****

**Contracting authority:** European Commission

European Union Office in Kosovo\*

**Annex A.2 – Grant application form – Full application**

Budget line(s): BGUE-B2016-22.020401-C1-NEAR DELKOS

BGUE-B2017-22.020401-C1-NEAR DELKOS

Reference:

EuropeAid/ EuropeAid/163284/DD/ACT/XK

Deadline for submission[[1]](#footnote-1) of concept notes: **20 May 2019 at 10:00 hrs (Brussels date and time)**

(in order to convert to local time click [here](http://www.timeanddate.com/worldclock/converter.html)[[2]](#footnote-2))

|  |  |  |
| --- | --- | --- |
| Number & title of thematic priority / lot[[3]](#footnote-3) |  | |
| Title of the action: |  | |
| Expected result: |  | |
| Does the operation include the execution of works? (tick the right answer) | Yes 🞎 | No 🞎 |
| The following CBC criteria are met by this operation (tick the right ones)[[4]](#footnote-4): | Joint development 🞎  (mandatory) | Joint implementation 🞎  (mandatory) |
| Joint staffing 🞎  (optional) | Joint financing 🞎  (optional) |
| Location(s) of the action: | *<*specify country(ies), region(s), area(s), municipality(ies) or town(s) whose population will benefit from the action*>* | |
| Name of the lead applicant: | <…> | |
| Nationality of the lead applicant[[5]](#footnote-5): | <…> | |

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

**NOTICE**

When processing your application, any personal data (e.g. names, addresses and CVs), will be processed[[6]](#footnote-6) solely for the purposes of the performance management and monitoring of the call for proposal and of the contract by the data controller without prejudice to possible transmission to the bodies charge with monitoring or inspection tasks in application of Union law.

When the European Commission is the Contracting Authority or is processing your personal data received from you or from the Contracting Authority (when the European Commission is not the Contracting Authority), the data protection rules provided for by the Regulation [[7]](#footnote-7) on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data applies.

Information concerning processing of your personal data by the European Commission is available in the privacy statement at:[[8]](#footnote-8)

<http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

The data controller of this call for proposals is the head of unit of NEAR/R.4 - Contracts and Finance (ENI)

Table of contents

[Full Application Form 5](#_Toc526159224)

[1 General information 5](#_Toc526159225)

[2 The action 5](#_Toc526159226)

[2.1. Description of the action 5](#_Toc526159227)

[2.1.1. Description (max 13 pages) 5](#_Toc526159228)

[2.1.2. Implementation approach (max 5 pages) 6](#_Toc526159229)

[2.1.3. Indicative action plan for implementing the action (max 4 pages) 7](#_Toc526159230)

[2.1.4. Sustainability of the action (max 3 pages) 9](#_Toc526159231)

[2.1.5. Logical Framework 9](#_Toc526159232)

[2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding 9](#_Toc526159233)

[2.2. Lead applicant’s experience 9](#_Toc526159234)

[3 The lead applicant, the co-applicant(s) and affiliated entities 12](#_Toc526159235)

[4 Associates participating in the action 13](#_Toc526159236)

[5 Declarations 14](#_Toc526159237)

[5.1. Declaration by the lead applicant (full application) 14](#_Toc526159238)

[5.2. Mandate (for co-applicant(s)) 16](#_Toc526159239)

[5.3. Affiliated entity(ies) 17](#_Toc526159240)

[Instructions for drafting the full application 19](#_Toc526159241)

[1 General information 19](#_Toc526159242)

[2 The action 19](#_Toc526159243)

[3 The lead applicant, the co-applicant and affiliated entities 24](#_Toc526159244)

[4 Associates participating in the action 24](#_Toc526159245)

[5 Declarations 24](#_Toc526159246)

[6 Checklist for self-guidance 24](#_Toc526159247)

# Full Application Form

You **must follow** the instructions at the end of this document on how to fill in the full application

Delete the following sentence if submission via PROSPECT is mandatory for this call (no post or hand-delivery allowed)

Delete section 3 if you are applying via PROSPECT

## General information

|  |  |
| --- | --- |
| **Reference of the call for proposals** | *Enter EuropeAid reference for the call for proposals* |
| **Number and title of the thematic priority / lot you are applying to:** | *e.g. Lot n­º 2* |
| **Number of the proposal**[[9]](#footnote-9) | *Number applicable for Restricted procedure only.* |
| **Name of the lead applicant** |  |
| **Title of the action** |  |
| **Location of the action** | [Do not fill in here if you are applying via PROSPECT]  *specify country(ies), region(s), area(s), municipality(ies) or town(s) whose population will benefit from the action* |
| **Duration of the action** | [Do not fill in here if you are applying via PROSPECT] |

## The action[[10]](#footnote-10)

### Description of the action

* + 1. Description (max 13 pages)

<insert text here>

* + 1. Implementation approach (max 5 pages)

<insert text here>

* + 1. Indicative action plan for implementing the action (max 4 pages)

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. |  |  |  |  |  |  |  |  |  |

* + 1. Sustainability of the action (max 3 pages)

<insert text here>

* + 1. Logical Framework

Please fill in Annex C to the guidelines for applicants.

* + 1. Budget, amount requested from the contracting authority and other expected sources of funding

Please fill in Annex B to the guidelines for applicants

### Lead applicant’s experience

The below 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.

**(i) Experience in similar actions** **in the past** **3 years** (Maximum 1 page per action)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector (ref. list of sectors in Sectorial experience in PADOR):** | | |
| **Location of the action** | **Cost of the action**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the action (name)[[11]](#footnote-11)** | **Amount contributed (by donor)** | **Dates** (from..to)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |

**(ii) Experience in other actions in the past 3 years** (Max. 1 page per action and max. 10 actions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector (ref. list of sectors in Sectorial experience in PADOR):** | | |
| **Location of the action** | **Cost of the action**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the action (name)[[12]](#footnote-12)** | **Amount contributed (by donor)** | **Dates** (from..to)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |

## 

## The lead applicant, the co-applicant(s) and affiliated entities

[Delete this section if you are applying via PROSPECT]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the lead applicant** |  | | | |
| EuropeAid ID |  | | | |
| Country and date of registration[[13]](#footnote-13) |  | | | |
| Legal entity file number[[14]](#footnote-14) |  | | | |
| Legal status[[15]](#footnote-15) | Profit-Making | 🞎 Yes  🞎 No | NGO | 🞎 Yes  🞎 No |
| **Co-applicant(s) [[16]](#footnote-16)** |  | | | |
| Name of the co-applicant |  | | | |
| EuropeAid ID |  | | | |
| Country and date of registration |  | | | |
| Legal entity file number (if available) |  | | | |
| Legal status | Profit-Making | 🞎 Yes  🞎 No | NGO | 🞎 Yes  🞎 No |
| **Affiliated Entity(ies)[[17]](#footnote-17)** |  | | | |
| Name of the Affiliated-Entity |  | | | |
| EuropeAid ID |  | | | |
| Country and date of registration |  | | | |
| Legal status | Profit-Making | 🞎 Yes  🞎 No | NGO | 🞎 Yes  🞎 No |
| Specify to which entity you are affiliated (lead applicant and/or the co-applicant).  Specify the kind of affiliation you have with that entity. |  | | | |

## Associates participating in the action

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Associate** <…> | | | |
| **Full legal name** |  | | | |
| **EuropeAid ID number**[[18]](#footnote-18) |  | | | |
| **Country of registration** |  | | | |
| **Legal status**[[19]](#footnote-19) | Profit-Making | 🞎 Yes  🞎 No | NGO | 🞎 Yes  🞎 No |
| **Official address** |  | | | |
| **Contact person** |  | | | |
| **Tel**: country code + city code + number |  | | | |
| **Fax**: country code + city code + number |  | | | |
| **E-mail address** |  | | | |
| **Number of employees** |  | | | |
| **Experience of similar actions**, in relation to role in implementing 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 |  | | | |

## Declarations

### Declaration by the lead applicant (full application)

The lead 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

1. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
2. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
3. the lead applicant certifies the legal statutes of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
4. the lead 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;
5. the lead 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;
6. the lead 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;
7. the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
8. the lead 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.
9. **the lead 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;**
10. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the ContributionAgreement, where applicable);

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 lead 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.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

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

### Mandate (for co-applicant(s))

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

The co-applicant authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the European Commission (contracting authority), as well as, to be represented by the lead 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)

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

**Affiliated entity(ies)'s statement**

To ensure that the action runs smoothly, the European Commission (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 grant 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 (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation 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 organisation 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. changes in activities that could affect the basic purpose of the action, 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:** |  |

**[Please delete the instructions below before submitting your full application]**

# Instructions for drafting the full application

If you are applying for a restricted call for proposals, you should only submit this form (Annex A.2) after you receive an invitation to submit a full application (at the time of the invitation).

## ****General information****

Please fill in the table.

## ****The action****

* 1. ****Description of the Action****

****Description (max 13 pages)****

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s), possible intermediary outcomes and outputs:

1. Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication)
2. Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
3. Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact , making explicit the main assumptions and risks along this chain of results.
4. State 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).
5. 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 recipients of financial support 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. List any publications proposed.
6. If financial support is allowed by the guidelines for applicants, lead 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. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities.
7. Indicate the main studies conducted in view of defining the scope of the action.
8. Describe/highlight eventual changes of the information provided in the concept note.

Implementation approach (max 5 pages)

Describe in detail:

1. the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
2. 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);
3. 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);
4. 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);
5. 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;
6. the planned monitoring arrangements and subsequent follow up;
7. the planned internal/external evaluation processes (*an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount*);
8. the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.

Indicative action plan for implementing the action (max 4 pages)

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

It is 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).

Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

1. Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
2. 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.
3. 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:
   1. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
   2. 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 the results of theaction.
   3. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
   4. Environmental sustainability (where applicable): what positive/negative 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?
4. Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

Logical Framework

Please fill in Annex C[[20]](#footnote-20) to the guidelines for applicants.

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:

1. the budget of the action (worksheet 1), for the total duration of the action and for its first <12/if more specify> months;
2. justification of the budget (worksheet 2), for the total duration of the action, and
3. 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 list below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EURO.

* 1. Experience

The information in this section 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.

**(i) Experience in similar actions** **in the past** **3 years**: 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:

* The lead applicant
* The co-applicant(s)
* The affiliated entity(ies)

**Maximum 1 page per action**.

**(ii) Experience in other actions in the past 3 years**: Please provide a detailed description of other actions managed by:

* The lead applicant
* The co-applicant(s)
* The affiliated entity(ies)

**Max. 1 page per action and max. 10 actions**.

## The lead applicant, the co-applicant and affiliated entities

As per Section 2.2. of the guidelines, prior registration in PADOR for this call for proposals is obligatory at full application stage for the lead applicant, co-applicants (if any) and affiliated entities (if any).

Please check that you have filled in your EuropeAid ID in the application form and that your PADOR profile is up to date. If it is impossible to register online in PADOR, you must complete the 'EuropeAid offline registration form' (Annex F to the guidelines) and send it together with your application.

**It is strongly recommended to register in PADOR before you start drafting your proposal and not to wait until just before the deadline of submission**.

## Associates 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.

## Declarations

## Checklist for self-guidance

**Full application checklist**

**EuropeAid/«$call.ReferenceNumber»/«$call.TypeOfCall»/«$call.Nature»/«$call.MainGeoZoneCode»**

*(To be filled in by the lead applicant for self-guidance purposes only)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the Proposal:** |  |  |  |
| **Before sending your full application**  **check that each of the criteria below have been met in full:** | **Yes** | **No** | **N/A** |
| «$call.Grids.FAA.Records.ALL.Entry.Title» |  |  |  |
| «$call.Grids.ELG.Records.ALL.Entry.Title» |  |  |  |

1. Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except for public holidays). [↑](#footnote-ref-1)
2. An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html> [↑](#footnote-ref-2)
3. Please note that the selection of **only one** thematic priority / lot of the call is compulsory. [↑](#footnote-ref-3)
4. A genuine CBC operation must have both mandatory criteria plus at least one of the two optional criteria. [↑](#footnote-ref-4)
5. [The nationality is to be determined on the basis of the organisation’s statutes and the registration certificate, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.] [↑](#footnote-ref-5)
6. In order to avoid requesting the applicants for the same information more than once, information already available to the Contracting Authority may be used to the extent possible. [↑](#footnote-ref-6)
7. Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

   The aim of the regulation is to align the provisions of Regulation (EC) no 45/2001 with the principles and rules laid down in Regulation (EU) 2016/679 applicable to the Member States. [↑](#footnote-ref-7)
8. This link will lead you to the ‘privacy statement’ published as annex A13 to the practical guide general annexes. [↑](#footnote-ref-8)
9. When the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-9)
10. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-10)
11. 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-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. For organisations. [↑](#footnote-ref-13)
14. If the applicant has already signed a contract with the European Commission. [↑](#footnote-ref-14)
15. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-15)
16. Add as many rows as co-applicant(s) [↑](#footnote-ref-16)
17. Add as many rows as affiliated entities [↑](#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/pador_en> [↑](#footnote-ref-18)
19. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-19)
20. Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>. [↑](#footnote-ref-20)