**STANDARD GRANT APPLICATION FORM FOR**

**"*GRANTS FOR AN ACTION"***

***(Monobeneficiary)***

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| **PROGRAMME CONCERNED** |
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| **[REFERENCE NUMBER OF THE CALL FOR PROPOSALS]** |
| 2018CE16BAT042 |
| **SUMMARY OF THE APPLICATION** |
| Title: |
| Identity of the applicant: |
| Summary of the action: |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our website.

Please make sure that your application:

* is submitted on the correct form, completed in full and dated;
* is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
* presents a budget in conformity with the funding rules;
* meets the submission arrangements set out in the call;
* is submitted by the deadline.

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 a proposal the applicant accepts that in case of award certain data like its name, locality and amount (amongst others) will be published.

# I. INFORMATION ON THE APPLICANT

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| **1 REFERENCES OF THE APPLICANT** |
| **1.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[1]](#footnote-1):  (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 sign contracts and take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |

The legal details will be indicated in the Legal Entity Form (LEF) which will be provided only once the applicant has been informed of the results of the evaluation of the proposals.

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| **1.2 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.

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| **1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| **1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

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| **1.5 IDENTITY OF THE AFFILIATED ENTITIES**  **(**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 thesole beneficiary.**)** |
| 1.5.1 AFFILIATED ENTITY (No 1 - to be repeated for each affiliated entity) |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[2]](#footnote-2):  (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 sign contracts and take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |
| Legal or capital link with the applicant, if applicable:  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. |

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| **2. BANK DETAILS** |

The bank details will be indicated in the Bank Account Form (BAF) which will be provided only once the applicant has been informed of the results of the evaluation of the proposals.

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| **3 PROFILE OF THE APPLICANT** |
| **3.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The applicant 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 should provide a short description of the organisation/group including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call. |

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| **3.2 PROFILE OF AFFILIATED ENTITY** (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 thesole beneficiary)  **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 |

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| **[4 INFORMATION ON THE GOVERNANCE OF THE APPLICANT]** | | |
| **4.1 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** |
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| **4.2 APPLICANT'S MANAGEMENT**  List the members of the applicant's managing board or equivalent body, specifying their profession and position (insert rows if necessary) | | |
| **Member** | **Profession/Position** | |
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# II. OPERATIONAL AND FINANCIAL CAPACITY

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| **1 OPERATIONAL CAPACITY** | | | | |
| **1.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION/ WORK PROGRAMME OF THE APPLICANT** | | | | |
| The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.  *[If appropriate the following could be used:]* | | | | |
| **Name of the applicant:** | | | | |
| **Project title:** | | **Sector** | | |
| **Location of the action** | **Amount of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity** | **Budgetary share in the project** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
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| **Objectives and results of the action** | |  | | |
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| **1.2 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION/WORK PROGRAMME OF THE AFFILIATED ENTITY** (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 thesole beneficiary) | | | | |
| The affiliated entity should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.  *[If appropriate the following could be used:]* | | | | |
| **Name of the applicant:** | | | | |
| **Project title:** | | **Sector** | | |
| **Location of the action** | **Amount of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity** | **Budgetary share in the project** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
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| **Objectives and results of the action** | |  | | |

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| **2 FINANCIAL CAPACITY** |
| **2.1 PROOF OF FINANCIAL CAPACITY OF THE APPLICANT** |
| The applicant should provide the following documents as evidence of financial capacity **on request (see point 5.3 of the guidelines)**:   * *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.* * *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.* |

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

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| **1 DESCRIPTION OF THE ACTION** |
| **Title:** |
| **Reference: 2018CE16BAT042** |
| **a) Describe the general and specific objectives that the action aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the Union grant programme concerned. Where possible, specify related indicators, milestones to assess the project's achievements and expected impacts. |
| **b) Describe the action (on the basis of the main activities planned) and where it will be implemented** |
| **c) Methodology to be followed/project implementation**  The applicant should explain the methodology, both theoretical and practical, that will be followed in order to meet the general and specific objectives of the action described above.  The applicant should 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). |
| **d) Expected results and their use:**  The applicant should specify the benchmarks or deliverables which the applicant intends to employ to achieve the expected results and targets and how they will be used and disseminated |
| **e) Arrangements for monitoring/supervision of the operation and risks involved in its implementation:**  The applicant should explain how the action will be supervised. The applicant should refer to any risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated. |
| **f) Sustainability of the project’s achievements:**  The applicant should explain how sustainability will be secured once the action has been completed. This can include considerations about different dimensions of sustainability: financial, economic, institutional (structures which would allow the results of the action to continue), environmental, policy, etc. (where applicable, depending on the provisions of the basic act). |

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

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| **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. | |  |  |  |  |  |  |  |  |  |  |  |  |

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| **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 where applicants demonstrate the need to start the action before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was submitted or in the case of an operating grant, before the start of the beneficiary's budgetary year. |

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| **3 3 BUDGET** |
| Estimated Budget - Annex 1  Applications must include a detailed estimated budget in balance in which all costs and contributions 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/](http://www.ec.europa.eu/budget/inforeuro/)]. |

# IV. ADDITIONAL FUNDING

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| **1 UNION FUNDING** |
| **1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** |
| Has the applicant or any of the 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?  NO  YES – Continue to the following table |

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| **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 funding** |  |  |

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| **LEGAL NOTICE**  The applicant 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 is approved by them after the submission of this grant application. |

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| **2 OTHER SOURCES OF EXTERNAL FUNDING – NON UNION** | |
| **2.1 SUPPORT AWARDED** | |
| Has the applicant or any of the affiliated entities already received confirmation relating to any external funding for the action?  NO  YES – Continue to the table in the Annexes (Budget) | |
| Conditions or reservations for receiving the contributions (if any) |  |

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| **2.2 REQUESTED SUPPORT** |
| Has the applicant or an affiliated entity requested, applied or is awaiting confirmation relating to any external funding earmarked for the action?  NO  YES – Continue to the table in the Annexes (Budget) |

*The Authorising Officer can decide, depending on the level of detail deemed necessary or already required in the attached budget, to ask for the following details below*

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| **DETAILS OF FUNDS REQUESTED -** The applicant should indicate the details of the requested funds following the model below (add rows if necessary) | |
| **Organisation/Entity Concerned 1** | |
| Name of the organisation |  |
| Official address |  |
| Requested amount |  |

If processing your reply to the 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 Daniela Spinant. 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[[3]](#footnote-3). For more information, see the Privacy Statement on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

**SIGNATURE**

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| **Date:** | **Name[[4]](#footnote-4):** | **Signature:** |

CHECK-LIST FOR APPLICANTS

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| All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicant or any other document provided as guidance related to the programme concerned. |  |
| The budget annex has been duly filled in and is attached. |  |
| 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. |  |
| Declaration of honour has been signed and attached. |  |

1. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-1)
2. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. Name of the person authorised to enter into legally binding commitments on behalf of the applicant [↑](#footnote-ref-4)