

Grant Application Form
for responding to the Call for Proposals Ref. ECFIN/A4/2011/014

http://ec.europa.eu/economy_finance/procurement_grants/grants/proposals/index_en.htm

Please return together with the required documentation before 16:00hrs on **19 December 2011** to:

European Commission
Directorate-General for Economic and Financial Affairs
Call for Proposals ref. ECFIN/A4/2011/014
Unit R2 Financial Management and Control
BU24 – 4/11
B – 1049 BRUSSELS

(Please use block capitals)

A. Administrative information on applicant

1. Official name in full :

Short name or acronym :

2. Official address in full :

:

:

:

3. Mailing address :

:

:

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Your grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) 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.¹ 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 Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these 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.

¹ Official Journal L 8, 12.1.2001.

4. Status / Legal entity : private body/institute
public body/institute
5. Registration No :
6. VAT No (or VAT exempted) :
7. Telephone No : country code..... No.....
8. Fax No : country code..... No.....
9. Internet site :
10. Name and position of person submitting
proposal :
E-mail address :
11. Name and position of person authorised:
to enter into legally binding commitments
on behalf of the applicant
12. Name and position of contact person :
for the surveys
E-mail address :

B. Joint proposal: (see point 4.7 of the Call for Proposals published in the Official Journal)

- Yes
No

In case of a joint proposal please provide us with:

1. the Grant Application Form filled by **each** participating member
2. a declaration identifying the member acting as co-ordinator, signed by **each** participating member

C. Country for which a proposal is made:

Iceland Luxembourg Malta
Montenegro Sweden

D. Survey(s) for which a proposal is made:

Investment Construction
Services Retail trade
Industry Consumer

E. Languages in which the candidate is qualified to work:

English French German
Other(s) please specify:

F. Subcontracting involved: (see point 4.6 of the Call for Proposals published in the Official Journal)

Yes
No

Please specify **share of work subcontracted:** %

In case the amount of the services executed is equal to or exceeds 50% of the tasks, the subcontractor must provide all the necessary documents for assessing the applicant's proposal as a whole with regard to the exclusion, selection and award criteria.

Please specify **total cost of work subcontracted:** EUR

In case subcontracting exceeds EUR 60,000.00, the applicant will have to document, once selected, that the subcontractor has been chosen on the best price-quality ratio basis.

G. Co-financing by third parties involved:

Yes
No

Please supply a letter of formal commitment with amount of co-financing, duly signed by the external sponsor(s).

H. Skill areas: (see point 6.2 of the Call for Proposals published in the Official Journal)

<input type="checkbox"/> At least three years proven experience in preparing and carrying out surveys	Years experience :
<input type="checkbox"/> Proven experience in compliance with the methodology of the Joint Harmonised EU Programme of BCS	Yes / No
<input type="checkbox"/> Capacity to complete the survey and to deliver the data in due time each month or if appropriate each quarter (e.g. on the basis of resources at its disposal and of evidence of relevant experience)	Yes / No

Please attach evidence of competence per area.

I. Documents to be supplied:

Please supply one signed original and three copies, not stapled nor bound, of all the documents requested (see also point 8 of the Call for Proposals published in the Official Journal):

Administrative proposal

- The standard grant application form.
- The standard legal entity form.
- The standard financial identification form.
- The standard declaration of honour (with respect to the exclusion criteria).
- A standard declaration form indicating willingness to sign the framework partnership agreement and specific grant agreement.
- The standard declaration concerning publication, release and use of data in relation to the European Commission's business and consumer surveys.
- The organisation chart with the names and positions of the management and of the operational service responsible for the survey(s).
- The balance sheets and profit and loss accounts, certified by auditors, from the last two financial years for which the accounts have been closed.
- A declaration identifying the member acting as co-ordinator, signed by each participating member, in case of a joint proposal.

Technical proposal

- A description of the activities: qualifications, scope and duration of experience in the requested skill areas (see also point H).

- A detailed description of the operational organisation for carrying out the surveys: infrastructure, facilities, resources and qualified staff, including concise cv's of the staff assigned to the project.
- A sample questionnaire in English as well as in the language in which the survey will be conducted.
- A detailed description of the survey methodology (see the standard form on survey methodology): sampling method, sampling error, targeted sample size, coverage rate, targeted response rate, etc.
- The standard form regarding subcontracting, if applicable.

Financial proposal

- A duly completed and detailed standard budget statement (in euro and exclusive of VAT)), covering a period of 12 months, for each survey, containing a financing plan for the action and a detailed breakdown of the estimated total and unit eligible costs for conducting survey(s), including subcontracting costs. For non-public bodies this budget may exceptionally include VAT provided that a certificate issued by the appropriate tax authorities certifies that the beneficiary is unable to recover VAT. For public bodies, VAT is never eligible.
- A signed document certifying the financial contribution(s) from external organisation(s)/sponsor(s) (co-financing), if applicable.

I hereby declare on my honour that the information contained in this grant application form is completely truthful and accurate.

Date:

Name and position:

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Signature: