groups will this artistic product touch upon? How will the wider society benefit from the project (only those benefits that are not already described in 3.1.3-3.1.6 shall be mentioned)? Will the project have long-term results and (or) long-lasting effects? If yes, what kind of effects and to whom?
How the visibility of the project will be ensured? Is it planned to disseminate the project results after the end of the project? If yes, please describe how you are planning to do it.
How the openness and accessibility of the project will be ensured?

3.1.8. Contribution to the project by own funds

What is the share of own funds of the project promoter and/or partner(s) in the project budget? (Please tick as appropriate)
<input type="checkbox"/> 15% <input type="checkbox"/> 16% or more, but less than 21 % <input type="checkbox"/> 21% or more.

3.2. DESCRIPTION OF THE PROJECT UNDER FUNDING MEASURE II

To be completed only for projects under Funding Measure II.

3.2.1. Description of the project idea and planned activities

Please specify what artistic product is planned to be created as a result of the project. Please describe in as much detail as possible the idea of the artistic product and how it is planned to be implemented. What are the main objectives and expected results of the project? Will the results of the Project contribute to the development of the funded area in which the project is implemented? Please describe in as much detail as possible a programme of the project's key events. (Max 3,000 printed symbols)
What artists and/or culture workers will be involved in creating the artistic product? Describe briefly their experience and main achievements.

Please specify the target groups (by age, social status, place of residence, etc.) this artistic product will be aimed at and why. How is it planned to reach these target groups?

3.2.2. Quality of cooperation and partnership

Please justify that participation of a partner(s) in the project ensures better quality of the project and stronger impact on the public compared to a situation where the project is implemented on the national level. (Max 1,000 printed symbols)
Please justify that the scope of activities of the participating organizations comply with the content-related scope of the project.
Please specify what experience and knowledge is expected to be exchanged and qualifications to be raised during the project. In what ways this is planned to be done?
Please describe in what way the partner(s) was/were involved in preparing the project application. Did the project promoter meet with the partner(s) in the process of preparing the application? What was the agenda and outcomes of these meetings? (Max 2,000 printed symbols)
Has the project promoter cooperated with the project partner(s) in other projects? If yes, please describe this cooperation.
Please describe what impact the participation in this international project will have on the development of the participating organization(-s).
Are there plans to continue cooperation with the project partner(s) after the end of the project? If yes, please describe these plans in as much detail as possible.

3.2.3. Reducing cultural and/or social exclusion and improving access to culture

Please specify whether the project will place special focus on improving access to culture for people on social assistance (large families, senior citizens, the unemployed etc.) or to those experiencing social exclusion (people with disabilities, prisoners, patients etc.). If yes, in what way these people are planned to be involved into the project (e.g. they will take part in the creation of the product; will be involved in educational activities; the product of the project will be dedicated to this target group, etc.)? What proportion of these people engaged in the project's creative and educational activities will represent? How is it planned to reach and attract those people?

3.2.4. Following the principles of non-discrimination and tolerance; promotion of cultural diversity and intercultural dialogue

Will the project involve activities promoting cultural diversity and building an inter-cultural dialogue? (Please tick as appropriate)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe these activities and indicate their timeline.
Do the project activities draw attention to the principles of tolerance and non-discrimination (Please tick as appropriate)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe these activities and indicate their timeline.

3.2.5. Dissemination of Jewish culture and Jewish cultural heritage

Do the project activities and/or results relate to the dissemination of the Jewish culture and/or of the Jewish cultural heritage? (Please tick as appropriate)
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain.

3.2.6. Importance and relevance of the project

Please justify the necessity of the planned project. Will the project contribute to the development of the participating organisation (-s)? Will the competences of the cultural workers be raised? If yes, please explain. Will wider society benefit from the project (only those benefits that are not already described in 3.2.3-3.2.5 shall be mentioned)? Will the project have long-term results and (or) long-lasting effects? If yes, what kind of effects and to whom?
How the visibility of the project will be ensured? Is it planned to disseminate the project results after the end of the project? If yes, please describe how you are planning to do it.
How the openness and accessibility of the project will be ensured?

3.2.7. Contribution to the project by own funds

What is the share of own funds of the project promoter and/or partner(s) in the project budget? (Please tick as appropriate)

- ☐ 15%
☐ 16% or more, but less than 21 %
☐ 21% or more.

IV. PROJECT BUDGET

4.1. PROJECT BUDGET BROKEN DOWN BY ACTIVITY

Exp. line No	Name of expenditure line (must match numbers and names of expenditure lines specified in the general Part (A) of the Application)	Total amount of eligible expenditure, LTL	Includes VAT, LTL	Number and name of activity (numbers and names of activities must match the numbers and names of activities specified in Table 8 of general Part (A) of the Application)

4.2. PROJECT BUDGET BROKEN DOWN BY YEAR

Exp. line No	Name of expenditure line (must match numbers and names of expenditure lines specified in the general Part (A) of the Application)	Total amount of eligible expenditure, LTL	Total amount of eligible expenditure, LTL		
			Year X	Year X+1	Year X+2

V. INFORMATION ABOUT THE PARTNER

In case the number of partners is more than one, Section V must be completed for each partner individually.

5.1. DETAILS OF THE PARTNER

5.1.1. Name, legal form and code of the legal entity

5.1.2. Field of work of the legal entity

5.1.3. Territory in which entity's activities are conducted.

5.2. INFORMATION ABOUT PUBLIC PROCUREMENT

Is the partner a contracting authority according to the Lithuanian (if the partner is registered in Lithuania) or a donor state's (if the partner is registered in a donor state) legislation governing public procurement and/or under the Regulation on the Implementation of the EEA Financial Mechanism? (Please tick as appropriate)

☐ Yes, partner is a contracting authority ☐ No, partner is not a contracting authority

5.3. JUSTIFICATION OF SELECTION OF THE PARTNER

Please justify how the partner(s) will contribute to the project with human, administrative and/or material resources. (Max 2,000 printed symbols)

5.4. PARTNER'S ROLE AND ACTIVITY IN THE PROJECT

Activity No	Name of project activity	Activity implementation period	Site of activity (city or other location, state)	Description and justification of activity
1.1.1.*				
1.1.2.				
1.2.1.				
1.2.2.				

The table is to be completed based on the information provided in "Project Rationale" table in Clause 8 of the General Part (A) of the Application ("Table 8 of Part A"): in lines marked with (*), the numbers and names of activities must match the numbers and names in Table 8 of Part A. This table must provide a detailed description and justification of project activities and of how they contribute to the project's tasks and objectives etc. Where several activities are combined in Table 8 of Part A, in this table they must be presented on separate

lines (e.g. Activity 1.1.1 “Activity of presenting the artistic product” is formed of a number of smaller activities (e.g. seminar)) and information must be provided for each individual activity: 1.1.1.1 Demonstration of the play to the Mažeikiai audience, 1.1.1.2 Demonstration of the play to the Trondheim audience, etc.).

5.5. PARTNER’S BUDGET IN THE PROJECT

5.5.1. Partner’s budget in the project broken down by activity

Exp. line No	Name of expenditure line (must match numbers and names of expenditure lines specified in the general Part (A) of the Application)	Partner’s total amount of eligible expenditure, LTL	Includes VAT, LTL	Number and name of activity (numbers and names of activities must match the numbers and names of activities specified in Table 8 of general Part (A) of the Application)

5.5.2. Partner’s budget in the project broken down by year

Exp. line No	Name of expenditure line (must match numbers and names of expenditure lines specified in the general Part (A) of the Application)	Partner’s total amount of eligible expenditure, LTL	Partner’s total amount of eligible expenditure, LTL		
			Year X	Year X+1	Year X+2

5.6. EXISTING LEGAL FRAMEWORK FOR THE PARTNER TO CARRY OUT THE PROJECT ACTIVITIES

If the activities related to the implementation of the project are subject to licensing according to the current legal acts of the Republic of Lithuania or of the donor state or another permit is required for their implementation, please specify the licence(s) or permit(s) held (numbers, names, date of issuance, validity period, names of issuing institutions).

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5.7. EXPERIENCE OF THE PARTNER IN THE IMPLEMENTATION OF PROJECT ACTIVITIES

Experience of the partner in the implementation of cultural cooperation projects and/or projects similar to the project for which the application is submitted. Please provide information on cultural projects for the past three years including their scope and results, collaboration with other institutions, integrated nature of activities (scope of solutions, originality of solutions etc.), impact of the activities (benefits for communities, impact on the audience, value added etc.). Please provide information on completed and/or ongoing international projects, participating in European Union initiatives as well as completed relevant local or national projects.

Project title	Source of funds (programme)	Project activities	Project site (s)	Project results	Project value, LTL	Intensity of assistance (%)	Project implementation period

5.8. FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE PARTNER

The agreement on providing funding to the project from other programmes financed by the state budget, European Union, EEA or other international support has not been terminated due to failure of the partner to fulfil its contractual obligations under such agreement.

☐ Yes (agreement has not been terminated) ☐ No (agreement has been terminated)

5.9. REPAYMENT OF FUNDS WRONGLY PAID TO THE PARTNER

The partner has repaid all the amounts (if any) of the European Union assistance or other international assistance or funding from the state budget that have been wrongly paid to and used by the partner.

☐ Yes (has repaid or there were no such amounts) ☐ No (has not repaid)

5.10. INITIATION OF PRE-TRIAL INVESTIGATION INTO BUSINESS/COMMERCIAL ACTIVITIES OF THE PARTNER OR ITS EMPLOYEES

No pre-trial investigation into business/commercial activities of the partner or its employees has been initiated.

☐ Yes (no pre-trial investigation has been initiated) ☐ No (a pre-trial investigation has been initiated)

VI. LIST OF DOCUMENTS TO BE APPENDED TO THE APPLICATION

Item No	Documents to be submitted	Submitted (please tick as appropriate)	Number of pages	Page numbers in the Application
1.	General Part (A) of the Application.	<input type="checkbox"/>		
2.	Special Part (B) of the Application.	<input type="checkbox"/>		
3.	1 copy of the Application and the Application in electronic format (recorded on a data carrier, identical to the printed out version) submitted along with the printed out version of the Application.	<input type="checkbox"/>		
4.	Document proving authorisation of the signatory of the Application (if the Application is signed by an authorised person).			

		<input type="checkbox"/>		
5.	Transcript or copy of the Articles of Association / Regulations / Statutes of the applicant.	<input type="checkbox"/>		
6.	Certificate stating that the applicant (not applicable to budgetary institutions) is not in arrears with payments to the state and municipal budgets and public money funds, issued by the County State Tax Inspectorate or by the Centre of Registers, confirming the data jointly managed by competent bodies; the document shall be issued not earlier than 2 months prior to the submission of the Application. In cases when payment of taxes has been deferred as agreed with the tax administrator, documents (or copies thereof) confirming such deferral.	<input type="checkbox"/>		
7.	Certificate stating that each partner from Lithuania (not applicable to budgetary institutions) is not in arrears with payments to the state and municipal budgets and public money funds, issued by the County State Tax Inspectorate or by the Centre of Registers, confirming the data jointly managed by competent bodies; the document shall be issued not earlier than 2 months prior to the submission of the Application. In cases when payment of taxes has been deferred as agreed with the tax administrator, documents (or copies thereof) confirming such deferral. Applicable to projects implemented together with a partner(s) from Lithuania.	<input type="checkbox"/>		
8.	Documents proving that the partner from a foreign state (not applicable to budgetary institutions) is not in arrears with payments of taxes and social security contributions, issued according to legal acts of the relevant Donor State. The documents shall be issued not earlier than 2 months prior to the submission of the Application. Translations of the documents into English or Lithuanian must be provided.	<input type="checkbox"/>		
9.	Copy of the Articles of Association / Regulations / Statute of each partner from a foreign state supplied with translation into English or Lithuanian.	<input type="checkbox"/>		
10.	Copy or transcript of registration certificate of each partner from a foreign state supplied with translation into English or Lithuanian.	<input type="checkbox"/>		
11.	Commitment, decision, or extract from the minutes, submitted by the competent body and approved by the chief executive officer of the applicant or a person authorized to contribute to the project's own funds (allocated to eligible and ineligible costs of the project, indicating the amount of funds, own funds (in percent) of the total project funding amount for the eligible costs of the project, and the source of funds), and other sources of funding supporting documents referred to in Clause 8 of Annex to the Guidelines.	<input type="checkbox"/>		
12.	Documents proving justification of the project budget.	<input type="checkbox"/>		
13.	Copy of the joint activity (partnership) agreement prepared in the English language.	<input type="checkbox"/>		
14.	Curriculum Vitae (CVs) of employees of the Applicant and each partner directly involved in the project as well as artists and/or culture workers engaged in the project.	<input type="checkbox"/>		
15.	Documents proving that the project promoter and project partner(s) have met to prepare the project application (e.g. copies of flight tickets, invoices, meeting agenda) or other documents justifying that the project partner(s) have been actively involved in preparing the project application (e.g. email messages). <i>This is not an absolute requirement but will be taken into account when scoring the applications in the benefits and quality evaluation phase.</i>	<input type="checkbox"/>		
16.	Publicity plan for the project prepared according to the requirements of Annex 4 to the Regulation on the Implementation of the EEA Financial			

	Mechanism.	<input type="checkbox"/>		
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The applicant may submit, together with the Application, additional documents that it deems significant for the evaluation of the project.

(Position title)

(Signature)

(Name, surname)