|  |  |
| --- | --- |
| **Title of Project:** |  |
| **Applicant /Organization:** |  |

|  |
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| *To the Head of the following Thematic Coordination Point (TCP)*  *(****NOTICE:*** *Please choose the appropriate TCP!)*  on **Art and** **Culture** (Coordination: Styria)  on **Disaster Prevention** (Coordination: Varaždin)  on **Economy** (Coordination: Vas)  on **Energy and Environment** (Coordination: Međimurje)  on **Equal Opportunities** (Coordination: Carinthia)  on **Europe** (Coordination: Burgenland)  on **Healthcare** (Coordination: Carinthia)  on **Higher Education** (Coordination: Vas)  on **Inclusion** (Coordination: Carinthia)  on **Lifelong Learning** (Coordination: Krapina-Zagorje)  on **Rural Development** **and Ethnic Heritage** (Coord.: Koprivnica Križevci)  on **Sports** (Coordination: Karlovac)  on **Tourism** (Coordination: Slovenia)  *of the Alps-Adriatic Alliance.*  ***Please send the project application to the responsible Thematic Coordination Point (TCP)****, which is responsible for pre-selection.* ***You will find the address-list of all TCPs at the end of this document.***  After successful pre-selection the TCP will forward the application to the General Secretariat of the Alps-Adriatic-Alliance in Klagenfurt/Carinthia which also presides over the Steering Committee. |
|  |

**TYPE OF APPLICATION:**

**PREPARATION COSTS** **FOR THE** **SUBMISSION** OF A PROJECT WHICH IS TO BE CO-FINANCED FROM APPROPRIATE **EU-PROGRAMS** (the maximum amount from the joint budget is € 5.000,--  **if** approved by the Steering Committee)

**COSTS** **FOR THE** **IMPLEMENTATION** OF A PROJECT WHICH IS CO-FINANCED FROM AN **EU-PROGRAM** (the maximum amount from the joint budget is € 5.000,--  **if** approved by the Steering Committee)

**JOINT PROJECT** (the maximum amount from the joint budget is 20% of the overall project-costs or a maximum of € 4.000,-- **if** approved by the Steering Committee)

### Title of Project:

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### Short Description of the Project:

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### Duration of Project:

|  |
| --- |
|  |

### Name of Applicant /Organisation:

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| --- |
|  |

### Project-Partners within the 12 Alps-Adriatic-Alliance Members:

|  |
| --- |
| *(****NOTICE:*** *According to Point 1 of the implementation guidelines (see page 12)* ***joint projects*** *must involve at least* ***three members from three countries as an absolute minimum****! The number of Alps-Adriatic-Alliance-members involved in the project is an important selection criterion for every application!)*  Bundesland Burgenland (**Austria**)  Istarska županija (**Croatia**)  Karlovačka županija (**Croatia**)  Bundesland Kärnten (**Austria**)  Koprivničko-križevačka županija (**Croatia**)  Krapinsko-zagorska županija (**Croatia**)  Međimurska županija (**Croatia**)  Primorsko-goranska županija (**Croatia**)  Republika **Slovenija**  Bundesland Steiermark (**Austria**)  Varaždinska županija (**Croatia**)  Vas megye (**Hungary**) |
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| **1. Project Activities** |

### Title of Project:

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|  |

### Target Group(s):

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| --- |
|  |

### Expected Number of Participants:

|  |
| --- |
|  |

### Planned Activities:

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### Detailed Timetable:

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### Added Value of the Project for the Alps-Adriatic-Alliance as a Network: *(NOTICE: According to Point 5.1.2. of the Procedural Rules the joint budget is intended to finance activities and projects which are significant for the entire network.)*

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| **2. Project Data** |

|  |  |
| --- | --- |
| **Applicant:** | |
| Name of Organization/Institution: |  |
| Country: |  |
| Region: |  |
| Street: |  |
| Postal Code/City: |  |
| Telephone/Fax: |  |
| E-Mail: |  |
| Website: |  |

|  |  |
| --- | --- |
| **Responsible contact person:** | |
| Name: |  |
| Function: |  |
| Country: |  |
| Region: |  |
| Street: |  |
| Postal Code/City: |  |
| Telephone/Fax: |  |
| E-Mail: |  |

|  |
| --- |
| **Short Description of the Applicant Organization:** |

|  |
| --- |
| **Project-partners within the 11 Alps-Adriatic-Alliance member regions:** |

*(Notice: According to Point 1. of the implementation guidelines a joint project must involve at least* ***three Alps-Adriatic-Alliance-members*** *from* ***three countries as an absolute minimum****!)*

|  |  |
| --- | --- |
| **Partner 1:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country / Region: |  |
| Telephone/Fax: |  |
| E-Mail: |  |
| Website: |  |

|  |  |
| --- | --- |
| **Partner 2:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

|  |  |
| --- | --- |
| **Partner 3:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

|  |  |
| --- | --- |
| **Partner 4:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

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| --- | --- |
| **Partner 5:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

|  |  |
| --- | --- |
| **Partner 6:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

If there are more project-partners from Alps-Adriatic-Alliance member regions, please copy this page and add them here:

|  |
| --- |
| **Add any other Project-Partners, from non-Alps-Adriatic-Alliance Members in the field below:**  (If there are more project-partners from non Alps-Adriatic-Alliance member regions, please copy this page and add them below) |

|  |  |
| --- | --- |
| **Partner 1:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

|  |  |
| --- | --- |
| **Partner 2:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

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| --- | --- |
| **Partner 3:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |

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| **3. Financing of the Project** |

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| **Cost Schedule:** |

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| --- | --- |
| Detailed listing of Overall-Costs: | **EURO** |
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|  |  |
|  |  |
| **Total costs:** | **EURO** |
|  |  |
| Detailed list of funding from public sources: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Deduction of other funding sources: (Sponsors, registration fees, etc.): |  |
|  |  |
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|  |  |
| **Amount requested from the joint budget of the**  **Alps-Adriatic-Alliance**: | **EURO** |

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| **The funding requested from the joint budget will be used for the following purposes:**  (**NOTICE:** After completion of the project, the **original receipts** have to be submitted to the General Secretariat by mail. The receipts have to be **in absolute accordance** with the purposes mentioned above**!!!**) |
|  |

|  |  |
| --- | --- |
| **Recipient of the amount granted from the joint budget:** | |
| Name of Organization/Institution: |  |
| Street: |  |
| Postal Code/City: |  |
| Country: |  |
| Region: |  |
| **Responsible contact person:** | |
| Name: |  |
| Function: |  |
| Telephone/Fax: |  |
| E-Mail and Website: |  |
| **Banking Information:** | |
| **IBAN:** |  |
| **BIC:** |  |

I confirm that I have filled out this form truthfully and complete. After completion of the project I agree to send a detailed report, a report on the expenditure of funds and the original receipts to the General Secretariat, in accordance with Points 4 and 5 of the attached implementation guidelines of the Alps-Adriatic-Alliance. The General Secretariat and the Steering Committee have the right to carry out checks on the appropriate use of financial resources at any time. If irregularities should be found, the resources made available have to be repaid to the joint budget of the Alps-Adriatic-Alliance. If the approved project is not carried out in absolute accordance with the facts described above (e.g. name of project is changed, listed partners don´t participate) the General Secretariat in accordance with the TCP concerned, has the right to deduct 50% from the amount granted by the Steering Committee. I furthermore agree to use the **logo of the Alps-Adriatic-Alliance on all project-related publications** (posters, flyers, websites etc.). The logo is available at the General Secretariat (e-mail: [abt1.alpeadria@ktn.gv.at](mailto:abt1.alpeadria@ktn.gv.at)). I agree that the bodies of the Alps-Adriatic-Alliance may use the submitted project for media-purposes.

………………………………………. …………………………………………………………….

Place, date Stamp, Signature of the Applicant

|  |
| --- |
| **4. To be filled in by the responsible TCP** |

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| Please state why this project should be supported: |

………………………………………. …………………………………………………………….

Place, date Name, Stamp, Signature of the Chairman of the TCP on

|  |
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| **5. To be filled in by the Chairman of the Steering Committee**  **General Secretariat of the Alps-Adriatic-Alliance/**  Alps-Adriatic-Alliance Contact Point Carinthia  Mag. Thomas Pseiner  Amt der Kärntner Landesregierung/Regional Government of Carinthia  Mießtaler Straße1  A-9020 KLAGENFURT AM WÖRTHERSEE  Tel.: +43(0)5 0536-10134 / Fax: +43(0)5 0536-10140  E-Mail: [thomas.pseiner@ktn.gv.at](mailto:thomas.pseiner@ktn.gv.at) • [abt1.alpeadria@ktn.gv.at](mailto:abt1.alpeadria@ktn.gv.at) |

In its meeting on ………………….. in ………………………….the Steering Committee of the Alps-Adriatic-Alliance

approved  rejected

the project.

|  |
| --- |
| Reasons for rejection: |

………………………………………. …………………………………………………………….

Place, date Name, Stamp, Signature of the Chairman  
of the Steering Committee

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| **Implementation Guidelines for Projects Financially Supported by the AAA** |

1. General requirements for all project applications:

* Projects financed by the AAA must involve the minimum of three regular members of the AAA from three different countries.
* All members must have the opportunity to be part of a AAA-project.
* The number of involved regular members of the network should be a qualitative indicator which means that the role of each partner should be described in the application. The more regular members are involved as active partners in the project, the greater its chances of approval by the Steering Committee.
* The expectable added value of the project for the entire AAA must be clearly described in the application form and is subject to evaluation after the project is completed.
* The number of expectable active partners/participants/multiplicators in the project itself respectively the number of people which can be reached by the project (participants, multiplicators, visitors etc.) is essential.
* The fact that the project is subsidized by the AAA has to be visibly stated in every publication of the project (at least by displaying the AAA-logo).
* For preparation costs in order to submit a project within an appropriate EU-program: If the relevant EU-program offers the possibility to include the preparation costs within the financial declaration of the EU-project, the project-holder has to return the preparation subsidy given by the AAA (in order to avoid duplicate funding).

1. For any application the form which is issued by the Steering Committee has to be used. The applicants have to ensure that the application forms are filled in in English language and that they are sent to the appropriate TCP respectively to the General Secretariat. The decision of granting a subsidy is made by the Steering Committee.
2. The head of the General Secretariat as chairperson of the Steering Committee shall notify the applicant of the decision of the body.
3. The recipient who is granted a subsidy from the joint project budget has to submit a statement to the General Secretariat specifying the use of funds on the basis of invoice documents. This settlement is checked by the General Secretariat.

1. The payment of the subsidies by the General Secretariat can be made only after completion of the project and upon presentation of the original invoices.
2. If the subsidy granted is not claimed after expiration of the project period indicated in the application for funding, the General Secretariat shall submit a proposal to lift or extend the commitment to the Steering Committee after prior information of the applicant.
3. All applications remaining in the competition according to Point 4.3.3. have to be forwarded to the General Secretariat by the TCPs no later than two weeks before the meeting of the Steering Committee, so that these applications find their way into the meeting documents. The submission deadline is announced on the website of the Alps-Adriatic Alliance ([www.alps-adriatic-alliance.org](http://www.alps-adriatic-alliance.org)). Untimely or incomplete applications shall be excluded.

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| **Alps-Adriatic-Alliance**  **Thematic Coordination Points (TCPs)** |

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| **TCP on Art and Culture** (Coordinated by Styria) |

**Sandra Kocuvan**

Office of the regional government of Styria, Department 9 Culture, Europe, Foreign Relations;

Holdings and Culture International, Landhausgasse 7, A-8010 GRAZ

Tel.: + 43 316 877-3161, Mobile: + 43 676 8666 3161, E-Mail: [sandra.kocuvan@stmk.gv.at](mailto:sandra.kocuvan@stmk.gv.at)

[www.kultur.steiermark.at](http://www.kultur.steiermark.at) facebook: <https://www.facebook.com/kultur.steiermark.international>

and <https://www.facebook.com/alpsadriaticculture/>

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| **TCP on Disaster Prevention** (Coordinated by Varaždin County) |

**MR.SC. Tomislav** **Jarmić**

Assistant Head of Department in charge of Municipal Services and Protection and Rescue

Varazdin County, Franjevački trg 7, HR-42000 VARAŽDIN

Mobile: +38 5912 390 533, Tel.: + 38 542 390 533, Fax: +38 542 210 606, E-Mail: [tomislav.jarmic@vzz.hr](mailto:tomislav.jarmic@vzz.hr)

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| **TCP on Economy** (Coordinated by Vas) |

Chairman: **Dr. János Kondor**

Confederation of Employers and Industrialists of County Vas

Kossuth L. Str. 6, H-9700 SZOMBATHELY

Tel.: + 36 94 511-440, Fax: + 36 94 511-441, E-Mail: [vmgysz@gmail.com](mailto:vmgysz@gmail.com)

Coordination: **Judit Bánovits**

Nemzetközi referens, Vas Megyei Önkormányzati Hivatal

Berzsenyi Square 1, H-9700 SZOMBATHELY

Tel: +36 94 515-715, Fax: +36 94 515-704, E-Mail:[nemzetkozi@vasmegye.hu](mailto:nemzetkozi@vasmegye.hu)

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

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| --- |
| **TCP on Energy and Environment** (Coordinated by Međimurje County) |

Chairman: **Alen Višnjić, mag.ing.el.techn.inf.**

MENEA – Međimurje Energy Agency Ltd.

Bana Josipa Jelačića 22, HR-4000 ČAKOVEC

Tel.: + 385 40 39 55 59, Fax: + 385 40 39 51 42, E-Mail: [alen.visnjic@menea.hr](mailto:alen.visnjic@menea.hr)

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| --- |
| **TCP on Equal Opportunities** (Coordinated by Carinthia) |

Chairwoman: **Mag. Dr. Michaela Slamanig**

Referat für Frauen und Gleichbehandlung, Amt der Kärntner Landesregierung

Völkermarkter Ring 31, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-57171, Fax: + 43 50536-57170, E-Mail: [michaela.slamanig@ktn.gv.at](mailto:michaela.slamanig@ktn.gv.at)

Coordination: **Mag.Susanne Ebner**

Referat für Frauen und Gleichbehandlung, Amt der Kärntner Landesregierung

Völkermarkter Ring 31, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-57176, Fax: + 43 50536-57170, E-Mail: [susanne.ebner@ktn.gv.at](mailto:susanne.ebner@ktn.gv.at)

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

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| **TCP Europe** (Coordinated by Burgenland) |

Chairwoman: **MMag. Petra Jahn**

Amt der Burgenländischen Landesregierung, Landesamtsdirektion Generalsekretariat – Recht

Coordination of European Regional Policy

Europaplatz 1, A-7000 EISENSTADT

Tel.: + 43 57 600-2074, Fax: + 43 57 600-2927, E-Mail: [post.gs-eu@bgld.gv.at](mailto:post.gs-eu@bgld.gv.at)

Coordination:

**Mag. (FH) Ulrike Pichler**Amt der Burgenländischen Landesregierung, Landesamtsdirektion Generalsekretariat – Recht  
Coordination of European Regional Policy  
Europaplatz 1, A-7000 EISENSTADT  
Tel.: +43 57 600-2764[,](tel:%2B43%20%280%29%2057%20600%202764) Fax: +43 57 600-2927, E-Mail: [post.gs-eu@bgld.gv.at](mailto:post.gs-eu@bgld.gv.at)

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

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| **TCP on Healthcare** (Coordinated by Carinthia) |

**Mag. Karl Wulz (general manager)**

**MMag. Kathrin Brugger (deputy general manager)**

Sanicademia – International Training Academy for Health Professionals EEIG

Nikolaigasse 43, A-9500 VILLACH

Tel.: + 43 4242/22400, Fax: + 43 4242/208-1979, E-Mail: [info@sanicademia.eu](mailto:info@sanicademia.eu)

**Mag. (FH) Philipp Hermann MSc**

Amt der Kärntner Landesregierung, Abteilung 5 – Gesundheit und Pflege, EU-Project Management

Mießtaler Straße 1, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: + 43 50536-15017, Fax: + 43 50536-15000, E-Mail: [philipp.hermann@ktn.gv.at](mailto:philipp.hermann@ktn.gv.at)

**Please contact BOTH Ms. Brugger and Mr. Hermann when addressing the TCP!**

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| **TCP Higher Education** (Coordinated by Vas) |

**Dr. Henriette Dancs,** PhD Dozent

General Secretary of the International Network of Sport and Health Science, Eötvös Loránd University (Budapest),

Savaria University Campus, Institute of Sport Science

Károlyi G. Square 4, H-9700 SZOMBATHELY

Tel.: +36 30 570 2044, E-Mail: [dancs.henriette@ppk.elte.hu](mailto:dancs.henriette@ppk.elte.hu)

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| **TCP on Inclusion** (Coordinated by Carinthia) |

**Mag. Dr. Thomas Stenitzer**

Pischeldorfer Str. 20/2, A-9020 KLAGENFURT AM WÖRTHERSEE

Tel.: +43 (0)664-351 22 27, E-Mail: [office@stenitzer.co.at](mailto:office@stenitzer.co.at)

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| --- |
| **TCP on Lifelong Learning** (Coordinated by Krapina-Zagorje County) |

Chairwoman: **Helena Matuša,** Assistant Director  
Regional Development and Cross Border Cooperation Department, Zagorje Development Agency

Frana Galovića 1b, HR-49000 KRAPINA  
Tel.: + 385 49 373 161, Fax: + 385 49 301 290, Mobile: + 385 91 329 2535, E-Mail: [helena@zara.hr](mailto:helena@zara.hr)

Coordination: **Ivana** Š**alković**  
Zagorje Development Agency, Frana Galovića 1b, HR-49000 KRAPINA  
Tel.: + 385 99 492 5827, E-Mail: [ivana.salkovic@zara.hr](mailto:ivana.salkovic@zara.hr)

**Please contact BOTH the chairman and the coordinator when addressing the TCP!**

|  |
| --- |
| **TCP on Rural Development and Ethnic Heritage** (Coordinated by Koprivnica Križevci County) |

**M.S. Vladimir Šadek PhD,** Senior Advisor - Specialist

Nemčićeva 5, HR-48000 KOPRIVNICA

Tel.: + 385 48 658 193, Fax: + 385 48 622 584, E-Mail: [vladimir.sadek@kckzz.hr](mailto:vladimir.sadek@kckzz.hr)

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| **TCP on Sports** (Coordinated by Karlovac) |

**Ratko Vuković**Development Agency of Karlovac County - KARLA

Jurija Haulikova 14, HR-47000 KARLOVAC  
Tel.: + 385 47 612800, Fax: + 385 47 609499, E-Mail: [info@ra-kazup.hr](mailto:info@ra-kazup.hr)

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| **TCP on Tourism** (Coordinated by Slovenia) |

**Jana** **Apih,** Director of Good Place, Factory of Sustainable Tourism

Rimska 2b, SI-1000 LJUBLJANA  
Tel.: +386 31 331 292, E-Mail: [jana@goodplace.si](mailto:jana@goodplace.si)