Standard Proposal template

Administrative forms (Part A)
Project description and implementation (Part B)

Version 1.0
20 June 2016

History of changes

Version	Date	Change	Page
1.0	20/6/2016	▪ First version	

Justice Programme

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

1 - General information

Topic	
Call Identifier	
Type of Action	
Deadline Id	
Acronym	
Proposal title*	*Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &
Duration in months	*Estimated duration of the project in full months.*
Free keywords	*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
o Objectives
o Activities
o Type and number of persons benefiting from the project
o Expected results
o Type and number of outputs to be produced
Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.
• Do not include any confidential information.
• Use plain typed text, avoiding formulae and other special characters.
If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the Justice Programme, Rights, Equality and Citizenship Programme, 7th Framework Programme, Horizon 2020 or any other EU programme(s)? ○ Yes ○ No

Declarations

1) The coordinator declares to have the explicit consent of all partners on their participation and on the content of this proposal. Or the single applicant confirms the content of this proposal.	☐
2) The information contained in this proposal is correct and complete. None of the actions foreseen in the proposal have started prior to the date of submission of the current application.	☐
3) The coordinator hereby declares that ○ he is fully compliant with the exclusion and eligibility criteria set out in the call for proposals/topic, and has the financial and operational capacity to carry out the proposed actions. He also declares that ○ each partner has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and they have the financial and operational capacity to carry out the proposed action. Or the single applicant declares that ○ he is fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and has the financial and operational capacity to carry out the proposed actions.	☐
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

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.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed 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. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the privacy statement. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time..

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 – 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the Privacy statement for the EDES Database).

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List of participants

#	Participant Legal Name	Country
1		

2 - Administrative data of participating organisations

PIC	***Legal name***

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body .... unknown

Non-profit .... unknown

International organisation .... unknown

International organisation of European interest .... unknown

Secondary or Higher education establishment .... unknown

Research organisation .... unknown

Legal person .... unknown

NACE Code: -

Department(s) carrying out the proposed work

Department 1

Department name

☐ not applicable

☐ Same as organisation address

Street *Please enter street name and number.*

Town

Postcode

Country

Proposal ID	*Acronym*	*Short name*

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex ◯ Male ◯ Female

First name

Last name

E-Mail

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

Department *Please indicate the department of the Contact Point above in the organisati*

☐ Same as organisation

☐ Same as organisation address

Street

Town

Post code

Country

Website

Phone 1 *+xxx xxxxxxxxx*

Phone 2 *+xxx xxxxxxxxx*

Fax *+xxx xxxxxxxxx*

Proposal ID *Acronym* *Go to*

3 - Budget for the proposal

Maximum reimbursement rate for the call
80,00

			Estimated eligible costs								Estimated income		EU contribution
No	Name of Beneficiary	Country	A Direct personnel costs /€	B.1 Direct travel costs	B.2 Direct subsistence costs	C Direct costs of sub-contracting /€	D Direct costs of providing financial support	E Other direct costs	F Indirect costs /€ Max 7% of direct costs (sum of budget categories A-E)	G Total costs/€ (A)+(B)+(C)+(D)+(E)+(F)	H Receipts	I Other income (G-H-J)	J Requested EU contribution / €
1			0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00
Total			0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00

Requested reimbursement rate % K Requested EU contribution / Total costs	Requested indirect cost flat-rate % L Average indirect costs (F) of participants (max. 7 %)
0,00	0,00

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE AND CONSUMERS

Directorate A
Unit A4: Programme management

JUST/2016/ACTION GRANTS

PART B - SUBMISSION TEMPLATE

PROJECT DESCRIPTION AND IMPLEMENTATION

Proposal number:	
Proposal acronym:	

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

PART 1 – GENERAL DESCRIPTION OF THE PROJECT AND APPLICANT ORGANISATION

1.1. Abstract *(max. 2000 characters)*

Describe briefly the project's objectives, its activities, the type and number of persons who will benefit from the project, the expected results and the type and number of outputs to be produced. The type and number of outputs should be in line with the "Indicators" excel sheet that is to be provided as an Annex 3 to this application. See also point 1.11 below.

This part should be identical to the abstract provided in Part A.

***Note**: You are requested to include information under all headings mentioned below and to respect the limit of 2000 characters indicated above. If your proposal is written in a language other than English, please include an English version of this abstract under point 1.17 of this document.*

Objectives

-

-

Activities

-

-

Type and number of persons benefiting from the project

-

-

Expected results

-

-

Type and number of outputs to be produced

-

-

1.2. Definition of the problem, needs assessment and objectives of the project

What are the problems and/or the current situation? Which are the needs that the project aims to address?

In relation to these problems and needs, what are the major objectives that the project should attain? Who are the target group(s) of your activities and why were they chosen?

Note:
You are expected to provide here a needs assessment for your proposed activities. Such needs assessment should include relevant and reliable data and should contain a robust analysis clearly demonstrating the need for the action. The applicant can refer to existing research, studies, previous projects which had already identified the need. The needs assessment must make it clear to what extent the action will meet the need and this shall be quantified. You are requested to be specific and focus on the actual needs that your project will aim to address and not limit the analysis to general statements and information about the problems and needs of the target group in general.

…

1.3. Relevance and justification *(max. 4000 characters)*

How does your project address the call priority under which you are applying? What is the project's contribution in this area?

What are the innovative aspects of the project?

…

1.4. Expected results *(max. 4000 characters)*

What are the expected results of the project? Who will benefit from these results and how?

How will the target groups of the project benefit concretely from the project results and what shall change for them?

How will these results contribute to achieving the objectives of the call priority under which you are applying?

Note:
Results are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness). Results must be distinguished from outputs, which are produced with the resources allocated to the project, e.g. training courses, conferences, leaflets.

…

1.5. European added value *(max. 2000 characters)*

What is the project's added value at European level?

How will you ensure that the project methodology and/or outputs and/or results will be transferable at European level?

Note: *European added value of actions, including that of small-scale and national actions, shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.*

…

1.6. Methodology

Outline the approach and methodology. Explain why this is the best approach to attain the objectives and the proposed results.

Explain the structure and complementarity of the workstreams.

…

1.7. Timeline by workstream *(max. 2000 characters)*

Provide in a structured manner the timing of the activities per Workstream by using, for instance, a Gantt chart.

…

1.8. The partnership and the core project team *(max. 4000 characters)*

Describe the partnership of organisations implementing the project (applicant, partners). Explain how the partners were selected, and why is this partnership the best to attain the objectives of the project. Describe the value of the partnership, its strengths/weaknesses, the organisational arrangements within the partnership and how you will ensure coordination within the partnership.

Introduce the persons of the core project team and list the CVs (to be attached to the application) of the key people working in the project (project manager, financial manager and the key experts).

…

1.9. Subcontracting *(max. 2000 characters)*

If applicable, explain the reasons for any subcontracting in your project.

…

1.10. Monitoring of the project implementation; risks and measures to mitigate them *(max 2000 characters)*

How will you ensure that the project is implemented as planned and what methods will you use to monitor its progress?

What are the potential risks and what action do you plan to undertake to mitigate them?

…

1.11. Evaluation of the project activities, outputs and results *(max. 2000 characters)*

How will the project activities, the outputs and the results be evaluated, and by whom?

Explain which quantitative and qualitative indicators you propose to use for the evaluation of the reach and coverage of project activities and project results.

Explain what data will be collected, according to what method and at what moments, including feedback from project participants (satisfaction surveys, evaluation forms, etc).

How will findings be analysed and reported and how will they be used.

Note*: For the evaluation of the activities you will be requested to use the participation evaluation questionnaire to be provided by the Commission.*

You must identify which indicators you will use from the list provided in the Indicators excel sheet and include them in the indicators of your project. You will be asked to report on those indicators as part of the project's Final Report.

Where relevant, data must be disaggregated by gender and by age.

…

1.12. Dissemination strategy and communication tools

How do you plan to disseminate (actively spread) information about the project, its activities and its results? Please specify in particular:

- **Communication needs and objectives**: What are the communication needs and objectives of the project?
- **Target groups and multipliers**: What are the target groups? Which stakeholders or other organisations could possibly be supporters and multipliers of the communication activities?
- **Key messages:** Which messages will the activities convey in order to meet the communication objectives?
- **Distribution channels/tools:** Which communicationchannels/tools will be used to convey the messages to your target groups and multipliers?
- How will your dissemination strategy facilitate further use and transferability of the project results?

…

1.13. Sustainability and long-term impact of the project results *(max. 2000 characters)*

What is planned as follow-up of the project after the financial support of the European Union has ended? How will the sustainability of the project's results be assured? Are the project results likely to have a long-term impact? How?

Note*: In this part you should not list activities or outputs of your project, but you should focus on the expected long-term impact of your project. The long-term impact refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the project and may affect either the target groups of the project or other groups falling outside the boundary of the project, who may be winners or losers.*

…

1.14. Ethical issues related to the project *(max. 2000 characters)*

Describe any ethical issues which you could come across during the implementation of your project, including with regard to interactions with target groups or persons benefiting from the project, and present your strategy to address them**.**

…

1.15. Mainstreaming *(max. 2000 characters)*

How do you plan to ensure mainstreaming of equality between women and men and the rights of the child, and respect of the Charter of Fundamental Rightsin the activities of your project?.

…

1.16. IF APPLICABLE: Description of child protection policy *(max. 2000 characters)*

If the applicant and/or any of the partners work directly with/have contact with children, provide a description of the child protection policy of these organisations, covering the following topics:

- purpose of the child protection policy;
- application of the policy (applicable to which staff, in which situations);
- responsibility: who is responsible for ensuring that the policy is adhered to;
- description of recruitment and screening processes with regard to child protection policy (details of training on child

protection policy and rights of the child, screening, vetting (criminal background check). Preventing harm to children: processes exist to help minimise the possibility of children being abused by those in positions of trust.

…

1.17. IF APPLICABLE: English translation of the abstract *(max.2000 characters)*

…

PART 2 – DESCRIPTION OF WORKSTREAMS AND ACTIVITIES

In Part 2 describe in detail the activities that you will undertake in order to achieve the objectives you described in Part 1 of this document. This section is divided into several Workstreams (WS), i.e.: set of activities leading to a specific output that you wish to produce.

Any project will have a minimum of two WS: Workstream 0 with the management and coordination activities and Workstream 1 with outputs related to the objective of your project. (This does not imply that a project with just two WS will necessarily score low). The division should be logical and guided by the different identifiable results of an activity. The application form contains boxes for projects with up to 5 Workstreams (including management and coordination). If you think your project has more than 5 WS, please try to group them to be able to present them in the space provided.

Under each WS you should then enter an objective, list specific activities that you will undertake and list the expected outputs.

➤ Workstream 0 - Management and Coordination of the Project

Workstream 0 is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream. In such case, instead of splitting them across many workstreams, please enter and describe them in workstream 0. For this reason this workstream has a different layout, where you do not have to enter objectives and duration. Nevertheless, it will have its own outputs and corresponding budget.

I. Description of the work (activities)

Be specific, give a short name for each activity and number them.
Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1 2 …		

II. Output(s) of this workstream

List the outputs to be produced by this workstream.
Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.
Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1 2 …			

➤ Workstream 1: Title:

Duration in months:	Leading partner:

I. Objective(s) of this workstream

II. Description of the work (activities) Be specific, give a short name for each activity and number them. Indicate for each activity the partner, who will be responsible for its implementation.		
No.	Name and description of the activity	Partner
1 2 …		

III. Output(s) of this workstream List the outputs to be produced by this workstream. Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers. Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.			
No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1 2 …			

➤ Workstream 2: Title:

Duration in months:	Leading partner:
I. Objective(s) of this workstream	

II. Description of the work (activities) Be specific, give a short name for each activity and number them. Indicate for each activity the partner, who will be responsible for its implementation.		
No.	Name and description of the activity	Partner
1 2 …		

III. Output(s) of this workstream List the outputs to be produced by this workstream. Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers. Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.			
No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1 2 …			

➤ Workstream 3: Title:

Duration in months:	Leading partner:

I. Objective(s) of this workstream

II. Description of the work (activities)

Be specific, give a short name for each activity and number them.
Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1 2 …		

III. Output(s) of this workstream

List the outputs to be produced by this workstream.
Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.
Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1 2 …			

➤ Workstream 4: Title:

Duration in months:	Leading partner:

I. Objective(s) of this workstream

II. Description of the work (activities)

Be specific, give a short name for each activity and number them.
Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1 2 …		

III. Output(s) of this workstream

List the outputs to be produced by this workstream.
Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.
Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1 2 …			

PART 3 – INFORMATION CONCERNING OTHER GRANTS / PROCUREMENT

3.1 Grant applications or offers submitted under other grants/procurement procedures by the applicant to the EU institutions in the current year.

	Year	EU Programme	Reference number and title	Applicant/ Partner	AMOUNT (EURO)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

3.2 EU Grants or contracts awarded to the applicant in the last 4 years.
Any project or contract that has been awarded funding from a European institution in the last 4 years should be listed. This includes awards under grants/procurement procedures.

	Year	Name of EU programme	Title and reference of project (if applicable)	Amount received by applicant during the year of the latest certified accounts	Total amount of award[1]	Project webpage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

[1] If the funding was awarded to a partnership, only the amount awarded to the applicant should be noted.