



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EDUCATION, YOUTH, SPORT AND CULTURE
Culture and creativity
Cultural Policy

CALL FOR PROPOSAL – EAC/S10/2018

Pilot project "Protecting the Jewish cemeteries of Europe: A full mapping process with research and monitoring and individual costed proposals for protection"

GRANT APPLICATION FORM

(Multibeneficiary)

PROGRAMME CONCERNED
EAC/S10/2018
SUMMARY OF THE APPLICATION
Title: Protecting the Jewish cemeteries of Europe: A full mapping process with research and monitoring and individual costed proposals for protection
Identity of the <i>[Option 1: Applicant No1] — [Option 2: Coordinator]:</i>
Summary of the action:
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 https://ec.europa.eu/programmes/creative-europe/calls_en

Please make sure that your application:

- 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.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

No information will be published for scholarships, aid to natural persons and other direct support paid to natural persons in most need.

I. INFORMATION ON THE APPLICANTS**1 REFERENCES OF THE APPLICANTS**

1.1 [Option 1: Applicant No1] — [Option 2: Coordinator]

1.1.1 IDENTITY OF THE APPLICANT

Official name in full:

Acronym:

(if applicable)

Official legal form:

(Not applicable if the applicant is a natural person)

Legal personality¹:

(Reply by "YES" or "NO").

(In case you answered with "NO"):

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

Place of establishment or registration:

(Address and country)

Entity registration number:

(Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.)

VAT number (if applicable):

The legal details are attached in the Legal Entity Form. The forms can be downloaded on the Europa website at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

1.1.2 CONTACT DETAILS

Street address:

Postcode:

City:

Region (if applicable):

Country:

¹ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising officer will not be held responsible in the event that it cannot contact an applicant.

1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.2 Applicant No 2 (Repeat this part as often as is required to include all applicants).

1.2.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym: (if applicable)
Official legal form: (Not applicable if the applicant is a natural person)
Legal personality ² : (Reply by "YES" or "NO") (In case you answered with "NO"):

² Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:
Place of establishment or registration: (Address and country)
Entity registration number: (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent)
VAT number (if applicable):

The legal details are attached in the Legal Entity Form. The forms can be downloaded on the Europa website at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

1.2.2 CONTACT DETAILS	
Street address:	
Postcode:	
City:	
Region (if applicable):	
Country:	
Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	

Telephone:	Mobile:
Fax:	
E-mail address:	

2 BANK DETAILS

The bank details are attached in the Bank Account Form (BAF). The forms can be downloaded on the Europa website at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

3 PROFILE OF THE APPLICANTS

3.1 [Option 1: Applicant No1] — [Option 2: Coordinator]

PROFILE OF THE [APPLICANT No1] [Coordinator] — GENERAL AIMS AND ACTIVITIES

[Year of foundation]:

The entity shall state his legal status by ticking one or several options

- | | |
|---|---|
| <input type="checkbox"/> Public body | <input type="checkbox"/> International Organisation |
| <input type="checkbox"/> Non-profit making organisation | <input type="checkbox"/> Social Partner |
| <input type="checkbox"/> Educational and training establishment | <input type="checkbox"/> Research Centre/Institute |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> SME |
| <input type="checkbox"/> Natural Persons | |

The [applicant No1] [Coordinator] should provide a short description of the organisation/group/consortium including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call.

3.2 [Applicant No 2] (Repeat this part as often as is required to include all applicants)

PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES

[Year of foundation]:

The entity shall state his legal status by ticking one or several options

<input type="checkbox"/> Public body	<input type="checkbox"/> International Organisation
<input type="checkbox"/> Non-profit making organisation	<input type="checkbox"/> Social Partner
<input type="checkbox"/> Educational and training establishment	<input type="checkbox"/> Research Centre/Institute
<input type="checkbox"/> Others (please specify)	<input type="checkbox"/> SME
<input type="checkbox"/> Natural Persons	

4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS

4.1 [Option 1: Applicant n.1] — [Option 2: Coordinator]

4.1.1 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

4.1.2 APPLICANT’S MANAGEMENT

List the members of the applicant’s administrative board or equivalent body, specifying their profession and position (insert rows if necessary)

Member	Profession/Position

4.2 [Applicant n. 2] (Repeat this part as often as is required to include all applicants)

4.2.1 APPLICANT’S STRUCTURE

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

Organisation/Natural person	Proportion held

4.2.2 APPLICANT'S MANAGEMENT

List the members of the applicant's administrative board or equivalent body, specifying their profession and position (insert rows if necessary).

Member	Profession/Position

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

1.1 [Option 1: Applicant No1] — [Option 2: Coordinator]

OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT

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.

[If appropriate the following could be used:]

Name of the applicant:				
Project title:		Sector		
Location of the action	Amount of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Budgetary share in the project	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action				

1.2 Applicant No2 (Repeat this part as often as is required to include all applicants)

OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT

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.

[If appropriate the following could be used:]

Name of the applicant:

Project title:		Sector		
Location of the action	Amount of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Budgetary share in the project	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action				

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 shall certify the accounts for the last financial year available.

This does not apply to public bodies or international organisations.

2.1 For the applicant coordinator

PROOF OF FINANCIAL CAPACITY OF THE APPLICANT COORDINATOR

The financial capacity will be assessed based on the following methodology and its annexes: http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants-2016_en.htm.

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

Since for the grant the pre-financing value will be less than EUR 600 000, proof of financial capacity is constituted by a declaration on the honour by the grant applicant (see Annex "Declaration on honour").

2.2. For the applicants co-beneficiaries

PROOF OF FINANCIAL CAPACITY OF THE APPLICANTS CO-BENEFICIARIES

Applicants should provide the following document as evidence of their financial capacity: the declaration on the honour by each grant applicant (see Annex 1 Declaration on the honour)

2.4 GUARANTEES GRANTED BY THIRD PARTIES

(applicants should state whether there are any guarantees 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

Title: Protecting the Jewish cemeteries of Europe: A full mapping process with research and monitoring and individual costed proposals for protection

Reference: EAC/S10/2018

1. Please describe the extent to which the proposal addresses the priorities of the action and contributes to attain its planned activities and objectives.

Describe the general and specific objectives that the action aims to achieve:

In line with the Terms of Reference of the Call for Proposals EAC/S10/2018, 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, milestones to assess the project's achievements and expected impacts.

Describe the action (on the basis of the main activities planned) and where it will be implemented

Please see the Terms of Reference of the Call for Proposals EAC/S10/2018

2. Please describe The extent to which the proposed action is able to cover the countries targeted by the pilot project as well as various stakeholders (local authorities, NGOs, educational institutions, youth organisations, etc.).

3. Please describe in particular how the activities proposed and the methodology would contribute to achieving the objectives, the quality of learning activities and sustainability.

In line with the Terms of Reference of the Call for Proposals EAC/S10/2018, Applicants need to describe in detail the activities proposed, the methodology to achieve the objectives and the policy learning activities.

In addition, proposals should also contain information about the promotion and visibility of the project. The applicant should also explain how sustainability will be secured once the action has been completed (see Call for proposals EAC/S10/2018)

4. Please describe how the proposal intends to organize, coordinate and implement the various aspects of the proposed activities

Methodology to be followed/project implementation

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. In case of financial support to third parties the applicant should specify the different types of activity, the definition of the persons or categories of persons which may receive such financial support and the criteria to give it and the maximum amount.

If the applicant decides to subcontract, it should be explained which part of the action will be subcontracted (list of main activities to be carried out) as well as which activities will be undertaken by affiliated entities (if applicable). It is reminded that sub-contracting must be in accordance with the provisions Article 11.7.c),, f.ex. subcontracting should not cover core tasks of the action, it must be demonstrated that recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation the the estimated costs of the subcontracting must be clearly identifiable in the estimated budget as well as the other conditions enumerated.

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.

2 PLANNED DURATION OF THE ACTION (in months):

Planned starting date: upon signature of grant agreement. The planned duration of the project shall be 18 months.

Applicants are asked to submit also a more detailed timetable for each stage of the action, with main dates and expected results:

TIMETABLE FOR EACH STAGE OF THE ACTION 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	etc.
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 before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was submitted or in the case of an operating grant, before the start of the beneficiary's budgetary year.

3 BUDGET

Estimated Budget – see Annex III

Applications must include a detailed estimated budget in balance in which all costs and contributions are given in euros using the Annex III Excel template form attached. Following the Excel table, personnel costs, man months etc. should clearly be specified, as well as the planned in-kind contributions (if applicable) and counterpart funds.

Applicants from countries outside the euro zone may the monthly rate published on the Commission's website at www.ec.europa.eu/budget/inforeuro/.

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION

Has the applicant or any of the affiliated entities received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?

NO

YES – Continue to the following table

APPLICATION, GRANT OR ANY OTHER EU FUNDING – To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary)

	Programme 1	Programme 2
Title of the action (or part of the action)		
Union Programme concerned		
Union Institution or Body/Agency to which the application was submitted or which took the award decision		
Year of award or application and duration of the operation		
Value of the application, grant or other funding		

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 is 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 table in the Annexe III Estimated Budget

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 address	
Estimated amount of funding to be provided for the operation	
Conditions or reservations for receiving the contributions (if any)	

2.2 REQUESTED SUPPORT

Has the applicant or an affiliated entity requested, applied or is awaiting confirmation relating to any external funding earmarked for the action?

NO

YES – Continue to the table in the Annexe III Estimated Budget

DETAILS OF FUNDS REQUESTED - The applicant should indicate the details of the requested funds following the model below (add rows if necessary)

Organisation/Entity Concerned 1	
Name of the organisation	
Official address	
Requested amount	

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your 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, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by: Directorate-General for Education, Youth, Sport and Culture, Directorate D – Culture and Creativity, Unit D.1 – Cultural Policy. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation³. For more information, see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

Annexes:

- Annex I Declaration of honour
- Annex II Mandate letters (if applicable)
- Annex III Budget template
- Annex IV List of previous projects
- Annex V List of CVs
- Other supporting documents to be provided where applicable: see checklist for applicants – e.g.:
 - Bank Account Form (BAF) – The forms can be downloaded on the Europa website at the following address:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm#fr
 - Legal Entity Form (LEF) - The forms can be downloaded on the Europa website at the following address:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm
 - Related statutory documents

³ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.