

ANNEX 1a
GRANT APPLICATION FORM
EASME/EMFF/2016/1.2.1.6
Maritime Spatial Planning (MSP)

This application form, together with the documents to be included in the application, have to be sent to the Executive Agency for Small and Medium-sized Enterprises (EASME).

The paper version of the application, 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:

By post

European Commission
EASME
Unit A3 – EMFF
Ref.: EASME/EMFF/2016/1.2.1.6
Place Madou 1
B-1049 Brussels
BELGIUM

By courier service/ hand delivery

European Commission
EASME
Unit A3 – EMFF
Ref.: EASME/EMFF/2016/1.2.1.6
Mail Service
Avenue du Bourget 1
B-1140 Bruxelles
BELGIUM

All the sections 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 (COORDINATOR):

PLACE AND DATE:

.....

(Signature and official stamp of the applicant)

PROGRAMME CONCERNED
Implementation of the European Maritime and Fisheries Fund Work Programme 2016 Action 1.2.1.6 – Maritime Spatial Planning

REFERENCE NUMBER OF THE CALL FOR PROPOSALS
EASME/EMFF/2016/1.2.1.6
SUMMARY OF THE APPLICATION
Proposal title:
Proposal acronym:
Name of the Coordinator:
Brief summary ¹ of the action (Max. 1 page):
Duration (in months):
Requested EU contribution (in €)
Total eligible costs (in €)

Before filling in this form, please read carefully the text of the Call for Proposals and its annexes.

An application will be accepted only if it:

- *is submitted on the correct form, completed in full, dated and signed;*
- *meets the submission arrangements set out in the call;*
- *is submitted by the deadline.*

¹ This summary may be published by the EASME in case the proposal is successful.

I. INFORMATION ON THE APPLICANTS

1. REFERENCES OF THE APPLICANTS

1.1 Applicant No. 1 (Coordinator):

1.1.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym: (if applicable)
Official legal form ² :
Legal personality ³ : (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:
Entity registration number ⁴ : (Not applicable if the applicant is a public-sector body)
VAT number (if applicable):

The legal details are to be completed in the Legal Entity Form⁵.

1.1.2 CONTACT DETAILS
Street address:
Postcode:
City:
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 he/she cannot contact an applicant.

² Not applicable if the applicant is a natural person

³ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

⁴ For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.

⁵ Legal Entity Form:

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

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 (AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.2 Applicant No. 2⁶ (Partner):

1.2.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym: (if applicable)
Official legal form ⁷ :
Legal personality ⁸ : (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:
Entity registration number ⁹ : (Not applicable if the applicant is a public-sector body)
VAT number (if applicable):

The legal details are to be completed in the Legal Entity Form¹⁰.

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

⁷ Not applicable if the applicant is a natural person

⁸ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

⁹ For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent

¹⁰ Legal Entity Form:

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

1.2.2 CONTACT DETAILS	
Street address:	
Postcode:	
City:	
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 he/she 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	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

2. BANK DETAILS
The account to be used for the action 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 Form¹¹ (to be completed only by the coordinator of the consortium).

¹¹ Financial Identification Form:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

3. PROFILE OF THE APPLICANTS

3.1 Applicant No. 1 (Coordinator):

3.1.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES	
<i>[Year of foundation]:</i>	
The entity shall state its legal status by ticking one or several options	
<input type="checkbox"/> Cluster organisation	<input type="checkbox"/> Business network organisation
<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"/> SME	<input type="checkbox"/> Company other than SME
<input type="checkbox"/> Natural Person	<input type="checkbox"/> Other (please specify)
The applicant should provide here a short description of the organisation/group, including affiliated entities, showing that they are active in the relevant field(s) as indicated in section 6.2.3 of the call for proposals. Where appropriate please include information on membership, with respect to the eligibility criteria indicated in the specific call.	

3.2 Applicant No. 2¹² (Partner):

3.2.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES	
<i>[Year of foundation]:</i>	
The entity shall state its legal status by ticking one or several options	
<input type="checkbox"/> SME	<input type="checkbox"/> Company other than SME
<input type="checkbox"/> Public authority	<input type="checkbox"/> International Organisation
<input type="checkbox"/> Cluster organisation	<input type="checkbox"/> Business network 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"/> Natural Person	<input type="checkbox"/> Other (please specify)
The applicant should provide here a short description of the organisation/group,	

¹² Repeat this part as often as required to include the number of partners of the partnership.

including affiliated entities, showing that they are active in the relevant field(s) as indicated in section 6.2.3 of the call for proposals. Where appropriate please include information on membership, with respect to the eligibility criteria indicated in the specific call.

4. INFORMATION ON THE GOVERNANCE OF THE APPLICANTS

4.1 Applicant No. 1 (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

Where applicable:

4.1.3 OTHER AFILIATED ENTITIES	
List legal entities having a legal or capital link with the applicant (insert rows if necessary) N.B.: This section should only declare affiliated entities that will request a financial contribution and will participate to the project.	
Entity	Nature of the organization and legal or capital link with the applicant

4.2 Applicant No. 2¹³ (Partner):

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).

¹³ Repeat this part as often as required to include the number of partners of the partnership.

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

Where applicable:

4.2.3 OTHER AFILIATED ENTITIES	
List legal entities having a legal or capital link with the applicant (insert rows if necessary). <u>N.B.:</u> This section should only declare affiliated entities that will request a financial contribution and will participate to the project.	
Entity	Nature of the organization and legal or capital link with the applicant

II. OPERATIONAL AND FINANCIAL CAPACITY

1. OPERATIONAL CAPACITY

Applicants must have the professional competencies as well as appropriate experience necessary to complete the proposed action. In this respect, each of the applicants has to submit a declaration on their honour and complete the following information for each applicant in accordance with requirements indicated in section 8.2 of the Call for Proposals:

1.1 Experience of applicants:

List of most relevant experience of the applicant (list of up to 3 activities per applicant i.e. projects, publications, products, services and/or other achievements of the organisation). (Max. 1/2 page per applicant, using the table below)

Description of experience/project	European, national, regional or local level	Year of finalisation	Website (for further information)

1.2 Technical equipment/ tools/ facilities/ patents

Where appropriate, a description of the technical equipment, tools or facilities and patents at the disposal of the applicant and relevant to the project.

The EASME may request further supporting documents to confirm the operational capacity.

2. 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 and to participate in its funding. In this respect, each of the applicants has to submit the supporting

documents indicated in section 8.1 of the Call for Proposals. The EASME may request further supporting documents to confirm the financial capacity.

N.B: On the basis of article 131(3) FR, public entities and international organisations are considered to have 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. For these entities, apart from the declaration of honour, no additional supporting documents are necessary.

III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

Please take due account of the expected objectives, activities, outputs and impacts defined in section 2 of the Call for Proposals. Consider also the award criteria in section 9 that explain how the quality of the proposal will be evaluated.

1. DESCRIPTION OF THE ACTION
Project title:
a) Objectives (max. 2 pages): Please provide a description of the general and specific objectives of the project and explain how they will contribute to the objectives set in the Call for Proposals. The objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity, specific and measurable).
b) General description of the action (max. 2 pages): Please describe the overall concept of the project (taking into account the objectives under section 2.1 of the Call for Proposals) and describe where it will be implemented. Please explain the relevance of the project and its added value. Please describe the current situation of the underlying need/challenge/opportunity/gap and describe the reasons for the chosen solution as proposed in the project proposal.
c) Expected results (max. 1 page): c.1) Please list the main expected results at the end of the project. The expected results must be concrete, realistic and <u>quantified</u> as far as possible. Expected results should not be the project's objectives, but they should be <i>outputs</i> and <i>quantified achievements</i> allowing it to reach the objectives. Note the minimum required outputs expected from any project defined in section 2.4 of the Call for Proposals. c.2) Please include a number of qualitative and/or quantitative indicators to measure the realisation of the expected results and impact of the project. The indicators should be closely linked to the objectives of the project, providing relevant information of what is expected to be achieved by the project as compared to the baseline to be set at the start of the project. Note that indicators measuring progress of the project (in terms of completion of tasks/outputs) are not sufficient to assess the impacts of the project and please refer to the expected impacts set in section 2.4 of the Call for Proposals).
d) Composition of the Consortium (max. 2 pages): Please explain the choice of the applicant organisations and how the consortium intends to distribute the tasks among themselves in order to meet the project objectives. The role of the coordinator and each partner should be clearly described.

e) Expected constraints and risks related to the project implementation and mitigation measures (max. 2 pages):

Please describe possible constraints and risks involved in the project implementation, how they might affect the objectives, activities and outcomes of the project and how they will be mitigated.

f) Work plan (maximum 4 pages per Work Package)

Please describe the project on the basis of the main activities planned, by structuring it in **Work Packages**¹⁴. Within each work package, please list and describe the different tasks/activities to be developed as well as the concrete deliverables¹⁵ of the work package. The distribution of tasks between the coordinator, each partner, and if relevant, affiliated entities, should be clearly described.

There should be also a specific work package for:

- Project management: specifying the organisational structure of the project, arrangements for decision-making, monitoring, supervision and risk management.
- Communication and dissemination activities: including the following types of communication activities:
 - targeted communication and marketing strategy to the target audience of the project;
 - information and awareness raising activities regarding the project to relevant stakeholders and the general public;
 - more technical dissemination activities aimed at transferring the results and lessons learnt to those stakeholders that could usefully benefit from the project's experience;
 - networking;
 - a dedicated project website should be set up (with an English version).

g) Long term¹⁶ sustainability of the project and its actions:

g.1) Please explain how the project outcomes and results will be maintained after the project completion. Consider how the project outcomes will be secured, maintained, developed and made use of or replicated after the end of the project. This should be built into the proposal. This part can cover different aspects of sustainability: financial, economic, institutional/structural (structures/organisational set-up to allow the results of the action to continue, business plan), policy, etc.

¹⁴ 'Work package' means a major sub-division of the proposed project including a set of activities and leading to specific results (deliverables and outputs).

¹⁵ 'Deliverable' means a distinct tangible result of the project, meaningful in terms of realising the project's overall objectives, and constituted by e.g. a service, a report, a study, a tool, a software etc.

¹⁶ A long term strategy consists of a minimum duration of three years after the project completion.

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 adapted as appropriate)

Alternatively a planning chart -e.g. Gantt chart- might be used. Please make sure all the activities / action components specified under section 2.2 of the Call for Proposals (work plan as in section III.1.f of this Application Form) are scheduled in detail.

Please repeat number of semesters, months and activities as necessary.

Note: Please fill in the timetable by referring to relative dates such as month 1, month 2 and so on, rather than specific dates (month and year).

Project phase	Semester 1						Semester X					
	Month 1	2	3	4	5	6	7	8	9	10	11	X
Work package 1												
Work package 2												
Work package 3												
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 submitted to the Agency.

3. BUDGET

3.1 Estimated Budget of the action

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.

A detailed estimated budget should be provided using the budget template provided in Annex.

In addition to the compulsory requirement to fill in the budget template, please provide here a justification/explanation of the main costs to be incurred and their need in the context of the action: e.g. personnel costs, 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. This aspect will be carefully checked during the evaluation, in particular under Award criterion 2.

IV. ADDITIONAL FUNDING

1. UNION FUNDING
1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION
<p>Has any of the applicants or its 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?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES — Continue to the following table</p>

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 Union funding		

LEGAL NOTICE
<p>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.</p>

2. OTHER SOURCES OF EXTERNAL FUNDING — NON UNION
2.1 SUPPORT AWARDED
<p>Has any of the applicants or its affiliated entities already received confirmation relating to any external funding for the action?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES — Continue to the following table</p>

CONTRIBUTIONS BY THIRD PARTIES

The applicants 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 (if any)	

2.2 REQUESTED SUPPORT

Has any of the applicants requested, applied or are awaiting confirmation relating to external funding for the action?

- NO
- YES - Continue to the following table

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	
Requested amount	

3. IN-KIND CONTRIBUTIONS FROM THIRD PARTIES

In case the Action will benefit from in-kind contributions provided by third parties, please provide for each third party the following information and complete the details in the relevant table of the estimated budget form:

Name of the third party	
Type of in-kind contribution provided	

V. DECLARATION OF HONOUR BY THE APPLICANT

(to be completed separately by each applicant and affiliated entity)

Comments *[in grey italics in square brackets]* are to be deleted and/or replaced by appropriate data.

The undersigned *[insert name of the signatory of this form]*, representing:

the following legal person:
Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:

[The following paragraph must be completed by the coordinator only; please delete this paragraph in the declarations of the partners and the affiliated entities.]

authorised to represent the consortium, hereby requests from the Agency a grant of EUR *[insert amount]*¹⁷ with a view to implementing the [action *[insert name of the action]*] on the terms laid down in this application and

[The below table must be completed separately by each partner and each affiliated entity.]

(1) declares that the applicant is fully eligible in accordance with the criteria set out in the specific call for proposals;
(2) declares that the applicant has the financial and operational capacity to carry out the proposed action;
(3) declares that the applicant has not received any other Union funding to carry out the action subject of this grant application and commits to declare immediately to the Agency any other such Union funding it would receive until the end of the action.

I – SITUATION OF EXCLUSION CONCERNING THE APPLICANT

(4) declares that the applicant is in one of the following situations:	YES	NO
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¹⁷ The grant amount to be indicated is the total grant amount requested by the project as a whole, signing the Declaration of Honour.

a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the performance of the grant agreement;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following: (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision; (ii) entering into agreement with other persons with the aim of distorting competition; (iii) violating intellectual property rights; (iv) attempting to influence the decision-making process of the Agency during the award procedure; (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the applicant is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the performance of the grant agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the	<input type="checkbox"/>	<input type="checkbox"/>

Council;		
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law. v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	<input type="checkbox"/>	<input type="checkbox"/>

II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE APPLICANT

Not applicable to applicants which are natural persons, Member States and local authorities

(5) declares whether a natural person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers company directors, members of management or supervisory bodies, and cases where one person holds a majority of shares) is in one of the following situations or not:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS
ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE APPLICANT**

(6) declares that a natural or legal person that assumes unlimited liability for the debts of the applicant is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – REMEDIAL MEASURES

If the applicant declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

V – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the Agency the applicant must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the applicant itself and concerning the natural or legal persons which assume unlimited liability for the debt of the applicant:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the applicant showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates 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. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the applicant already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the applicant shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

If selected to be awarded a grant, the applicant accepts the general conditions as laid down in the published grant agreement.

The applicant may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name:

Date:

Signature:

VI. IMPLEMENTATION CONTRACTS/SUB-CONTRACTING IN THE ACTION

Please fill in the relevant information below concerning implementation contracts and the subcontracting of tasks (section 11.1 e) of the call for proposals):

- 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 regard included in the Grant Agreement must be complied with.

- Subcontracting of tasks forming part of the action. Reasons must be given for subcontracting project implementation activities/tasks.

(add further sheets if necessary)

- Tasks involved:
- Reasons for subcontracting implementation activities/tasks:
- Contractor's official name (if known already):
- Percentage of total costs to be subcontracted:

CHECKLIST FOR APPLICANTS

<p>All sections of the application form have been completed in accordance with the requirements set in the Call for Proposals. The completed, signed and dated application form is provided in 1 original paper version and in electronic format.</p>	<input type="checkbox"/>
<p>A declaration of honour (included in this application form) has been completed, signed and dated by each applicant and each affiliated entity. The completed, signed and dated declarations of honour are provided in 1 original paper version and in electronic format.</p>	<input type="checkbox"/>
<p>The estimated budget form has been duly completed. The completed budget form is attached to this application form and provided in 1 original paper version and in electronic format.</p>	<input type="checkbox"/>
<p>Supporting documents as specified in section 8.1 (financial capacity):</p> <ul style="list-style-type: none"> - For all applicants that are not public entities or international organisations, the financial capacity tables have been duly completed. - For all applicants that are not public entities or international organisations, the profit and loss accounts and the balance sheets for the past 2 years for which the accounts were closed are attached to this application form. <p>For newly created entities, the business plan may replace these documents.</p> <p>These documents are to be provided only in electronic format.</p>	<input type="checkbox"/>
<p>The Legal Entity Forms and supporting documents (see section 15 of the call for proposals) for all applicants and affiliated entities have been duly completed and are attached to this application form.</p> <p>These documents are to be provided only in electronic format.</p>	<input type="checkbox"/>
<p>The Financial Identification Form has been duly completed by the coordinator and is attached to this application form.</p> <p>This document is to be provided only in electronic format.</p>	<input type="checkbox"/>
<p>Where relevant, letters of commitment from co-financiers/sponsors and/or letters of support from public authorities are attached to this application form.</p> <p>These documents are to be provided only in electronic format.</p>	<input type="checkbox"/>