



European
Commission

CEF Telecom 2018-4 eProcurement/Online Dispute Resolution/European eJustice Portal Calls for Proposals

APPLICATION CHECKLIST

Preparing an application for a call for proposals can be a daunting task, so stay on top of the process. By reminding you of some of the key points assessed during the evaluation process and necessary for a complete proposal, this checklist aims to help you increase your chances of being granted CEF Telecom funding.

This checklist is neither obligatory nor exhaustive: please carefully read the respective [Work Programme](#), [call text](#), [Guide for Applicants](#), [application forms](#) and [other documents](#) relevant to your call.

For questions about the CEF Telecom 2018-4 eProcurement/Online Dispute Resolution/European eJustice Portal calls for proposals, consult the call FAQ page on the INEA website or contact us: INEA-CEF-telecom-calls@ec.europa.eu. Questions will be answered via the FAQs.

Scope: does your proposal fit in the scope of the Work Programme and call for proposals?

Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and Work Programme and please read carefully the call specific FAQs that provide additional guidance on the evaluation criteria. Remember, your proposal will be evaluated against the criteria specified in the call **ONLY** based on the information you provide in your application.

Deadline: are you on track to submit your proposal by....?

17:00.00 (Brussels time), **Thursday, 22 November 2018**

MULTI-APPLICANT PROPOSALS ONLY: did you designate a coordinating entity from among the applicants to represent all applicants and serve as contact point during the application and the evaluation phases?

APPLICATION FORMS

PART A Did you...?

- Encode application form part A directly in the TENtec eSubmission module
- Print out the sections of application form part A that require signatures (parts A2.2 and 2.3 - see below)
- Upload your statutes or relevant legal abstracts proving the capacity to undertake legal obligation – **ONLY** if you are an entity without legal personality (see application form part A2.1)
- Sign, scan and upload application form part A2.2 in TENtec **for each applicant**
- Complete application form part A2.3 and obtain the signature from the relevant EU Member State/EEA country ministry; scan and upload in TENtec for each applicant – **ONLY** if you are a third country, a public or private undertaking or body established in a EU Member State/EEA or a third country, an international organisation or Joint Undertaking
- Complete the relevant part of application form part A2.3 for each implementing body – **ONLY** if you are a EU Member State, EEA or third country; an international organisation or Joint Undertaking
- Complete and upload application form part A2.4 in TENtec for each affiliated entity – **ONLY** if you are designating affiliated entities for the implementation of your proposal

PART B Did you...?

- Download application form part B, available as a Word document on the call webpage
- Read through and provide information as requested under sections 1-5 of part B:
 - (Point 1) Print out, complete, scan and upload the Legal Identity Form (LEF), as well as upload any supporting documents as required in the LEF – **EXCEPT** if you are a EU Member State, region or province; EEA country or third country

PART B (continued)

- (Point 2)
 - Complete part B1 - **EXCEPT** if you are a EU Member State, a region or a province; an EEA country or a third country
 - Complete part B2 – **ONLY** if there are affiliated entities designated for the implementation of your proposal
 - (Point 3) Print out, complete, stamp, scan and upload the Financial Identification Form, as well as upload any supporting documents as required by the Financial Identification Form – **ONLY** if you are the sole applicant or coordinating applicant in a multi-applicant proposal
 - (Point 4.1) Please complete the table with information on each applicant
 - (Point 4.2) Depending on the amount of the grant request, complete the financial capacity check form and upload it in TENtec, as well as a declaration of honour, profit/loss accounts, balance sheet, business plan or audit report if additionally required – **ONLY** if you have to demonstrate financial capacity, i.e. are a private undertaking or body established in or outside an EU Member State/EEA country, a public or private undertaking or body established outside the EU/EEA, or an EEIG without a public sector body member
 - (Point 4.3) Upload in TENtec the appropriate documents attesting your operational capacity – **ONLY** if you have to demonstrate operational capacity, i.e. are a private undertaking or body established in or outside an EU Member State/EEA country, a public or private undertaking or body established outside the EU/EEA, or an EEIG without a public sector body member.
- Complete part B3 – **ONLY** if there are public/private entities established in a third country in your proposal
 - Complete part B4 – **ONLY** if there are applicant(s) from a third country in your proposal
 - Scan and upload **the entire** application form part B in TENtec

PART C Did you...?

- Download application form part C, available as a Word document on the call webpage
- Complete the sections on EU policy and law
- Scan and upload **the entire** application form part C in TENtec

PART D

It is your responsibility as an applicant to demonstrate how your proposal addresses the three blocks of award criteria as indicated in the Work Programme and call text. See the Guide for Applicants for details on the type of information which is expected. Please note that:

- it is very important to carefully read the relevant call text, especially section 2, as there may be specific interpretations of the criteria for a given call
- the evaluation of your proposal is only based on the content you provide in the application form, so remember to be as clear as possible and address all points/sub-points of the questions as indicated

Did you ...?

- Download application form part D, available as a Word document on the call webpage
- Address your proposal's:
 - Relevance
 - Quality and efficiency of the implementation
 - Maturity
 - Management structure
 - Risk assessment
 - Pending legal/administrative/technical issues
 - Consortium and consortium members
 - Subcontracting of tasks forming part of the action
 - Security, privacy, inclusiveness and accessibility
 - National support
 - Impact and sustainability
- Include the annexes (GANTT chart, etc.) and other supporting documents as required (e.g. self-declaration)
- Scan and upload **the entire** application form part D in TENtec

Some last advice...

- Make sure you use clear, easy to recognise file names for all your documents
- Avoid jargon and don't take any background knowledge for granted
- Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added-value of CEF Telecom funding
- Do one last check to ensure that your proposal is clear and easy to follow – remember that your proposal will be assessed on the basis of the information provided and no assumptions will be made.
- Arrange for your draft to be evaluated by experienced colleagues – use their advice to improve it before submission
- Keep the originals safe as they may be requested later in the evaluation process

Good luck!