



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EDUCATION AND CULTURE

Culture and Creativity
Cultural diversity and innovation

CALL FOR PROPOSAL – EAC/S08/2015

EU Network of Creative Hubs and Co-working Spaces

GRANT APPLICATION FORM

EU Network of Creative Hubs and Co-working Spaces
EAC/S08/2015

EAC/S08/2015

SUMMARY OF THE APPLICATION

Title:

Identity of the applicant:

Summary of the action ('maximum 2000 characters):

Duration (in months):

Requested amount (in €):

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site http://ec.europa.eu/dgs/education_culture/calls/index_en.htm

An application will be accepted only if it:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- presents a budget in conformity with the funding rules;
- meets the submission arrangements set out in the call;
- is submitted by the deadline.

I. INFORMATION ON THE APPLICANT

1 REFERENCES OF THE APPLICANT

1.1 IDENTITY OF THE APPLICANT

Official name in full:

Acronym:
(if applicable)

Official legal form:

Legal capacity:

(Applicant's capacity to take part - to constitute a party in court proceedings - under the applicable national legislation: reply by yes or no)

(For entities with no legal status under national law please indicate the representative empowered to take part in court proceedings on their behalf)

Identification of affiliated entities
(if applicable)

- [name of the entity], affiliated to [name or acronym of the beneficiary];
- [idem for further affiliated entities]
-

Company registration number:

(Not applicable if the applicant is a public-sector body)

VAT number:

(If the applicant is not subject to VAT, this must be justified in the light of the applicable national legislation)

[The legal details are attached in the Legal Entity Form in annex]

1.2 CONTACT DETAILS

Street address:

Postcode:

City:

Region (if applicable):

Country:

Telephone:

Mobile:

Fax:

E-mail address:

Website:

1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL

Family name:

First Name:

Position/Function:

Telephone:

Mobile:

Fax:

E-mail address:

1.4 LEGAL REPRESENTATIVE (AUTHORISED TO SIGN THE AGREEMENT)

Family name:

First Name:

Position/Function:

Mandate: (May be different from the position –useful for entities with no legal status)	
Telephone:	Mobile:
Fax:	
E-mail address:	

2 BANK DETAILS

The account to be used for the action or work programme for which a grant is being requested must allow payments made by the Union to be identified.

[The bank details are attached at annex in the Bank Account Form (BAF)]

3 PROFILE OF THE APPLICANT

PROFILE OF THE APPLICANT – GENERAL AIMS AND ACTIVITIES

[Year of foundation]:

Applicant's category:

The applicant may tick several options

- | | |
|---|---|
| <input type="checkbox"/> Public Authority | <input type="checkbox"/> International Organisation |
| <input type="checkbox"/> Non-profit making organisation | <input type="checkbox"/> Social Partner |
| <input type="checkbox"/> Educational Establishment | <input type="checkbox"/> Research Centre/Institute |
| <input type="checkbox"/> Others | <input type="checkbox"/> SME |
| <input type="checkbox"/> Natural Persons | |

The applicant should provide a short description of the organisation/group, where appropriate including, information on membership, with respect to the eligibility criteria indicated in the specific call.

4 INFORMATION ON THE GOVERNANCE OF THE APPLICANT

4.1 APPLICANT'S STRUCTURE

List the organisations and/or natural persons holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary)

Organisation/Natural person	Proportion held

4.1.1 APPLICANT'S COMPOSITION

List the members of the applicant's administrative board or equivalent body, specifying

their profession and position (insert rows if necessary)	
Member	Profession/Position

4.1.2 SHARES	
List the shares held in other organisations – if any – (insert rows if necessary)	
Organisation	Share held

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

1.1 APPLICANT'S OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION

The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.

2 FINANCIAL CAPACITY

LEGAL NOTICE

Where the application concerns grants for an action for which the amount exceeds EUR 750 000, or operating grants which exceed EUR 100 000, an audit report produced by an approved external auditor must be submitted. This report should certify the accounts for the last financial year available.

This does not apply to public bodies or international organisations.

2.1. PROOF OF FINANCIAL CAPACITY

The applicant should provide the following documents as evidence of financial capacity:

- a declaration on their honour stating that the applicant has the financial capacity to carry out the action (see point V.b)
- the table provided for in the annex 1 the application form, filled in with the relevant statutory accounting figures, in order to calculate the financial ratios;
- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes for the last financial year for which the accounts were closed;
- for economic operators required under national law to keep a simplified set of accounts : the statement of expenditure and revenue and the extract containing the assets and liabilities of the last financial year for which accounts were closed.
- **an audit report** produced by an approved external auditor certifying the accounts for the last financial year available .

2.1.1 FINANCIAL CAPACITY OF THE APPLICANT

The applicant must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned, or the year for which the operating grant is awarded and to participate in its funding. The indicators refer to the last financial years for which accounts have been closed.

Please fill in the annex 1 “Economic and Financial Capacity Analysis Form”. The financial capacity will be assessed based on the following methodology:
http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants_en.htm.

2.2 GUARANTEES GRANTED BY THIRD PARTIES

(if any – the applicant should state the presence of any guarantees which is provided by one or more third party, for example a State guarantee)

III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

1 DESCRIPTION OF THE ACTION
<p>Title:</p> <p>Reference:</p>
<p>a) Describe the general and specific objectives that the action aims to achieve: The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the Union grant programme concerned. Where possible, specify related indicators to assess the project's achievements and expected impacts.</p>
<p>b) Describe the action (on the basis of the main activities planned) and where it will be implemented</p>
<p>c) Methodology to be followed: The applicant should explain the methodology, both theoretical and practical, that will be followed in order to meet the general and specific objectives of the action described above. This might include support to third parties.</p>
<p>d) Expected results and their use: The applicant should specify the benchmarks or deliverables which the applicant intends to employ to achieve the expected results and targets and how they will be used and disseminated.</p>
<p>e) Project management: The applicant should provide a detailed description of the organization of the action and of the implementation phase, specifying arrangements for monitoring, supervision and risk management. The applicant should also explain which part of the action might be subcontracted (list of main activities, or works to be carried out).</p>
<p>f) Arrangements for monitoring/supervision of the operation and risks involved in its implementation: The applicant should explain how the action will be supervised. The applicant should refer to any risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated.</p>

<p>g) Sustainability of the project's achievements:</p> <p>The applicant should explain how sustainability will be secured once the action has been completed. This can include considerations about different dimensions of sustainability: financial, economic, institutional (structures which would allow the results of the action to continue), environmental, policy, etc. (where applicable, depending on the provisions of the basic act).</p>

2 PLANNED DURATION OF THE ACTION (in months):**Planned starting date:****2.(a) TIMETABLE FOR EACH STAGE OF THE [ACTION]/ [WORK PROGRAMME] SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE (table to be repeated as many times as necessary)**

	Semester 1						Semester 2					
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12
Preparation Activity 1 (title)												
Implementation Activity 1 (title)												
Preparation Activity 2 (title)												
Etc.												

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged or in the case of an operating grant, before the start of the beneficiary's budgetary year.

3 BUDGET**3.1 Estimated Budget – please complete Annex III Estimated budget of the action**

Applications must include a detailed estimated budget in balance in which all costs are given in euros. Applicants who foresee that costs will not be incurred in euros are invited to use the monthly accounting rate established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), applicable for the month prior the one when the application form is submitted.

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 IN PREVIOUS YEARS

Has the applicant already obtained any Union grants, contracts or loans from a Union Institution or body/agency of the Union, directly or indirectly for similar/complementary action(s) during the last 5 years?

☐ NO

☐ YES – Continue to the following table

GRANT, CONTRACT OR LOAN DETAILS – To be specified for each of them
(previous years - add columns if necessary)

	Programme 1	Programme 2
Title of the operation		
Union Programme concerned		
Union Institution or Body/Agency which took the award decision		
Year of award and duration of the operation		
Value of the grant, contract or loan		

1.2 CURRENT YEAR

Has the applicant submitted grant/loan applications for similar/complementary action(s) or offers of service or an operating grant to the Union Institutions/bodies/agencies in the current year?

☐ NO

☐ YES – Continue to the following table

GRANT, CONTRACT OR LOAN DETAILS – To be specified for each of them
(current year - add columns if necessary)

	Programme 1	Programme 2
Title of the operation		
Union Programme concerned		
Union Institution or Body/Agency which will		

take the award decision		
Planned duration of the operation		
Estimated value of the grant, contract or loan		

LEGAL NOTICE

The applicant must inform the Commission department to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies has been approved by them after the submission of this grant application.

2 OTHER SOURCES OF EXTERNAL FUNDING – NON UNION

2.1 SUPPORT AWARDED

Has the applicant already received confirmation relating to any external funding for the action?

☐ NO

☐ YES – Continue to the following table

CONTRIBUTIONS BY THIRD PARTIES

The applicant should indicate the details of the third party following the model below – Third parties must be the same as those listed in the budget (add rows if necessary)

Third Party 1	
Official name in full	
Official legal form	
Official address	
E-mail address	
Estimated amount of funding to be provided for the operation	
Pre-allocation of funding (if any)	
Conditions or reservations (if any)	

2.2 REQUESTED SUPPORT

Has the applicant requested, applied or are awaiting confirmation relating to any external funding for the action?

☐ NO

☐ YES – Continue to the following table

DETAILS OF FUNDS REQUESTED - The applicant should indicate the details of the sponsors following the model below (add rows if necessary)	
Organisation/Entity Concerned 1	
Name of the organisation	
Official address	
E-mail address	
Requested amount	

V. DECLARATION BY THE APPLICANT

A. Declaration on honour of the applicant (grants > € 60 000)

The undersigned *insert name of the signatory of this for*:

☐ in *[his][her]* own name *for a natural person*

or

☐ representing the following legal person: *only if the applicant is a legal person*

full official name:

official legal form:

full official address:

VAT registration number:

authorised to represent the consortium, hereby requests from the Commission a grant of EUR with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action that is the subject of this grant application.

I certify that the applicants are not in one of the situations which would exclude them from receiving Union grants and accordingly

➤ declare that none of the applicants:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the Commission can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the action is to be implemented;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another grant award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.

➤ declare that the natural persons with power of representation, decision-making or control over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;]

➤ declare that the applicants:

- g) have no conflict of interests in connection with the grant; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the Commission, without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;
- i) have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the grant;
- j) provided accurate, sincere and complete information within the context of this grant award procedure.

In case of award of grant, the following evidence shall be provided upon request and within the time limit set by the Commission:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the applicant is a legal person and the national legislation of the country in which the applicant is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the applicant .

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the applicant is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the [Commission] [agency].]

I declare that the applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicants have the financial and operational capacity to carry out the proposed action.

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded a grant, the applicants accept the general conditions as laid down in the grant agreement.

Last name, first name:

Title or position in the consortium:

Signature [and official stamp] of the applicant:

Date:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by *[fill in the name of the entity acting as data controller]*. Details concerning the processing of your personal data are available on the privacy statement at the page: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

B. CHECK-LIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicant or any other document provided as guidance related to the programme concerned.	<input type="checkbox"/>
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form annexed.	<input type="checkbox"/>
Bank details have been included in the Bank Account Form.	<input type="checkbox"/>
CVs of the key staff involved in the project are attached	<input type="checkbox"/>
Balance sheets or extracts from balance sheets for the last year for which accounts have been closed have been included with the application form or Statement of assets and liabilities of the last financial year for which accounts were closed.	<input type="checkbox"/>
Profit and loss account for the last financial year for which the accounts have been closed has been included with the application form or Statement of expenditure and revenue of the last financial year for which accounts were closed.	<input type="checkbox"/>
Economic and financial capacity analysis form has been filled in and is attached.	<input type="checkbox"/>
The declaration on honour is duly filled in and signed.	<input type="checkbox"/>

Annex 1: Economic and financial capacity analysis form