



EUROPEAN COMMISSION

Education and Culture

Youth and Sport

Sport Unit

Call for proposals

CALL FOR PROPOSALS EAC/S03/2013

Preparatory Action: European Partnership on Sports

Guidelines for Applicants

1. INTRODUCTION – BACKGROUND

This call for proposals serves to implement the Preparatory Action European Partnership on Sports in accordance with the Commission Decision adopting the "2013 annual work programme on grants and contracts for the Preparatory Action - European Partnership on Sports and for the Special Annual Events" and in coherence with the objectives and priorities of the 2007 White Paper on Sport and the 2011 Communication on Developing the European Dimension in Sport.

The Commission department responsible for implementation and management of this action is the Sport Unit of the Directorate-General for Education and Culture.

2. OBJECTIVES – THEMES – PRIORITIES

The main objective of the Preparatory Action European Partnership on Sports for 2013 is to prepare future EU actions in this field, in particular in the framework of the Sport Chapter of the proposed Union Programme for Education, Training, Youth and Sport for 2014-2020 ("Erasmus for All").

Among other activities, the preparatory action will be implemented by testing the establishment and functioning of suitable networks and good practices which can serve as a basis for future actions in the field of sport.

This call for proposals will support transnational projects put forward by public bodies or not-for-profit organisations in order to identify and test suitable networks and good practices in the field of sport, in the following areas:

- (1) Strengthening of good governance and dual careers in sport through support for the mobility of volunteers, coaches, managers and staff of non-profit sport organisations.
- (2) Protecting athletes, especially the youngest, from health and safety hazards by improving training and competition conditions.
- (3) Promoting traditional European sports and games.

Area 1: Strengthening of good governance and dual careers in sport through support for the mobility of volunteers, coaches, managers and staff of non-profit sport organisations

Background: Good governance in sport and dual careers of athletes depend to a large extent on the activities of volunteers, coaches, managers and staff of non-profit sport organisations. The quality of good governance and dual careers varies greatly between Member States and individual sport organisations. Transnational mobility of volunteers, coaches, managers and staff can lead to the spreading of good practices. It is therefore important to test mobility schemes for these categories of people in the framework of cooperation agreements between sport and sport-related organisations.

Priority actions:

The call for proposals will support transnational projects focusing on learning mobility arrangements between organisations in the fields of good governance and dual careers in sport. The aim of the mobility arrangements is to increase skills and employability of people involved. Mobility arrangements should be part of a strategy or policy of the organisations involved and based on an agreement for (further) cooperation between organisations. Arrangements as part of strategies and policies in line with the EU Guidelines on Dual Careers of Athletes and general principles of good governance will get priority.

Specific training, sharing of on-the-job experience, exchanges of staff/volunteers or a combination of these tools should be part of the mobility arrangements. The duration of the activities abroad needs to be clearly motivated and match the objectives of the mobility arrangements between the organisations involved.

In particular, volunteers, coaches, members of sport performance teams, executive board members and staff of sport and sport-related organisations can be part of these arrangements.

Applications for individual mobility through individual grants will not be supported. The aim will be to test structured mobility as a tool for the implementation of transnational cooperation projects in the fields of good governance and dual careers in sport.

Indicative number of projects: 4 – 7. Indicative amount: €1,35 million.

Minimum size of the network: partners from at least five (5) EU Member States.

Area 2: Protecting athletes, especially the youngest, from health and safety hazards by improving training and competition conditions.

Background: Training conditions in elite sport, in particular for minors, can be so demanding that the physical and moral integrity of young sportsmen and sportswomen is jeopardised. Injuries and overtraining can be side-effects of sporting practice. It is

therefore important to support the exchange of good practices among sport stakeholders on measures intended to improve injury prevention and safety and security arrangements in the field of sport and to raise awareness of the protection of the health of athletes.

Priority actions:

Sport organisations and sport-related organisations are encouraged to look at how training and competition conditions can be improved from within. EU action in this field should enable actors in the field to learn from each other, across borders and across boundaries between sporting disciplines. The output of such collaborations could be training modules, teaching materials, new technical standards, conferences and other published output which can be shared with the entire field across the EU and across a wide spectrum of sport.

The call for proposals will support transnational projects aiming at the promotion of injury prevention and safety and security measures, including the exchange of information and good practice and/or common education/training initiatives and/or the development of standards.

Successful projects should include people with expertise in different fields such as sports practice (training, competitions, coaching, etc.), academic expertise as well as the ability to reach out to wider audiences.

Indicative number of projects: 3 – 5. Indicative amount: €0.8 million.

Minimum size of the network: partners from at least five (5) EU Member States.

Area 3: Promoting traditional European sports and games

Background: Europe is the cradle of well-known modern sports organised by worldwide governing bodies. While they represent a rich sporting and cultural heritage, they are only part of the fuller picture of sports and games. As UNESCO has continuously emphasised (see e.g., Declaration of Punta del Este, MINEPS III, 1999), traditional sports and games are part of the intangible heritage and a symbol of the cultural diversity of our societies. They are also an efficient means to convey values of solidarity, diversity, inclusiveness and cultural awareness.

Priority actions:

The call for proposals aims to test how European networking may contribute to counteracting the challenges experienced by traditional European sports and games (e.g. attraction of wider audiences; development of Europe's diverse cultural and sporting heritage).

The call for proposals will support transnational projects aiming at the exchange of information and good practice and/or common education/training initiatives and/or models/standards of good practice. Outputs may include conferences, training seminars and training camps, teaching materials, etc.

Projects with a focus on regional and/or local frameworks and projects involving cooperation between traditional and mainstream sports would be welcome.

Indicative number of projects: 2 – 4. Indicative amount: €0.5 million.

Minimum size of the network: partners from at least five (5) EU Member States.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	April 2013
b)	Deadline for submitting applications	19 July 2013
c)	Evaluation period	September 2013
d)	Information to applicants	October 2013
e)	Signature of grant agreements	November 2013
f)	Starting date of the projects	1 January 2014

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at 2.650.000 EUR.

The Commission expects to fund approx. 15 proposals.

The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form available at http://ec.europa.eu/sport/preparatory_actions/eac-s03-2013_en.htm.
- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Eligible applicants are limited to

- Public bodies;
- Not-for-profit organisations.

Applicants must

- Have a legal status;
- Have their registered head offices in one of the EU Member States.

Natural persons may not submit applications under this call for proposals.

In order to demonstrate its existence as a legal person, the applicant must provide the following documents:

Private company, association, etc.:

- Financial Identification Form, duly completed and signed (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm),
- Legal Entity Form, duly completed and signed (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
- and the extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- Financial Identification Form, duly completed and signed (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm),
- Legal Entity Form, duly completed and signed (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and the legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

Only applications from legal entities established in the Member States of the European Union are eligible. The network must be composed of an applicant and at least four partner organisations, each of them registered in another Member State of the EU.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,

Natural persons are not eligible.

6.2. Eligible activities

Activities must start between 1 January 2014 and 31 March 2014.

Activities are to be completed by 30 June 2015.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals and available at http://ec.europa.eu/sport/preparatory_actions/eac-s03-2013_en.htm

In case of award of grant, the evidence listed in the declaration of honour by the applicant (see page 2 thereof) shall be provided upon request and within two weeks from the

receipt of the communication of the award of a grant. If the requested evidence is not submitted in due time, the Commission reserves the right to cancel the award of the grant.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour and,

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

On the basis of the documents submitted, if the RAO considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation;
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;

9. AWARD CRITERIA

Eligible projects will be assessed against the following award criteria:

- (1) Quality of the proposed activities [0 – 23]:
 - The compliance with the objectives of the call for proposals;
 - The thoroughness of the methodology;
 - The overall coherence of the activity programme;
 - The quality and innovative character of the proposed outputs.
- (2) Ability to attract private third-party funding for the proposed activities [0 – 7]. Where third-party private funding co-finances the project's eligible costs, three percentage points of third-party private funding will translate in an additional award point, the maximum being 7 points for proposals having 21% or more third-party private funding. The private third-party funding shall be additional to the minimum 20% of own funding and shall result in a corresponding reduction of the EU co-financing percentage;
- (3) Strength and relevance of the network [0 – 5];
- (4) Dissemination and exploitation strategy [0 - 5];
- (5) Long-lasting impact (sustainability) [0 - 5];
- (6) European added value [0 - 5].

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties. Two copies of the original agreement must be signed by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties (see point 9.2.).

In-kind contributions are not allowed.

d) Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Implementation contracts/subcontracting

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding €60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹ or contracting entities in the meaning of Directive 2004/17/EC² shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

¹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

² Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

f) Financial support to third parties.

The applications may not envisage provision of financial support to third parties.

11.2. Funding forms

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

The EU grant is limited to a maximum co-funding rate of 80% of **eligible costs**.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ Eligible costs

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;
- The period of eligibility of costs will start as specified in the grant agreement or the grant decision.
- If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).
- they are indicated in the estimated budget of the action or work programme;
- they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs

directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices,
- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel,
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission,
- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;
- costs of financial support to third parties provided that the conditions laid down in the grant agreement or grant decision are met;
- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- value added tax ("VAT").

Eligible indirect costs (overheads)

- a flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

➤ **Ineligible costs**

- return on capital;

- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.
- others (in accordance with the relevant legal base).

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action/work programme ;
- the final financial statement of costs actually incurred.

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at

http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data 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, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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 the beneficiary 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)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Application forms are available at http://ec.europa.eu/sport/preparatory_actions/eac-s03-2013_en.htm.

³ European Union Official Journal L 39, of 10 February 2007.

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in three copies (one original clearly identified as such, plus two copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address:

European Commission

Directorate-General for Education and Culture – Sport Unit

J-70, 03/178

B-1049 Brussels,

Belgium

- by post, date as postmark;
- in person, date as receipt,
- by courier service, date of receipt by the courier service.

Applications sent by fax or e-mail will not be accepted.

Contacts

If you have any questions, please contact:

EAC-SPORT-PREPARATORY-ACTION@ec.europa.eu

Annexes:

- Application form
- Checklist of documents to be provided
- Model agreement
- Financial and technical report template