  

**Contracting Authority**: Higher Council for Science & Technology

Project Implementation Office (PIO) to

**Support to Research and Technological Development & Innovation**

 **in Jordan**

**SRTD II**

**Commercialisation Grant Scheme**

**Grant Application Form**

Budget line BGUE-2011-19.080101-CI-DEVCO

Reference: EUROPEAID/136-406/ID/ACT/JO

Deadline for submission concept notes and applications

December 28th 2014

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: | *<specify country(ies), region(s), area(s) or town(s) that will benefit from the Action>* |
| Name of the applicant |  |
| Nationality of the applicant[[1]](#footnote-1) |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) |

|  |  |
| --- | --- |
| EuropeAid ID[[2]](#footnote-2) |  |
| Ongoing contract/Legal Entity File Number (if available)[[3]](#footnote-3) |  |
| Legal status[[4]](#footnote-4) |  |
| Co-applicant [[5]](#footnote-5)  | Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the applicant or co-applicant |
| Affiliated entity[[6]](#footnote-6) | Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the applicant or co-applicant |

|  |
| --- |
| Applicant’s contact details for the purpose of this action |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the Organisation:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

**NOTICE**

[*How to adapt this standard grant application form:*

Where you see < ... >, enter the information relevant to the call for proposal in question.

The phrases within [ ] should only be included if appropriate, while the paragraphs shaded in grey should only need to be amended in exceptional cases, dictated by the requirements of a particular call for proposal procedure.

In no circumstances may you alter any other part of these standard instructions. Please remember to delete this paragraph, any other text with yellow highlighting and all such brackets in the final version]

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# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note should be submitted in the first stage (no full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the Concept Note but the applicant must ensure that the text:

* does not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
* provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);
* provides full information (as the evaluation grid will be applied solely on the information in the concept note);
* is drafted as clearly as possible to enable it to be evaluated.

### Summary of the action[[7]](#footnote-7)

Please complete the table below, which should not exceed 1 page.

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: — *specify country(ies), region(s) that will benefit from the action* |  |
| Total duration of the action (*months*): |  |
| EU financing requested (amount) | <*EUR* > |
| EU financing requested as a percentage of total budget of the Action (indicative)  | %  |
| Objectives of the action | <*Overall objective(s)*><*Specific objective(s)*> |
| Target group(s)[[8]](#footnote-8) |  |
| Final beneficiaries[[9]](#footnote-9) |  |
| Estimated results |  |
| Main activities |  |

### Description of the action (max 1 page)

Please provide all the following information:

Give the background to the preparation of the action.

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held with them.

Briefly state the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters.

State the broad timeframe for the action and describe any specific factor that has been taken into account.

### Relevance of the action (max 3 pages)

#### Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.

Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g. local ownership etc.

Describe which particular expected results referred to in the Guidelines for the call will be addressed.

[NB: In exceptional cases where it is impossible to involve national organisations[[10]](#footnote-10) from the target country because of the particular situation in that country, the applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the Concept Note.]

#### Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

#### Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

#### Particular added-value elements

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

# Part B. Full Application Form

**To be submitted by all applicants**To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

## General information

|  |  |
| --- | --- |
| **Reference of the Call for Proposals**  | *Enter EuropeAid reference for the Call for Proposals* |
| **Title of the Call for Proposals** | *Enter the title of the Call for Proposals* |
| **Name of the applicant** |  |
| **Number of the proposal** | *Number/not applicable (open procedures)* |
| **Title of the action** |  |
| **Location of the action****-***specify country(ies) region(s) that will benefit from the action* |  |

## The action[[11]](#footnote-11)

### Description of the Action

#### Description (max 13 pages)

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results described in the concept note:

* Explain the specific results expected, stating how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants and affiliated entity(ies).
* Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant(s) and affiliated entity(ies) (and associates or contractors or sub-grantees where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. In particular, list any publications proposed.
* If financial support is allowed by the Guidelines for Applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the Guidelines for Applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given.

#### Methodology (max 5 pages)

Describe in detail:

* the methods of implementation and rationale for such methodology;
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions and recommendations of any evaluations carried out);
* where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);
* the procedures for follow up and internal/external evaluation;
* the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
* the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
* the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);
* the attitudes of all stakeholders towards the action in general and the activities in particular;
* the planned activities in order to ensure the visibility of the action and the EU funding.

#### Duration and indicative action plan for implementing the action (max 4 pages)

The duration of the action will be <X> months.

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

Applicants are recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the applicants or any of the affiliated entity(ies), associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the Special Conditions of the grant contract).

The action plan will be drawn up using the following format:

|  |
| --- |
| Year 1 |
|  | Half-year 1 | Half-year 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| For the following years: |
| Activity | Half-year 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Example | Example |  |  |  |  |  |  |  | Example |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |

#### Sustainability of the action (max 3 pages)

Provide **all the** information requested below:

* Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Describe the main preconditions and assumptions during and after the implementation phase.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of action outcomes.

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability: what impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

#### Budget, amount requested from the Contracting Authority and other expected sources of funding

Fill in Annex B to the Guidelines for Applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action and for its first <12/if more specify> months;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the Contracting Authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the Guidelines for Applicants (Sections 1.3, 2.1.4 and 2.2.5).

Please note that the cost of the action and the contribution requested from the Contracting Authority must be stated in EURO

#### Applicant’s experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |
| --- |
| **Name of the applicant:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[12]](#footnote-12) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |
| --- |
| **Name of the applicant:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[13]](#footnote-13) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

#### Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |
| --- |
| **Name of the co-applicant:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[14]](#footnote-14) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |
| --- |
| **Name of the co-applicant:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[15]](#footnote-15) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

### Affiliated entity(ies) experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |
| --- |
| **Name of the affiliated entity:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[16]](#footnote-16) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions

|  |
| --- |
| **Name of the affiliated entity:** |
| **Project title:** | **Sector (see Section 3.2.2 of Section 3):** |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity**  | **Donors to the action (name)**[[17]](#footnote-17) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** |  |
|  |  |

## The applicant

|  |  |
| --- | --- |
| **EuropeAid ID number**[[18]](#footnote-18) |  |
| **Name of the organisation** |  |

### Identity

|  |  |
| --- | --- |
| **The applicant’s contact details for the purpose of this action** |  |
| **Legal Entity File number**[[19]](#footnote-19) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[20]](#footnote-20)**/ Nationality** [[21]](#footnote-21) |  |
| **Website and E-mail address of the organisation** |  |
| **Telephone number:** Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |

**The Contracting Authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

### Profile

|  |  |
| --- | --- |
| **Legal status** |  |
| **Profit-Making** | □ Yes□ No |
| **NGO** | □ Yes□ No |
| **Value based**[[22]](#footnote-22) | □ Political□ Religious□ Humanistic□ Neutral |
| **Is your organisation linked with another entity?**  | **□** Yes, parent entity:  (please specify its EuropeAid ID:…………………………)**□** Yes, controlled entity(ies)**□** Yes, family organisation / network entity[[23]](#footnote-23)**□** No, independent |

#### Category

|  |  |  |
| --- | --- | --- |
| **Category**[[24]](#footnote-24) | **Public****□** Public Administration **□** Decentralised representatives of  Sovereign States**□** International Organisation**□** Judicial Institution**□** Local Authority**□** Implementation Agency**□** University/Education**□** Research Institute**□** Think Tank**□** Foundation**□** Association**□** Media**□** Network/Federation**□** Professional and/or Industrial Organisation**□** Trade Union**□** Cultural Organisation**□** Commercial Organisation | **Private**⁭ Implementation Agency⁭ University/Education ⁭ Research Institute⁭ Think Tank ⁭ Foundation⁭ Association⁭ Media⁭ Network/Federation ⁭ Professional and/or Industrial Organisation⁭ Trade Union⁭ Cultural Organisation⁭ Commercial Organisation⁭ Other Non-State Actor |

#### Sector(s)[[25]](#footnote-25)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ | 11 |  |  | Education |
| □ |  | 111 |  |  | Education, level unspecified |
| □ |  |  | 11110 |  |  | Education Policy & Admin. Management |
| □ |  |  | 11120 |  |  | Education Facilities And Training |
| □ |  |  | 11130 |  |  | Teacher Training |
| □ |  |  | 11182 |  |  | Educational Research |
| □ |  | 112 |  |  | Basic education |
| □ |  |  | 11220 |  |  | Primary Education |
| □ |  |  | 11230 |  |  | Basic life skills for youth and adults |
| □ |  |  | 11240 |  |  | Early childhood education |
| □ |  | 113 |  |  | Secondary education |
| □ |  |  | 11320 |  |  | Secondary education |
| □ |  |  | 11330 |  |  | Vocational Training |
| □ |  | 114 |  |  | Post-secondary education |
| □ |  |  | 11420 |  |  | Higher Education |
| □ |  |  | 11430 |  |  | Advanced Tech. & Managerial Training |
| □ | 12 |  |  | Health |
| □ |  | 121 |  |  | Health, general |
| □ |  |  | 12110 |  |  | Health Policy & Admin. Management |
| □ |  |  | 12181 |  |  | Medical education/training |
| □ |  |  | 12182 |  |  | Medical Research  |
| □ |  |  | 12191 |  |  | Medical Services |
| □ |  | 122 |  |  | Basic health |
| □ |  |  | 12220 |  |  | Basic Health Care |
| □ |  |  | 12230 |  |  | Basic Health Infrastructure |
| □ |  |  | 12240 |  |  | Basic Nutrition |
| □ |  |  | 12250 |  |  | Infectious Disease Control |
| □ |  |  | 12261 |  |  | Health Education |
| □ |  |  | 12281 |  |  | Health Personnel Development |
| □ | 13 |  |  | Population programmes |
| □ |  | 130 |  |  | Population polices/programmes and reproductive health |
| □ |  |  | 13010 |  |  | Population Policy And Admin. Mgmt |
| □ |  |  | 13020 |  |  | Reproductive Health Care |
| □ |  |  | 13030 |  |  | Family planning |
| □ |  |  | 13040 |  |  | Std Control Including HIV/Aids |
| □ |  |  | 13081 |  |  | Personnel development for population & reproductive health |
| □ | 14 |  |  | Water Supply and Sanitation |
| □ |  | 140 |  |  | Water supply and sanitation |
| □ |  |  | 14010 |  |  | Water Resources Policy/Admin. Mgmt |
| □ |  |  | 14015 |  |  | Water Resources Protection |
| □ |  |  | 14020 |  |  | Water supply & sanitation — Large systems |
| □ |  |  | 14030 |  |  | Basic drinking water supply & basic sanitation |
| □ |  |  | 14040 |  |  | River Development |
| □ |  |  | 14050 |  |  | Waste Management/Disposal |
| □ |  |  | 14081 |  |  | Education & training in water supply and sanitation |
| □ | 15 |  |  | Government and Civil Society |
| □ |  | 151 |  |  | Government and civil society, general |
| □ |  |  | 15110 |  |  | Economic and development policy/planning |
| □ |  |  | 15120 |  |  | Public sector financial management |
| □ |  |  | 15130 |  |  | Legal and judicial development |
| □ |  |  | 15140 |  |  | Government administration |
| □ |  |  | 15150 |  |  | Strengthening civil society |
| □ |  |  | 15161 |  |  | Elections |
| □ |  |  | 15162 |  |  | Human Rights |
| □ |  |  | 15163 |  |  | Free Flow Of Information |
| □ |  |  | 15164 |  |  | Women’s equality organisations and institutions |
| □ |  | 152 |  |  | Conflict prevention an resolution, peace and security |
| □ |  |  | 15210 |  |  | Security system management and reform |
| □ |  |  | 15220 |  |  | Civilian peace-building, conflict prevention and resolution |
| □ |  |  | 15230 |  |  | Post-conflict peace-building (UN) |
| □ |  |  | 15240 |  |  | Reintegration and SALW control |
| □ |  |  | 15250 |  |  | Land mine clearance |
| □ |  |  | 15261 |  |  | Child soldiers (prevention and demobilisation) |
| □ | 16 |  |  | Other Social Infrastructure and Service |
| □ |  |  | 16010 |  |  | Social/welfare services |
| □ |  |  | 16020 |  |  | Employment policy and admin. mgmt. |
| □ |  |  | 16030 |  |  | Housing policy and admin. management |
| □ |  |  | 16040 |  |  | Low-cost housing |
| □ |  |  | 16050 |  |  | Multisector aid for basic social services |
| □ |  |  | 16061 |  |  | Culture and recreation |
| □ |  |  | 16062 |  |  | Statistical capacity building |
| □ |  |  | 16063 |  |  | Narcotics control |
| □ |  |  | 16064 |  |  | Social mitigation of HIV/AIDS |
| □ | 21 |  |  | Transport and Storage |
| □ |  | 210 |  |  | Transport and storage |
| □ |  |  | 21010 |  |  | Transport Policy & Admin. Management |
| □ |  |  | 21020 |  |  | Road Transport |
| □ |  |  | 21030 |  |  | Rail Transport |
| □ |  |  | 21040 |  |  | Water Transport |
| □ |  |  | 21050 |  |  | Air Transport |
| □ |  |  | 21061 |  |  | Storage |
| □ |  |  | 21081 |  |  | Education & Training In Transport & Storage |
| □ | 22 |  |  | Communications |
| □ |  | 220 |  |  | Communications |
| □ |  |  | 22010 |  |  | Communications Policy & Admin. Mgmt |
| □ |  |  | 22020 |  |  | Telecommunications |
| □ |  |  | 22030 |  |  | Radio/Television/Print Media |
| □ |  |  | 22040 |  |  | Information and communication technology (ICT) |
| □ | 23 |  |  | Energy |
| □ |  | 230 |  |  | Energy generation and supply |
| □ |  |  | 23010 |  |  | Energy Policy And Admin. Management |
| □ |  |  | 23020 |  |  | Power Generation/Non-Renewable Sources |
| □ |  |  | 23030 |  |  | Power Generation/Renewable Sources |
| □ |  |  | 23040 |  |  | Electrical Transmission/Distribution |
| □ |  |  | 23050 |  |  | Gas distribution |
| □ |  |  | 23061 |  |  | Oil-Fired Power Plants |
| □ |  |  | 23062 |  |  | Gas-Fired Power Plants |
| □ |  |  | 23063 |  |  | Coal-Fired Power Plants |
| □ |  |  | 23064 |  |  | Nuclear Power Plants |
| □ |  |  | 23065 |  |  | Hydro-electric Power Plants |
| □ |  |  | 23066 |  |  | Geothermal energy |
| □ |  |  | 23067 |  |  | Solar energy |
| □ |  |  | 23068 |  |  | Wind power |
| □ |  |  | 23069 |  |  | Ocean power |
| □ |  |  | 23070 |  |  | Biomass |
| □ |  |  | 23081 |  |  | Energy education/training |
| □ |  |  | 23082 |  |  | Energy research |
| □ | 24 |  |  | Banking and Financial Services |
| □ |  | 240 |  |  | Banking and financial services |
| □ |  |  | 24010 |  |  | Financial Policy & Admin. Management |
| □ |  |  | 24020 |  |  | Monetary institutions |
| □ |  |  | 24030 |  |  | Formal Sector Financial Institutions |
| □ |  |  | 24040 |  |  | Informal/Semi-Formal Financial intermediaries |
| □ |  |  | 24081 |  |  | Education/training in banking & fin. services |
| □ | 25 |  |  | Business and Other Services |
| □ |  | 250 |  |  | Business and other services |
| □ |  |  | 25010 |  |  | Business support services and institutions |
| □ |  |  | 25020 |  |  | Privatisation |
| □ | 31 |  |  | Agriculture, Forestry and Fishing |
| □ |  | 311 |  |  | Agriculture |
| □ |  |  | 31110 |  |  | Agricultural Policy And Admin. Mgmt |
| □ |  |  | 31120 |  |  | Agricultural development |
| □ |  |  | 31130 |  |  | Agricultural Land Resources |
| □ |  |  | 31140 |  |  | Agricultural Water Resources |
| □ |  |  | 31150 |  |  | Agricultural inputs |
| □ |  |  | 31161 |  |  | Food Crop Production |
| □ |  |  | 31162 |  |  | Industrial Crops/Export Crops |
| □ |  |  | 31163 |  |  | Livestock |
| □ |  |  | 31164 |  |  | Agrarian reform |
| □ |  |  | 31165 |  |  | Agricultural alternative development |
| □ |  |  | 31166 |  |  | Agricultural extension |
| □ |  |  | 31181 |  |  | Agricultural Education/Training |
| □ |  |  | 31182 |  |  | Agricultural Research |
| □ |  |  | 31191 |  |  | Agricultural services |
| □ |  |  | 31192 |  |  | Plant and post-harvest protection and pest control |
| □ |  |  | 31193 |  |  | Agricultural financial services |
| □ |  |  | 31194 |  |  | Agricultural cooperatives |
| □ |  |  | 31195 |  |  | Livestock/Veterinary Services |
| □ |  | 312 |  |  | Forestry |
| □ |  |  | 31210 |  |  | Forestry Policy & Admin. Management |
| □ |  |  | 31220 |  |  | Forestry development |
| □ |  |  | 31261 |  |  | Fuel wood/charcoal |
| □ |  |  | 31281 |  |  | Forestry education/training |
| □ |  |  | 31282 |  |  | Forestry research |
| □ |  |  | 31291 |  |  | Forestry services |
| □ |  | 313 |  |  | Fishing |
| □ |  |  | 31310 |  |  | Fishing Policy And Admin. Management |
| □ |  |  | 31320 |  |  | Fishery development |
| □ |  |  | 31381 |  |  | Fishery education/training |
| □ |  |  | 31382 |  |  | Fishery research |
| □ |  |  | 31391 |  |  | Fishery services |
| □ | 32 |  |  | Industry, Mining and Construction |
| □ |  | 321 |  |  | Industry |
| □ |  |  | 32110 |  |  | Industrial Policy And Admin. Mgmt |
| □ |  |  | 32120 |  |  | Industrial development |
| □ |  |  | 32130 |  |  | Small and medium-sized enterprises (SME) development |
| □ |  |  | 32140 |  |  | Cottage industries and handicraft |
| □ |  |  | 32161 |  |  | Agro-Industries |
| □ |  |  | 32162 |  |  | Forest industries |
| □ |  |  | 32163 |  |  | Textiles — leather & substitutes |
| □ |  |  | 32164 |  |  | Chemicals |
| □ |  |  | 32165 |  |  | Fertiliser plants |
| □ |  |  | 32166 |  |  | Cement/lime/plaster |
| □ |  |  | 32167 |  |  | Energy manufacturing |
| □ |  |  | 32168 |  |  | Pharmaceutical production |
| □ |  |  | 32169 |  |  | Basic metal industries |
| □ |  |  | 32170 |  |  | Non-ferrous metal industries |
| □ |  |  | 32171 |  |  | Engineering |
| □ |  |  | 32172 |  |  | Transport equipment industry |
| □ |  |  | 32182 |  |  | Technological research and development |
| □ |  | 322 |  |  | Mineral resources and mining |
| □ |  |  | 32210 |  |  | Mineral/Mining Policy & Admin. Mgmt |
| □ |  |  | 32220 |  |  | Mineral Prospection And Exploration |
| □ |  |  | 32261 |  |  | Coal |
| □ |  |  | 32262 |  |  | Oil and gas |
| □ |  |  | 32263 |  |  | Ferrous metals |
| □ |  |  | 32264 |  |  | Non-ferrous metals |
| □ |  |  | 32265 |  |  | Precious metals/materials |
| □ |  |  | 32266 |  |  | Industrial minerals |
| □ |  |  | 32267 |  |  | Fertiliser minerals |
| □ |  |  | 32268 |  |  | Offshore minerals |
| □ |  | 323 |  |  | Construction |
| □ |  |  | 32310 |  |  | Construction Policy And Admin. Mgmt |
| □ | 33 |  |  | Trade and Tourism |
| □ |  | 331 |  |  | Trade policy and regulation |
| □ |  |  | 33110 |  |  | Trade Policy And Admin. Management |
| □ |  |  | 33120 |  |  | Trade facilitation |
| □ |  |  | 33130 |  |  | Regional trade agreements (RTAs) |
| □ |  |  | 33140 |  |  | Multilateral trade negotiation |
| □ |  |  | 33181 |  |  | Trade education & training |
| □ |  | 332 |  |  | Tourism |
| □ |  |  | 33210 |  |  | Tourism Policy And Admin. Management |
| □ | 41 |  |  | General Environment Protection |
| □ |  | 410 |  |  | General environmental protection |
| □ |  |  | 41010 |  |  | Environmental Policy And Admin. Mgmt |
| □ |  |  | 41020 |  |  | Biosphere protection |
| □ |  |  | 41030 |  |  | Bio-diversity |
| □ |  |  | 41040 |  |  | Site Preservation |
| □ |  |  | 41050 |  |  | Flood Prevention/Control |
| □ |  |  | 41081 |  |  | Environmental education/training |
| □ |  |  | 41082 |  |  | Environmental research |
| □ | 43 |  |  | Other multisector |
| □ |  | 430 |  |  | Other multisector |
| □ |  |  | 43010 |  |  | Multisector Aid |
| □ |  |  | 43030 |  |  | Urban Development And Management |
| □ |  |  | 43040 |  |  | Rural Development |
| □ |  |  | 43050 |  |  | Non-agricultural alternative development |
| □ |  |  | 43081 |  |  | Multisector education/training |
| □ |  |  | 43082 |  |  | Research/scientific institutions |
| □ | 51 |  |  | General budget support |
| □ |  | 510 |  |  | General budget support |
| □ |  |  | 51010 |  |  | General budget support |
| □ | 52 |  |  | Development food aid/food security |
| □ |  | 520 |  |  | Development food aid/food security assistance |
| □ |  |  | 52010 |  |  | Food Aid / Food Security Programmes |
| □ | 53 |  |  | Other commodity assistance |
| □ |  | 530 |  |  | Other commodity assistance |
| □ |  |  | 53030 |  |  | Import support (capital goods) |
| □ |  |  | 53040 |  |  | Import support (commodities) |
| □ | 60 |  |  | Action relating to debt |
| □ |  | 600 |  |  | Action relating to debt |
| □ |  |  | 60010 |  |  | Action relating to debt |
| □ |  |  | 60020 |  |  | Debt forgiveness |
| □ |  |  | 60030 |  |  | Relief of multilateral debt |
| □ |  |  | 60040 |  |  | Rescheduling and refinancing |
| □ |  |  | 60061 |  |  | Debt for development swap |
| □ |  |  | 60062 |  |  | Other debt swap |
| □ |  |  | 60063 |  |  | Debt buy-back |
| □ | 72 |  |  | Emergency and distress relief |
| □ |  | 720 |  |  | Emergency and distress relief |
| □ |  |  | 72010 |  |  | Material relief assistance and services |
| □ |  |  | 72040 |  |  | Emergency food aid |
| □ |  |  | 72050 |  |  | Relief coordination; protection and support services |
| □ | 73 |  |  | Reconstruction relief and rehabilitation |
| □ |  | 730 |  |  | Reconstruction relief and rehabilitation |
| □ |  |  | 73010 |  |  | Reconstruction relief and rehabilitation |
| □ | 74 |  |  | Disaster prevention and preparedness |
| □ |  | 740 |  |  | Disaster prevention and preparedness |
| □ |  |  | 74010 |  |  | Disaster prevention and preparedness |
| □ | 91 |  |  | Administrative costs of donors |
| □ |  | 910 |  |  | Administrative costs of donors |
| □ |  |  | 91010 |  |  | Administrative Costs |
| □ | 92 |  |  | Support to NGO |
| □ |  | 920 |  |  | Support to NGO |
| □ |  |  | 92010 |  |  | Support to national NGOs |
| □ |  |  | 92020 |  |  | Support to international NGOs |
| □ |  |  | 92030 |  |  | Support to local and regional NGOs  |
| □ | 93 |  |  | Refugees |
| □ |  | 930 |  |  |  | Refugees (in donor countries) |
| □ |  |  | 93010 |  |  | Refugees (in donor countries) |
| □ | 99 |  |  | Unallocated/unspecified |
| □ |  | 998 |  |  | Unallocated/unspecified |
| □ |  |  | 99810 |  |  | Sectors Not Specified |
| □ |  |  | 99820 |  |  | Promotion of Development Awareness |

#### Target group(s)

|  |
| --- |
| □ All□ Child soldiers□ Children (less than 18 years old)□ Community Based Organisation(s)□ Consumers□ Disabled□ Drug consumers□ Educational organisations (school, universities)□ Elderly people□ Illness affected people (Malaria, Tuberculosis, HIV/AIDS)□ Indigenous peoples□ Local authorities□ Migrants□ Non-Governmental Organisations□ Prisoners□ Professional category□ Refugees and displaced□ Research organisations/Researchers□ SME/SMI□ Students□ Urban slum dwellers□ Victims of conflicts/disasters□ Women□ Young people□ Other (please specify): …………………………….. |

### Capacity to manage and implement actions

#### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount(in thousand euros) in the past 7 years |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount(in thousand euros) invested in this geographical area in the past 7 years | **Indicative list of regions*** Europe EU
* Europe non-EU
* Eastern Europe
* Central America
* South America
* South-East Asia
* North-East Asia
* South Asia
* Central Asia
* Mediterranean
* Gulf Countries
* Eastern Africa
* Central Africa
* Western Africa
* Southern Africa
* Indian Ocean
* Caribbean
* Pacific
 |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |  |

 **Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)(as selected in 3.2.2) | Geographical area(s) (country or region, as identified previously) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### Resources

* **Financial data**

*Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousands euros*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net earnings or equivalent | Total balance sheet | Shareholders’ equity or equivalent | Medium and long-term debt | Short‑term debt (<1 year) |
| N[[26]](#footnote-26) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

* **Financing Source(s)**

*Please tick the source(s) of the revenues of your organisation and specify the additional information requested*

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Source | Percentage (total for a given year must be equal to 100 %) | Number of fee-paying members (only for source = Member’s fees) |
| N | □ EU  |  | N/A |
| N | □ Member States’ Public Bodies |  | N/A |
| N | □ Third Countries’ Public Bodies |  | N/A |
| N | □ United Nations |  | N/A |
| N | □ Other International Organisation(s) |  | N/A |
| N | □ Private Sector |  | N/A |
| N | □ Membership fees |  |  |
| N | □ Other (please specify): …………… |  | N/A |
| N | Total | 100 % | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Source | Percentage (total for a given year must be equal to 100 %) | Number of fee-paying members (only for source = Member’s fees) |
| N — 1 | □ EU  |  | N/A |
| N — 1 | □ Member States’ Public Bodies |  | N/A |
| N — 1 | □ Third Countries’ Public Bodies |  | N/A |
| N — 1 | □ United Nations |  | N/A |
| N — 1 | □ Other International Organisation(s) |  | N/A |
| N — 1 | □ Private Sector |  | N/A |
| N — 1 | □ Membership fees |  |  |
| N — 1 | □ Other (please specify): ………… |  | N/A |
| N — 1 | Total | 100 % | N/A |
| N — 2 | □ EU  |  | N/A |
| N — 2 | □ Member States’ Public Bodies |  | N/A |
| N — 2 | □ Third Countries’ Public Bodies |  | N/A |
| N — 2 | □ United Nations |  | N/A |
| N — 2 | □ Other International Organisation(s) |  | N/A |
| N — 2 | □ Private Sector |  | N/A |
| N — 2 | □ Membership fees |  |  |
| N — 2 | □ Other (please specify): ………… |  | N/A |
| N — 2 | Total | 100 % | N/A |

* **Number of staff (full-time equivalent)**

*please tick one option for each type of staff*

|  |  |  |
| --- | --- | --- |
| Type of staff | Paid | Unpaid |
| HQ Staff: recruited and based in Headquarters (located in Developed Country) | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A |
| Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A |
| Local staff: recruited and based in Developing Country | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A | □ < 10□ > 10 and < 50□ > 50 and < 100□ > 100□ N/A |

### List of the management board/committee of your organisation

| Name | Profession | Function | Country of Nationality | On the board since |
| --- | --- | --- | --- | --- |
| Mr |  |  |  |  |
| Ms |  |  |  |  |

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **EuropeAid ID number[[27]](#footnote-27)** |  |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Legal Entity File number[[28]](#footnote-28)** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration[[29]](#footnote-29)/ Nationality[[30]](#footnote-30)**  |  |
| **Website and E-mail address of the organisation** |  |
| **Telephone number:** Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Legal status**  |  **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based**  | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:  (please specify its EuropeAid ID:…………………………)**□** Yes, controlled entity(ies)**□** Yes, family organisation / network entity[[31]](#footnote-31)**□** No, independent |
| **History of cooperation with the applicant** |  |
| **Category (Refer to Section 3.2.1)** |  |
| **Sector(s) (Refer to Section 3.2.2)** |  |
| **Target group(s) (Refer to Section 3.2.3)** |  |

### Capacity to manage and implement actions

### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount(in thousand euros) in the past 7 years |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount(in thousand euros) invested in this geographical area in the past 7 years | **Indicative list of regions*** Europe EU
* Europe non-EU
* Eastern Europe
* Central America
* South America
* South-East Asia
* North-East Asia
* South Asia
* Central Asia
* Mediterranean
* Gulf Countries
* Eastern Africa
* Central Africa
* Western Africa
* Southern Africa
* Indian Ocean
* Caribbean
* Pacific
 |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |  |

**Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)(as mentioned in table above) | Geographical area(s) (country or region, as identified previously) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Important: This application form must be accompanied by a signed and dated Mandate from each co-applicant, in accordance with the template provided below.**

Mandate (for co-applicant(s))

The co-applicant(s) authorise the Applicant <indicate the name of the organisation> to submit on their behalf the present application form for applicant and to sign the standard grant contract (Annex G of the Guidelines for Applicants, "grant contract") with <indicate the name of the Contracting Authority> ("Contracting Authority"), as well as, to be represented by the Applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## AFFILIATED ENTITY(ies) participating in the action

### Description of the affiliated entity(ies)

This section must be completed for each affiliated entity within the meaning of Section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for each affiliated entity.

|  |  |
| --- | --- |
|  | Affiliated entity no.1 |
| **EuropeAid ID number**[[32]](#footnote-32) |  |
| **Full legal name** |  |
| Where the European Commission is the Contracting Authority: All affiliated entity(ies) must encode the information below under their PADOR registration. See also Section 2.2 of the Guidelines for Applicants. |
| **Date of Registration** |  |
| **Place of Registration** |  |
| **Legal status**  |  **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No** |
| **Value based**  | □ Political □ Religious □ Humanistic □ Neutral |
| **If fulfilling the criteria and conditions to be considered as affiliated entity(ies)[[33]](#footnote-33) specify to which entity you are affiliated (applicant/co-applicant) detailing the specific nature of the affiliation(i.e. parent entity,**  **family organisation / network entity, etc) and, if any, its EuropeAid ID** |  |
| **Official address of** **Registration**[[34]](#footnote-34) |  |
| **Country of Registration**[[35]](#footnote-35)/ **Nationality** [[36]](#footnote-36) |  |
| **Contact person** |  |
| **Telephone number**: country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **History of cooperation with the applicant/co-applicant** |  |
| **Category (refer to Section 3.2.1)** |  |
| **Sector(s) (refer to Section 3.2.2)** |  |
| **Target group(s) (refer to Section 3.2.3 3)** |  |

### Capacity to manage and implement actions

### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount(in thousand euros) in the past 7 years |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount(in thousand euros) invested in this geographical area in the past 7 years | **Indicative list of regions*** Europe EU
* Europe non-EU
* Eastern Europe
* Central America
* South America
* South-East Asia
* North-East Asia
* South Asia
* Central Asia
* Mediterranean
* Gulf Countries
* Eastern Africa
* Central Africa
* Western Africa
* Southern Africa
* Indian Ocean
* Caribbean
* Pacific
 |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |
|  | □ Less than 1 year□ 1 to 3 years□ 4 to 7 years□ 7 years + | □ 1 to 5□ 6 to 10□ 11 to 20□ 21 to 50□ 51 to 200□ 200 to 500□ 500+ | □ Less than 1□ 1 to 5□ 5 to 20□ 20 to 50□ 50 to 100□ 100 to 300□ 300 to 1.000□ 1000+□ Unknown |  |

**Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)(as mentioned in table above) | Geographical area(s) (country or region, as identified previously) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the model provided.**

### Affiliated entity(ies)'s Statement

To ensure that the action runs smoothly, the <indicate the name of the Contracting Authority> (Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and application form and understood their role in the action before the application is submitted to the Contracting Authority.
2. All affiliated entity(ies) must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the entity to which they are affiliated to sign the contract on their behalf with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action’s implementation.
3. The affiliated entity(ies) must consult regularly with the entity to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the Contracting Authority.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## Associates of the applicant participating in the action

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  | Associate 1 |
| **Full legal name**  |  |
| **EuropeAid ID number**[[37]](#footnote-37) |  |
| **Country of Registration** |  |
| **Legal status**[[38]](#footnote-38) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## Checklist for the full application form

**<PUBLICATION REFERENCE + TITLE of the Call + Budget Line>**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the applicant |
| **Name of the Applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality**[[39]](#footnote-39)**/Country and date of registration**[[40]](#footnote-40) |  |
| **Legal Entity File number**[[41]](#footnote-41) |  |
| **Legal status**[[42]](#footnote-42) |  |
| **Co-applicant[[43]](#footnote-43)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality/Country** **and date of registration** |  |
| **Legal Entity File number** |  |
| **Legal status** |  |
| **Affiliated Entity[[44]](#footnote-44)**  |  |
| **Name of the Affiliated-Entity**  |  |
| **EuropeAid ID number** |  |
| **Nationality/Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (applicant and/or the co-applicant).****Specify the kind of affiliation you have with that entity.**  |  |

|  |  |
| --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** |
| **Title of the Proposal: <***indicate the title>* | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)****1. The correct grant application form has been used.**  |  |  |
| **2. The Declaration by the Applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in English Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.** |  |  |
| **4. One original and 3 copies are included** |  |  |
| **5. An electronic version of the proposal (CD-ROM) is enclosed** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included. [if co-applicant(s) are not mandatory: <Please write ‘Not applicable’ (NA) if you have no co-applicant(s)>]** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. [if affiliated entity(ies) is not mandatory: <Please write ‘Not applicable’ (NA) if you have no**  **affiliated entity(ies) >]** |  |  |
| **8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.** |  |  |
| **9. The logical framework has been completed and is enclosed.** | **N/A** |
| **PART 2 (ELIGIBILITY)****10. The duration of the action is between 1 months and 12 months (the minimum and maximum allowed).** |  |  |
| **11. The requested contribution is between 10,000 EURO and 25,000 EURO (the minimum and maximum allowed).** |  |  |
| **12. The requested contribution is between 50 % and 80 % of the estimated total eligible costs (minimum and maximum percentage allowed).** |  |  |
| **13.**  **The total amount of financing requested on the basis of simplified cost options does not exceed EUR <60 000 /threshold in 2.1.4 of Guidelines> per each applicant.** |  |  |

## Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the applicant has the sources of financing specified in Section 2 of the Guidelines for Applicants;
* the applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the applicant certifies the legal statues of the applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the Guidelines for Applicants;
* the applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the Guidelines for Applicants.
* **the applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;**
* if recommended to be awarded a grant, the applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex G);
* the applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

**The applicant acknowledges that according to Article 131 (5) of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.**

Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## Assessment grid FOR the full application form

(to be used by the contracting authority)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **opening &administrative check and concept note evaluation** |  |  |
| 1. The submission deadline has been met. |  |  |
| 2. The checklist for the application form has been duly completed. |  |  |
| Administrative compliance has been checked by:Date: |
| **DECISION:****A.** The Committee has decided to evaluate the Concept Note, which passed the administrative checks. |  |  |
| **B.** The Committee has decided to recommend evaluation of the full application form. |  |  |
| The Concept Note has been evaluated by:Date:  |  |  |
| **evaluation of the full application form** |  |  |
| **decision:****A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the Committee has recommended eligibility checking. |  |  |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the Committee has recommended eligibility checking |  |  |
| The proposal has been evaluated by:Date:  |
| **eligibility verification** |  |  |
| 3. The checklist for the application form has been duly completed. |  |  |
| 4. The applicant satisfies the eligibility criteria in section 2.1.1 |  |  |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1. |  |  |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.3. |  |  |
| 7. The supporting documents listed below were submitted in accordance with the Guidelines (Section 2.4) |  |  |
| a. The applicant's statutes |  |  |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies)  |  |  |
| c. The applicant’s external audit report (if applicable) |  |  |
| d. Copy of the applicant’s latest accounts. |  |  |
| Eligibility has been assessed by:Date: |
| **decision:**The Committee has checked the proposal’s eligibility under the criteria laid down in the Guidelines for Applicants and has selected the proposal for funding. |  |  |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call. [↑](#footnote-ref-1)
2. To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit <http://ec.europa.eu/europeaid/onlineservices/pador>. [↑](#footnote-ref-2)
3. If an applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number. If not, write ‘N/A’. [↑](#footnote-ref-3)
4. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-4)
5. Use one row for each co-applicant. [↑](#footnote-ref-5)
6. Use one row for each affiliated entity. [↑](#footnote-ref-6)
7. Cover page as per template in page 1 should be attached as well [↑](#footnote-ref-7)
8. “Target groups” are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-8)
9. “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-9)
10. See footnote 1. [↑](#footnote-ref-10)
11. The evaluation committee will refer to information provided in the Concept Note as regards objectives and the relevance of the action. [↑](#footnote-ref-11)
12. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-12)
13. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-13)
14. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-14)
15. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-15)
16. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-16)
17. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-17)
18. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index\_en.htm. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority. [↑](#footnote-ref-18)
19. If the applicant has already signed a contract with the European Commission. [↑](#footnote-ref-19)
20. For organisations. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please give reasons for its location]. [↑](#footnote-ref-20)
21. For individuals. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please give reasons for its location]. [↑](#footnote-ref-21)
22. Please choose only one set of values. [↑](#footnote-ref-22)
23. E.g. confederation / federation / alliance. [↑](#footnote-ref-23)
24. Please specify (1) the sector to which your organisation belongs, as defined in its statutes (or equivalent document): public (established and/or funded by a public body) OR private (established and/or funded by a private entity); (2) in the appropriate column, the category to which your organisation belongs (one choice only). [↑](#footnote-ref-24)
25. Please tick the box for each sector your organisation has been active in the past 7 years. The sectors come from the DAC list set up by the OECD. [↑](#footnote-ref-25)
26. N = previous financial year. [↑](#footnote-ref-26)
27. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm> . This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority. [↑](#footnote-ref-27)
28. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-28)
29. For organisations. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location]. [↑](#footnote-ref-29)
30. For individuals. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location]. [↑](#footnote-ref-30)
31. [↑](#footnote-ref-31)
32. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm>. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority. [↑](#footnote-ref-32)
33. As described in point 2.1.2. of the Guidelines. [↑](#footnote-ref-33)
34. If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location. [↑](#footnote-ref-34)
35. For organisations. [↑](#footnote-ref-35)
36. For individuals. [↑](#footnote-ref-36)
37. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm> . [↑](#footnote-ref-37)
38. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-38)
39. For individuals. [↑](#footnote-ref-39)
40. For organisations. [↑](#footnote-ref-40)
41. If the applicant has already signed a contract with the European Commission. [↑](#footnote-ref-41)
42. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-42)
43. Add as many rows as co-applicant(s) [↑](#footnote-ref-43)
44. Add as many rows as affiliated entities [↑](#footnote-ref-44)