

Danube Strategic Project Fund (DSPF) Guidelines for Priority Area Coordinators & their Steering Groups

Invitation of potential DSPF applicants & application process

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1 Introduction and aim of the document

This document provides Priority Area Coordinators (PACs) and their Steering Groups (SGs) information on the DSPF Application Pack, the distribution of the DSPF Application Pack to potential applicants and how to document the process.

2 Key data to the DSPF call for proposals & provisional timeline

Total volume of DSPF funding	€ 969.000,00
Possible DSPF funding per project	€ 70.000,00 – € 100.000,00
Planned number of supported projects	10 – 12*
Possible project duration	12 months
Planned start of project implementation	1 st of October 2017
Planned project completion	30 st of September 2018
Deadline for submission of Application Documents for potential applicants to PACs	February 15 th 2017 – 12:00 CET**
Deadline for submission of Application Documents for PACs to Implementing Body (IB)	March 3rd 2017 – 12:00 CET

* depending on the approved DSPF amount per project.

** this date is communicated to potential applicants; it is up to each PAC to accept applications received after this deadline.

3. Application Process

The application procedure for the DSPF is organised as a semi-closed call. Priority Area Coordinators (PACs) of the EUSDR and their Steering Groups (SGs) are experts on the needs in the Danube Region and are therefore requested to invite organisations / clusters that are active in the Danube Region and qualify as potential DSPF applicants to submit an application for DSPF funding. Applications sent to the IB directly will not be considered.

The application pack of the DSPF is forwarded to all PACs and can now be distributed to potential DSPF applicants. Each Priority Area can forward up to **5** DSPF project applications to the IB. By forwarding a project application, the PAC indicated on the first page of the Application Form gives his / her full support to the project, no additional letter of support is needed.

4. DSPF Application Pack & submission of DSPF applications to PACs

The “DSPF Application Pack” for potential applicants consists of the following documents:

1. **DSPF Guidelines for Applicants**
2. **DSPF Eligibility Rules**
3. **DSPF Application Form (“A” and “B”)**
4. **DSPF Project Budget Plan**
5. **DSPF Strategic Partner Form**

Document **1 & 2** are **supporting documents** for potential DSPF project applicants to get to know the initiative, to identify whether it is the right fund to finance the planned project and to learn specific rules and obligations applicable for future selected DSPF project Lead and Project Partners.

Document **3 & 4** form the **Application Documents**, which have to be completed by the Applicant (Lead Partner) in cooperation with the Project Partners and forwarded to the supporting PAC. Depending on the type of the planned DSPF project (A or B), the respective DSPF Application Form must be completed. The DSPF Project Budget Plan is the same for both types of projects. Both documents must be completed in English.

Document **5** is the **DSPF Strategic Partners Form**, that can be completed for **1 – 3** DSPF Strategic Partners, if applicable.

Potential applicants must forward the completed **Application Documents** to the supporting PAC until **February 15th 2017** (this date is communicated to potential applicants; it is up to each PAC to accept applications received after this deadline) in the following format:

- **DSPF application form** (“A” or “B”) as open word file
- **DSPF application form** (“A” or “B”) as signed scan (PDF all pages)
- **DSPF Project Budget Plan** as open Excel file
- **DSPF Project Budget Plan** as signed scan (PDF all pages)
- **DSPF Strategic Partner Form** (if applicable, max. 3) as signed scan

From all applications received, PACs can forward up to **5** / PA to the IB until **March 3rd 2017** at **12:00 CET** to be considered for the evaluation process.

3 Documentation of Invitation & Application Process

In addition to the DSPF Application Pack, PACs receive the template **“Documentation of invitation & application process”**. This template is not part of the DSPF application pack which is forwarded to the potential DSPF applicants. In this template PACs shall document how the invitation process was organized.

The **completed template** must be sent to the IB together with the DSPF applications until **March 3rd 2017**.