**BEST 2.0+ Call for proposals – Full Proposal**

|  |  |
| --- | --- |
| **Reference number of the proposal:**  *Available on the BEST 2.0+ portal* |  |

|  |
| --- |
| **Project Description - Instructions**  *In your Full Proposal, you should explain the relevance of your proposal, its design and methodology, as well as its added value, sustainability and partnership aspects.*  *In addition, an overall presentation of your project as well as information about your organisation from the Concept Note stage need to be updated on the BEST 2.0+ portal.* |
| **1. Relevance and effectiveness** |
| **1.1 BEST 2.0+ objectives**  *Explain how the project objective will concretely contribute to the main and complementary BEST objective(s).*  ***Maximum 300 words*** |
|  |
| **1.2 Expected results and impacts**  *Highlight tangible expected impacts during the lifetime of the project; ensure that expected results are defined using the SMART approach: Specific, Measurable, Achievable, Realistic and Timely.*  ***Maximum 300 words*** |
|  |
| **1.3 Policy relevance**  *Highlight in a concise manner the relevance of the project with the BEST Regional Ecosystem Profiles, Key Biodiversity Areas and with the national and local policies and strategies, as well as with the* [*Overseas Association Decision*](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013D0755)***.***  ***Maximum 200 words*** |
|  |
| **2. Design and methodology** |
| **2.1 Activities**  *Present, list and detail the activities and their relevance to reach the expected results. Present also the feasibility, in line with budget and timeline.*  ***Maximum 400 words*** |
| |  |  | | --- | --- | | **Expected result 1:** | | | **Activity 1.1:** |  | | **Activity 1.2:** |  | | **Activity 1.3:** |  | | **Expected result 2:** | | | **Activity 2.1:** |  | | **Activity 2.2:** |  | | **Activity 2.3:** |  | | **Expected result 3:** | | | **Activity 3.1:** |  | | **Activity 3.2:** |  | | **Activity 3.3:** |  | | ***[Add further lines when necessary]*** |  | |
| **2.2 Project schedule**  *Complete the planning of activities below* |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Month** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | … | | **Expected Result 1** | | | | | | | | | | | | | | | | Activity 1.1 *example* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 1.2 *example* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 1.3 *example* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Expected Result 2** | | | | | | | | | | | | | | | | Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Expected Result 3** | | | | | | | | | | | | | | | | Activity 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | ***[Add further lines and columns when necessary]*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |
| **2.3 Risks**  *List below the risks linked to the project as well as their probabilities of occurrence, impact level and mitigation actions.* |
| |  |  |  |  | | --- | --- | --- | --- | | **Risk description** | **Probability of** **Occurrence (H/M/L)\*** | **Impact on the project  (H/M/L)\*** | **Mitigation action(s)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | ***[Add further lines when necessary]*** |  |  |  |   *\* High/Medium/Low* |
| **2.4 Logical Framework**  *Complete the Logical Framework using the template available and upload it on the BEST 2.0+ portal.* |
| **2.5 Legal framework**  *Precise if you have all necessary authorisation to implement the activities in line with local, national and international regulations; in particular if you are working with protected species, in protected areas and/or collecting any biomaterial (such as seeds) or if commercial benefits are expected. Enclose the relevant authorisations.*  ***Maximum 200 words*** |
|  |
| **3. Partnership and synergies** |
| **3.1 Stakeholders**  *Present the stakeholders involved, their roles, activities and expected contribution with the modalities of collaboration during the project implementation.*  ***Maximum 300 words*** |
|  |
| **3.2 Capacity building and local partnership(s)**  *Describe how the project will contribute to local capacity building, to share experiences and develop collaborations.*  ***Maximum 200 words*** |
|  |
| **3.3 Intra-territorial cooperation and synergy**  *Describe the synergies and complementarities with other projects on the same OCT, in particular with the ones benefiting from a European support that will contribute to and enhanced intra-territorial cooperation, coherence.*  ***Maximum 200 words*** |
|  |
| **4. Budget**  *Complete the budget using the template available and upload it on the BEST 2.0+ portal.* |
| **5. Added value and sustainability** |
| **5.1 Sustainability and replicability**  *Describe how the project will maintain its benefits after the project has been completed and the envisaged replicability measures.*  ***Maximum 200 words*** |
|  |
| **5.2 Communication and visibility**  *List the communication and dissemination activities that will be implemented:**How will the project engage with the targeted audience(s)? What are the key messages? What are the expected results?*  ***Maximum 300 words*** |
|  |
| **5.3 Gender equality and equal opportunities**  *Highlight how the project will take into account gender equality and equal opportunities, the needs and rights of people with disabilities, youth, minorities and indigenous peoples.*  ***Maximum 200 words*** |
|  |

|  |  |
| --- | --- |
| **Checklist**  *Please make sure that you have carefully completed all the steps below and submitted all documents together with your proposal.* | |
|  | **Check if complete and uploaded on the portal** |
| Did you carefully read the Guidelines and follow the guidance in this form? |  |
| Did you correctly fill in the Proposal Template? |  |
| Has the proposal been signed by an authorised person? (electronic or  scanned signature are accepted) |  |
| Did you add the applicant, and co-applicant if any, mandate(s) duly signed? *(if applicable)* |  |
| Have you included the CV(s) of the persons to be involved in the project? |  |
| Have you included all authorisations and evidences necessary for the implementation of the project in line with the legal framework? |  |
| Have you verified that your detailed budget does not exceed the maximum grant amount as defined in the Guidelines and uploaded the document? |  |
| Have you uploaded your budget online and made sure of the amount mentioned in this document is in line with the detailed budget? Have you attached the supporting documents and justification in case of the use of simplified cost options? |  |
| Have you completed and uploaded the logical framework including the indicators? |  |
| Are the start and the end dates of the project as well as the project duration in line with the Guidelines? Have you completed the project schedule? |  |
| Did you correctly fill in the ESMS questionnaire? *(if applicable)* |  |
| Did you correctly fill the in the Due Diligence and Financial Capacity Questionnaire? Are the relevant supporting documents all attached to the Questionnaire? *(if applicable)* |  |

|  |
| --- |
| Name of the authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Organisation Stamp) |