

# Application form EIP operational groups 2017



**Vlaanderen**  
verbeelding werkt

Flemish Government  
Department Agriculture and Fisheries  
**Afdeling Voorlichting, Doelgroepenbeleid en Kwaliteit Plant**  
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## **Waarvoor dient dit formulier?**

*Met dit formulier kan u steun aanvragen voor de oprichting en werking van een operationele groep – oproep plantaardige sector zoals bepaald in de oproep.*

## **Wie vult dit formulier in?**

*Dit formulier moet door de eindverantwoordelijke voor de oprichting en werking van de operationele groep worden ingevuld en ondertekend.*

## **Wanneer en hoe moet u dit formulier uiterlijk terugbezorgen?**

*De uiterste indieningsdatum is maandag 15 mei 2017. Er dient een digitaal exemplaar ge-e-mailed te worden aan [operationelegroepen@lv.vlaanderen.be](mailto:operationelegroepen@lv.vlaanderen.be).*

## Identification of the operational group

### **1 Fill in the info on the operational group.**

Title operational group

Name of the applicant

Short summary (contains the objectives of the proposal, the envisaged project results, the added value for farmers and the impact of the project)  
(max 20 lines)

## Identification of the applicant

### **2 Fill in the contact details of the applicant.**

Name of the organization

Address

Legal form of the organization

Description of the organization: goals and core business

Telephone

Email



- help deliver a steady and sustainable supply of food, feed and biomaterials, including existing and new types;
- improve processes to preserve the environment, adapt to climate change and mitigate it;
- build bridges between cutting-edge research knowledge and technology and farmers, forest managers, rural communities, businesses, NGOs and advisory services..

**5 Duration of the project (maximum 2 years)?**

Project start date .....

Project end date .....

**6 Describe the objectives of the operational group (max. 1 page).**

**7 Describe as detailed as possible the work plan and the proposed project activities of the operational group (max. 2 pages).**

**Innovation potential**

**8 Describe the innovation potential of the subject on which the operational group will cooperate?**

**9 Detail explicitly the complementarity with existing initiatives. Detail also the knowledge related to the subject of the project which is available in experimental stations and other research institutes.**

**Spreading of results**

**10 Describe how the results will be communicated and disseminated among the target group.**

**11 Describe the expected results and the expected impact on the target group, both on the short and the long term.**

**Budget of the project**

**12 Mention the requested budget (maximum grant is € 30,000 and up to 90% of the eligible costs). Justify the requested budget and explain how the 10% co-financing will be realized.**

**14 Detailed budget table (no investment or overhead costs)**

Give in the table below an estimate of the costs for the operational group, according to the following categories: personnel costs, operating costs and external services.

Expenses	Applicant	Partner	Partner	Partner	Partner	Total for each category (in euro)	%
<b>1.Personnel costs</b>							
1.1							
1.2							
1.3							
1.4							
1.5							
<b>Total 1</b>							
<b>2.Operating costs</b>							
2.1							
2.2							
2.3							
2.4							
2.5							
2.6							
2.7							
2.8							
2.9							
2.10							
<b>Total 2</b>							
<b>3.External services</b>							
3.1							
3.2							
3.3							
<b>Total 3</b>							
<b>Total</b>							100%
which will be requested from the government							

## Monitoring provisions and commitments

The operational group:

Represented by the applicant:

- Confirms the accuracy and the completeness of the information in this application
- commits

To set up and run the operational group as described above, and to submit any change to the content of this application form for approval to the Department of Agriculture and Fisheries.

To have a separate bookkeeping and administration during the lifetime of the project and to supply all information at the request of the Department of Agriculture and Fisheries.

To make all necessary arrangements enabling control and monitoring of the implementation of the project both during and after the end of the project. Free access should be given to the rooms where the project takes place and to all accounting evidence and documents related to the project, and this for the officers authorized by the Flemish Government.

To provide on request of the Flemish Government a paper copy of the original completed and signed application form.

To cooperate on request of the Flemish Government with evaluation studies.

To realize together with the other partners an own financial contribution of at least 10%.

To write a functional report which needs to be send to the Department of Agriculture and Fisheries, which at least includes:

- 1° an overview of the achievements and the results achieved by the operational group
- 2° A report of the operation and a reflection on the operation of the operational group
- 3° an evaluation of the value of the partnership
- 4° a press-ready text for publication on Flemish and European level

The functional report must be submitted no later than six months after the operating period.

To write a financial report about the grant, which needs to be send to the Department of Agriculture and Fisheries, which at least includes:.

- 1° A cost statement including all costs and revenues related to the subsidized period for the subsidized activities. Any additional subsidies from the Flemish Government or other Governments for the same activities need also be included in this cost statement.
- 2° The pieces of evidence

In all publications, communications and presentations to follow the communication requirements which can be found on the [website van het Departement Landbouw en Visserij](#)

To report each activity related to the dissemination of results or any publication to the Department of Agriculture and Fisheries.

To deliver the cooperation agreement between the partners, indicating the date of setting up the operational group, at the latest one month after its setting up to the Department of agriculture and fisheries.

To stop the project and to report this to the Department of agriculture and fisheries, when in the course of the project it would become clear that the project is not in a position of leading to the desired objectives.

Notes:

- ✓ that the Flemish Government reserves the right to suspend or recover the grant when the action is not carried out as specified in the application;
- ✓ that, where appropriate, the grant already received will be refunded, following the detailed rules drawn up by the Flemish Government; including due interests;
- ✓ that submitting an application does not entitle the undersigned to receive the aid requested.

date    day      month      year

Signature