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MNE-KOS

IPA CROSS-BORDER COOPERATION PROGRAMME
MONTENEGRO-KOSOVO 2014-2020

IPA II Cross-Border Cooperation Programme Montenegro – Kosovo 2014-2020

Project clinics

Date: **26 October 2018**

Venue: Hotel **TBC** Gjakovë/Djakovica

Draft Agenda

- 10.00 – 10.30 **Arrival and registration of participants**
- 10.30 – 11.00 **Introduction**
Getting to know each other
Presentation of the expectations, objectives, results and agenda of the workshop
- 11.00 – 11.30 **Getting started**
Documents to be completed (Grant Application Form (GAF), Budget, Logical Framework Matrix) – the template and its sections
- 11.30 – 12.30 **Part A of GAF – Concept Note**
Description of the action; Design of the action; Relevance of the action; Most common mistakes within these sections and advices on how to overcome mistakes
- 12.30 – 13.30 **Part B of GAF – Full Application Form**
Description of the action; Methodology; Most common mistakes within these sections and advices on how to overcome mistakes
- 13.30 – 14.30 **Lunch break**
- 14.30 – 15.30 **Part B of GAF – Full Application Form**
Sustainability of the action; Logical Framework; Budget Form; Most common mistakes within these sections and advices on how to overcome mistakes
- 15.30 – 16.30 **Part B of GAF – Full Application Form**
Fulfilment of the technical part of the GAF (experience, capacity of applicants/co-applicants, supporting documents, etc); Most common mistakes within these sections and advices on how to overcome mistakes
- 16.30 – 17.00 **Evaluation and selection of applications**
Main information and evaluation grids