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**MNE-ALB**

IPA CROSS-BORDER COOPERATION PROGRAMME  
MONTENEGRO – ALBANIA 2014–2020

## IPA II Cross-Border Cooperation Programme Montenegro – Albania 2014-2020

### Project clinics

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Date: **12 July 2018**

Venue: **Hotel TBC, Shkoder, Albania**

#### Draft Agenda

- 09.00 – 09.30      **Arrival and registration of participants**
- 09.30 – 10.00 **Introduction**  
Getting to know each other  
Presentation of the expectations, objectives, results and agenda of the workshop
- 10.00 – 10.30 **Getting started**  
Documents to be completed (Grant Application Form (GAF), Budget, Logical Framework Matrix) – the template and its sections
- 10.30 – 11.30 **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
- 11.30 – 12.30 **Part B of GAF – Full Application Form**  
Description of the action; Methodology; Action plan; Most common mistakes within these sections and advices on how to overcome mistakes
- 12.30 – 13.30 **Lunch break**
- 13.30 – 14.30 **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
- 14.30 – 15.30 **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
- 15.30 – 16.00 **Evaluation and selection of applications**  
Main information and evaluation grids