

For Official use only:  
Ref No

## Co-Financing Fund for Local Councils Application

This application form should be completed by the Applicant of the proposed project, in cooperation with the Partners, if any. The application must be submitted to the Co-Financing Fund Committee in hard copy (one original) and in electronic form on a CD which shall be identical to the hard copy. Use the Check-list found at the end of this application before sending your application.

### 1. The applicant

Applicant Organisation			
Postal address			
Contact person			
Telephone Number		Fax No	
Mobile Number			
E-mail address			
Internet site			

### 2. Project Proposal Data

Project Title:	
Project Duration:	
Project Starts :	Project Ends:
Contact details of Project Co-ordinator	
Name and Surname	
Position within the organization:	
Email address:	
Tel Number:	
Mobile Number:	
Total Project Budget (EUR)	
Total Grant Requested (EUR)	
EU Funding Programme being applied for:	
Managing Authority for the EU Funding Programme being applied for:	
Total number of partners including applicant (if applicable)	
Total number of countries involved (if	

applicable)		
Is It a Town Twinning Project?	YES	NO
<b>If YES, please indicate the total number of guests from twinned towns (excluding Maltese participants)</b>		
<b>Amount in EUR requested from the Co-Financing Fund: Not Applicable for Town Twinning Projects</b>		
Specify if the beneficiary has obtained other sources of funding e.g. sponsor, donations etc. Amount in EUR		

**3. Provide a summary of your proposed project (maximum one page)**

**4. Results**

Indicate the tangible elements that will be produced by the project (maximum half a page)

## 5. Declaration by the applicant

I declare that the entries in this form and the details in the **Application Form** and any other annexes enclosed are, to the best of my knowledge and belief, correct and the EU Funds applied for is the minimum required for the project to proceed as described.

I acknowledge that the application will be subject to regular monitoring/auditing and undertake to keep adequate records for this purpose in line with instructions received from the Administrative Board

I understand that if the information included in the Application Form is found to be not factually correct, the project application may be rejected.

I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may also be rejected.

Name	
Position	
Date	
Signature	

**Applicants must present a complete Application Form, filled in with all relevant details and documentation including documents requested in Annex 1. Incomplete applications will not be considered.**

## **Check List**

- Original Co-financing fund application form signed (in blue ink) including annexes and any other supporting documents
- 1 copy (in paper format) of the application form including annexes and any other supporting documents
- Copy of the Project Proposal being submitted under an EU Funding Programme together with annexes and any supporting documentation
- Detailed breakdown of budget allocated for the project being borne by the applicant.
- Applicable only to applicants under the 'Europe for Citizens 2007-2013' programme – attach a breakdown of the overall costs
- Soft copy (on CD) of all the documents listed above

## **Other documents needed at a later stage**

- Letter of approval by the managing authority that the project has been authorised
- Grant agreement of the project
- Final report endorsed by the managing authority
- Financial report endorsed by the managing authority including a verified copy of all receipts.