# PROJECT SUMMARY

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| --- | --- |
| Project title |  |
| Project acronym |  |
| Project Applicant |
| Organisation |  |
| Postal address |  |
| Telephone |  |
| E-mail |  |
| Website |  |
| Responsible Thematic Coordination Point |
| *To the Head of the following Thematic Coordination Point (TCP)**(****NOTICE:*** *Please choose the appropriate TCP!)* |
|  | [ ]  on **Art and Culture** (Coordination: Styria)[ ]  on **Disaster Prevention** (Coordination: Varaždin)[ ]  on **Economy** (Coordination: Vas)[ ]  on **Energy and Environment** (Coordination: Međimurje)[ ]  on **Equal Opportunities** (Coordination: Carinthia)[ ]  on **Europe** (Coordination: Burgenland)[ ]  on **Healthcare** (Coordination: Carinthia)[ ]  on **Inclusion** (Coordination: Carinthia)[ ]  on **Lifelong Learning** (Coordination: Krapina-Zagorje)[ ]  on **Rural Development and Ethic Heritage** (Coord.: Koprivnica-Križevci)[ ]  on **Sports** (Coordination: Styria)[ ]  on **Tourism** (Coordination: Slovenia) |
| *of the Alps-Adriatic Alliance.* |
| ***Please send the project application to the responsible Thematic Coordination Point (TCP),*** *which is responsible for pre-selection.* ***You will find the address-list of all TCPs at the end of this document.***After successful pre-selection the TCP will forward the application to the General Secretariat of the AAA in Klagenfurt/Carinthia which also presides over the Steering Committee. |

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| Project type |
| Please select the adequate project type according to planned project activities and project costs. NOTICE: All projects must include at least three partners from at least three AAA members. |
| [ ]  | PREPARATION of an EU-co-financed project* *Preparation of the project application for submission in order to ensure financing from various EU-funds*
* *Maximum amount of grant is 5.000 EUR per project –* ***if*** *approved by the Steering Committee*
* *Please be advised that you will need to send the proof of project submission in the case that the grant is awarded*
 |
| [ ]  | IMPLEMENTATION of an EU-co-financed project* *Implementation of projects that are financed from various EU-funds*
* *Maximum amount of grant is 5.000 EUR per project –* ***if*** *approved by the Steering Committee*
 |
| [ ]  | JOINT PROJECTS* *Implementation of various joint projects between partners from Alps – Adriatic – Alliance members*
* *Maximum amount of grant is 20% of the overall project costs or a maximum of 4.000 EUR –* ***if*** *approved by the Steering Committee*
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| In case of EU-project-preparations and -implementations: Please state the program and specific call of the EU-fund from which the project will be/is funded |
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| Project duration |
| Estimated start date of the project | dd/mm/yyyy |
| Estimated end date of the project | dd/mm/yyyy |
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| Project partnersPlease define from which AAA-members your project partners are. According to the procedural rules, all projects must involve at least three members from three countries **as an absolute minimum**. The number of Alps-Adriatic-Alliance members involved in the project is an important selection criterion for every application! |
| [ ]  | Bundesland Burgenland (Austria) |
| [ ]  | Istarska županija (Croatia) |
| [ ]  | Bundesland Kärnten (Austria) |
| [ ]  | Koprivničko-križevačka županija (Croatia) |
| [ ]  | Krapinsko-zagorska županija (Croatia) |
| [ ]  | Međimurska županija (Croatia) |
| [ ]  | Primorsko-goranska županija (Croatia) |
| [ ]  | Republika Slovenija |
| [ ]  | Bundesland Steiermark (Austria) |
| [ ]  | Varaždinska županija (Croatia) |
| [ ]  | Vas megye (Hungary) |

Financial framework |
| Total project costs in EUR |  |
| Requested AAA grant in EUR |  |
| Requested AAA grant in % (requested AAA grant / total project costs) |  |

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| Project descriptionPlease insert a short project description (max. 1.500 characters): |
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# PROJECT RATIONALE

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| Project objectivesPlease insert a short description of project objectives (max. 1.500 characters): |
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| Links with the “SAA-2027”-strategy and your project´s possible impact Please specify the objectives/priorities from “SAA-2027” to which the project will contribute and describe this contribution and describe the impact of the project and its indicators on the indicators identified in the SAA-2027 (max. 3.000 characters).The “SAA-2027” strategy is available at: <http://www.alps-adriatic-alliance.org/wp-content/uploads/2019/03/SAA-2019-2027_FINAL.pdf>. Please refer especially to the priorities and objectives of the strategy [(see p. 55)](http://www.alps-adriatic-alliance.org/wp-content/uploads/2019/03/SAA-2019-2027_FINAL.pdf#page=56). Furthermore small-scale projects must support the Priority “Strengthen Community Cohesion” [(see pp. 62, 63).](http://www.alps-adriatic-alliance.org/wp-content/uploads/2019/03/SAA-2019-2027_FINAL.pdf#page=63)  |
|  |

# PROJECT ACTIVITIES

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| Description of project activities and the work-planPlease describe in short the proposed project activities and their timely schedule.Please take into consideration that the link between project activities and project objectives in point 2.1. should be clearly stated (max. 3.000 characters): |
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| Project impactPlease describe the expected impact of the project on the Alps-Adriatic-area, i.e. please describe how the project will impact the target groups in the Alps-Adriatic-area or how the project will contribute to the further development of the Alps-Adriatic-area (max. 1.500 characters): |
|  |

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| Added valuePlease describe the project´s possible added value for the AAA as a network – i.e. please specify the value that the financing of the project will ensure for the AAA as an organisation. Please take into consideration that the joint budget is intended to finance activities and projects, which are **significant for the entire network**. (Maximum 1.500 characters) |
|  |

# VISIBILITY

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| Project promotionPlease describe how you will promote the project and disseminate the information on the project (Maximum 1.000 characters): |
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| Use of the AAA-logo and referencesPlease describe how will you ensure that the co-funding of the project through the joint budget of the Alps – Adriatic – Alliance will be visible (Maximum 1.000 characters): |
|  |

# PROJECT PARTNERS

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| --- |
| Project applicant/Lead Partner |
| **PROJECT APPLICANT/LEAD PARTNER** |
| Organisation/institution |  |
| Country |  |
| Region |  |
| Street |  |
| Postal code |  |
| City |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Function of the contact person |  |
| Telephone of the contact person |  |
| Mobile phone of the contact person |  |
| E-mail of the contact person |  |
| Bank name |  |
| IBAN |  |
| BIC |  |
| Applicant organisationPlease provide short description of the applicant organisation with a special attention to the experience in similar / previous projects (Maximum 1.500 characters) |
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| Project partners **within** the Alps-Adriatic-Alliance member areaPlease, copy the table as many times as you have partners within the Alps – Adriatic – Alliance. |
| **PARTNER 1** |
| Organisation/institution |  |
| Country |  |
| Region |  |
| Street |  |
| Postal code |  |
| City |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Responsible person |  |
| Function of the responsible person |  |
| Contact person |  |
| Function of the contact person |  |
| Postal address of the contact person |  |
| Telephone of the contact person |  |
| Mobile phone of the contact person |  |
| E-mail of the contact person |  |

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| Project partners **outside** the Alps-Adriatic-Alliance member areaPlease, copy the table as many times as you have partners outside the Alps – Adriatic – Alliance. |
| **PARTNER 1** |
| Organisation/institution |  |
| Country |  |
| Region |  |
| Street |  |
| Postal code |  |
| City |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Responsible person |  |
| Function of the responsible person |  |
| Contact person |  |
| Function of the contact person |  |
| Postal address of the contact person |  |
| Telephone of the contact person |  |
| Mobile phone of the contact person |  |
| E-mail of the contact person |  |

# PROJECT BUDGET

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| Breakdown of estimated costs |

Please, include in the budget all costs linked with your project. If necessary, please add as many budget lines as possible.

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| --- | --- | --- | --- | --- | --- | --- |
| **No.** | Budget item with descriptionNotice: the applicant is not required to specify all costs categories | Unit(contract, lump sum, ticket, man/hour… etc.) | Number of units | Unit costs (EUR) | Subtotal (EUR) | AAA grant (EUR) |
| 1. | Personnel |  |  |  |  |  |
| 1a |  |  |  |  |  |  |
| 1b |  |  |  |  |  |  |
| 2.  | Travel |  |  |  |  |  |
| 2a |  |  |  |  |  |  |
| 2b |  |  |  |  |  |  |
| 3 | Accommodation |  |  |  |  |  |
| 3a |  |  |  |  |  |  |
| 3b |  |  |  |  |  |  |
| 4 | Meetings and conferences |  |  |  |  |  |
| 4a |  |  |  |  |  |  |
| 4b |  |  |  |  |  |  |
| 5 | Equipment |  |  |  |  |  |
| 5a |  |  |  |  |  |  |
| 5b |  |  |  |  |  |  |
| 6 | Promotion |  |  |  |  |  |
| 6a |  |  |  |  |  |  |
| 6b |  |  |  |  |  |  |
| 7 | Administrative costs |  |  |  |  |  |
| 7a |  |  |  |  |  |  |
| 7b |  |  |  |  |  |  |
| 8 | Other (please specify) |  |  |  |  |  |
| 8a |  |  |  |  |  |  |
| 8b |  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |

Please be advised that, after the completion of the project, the receipts have to be submitted to the General Secretariat. The receipts have to be in absolute accordance with the purposes mentioned above.

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| Sources of funding |

Please, include in the budget all costs linked with your project. If necessary, please add as many budget lines as possible.

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| --- | --- | --- |
| **No.** | Source of funding | Subtotal (EUR) |
| 1. | Detailed list of funding from public sources |  |
| 1a |  |  |
| 1b |  |  |
| 1c |  |  |
| 1d |  |  |
| 1e |  |  |
|  | TOTAL |  |
| 2. | Deduction of other funding sources (sponsors, registration fees, etc.) |  |
| 2a |  |  |
| 2b |  |  |
| 2c |  |  |
| 2d |  |  |
| 2e |  |  |
|  | TOTAL |  |

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| **Implementation guidelines for Projects Financially Supported by the AAA** |

1. General requirements for all project applications:
* Projects financed by the AAA must involve the minimum of three regular members of the AAA from three different countries.
* All projects must support at least one of the priorities and objectives of the Strategy “SAA – 2027” [(see p. 55)](http://www.alps-adriatic-alliance.org/wp-content/uploads/2019/03/SAA-2019-2027_FINAL.pdf#page=56). Furthermore small-scale projects must support the Priority “Strengthen Community Cohesion” [(see pp. 62, 63).](http://www.alps-adriatic-alliance.org/wp-content/uploads/2019/03/SAA-2019-2027_FINAL.pdf#page=63)
* All members must have the opportunity to be part of a AAA-project.
* The number of involved regular members of the network should be a qualitative indicator which means that the role of each partner should be described in the application. The more regular members are involved as active partners in the project, the greater its chances of approval by the Steering Committee.
* The expectable added value of the project for the entire AAA must be clearly described in the application form and is subject to evaluation after the project is completed.
* The number of expectable active partners/participants/multiplicators in the project itself respectively the number of people which can be reached by the project (participants, multiplicators, visitors etc.) is essential.
* The fact that the project is subsidized by the AAA has to be visibly stated in every publication of the project (at least by displaying the AAA-logo).
* For preparation costs in order to submit a project within an appropriate EU-program: If the relevant EU-program offers the possibility to include the preparation costs within the financial declaration of the EU-project, the project-holder has to return the preparation subsidy given by the AAA (in order to avoid duplicate funding).
1. For any application the form which is issued by the Steering Committee has to be used. The applicants have to ensure that the application forms are filled in in English language and that they are sent to the appropriate TCP respectively to the General Secretariat. The decision of granting a subsidy is made by the Steering Committee.
2. The head of the General Secretariat as chairperson of the Steering Committee shall notify the applicant of the decision of the body.
3. The recipient who is granted a subsidy from the joint project budget has to submit a statement to the General Secretariat specifying the use of funds on the basis of invoice documents. This settlement is checked by the General Secretariat.
4. The payment of the subsidies by the General Secretariat can be made only after completion of the project and upon presentation of the original invoices.
5. If the subsidy granted is not claimed after expiration of the project period indicated in the application for funding, the General Secretariat shall submit a proposal to lift or extend the commitment to the Steering Committee after prior information of the applicant.
6. All applications remaining in the competition have to be forwarded to the General Secretariat by the TCPs no later than two weeks before the meeting of the Steering Committee, so that these applications find their way into the meeting documents. The submission deadline is announced on the website of the Alps-Adriatic Alliance ([www.alps-adriatic-alliance.org](http://www.alps-adriatic-alliance.org)). Untimely or incomplete applications shall be excluded.

# APPLICANT STATEMENT

I confirm that I am duly authorised by [name of the applicant organisation] to sign this application and that information provided in the application is correct and accurate. I confirm that [name of the applicant organisation] represented by me is fully committed to the implementation and managing of the project [project title].

Name:

Position:

Date:

Signature:

# TO BE FILLED IN BY THE RESPONSIBLE TCP

Please state why this project should be supported:

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|  |

Place, date Name, signature of the Chairman of the TCP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TO BE FILLED IN BY THE CHAIRMAN OF THE STEERING COMMITTEE

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| General Secretariat of the Alps – Adriatic – AllianceMag. Thomas PseinerAmt der Kärntner Landesregierung / Regional Government of CarinthiaMießtaler Straße 1A-9020 KLAGENFURT AM WÖRTHERSEETel.: +43(0)5 0536 – 10134 E-Mail: thomas.pseiner@ktn.gv.at • abt1.alpeadria@ktn.gv.at  |

In its meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Steering Committee of the Alps – Adriatic – Alliance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved |  |  Rejected |

the project.

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| Reasons for rejection: |

Place, date Name, signature of the Chairman of the

 Steering Committee

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| **Alps-Adriatic-Alliance****Thematic Contact Points (TCPs)** |

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| **TCP on Art and Culture** (Coordinated by Styria) |

**Sandra Kocuvan MSc**

Office of the Regional Government of Land Steiermark, Department 9 Culture, Europe, Sports

Unit Holdings and Culture International, Landhausgasse 7, A-8010 GRAZ

Tel.: + 43 316 877-3161, Mobile: + 43 676 8666 3161, E-Mail: sandra.kocuvan@stmk.gv.at

[www.kultur.steiermark.at](http://www.kultur.steiermark.at) facebook: <https://www.facebook.com/kultur.steiermark.international>

and <https://www.facebook.com/alpsadriaticculture/>

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| **TCP on Disaster Prevention** (Coordinated by Varaždin County) |

**MR.SC. Tomislav** **Jarmić**

Assistant Head of Department in charge of Municipal Services and Protection and Rescue

Varazdin County, Franjevački trg 7, HR-42000 VARAŽDIN

Mobile: +38 5912 390 533, Tel.: + 38 542 390 533, Fax: +38 542 210 606, E-Mail: tomislav.jarmic@vzz.hr

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| **TCP on Economy** (Coordinated by Vas) |

Chairman: **Dr. János Kondor**

Confederation of Employers and Industrialists of County Vas

Kossuth L. Str. 6, H-9700 SZOMBATHELY

Tel.: + 36 94 511-440, Fax: + 36 94 511-441, E-Mail: vmgysz@gmail.com

Coordination: **Judit Bánovits**

Nemzetközi referens, Vas Megyei Önkormányzati Hivatal

Berzsenyi Square 1, H-9700 SZOMBATHELY

Tel: +36 94 515-715, E-Mail: nemzetkozi@vasmegye.hu ; banovits.judit@vasmegye.hu

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

|  |
| --- |
| **TCP on Energy and Environment** (Coordinated by Međimurje County) |

Chairman: **Alen Višnjić, mag.ing.el.techn.inf.**

MENEA – Međimurje Energy Agency Ltd.

Bana Josipa Jelačića 22, HR-4000 ČAKOVEC

Tel.: + 385 40 39 55 59, Fax: + 385 40 39 51 42, E-Mail: alen.visnjic@menea.hr

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| **TCP on Equal Opportunities** (Coordinated by Carinthia) |

Chairwoman: **Mag. Martina Gabriel**

Referat für Frauen und Gleichbehandlung, Amt der Kärntner Landesregierung

Völkermarkter Ring 31, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-33051, E-Mail: martina.gabriel@ktn.gv.at

Coordination: **Mag.Susanne Ebner**

Referat für Frauen und Gleichbehandlung, Amt der Kärntner Landesregierung

Völkermarkter Ring 31, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-33056, E-Mail: susanne.ebner@ktn.gv.at

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

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| **TCP Europe** (Coordinated by Burgenland) |

Coordination: **Mag. (FH) Ulrike Pichler**Amt der Burgenländischen Landesregierung, Stabsabteilung Recht
Hauptreferat für Europa und Internationales
Europaplatz 1, A-7000 EISENSTADT
Tel.: +43 57 600-2764, E-Mail: ulrike.pichler@bgld.gv.at

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| **TCP on Healthcare** (Coordinated by Carinthia) |

**MMag. Kathrin Brugger (deputy general manager)**

Sanicademia – International Training Academy for Health Professionals EEIG

Nikolaigasse 43, A-9500 VILLACH

Tel.: + 43 4242/22400, Fax: + 43 4242/208-1979, E-Mail: info@sanicademia.eu

**Mag. (FH) Philipp Hermann MSc**

Amt der Kärntner Landesregierung, Abteilung 5 – Gesundheit und Pflege, EU-Project Management

Mießtaler Straße 1, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-15017, Fax: + 43 50536-15000, E-Mail: philipp.hermann@ktn.gv.at

**Please contact BOTH Ms. Brugger and Mr. Hermann when addressing the TCP!**

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| **TCP on Inclusion** (Coordinated by Carinthia) |

**Mag. Dr. Thomas Stenitzer**

Stenitzer Consulting and Coaching

Pischeldorfer Str. 20/2, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: +43 (0)664-351 22 27, E-Mail: office@stenitzer.co.at

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| **TCP on Lifelong Learning** (Coordinated by Krapina-Zagorje County) |

Chairwoman: **Helena Matuša,** Assistant Director
Regional Development and Cross Border Cooperation Department, Zagorje Development Agency

Frana Galovića 1b, HR-49000 KRAPINA
Tel.: + 385 49 373 161, Fax: + 385 49 301 290, Mobile: + 385 91 329 2535, E-Mail: helena@zara.hr

Coordination: **Ivana** Š**alković**
Zagorje Development Agency, Frana Galovića 1b, HR-49000 KRAPINA
Tel.: + 385 99 492 5827, E-Mail: ivana.salkovic@zara.hr

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

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| --- |
| **TCP on Rural Development and Ethnic Heritage** (Coordinated by Koprivnica Križevci County) |

**M.S. Vladimir Šadek PhD,** Senior Advisor - Specialist

Nemčićeva 5, HR-48000 KOPRIVNICA

Tel.: + 385 48 658 193, Fax: + 385 48 622 584, E-Mail: vladimir.sadek@kckzz.hr

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| --- |
| **TCP on Sports** (Coordinated by Styria) |

**Mag. Isabell Bilek**Office of the Regional Government of Land Steiermark, Department 9 Culture, Europe, Sports

Department for Sports

Jahngasse 1, A-8010 GRAZ

Tel.: + 43 316 877-3630, Mobile: + 43 676 8666 3630, E-Mail: isabell.bilek@stmk.gv.at sport@stmk.gv.at [www.sport.steiermark.at](http://www.sport.steiermark.at/)

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| --- |
| **TCP on Tourism** (Coordinated by Slovenia) |

**Saša** **Kek,**

Skupnost Občin Slovenije - Association of Municipalities and Towns of Slovenia

Partizanska 1, SI-2000 MARIBOR
Tel.: +386 2 234 15 00, E-Mail: sasa.kek@skupnostobcin.si