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| **CIV_PLUS_II_SATELLITE_logo_full_neg** |

**2018-2019 Activity Fund Application Form for organisations[[1]](#footnote-1) wishing to establish a new CIVINET network in [Mention the geographical coverage]**

Important! Please consult the file: **CIVINET\_ActivityFund\_Announcement\_2017\_Final** for important background information about this call.

# Information about the applicant[[2]](#footnote-2)

**Legal name:**

**Legal address:**

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| --- | --- |
| Street name & number: | Town/city: |
| Country: | Postal code: |
| Website: |  |

**Contact person:**

|  |  |
| --- | --- |
| Family name: | First name: |
| Title: | Position in organisation: |
| Telephone: | Fax: |
| Email: | |

# Language of the foreseen CIVINET network

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# Context and opportunity for establishing a CIVINET network in the geographical area, proposed approach and structure

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please briefly describe (in no more than 3 pgs) the background and potential of your proposed CIVINET network in the* *geographical area:*   * *Critical mass of CIVITAS demonstration cities and/or CIVITAS Forum members in the geographical area* * *Context (e.g. common language zone, total number of towns/cities, state of economic affairs etc.)* * *Please also describe the potential city members by listing them here and explaining their intention (letters of support may be included in Annex 1)[[3]](#footnote-3)* * *What is your proposed network’s longer term objective?* * *Please describe whether there has been a demonstration of political support toward the establishment of the network nationally and through non-city stakeholders and feel free to append evidence of this* * *It is not unusual for a CIVINET to appoint a ‘National Network Manager’ (i.e. a city or regional authority) to lead the group, alongside the Secretariat (which ensures the day to day organisation of activities). Please indicate below, if a city is ready to do this on a voluntary basis and also any other plans you have regarding the envisaged structure of the network and/or associated membership:*   **City / region:**   |  | | --- | |  |   **Legal address:**   |  |  | | --- | --- | | Street name & number: | Town / city: | | Country: | Postal code: | | Website: |  |   **Contact person:**   |  |  | | --- | --- | | Family name: | First name: | | Title: | Position in organisation: | | Telephone: | Fax: | | Email: | | |

# Foreseen Activities in 2018-2019 (max. 18 months, Feb. 2018 - July 2019)

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| *Please only briefly summarise your foreseen activities here according to the following types:*   1. ***Capacity building******events*** *– where your organisation prepares workshops, seminars and webinars and provides expert advice to members, e.g. on gender/social inclusion/thematic categories/horizontal issues etc. N.b. Consider combining your first event with your network ‘launch event’ too.[[4]](#footnote-4)* 2. ***Transfer and take-up activities*** *– where your organisation hosts fellow members for peer-to-peer exchanges on specific measures (i.e. site visits), study tours, work placements, undertake feasibility studies etc.* 3. ***CIVITAS Dissemination*** *– where your organisation prepares local language promotional material such as postcards, the “Welcome to CIVITAS” booklet, roll-ups; e-courses/learning material, thematic group content etc.* 4. ***Other activities –*** *where, for example, your organisation establishes the CIVINET network’s legal identity, raises awareness of your network outside the network zone and exchange with cities, particularly non-EU cities; or attends 3rd party events as speakers or participants (ie. national conferences, trainings and consultations not organised by your Network).*   *Please kindly \*****detail\**** *each specific activity on sheet one (‘Activity Description’) within file:* ***2. CIVINET\_ActivityFund\_ApplForm\_2017\_ActivityAndBudget\_Detail.xls*** *so as to* *give us a clear understanding of your proposed events/materials/travels, their content, target number of participants etc.[[5]](#footnote-5) Please note that activities will be evaluated and approved individually, meaning that while it is possible for all proposed activities to be approved, it is also possible to receive approval for funding of some activities, but not others. Specific suggestions for activities supporting the organisation of the annual CIVITAS Forum Conference are also welcome from the respective CIVINET.*  *You are also invited to consider how your proposed activities and outcomes add value to the CIVITAS Initiative’s main assets[[6]](#footnote-6) as well as the implementation of the European Commission’s 2016 Low Emission Mobility ‘Decarbonisation’ Strategy (NB: you will be asked to report on this later – see 5. CIVINET\_ActivityFund\_ActivityReportingTemplate\_2017.xls)[[7]](#footnote-7)* |

# Foreseen costs[[8]](#footnote-8) – to be annexed

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| *For each foreseen activity, please summarise the corresponding costs within sheet two (‘Budget & Costs’) of file:* ***2. CIVINET\_ActivityFund\_ApplFormAnnex\_2017\_ActivityAndBudget\_Detail.xls****[[9]](#footnote-9)*  *When preparing your budget, please consider:*   * ***Staffing costs******[Column B-D]*** * ***Travel tickets*** *(consider the number of persons attending events you organise, but also your or your beneficiaries’* ***Hotel Costs*** *and those for* ***Subsistence & Catering*** *too)* ***[Columns E-G]*** * ***Hotel costs*** *– Indicate the costs of event catering**under* ***Subsistence and Catering Costs****)* ***[Columns H-M]*** * ***Other costs,*** *e.g.**conference fees, paper, printing, small equipment, venue rental (in case not provided in-kind) etc. (please note that the CIVINET Support team will provide you with a corporate logo and all templates)* ***[Column N-O]*** |

# Declaration

It is an important condition when accepting the awarded funding and entering into an agreement with CIVITAS SATELLITE that your proposed actions are ready to start from February 1st, 2018. The following declaration is a commitment by you to realise this obligation and implement the foreseen activities. This declaration should also be endorsed by the would-be National Network Manager, if applicable.

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| Lead applicant signature  National Network Manager (if applicable): |

Please return your application to [civinet@civitas.eu](mailto:civinet@civitas.eu) by Oct. 6th 2017. For further information/enquiries please call [Jerome Simpson](mailto:JSimpson@rec.org)/[Anna Ruban](mailto:ARuban@rec.org): +36-26 504-039/060

# Sub-contractor ID sheet, Qualification and Status

The international status of the Regional Environmental Center (REC) means full transparency must be ensured in its disbursement of funds to third parties. Applicants will be treated as subcontractors. To ensure this proceeds smoothly, you are kindly requested to also submit the following data besides a list of project references and/or CVs and company profile (demonstrating your individual, company or organisation’s unique and proven expertise):

1. **Organization:**

Name:

Address / Seat:

Tax registration number:

Tel / Fax:

Homepage / Email:

Contact person (on Contractee’s side):

Bank account information:

Bank name:

Bank address:

Bank code (SWIFT):

Account number:

Scope of activity (keywords):

Offered rate (if applicable):

1. **Expatriate Individual:**

Name:

Home address:

Passport number:

Tel / Fax:

Email:

Bank account information:

Bank name:

Bank address:

Bank code (SWIFT):

Account number:

Scope of activity (keywords):

Offered rate (if applicable):

1. **Hungarian Individual:**

Name:

Home address:

Place and date of birth:

Mother’s maiden name:

Tax registration number:

Social Insurance number:

Private pension fund membership:

Tel / Fax:

Email:

Bank account information:

Bank name:

Bank address:

Bank code (SWIFT):

Account number:

Scope of activity (keywords):

Offered rate (if applicable):

Contact person on REC side, who is responsible for the validity of above data:

Signature: Date:

ANNEX 1 Letters of support

1. A list of existing CIVINETs can be found at: <http://civitas.eu/civinet> [↑](#footnote-ref-1)
2. CIVINET Secretariats are typically managed by a variety of stakeholders including non-governmental organisations, universities, associations and/or SME’s. [↑](#footnote-ref-2)
3. We will also use this information to: i) consider potential CIVITAS Forum Network members; and ii) encourage CIVINET cities’ involvement in the EUROPEAN**MOBILITY**WEEK campaign via their [National Coordinators](http://www.mobilityweek.eu/contact/). Any contact we or the EMW coordinators are interested in with your eventual members, will be conducted through you. [↑](#footnote-ref-3)
4. Including a members’ General Assembly in which they undersign and approve leadership, their roles and responsibilities, membership requirements, rules and procedures as part of the network’s modus operandi/terms of reference and a legal statutes/charter. [↑](#footnote-ref-4)
5. NB: you can also use for reference file 3. CIVINET\_ActivityFund\_ActivityAndBudget\_Form\_2016\_INSTRUCTIONS.xls and file 4. CIVINET\_ActivityFund\_ActivityAndBudgetForm\_2016\_SAMPLE.xls for guidance [↑](#footnote-ref-5)
6. Such as the Forum network, the Forum conference, the Thematic Groups, the PAC and CIVITAS communications tools such as the website [↑](#footnote-ref-6)
7. https://ec.europa.eu/transport/themes/strategies/news/2016-07-20-decarbonisation\_en [↑](#footnote-ref-7)
8. Applications for amounts ranging between EUR 10-11,000 are recommended per network. Awarded funds will be paid in two instalments against a subcontract the REC will sign with you (please also see over). A pre-payment of 50% following contract signature and the final payment following the approval of an activity report. Note also that according to Article 22.1.2 ‘Right to carry out reviews’ of the CIVITAS SATELLITE Grant Agreement, the Agency (INEA) or the Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so)… on a third party… up to two years after the payment of the balance. Therefore, please retain all original invoices, tickets, receipts, pay slips, timesheets etc. Please also be ready to present methods of overhead calculation. [↑](#footnote-ref-8)
9. NB: you can also use for reference file 3. CIVINET\_ActivityFund\_ActivityAndBudget\_Form\_2016\_INSTRUCTIONS.xls and file 4. CIVINET\_ActivityFund\_ActivityAndBudgetForm\_2016\_SAMPLE.xls for guidance [↑](#footnote-ref-9)