**ANNEX 5**

# GRANT APPLICATION FORM FOR

# *'GRANTS FOR AN ACTION MARE/2016/22'*

# *(Multibeneficiary)*

| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** |
|---|
| MARE/2016/22 |
| **SUMMARY OF THE APPLICATION** |
| **Title**: Strengthening Regional cooperation in the area of fisheries data collection |
| **Identity of the Coordinator**: |
| **Summary of the action**: |
| **Duration (in months)**: |
| **Requested amount (in €)**: |

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

No information will be published for scholarships, aid to natural persons and other direct support paid to natural persons in most need

## 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:<br><br>(if applicable) |
| Official legal form:<br><br>(Not applicable if the applicant is a natural person) |
| Legal personality[1]:<br><br>(Reply by "YES" or "NO").<br><br>(In case you answered with "NO"):<br><br>For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:<br><br>(Address and country) |
| Entity registration number:<br><br>(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 applicable): |

| 1.1.2 CONTACT DETAILS | |
|---|---|
| Street address: | |
| Postcode: | |
| City: | |
| Region (if applicable): | |
| Country: | |
| Telephone: | Mobile: |

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

| |
|---|
| 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 it cannot contact an applicant**.**

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

**1.2 Applicant No 2 (Repeat this part as often as is required to include all applicants).**

| **1.2.1 IDENTITY OF THE APPLICANT** |
|---|
| Official name in full: |
| Acronym:<br><br>(if applicable) |
| Official legal form:<br><br>(Not applicable if the applicant is a natural person) |
| Legal personality[2]:<br><br>(Reply by "YES" or "NO")<br><br>(In case you answered with "NO"):<br><br>For entities with no legal personality under national law please indicate the representative |

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

| |
|---|
| empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:<br><br>(Address and country) |
| Entity registration number:<br><br>(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 applicable): |

| **1.2.2 CONTACT DETAILS** | |
|---|---|
| Street address: | |
| Postcode: | |
| City: | |
| Region (if applicable): | |
| 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 it 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 (PERSON AUTHORISED TO SIGN THE AGREEMENT)** | |
| Family name: | First Name: |
| Position/Function/Mandate: | |
| Telephone: | Mobile: |
| Fax: | |
| E-mail address: | |

1.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities).

| **1.3.1 IDENTITY OF THE AFFILIATED ENTITY**<br><br>**(**This box shall be filled in by all affiliated entities, including the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as the sole beneficiary**.)** |
|---|
| Official name in full: |
| Acronym:<br><br>(if applicable) |
| Official legal form:<br><br>(Not applicable if the applicant is a natural person) |
| Legal personality[3]:<br><br>(Reply by "YES" or "NO"):<br><br>(In case you answered with "NO"):<br><br>For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:<br><br>(Address and country) |
| Entity registration number:<br><br>(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 applicable): |
| Legal or capital link with the applicant, if applicable:<br><br>The affiliated entity should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts. |

## 2 BANK DETAILS (Coordinator)

The bank details are in the Bank Account Form (BAF) attached in the **Annex 1**

## 3 PROFILE OF THE APPLICANTS

3.1 Applicant No1 — Coordinator

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

| **PROFILE OF THE APPLICANT No1 – Coordinator : GENERAL AIMS AND ACTIVITIES** | |
|---|---|
| Year of foundation: | |
| The entity shall state his legal status by ticking one or several options | |
| ☐ Public body | ☐ International Organisation |
| ☐ Non-profit making organisation | ☐ Social Partner |
| ☐ Educational and training establishment | ☐ Research Centre/Institute |
| ☐ Other (please specify) | ☐ SME |
| ☐ Natural Persons | |
| The applicant No1 (Coordinator) should provide a short description of the organisation/group/consortium including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call. | |

3.2 Applicant No 2 (Repeat this part as often as is required to include all applicants)

| **PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** | |
|---|---|
| Year of foundation: | |
| The entity shall state his legal status by ticking one or several options | |
| ☐ Public body | ☐ International Organisation |
| ☐ Non-profit making organisation | ☐ Social Partner |
| ☐ Educational and training establishment | ☐ Research Centre/Institute |
| ☐ Others (please specify) | ☐ SME |
| ☐ Natural Persons | |

3.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)

| **PROFILE OF THE AFFILIATED ENTITY No 1 — GENERAL AIMS AND ACTIVITIES** | |
|---|---|
| [Year of foundation]: | |
| The entity shall state his legal status by ticking one or several options | |
| ☐ Public body | ☐ International Organisation |
| ☐ Non-profit making organisation | ☐ Social Partner |
| ☐ Educational and training establishment | ☐ Research Centre/Institute |

| | |
|---|---|
| ☐ Others (please specify) | ☐ SME |
| ☐ Natural Persons | |

## 4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS

### 4.1 Applicant No1 — Coordinator

| **4.1.1 APPLICANT'S STRUCTURE**<br><br>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**<br><br>List the members of the applicant's administrative board or equivalent body, specifying their profession and position (insert rows if necessary) | |
|---|---|
| **Member** | **Profession/Position** |
| | |
| | |
| | |

### 4.2 Applicant No 2 **(Repeat this part as often as is required to include all applicants)**

| **4.2.1 APPLICANT'S STRUCTURE**<br><br>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 MANAGEMENT**<br><br>List the members of the applicant's administrative board or equivalent body, specifying their profession and position (insert rows if necessary). | |
| **Member** | **Profession/Position** |
| | |
| | |
| | |

## II. OPERATIONAL AND FINANCIAL CAPACITY

| 1. OPERATIONAL CAPACITY |
|---|

### 1.1 Applicant No 1 — Coordinator

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT |
|---|
| Applicants must have the technical competencies as well as appropriate qualifications necessary to complete the proposed projects. In this respect, applicants have to submit the following supporting documents as required in the point 8.2 of the call for proposals:<br>➢ An inventory of staff (scientist, technicians, IT staff, etc..) and the curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the project (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);<br>➢ an exhaustive lists of previous projects and activities performed and connected to the actions to be carried out;<br>➢ a description of the technical equipment and tools or facilities at the disposal of the applicant. |

### 1.2 Applicant No 2 **(Repeat this part as often as is required to include all applicants)**

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT |
|---|
| Please submit the supporting documents as requested in the point 1.1 above |

### 1.3 Affiliated Entity No1 **(Repeat this part as often as is required to include all affiliated entities)**

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1 |
|---|
| The affiliated entity should provide supporting documents as requested in the point 1.1 above. |

| 2 FINANCIAL CAPACITY |
|---|

| LEGAL NOTICE |
|---|
| This section should not be filled in by applicants who are natural persons in receipt of scholarships or natural persons most in need and in receipt of direct support.<br><br>For grants of or below EUR 60 000 as well as for grants to public bodies and international organisations the only supporting document to be required is the Declaration of Honour |

| |
|---|
| provided in section 5.<br><br>Where the application concerns grants for an action for which the amount exceeds EUR 750 000, or operating grants which exceed EUR 100 000, an audit report produced by an approved external auditor must be submitted. This report shall certify the accounts for the last financial year available. |

**2.1 Applicant No1 — Coordinator**

| **PROOF OF 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 or the year for which the grant is awarded and to participate in its funding. Applicants should provide the following documents as evidence of their financial capacity, as defined in point 8.1 of Terms of Reference of this call:<br><br>➢ the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed<br>➢ the simplified balance sheet for the same year as per template in ANNEX 3,<br>➢ for newly created entities, the business plan might replace the above documents. |

2.2 Applicant No 2 (Repeat this part as often as is required to include all applicants)

| **PROOF OF FINANCIAL CAPACITY** |
|---|
| Please submit the supporting documents as requested in point 2.1 above |

2.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)

| **PROOF OF FINANCIAL CAPACITY** (No 1 - to be repeated for each affiliated entity. This box shall ONLY be filled in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as the sole beneficiary) |
|---|
| Please submit the supporting documents as requested in point 2.1 above |

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

| **1 DESCRIPTION OF THE ACTION** *(please refer to section 9 of the ToR of this call)* |
|---|
| **Title:** |
| **Reference:** |
| **a) Relevance**<br><br>Applicants should:<br>- describe how all activities proposed within the project will meet the overall and specific objectives of the call (as defined in section 2 of ToR)<br>- describe how the proposal includes the elements of all work packages to be carried out as described in Annexes 1 to 4 to ToR. |
| **c) Methodology** - appropriate and clear methodology ensuring that the project implementation is coherent, realistic and feasible in terms of actions and timetable<br><br>Applicants should:<br>- describe the proposed working methodology to achieve a timely and successful implementation of the project;<br>- provide detailed timetable and work plan;<br>- explain how the expected project makes reference to existing work and demonstrate a clear understanding of the work carried so far (duplication of the work foreseen, especially concerning the previous grants shall be excluded);<br>- describe the outputs/deliverables as much as possible based on quantitative terms/indicators rather than descriptive.<br>- explain which part of the action will be subcontracted (list of main activities to be carried out) as well as which activities will be undertaken by affiliated entities (if applicable). |
| *Project management*<br><br>Applicants should:<br>- demonstrate that the organisation and management structure proposed for the project are sufficient and adequate to achieve the required quality, meet the deadlines and establish a real partnership between the members of the consortium, and possibly beyond;<br>- involve as many Member States (MS) as possible for each sea basin(s) to participate in the project including MS that have shown difficulties in data collection or regional cooperation;<br>- demonstrate that an appropriate distribution / balance of tasks and workload between partners is envisaged, to ensure an active commitment of all parties towards successful implementation of the project<br>- clearly demonstrate different expertise per partner. |
| *Dissemination, sustainability and transferability of the expected results*<br><br>Applicants should:<br>- demonstrate how the proposed plan for dissemination of the project's results and benefits is clear and comprehensive (with description of activities, tools and channels)<br>- describe how the sustainability of the project will be ensured within the region, once |

the project is completed (long-lasting impact);
- describe how the proposal will produce outcomes that can also be used by other marine regions, where applicable (measures to facilitate the transferability);
- describe how the expected results are compatible with other relevant initiatives in the field of fisheries and socio-economic data collection.

## 2 PLANNED DURATION OF THE ACTION (in months):

**Planned starting date:**

**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)

| | Semester 1 | | | | | | Semester 2 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 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 [Commission] / [agency] where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged or in the case of an operating grant, before the start of the beneficiary's budgetary year.

## 3 BUDGET

Estimated Budget

Applications must include a detailed estimated budget as per template in Annex 2 to this application, in which all costs are given in euros. Applicants from countries outside the euro zone may use the monthly rate published on the Commission's website at www.ec.europa.eu/budget/inforeuro/.

Summary (in €)
a) Eligible costs:
b) Total costs:
c) Requested Union Funding:
d) Rate of funding requested:

## IV. ADDITIONAL FUNDING

| **1 UNION FUNDING** | | |
|---|---|---|
| **1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** | | |
| Have any of the applicants or 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?<br><br>☐ NO ☐ YES — Continue to the following table | | |
| **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**

Applicants must inform the Commission department to which this application is submitted 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 or any of the affiliated entities already received confirmation relating to any external funding for the action?<br><br>☐ NO ☐ YES — Continue to the table in the Annexes (Budget) |

**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** | |
|---|---|
| Have any of the applicants or any of the affiliated entities 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 requested funds following the model below (add rows if necessary)<br><br>(Repeat this part as often as is required to include all applicants) | |
|---|---|
| **Organisation/Entity Concerned No 1** | |
| Name of the organisation | |
| Official address | |
| Requested amount | |

If processing your reply to this call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data 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, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by the Head of Unit MARE.C3. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation[4]. For more information, see the Privacy Statement on
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

Enclosures:

Annex A: Declaration of honour by the applicant

Annex B: Budget

Annex C: Simplified balance sheet

[4] Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

**CHECKLIST FOR APPLICANTS**

| | |
|---|---|
| All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicants or any other document provided as guidance related to the programme concerned. | ☐ |
| The budget annex has been duly filled in and is attached. | ☐ |
| Legal details have been included in the Legal Entity Form annexed. | ☐ |
| Bank details have been included in the Bank Account Form. | ☐ |
| Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance has been included. | ☐ |
| Balance sheets or extracts from balance sheets for the last year for which accounts have been closed have been included with the application form. | ☐ |
| Profit and loss account for the last financial year for which the accounts have been closed has been included with the application form. | ☐ |
| Audit report by an approved external auditor on the accounts of the last financial year available has been included with the application form. | ☐ |
| The declaration(s) of honour has (have) been signed and attached. | ☐ |
| Affiliated entities: statutory documents and consolidated accounts. | ☐ |