Project:

**Building municipal capacity for project implementation**

Call for proposals:

**Development of technical documentation for financing of infrastructure projects from national and international development funds**

**APPLICATION FORM**

*(Instructions for applicants are in Italic)*

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| **Project title** |   |
| **Partnership project (inter-municipal cooperation)** | YES / NO |
| **Municipality(ies)** |  |

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| **1. APPLICANT BASIC INFORMATION***(in case of partnership projects, copy this table for as many partners necessary, with the first table containing information for the principal partner, who will be contact point for UNDP)* |
| **Applicant (municipality)** |    |
| **Authorized person, function** |   |
| **Identification number (filled by UNDP)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Address** |   |
| **Applicant's web-site** |   |
| **Contact person, function** |  |
| **Contact person phone (cell) No.** |  |
| **Contact person e-mail** |  |

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| **2. PROJECT DESCRIPTION** |
| **Project area / sector / type:**  | *Select and copy one option from offered options* |
| **1. COMMUNAL, TRANSPORT AND BUSINESS INFRASTRUCTURE:** * local roads (re)construction, incl. asphalting;
* local bridges (incl. pedestrian), public transport facilities (bus eaves, railway stations, etc.) (re)construction;
* electricity supply (re)construction projects, esp. electrification or increase in capacity for business related infrastructure;
* projects of business-related infrastructure: (re)construction of open and closed markets, business and entrepreneurial zones, business incubators, auction halls, etc.
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| **2. SOCIAL INFRASTRUCTURE**:* (re)construction of education and pre-education; infrastructure: schools and kindergartens;
* (re)construction of elderly care facilities.
* projects of adjustment of any public infrastructure or other facility to become accessible for persons with disabilities.
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| 3. ENVIRONMENTAL, CLIMATE & WATER INFRASTRUCTURE:* solid waste management projects: closure and/or rehabilitation of landfills; recycling, sorting or other treatment facilities (re)construction; collection and initial treatment equipment. This needs to be in line with national and EU strategies and guidelines. Replacement or introduction of central heating systems – transition towards sustainable energy sources, for example switching from fossil fuels to more sustainable energy sources; Technical documentation for assessment of the potentials of the use of renewables.
* water supply projects: protection of sources, construction of pipelines and other parts of the system – treatment facilities, pumps, storage units, etc. (up until households' connections)
* waste-water treatment systems, incl. (re)construction of drainage and sewage systems, (re)construction of waste-water treatment plants;
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| **Total estimated value of the project (in USD):** |   |
| **Short project description** *(please describe, in max. 1000 words):** *which problem is going to be solved with this project? Include relevant statistical or other data*
* *if the project aims to implement certain national or EU standard, please describe and provide relevant information –reference to legislation, etc.*
* *which target groups will the project affect and how – please indicate whether any vulnerable groups are specifically targeted by the project and how*
* *what are the planned project activities (incl. besides the infrastructure component for which the assistance is sought)?*
* *what are the project objectives – please elaborate and provide objective indicators of achievement: number of users, desired changes that can be measured, or another appropriate indicator*
* *how is the project aligned with municipal / national / EU strategic documents – please describe)*
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| **Is the source of financing for the project (except project technical documentation) identified?**  |  YES / NO |
| **If YES, please explain. Which source? Is it subject to a Call for proposals or other arrangement has been made?** |  |
| **When is the project planned to be implemented (start – end of implementation)?** |   |
| **Are there any legal issues regarding property rights, or any other legal obstacles to the start of project? If YES, please explain how and when is it expected to be resolved.** |  YES / NO |
| **Has the project been endorsed / approved by the municipal council(s) and selected through community forum(s)?**  | *(If yes, please indicate which document can prove this – minutes of the sessions, formal council decisions, endorsed/approved spatial plans, etc.)* |

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| **3. LEVEL OF PREPAREDNESS OF THE PROJECT (ACCORDING TO AVAILABLE PROJECT DOCUMENTATION)** |
| **Document:** | *(For each of the documents listed in the left column please indicate whether the document is: a) already prepared OR b) not required OR c) in the production process OR d) required (not funded).* |
| Feasibility study  |   |
| Pre-feasibility study |  |
| Cost-benefit analysis (CBA) |  |
| Investment study or business plan |  |
| Environmental impact study or study to determine whether environmental impact assessment is needed |   |
| Construction implementation project |   |
| Construction technical study *(indicate which: geodetical, geo-physical, geo-mechanical, hydrological, etc.)*  |  |
| Main construction project |   |
| Construction conceptual design |  |
| Construction project Bill of quantities |   |
| Equipment technical specifications (indicate which equipment) |   |
| Detailed urbanistic / layout plan |  |
| Project assignment – Terms of Reference, etc. |  |
| Basic / initial project document – project idea |  |
| Project budget (incl. the infrastructural component) |  |
| Any other type of documentation necessary to prepare the project: |  |

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| **4. PROJECT DOCUMENTATION THAT IS SUBJECT TO APPLICATION TO THE FUND** |
| **Document(s) applied for:** | *(Please indicate for which documents, listed in the previous section as required, are you applying for financial assistance from the Fund. Please note that it is not obligatory to apply for all the documents listed as required)* |
| **Justification:** *(max 500 words)**(Please explain why this documentation is necessary for implementation of the project. Please list any legal or other reference)*  |
| **Estimated budget** *(production cost of project documentation)* | *(Please provide estimated price. Please note that the final amount will be determined through the procurement procedure and, in case of serious underestimation, the municipality will be asked to co-finance up to the actual price)* |
| **Co-financing of the costs of service(s):** | *(Please indicate whether the municipality is willing and able to co-finance the costs in case they exceed the maximum grant amount of 30,000 USD. Please indicate whether there is formal decision made on this – if a letter of intent or other obligatory statement is produced for this purpose, please attach it to the application.* |

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| **5. PROJECT SUSTAINABILITY** |
| **Measures to secure sustainability:***(Please describe the measures that will be applied during and after the implementation period (of the actual project, not the production of technical documentation) that will secure sustainability of the results:**who and with which resources will finance the operational costs, who will be responsible for maintenance, proper functioning, the necessary personnel, and how the acquired knowledge during the process will bring the benefits to the municipality, the users and wider community? Please indicate whether there are supporting documents or other information for the claims under this section – budget, letters of intent, business plans, etc.**(max. 1000 words)* |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name, function)*, hereby confirm that, to my knowledge, the information presented in this Application form is true and accurate.

*(Place, date) (signature)*