

**Contracting authority:**

The Government of Montenegro, Ministry of Finance and Social Welfare, Directorate for the Finance and Contracting of the EU Assistance Funds (CFCU)

**Cross-Border Cooperation Programme Montenegro - Kosovo\* 2014-2020 under the Instrument for Pre-accession Assistance (IPA II)**

**Grant application form**

Budget line(s): IPA 2018, 2019 & 2020

Cross-border Cooperation Action Programme Montenegro-Kosovo

Reference: **EuropeAid/171521/ID/ACT/MULTI**

Deadline for submission of concept notes: **25th June 2021**

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: | <…> | |
| Number & title of the specific objective [[1]](#footnote-1): | <according to Sections 1.2 and 2.1.4 of the guidelines> | |
| Number(s) & title(s) of the expected results of the call[[2]](#footnote-2): | <according to Section 2.1.4 of the guidelines> | |
| 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)[[3]](#footnote-3): | 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[[4]](#footnote-4): | <…> | |

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

|  |  |
| --- | --- |
| EuropeAid ID[[5]](#footnote-5) | <…> |
| Ongoing contract/legal entity file number (if available)[[6]](#footnote-6) | <…> |
| Legal status[[7]](#footnote-7) | <…> |
| Co-applicant no. 1 [[8]](#footnote-8) | Name: <…>  EuropeAid ID no: <…>  Nationality and date of establishment: <…>  Legal status: <…>  Relation with the lead applicant or another co-applicant: <…> |
| Co-applicant no. 2 | Name: <…>  EuropeAid ID no: <…>  Nationality and date of establishment: <…>  Legal status: <…>  Relation with the lead applicant or another co-applicant: <…> |
| Affiliated entity[[9]](#footnote-9) | Name: <…>  EuropeAid ID no: <…>  Nationality and date of establishment: <…>  Legal status: <…>  Relation with the lead applicant or another co-applicant: <…> |

|  |  |
| --- | --- |
| **Lead 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 lead applicant:** | <…> |

**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**

If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed[[10]](#footnote-10) solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this grant award procedure.

Details concerning processing of your personal data are available on the privacy statement at

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> [[11]](#footnote-11)

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

The controller of call for tenders is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

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

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.

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# Part A. CONCEPT NOTE

## 1 Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the 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 lead applicant must ensure that the text:

* includes Pages 1, 2 and 3 of this document, filled in and submitted as a cover page of the concept note;
* includes the table of the summary of the action (without any limitation of size);
* includes the description of the action (not exceeding 3 pages) and the relevance of the action (not exceeding 5 or 6 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action

Please complete the table below.

|  |  |  |
| --- | --- | --- |
| Title of the action: | <…> | |
| Please tick the box corresponding to the specific objective/lot for which you are applying: | **Specific objective 1.1**: Improve the access to the labour market” | 🞎 |
| **Specific objective 1.2:** The social inclusion of vulnerable and marginalized groups has been furthered | 🞎 |
| **Specific objective 2.1:** Improve the wastewater and solid waste management and sustainable use of resources | 🞎 |
| **Specific objective 3.1:** Improve the volume, quality and visibility of tourism related to valorisation of cultural and natural heritage and values | 🞎 |
| Location(s) of the action: | <specify the country(ies), region(s), municipality(ies) and/or town(s) whose population will benefit from the action> | |
| Total duration of the action (months): | <…> | |
| Requested EU contribution (amount) | [<EUR ] | |
| Requested EU contribution as a percentage of total eligible costs of the action (indicative) [[12]](#footnote-12) | <…>% | |
| Total indicative budget | <EUR> | |
| Objectives of the action | Overall objective (i.e. impacts):<…>  Specific objective(s) (i.e. outcome(s)):<…> | |
| Target group(s)[[13]](#footnote-13) | <…> | |
| Final beneficiaries[[14]](#footnote-14) | <…> | |
| Expected outputs  (please number them in relation to the specific objectives) | <…> | |
| Main activities  (please number them in relation to the expected outputs) | <…> | |

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

Please provide all the following information:

Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)

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.

Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters

Explain how the action will mainstream relevant cross-cutting issues such as promotion of minorities and human rights[[15]](#footnote-15), gender equality[[16]](#footnote-16) and equal opportunities, democracy, good governance, support to youth, children’s rights and environmental sustainability[[17]](#footnote-17).

Outline the broad timeframe of the action and describe any specific factor taken into account.

### Relevance of the action (max 5 or 6 pages, if there are works)

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

Please provide all the following information:

1. Describe and justify the relevance of the action to the thematic priorities/specific objective(s) of the call for proposals (see Section 1.2 and 2.1.4 of the guidelines). Please mind that you are expected to spell out the overall and specific objective(-s) of your concept note and to explain how they comply with and contribute to the achievement of your selected specific objective of the call. The link should be as much clearly described as possible. Simple, one-sentence statements, such as ‘the overall objective of our project will contribute in high degree to the achievement of the programme specific objective’ is insufficient.
2. Describe the relevance of the action to any specific requirements stated in the guidelines for applicants, e.g. local ownership, programme indicators, etc, (see Section 2.1.4 of the guidelines).
3. Describe which of the expected results referred to in the guidelines for applicants will be addressed.
4. Explain which of the following cross-border cooperation criteria are fulfilled (minimum three): joint development, joint implementation and either joint staffing or joint financing, or both. Please give a brief justification on how the cross-border criteria will be respected. Avoid using simple sentences such as ‘the application was developed by all project partners’. You are advised to be more convincing by describing what has been the exact role of each partner organisation in the project development. The same recommendation refers to the other cross-border cooperation criteria.
5. Explain how the proposed action is going to contribute to intensifying neighbourly relations, creating sustainable partnerships for socio-economic development and/or the removal of obstacles to this development, as well as how you will measure or demonstrate this once the action will be implemented.

#### Relevance to the particular needs and constraints of the programme eligible area and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target eligible area and/or sectors (include quantified data analysis that is socio-economic statistics 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.

Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others). For instance, where appropriate, describe and justify the relevance of the action to the objectives of any of the EU Strategies for the Danube Region or the Adriatic and Ionian Region (see the evaluation grid for step 1 in the guidelines). Please note that you are expected to spell out the overall and specific objectives of your concept note and to explain how they comply with and contribute to the achievement of the specific objectives of any of the two EU macro-strategies. The link should be as much clearly described as possible. Simple, one-sentence statements, such as ‘the overall objective of our project will contribute in high degree to the achievement of the objective X of the EU macro-strategy’ are not acceptable.

#### 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 (including capacity 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 of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

## 2 Checklist for the concept note

**EuropeAid/171521/ID/ACT/MULTI - 3RD CALL FOR PROPOSALS, CROSS-BORDER COOPERATION PROGRAMME MONTENEGRO – kosovo 2014-2020 UNDER THE INSTRUMENT FOR PRE-ACCESSION ASSISTANCE 2014-2020 (IPA II), IPA 2018, 2019 & 2020**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Country and date of registration** |  |
| **Legal entity file number**[[18]](#footnote-18) |  |
| **Legal status**[[19]](#footnote-19) |  |
| **Co-applicant[[20]](#footnote-20)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[21]](#footnote-21)** |  |
| **Name of the Affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your CONCEPT NOTE, please check that each of the criteria BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal:** | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The instructions for the concept note have been followed.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **4. One original and 3 copies are included.** |  |  |
| **5. An electronic version of the concept note (e.g. CD-Rom or USB stick) is enclosed.** |  |  |
| **PART 2 (ELIGIBILITY)**  **6. The action will be implemented in eligible countries.** |  |  |
| **7. At least one legal entity from each of the participating countries is involved as either the lead applicant or a co-applicant in the operation.** |  |  |
| **8. The duration of the action is between: 18 months and 24 months (the minimum and maximum allowed) for specific objectives of the call.** |  |  |
| **9. The requested contribution is between the minimum and maximum allowed for the following specific objectives of the call:**  **- EUR 150.000,00 – 245.000,00 for the specific objective 1.1**  **- EUR 150.000,00 – 245.000,00 for the specific objective 1.2**  **- EUR 200.000,00 – 400.000,00 for the specific objective 2.1**  **- EUR 200.000,00 – 400.000,00 for the specific objective 3.1** |  |  |
| **10. The EU financing requested is between 50 % (the minimum) and 85 % (the maximum allowed) of the total eligible costs of the action.** |  |  |
| **11. The following CBC criteria are met by this operation: joint development, joint implementation and either joint staffing or joint financing, or both.** |  |  |
| **12. This checklist and the declaration by the lead applicant have been filled in and sent with the concept note.** |  |  |

## 3 Declaration by the lead applicant (concept note)

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

* the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
* 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;
* 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;
* the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
* the lead applicant and each co-applicant and affiliated entity accept that the contracting authority could share their contact data for research purposes with staff of the joint technical secretariats of the programme under which they submitted an application;
* **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;**
* 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 Contribution Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);

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** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## 4 Assessment grid for the concept note

**(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. The submission deadline has been met. |  |  |
| 2. The concept note satisfies all criteria specified in the checklist. |  |  |
| Administrative compliance has been checked by:  Date: |  |  |
| **DECISION 1: The committee has decided to evaluate the concept note, which has passed the administrative check.** |  |  |
| The concept note has been evaluated by:  Date: |  |  |
| **DECISION 2: The committee has decided to recommend evaluation of the full application.** |  |  |

# Part B. Full Application Form[[22]](#footnote-22)

**To be completed only by applicants who receive an invitation to submit a full application (at the time of the invitation)**

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

## 1 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 lead applicant** | <…> | | |
| **Number of the proposal**[[23]](#footnote-23) | [<Number>] | | |
| **Title of the action** | <…> | | |
| **Specific objective for which you are applying:** | **Specific objective 1.1**: Improve the access to the labour market” | | 🞎 |
| **Specific objective 1.2:** The social inclusion of vulnerable and marginalized groups has been furthered | | 🞎 |
| **Specific objective 2.1:** Improve the wastewater and solid waste management and sustainable use of resources | | 🞎 |
| **Specific objective 3.1:** Improve the volume, quality and visibility of tourism related to valorisation of cultural and natural heritage and values | | 🞎 |
| **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) [[24]](#footnote-24)** | **Joint development 🞎**  **(mandatory)** | **Joint implementation 🞎**  **(mandatory)** | |
| **Joint staffing 🞎**  **(optional)** | **Joint financing 🞎**  **(optional)** | |
| **Location of the action** | **<**specify country(ies), region(s), area(s), municipality(ies) or town(s) whose population will benefit from the action> | | |
| **Duration of the action** | <…> | | |
| **Requested amount of EU financing:** | EUR <…> | | |
| **Percentage of the EU financing in relation to the total eligible costs of the action:** | <…>% | | |
| **Objectives of the action** | Overall objective (i.e. impacts):<…>  Specific objective(s) (i.e. outcome(s)):<…> | | | |
| **Target group(s)[[25]](#footnote-25)** | <…> | | | |
| **Final beneficiaries[[26]](#footnote-26)** | <…> | | | |
| **Expected outputs[[27]](#footnote-27)**  (please number them in relation to the specific objectives) | <…> | | | |
| **Main activities**  (please number them in relation to the expected outputs) | <…> | | | |

## 2 The action[[28]](#footnote-28)

### 2.1 Description of the action

#### 2.1.1 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.

* 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)
* 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.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[29]](#footnote-29) and finally the outcome(s) to the expected impact[[30]](#footnote-30), making explicit the main assumptions and risks along this chain of results.
* Refer to the outcome and output indicators to measure their attainment and 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 entities. Applicants are required to establish a quantifiable relation between the programme indicators (see section 2.1.4 of the guidelines of the call) and the indicators of their operation. This relation has to consider appropriate baselines and feasible targets for the indicators.
* 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 and affiliated entity (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.
* Present a table displaying all the services, goods and works that you are going to procure during the action. Please mind the provisions of article 7.5 of the general conditions (see Annex G of the guidelines) in relation to equipment, vehicles and supplies purchased under the contract. When the value of the equipment to be procured exceeds 25% of the total direct costs of the operation, the applicant is advised to include a short technical description of this equipment.
* Applicants who are going to execute works will have to devote to their description some space under this section of the application form, referring in detail to the supporting documents they will have submitted with this full application as a proof of their readiness to launch works tenders.
* Indicate the main studies conducted in view of defining the scope of the action.
* If applicable, describe/highlight and justify eventual changes of the information provided in the concept note.

As a recommendation, the applicant may consider to present the results and activities of the project using the following format:

|  |  |  |
| --- | --- | --- |
| **TITLE OF OUTPUT NO. <1. >:** | | **Output indicator(s):** <…> |
| **Title of activity no. <1. >:** | |
| **Description of the activity:** | | |
| **Duration of activity no. <X>:** from month <Z> to month <Y> | **Description of the partners’ role:** | |
|  | | |
| **Title of activity no. <X>:** | | **Output indicator(s):** <…> |
| **Description of the activity:** | | |
| **Duration of activity no. <X>:** from month <Z> to month <Y> | **Description of the partners’ role:** | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **TITLE OF OUTPUT NO. <2. >:** | | **Output indicator(s):** <…> |
| **Title of activity no. <2. >:** | |
| **Description of the activity:** | | |
| **Duration of activity no. <X>:** from month <Z> to month <Y> | **Description of the partners’ role:** | |
|  | | |
| **Title of activity no. <X>:** | | **Output indicator(s):** <…> |
| **Description of the activity:** | | |
| **Duration of activity no. <X>:** from month <Z> to month <Y> | **Description of the partners’ role:]** | |

#### 2.1.2 Implementation approach (max 5 pages)

Describe in detail:

* the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such implementation approach;
* 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- highlighting 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 Commission and the EU Strategy for the Danube Region and the one for the Adriatic and Ionian Region);
* 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 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 planned monitoring arrangements and subsequent follow up
* 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*)
* the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding (please see Section 2.1.4 of the guidelines).

#### 2.1.3 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.

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 lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. 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. |  |  |  |  |  |  |  |  |  |

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

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

* Describe the expected impact of the action at cross-border level 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.?). Please note that the action should be able to demonstrate that it will intensify neighbourly relations, create sustainable cross-border partnerships for socio-economic development and/or remove cross-border obstacles to sustainable development.
* 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.
* 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 the results of theaction..

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

d. 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?

* 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.

#### 2.1.5 Logical framework

Please fill in Annex C[[31]](#footnote-31) to the guidelines for applicants.

#### 2.1.6 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 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.

### 2.2 Lead 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 lead applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[32]](#footnote-32) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs 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 lead applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[33]](#footnote-33) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs of the action** | |  | | | |
|  | |  | | | |

### 2.3 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:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[34]](#footnote-34) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs 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:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[35]](#footnote-35) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs of the action** | |  | | | |
|  | |  | | | |

### 2.4 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:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[36]](#footnote-36) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs 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:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[37]](#footnote-37) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives/outcomes and outputs of the action** | |  | | | |
|  | |  | | | |

## 3 The lead applicant[[38]](#footnote-38)

|  |  |
| --- | --- |
| **EuropeAid ID number**[[39]](#footnote-39) |  |
| **Name of the organisation** |  |

**3.1 Identity**

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number**[[40]](#footnote-40) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[41]](#footnote-41) |  |
| **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.**

## 

## 4 The Co-applicant(s)

### 4.1 Description of 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[[42]](#footnote-42)** |  | | | |
| **Name of the organisation** |  | | | |
| **The co-applicant’s contact details for the purpose of this action** |  | | | |
| **Legal entity file number[[43]](#footnote-43)** |  | | | |
| **Abbreviation** |  | | | |
| **Registration number (or equivalent)** |  | | | |
| **Date of registration** |  | | | |
| **Place of registration** |  | | | |
| **Official address of registration** |  | | | |
| **Country of registration[[44]](#footnote-44)** |  | | | |
| **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 |
| **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[[45]](#footnote-45)  **🞎** No, independent | | | |
| **History of cooperation with the lead applicant** |  | | | |

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

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

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> (‘contracting authority’), as well as, to represent the co-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: |  |

## 5 Affiliated entity(ies) participating in the action

### 5.1 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**[[46]](#footnote-46) |  | | | |
| **Full legal name** |  | | | |
| **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)[[47]](#footnote-47) specify to which entity you are affiliated (lead 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**[[48]](#footnote-48) |  | | | |
| **Country of registration**[[49]](#footnote-49) |  | | | |
| **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 lead applicant/co-applicant** |  | | | |

**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.**

### 5.2 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 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: |  |

## 6 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.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name** |  |
| **EuropeAid ID number**[[50]](#footnote-50) |  |
| **Country of registration** |  |
| **Legal status**[[51]](#footnote-51) |  |
| **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** |  |

## 7 Checklist for the full application form

## EuropeAid/171521/ID/ACT/MULTI - 3RD Call for Proposals, Cross-Border Cooperation Programme Montenegro – kosovo 2014-2020 under the instrument for Pre-accession Assistance 2014-2020 (IPA II), IPA 2018, 2019 & 2020

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Country and date of registration** |  |
| **Legal entity file number**[[52]](#footnote-52) |  |
| **Legal status**[[53]](#footnote-53) |  |
| **Co-applicant[[54]](#footnote-54)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[55]](#footnote-55)** |  |
| **Name of the affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead 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 lead applicant has been filled in and signed.** |  |  |
| **3. The lead applicant, the co-applicants and the affiliated entities have filled** **in the declaration on honour on exclusion criteria and selection criteria.** |  |  |
| **4. The proposal is typed and is in English.** |  |  |
| **5. One original and 3 copies are included** |  |  |
| **6. An electronic version of the full application form (e.g. CD-Rom or USB stick) is enclosed** |  |  |
| **7. Each co-applicant has completed and signed the mandate and the mandate is included.** |  |  |
| **8. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write ‘Not applicable’ (NA) if you have no**  **affiliated entity(ies)]** |  |  |
| **9. The budget is enclosed, in balance, presented in the format requested, and stated in euro.** |  |  |
| **10. The logical framework has been completed and is enclosed.** |  |  |
| **11. The supporting documents in case of operations with works (proof of ownership or long term lease; a positive decision on environmental impact assessment, all legal authorisations such as location and construction permits; a bill of quantities - not older than 2 years - in euro) have been submitted at least in one copy.** |  |  |
| **PART 2 (ELIGIBILITY OF THE ACTION)**  **12. The action will be implemented in for the benefit of the population in the eligible area of the programme.** |  |  |
| **13. The duration of the action is between 18 months and 24 months (the minimum and maximum allowed).** |  |  |
| **14. The requested contribution is between the minimum and maximum allowed for the following specific objectives of the call:**  **- EUR 150.000,00 – 245.000,00 for the specific objective 1.1**  **- EUR 150.000,00 – 245.000,00 for the specific objective 1.2**  **- EUR 200.000,00 – 400.000,00 for the specific objective 2.1**  **- EUR 200.000,00 – 400.000,00 for the specific objective 3.1** |  |  |
| **15. The requested EU contribution is between 50 % and 85 % of the total eligible costs (minimum and maximum percentage allowed).[[56]](#footnote-56)** |  |  |
| **16.**  **The amount of financing requested on the basis of simplified cost options (SCO) is supported by appropriate justification in the "justification sheet" of the Budget and in case of other SCO the methods are based on a priory obtained ex-ante assessment.** |  |  |
| **17. The requested contribution has not been increased by more than 20 % compared to the amount requested at the concept note stage.** |  |  |
| **18. The following CBC criteria are met by this operation: joint development, joint implementation and either joint staffing or joint financing, or both.** |  |  |
| **19. The elements outlined in the concept note have not been modified by the applicant in the full application form. These elements are:**   * **The number and title of the specific objective of the call under which the concept note was submitted** * **the objective(s) of the action** * **its intended results** * **its target groups and final beneficiaries** * **the composition of the partnership (co-applicants and affiliated entities)** |  |  |
| **20. An accompanying letter has been included when a replacement or adjustment of the partnership has been carried out in relation to the concept note stage.** |  |  |

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

The lead applicant, represented by the undersigned, being the authorised signatory of the lead 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 lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues 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;
* 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;
* 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;
* 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;
* the lead applicant, as potential lead beneficiary in accordance with Article 71.3 of the Framework Agreement for IPA II programmes, shall assume responsibility for ensuring the financial implementation of the entire operation, monitor that the operation is implemented in accordance with the conditions set out in the contract and lay down the arrangements with other beneficiaries to guarantee the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
* the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they 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;
* 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;
* the lead applicant and each co-applicant and affiliated entity accept that the contracting authority could share their contact data for research purposes with staff of the joint technical secretariats of the programme under which they submitted an application;
* **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;**
* 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 Contribution Agreement, 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** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## 9 Principles of good partnership practice

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Union. To ensure that the action runs smoothly, the contracting authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the contracting authority.
2. All partners 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 lead applicant to sign the contract with the contracting authority and represent them in all dealings with the contracting authority in the context of the action's implementation.
3. The lead applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners 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, partners, etc.) should be agreed by the partners before being submitted to the contracting authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the contracting authority.
6. The partners must agree before the end of the action on how they will apply the provisions of article 7 of the General Conditions of the contract in relation to the equipment, vehicles and supplies purchased for the action with the EU grant.

## 10 Assessment grid for the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **opening &administrative check and evaluation of the full application form** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The full application satisfies all the criteria specified in the checklist in Section 7 of Part B. | |  | |  | |
| **DECISION:**  The committee has decided to evaluate the full application, which passed the administrative checks. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope per specific objective 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 full application form (part 2) has been duly completed. |  | |  | |
| 4. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in Section 2.1.2 of the guidelines. |  | |  | |
| 7. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4) |  | |  | |
| a. The lead applicant's statutes or articles of association |  | |  | |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies) |  | |  | |
| c. The lead applicant’s external audit report (if applicable) |  | |  | |
| d. Copy of the lead applicant’s latest accounts. |  | |  | |
| e. The Legal Entity File (see Annex D to the guidelines for applicants) has been duly completed and signed by the applicants (applicant and co-applicants) and the supporting documents requested have been enclosed. |  | |  | |
| f. A Financial Identification Form of the lead applicant (see Annex E of the guidelines for applicants) has been enclosed, is duly filled in and signed. |  | |  | |
| g. For operations containing the execution of works, all necessary supporting documents in this respect were submitted with the full application form. |  | |  | |
| h. An accompanying letter has been included when a replacement or adjustment of the partnership has been carried out in relation to the concept note stage. |  | |  | |
| 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. Please note that the selection of **only one** specific objective of the call is compulsory. [↑](#footnote-ref-1)
2. Please note that the selection of up to two expected results under the same specific objective could be possible.

   \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence. [↑](#footnote-ref-2)
3. A genuine CBC operation must have both mandatory criteria plus at least one of the two optional criteria. [↑](#footnote-ref-3)
4. 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. The effective establishment of applicants should be proved not only with the statutes but with the registration certificate. 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-4)
5. To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and the need to register, please read the beginning of Section 2.2 of the guidelines of this call and visit

   <https://ec.europa.eu/europeaid/funding/about-calls-proposals/pador-helpdesk_en> [↑](#footnote-ref-5)
6. If a lead 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-6)
7. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-7)
8. Use one row for each co-applicant. [↑](#footnote-ref-8)
9. Use one row for each affiliated entity. [↑](#footnote-ref-9)
10. Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 205 of 21.11.2018, p. 39. [↑](#footnote-ref-10)
11. This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annexe A13). [↑](#footnote-ref-11)
12. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-12)
13. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-13)
14. ‘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-14)
15. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en> [↑](#footnote-ref-15)
16. See Guidance on Gender equality at <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en> [↑](#footnote-ref-16)
17. See Guidelines for environmental integration at <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en> [↑](#footnote-ref-17)
18. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-18)
19. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-19)
20. Add as many rows as co-applicants. [↑](#footnote-ref-20)
21. Add as many rows as affiliated entities. [↑](#footnote-ref-21)
22. The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C). [↑](#footnote-ref-22)
23. When the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-23)
24. A genuine CBC operation must have both mandatory criteria plus at least one of the two optional criteria. [↑](#footnote-ref-24)
25. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-25)
26. ‘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-26)
27. Please number them in relation to the specific objective of the action and in the same way as in the logical framework matrix. [↑](#footnote-ref-27)
28. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-28)
29. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s) [↑](#footnote-ref-29)
30. The impact is the long-term expected effect of the action fulfilling the overall objective [↑](#footnote-ref-30)
31. Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>. [↑](#footnote-ref-31)
32. 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-32)
33. 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-33)
34. 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-34)
35. 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-35)
36. 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-36)
37. 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-37)
38. Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant and each affiliated entity together with the full application form. [↑](#footnote-ref-38)
39. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en>

    This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-39)
40. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-40)
41. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-41)
42. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en> . This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-42)
43. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-43)
44. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-44)
45. [↑](#footnote-ref-45)
46. This number is available to an organisation which registers its data in PADOR. For more information and to register, please <https://ec.europa.eu/europeaid/search/site/pador_en>. This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-46)
47. As described in Section 2.1.2. of the guidelines for applicants. [↑](#footnote-ref-47)
48. If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location. [↑](#footnote-ref-48)
49. For organisations. [↑](#footnote-ref-49)
50. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en>. [↑](#footnote-ref-50)
51. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-51)
52. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-52)
53. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-53)
54. Add as many rows as co-applicant(s). [↑](#footnote-ref-54)
55. Add as many rows as affiliated entities. [↑](#footnote-ref-55)
56. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-56)