[Programme name] Concept Note

[EEA and Norwegian Financial Mechanisms 2021–2028]

**Document date:** [DD/MM/YYYY]

**Version number:** [XX]

# Basic information

**Programme name:** [Insert text]

**Programme objective(s):** [Insert text, as stated in the MoU]

**Programme grant:**

Total: € [insert amount]

EEA Grants: € [insert amount]

Norway Grants: € [insert amount]

**Programme co-financing:** € [insert amount]

**Programme Operator:** [Insert name of institution]

**Donor Programme Partner(s):** [Insert names of institutions – lead DPP first, if applicable]

**Other Programme Partner(s):** [Insert names of institutions]

**International Partner Organisation(s):** [Insert names of institutions]

**Programme area(s):** [Insert text, as stated in the MoU]

**Specific concerns:** [Insert text, as stated in the MoU]

# Programme rationale

*Briefly describe the programme rationale, referencing national and EU priorities and policies where relevant. Describe how this programme is expected to contribute to these priorities and how this programme will contribute to reducing social and economic disparities. Maximum 500 words.*

[Insert text]

# Values and principles

*Briefly describe how the programme will protect and promote the values and principles identified in Article 1.3 of the Regulation and the Blue Book, including gender equality.* *Maximum 500 words.*

[Insert text]

# Conditions and specific concerns

*Describe how conditions and/or specific concerns from the Memorandum of Understanding will be integrated in the development planning and implementation of the programme and whether this programme will include projects related to challenges experienced as a result of the invasion of Ukraine; Maximum 500 words.*

[Insert text]

# [Programme Area]

[Programme Area grant allocation]

# Outcome 1: [insert outcome statement]

## Issues to be addressed

*Briefly describe how the outcome contributes to the Programme Area Objective. Describe the main issues that will be addressed under this outcome. Maximum 300 words.*

[Insert text]

## Approach

*Describe each modality and the proposed approach to address the issues identified under this outcome. Include mention of how you will work with the target group(s). Describe the main risks and assumptions that may affect implementation of this outcome. Maximum 600 words.*

**Call 1.1**

[Insert text]

**PDP 1**

[Insert text]

**Risk identification:**

1. [Text risk one]
2. [Text risk two etc.]

## Expected results

*Describe the main results the programme expects to achieve under this outcome, and for which target group(s). Expected results are the actual changes expected under this outcome. Maximum 300 words*

[Insert text]

# Outcome 2: [insert outcome statement]

*Repeat the heading structure of Outcome 1*

# Outcome 3: [insert outcome statement]

*Repeat the heading structure of Outcome 1*

# Bilateral cooperation

*Describe how the programme will contribute to strengthening bilateral cooperation with the Donor State(s). Maximum 450 words.*

**Bilateral funds**

*Describe the main priorities for the bilateral funds in the programme.*

[Insert text]

**Donor Programme Partner(s)**

*For programmes with one or more Donor Programme Partner(s), describe their role(s), how they will contribute to achieving the programme results, and their role in project selection processes.*

[Insert text]

**Donor project partners**

*Describe how bilateral cooperation will be addressed through partnerships with donor project partners at the project level.*

[Insert text]

# Cooperation with international organisations

*Describe how international organisations will contribute to achieving the programme results, and their role in project selection processes, if applicable. Include the division of roles between the DPPs and IPOs, if applicable. Maximum 150 words*

[Insert text]

# Modalities

*Provide the following details for each modality.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Modality** | **Planned amount (€)\*** | **Project grant rate (%)** | **Minimum and maximum project grant amount (€)** | **Indicative launch date and duration of call** | **Eligible applicants/ Proposed Project Promoter for PDP** | **Eligible partners/Proposed partners for PDPs** |
| Outcome 1 |
| Call 1.1 | [Insert amount]  | [Insert rate]  | [Min **€** – Max **€**] |  | [Insert text]  | [Insert text]  |
| Call 1.2 | [Insert amount]  | [Insert rate]  | [Min **€** – Max **€**] |  | [Insert text]  | [Insert text]  |
| PDP 1.1 | [Insert amount]  | [Insert rate]  | [€ Grant amount] | N/A | [Insert text]  | [Insert text]  |
| Outcome 2 |
| Call 2.1 | [Insert amount]  | [Insert rate]  | [Min **€** – Max **€**] |  | [Insert text]  | [Insert text]  |
| Call 2.2 | [Insert amount]  | [Insert rate]  | [Min **€** – Max **€**] |  | [Insert text]  | [Insert text]  |
| PDP 2.1 | [Insert amount]  | [Insert rate]  | [€ Grant amount] | N/A | [Insert text]  | [Insert text]  |

\* Including national co-financing.

\* Rounded-up amounts, where possible.

# Budget

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Budget heading** | **EEA Grants** | **Norway Grants** | **Total grant** | **Programme grant rate** | **Programme eligible expenditure** |
| PM | Programme management | € | € | € | X% | € |
| PAX | Outcome 1 | € | € | € | X% | € |
| PAX | Outcome 2 | €  | € | € | X% | € |
| PAX | Outcome 3 | € | € | € | X% | € |
| Bilateral funds |  | € | € | € | N/A | € |
|   | **Total**  | **€** | **€** | **€** | **X%** | **€** |

# Results framework

*Please fill the Results Framework below to reflect the expected results of the programme*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Disaggregation** | **Unit of measurement** | **Data sources** | **Baseline** | **Planned Target** |
| **Programme area and programme area objective:** [statement] |
| **Outcome 1:** [statement] |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| **Output 1.1:** [statement] |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| **Output 1.2:** [statement] |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| **(If applicable) Programme area 2 and programme area objective:** [statement] |
| **Outcome 2:** [statement] |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| **Output 2.1:** [statement] |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| [Indicator] | [Type] | [Unit] | [Source] | # | # |
| **Bilateral outcome:** [statement] |
| [Bilateral indicator] | [Type] | [Unit] | [Source] | # | # |
| [Bilateral indicator] | [Type] | [Unit] | [Source] | # | # |

# Annex 1 - Pre-defined projects

## [Project Title]

**Project Promoter:** [Project promoter]

**Project partner(s):** [Project partners, if relevant]

**Donor project partner(s):** [Donor project partners, if relevant]

**Total maximum eligible project cost:** €

**Project grant rate:** 0%

**Project grant amount\*:** €

**Estimated duration:** X months

*What issues does the project aim to address? (maximum 300 words)*

[Insert text]

*What activities does the project intend to do, and for which target groups? (maximum 300 words)*

[Insert text]

*What results does the project aim to achieve, and for which target groups? (maximum 300 words)*

[Insert text]

*Provide a brief background on the Project Promoter and project partners (maximum 300 words)*

[Insert text]

*Explain why this project should be pre-defined or insert explanation from the MoU if relevant (maximum 300 words)*

[Insert text]