



# Programme for the Environment and Climate Action (LIFE)

## Application Form

Administrative Forms (Part A)  
Technical Description (Part B)

(LIFE Operating Grants FPA (NGOs))

Version 2.0  
01 May 2022

### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System.

### How to prepare and submit Part B?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

The templates to use are available inside the Submission System. Please note that not using the correct template may lead to the inadmissibility of your proposal


To ensure a proper evaluation of your project, the appropriate sections of the template must be filled in depending on whether the call has one or two submission stages. For stage 1 (concept note), some sections are not applicable (noted as n/a); for stage 2 (full proposal), all sections must be completed.


You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.

### Character and page limits:

- page limit normally **90** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 10 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified page limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants. Removing the instructions may result in your proposal being considered inadmissible.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (LIFE FPA OG FR NGOs): V2.0 – 01.05.2022

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

**Call:**

()

**Topic:**

**Type of Action:**

()

**Proposal number:**

**Proposal acronym:**

**Type of Model Grant Agreement:**

## Table of contents

---

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

### [How to fill in the forms](#)

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

# Application forms

Proposal ID

Acronym

## 1 - General information

Field(s) marked \* are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement
Structured Proposal Reference	

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Fixed keyword 1

Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

### Abstract

Remaining characters

2000

# Application forms

Proposal ID

Acronym

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes  No

Please give the proposal reference or contract number.

*Previously submitted proposals should be with either 6 or 9 digits.*

Remove

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal.

xxxxxx(xxx)

# Application forms

Proposal ID

Acronym

## Declarations

Field(s) marked \* are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

3) We declare:  
- to be fully compliant with the eligibility criteria set out in the call   
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)   
- to have the financial and operational capacity to carry out the proposed project.

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).

5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

# Application forms

Proposal ID

Acronym

## 2 - Participants

---

### List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			



# Application forms

Proposal ID

Acronym

Short name

## Organisation data

PIC	Legal name
-----	------------

Short name:

Address

Street

Town

Postcode

Country

Webpage

### Specific Legal Statuses

Legal person .....	unknown
Public body .....	unknown
Non-profit .....	unknown
International organisation .....	unknown
Secondary or Higher education establishment .....	unknown
Research organisation .....	unknown

### SME Data

Based on the below details from the Participant Registry the organisation is **unknown** (small- and medium-sized enterprise) for the call.

SME self-declared status.....	unknown
SME self-assessment .....	unknown
SME validation sme .....	unknown

# Application forms

Proposal ID

Acronym

Short name

## Departments carrying out the proposed work

### Department 1

Department name *Name of the department/institute carrying out the work.*

not applicable

---

Same as proposing organisation's address

Street *Please enter street name and number.*

---

Town *Please enter the name of the town.*

---

Postcode *Area code.*

---

Country *Please select a country*

---

# Application forms

Proposal ID

Acronym

Short name

## Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title \_\_\_\_\_

Gender  Woman  Man  Non Binary

First name

Last name

E-Mail

Position in org. *Please indicate the position of the person.* \_\_\_\_\_

Department *Name of the department/institute carrying out the work.* \_\_\_\_\_

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.* \_\_\_\_\_

Town *Please enter the name of the town.* \_\_\_\_\_ Post code *Area code.* \_\_\_\_\_

Country *Please select a country* \_\_\_\_\_

Website *Please enter website* \_\_\_\_\_

Phone *+xxx xxxxxxxxxx* \_\_\_\_\_ Phone 2 *+xxx xxxxxxxxxx* \_\_\_\_\_

# Application forms

Proposal ID

Acronym

## 3 - Budget



No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers / EUR	Personnel costs – volunteers / EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Estimated eligible contributions/ EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/ EUR	Maximum EU contribution to eligible costs/ EUR	Requested EU contribution to eligible costs/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1				0	0	0	0	0	0			0	0	0		0.00	0.00	0	0	0	0	0.00
Total																						

# Application forms

Proposal ID

Acronym

## 4 - Other questions

### Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by [Regulation 536/2014](#) (on medicinal products), clinical investigation and clinical evaluation as defined by [Regulation 2017/745](#) (on medical devices), performance study and performance evaluation as defined by [Regulation 2017/746](#) (on in vitro diagnostic medical devices).

Are clinical studies / trials / investigations included in the work plan of this project?  Yes  No

### GHG Emission

Absolute GHG emission avoidance (in tCO<sub>2</sub>e)      0

*Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1*

Relative GHG emission avoidance (as a %)      0.00

*Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2*

In which Member State(s) and/or associated countries will the project be implemented?

--	--

# Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

## Section

## Description

The form has not yet been validated, click "Validate Form" to do so!

**TECHNICAL DESCRIPTION (PART B)****COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

**Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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#@APP-FORM-LIFEFPAOGFRNGO@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

### Project summary

See Abstract (Application Form Part A).

#§PRJ-SUM-PS§# #@REL-EVA-RE@#

## 1. RELEVANCE

### 1.1 Profile

#### Profile

*Present your organisation. Describe size, structure and composition/membership. List the members and their contribution to the work programme if relevant. Note that only the applicant can claim costs. Costs claimed by members are not eligible.*

*In addition, describe existing structures in place and describe how you will use them:*

- *to reach out to your members, to the grassroots level and to civil society*
- *to ensure that input from your members/grassroots level or civil society feeds into the policy process*
- *to facilitate access to relevant European institutions, e.g. working groups / stakeholder groups / advisory committees of the European Commission / European Parliament / European Council or at Member State level).*

*If you aim to set up new structures, please describe here which ones, and how you plan to do this.*

Insert text

### 1.2 Mission statement, vision and EU objectives

#### Mission statement, vision and objectives

*Describe the mission statement, vision and overall objectives of your organisation (as defined in the statutes).*

*Describe how your organisation pursues an aim of general EU interest or has objectives that contribute to the EU policy objectives set out in the call.*

*Note that applicants that are not primarily active in the field of environment and/or climate action are not eligible.*

Insert text

### 1.3 Contribution to EU policy

#### Relevance

*How do your organisation's activities proposed in the work programme address the objectives, themes and priorities of the call to which you are applying? What is your organisation's contribution?*

Insert text



## 1.4 Targeted policy priorities

Targeted policy priorities	
<b>Main areas of activity</b>	
<i>Identify the main areas covered by your work programme of activities.</i>	
<i>Please tick – multiple choice is possible:</i>	
<input type="checkbox"/> Water <input type="checkbox"/> Waste <input type="checkbox"/> Resource efficiency <input type="checkbox"/> Environment and health <input type="checkbox"/> Air <input type="checkbox"/> Forestry <input type="checkbox"/> Agriculture <input type="checkbox"/> Greenhouse gas emission reduction <input type="checkbox"/> Climate adaptation <input type="checkbox"/> Energy <input type="checkbox"/> Transport <input type="checkbox"/> Biodiversity <input type="checkbox"/> Finance <input type="checkbox"/> Trade	
<i>Add comments, if any:</i>	Insert text
Percentage of activities relating to environmental policy	
<i>Indicate the approximate shares in percentage of the foreseen work programme relating to Environmental policy (including Nature and biodiversity) Climate action and Energy – for statistical purposes only.</i>	
<i>Environmental policy / Nature and biodiversity:</i> <input checked="" type="checkbox"/> % <i>Climate action:</i> <input checked="" type="checkbox"/> % <i>Energy:</i> <input checked="" type="checkbox"/> %	
<i>Add comments, if any:</i>	Insert text

#\$REL-EVA-RE\$# #@\$IMP-ACT-IA@\$#

## 2. IMPACT

### 2.1 Context and EU policies addressed

Context and EU policies addressed
<i>List the specific EU policies your work programme addresses and describe their link to the work programme. Explain how you will contribute to these policies (reference the relevant work packages – see below).</i>
Insert text

### 2.2 Impact

**Impact**

*Define the impact of your organisation's activities (both generally and with regard to the proposed activities).*

*Describe the problem and evidence base for your activities.*

*Who are your target groups? How will the target groups benefit concretely from the framework partnership and what would change for them?*

*Describe how you will achieve an effective outreach.*

Insert text

#§IMP-ACT-IA§# #@QUA-LIT-QL@# #@WRK-PLA-WP@#

**3. IMPLEMENTATION**

**3.1 Multi-annual action plan**

**Work plan**

*Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*

Insert text

### 3.2 Work packages and activities

<b>WORK PACKAGES</b>
<p><b>Work packages</b></p> <p><i>This section concerns a detailed description of the activities during the period covered by the framework partnership.</i></p> <p><i>Group your activities into work packages. <b>A work package means a major sub-division of the work programme.</b> For each work package, enter one or several objectives (expected outcome) and list the activities and deliverables that belong to it. The grouping should be logical and include identifiable outputs. Activities may be structured per financial year in view of the SGA application.</i></p> <p><i>There must be a minimum of 2 work packages:</i></p> <ul style="list-style-type: none"> <li>• <i>WP1 should cover the organisational development.</i></li> <li>• <i>WP2 and further WPs should be used for other activities, corresponding to different policy areas. You can create as many work packages as needed by copying WP2.</i></li> </ul> <p><i>Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).</i></p> <p>⚠ <i>Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</i></p>
<b>Objectives and results</b>
<p><i>List the specific objectives to which the work package is linked and expected results. For WP2 and following, link them to policy areas identified in section 3.1.</i></p>
<b>Activities (WP description)</b>
<p><i>Provide a concise overview of the organisational development and the planned activities necessary to achieve the objectives. . Identify channels and means. Follow the given structure. The tasks should be numbered continuously, linked to the WP they relate to (e.g. T.1.1, T.1.2, T.2.1, etc).</i></p> <p><i>List also expected outputs - immediate as well as medium term results/impacts, including qualitative and quantitative indicators. If you cannot yet quantify indicators, at least provide ranges, or outline how you plan to measure results. You may present the outputs and channels by activity or for the entire work package.</i></p>

#### Work Package 1

<b>Work Package 1: Organisational development</b>			
<b>Duration:</b>	M <del>X</del> - M <del>X</del>	<b>Lead Beneficiary:</b>	1-Short name

<b>Objectives</b>
<i>List the specific objectives to which this work package is linked.</i>
▪
<b>Activities (WP description)</b>
<p><b>T.1.1</b> Organisational development and capacity building:</p> <ul style="list-style-type: none"> <li>• Description...</li> <li>• Capacity building and development needs of your organisation: describe the status</li> <li>• Activities for strengthening the organisation in the long-term: description and outputs</li> </ul> <p><b>T.1.2</b> Increasing the financial capacity:</p> <ul style="list-style-type: none"> <li>• Description...</li> <li>• Fundraising situation: describe the status</li> <li>• Activities to ensure diversification and sustainability: description and outputs</li> <li>• Activities to decrease any dependence on the operating grant in long run: description and outputs (in case it is essential for your organisation to maintain the operating grant, explain why and justify)</li> </ul> <p><b>T.1.3 [Task Name]:</b></p> <ul style="list-style-type: none"> <li>• Description...</li> <li>•</li> </ul>

*Work Package 2*

<b>Work Package 2: [Name, e.g. Policy area – ex. Water, Forests, Climate change mitigation, etc.]</b>		
<b>Duration:</b>	MX - MX	<b>Lead Beneficiary:</b>
		1-Short name

<b>Objectives</b>
▪
<b>Activities (WP description)</b>
<p><b>T.2.1 Activity Name]</b></p> <ul style="list-style-type: none"> <li>• Description...</li> <li>• Channels and means (How will it be implemented?)</li> <li>• Outputs</li> </ul> <p><b>T.2.2 Activity Name]</b></p> <ul style="list-style-type: none"> <li>• Description...</li> <li>• Channels and means (How will it be implemented?)</li> <li>• Outputs</li> </ul>

*Work Package ...*

To insert work packages, copy WP2 as many times as necessary.

*Timetable*

<b>Timetable (projects up to 2 years)</b>	
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>	
<b>Note:</b> Use the project month numbers instead of calendar months. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP.	
<b>ACTIVITY</b>	<b>MONTHS</b>

	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
WP1 - ...																								
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

<b>Timetable (projects of more than 2 years)</b>																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
<b>Note:</b> Use the project months/years instead of calendar months/years. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.																								
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	M 1	M 4	M 7	M 10	M 13	M 16	M 19	M 22	M 25	M 28	M 31	M 34	M 37	M 40	M 43	M 46	M 49	M 52	M 55	M 58	M 61	M 64	M 67	M 70
WP1 - ...																								
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

#\$WRK-PLA-WPS#

#@COM-DIS-VIS-CDV@#

### 3.3 Communication, dissemination and visibility

#### Communication, dissemination and visibility of funding

*Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.  
Describe how the visibility of EU funding will be ensured.*

Insert text

#§COM-DIS-VIS-CDV§# #@PRJ-MGT-PM@#

## 4 RESOURCES

### 4.1 Project management

#### Project management and quality assurance

*Describe the management of the work programme.  
Describe the measures and methods planned to ensure good quality, monitoring, planning and control of project implementation.  
Fill out the Participant information (annex) with more details on the participant and its project teams (key staff).*

Insert text

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

## 4.2 Budget and financial management

<p><b>Financial management and cost effectiveness</b></p> <p><i>Describe your financial decision-making processes and how you ensure financial planning and control (i.e. procedures for budget approval and monitoring). How do you certify and validate annual accounts? Which tools do you use to monitor budget execution, financial controls and external audits?</i></p> <p><i>Confirm that your budget estimate complies with the principles of good value for money and cost effectiveness.</i></p>
<p>Insert text</p>

<b>Multi-annual budget estimate</b>								
<i>Give a rough estimate of your overall costs and income for the duration of the EU framework partnership.</i>								
<i>Specify regular income from other sources and estimated income generated by the activities. (No need for a balance of costs and income, since these are only rough estimates and they don't include the beneficiary's own contribution)</i>								
	Costs			Income				EU contribution
Year	Personnel costs for work programme activities	Flat rate on personnel costs (50%)	Total estimated costs	Membership contributions & subscriptions	Financial contributions by third parties (including funding other than EU operating grant)	Income generated by the activities (eligible and non eligible)	Total estimated income	Requested grant amount
YYYY								
YYYY								
YYYY								
<b>Total</b>								

#FIN-MGT-FM#



#@RSK-MGT-RM@#

### 4.3 Risk management

#### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

**Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder specific project activities. A good risk management strategy adds to the project quality.

Risk No	Description	Work package No	Proposed risk-mitigation measures

#§RSK-MGT-RM\$# #§QUA-LIT-QL\$# #@ETH-ICS-EI@#

### 5. OTHER

#### 5.1 Ethics

##### Ethics

Not applicable.

#§ETH-ICS-EI\$# #@SEC-URI-SU@#

#### 5.2 Security


##### Security

Not applicable.

#§SEC-URI-SU\$# #@DEC-LAR-DL@#

### 6. DECLARATIONS

#### Double funding

 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

#### Information concerning other EU operating grants

YES/NO

We confirm that to our best knowledge we do not benefit from any other EU operating grant for the same period. If NO, explain and provide details.

We confirm that we will not request any other EU operating grant for the same period. If NO, explain and provide details.

#### Financial support to third parties (if applicable)

Call: [insert call identifier] — [insert call name]

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*If your project requires a higher maximum amount per third party than the threshold amount set in the Call document, justify and explain why this is necessary in order to fulfil your project's objectives.*

Insert text

#§DEC-LAR-DL§#

## **ANNEXES**

### **LIST OF ANNEXES**

#### **Standard**

Detailed budget table/Calculator (annex 1 to Part B) — *not applicable*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

#### **Special**

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).
2.0	01.05.2022	Clarifications in the Important Notice (language, font size, concept notes, etc). Minor clarifications regarding other sections. Consolidation, formatting and layout changes. Tags added.