

ANNEX 1a
GRANT APPLICATION FORM
Thematic Touristic Routes on Underwater Cultural Heritage

This application form and templates and the documents to be included in the application have to be sent to the Executive Agency for Small and Medium Enterprises.

The paper versions of applications, which legally constitutes the application, must be submitted in a sealed envelope by registered mail, by courier service or by hand-delivery to the address indicated below:

Post	Courier service/ Hand delivery
European Commission EASME Ref.: EASME/EMFF/2015/1.2.1.8 Unit A3 – EMFF MADO 32/061 B-1049 Brussels BELGIUM	European Commission EASME Ref.: EASME/EMFF/2015/1.2.1.8. Unit A3 – EMFF Mail Service Avenue du Bourget 1 B-1140 Bruxelles BELGIUM

All the section in this application form should be completed. Please mention if a section is not applicable.



DECLARATION OF CONFORMITY

I, THE UNDERSIGNED, HEREBY DECLARE THAT THE ATTACHED INFORMATION IS ACCURATE AND IN ACCORDANCE WITH THE FACTS

NAME/ FIRST NAME:

TITLE OF POSITION IN THE APPLICANT ORGANISATION:

PLACE AND DATE:

.....

(Signature and official stamp of the applicant)

PROGRAMME CONCERNED
Implementation of the European Maritime and Fisheries Fund Work Programme 2015
Action 1.2.1.8 – Thematic touristic routes on underwater cultural heritage

REFERENCE NUMBER OF THE CALL FOR PROPOSALS
EASME/EMFF/2015/1.2.1.8
SUMMARY OF THE APPLICATION
Title:
Identity of the Coordinator:
Brief Summary of the action (Max. 1 page):
Duration (in months):
Requested amount (in €):

Before filling in this form, please read carefully the relevant Terms of Reference and its annexes.

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 APPLICANTS

1 REFERENCES OF THE APPLICANTS

1.1 Coordinator:

1.1.1 IDENTITY OF THE COORDINATOR

Official name in full:

Acronym:
(if applicable)

Official legal form:

Legal capacity:

(Applicant's capacity — to constitute a party in court proceeding — 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)

Company 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 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 annex the Legal Entity Form¹.

1.1.2 CONTACT DETAILS

Street address:

Postcode:

City:

Region (if applicable):

Country:

Telephone:

Mobile:

Fax:

E-mail address:

Website:

1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL

Family name:

First Name:

Position/Function:

Telephone:

Mobile:

Fax:

E-mail address:

¹ Legal Entity Form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

1.1.4 LEGAL REPRESENTATIVE (AUTHORISED TO SIGN THE CONTRACT)	
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:	

1.2 Applicant No. X²:

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 capacity ³ : (Applicant's capacity — to constitute a party in court proceeding — 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)
Company 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 the applicant is not subject to VAT, this must be justified in the light of the applicable national legislation)

The legal details to be completed in the Legal Entity Form⁴..

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

² Repeat this part as often as required to include the number of partners of the partnership.

³ Please note that a lack of legal capacity does not constitute grounds for rejecting a grant application (Article 114(2) (a) of the Financial Regulation without prejudice to the basic act).

⁴ Legal Entity Form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Website:

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 (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 to be completed in the Financial Identification Form⁵.

3 PROFILE OF THE APPLICANTS

3.1 Coordinator:

PROFILE OF THE COORDINATOR — 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

⁵ Financial Identification Form:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

<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.

3.2 Applicant No. X⁶:

1.3 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES
<i>Year of foundation:</i>
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 APPLICANTS
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4.1 Coordinator:

4.1.1 COORDINATOR'S STRUCTURE								
List the organisations and/or natural persons holding capital or shares in the coordinator, where appropriate specifying the proportion held (insert rows if necessary)								
<table border="1"> <thead> <tr> <th>Organisation/Natural person</th> <th>Proportion held</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Organisation/Natural person	Proportion held						
Organisation/Natural person	Proportion held							
4.1.2 COORDINATOR'S COMPOSITION								

⁶ Repeat this part as often as required to include the number of partners of the partnership.

List the members of the coordinator's administrative board or equivalent body, specifying their profession and position (insert rows if necessary)	
Member	Profession/Position

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

Where applicable:

4.1.4 OTHER AFILIATED ENTITIES	
List legal entities having a legal or capital link with the coordinator (insert rows if necessary)	
Entity	Nature of the organization and legal or capital link with the coordinator

4.2 Applicant No. X⁷:

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 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

⁷ Repeat this part as often as required to include the number of partners of the partnership.

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4.2.3 SHARES	
List the shares held in other organisations — if any — (insert rows if appropriate)	
Organisation	Share held

Where applicable:

4.2.4 OTHER AFILIATED ENTITIES	
List legal entities having a legal or capital link with the applicant (insert rows if necessary)	
Entity	Nature of the organization and legal or capital link with the applicant

II. OPERATIONAL AND FINANCIAL CAPACITY

1. OPERATIONAL CAPACITY

In compliance with the selection criteria set for applicants, under section 8 of this Call for Proposals, applicants must demonstrate the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

In this respect, each of the applicants has to submit the supporting documents indicated in the section 8 of the Call for Proposals. The EASME may request further supporting documents to confirm the operational capacity.

2. FINANCIAL CAPACITY

In compliance with the selection criteria set for applicants under section 8 of this Call for Proposals, applicants must demonstrate stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

In this respect, each of the applicants has to submit the supporting documents indicated in the section 8 of the Call for Proposals. The EASME may request further supporting documents to confirm the financial capacity.

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:</p> <p>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 action's achievements and expected impacts.</p>
<p>b) Describe the action (taking into account the specific objectives specified under section 2 of the Call text) and where it will be implemented. The action should be divided into clearly defined work packages. The role of the Coordinator; each partner, and if relevant, affiliated entity should be clearly described. The pilot-test put in place should also be described here.</p>
<p>c) Methodology to be followed:</p> <p>Applicants 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. Applicants should also explain how they intend to distribute the tasks among themselves.</p>
<p>d) Expected results and their use:</p> <p>Applicants should specify the benchmarks or deliverables which they intend to employ to achieve the expected results and targets and how they will be used and disseminated.</p>

e) Action management and implementation contracts:

Applicants should provide a detailed description of the organisation of the action and of the implementation phase, specifying arrangements for monitoring, supervision and risk management. They should also explain which part of the action might be subcontracted (list of main activities, or works to be carried out).

f) Arrangements for monitoring/supervision of the action and any risks involved in its implementation:

Applicants should explain how the action will be supervised. They should refer to risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they will be mitigated.

g) Sustainability of the action's achievements:

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).

2 PLANNED DURATION OF THE ACTION (in months):**Planned starting date:**

2.(a) 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)
Alternatively a planning chart -e.g. Gantt chart- might be used. Please make sure all the activities / action components specified under section 2.3 of the Terms of Reference (as in section III.1.b of this Application Form) are scheduled in detail. Please repeat number of semesters, months and activities as necessary.

Activity/Action Component	Semester 1						Semester X					
	Month 1	2	3	4	5	6	7	8	9	10	11	X
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 Agency where applicants demonstrate the need to start the action before the agreement is signed, expenditure eligible for financing may not have been incurred before the grant application was lodged.

3 BUDGET**3.1 Estimated Budget - Annex 1**

Applications must include a detailed estimated budget in balance in which all costs are given in euros. Applicants from countries outside the euro zone may use either the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application, or the monthly rate published on the Commission's website at: www.ec.europa.eu/budget/info_contracts/infoeuro_en.cfm.

Summary (in €)

- a) Eligible costs:
- b) Total costs:
- c) Requested Union Funding:
- d) Rate of funding requested:

Please provide here with detail of the main costs to be incurred and their need in the context of the action: e.g. personnel tasks, nature of the equipment to be purchased, detail of the travelling costs, etc. please pay particular attention to the financial provisions in Section 11 of the Call for Proposals.

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 IN PREVIOUS YEARS

Have any of the applicants 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 2 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		
Name of the applicant who has obtained the grant, contract or loan.		

1.2 CURRENT YEAR

Have any of the applicants 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		
Name of the applicant who has applied for grant/contract/loan.		

LEGAL NOTICE

Applicant must inform the EASME 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

Have any of the applicants already received confirmation relating to any external funding for the action?

NO

YES — Continue to the following table

The applicant must submit a letter confirming the financial contribution awarded or any other proof thereof, signed by each third party.

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	
Person responsible who has signed the commitment letter (name/first name, title or position)	
Estimated amount of funding to be provided for the operation	
Pre-allocation of funding (if any)	
Conditions or reservations (if any)	
Applicant who has received the contribution	

2.2 REQUESTED SUPPORT
<p>Have any of the applicants requested, applied or are awaiting confirmation relating to external funding for the action?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES - Continue to the following table</p>

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	
Applicant who has requested the funding	

V. DECLARATION OF HONOUR BY THE APPLICANT

The undersigned: _____

representing the following legal person:

full official name:

official legal form:

full official address:

VAT registration number:

hereby requests from the EASME 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 the applicant has not received any other Union funding to carry out the action that is the subject of this grant application.

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

➤ declare that the applicant:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not 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 not been guilty of grave professional misconduct proven by any means which the EASME can justify including by decisions of the European Investment Bank and international organisations;
- d) is 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 not 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 not 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 applicant:
- g) has 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 EASME without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has 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 EASME:

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 EASME.

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

I certify that the applicant has 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 applicant accepts 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 EASME. 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 2014/792 of 13.11.2014 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)

VI INVOLVEMENT OF THIRD PARTIES IN THE PROJECT

Contracts for implementing the project

Reasons must be given for contracting out implementation work.

➤ **Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest. Any special rules in this connection contained in any other document governing the grants concerned must be complied with.**

The information below must be given for each contract covering a heading or sub-heading of the costs of the action concerned:

(add further sheets if necessary)

- Tasks involved:
- Reasons for contracting out implementation work:
- Selection procedure:
- Contractor's official name (if known):
- Percentage of total costs to be outsourced:

CHECKLIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate, in accordance with the Call for Proposals.	<input type="checkbox"/>
The financial capacity table has been duly completed and is attached to this application form	<input type="checkbox"/>
For applicants with a grant value above EUR 60 000 that are not public bodies or international organisations, the profit and loss account, and the balance sheet for the past 2 years for which the accounts were closed are attached to this application form. For newly created entities complying with this criterion, the business plan might replace the above documents.	<input type="checkbox"/>
Declaration on honour and supporting documents for operational capacity (Section 8.2)	<input type="checkbox"/>
The estimated budget form has been duly completed and is attached to this application form.	<input type="checkbox"/>
Mandates from all applicants and affiliated entities are attached to this application form.	<input type="checkbox"/>
The Legal Entity Forms for all applicants and affiliated entities have been duly completed and are attached to this application form.	<input type="checkbox"/>
The Financial Identification Form has been duly completed by the coordinator and is attached to this application form.	<input type="checkbox"/>
Declarations of honour from all applicants and affiliated entities are attached to this application form.	<input type="checkbox"/>
Letters of commitment by co-financiers have been duly completed and are attached to this application form.	<input type="checkbox"/>
For consortia without public authority as a member: letters of support delivered by public national or regional governmental authority (Section 6.2.3)	<input type="checkbox"/>