**STANDARD GRANT APPLICATION FORM FOR**

***‘GRANTS FOR AN ACTION’***

***(Monobeneficiary)***

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| **PROGRAMME CONCERNED** |
| **Pilot project for the safeguard and promotion of culture in the Outermost regions and the Overseas Countries and Territories** |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** |
| **2020CE160AT032** |
| **SUMMARY OF THE APPLICATION** |
| Title: |
| Identity of the applicant: |
| Summary of the action (limit 2000 characters): |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to this grants programme available on our site https://ec.europa.eu/regional\_policy/en/newsroom/funding-opportunities/calls-for-proposal/*;*

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.

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 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 are attached in the Legal Entity Form available at: <https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/forms-contracts_en>

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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 are attached in the Bank Account Form (BAF) available at: <https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/forms-contracts_en>

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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 |

# II. OPERATIONAL AND FINANCIAL CAPACITY

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| **1 OPERATIONAL CAPACITY** |
| **1.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT** |
| Please provide a short presentation of the organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the proposal. 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) using the tables below as proof of its capacity to implement the action effectively.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the applicant** (Repeat this table as often as is required to include all relevant experiences)**:** | | | | | | **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)** | | … | … | … | … | … | |  |  |  |  |  | | **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 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) using the tables below as proof of its capacity to implement the action effectively.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the applicant** (Repeat this table as often as is required to include all relevant experiences)**:** | | | | | | **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)** | | … | … | … | … | … | |  |  |  |  |  | | **Objectives and results of the action** | |  | | | |

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| **2 FINANCIAL CAPACITY** |

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| **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.  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

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| **PROOF OF FINANCIAL CAPACITY** |
| Applicants should provide the following documents as evidence of their financial capacity:   * Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance (to be provided by natural persons). * 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. |

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

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| **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 thesole beneficiary) |
| Affiliated entities should provide the following documents as evidence of their financial capacity:   * Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance (to be provided by natural persons). * 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:** |
| **a) Describe the general and specific objectives that the project** **aims to achieve:**  Explain how the general and specific objectives of the action will contribute to the objectives of the call for proposals. Describe the needs (challenges/problems the proposal intends to address and specify the target group(s) directly concerned by the proposal and its expected results (limit 10.000 characters) |
| **b) Describe the action** **(on the basis of the main activities planned) and where it will be implemented**  Define and describe all activities proposed and the working methodology to be used for achieving the project objectives. Explain how the project activities will lead to the achievement of the objectives and the delivery of the planned results. Where possible, specify related indicators, milestones to assess the project's achievements and expected impacts. (limit 10.000 characters). |
| **c) Sustainability of the project’s achievements**  Explain how sustainability will be secured once the action has been completed. Describe which activities and results will be maintained after the end of the EU funding. (limit 3000 characters). |
| **d) Dissemination**  Present the dissemination plan and strategy applicable to your project results. Indicate (specifying the profile and quantifying the estimated number) to which target group(s) the project output /product /result will be disseminated. (limit 3000 characters). |
| **e) Impact and Citizen involvement**  Describe the expected impact of the project activities and the corresponding results on the participants, target groups and other relevant stakeholders. Specify if the impact is expected at local, national, European and/or international level. What mechanisms will be put in place in order to measure the impact? (limit 3000 characters). (Limit 3000 characters) |
| **f) Quality control and Monitoring**  How will the project monitor the progress and the quality of the activities implemented and results achieved? Please describe the qualitative and quantitative indicators you will use. What are your plans for managing risks that could happen during the project (e.g. delays, budget, conflicts, etc.)? Please give information about the involved staff, as well as the timing and frequency of the monitoring activities. (Limit 3000 characters) |

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

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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) |

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

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 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. 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 – Budget and Financial Management. Details concerning the processing of your personal data are available on the privacy statement at: <https://ec.europa.eu/info/data-protection-public-procurement-procedures_en>.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046[[3]](#footnote-3). For more information, see the Privacy Statement on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

Annexes: - Budget

- Declaration of honour by the applicant

- Audit certificate (if applicable)

- Bank Account Form (BAF)

- Legal Entity Form (LEF)

Statutory documents and consolidated accounts

**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. | |  |
| 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. |  | |
| Declaration of honour has been signed and attached. | |  |
| Audit report by an approved external auditor on the accounts where availale of the last financial year available has been included with the application form | |  |
| Affiliated entities: statutory documents and consolidated accounts. | |  |

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. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046> [↑](#footnote-ref-3)
4. Name of the person authorised to enter into legally binding commitments on behalf of the applicant [↑](#footnote-ref-4)