

1. Project Title	
2. EU assistance tool <i>If it is possible, please indicate the type of the EU assistance tool (Twinning, TA, FWC, etc.)</i>	
3. Beneficiary Administration <i>Please indicate</i> <i>- the name of the institution;</i> <i>- general structure, number of employees; Please attach the chart of the institution;</i> <i>- the mandate of the institution;</i> <i>- number of the staff that could be involved in the project preparation/ implementation process</i>	
4. Background Information and Justification <i>A half-page summary of the project idea:</i> <i>Describe shortly why the project should be supported in the context of the EU-Georgia cooperation agenda and related documents (AA including DCFTA, etc) or in the area and other GoG strategic documents (please indicate clear references to the priorities set out in the documents).</i> <i>Information regarding the needs of BA and why the project idea is relevant: What are the gaps, the project is to address for the beneficiary's administrative capacity development? How is it relevant to the particular needs and constraints of the project's beneficiary?</i> <i>Is it related to ongoing and/or planned activities of other donors and international financial institutions (the World Bank, USAID, etc)? Please add the list of projects in your institution or in the field of the planned project for last 3 years.</i> <i>In case of the Twinning, are there similar institutions in the EU member states that can be your partners?</i>	
5. Project Purpose <i>The project purpose usually is the single central objective in terms to receive sustainable benefits. Please indicate if the project is related to legislation approximation or implementation of the EU best practices.</i>	
6. Expected Results <i>Please list the indicative results (indicatively 3) you would like to achieve within the project, aiming to contribute to the central objective.</i>	
7. Key Activities <i>Please list the key indicative activities of the project that could be performed to reach the expected results.</i>	
8. Tentative start of the project:	

9. Contact Details		
Contact person (Official) Responsible for political steering of the project (at Deputy Minister's level)	<u>Name, Surname:</u>	
	<u>Position:</u>	
	<u>Address:</u>	
	<u>Tel:</u>	
	<u>E-mail:</u>	
Contact person Technical detail; to ensure	<u>Name, Surname:</u>	

the day to day management of the project	<u>Position:</u>	
	<u>Address:</u>	
	<u>Tel:</u>	
	<u>E-mail:</u>	
Date of Application:		