



European Agency for Reconstruction

Regional Socio-Economic Development Programme

Grant Application Form

Local Call for proposals

Publication reference:

03SER01/06/003-04SER01/11/006

| | |
|--------------------|---|
| Name of applicant: | Faculty of Technology, University of Nis, Leskovac |
|--------------------|---|

| | |
|------------|--|
| Dossier No | |
|------------|--|

(for official use only)

I. THE ACTION

1. Description

1.1 Title **The Centre for pharmaceutical and related technologies and for the quality control of products and processes**

1.2 Location(s) **Leskovac, Milanovo**

Country(ies), region(s), town(s) **Serbia and Montenegro, Jablanica District, Leskovac**

1.3 Amount requested from the European Agency for Reconstruction (EAR)

| Total eligible cost of the action | Amount requested from EAR | % of total cost of action |
|-----------------------------------|---------------------------|---------------------------|
| < EUR >181.650.00 | < EUR >144.600.00 | 79,60% |

1.4 Summary

Establishing this Centre aiming the valorization of knowledge at the market as the economy resource by formulating products using the raw materials available in the regia as well as by developing a production technology procedures including managing the quaility control and environmental effects. The project would gather around the professionals from University and from the economy as well, who would use in different economy activities so-called post-industrial type their knoledge and creative potential in the most complicated techologies such as pharmaceutical and related technologies, also creating the possibilities for enlarging and improving already existing production programmes together with forming the new ones which would lead to enlarging the number of small and medium-large facilities to apply the results acheaved. The activities around the Project would include organizing the appropriate laboratories, getting the equipment, instructions for certain and particular experts, as well as the production itself which would show the capability of such Centre to survive and grow in time to scientific - technology form.

1.5 Objectives

This Project leads the concept of starting the bussines activities into the regional development strategy, and these post-industrial economy activities would be based on knowledge and creations as they would represent dominant economical resources. The promotion of such an economy activities should encourage the owners of funds to invest where the

circumstances for enlarging the funds exists with higher profits, to encourage the educated ones and those who are unemployed individuals to improve their social status on the basis of self-employment, also to those who are not the owners of funds or willing to take any risks at all by self-employment - to allow getting a certain skills, find the jobs in the new born enterprises.

The realization of such a project would create a possibilities of a long-term cooperation between the university and economy professionals which would accelerate the application of production processes for new formulated products. Such a cooperation would also create the possibilities for students to control over the skills used in the real production circumstances, and to those who are mastering the sciences after University degree - while realizing their researches, to save their science for reality and apply their results in the real production facilities and circumstances. The cooperation in this project would be particularly valuable for the owners of small or medium-large enterprises and for the professionals - experts working for them, because it would encourage them to involve in the new entrepreneurs` adventures, reaching the new products or applying a technology inovations, to improve the quality control of their products, organize the production according the international standards, under the supervision and with the help of the more experienced collegues from universities or from the larger economy facilities - companies.

Taking control over some particular knoledges and getting the equipment in the field of quality control, would create the possibility to offer such a facilities to all who wasn`t able to organize them in their own companies, which would - in a long-term period of time - significantly contribute the stand of products towards the competitive ones, at the domestic as well as at the foreign market.

Realization of such a project would even for several developed products or production programs allow the intelectual property protection in some fields, which would promote and this aspect of bussines activities and those who participate to encourage to use such a protection as their bussines policy.

Apart the general aims mentioned hereabove, this project has also a direct aim to create the personell and to assure the space and equipment in order to formulate the products at least in two of pharmaceutical shapes (tablets and aerosol), at least two of the products in every pharmaceutical shape developpe by using the agricultural wide available in the regia raw materials (cherry, plum for the tablets` shape, peppers and Klamath weed for aerosol) so to prove their quality, as well as the quality of procedures for their production, also to start the procedures for the brand, marks or technology protection, or in the field of applying them as the protected patents if they have the propriate creative potentials.

1.6 Justification

- (a) relevance of the action to the objectives of the programme

This project introduce to the new aproach to planning of regional development, promoting the knowledge and creativeness pointing them as the main resources of basic production activity. Gathering during the realisation a team of associates from

many different fields of knowledge and institutions it does and promotes the culture of cooperation and team-work.

Establishing the Centre the possibility of fulfilling the needs of economy subjects opens, not only in the field of development where the suitable equipment is already purchased, but in the field of quality control of products, consulting in organization the production processes according to the principles of a good production practice, ISO standards etc. At the same time, the possibility of creating the solutions in environmental protection opens, specially regarding the production processes which are the basic of development activities.

Inside the project the needed kind of experts would be instructed ready to help by using their specific knowledge and skills the existing as well as the new production and servicing initiative.

- (b) relevance of the action to the priorities of the programme

The production of agricultural and food products are the economy branches marked as priority for the Southern Serbia. Inside the projects the possibilities will be created to submit the agricultural and food products in the production scene, to some higher phases of refining where their value becoming much more lower in the total value of products (in percentage) regarding the knowledge put in them (for example, if one kg of cherries has the market value of 1, then a cherrie-marmelade made of the same 1 kg of cherries has value 4-6, and tabletes made of the same 1 kg of cherries value 13-15). That is how the possibility opens to multiple the profits with the same raw material bases. Every of higher phases of refining for every agricultural product opens the possibility for entrepreneurs' initiative and the raw-materials manufacturers makes less submissive to the market extortions in times of purchasing. Distribution of these "in higher phases refined products" leads also to the enlarging the production of a regional suppliers of raw-materials which additionally gives the intensity to the economy activities (example> if the spray against the reumatic pain is made from the hot pappers, then the value of it is going to enlarge from index 1 to index 15-20, that product does not bring the profits to the producer of raw materials and final producer only, but to the producers of spray-pumps, dosers, primary and transport packaging and to all the other economic subjects involved as well.)

- (c) identification of perceived needs and constraints in the target area – what evidence is there to support this perception?

The market is short in products made in higher phases of refining so that area is an empty space for the entrepreneurs' initiative. The low prices of primary agricultural products is just an additional stimulus and a cheap labour is an additional cause to be competitive. In such a circumstances formulating the product and defining a production procedures which make them practicable in relatively modest production conditions could be a significant development impulse.

- (d) list of target groups and estimated number of direct and indirect beneficiaries

The target users' group of this project is consisted of small and medium-large enterprises which plann to enlarge their production program by including in the procedure of production in higher phase of refining, the owners of the funds interested to enlarge them by higher profits starting the economy activities as described, unemployed with a certain level of education who could, by convenient credit arrangements, start their own entrepreneurs' initiatives, institutions, associations, organisations dealing with the customers' protection, environmental issues etc. The applicant has in mind at this moment about twenty economy subjects from the group of smaller and meium-large enterprises and entrepreneurs and about ten individuals with university degrees but still unemployed, as the possible direct users of the results. The evaluation is that the same number of aside users are available at the moment.

- (e) reasons for the selection of the target group(s) and activities – how will the activities improve

the situation of the target groups? What approach will be used to identify appropriate people from within the target group?

Target groups are not the result of selection. The applicant and their associates (partners) will not refuse not a one of economy subjects which would express the wish and will to cooperate in any possible way, but for real they cannot count on some large companies since the most of them are in very bad economical difficulties, and some not significant number of the successful works as branches of the multinational companies with long-term defined goals and strategies.

- (f) relevance of the action to the target groups – how is your project tailored to meet the specific needs of the target group? Does it utilise existing skills and experience?

This project was designed to offer the products and production procedures missing at the market, which would be applicable with the smallest possible investments and which, simply, could be applied. That means that here shown design of a project aims to assure maximum profits for minimal investments to it's users.

1.7 Detailed description of activities

The Centre for pharmaceutical and related technologies and for quality control of products and production procedures

1.7.1. Organizational notes

Centre for pharmaceutical and related technologies and quality control and production procedures (in further text> Centre) in organizational meaning will consists of three enteties>

- 1) Laboratory for tableting-technology**
- 2) Laboratory for aerosol-technology**
- 3) Laboratory for quality control of products and production procedures**

The activities in three laboratories mentioned would be formulating the products and developing a technology procedures for their production, as well as developing a method for their quality control.

By this Centre a team of coordinators is going to manage, and this team will consist of a project manager in front of the project principal and one coordinator in front of every of the two partners in project. They are going to organize a team work of researchers and other personnel engaged in mentioned positions.

A team of coordinators will define the jobs for research teams regarding the project documentation.

1.7.2. The Facilities

For project realization the partners will assure the convenient bussines facilities in about 250 sq. m. The facilities will consist of three laboratories with a toilette space and wardrobe, sanitary space, electrician and telephone (fax, internet) instalation and suitable equipment, as well the instalation for pressured air. It will be available a resting-room also, parking space and the apartment for those who are going to stay in laboratories for some longer period of time. The functioning inside the laboratories will be organized according the principles of a good laboratory practise.

1.7.3. The Equipment

The most of funds aprooved from The European Agency for reconstruction will be pointed to purchasing the equipment. About the exact type of the equipment the final decision will made a team of coordinators on the basis of project`s documentacion and purchasing will execute the project manager.

For project's realisation the equipment of a smaller (laboratory) capacity will be purchased and that means>

- 1) The mixer for powdery materials,
- 2) Granulating machine,
- 3) Tableting machine,
- 4) Blistering machine,
- 5) Crimping aerosol - dosers device
- 6) Propelent-filling device,
- 7) Rotating device for measuring viscosity,
- 8) Conduct-meter,
- 9) Gas Chromatograph
- 10) Device for testing the mechanical features of tablets,
- 11) Device for testing the phisical and chemical features of tablets,
- 12) Other not-specified devices depending of the available funds and possibilities of acheaving the cirtain benefits of suppliers.

The equipment described hereabove allows the production and some other pharmaceutical shapes such as grease - pastes-gels and sollutions so in such a case there are the possibilities for realisation and some other researching questions in time of existing project.

The participants in project are going to leave on disposal to the researching teams also the equipment they already have and use in their bussines activities whenever it's needed for the benefits of the project.

1.7.4. Personnel

The partners in project are going to assure the following full-time personnel for realization of a project>

1. two coordinators
2. two graduated pharmacists researchers in the project
3. one solicitor engaged on the intelectual property protection
4. two qualified workers engaged on equipment maintenance and the other help-jobs

The project principal is going to assure the following personnel for project realization>

1. project manager at the level of the part-time university proffesor
2. two researchers in project at the level of scientific consultant (full-time proffesor)
3. two graduated technology engineers - post-graduatational researchers on project
4. three graduants of the Faculty of technology per one semester, total six of them

From the project funds one year`s full-time work will be financed for>

1. two graduated technology engeneers
2. two graduated pharmacists
3. two qualified workers (chemistry or pharmaceutical high-school)

The involvement of volonters in project - high-school or university students will be welcome in all phases of the project.

1.7.5. Programmes

After installing and starting the purchased equipment the following programs are going to be realized>

1) Formulating and developing of production process for cherry tablets

This product will be formulated and produced as a food product. Special attention will be paid on technology of drying of pulp so the flavour and vitamins could be saved. Inside this program the steps of processing the residues would be defined (extraction of a seed and preparation of the bone for packaging). In this program the protected brand would be name "visnjeta" (tablet made of cherry) and eventually the usage (as a tablet for melting) or the procedure of production if it shows the inventive potential.

2. Formulating and developing of a production process of plum - tablets

This product will be formulated and produced as accessory medicament according the positive medicament legislation. All the rest as described under point 1).

3. Formulating and developing of a production process of aerosole with hot pepper's extract

This product is going to be formulated and produced as an accessory medicament for treatment of reumatological problems. As the brand it will be protected under the name "Ijutko", and all the rest as described in the previous text hereabove.

4. Formulating and developing of a production process for aerosole containing the Klamath weed extract

And this product as well is going to be formulated and produced as an accessory medicament for reducing the pain in cases of sports' enjuries, burns and other traumas. The rest as described in previous text here above.

5. Introduction of a quality control method in tablet's pharmaceutical shape

It will be defined and experimentaly approved the steps of a quality control in the production procedure (control of pouring and filling density of granulates) as well as the final products ((freeability, disintegration, firmness, the releasing speed etc). All methods will be applied regarding the principles of a good practise in the quality control of medicaments.

6. Introduction of a quality control methods in pharmaceutical shape of aerosole products

In everything as under 5) except it's about an aerosole-products. The introduction methods under 5) and 6) will be available to the economy subjects which would like to deal with products of a simmlar features, and still do not have a personnel conditions or equipment needed.

7. Other

All the production processes will be developed with the emphasized need to protect the enveronmental surroundings. Such an aspects of a development work will be available to the interested economy subjects in this metter as the form of a bussines services.

The equipment described hereabove allows the production and some other pharmaceutical shapes such as grease - pastes-gels and sollutions, etc.) so in that direction the extension of a project is possible to evaluate.

1.8 Methodology

In general, the project understands two groups of jobs> starting the equipment and

devices which will be used in production process and control and the formulating of a products itself and developing a technology processes for their production. The first group could be understood as "an experts` activity" and the second has mostly researching and developing features.

Suggested methods are usual in bussines activities of such a type and such an aproach allows the optimum of engagement of cooperants in projects accordingly to their educational level and their already existing skills.

The fact is that this project represents the continuing of a several years long cooperation of the project`s leaders and partners in project, which is more intensed by possibility to direct a donation in the equipment purchasing.

The activities will be supervised by a team of coordinators. Durring a day, week or monthly discussions the results are going to be considered and the activities coordinated. All the participants will be in close intermediate contacts without any of hierarchy bands. Teams will make their periodic reports and as the result the only accepted products will be those with highest quality, well formulated and end with efficiant production processes and quality control.

Partners in this project will be engaged according the plan of activities.

ROTARY CLUB - Leskovac is the place where the ideas are condensed which allows the movement and realization of such and simmilar projects. In surrounding of a highly educated professionals and bussines people united around the idea of serving it`s been thought about the way of speeding up the process of environmental modernization and it`s introduction in the civilization movements. DCA-laboratories as the economy subject with the main persons supporting the Rotarian engagement has the professional experiance, the room and equipment which could be mobilized to function in the way of development.

The team which will be engaged in the project implementation will consist of>

1. Project manager at the level of higher scientific assistant (part-time proffesor)
2. Project coordinator infront ROTARY CLUB - Leskovac as the partner in project
3. Project coordinator infrong DCA-laboratories as the partner in project

The persons 1 to 3 are the team of coordinators.

4. two assistents in project at the level of scientific consultants (full-time proffesors)
5. four assistants in project - graduated pharmacists at the level of researchers-beginers
6. four assistants in project - graduated engeneers of technology at the level of researchers - beginners
7. cooperatin person in project - salicitor for intelectual property protection
8. four technicians with a high-school degree
9. six volonters - graduation students (three every semester)
10. unlimited number of volonters - high-school students

The associates in project 4 to 10 will be assigned in programme teams according to the plan of activities.

1.9 Duration and action plan

- The duration of the action will be 12 months.

| Year 1 | | | | | | | | | | | | | |
|---|------------|---|---|---|---|---|------------|---|---|----|----|----|--|
| Activities | Semester 1 | | | | | | Semester 2 | | | | | | implementator |
| | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| Preparing the space and infrastructure | * | * | | | | | | | | | | | DCA laboratories as the partner, Rotary Club & the partner |
| Planning the purchasing of equipment, chemicals and notification about tender | * | * | | | | | | | | | | | Coordinators` Team |
| Purchasing, introduction and starting of the equipment | | | * | * | | | | | | | | | Program team according the activity planned in metter |
| Preparation for program 1) | * | * | | | | | | | | | | | Program Team 1) |
| Realization of program 1) | | | * | * | * | * | * | * | * | * | * | | Program Team 1) |
| Preparation of program 2) | * | * | | | | | | | | | | | Program Team 2) |
| Realization of program 2) | | | * | * | * | * | * | * | * | * | * | | Program Team 2) |
| Preparation of program 3) | * | * | | | | | | | | | | | Program Team 3) |
| Realization of program 3) | | | * | * | * | * | * | * | * | * | * | | Program Team 3) |
| Preparation of program 4) | * | * | | | | | | | | | | | Program Team 4) |
| Realization of program 4) | | | * | * | * | * | * | * | * | * | * | | Program Team 4) |
| Preparation of program 5) | | | | | | | | | | | * | | Program Teams 1) and 2) |
| Realization of program 5) | | | | | | | | | | | | * | Program Teams 1) and 2) |
| Preparation of program 6) | | | | | | | | | | | * | | Program Teams 3) and 4) |
| Realization of program 6) | | | | | | | | | | | | * | Program Teams 3) and 4) |

| For the following years: | | | | | | | | | |
|--|------------|---|---|---|---|---|---|----|--------------------------------------|
| Activity | Semester 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Program for producing tablets | * | * | * | * | * | * | * | * | Team for tablets production |
| Program for producing aerosole | * | * | * | * | * | * | * | * | Team for aerosole production |
| Program for production of greace-paste-gel | * | * | * | * | * | * | * | * | Team for greace-paste-gel production |

2. Expected results

2.1 Expected impact on target groups

The economy subjects such as small or medium-large enterprises will be encouraged to reach the products from higher phases of refining whether they establish their developing teams by themselves, engaging the experienced personnel, or to implement the results of researches such as those from this or similar project. Also they will be encouraged to involve in partnerships so they join the resources and make development more easier. They'll have available also a certain number of professional services in the field of a quality control, environmental protection etc.

The project results could enlarge a usage degree of existing facilities as they allow introducing in production the new products missing at the market. They also allow the same raw materials potentials to be used with a much more commercial effects since in the higher phase refining products there's much more knowledge as a natural resource included.

2.2 Publications and other outputs

The researching results will be published>

1. In specialized magazines
2. At the experts' meetings
3. at partners' web-sites www.dca-labs.com and www.rotary.org.yu
4. At specialized exhibitions
5. In appliances for brand names
6. In appliances for patents and small patents
7. As monographies with every product

2.3 Multiplier effects

Every of the product allows the increasing of production speaking about the suppliers' companies. For example, a product in the form of aerosole opens the door for the growth of the producers of aerosole-sprayers, alu-dozers, pressure-gass, paper gallantry (labels, boxes) etc. The products from the group of a higher phase of refining have a larger market since there is the less number of producers so the distribution is safer and profits higher.

The available equipment and well educated teams allow achieving the next developing projects using smaller investments as well as they assure faster and more certain results.

2.4 Short- and long-term impact

DCA-laboratories are going to finance the continue of the activities in larger share, but the smaller share it will be possible to use the funds of an other donators. In perspective in time of two to three years the project should grow into the scientific and technology form which will be financed by the economy subjects having interests to realize their development programs inside of it.

The leader of a project as well as his partners are the institutions which intend to last, more over because they succeeded to survive in significantly more difficult political and economy circumstances. It is to expectate that the results will be implemented in the economy subjects which are doing business in the region.

When the market of knowledge as well as the market of goods, recover in this region - the results of projects such this one will be goods like any other goods and will be implemented where the buyer wants them to.

The project anticipate a certain forms of organizing (scientific-technology form, bussines incubator) which the legislation does not include yet. That is how the preasure on the legislation authorities is made to speed up the aproaching our law to the EU legislation. The practise of such or simmlar projects opens also the question of suitability of certain solutions in the field of tax-policy. For example, by the Law of VAT it`s expected that the foreign investor should pay VAT for equipment which gives away for free to the users in the country with, in reality, hardly attainable right for refracting. Also, the leader of this project shall have to pay VAT for all the equipment without the right for refraction, since it is the non-profitable organization which is not inside the VAT system. For the state which invests a small percentage of a national income for researches and development, such situations are not good solutions.

3. Budget for the action

4. Expected sources of funding

Fill in Annex B (worksheet 2) to provide information on the expected sources of funding for the action.

To switch between Worksheets, click on the tab at the bottom of the screen.

II. THE APPLICANT

1. Identity

| | |
|---|--|
| Full legal name (business name): | University of Nis, Faculty of Technology |
| Acronym (where applicable) | |
| Legal status | non-profit |
| VAT registration number (where applicable): | 100107686 |
| Official address | Bulevar Oslobođenja 124 |
| Postal address | 16000 Leskovac |
| Contact person | Milorad Cakić, Dean |
| Telephone number | 016 247-203 |
| Fax number | 016 242-859 |
| E-mail | info@tehfak.tehfin.ni.ac.yu |
| Internet site | http://tehfak.ni.ac.yu |

2. Bank details

The bank must be located in the country where the applicant is registered.

| | |
|---------------------------|----------------|
| Account name | |
| Account number | 840-1278660-13 |
| Sort code | |
| IBAN code (optional) | |
| Bank name | |
| Address of bank | |
| Name of signatory/ies | |
| Position of signatory/ies | |

NB: Before the grant contract is signed, the applicants selected will have to supply a financial identification form using the model in Annex V to the contract, certified by the bank named above.

Correspondent bank (where relevant)

| | |
|----------------------|--|
| Account name | |
| Account number | |
| Sort code | |
| IBAN code (optional) | |
| Bank name | |
| Address of bank | |

3. Description of applicant (one page maximum)

3.1 When was your organisation founded and when did it start its activities?

3.2. What are the main activities of your organisation at present?

3.3. List of the management board / committee of your organisation

| Name | Profession | Sex | Position | Years on the board |
|-----------------------|----------------|-----|----------------|--------------------|
| Vlada Veljković | Full Professor | m | President | 15.07.2004. |
| Dragan Tasić | Full Professor | m | Vice president | 15.07.2004. |
| Branislav Petrović | Assist. Prof. | m | Member | 15.07.2004. |
| Srđan Stojković | Dipl. Pravnik | m | Member | 15.07.2004. |
| Goran Vukadinović | Dipl ekonomist | m | Member | 15.07.2004. |
| Dejan Marković | Full Professor | m | Member | 15.07.2004. |
| Cvetko Trajković | Full Professor | m | Member | 15.07.2004. |
| Dragan Cvetković | Full Professor | m | Member | 15.07.2004. |
| Vojislav Gligorijević | Full Professor | m | Member | 15.07.2004. |
| Dragan Cvetković | Full Professor | m | Member | 15.07.2004. |

| | | | | |
|-------------------|------------------|---|--------|-------------|
| Dragiša Savić | Assoc. professor | m | Member | 15.07.2004. |
| Ilija Mladenović | Full Professor | m | Member | 15.07.2004. |
| Nada Nikolić | Docent | ž | Member | 15.07.2004. |
| Miljan Potić | Student | m | Member | 15.07.2004. |
| Jelena Blagojević | Student | ž | Member | 15.07.2004. |
| Milan Ignjatović | Student | m | Member | 15.07.2004. |
| Slobodan Grujić | Student | m | Member | 15.07.2004. |
| Jovan Stanojević | | m | Member | 15.07.2004. |
| Slavica Ilić | Asistent | ž | Member | 15.07.2004. |
| Nenad Ćirković | Asistant | m | Member | 15.07.2004. |
| Sreten Stojanović | Asistant | m | Member | 15.07.2004. |
| Nadica Disić | | ž | Member | 15.07.2004. |

4. Capacity to manage and implement actions

4.1. Experience of similar actions

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past five years in the fields covered by this programme, taking care to identify for each action:

- (a) the object and location of the action
- (b) the results of the action
- (c) your organisation's role (lead manager or partner) and its degree of involvement in the action
- (d) the cost of the action
- (e) donors to the action (name, address and e-mail, telephone number, amount contributed)

This information will be used to assess whether you have sufficient experience of managing actions in the same sector of a comparable scale to the one for which you are requesting a grant.

4.2 Resources

Maximum 3 pages. Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

- (a) annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed
- (b) the number of full-time and part-time staff by category (*e.g. number of project managers, accountants, etc*), indicating their place of employment
- (c) equipment and offices
- (d) other relevant resources (*e.g. volunteers, associated organisations, networks that might also contribute to implementation*).

This information will be used to assess whether you have sufficient resources to implement an action of the scale of the one for which you are requesting a grant.

5. Other applications made to European Institutions, the European Development Fund (EDF) and EU Member States

5.1 Grants, contracts and loans obtained over the last three years from European Institutions, the EDF and EU Member States

| Action title and reference number | EC budget line, EDF or other source | Amount (EUR) | Date obtained |
|-----------------------------------|-------------------------------------|--------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5.2 Grant applications submitted (or about to be submitted) to European Institutions, the EDF and EU Member States in the current year:

| Action title and reference number | EC budget line, EDF or other source | Amount (EUR) |
|-----------------------------------|-------------------------------------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. Description of the partners

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | Partner 1 | Partner 2 |
|---|-----------|-----------|
| Full legal name (business name) | | |
| Nationality | | |
| Legal status | | |
| Official address | | |
| Contact person | | |
| Telephone number | | |
| Fax number | | |
| E-mail address | | |
| Number of employees | | |
| Other relevant resources | | |
| Experience of similar actions, in relation to role in the implementation of the proposed action | | |
| History of cooperation with the applicant | | |
| Role and involvement in preparing the proposed action | | |
| Role and involvement in implementing the proposed action | | |

Important: This application form must be accompanied by a signed and dated partnership statement from the main applicant and from every partner, in accordance with the model provided on the next page.

2. Partnership statement

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the EAR. To ensure that the action runs smoothly, the EAR requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice set out below.

Principles of Good Partnership Practice

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the EAR.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the EAR and represent them in all dealings with the EAR in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the EAR.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the EAR. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the EAR.
6. Before the end of the action, the partners must agree on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners situated in the target countries. Copies of the transfer titles must be attached to the final report.

Statement of partnership

We have read and approved the contents of the proposal submitted to the EAR. We undertake to comply with the principles of good partnership practice.

| | |
|-----------------|--|
| Name: | |
| Organisation: | |
| Position: | |
| Signature: | |
| Date and place: | |

IV DECLARATION BY THE APPLICANT

I, the undersigned, being the person responsible in the applicant organisation for the action, certify that:

(a) the information given in this application is correct; and

(b) the applicant and its partners do not fall into any of the categories (a) to (f) listed in section 2.1.1(2) of the Guidelines for Applicants; and

(c) the applicant has the sources of financing specified in Annex B: BUDGET of the Guidelines for Applicants.

| | |
|-----------------|--|
| Name: | |
| Position: | |
| Signature: | |
| Date and place: | |

Checklist

Before dispatching your application, please check that it is complete (see Notice on page 1) and specifically that:

The application form

- Annex A is submitted in the correct format
- one original and 3 copies of all documents are annexed
- the dossier is typed and is in English or Serbian
- applications in Serbian must include translations of the application form (annex A), budget (annex B), and logical framework (annex C) in English
- the declaration by the applicant (Section IV) is signed and attached
- the applicant has completed and signed a partnership statement, also included
- each partner has completed and signed a partnership statement and the statements are included
- the budget and the expected sources of funding are presented in the format of the application form (Annex B), completed and drawn up in Euro
- the logical framework for the project has been completed (Annex C)

Supporting documents

- the applicant's statutes or articles of association are included
- the most recent annual report of the applicant is annexed
- the most recent accounts of the applicant are annexed (profit and loss account and balance sheet for the last financial year for which the accounts have been closed)
- the CV of the Project Manager and of any key experts (in the format provided in Annex F)

The originals of the supporting documents required or, failing this, photocopies certified by an approved independent agency and, where such documents are in a language other than the language(s) of the call for proposals, reliable translations are annexed.

Eligibility

- the Applicant is a not-for-profit organisation
- the Applicant has its headquarters in the Republic of Serbia and a proven track record in the eligible area for which a grant is requested
- the Applicant is directly responsible for preparation and management of the action and not acting as an intermediary
- the consortium contains a minimum of 2 legally separate organisations
- the proposed project has a maximum duration of 12 months
- the action takes place in an eligible RSEDP area

the proposed action is eligible for this call for proposals

the requested grant falls within the limits: Euro 25,000 – 250,000

in the budget the EAR's contribution is identified and is a maximum of 90% of the total eligible costs of the action

the grant is for not less than 20% of the total eligible costs of the action