



Netherlands Enterprise Agency

APPLICATION FORM

Creative Twinning 2018-2020

Commissioned by the Ministry of Foreign Affairs

*>> Sustainable. Agricultural. Innovative.
International.*

Please check all enclosed documents:

Application Form

Annex I Project proposal

Annex II Budget calculation tool

Annex III Partnership agreement

Annex IV Monitoring and evaluation plan

Annex V Cases

Annex VI Organisational capacity (optional)

Annex VII Financial statement (free format - by main applicant)

Project proposals without all mandatory annexes (I-V and VII) will not be considered.

Introduction:

- The legal basis for this application form is the policy framework Creative Twinning 2018-2020, as published in the *Staatscourant* on 10 January 2018
- This application form is mandatory for all applications. Other forms will not be accepted.
- Please fill out the application (including the annexes) in either English or Dutch.
- For every application, one application form needs to be filled out, including the following annexes:
 - Annex I. Project proposal (compulsory)
 - Annex II. Budget calculation tool (compulsory)
 - Annex III. Partnership agreement (compulsory)
 - Annex IV. Monitoring and evaluation plan (compulsory)
 - Annex V. Cases (compulsory)
 - Annex VI. Organisational capacity: PARTOS certificate or COCA form (optional – only if filled out within the past 4 years)
 - Annex VII. Financial Statement (Compulsory – free format)
- **Right of Recovery.** As described in the policy framework
- **Review process.** The review process consists of several steps:
 1. Completeness check
 2. Threshold test
 3. Project assessment
- **Deadline of application.** RVO.nl must receive the application **before 31 August 2018, 12:00 (CET)**. Please note that the applications will be reviewed on a first-come first-serve basis. The application will be time stamped (or date stamped if RVO.nl receives the application per mail) once it has been received in full application including additional information requested in case of incompleteness.
- **Contact.** If you have any questions, you can check the website for the latest information: www.rvo.nl/CreativeTwinning. If any questions remain, you can send an email to ct@rvo.nl.

1 Project details

Partnership agreement

1.1 Project title

1.2 Short / abbrev. project title

1.3 Starting date

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.4 Expected end date

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

1.5 Duration of project in months

1.6 Project country / countries:

-
-
-
-
-

2 Main applicant

Organisation

2.1 Organisation

2.2 Address
City

2.3 Code or postal code

2.4 Country

2.5 Visiting address
City

2.6 Code or postal code

2.7 Country

2.8 Chamber of Commerce registration number (if applicable)
BIC-code:

2.9 Bank account / IBAN

2.10 Type of organisation
 Cultural organisation (profit)
 Cultural organisation (non-profit)
 Other

2.11 Regular activities of your organisation
1.
2.
3.

2.12 Company website

Contact person

2.13 Name Mr. Mrs. Ms.

2.14 Title(s)

2.15 Job title
Mobile number

2.16 Telephone number

2.17 Email address

2.18 Contact by email *> The Netherlands Ministry of Foreign Affairs prefers to maintain contact by email. Do you give permission to use the email address mentioned here for official communication about the project?*

3 Partnership details

3.1 Name of partnership

3.2 Please indicate the names of the main applicant and the project partners and their Chamber of Commerce registration number (if applicable)

	Name of organisation:	Chamber of Commerce registration number (if applicable):
Project partner 1		
Project partner 2		
Project partner 3		
Project partner 4		
Project partner 5		
Project partner 6		
Project partner 7		

3.3 The main applicant and the project partners have combined experience of at least two years with the specific Creative Twinning programme outputs (see policy framework)

Yes No

3.4 The main applicant and the project partners have combined experience of at least one year in the project countries

Yes No

3.5 If applicable: third parties (not being the main applicant or project partner)

	Name of organisation:	Chamber of Commerce registration number (if applicable):
Partner 1		
Partner 2		
Partner 3		
Partner 4		
Partner 5		

4 Financial details

Project finances

> Please fill in the financial figures below. Please make sure the figures are the same as in Annex II

4.1 Total expected project costs	€	
4.2 Non-eligible costs	€	
4.3 Own contribution by partnership	€	Percentage own contribution by partnership %
4.4 Contribution by third parties	€	
4.5 Required subsidy	€	Percentage required subsidy %

Financial information main applicant

> Fill in the table below for the past two years (by the main applicant only, in euros). Add a financial statement as an annex in support of the figures you filled in in this table.

	2015	2016
Annual income		
Annual expenditures		

4.6 Liquidity	
4.7 Solvency	
4.8 Total capital	
4.9 Total reserves	
4.10 Permanent staff and organisational costs	
4.11 Total amount of funding from the Netherlands Ministry of Foreign Affairs	
4.12 Total amount of other funding	

Partnership finances

4.13 Please indicate the names and the income of the main applicant and the project partners (per organisation, indicate the yearly organisational budget in euros)

	Name of organisation:	Income for 2015	Income for 2016
Project partner 1		€	€
Project partner 2		€	€
Project partner 3		€	€
Project partner 4		€	€
Project partner 5		€	€
Project partner 6		€	€
Project partner 7		€	€
Total		€	€

4.14 Please indicate the names and the expenditures of the main applicant and the project partners (per organisation, indicate the yearly organisational budget in euros)

	Name of organisation:	Expenditures in 2015	Expenditures in 2016
Project partner 1		€	€
Project partner 2		€	€
Project partner 3		€	€
Project partner 4		€	€
Project partner 5		€	€
Project partner 6		€	€
Project partner 7		€	€
Total		€	€

4.15 Additional subsidies received from the Netherlands Ministry of Foreign Affairs.

> Does the main applicant or do the partners currently receive an institutional subsidy from the Netherlands Ministry of Foreign Affairs?

Yes No

4.16 If the main applicant or partner received subsidy from the Netherlands Ministry of Foreign Affairs between 2015-2017, please fill in this table. If not, please proceed to the next question.

Name of main applicant or partner	Name of the policy framework / programme	Duration of the project (from ... until ...)	Activity or project number	Amount of subsidy
				€
				€
				€
				€
Total amount of subsidies				€
Total % of subsidies from the Ministry, calculated on the basis of the total income of the main applicant and all partners in 2015 and 2016.				€

5 Signature

Completed as true and correct

> *The undersigned declares that all the required documents are attached to the proposal and that he/she is familiar with the conditions and procedures of RVO.nl. The undersigned hereby declares that he/she is familiar with the content of the application and, if funding is granted, is prepared to provide a financial contribution for the realization of the activities described.*

5.1 Name

5.2 Job title

5.3 Organisation name

5.4 Please tick the box if the statement applies

I am authorised to sign this application as a representative from a legal entity.

I hereby declare I have filled out this application truthfully.

I have read and accepted the OECD guidelines for multinational enterprises with regard to corporate social responsibility and will act accordingly.

I have read and accepted the ILO declaration on fundamental principles and rights at work and will act accordingly.

I have read the FMO exclusion list and declare that this application does not contain any activity listed in the exclusion list

5.5 Date

Date	Monh	Year	Place
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.6 Signature

This is a publication of:

Netherlands Enterprise Agency
T +31 (0) 88 042 42 42
E klantcontact@rvo.nl
www.rvo.nl

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