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| APPLICATION NUMBER  (filled in by the Development Agency of Serbia) |  |

**PROGRAM OF SUPPORT TO EXPORTERS**

**COMPONENT 1 – PREPARATION FOR FIRST EXPORT**

**Form 1**

APPLICATION

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| --- | --- |
| **Applicant’s name** |  |
| **Other Consortium members (if the application is submitted by the Consortium)** |  |
|  |
|  |
| **Applicant’s headquarters** |  |
| **Date of application** |  |
| **Place of application** |  |

**BASIC DETAILS OF THE APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT APPLICANT** | | | |
| **Name** | |  | |
| **Headquarters** | |  | |
| **ID number** | |  | **TIN:** |
| **Type of organization** | **Association**  **Chamber of Commerce**  **NGO**  **Regional development agency**  **Institute**  **Faculty** | | |

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| **PROFILE OF THE APPLICANT / LEADING PARTNER** | | |
| **Date and year of foundation** |  | |
| **Activity code** |  | |
| **Description of activity** |  | |
| **Name of the founder** |  | |
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| **Number of employees/permanently engaged** |  | |
| **Education structure of employees** | University education: \_\_\_\_\_\_\_\_\_\_ College education: \_\_\_\_\_\_\_\_\_\_ Secondary education: \_\_\_\_\_\_\_\_\_\_\_ | |
| **Method of financing** | budget  personal income  membership  rent  other | |
| **Finncial indicators** | Total annual income for 2015: |  |
| Total annual income for 2016: |  |
| Net profit for 2015: |  |
| Net profit for 2016: |  |

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| **Address and mail**  **(state the postcode)** |  |
| **Telephone number** |  |
| **Fax number** |  |
| **E-mail** |  |
| **Web address** |  |

**DETAILS OF THE DIRECTOR**

|  |  |
| --- | --- |
| **Name and surname** |  |
| **Land phone** |  |
| **Mobile phone** |  |
| **e-mail** |  |

**CONTACT DETAILS OF A PERSON IN ENTERPRISE RESPONSIBLE FOR PROJECT IMPLEMENTATION**

|  |  |
| --- | --- |
| **Name and surname** |  |
| **Function** |  |
| **Land phone** |  |
| **Mobile phone** |  |
| **e-mail** |  |

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| **Start of project implementation** | **End of project implementation** | **Project duration** |
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| **TOTAL PROJECT VALUE** | |
| **Project value excluding VAT** |  |
| **VAT (20%)** |  |
| **Project value including VAT** |  |

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| DESCRIPTION OF CURRENT SITUATION (maximum 1 page)Provide an analysis of the problems and their interrelation at all levels (national / regional / county / local / sectoral, etc.). Clearly describe the specific problems treated by the project. (Quantify wherever possible).If some project activities started earlier than January 1, 2017, provide details. |
|  |
| PROJECT OBJECTIVES (maximum 1 page)Describe the relevance of the project in relation to the overall objectives, specific objectives and results of the Public call. Define the overall objective (s) to which the project will contribute and the specific objective (s) that the project should achieve. List the key indicators for each of the project objectives. Describe how the project will respond to the problems and constraints at all levels. |
|  |
| END USERS (maximum 1 page) Provide a detailed description of the end users of the project (*wherever possible provide quantitative data*). Indicate their expected number and the criteria for their selection. Describe the problems and needs of end users. Clearly identify the specific issues that will be addressed by the project. Describe how the project will provide the desired solutions. |
|  |
| PROJECT DESCRIPTION (maximum 4 pages)Provide a description of the proposed project, including, where relevant, basic (introductory) information that led to the formulation of the project. This should include:Expected results - Where applicable, indicate how the proposed project will improve the situation of end users. Indicate the objectively verifiable result indicators and sources and funds of their verification.Proposed activities and their effectiveness - Identify and describe in detail each activity to be undertaken in order to produce the expected results - justifying the choice of the activities, indicating their sequence and relationships and determining, where possible, the role of each member of the consortium (or subcontractor / supplier). |
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| OPERATIONAL PLAN OF THE PROJECTIndicate the duration of the project. It is not necessary to determine the dates of the start of project implementation, but simply show "month 1", "month 2", etc.. The operational plan should not include detailed descriptions of activities, but just their title. Activities reported in the "Operational Plan of the Project" should correspond to the activities that are described in detail in the section "Project Description".Responsible for the implementation may be some members of the consortium or the supplier. If the applicant acts independently, indicate the project team members responsible for the implementation of the above activities or possibly the supplier. | | | | | | | |
| Activity | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Person responsible for implementation \* |
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Note\*: It is not necessary to indicate the name of the person, just their position within the project team

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| ORGANIZTION AND METHOD OF PROJECT IMPLEMENTATION (maximum 2 pages) Indicate the method of project implementation, describing in detail:   * Role of each of the members of consortium and other participants (suppliers, etc.) and the reasons those roles have been designated to them (if the application is submitted on behalf of the consortium). * Organizational structure and proposed team for project implementation, with job description of each of the team members. * Activities performed by subcontractors (if such activities exist). If the subcontractors have already been selected, indicate their names and reasons for their selection. If not, describe how you will select them. * Methods of implementation of activities and reasons for the proposed methodology. * Procedures of following the realization and internal/external assessment. * Main resources required for the project implementation (space, equipment, materials, etc.), manner of their provision, as well as manners of provision of co-financing funds. * Attitudes of all interested parties related to the project. | | | |
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| Name and surname | Organization | Position in the project team | Key knowledge, skills and experience |
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| SUSTAINABILITY (maximum 2 pages)Describe the main preconditions and assumptions during and after project implementation. Describe the risks that may arise during the implementation of the project and measures to be taken to mitigate them. Describe the possibility of repeating the action and dissemination of its results. Explain how you will ensure the financial viability of the project after its completion | | | |
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# PREVIOUS EXPERIENCE OF APPLICANTS / CONSORTIUM MEMBERS IN SIMILAR PROJECTS[[1]](#footnote-1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project title:** |  | | | | | |
| **Organization** | **Project location** | **Total project value** | **Role of the organization in the project** | **Name of Donor** | **Amount of donor’s contribution** | **Period of project implementation** |
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| **Aims, results, target groups, users:** |  | | | | | |

**9. THE APPLICATION IS ACCOMPANIED BY THE FOLLOWING:**

1. signed and certified written statement of the applicant of accepting the conditions of allocation of funds;  
   (2) signed and certified written statement on state aid of small value (*de minimis* state aid);  
   (3) completed, signed and certified project budget;  
   (4) CVs of persons involved in the project, with reference list;  
   (5) competent tax authority certificate that the applicant has paid all public revenues (taxes and fees), which must not be issued until the release of the competition (the original or a copy certified by a competent certification authority);

(6) balance sheet, income statement and statistical report of the applicant for the year 2016 - a copy of the Confirmation on registration of regular annual financial report for 2016 issued by the Business Registers Agency (APR);  
  
the application is also accompanied by [[2]](#footnote-2)  
(7) The contract that defines mutual rights and obligations of the Consortium members (the original or a copy certified by a competent certification authority),  
as well as the documentation listed in sections 4, 5 and 6 for each consortium member.

**I certify that all information in this application is correct**

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| **MP** |

**Responsible person for the applicant**

Све информације наведене у пријави су строго поверљиве и неће бити достављене трећим лицима без писменог одобрења вашег привредног субјекта и неће бити коришћене ни за једну другу сврху осим за потребе Програма подршке извозницима у 2017. години.

1. Add rows / tables, if necessary. [↑](#footnote-ref-1)
2. Note: If the application is submitted on behalf of the consortium [↑](#footnote-ref-2)