

TEMPLATE FOR PROGRAMME CONCEPT NOTE

[EEA] [and] [Norwegian] Financial Mechanism[s]* 2014 –
2021

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

Version No. : *[XX] / Updated : [DD.MM.YYY]*

Basic information

Programme title: *[...]*

Programme Area : *[as stated in the MoU]*

Area(s) of support: *[PA code + text as in the 'Blue book]*

Specific concerns in the MoU: *[as stated in the MoU]*

Programme Grant:

<i>Total</i>	€
<i>EEA Grants</i>	€
<i>Norway Grants</i>	€

Programme Operator: *[Name of institution]*

Donor Programme Partner(s): *[Name of institution – add lines if more than one, clearly state main DPP]*

Other Programme Partner(s): *[Name of institution – add lines if more than one]*

* Either mechanism or both

Programme description and justification

*[Describe **what** the challenges/needs are that the programme will address: relate to EU and/or national policies and priorities, or other particularly relevant info justifying the programme’s strategy. Describe funding gaps, and if relevant existing complementary funding and any previous experience with funding.]*

Provide a narrative description on: how the challenges/needs will be addressed, what are the expected deliverables (output level), how will they be provided/brought about, and how they will bring about the expected outcome(s) and subsequently contribute to the overall objectives of the financial mechanisms.

Describe expected impact(s) and the sustainability of the programme.

If relevant, describe how the programme will contribute to the common values as referred to in paragraph 1 of Article 1.3 of the Regulation.

*Describe who the **target group(s)** are and how they will benefit from the programme.*

If relevant, identify applicable State Aid rules.

*Describe **the process** leading to the programme concept note e.g. feasibility studies, stakeholder consultations]*

(Other supporting documentation such as risk analysis will be requested as needed during the programme development or at a later stage)

Bilateral ambitions

[Briefly describe how the programme will contribute to strengthening the bilateral cooperation with the donor state(s). For programmes with DPP, how will the DPP contribute to achieve the objectives of the programme? What is the role of the DPP in the selection process? If relevant, please briefly describe any previous bilateral cooperation in the field, including between the PO and DPP(s). How will bilateral cooperation at project level be facilitated? Please indicate whether the programme intends to request funds from the Fund for bilateral relations and any priorities for such an allocation.]

Cooperation with international organisations

[Briefly describe how cooperation with international organisations will benefit the programme, what role the international organisations are planned to have/at what level.]

Modalities

The programme will be implemented by way of:

	Number of call(s)/ SGS(s)/ PDP(s)/FI(s)	Planned Amount (€) (Per call, SGS, PDP, FI)***	Project grant rate (%)	Eligible applicants	Eligible partners
Call(s) for proposals:					
Small Grant Schemes:					
Pre-defined projects*:					
Financial instruments**:					

Regulations on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021
Annex 5 – Template for Programme Concept Note

- * If relevant, brief information on pre-defined projects shall be provided in Annex I to the programme concept note.
- ** If relevant, a brief description of the financial instruments shall be provided in Annex II to the programme concept note
- *** Including co-financing.

Programme objectives and indicators

	Description	Indicators	Baseline	Target
OBJECTIVE	<i>[As described for PA in the 'Blue book']</i>			
Outcome 1	<i>[Minimum one outcome per programme]</i>	<i>[Minimum one indicator per outcome]</i>		
Output 1.1	<i>[Minimum one output per outcome]</i>	<i>[One or more indicators per output]</i>		
Output 1.2	<i>[Repeat if/as needed]</i>	<i>[One or more indicators per output]</i>		
Output 1.X	<i>[Repeat if/as needed]</i>	<i>[One or more indicators per output]</i>		
Outcome 2	<i>[Repeat if/as needed]</i>	<i>[Minimum one indicator per outcome]</i>		
Output 2.1	<i>[Minimum one output per outcome]</i>	<i>[One or more indicators per output]</i>		
Output 2.2	<i>[Repeat if/as needed]</i>	<i>[One or more indicators per output]</i>		
Output 2.X	<i>[Repeat if/as needed]</i>	<i>[One or more indicators per output]</i>		
Outcome 3	<i>[Repeat if/as needed]</i>	<i>[Minimum one indicator per outcome]</i>		
...	...	<i>[One or more indicators per output]</i>		

Grant rate and budget

Programme eligible expenditure	€XX,XXX,XXX
Programme grant rate	YY.00%
Total programme grant	€XX,XXX,XXX
Programme grant – EEA Grants (€)	€XX,XXX,XXX
Programme grant – Norway Grants (€)	€XX,XXX,XXX

	Budget heading	EEA Grants	Norway Grants	Total grant	Programme grant rate	Programme eligible expenditure
PM	Programme management	€	€	€	0.00%	€
PA2	Outcome 1	€	€	€	0.00%	€
PA4	Outcome 2	€	€	€	0.00%	€
PA4	Outcome 3- Financial Instrument	€	€	€	0.00%	€
PAX	Outcome Y	€	€	€	0.00%	€
	Total	€	€	€	0.00%	€

Only blue cells to be filled in; others cells will include formulas for calculation

Annex I

Pre-defined projects

Project title:

Project Promoter:

Project Partner(s):

Donor project partner(s):

Total maximum eligible project cost: €

Project grant rate: 0%

Project grant amount*: €

Estimated duration: *X months*

[Briefly describe the challenges and needs in the Beneficiary State in relation to the Programme area and Areas of support. Explain why it is necessary to pre-define this project. Identify the target groups and include a description of the effect on the direct target group / target institution of the PDP. Describe funding gaps, existing complementary funding and any previous experience with funding.]

Describe the PDP's measures and expected deliverables and how these will deliver the expected outcome(s).]

* Maximum contribution from the Programme

Annex II

Financial Instruments

Financial instrument: *[Instrument title]*

Type of financial instrument:

Financial intermediary/operator:

**Maximum contribution from the €
Programme:**

Estimated duration: XX months

[Briefly describe the challenges and needs in the Beneficiary State in relation to the Programme area and Areas of support. Briefly refer to the ex-ante assessment establishing evidence of market failures or suboptimal investment situations in relation to the Programme area and the area[s] of support. Identify the instrument's potential applicants/beneficiaries and describe the effect of the financial instrument (FI) on the beneficiaries. Describe funding gaps, existing complementary funding and any previous experience with managing financial instruments.

Describe the set-up of the financial instrument

Describe the FI's expected measures and deliverables and how these will deliver the expected outcome(s).]