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Co-funded by the European Union

**“Rethinking Plastics – Circular Economy Solutions to Marine Litter”**

**Concept note: Idea for pilot project**

1. **Overview of the project idea and information about the organisation**

*Please fill out the table below and put further information about your organisation and on-going activities in an attachment.*

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| --- | --- | --- | --- |
| **Project Title** |  | | |
| **Location of activities (municipality / Province,…)** |  | | |
| **Area of action**  **(please tick a box)** | ☐  Waste management (EPR, DRS, informal sector integration) (R2) | ☐  Sustainable consumption & production of plastics  (R3) | ☐  Cross-cutting |
| **Overall objective**  **(max. 2 lines)** |  | | |
| **Project start / end** |  | | |
| **Estimated budget (€ / VND)** |  | | |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Nationality/country of registration** |  |
| **Legal structure** |  |
| **Non-profit status** |  |
| **Year established** |  |
| **Years of experience with topic** |  |
| **Full postal address** |  |
| **Contact person (name, position, phone, e-mail)** |  |
| **Website** |  |
| **Partner organisations (optional)** |  |
| **Declaration by the lead applicant (see section 6)** |  |

1. **Initial situation and objectives**

*Please briefly outline underlying sector/country/regional context, issues, challenges, needs, opportunities and key overall and specific objectives of the intended activities. Please describe the pilot area as well as your experience with existing activities. Please specify cooperation with local public authorities and other stakeholders that can support the implementation of the activities. (Max. 3,500 characters with spaces)*

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1. **Outline of activities**

*Please describe the intended activities (e.g. dialogues, trainings, studies, awareness raising, etc.) with information on: (a) activity, (b) indicative outputs / outcomes, (c) expected impact, (d) main risks and assumptions; (e) target groups, (f) relevance to the particular needs of the target country; (g) cooperating organisations; (h) timeline of the implementation. Please also mention how you will integrate international experiences. (Max. 4,000 characters with spaces)*

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1. **Methods of implementation**

*Please briefly describe how you will implement the intended activities (e.g. coordination, personnel for implementation, financial management, in-kind contributions by organisation or others, sub-contracting of other organisations). (Max. 1,500 characters with spaces)*

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1. **Communication and visibility, gender equality, sustainability and risks**

*Please briefly answer the following questions (max. 5 lines per question):*

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| --- | --- |
| 1. **How do you plan to include communication and awareness raising activities?** |  |
| 1. **How do you consider gender equality in your activities?** |  |
| 1. **How do you mitigate potential project risks (e.g. health & security, conflicts, human rights, environmental aspects)?** |  |
| 1. **How do you envisage durability after completion of the activities?** |  |
| 1. **To what extent could the activities and outputs be upscaled or replicated in other locations?** |  |
| 1. **How do you promote the dissemination of lessons learnt?** |  |
| 1. **How do you plan to include monitoring and evaluation of the activities?** |  |

1. **Declaration by the lead applicant**

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed action, hereby declares that:

* the lead applicant has the sources of financing and professional competence and qualifications specified in the section 5, ‘Administrative criteria’, of the published call for pilot project ideas;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* if the requested amount is above EUR 60 000: the lead applicant, the co-applicant(s) and the affiliated entity(ies)are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>
* Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the following supporting documents: the statutes or articles of association of the lead applicant, a copy of the lead applicant’s latest accounts;
* the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under section 5, ‘Administrative criteria’, of the published call for pilot project ideas**;**
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) available here <http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>);

*We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.*

*Signed on behalf of the lead applicant representing any co-applicant(s) and affiliated entity(ies) in the proposed action*

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| --- | --- |
| ***Name*** |  |
| ***Signature*** |  |
| ***Position*** |  |
| ***Date*** |  |

**Data protection notice**

**Please note:** All data provided within this concept note will be stored and shared with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Expertise France, the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) as well as main partners for future contact and the selection process. By submitting this concept note, you consent that the data will be stored and used for the above-mentioned purposes.

You are entitled at any time to enquire about the type of data processing, have it corrected if necessary, or ask for the processing to be restricted or data to be erased. You can also revoke the consent you have given for using the storage at any time. Please send your revocation of consent by email to fanny.quertamp@expertisefrance.fr.