

## LoCaRe – Instructions to complete the application form

<b>Section 1. Title of Sub-Project</b>	
1.1.	Insert the title you would like your Sub-project to be known as
1.2.	Insert an Acronym (short title or abbreviation)
<b>Section 2. Priorities</b>	
	<p>Select one of the 5 sub-themes as described in Section 2 Terms of Reference for Sub-themes of the Application Package. Use the same wording as the Terms of Reference, e.g. “Development and Use of Renewables in Local Energy Systems”.</p> <p>If your project includes more than one Sub-theme, please specify under the wording “Cross cutting themes”. Describe how your Sub-project can work with or complete other Sub-themes.</p>
<b>Section 3. List of Sub-project Participants</b>	
	<p>For each partner please provide legal status and highlight the tick box which applies to your organisation: either Public Authority, Public equivalent body or other.</p> <p>State your organisation’s name and the contact details for the Director or the person with authority to sign official documents <u>and</u> the day to day contact or project manager and their contact details.</p> <p>If there are additional participants, add as many boxes as necessary.</p>
<b>Section 4. Description of Sub-project</b>	
<b>Please ensure that your response for section 4 does not exceed 2 pages in total.</b>	
4.1.	Describe the Sub-project’s objectives, content and overall time schedule
4.2.	Describe the background, the need that justifies the Sub-project and the added value for the regions involved as well as for the EU
4.3.	Describe how the Sub-project will contribute to the achievements of the LoCaRe project and how it fits with the Sub-themes
4.4.	Outline how your Sub-project and its deliveries contribute actively to Low Carbon Economy.

	<p>Describe how your Sub-project activities will take steps to reduce its environmental impacts.</p> <p>Explain how your project will contribute directly or indirectly to reducing CO2 and/ or other green house gases.</p>
<p><b>Section 5. Quality of approach</b>  <b>Please ensure that your response for section 5 does not exceed 2 pages in total.</b></p>	
5.1.	State if you have concluded a partnership agreement
5.2.	Describe how the Sub-project will be managed in order to reach its objectives
5.3.	<p>Describe the main activities, outputs and results.</p> <p>Describe possible dissemination beyond the LoCaRe participating regions.</p>
5.4.	<p>Highlight innovative measures of the Sub-project.</p> <p>Describe any innovative method you will use for delivery and how you will manage the risk of trying out new methods or processes.</p>
5.5.	Describe the measures the participants will take to ensure equality of opportunity for all within recruitment procedures, staff, sub-contractors and when targeting beneficiaries.
5.6.	<p>Describe ways to embed the results in the participating regions and the follow-up beyond the current Sub-project and/ or outline possible plans to mainstream results.</p> <p>Describe the measures that you will take to keep results as public knowledge.</p>
<p><b>Section 6. Communication Plan</b>  <b>Please ensure that your response for section 6 does not exceed 1 page</b></p>	
6.1.	<p>Outline your plan including actions, persons responsible for the actions, target groups and approach to these.</p> <p>Describe how you ensure sustainability and how you plan to ensure equality and diversity in your project.</p> <p>Describe how you will ensure the successful implementation of the communication plan.</p>
<p><b>Section 7. Sub-project indicators and timetable</b></p>	
7.1.	List start date

7.2.	List end date
7.3.	List start and end date for activities
7.4.	State the numbers for expected outputs and results indicators
<b>Section 8. Budget and Finance</b> Please ensure that your response for section 8 does not exceed 1 page	
8.1.	Describe what makes your Sub-project good value for money.  Describe the budget to deliver the communication plan.  Explain costs of any unusual aspects of the Sub-project.
8.2.	Explain whether the Sub-project relies on external factors for certain elements of the project.  Describe the systems/ processes in place for all the participants' organisations in order to not be impacted by external factors.
<b>Section 9. Sub-project Finance</b>	
9.1.	Please check that all the different tables in the Excel part correspond exactly with the amounts that you are stating in this section.  Please record your expenditures to two decimal places (i.e. 200.17 Euros)
<b>Section 10. Bank information</b>	
10.1.	Provide banking details for each of the participants. This information should be used to transfer EDRF payment and should be accurate.
<b>11. Certification and submission</b>	
11.1.	State the name of the director or the person with the authority to sign agreement on behalf of the participant's organisation. Sign, date and stamp the document.  If a participant in the sub-project belongs to the administration/ organisation of a LoCaRe partner region, it is necessary to ensure integrity in such a way that this applicant is in no way involved in the assessment of received Sub-project proposals. Therefore the annex with the integrity declaration has to be filled in and signed by the applicant belonging to a LoCaRe Region.

Please ensure the limitation of pages for the different sections.

Please include co-financing statements for all participants, including Lead Partner.

Submit the electronic version to

[Helle.knudsen@regionsyddanmark.dk](mailto:Helle.knudsen@regionsyddanmark.dk).

Send the original duly signed to:

Helle Knudsen  
LoCaRe Project Manager  
Region of Southern Denmark  
Damhaven 12  
DK-7100 Vejle  
Denmark

Electronic versions have to be with the Region of Southern Denmark at 12.00 hr on 1<sup>st</sup> October 2010.  
Electronic versions arriving after that date/time will not be considered.

Hard copies have to be send, duly signed, by regular mail to the LoCaRe Project Manager Helle Knudsen and have to be post-stamped on 1<sup>st</sup> October 2010 at the latest. Applications in envelopes stamped after that date will not be considered.

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For further information about project ideas, please consult the LoCaRe web site [www.locareproject.eu](http://www.locareproject.eu)

For further information about application and sub-themes, please contact the following LoCaRe partners:

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