**STANDARD GRANT APPLICATION FORM FOR**

**‘*GRANTS FOR AN ACTION’***

*(****Multibeneficiary)***

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

# I. INFORMATION ON THE APPLICANTS

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| **1 REFERENCES OF THE APPLICANTS**  |

1.1 Coordinator (Applicant No 1)

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| **1.1.1 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 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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| **1.1.2 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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| **1.1.3 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)*.*

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| **1.2.1 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[[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 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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| **1.2.2 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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| **1.2.3 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)*.*

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| **1.3.1 IDENTITY OF THE AFFILIATED ENTITY** **(**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.**)** |
| Official name in full: |
| Acronym: (if applicable)  |
| Official legal form: (Not applicable if the applicant is a natural person) |
| Legal personality[[3]](#footnote-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: |
| 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 APPLICANTS** |

3.1 Coordinator (Applicant No 1)

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| **PROFILE OF THE 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)

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| **PROFILE OF THE APPLICANT No [2]— 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)

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| **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 |

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| **4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS** |

4.1 Coordinator (Applicant No 1)

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

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| **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). |
| **Organisation/Natural person** | **Proportion held**  |
|  |  |
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| **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** |
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# II. OPERATIONAL AND FINANCIAL CAPACITY

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| **1 OPERATIONAL CAPACITY**  |

1.1 Coordinator (Applicant No 1)

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION 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** |  |  |  |

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

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION 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** |  |  |  |

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

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1** |
| 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 entity:**  |
| **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 Coordinator (Applicant No 1)

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| **PROOF OF FINANCIAL CAPACITY**  |
| Applicants should provide the following documents as evidence of their 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.*
 |

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

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| **PROOF OF FINANCIAL CAPACITY** |
| Applicants should provide the following documents as evidence of their 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.*
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# III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

*This section may be replaced by an appropriate log frame*

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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:** Applicants 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 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** Applicants 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. Applicants should also explain how they intend to distribute the tasks among themselves. 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:**Applicants should specify the benchmarks or deliverables which they intend 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 any risks involved in its implementation:**Applicants should explain how the action will be supervised. They should refer to 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:**Applicants 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:** |
| **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 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. |

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| **3 3 BUDGET** |
| Estimated Budget — Annex 1Applications 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 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** |
| 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?[ ]  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 Union funding** |  |  |

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| **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. |

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| **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?[ ]  NO[ ]  YES — Continue to the table in the Annexes (Budget) |

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| 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 table in the Annexes (Budget) |

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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 Ms 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[[4]](#footnote-4). 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[[5]](#footnote-5):**  | **Signature:** |

# CHECKLIST FOR APPLICANTS

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| 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. | **[ ]**  |
| 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.  | **[ ]**  |
| The declaration(s) of honour has (have) 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. 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-3)
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. [↑](#footnote-ref-4)
5. Name of the person authorised to enter into legally binding commitments on behalf of the applicant [↑](#footnote-ref-5)