**Application Form
Stakeholder Proposal for a Targeted Analysis
 in the framework of the ESPON 2030 Cooperation Programme**

**General instructions for filling in the application form**

Before filling in this form, please ensure you read the document called ‘Guidance for stakeholder proposals for ESPON Targeted Analyses’. The guidance provides further information on how to prepare a stakeholder proposal and complete this application form. The guidance document together with the template for the letter(s) of commitment are available at <https://www.espon.eu/participate/targeted-analysis-cutoff-march-202>4.

**Submitting a stakeholder proposal**

The stakeholder proposal application consists of:

* A fully **completed application form**; and
* Letter(s) of commitment from the **lead stakeholder and each** participating stakeholder.

The letter(s) of commitment accompanying the application form must be completed, dated and signed by a duly authorised representative of each stakeholder organisation.

The above-listed documents must be sent as scanned copies by email to the following address: application@espon.eu

**Name and position of the contact person responsible for coordinating the project within the lead stakeholder organisation**

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**A. Title of stakeholder proposal (maximum 10 words)**

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| *Please choose a self-explanatory and communicative title. Suggest also an acronym for the project.* |

**B. Executive summary (maximum 350 words)**

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| *Please summarise your proposal for an ESPON targeted analysis, describing briefly the territorial context, policy needs, expected outputs from the study and added value of the project for the stakeholders.* |

 **C. Thematic Action Plan**

*Please only tick one box. Please refer to the proposed TAP in the next sections, when deemed relevant.*

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| --- | --- | --- | --- |
| Climate neutral territories | [ ]  | European territories in global interactions | [ ]  |
| Governance of new geographies | [ ]  | Smart connectivity | [ ]  |
| Territories resilient to crises | [ ]  | Living, working and travelling across borders | [ ]  |
| Perspectives for all people and places | [ ]  | Nature-Based Adaptation to Climate Change | [ ]  |

**D. Main general characteristics of the territories to be addressed
(maximum 350 words)**

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| *Please provide some information on the territory/territories to be addressed by this targeted analysis proposal, including considerations on the main challenges and/or development potentials.* |

**E. Scope and rationale of the stakeholder proposal**

**E.1. Policy issues to be addressed (maximum 350 words)**

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| *Please detail the policy needs that the targeted analysis should address and outline why the ESPON support would be relevant for developing place-based development strategies/approaches for your territory/territories.*  |

**E.2.Territorial evidence to be delivered (maximum 350 words)**

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| *Please provide information on the type of new territorial evidence you would like the project to deliver and on the main results you are expecting. You can detail the type of data to be collected and/or the nature of the territorial analyses to be performed. When deemed relevant, please refer to the existing ESPON evidence to support the implementation of the targeted analysis and to avoid duplication of work. Please be realistic in terms of feasibility of the targeted analysis in practical terms e.g., considering the availability of data, method or research, timing etc.*  |

**E.3. Presence of a European perspective (maximum 200 words)**

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| *Please explain the possible relevance of your proposal in the current EU policy context and/or for other countries/territories involved in the ESPON 2030 Programme (e.g., transferability of the results, benchmarking…).*  |

**E.4. Expected use of results in practice by each stakeholder (maximum 400 words)**

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| *Please explain how and when, approximately, you plan to make use of the results and for which purpose and processes you intend to do so (e.g., for the drafting/revision of a regional development strategy; for developing a new policy or evaluating an existing one; as input for policy discussion on a particular topic; for synergising between different sectoral/territorial policy interests and cross-sectoral policy dialogue etc.)* |

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**F. Involvement of participating stakeholders**

**F.1. Direct contribution foreseen (maximum 200 words)**

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| *Please briefly explain how you, as lead stakeholder, intend to actively contribute to the successful implementation of the targeted analysis (e.g., by providing information, data, documents, facilitating meetings/events etc). Indicate if and how you intend to involve elected politicians in the process.* |

**F.2. Direct involvement of participating stakeholders (maximum 300 words)**

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| *Please describe how each participating stakeholder will be directly involved in the active implementation of the targeted analysis (e.g., by committing themselves to specific working groups; providing data, information, access to relevant documents, assigning specific representatives to the tasks envisaged etc.). Indicate if and how, elected politicians are going to be involved in the process.* |

**F.3. Involvement of other actors (maximum 100 words)**

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| *Please suggest here any other organisation you would like to see involved in the steering committee for the targeted analysis. It can be local public or private bodies, individual experts or national, cross-border, macroregional, intergovernmental or European networks or institutions.* |

**F.4. Dissemination and uptake activities (maximum 300 words)**

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| *Please describe how the different stakeholders intend to disseminate the results of the targeted analysis and make use of them in the specific policy processes.* |

**G. Information about the stakeholders**

**G.1 Legal status of the lead and participating stakeholders (maximum 350 words)**

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| *Please describe the legal status as well as the role and competences of the stakeholders’ authorities in relation with the subject of the proposal.* |

**G.2 Participating stakeholders**

**G.2.1. Number of stakeholders from ESPON Member and Partner States**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Austria | [ ]  |  | Greece | [ ]  |  | Poland | [ ]  |
| Belgium | [ ]  |  | Hungary | [ ]  |  | Portugal | [ ]  |
| Bulgaria | [ ]  |  | Iceland | [ ]  |  | Romania | [ ]  |
| Cyprus | [ ]  |  | Ireland | [ ]  |  | Slovakia | [ ]  |
| Croatia | [ ]  |  | Italy | [ ]  |  | Slovenia | [ ]  |
| Czechia | [ ]  |  | Latvia | [ ]  |  | Spain | [ ]  |
| Denmark | [ ]  |  | Liechtenstein | [ ]  |  | Sweden | [ ]  |
| Estonia | [ ]  |  | Lithuania | [ ]  |  | Switzerland | [ ]  |
| Finland | [ ]  |  | Luxembourg | [ ]  |  | The Netherlands | [ ]  |
| France | [ ]  |  | Malta | [ ]  |  |
| Germany | [ ]  |  | Norway | [ ]  |  |  |

**G.2.2. Lead Stakeholder**

**Official name of the institution and the involved department (original language)**

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**Official English translation of the name of the institution and the involved department (if available)**

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**Type of stakeholder**

|  |  |
| --- | --- |
| Type | Please specify (\*) |
| National administration |  |
| Regional authority |  |
| Local authority |  |
| EU programme body |  |
| Other public operator |  |

*(\*) e.g. city, regional council, province, ministry, development agency, managing authority, joint secretariat, EGTC etc.*

**Official address**

|  |  |
| --- | --- |
| Number and street |  |
| Town/City |  |
| Postal code |  |
| Country |  |
| Website |  |
| Social media account |  |

**Official representative (entitled to sign the letter of commitment on behalf of the institution)**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Email |  |

**Contact person for the project**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**G.2.3. Participating Stakeholder No. 2**

**Official name of the institution and the involved department (original language)**

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**Official English translation of the name of the institution and the involved department (if available)**

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**Type of stakeholder**

|  |  |
| --- | --- |
| Type | Please specify (\*) |
| National administration |  |
| Regional authority |  |
| Local authority |  |
| EU programme body |  |
| Other public operator |  |

*(\*) e.g. city, regional council, province, ministry, development agency, managing authority, joint secretariat, EGTC etc.*

**Official address**

|  |  |
| --- | --- |
| Number and street |  |
| Town/City |  |
| Postal code |  |
| Country |  |
| Website |  |
| Social media account |  |

**Official representative (entitled to sign the letter of commitment on behalf of the institution)**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Email |  |

**Contact person for the project**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**G.2.3. Participating Stakeholder No. 3**

**Official name of the institution and the involved department (original language)**

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**Official English translation of the name of the institution and the involved department (if available)**

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**Type of stakeholder**

|  |  |
| --- | --- |
| Type | Please specify (\*) |
| National administration |  |
| Regional authority |  |
| Local authority |  |
| EU programme body |  |
| Other public operator |  |

*(\*) e.g. city, regional council, province, ministry, development agency, managing authority, joint secretariat, EGTC etc.*

**Official address**

|  |  |
| --- | --- |
| Number and street |  |
| Town/City |  |
| Postal code |  |
| Country |  |
| Website |  |
| Social media account |  |

**Official representative (entitled to sign the letter of commitment on behalf of the institution)**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Email |  |

**Contact person for the project**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**G.2.3. Participating Stakeholder No. 4**

**Official name of the institution and the involved department (original language)**

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**Official English translation of the name of the institution and the involved department (if available)**

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**Type of stakeholder**

|  |  |
| --- | --- |
| Type | Please specify (\*) |
| National administration |  |
| Regional authority |  |
| Local authority |  |
| EU programme body |  |
| Other public operator |  |

*(\*) e.g. city, regional council, province, ministry, development agency, managing authority, joint secretariat, EGTC etc.*

**Official address**

|  |  |
| --- | --- |
| Number and street |  |
| Town/City |  |
| Postal code |  |
| Country |  |
| Website |  |
| Social media account |  |

**Official representative (entitled to sign the letter of commitment on behalf of the institution)**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Email |  |

**Contact person for the project**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Position |  |
| Department |  |
| Telephone |  |
| Mobile |  |
| Email |  |

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**Please provide the same details for all additional stakeholders**

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**Name and position of the duly authorised official representative of the Lead Stakeholder**

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**Date and place**

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**Signature of the authorised official representative of the Lead Stakeholder**

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**Annex: Checklist for submission**

Please make sure that you have fulfilled the requirements listed below before submitting:

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| --- | --- |
| One scanned copy of this application form, **signed and dated** by a duly authorised official representative of the Lead Stakeholder. | [ ]  |
| One **electronic version** (MS Word) of this application form.  | [ ]  |
| Scanned copy of all the letter(s) of commitment signed and dated by all participating stakeholders including the Lead Stakeholder and on the official letter paper of the stakeholders' institution. | [ ]  |
| All documents are in the working language of the ESPON 2030 Cooperation Programme **- English**. | [ ]  |
| **All stakeholders** participating in the stakeholder proposal **are listed** in the application form with their institution’s name in original and in English language. | [ ]  |
| The Lead Stakeholder verified that all **fields** have been filled in. | [ ]  |
| The Lead Stakeholder and all Participating Stakeholders confirm by ticking this box that they **stand ready to immediately sign the Stakeholder Cooperation Agreement** as proposed by the ESPON EGTC, should they be selected. | [ ]  |

**Agreement for publication**

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| *According to the provisions of the programming documents, the ESPON EGTC should publish the information about submitted stakeholder proposals.* |
| ***Please tick the box to confirm that you agree with the publication on the ESPON website of the information provided in the application form.*** | [ ]  |