**Application form for CSUD Innovation Challenge (Project Idea)**

The application must be completed in Serbian and summary of the proposed project idea has to be provided in both languages, Serbian and English. It is important that you address and respond to each question clearly. When completing application form, please take into account that space provided for some questions are limited, and it is clearly stated.

The application needs to be submitted through online platform, which can be accessed on the following website: <http://inovacije.klimatskepromene.rs>.

Please attach the following documents in support of your application:

* Proof of registration in the Serbian Business Registers Agency for private companies and civil society organizations (NGOs, associations, foundations),
* Proven record of previous experience in relevant sectors (list of implemented projects),
* The reference lists and CVs of personnel for both, the lead applicant and the team members (other applicants),
* Draft partnership agreement (if applicable),
* Documents confirming co-financing commitments (if available).

|  |
| --- |
| **Important:**   * **Please ensure that you upload the final and complete version of your application by the deadline.** * **The application form contains specific fields and it is important that you complete each field. If any of the field is incomplete, application will be rejected.** * **When populating the application form, please consult relevant evaluation criteria!** |

|  |  |
| --- | --- |
| **Application details** | |
| Title | Enter the full title of the project idea |
| Main sectors of interest related to the CSUD Innovation Challenge | Please describe to which particular sector/s your idea is related to (for example transportation, waste, energy efficiency, renewable energy resources, agriculture) and in which way it fits into Climate Smart Innovation Challenge objectives.  You may also choose to identify a “Sub-challenge” that is related to a particular sectoral issue/problem that your project aims to solve; |
| Project duration | (expressed in months) |
| **Lead applicant** | |
| Name of the Lead applicant | Enter the full registered name of the lead applicant for the project (if lead applicant is private company or civil society organization please fill in the identification number and tax identification number) |
| Contact details of the Lead applicant | Enter the full name, address, postal code, e-mail address and telephone number of the main point of contact |
| Lead applicant’s website |  |
| Experience, skills and expertise (of the lead applicant and its personnel) |  |
| **Other project applicants (if applicable)** | |
| Name of project applicant | Enter the full name and type of organization |
| Contact person | Enter the full name, address, postal code, e-mail address and telephone number |
| Applicant’s website |  |
| Role and added value of the applicant (experience, skills and expertise of the applicant and its personnel) |  |
| Previous experience with joint activities (if applicable) |  |
| **Summary of the proposed project idea** | |
| Please provide a short summary, including the scope and objective/s of the project | The summary should present the main description of the project idea, with sufficient information to provide a clear understanding of the challenge and its overall goal. It should also clearly present how the project will achieve its objective/s.  Summary should be no more than 300 words. (in Serbian and English) |
| **Description of the project** | |
| Description of the project | Background (general information about the applicant, main description, characteristics of the local self-government in which project will be conducted, number of employees dealing with the issues within the scope of the project, annual budget balance);  Where did the Project idea come from, what is it based on (please describe some basic assumptions);  Alignment with the CSUD Innovation Challenge objectives: A description of the project should include explanation how proposed Project addresses the challenge;  Objectives your project aims to achieve: you may further elaborate on “Sub-challenge” that is related to a particular sectoral issue/problem that your project aims to solve;  How will the proposed idea provide the solution for a particular issue/problem?  Sustainability plan (description) |
| **The project details** | |
| What approach (technical, technological, business model etc.) will be applied and how will the project be managed? | Please provide an overview of the approach (technical, technological, business model etc.) and methodology that your project tends to apply to respond to the main Challenge/sub-challenge.  Please describe how is the approach and methodology appropriate to the project, problems it tends to solve and how is it innovative.  What is the expected GHG emission reduction resulting from your project idea (GHG emission reduction potential of the proposed idea)?  Please describe the project plan so that it reflects the complexity of the project.  Make sure that the project idea demonstrates sufficient resource commitment and capability/capacities of the applicant(s) to implement the project. |
| What is innovative about the project? | Applicant(s) need to consider some of the following questions: What are the innovative elements of the proposed idea? Does it represent the implementation of an existing idea into a new operational settings etc? Why will your innovation be successful in addressing the problem compared to some other more standard approach? |
| What are the risks to project success and what is the project’s risk management strategy? | Please identify the key risks and uncertainties of the project and how the project would mitigate these risks. |
| Do the project applicant(s) have skills and experience to implement the proposed project? | Please describe the previously implemented projects/activities in sectors relevant for the CSUD Innovation Challenge.  Please explain experience and role of your team members. |
| Activities of the project (including timetable) | What major activities would be required for applicant(s) to implement the proposed Project, how does the proposed Project fit in with your existing activities, how local community will be engaged? |
| Expected Impact/s and Outcomes | Describe major impacts and outcomes of the project;  Describe the logic of how the project produce the impact in terms of GHG emissions reduction. What is GHG reduction potential and the average GHG reduction costs by the proposed project?  How will you measure impact/s of the project (in particular the one related to GHG emissions reduction)?  How the proposed solution addresses priorities at the national and local level?  How the project will impact the functioning of the local self-government, what would be economic, social and environmental benefits?  Who are project beneficiaries and how will they be affected by this project and how will they be involved in the project?  How the project will impact vulnerable groups (youth, women, marginalized groups)? |
| Gender approach | Please elaborate on the approach for mainstreaming the gender, acknowledging the complementary roles of both, women and men, in order to obtain gender equality. |
| Expected project budget | Please indicate the anticipated project costs (against planned activities and ultimate goal).  Clearly present the contribution from any project partners.  How the funds necessary for the project implementation will be secured (include the sources, structure and any supporting documentation as evidence)? |

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

Stamp and signature